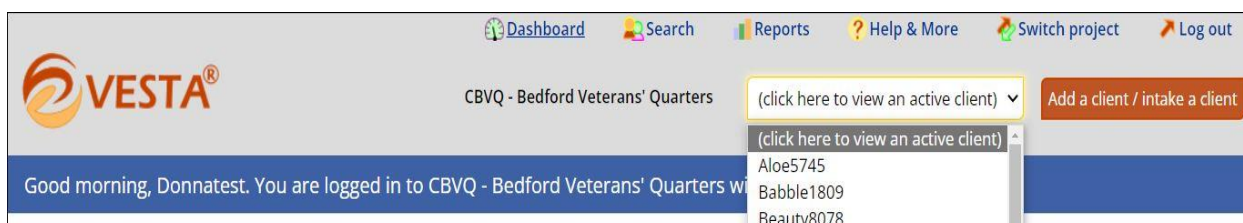




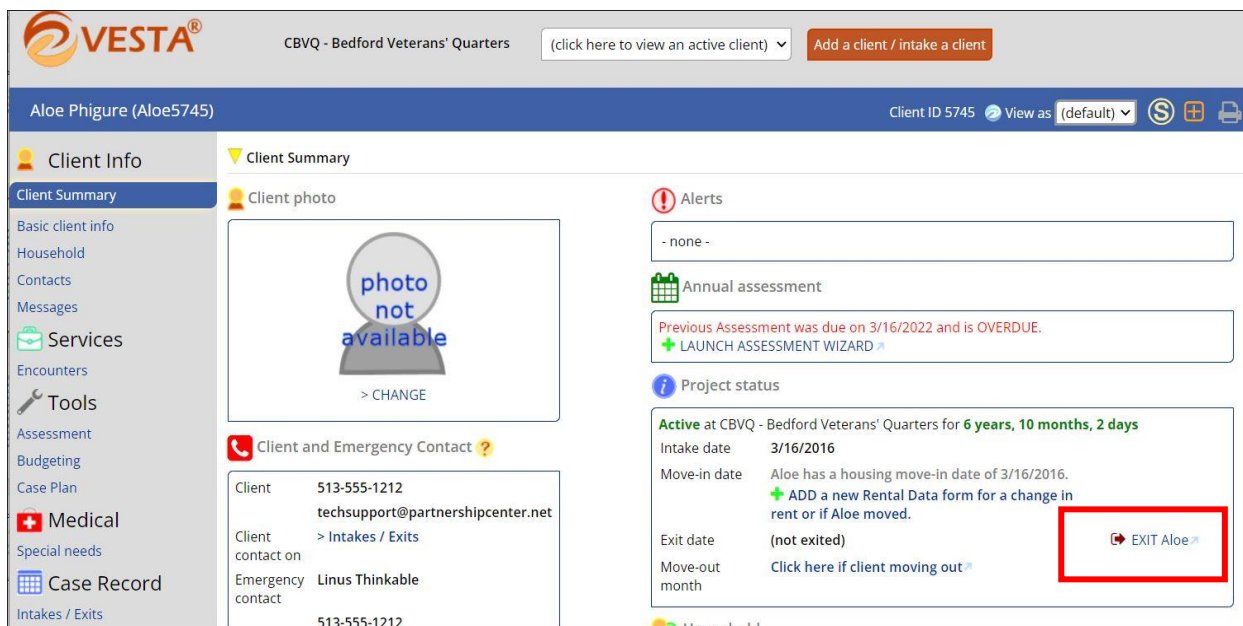
# Client Exit

## How to exit a client

1. Login to VESTA and choose the project you need to exit your client from.
2. Go to the **active client** list and choose your client by clicking on the name.



3. On the client dashboard, in the Project Status box, middle of the page, click on the **Exit** link.





4. Select your **Exit date** for you client by either using the calendar icon or typing in the date in the format mm/dd/yyyy, and select you **Exit destination** from the pulldown list.

VESTA® Aloe Exit a primary client (step 1 of 4)  
Aloe Phigure leaving CBVQ - Bedford Veterans' Quarters

Exit details

Exit date 9/30/2022

Exit destination

Step 1 of 4: 1-Exit details

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- Transitional housing for homeless persons (including homeless youth)
- Host Home (non-crisis)
- Staying or living with friends, temporary tenure (e.g. room, apartment or house)
- Staying or living with family, temporary tenure (e.g. room, apartment or house)
- Staying or living with family, permanent tenure
- Staying or living with friends, permanent tenure
- Moved from one HOPWA funded project to HOPWA PH
- Moved from one HOPWA funded project to HOPWA TH
- Rental by client, with GPD TIP housing subsidy
- Rental by client, with VASH housing subsidy
- Permanent housing (other than RRH) for formerly homeless persons**
- Rental by client, with RRH or equivalent subsidy
- Rental by client, with HCV voucher (tenant or project based)
- Rental by client in a public housing unit
- Rental by client, no ongoing housing subsidy
- Rental by client, with other ongoing housing subsidy
- Owned by client, with ongoing housing subsidy
- Owned by client, no ongoing housing subsidy

Other Situations

5. Be sure to choose the **Next button** to complete all 4 exit steps. Only use the **Save button** if you are not able to complete the exit currently.
6. Continue with Step 2 and update the **Income and benefits** if updates are needed, select the **Next button** in the lower right of the screen.

VESTA® Aloe Exit a primary client (step 1 of 4)  
Aloe Phigure leaving CBVQ - Bedford Veterans' Quarters

Exit details

Exit date 9/30/2022

Exit destination Permanent housing (other than RRH) for formerly homeless persons

Step 1 of 4: 1-Exit details | 2-Income and benefits | 3-Health insurance | 4-Special needs |

Save Cancel Previous Next

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Alooe Exit a primary client (step 2 of 4)  
Aloe Phigure leaving CBVQ - Bedford Veterans' Quarters

**Income and benefits**

This form is for recording a client's cash income and non-cash benefits.

Income from any source? ?

**Employment income**

Earned income from employment ?

**Other cash income**

Unemployment insurance

Total monthly income (calculates automatically) ?

Non-cash benefit received from any source? ?

**Non-cash benefits**

- SNAP - Food stamps
- WIC-Special Supplemental Nutrition Program for Women, Infants, and Children
- TANF child care services
- TANF transportation services
- Other TANF-funded services
- Other source


→ If other source, specify

Step 2 of 4: 1-Exit details | **2-Income and benefits** | 3-Health insurance | 4-Special needs

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- Continue with Step 3 and update the **Health insurance** if updates are needed, select the **Next** button.

AloeExit a primary client (step 3 of 4)  
Aloe Phigure leaving CBVQ - Bedford Veterans' Quarters

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**Health insurance**

Use this form to record a client's medical insurance information.

This person has some form of health insurance or other medical benefit in effect

If yes is chosen above, at least one of the insurance types or medical benefits below must also be yes.

If One Care, please select both Medicaid / MassHealth and Medicare.


Medicaid / MassHealth	<input type="text" value="No"/>
Medicare	<input type="text" value="No"/>
Children's Health Insurance Program (CHIP)	<input type="text" value="No"/>
Veterans Administration (VA) Medical Services	<input type="text" value="Yes"/>
Employer-provided health insurance	<input type="text" value="No"/>
Health insurance obtained through COBRA	<input type="text" value="No"/>
Private pay health insurance	<input type="text" value="No"/>
State health insurance for adults	<input type="text" value="No"/>
Indian Health Services Program	<input type="text" value="No"/>
Other	<input type="text" value="No"/>

Step 3 of 4: 1-Exit details | 2-Income and benefits | **3-Health insurance** | 4-Special needs





- Continue with Step 4 and update the **Special needs** if updates are needed, select the **Next button**.

Aloe Exit a primary client (step 4 of 4)  
Aloe Phigure leaving CBVQ - Bedford Veterans' Quarters

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**Special needs**

This form is for recording a client's special needs and potential issues affecting a client's ability to maintain housing. It does not indicate a formal diagnosis of disability.  
**(H)** indicates fields used in determining chronic homelessness.

**Special needs**

Chronic health condition ?	No
Substance use disorder	Alcohol use disorder
→ Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?	No
Developmental / cognitive disability ?	No
Mental health disorder	Yes
→ Expected to be of long-continued and indefinite duration and substantially impairs ability to live independently?	No
Physical disability ?	No
HIV / AIDS	No
<b>(H)</b> At least one of the above special needs is a disabling condition. ?	No
Domestic violence victim / survivor	No
Pregnant	No
Allergies	No

Step 4 of 4: 1-Exit details | 2-Income and benefits | 3-Health insurance | **4-Special needs** |

Save Cancel Previous Next

- Select the **Next button** on the lower right of the screen to complete the exit.



10. The system will bring you to the **Client Summary** screen. Review your **Exit date** and **Exit destination** in the Project Status box, middle of the page.

Aloe Phigure (Aloe5745) Client ID 5745 View as (default)

**Client Info**

- Client Summary
- Basic client info
- Household
- Contacts
- Messages
- Services
- Encounters
- Tools
- Assessment
- Budgeting
- Case Plan
- Medical
- Special needs
- Case Record

**Client Summary**

Client photo

photo not available

> CHANGE

Client and Emergency Contact ?

Client: 513-555-1212  
techsupport@partnershipcenter.net

Client contact on: > Intakes / Exits

Emergency contact: Linus Thinkable

**Alerts**

- none -

**Annual assessment**

(Assessment wizard not needed)

**Project status**

Last stay at CBVQ - Bedford Veterans' Quarters was **6 years, 6 months, 14 days**

Intake date: 3/16/2016

Move-in date: Aloe has a housing move-in date of 3/16/2016.

**Exit date: 9/30/2022**

**Exit destination: Permanent housing (other than RRH) for formerly homeless persons**

Move-out month: Click here if client moving out

Let us know if you have any questions.