



DATA QUALITY PROACTIVE CONSIDERATIONS FOR MISSING EXIT DATA

If a client disappears:

1. **Fill out exit form with date you remove them from the program.**
 - If they disappear, but you wait a few weeks to officially remove them from the program, choose this date as the exit date. Do not choose the date last in contact with them, this will affect timeliness.
2. **Fill out exit form with last known data.**
 - Use last known financial, non-cash, health insurance data
3. **Try to determine an exit destination.**
 - Use your notes, there may be clues there.
 - Be PROACTIVE: During the Intake or First Interview, **post a question where you can gather a possible exit destination** before they exit. Mark this in your notes for the future.
Some suggestions:
 - a. *Where do you plan to go if we can't help you in our program?*
 - b. *Where do you think you'll live when the program ends?*
 - c. *What's your backup plan for a living situation?*
4. **Enter the exit enrollment into HMIS immediately.**
 - When program removal is determined and exit form is completed, enter into HMIS asap for Timeliness and DQ.
5. **Go back in and fix in HMIS.**
 - If you figure out/find out more data later on down the road, fix it in HMIS.