

How to Enter a Permanent Housing Exit Reason

Starting October 2026, the exit screen for permanent housing programs adds two fields: **Primary Reason for Exit** and an optional details box. Recording an accurate reason helps identify barriers to housing stability and where programs and residents may need more support.

STEP-BY-STEP

Entering the Exit Reason

1. Open the Exit tab

From the resident's record, go to the program's Exit tab and select the add icon.

2. Select the exit destination

Choose the option that accurately reflects where the resident is going.

3. Select the primary reason for exit

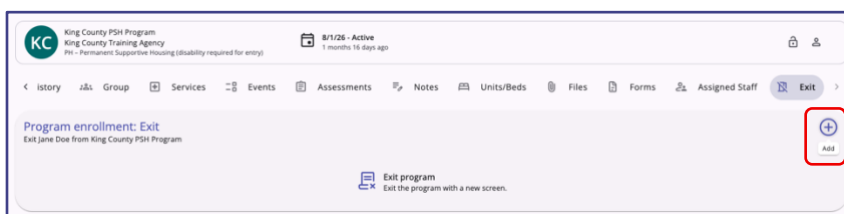
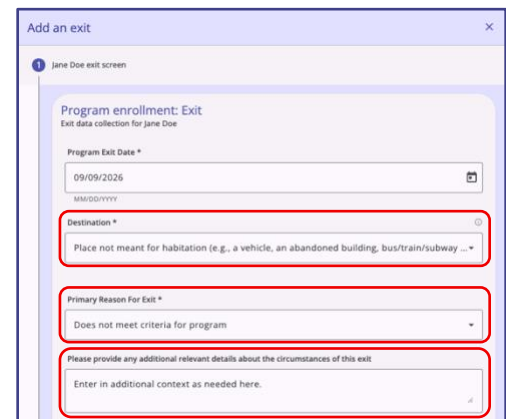
Pick the single reason that most directly caused the exit. Add optional details for helpful context.

4. Check for consistency

Confirm the destination and reason describe the same situation (e.g., Deceased shouldn't pair with Left for housing opportunity). Resolve any mismatch warning before completing the exit.

Keep in Mind

- Ask the resident first. Use their own account whenever available; use “Lost contact” only when no resident or records exist.
- Choose one primary reason, even if several factors contributed — use the details field for extra context.
- In the details field, never include a new address, a specific facility name, or immigration status.
- Never use exit reason to decide eligibility for another program — it's a program-improvement measure, not a resident label.

The screenshot shows the 'Add an exit' form for Jane Doe. The form includes the following fields:

- Program enrollment: Exit** (Header)
- Exit data collection for Jane Doe** (Sub-header)
- Program Exit Date *** (Date field, value: 09/09/2026)
- Destination *** (Dropdown menu, value: Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway ...))
- Primary Reason for Exit *** (Dropdown menu, value: Does not meet criteria for program)
- Please provide any additional relevant details about the circumstances of this exit** (Text area, value: Enter in additional context as needed here.)

Need the full reason list?

See the appendix in the Permanent Housing Exit Reason Data Collection Guide for descriptions and examples of every reason option.