CaseWorthy - How to Delete a Shelter Check-in

🔓	**This document is PUBLIC.**

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Instructions on how to delete the shelter check-in.

Instructions

To delete a shelter check-in.

1. Load the client record using **Find Client**
2. Go to **Case Management > Services**
3. Find the service that matches the date of the Shelter check-in and has the service type of "Emergency Shelter Bed Night"
4. Click the action **gear** for that service (check in) and choose "**Delete**". The check box on the check in screen for this client will be gray for the date you deleted the service for.

Note: Do NOT try to delete the shelter stay from the bed check-in screen. This will result in an error.