

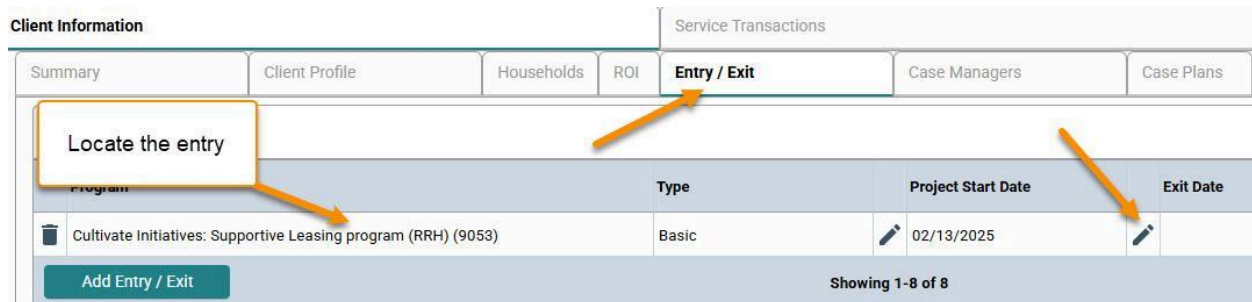


# How to exit a deceased participant from an entry

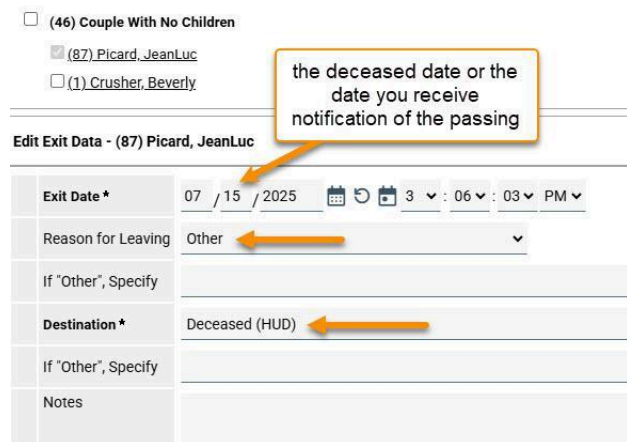
Send requests for assistance with HMIS to [hmishelp@multco.us](mailto:hmishelp@multco.us).

When a participant is deceased and has an open entry, agency staff must exit them from the entry.

- In the participant's record, locate the entry
- Click the pencil next to the Exit Date column.



- Exit date: enter their deceased date or, if that is unknown, the date you receive notification of their passing.
- Reason for Leaving: Other.
- Destination: Deceased.
- Click Save & Exit.
- Click Save & Exit one more time at the end of the assessment.



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