

### **TAA: Exiting from Services**

Clients must exit all services they enter. Exiting one service – like training – has a cascade effect on other services, like TRA, HCTC, etc. However, exiting from a service is not the same as exiting from the program. Anyone who is co-enrolled with WIA remains active until the last program exits that person.

1. Find Client -- *Always make sure all necessary info is on the application screen*
2. Service Screen – edit the appropriate service – training, waiver, HCTC, TRA, etc.
  - a. Date: the original date should be in the field
  - b. Summary Description: completed XX service
  - c. Planned End Date: date the service was supposed to end
  - d. Actual end date: date the service actually ended
  - e. Service Note: service ended because...
3. Amend end date of current HCTC service. If you are not able to change the end date because of prior ownership, contact the state TAA coordinator.
4. Close out any open TRA services
5. Case Notes:
6. If they completed training, enter the credential in the credential service.

Send the exit form to state TAA to deactivate the file.