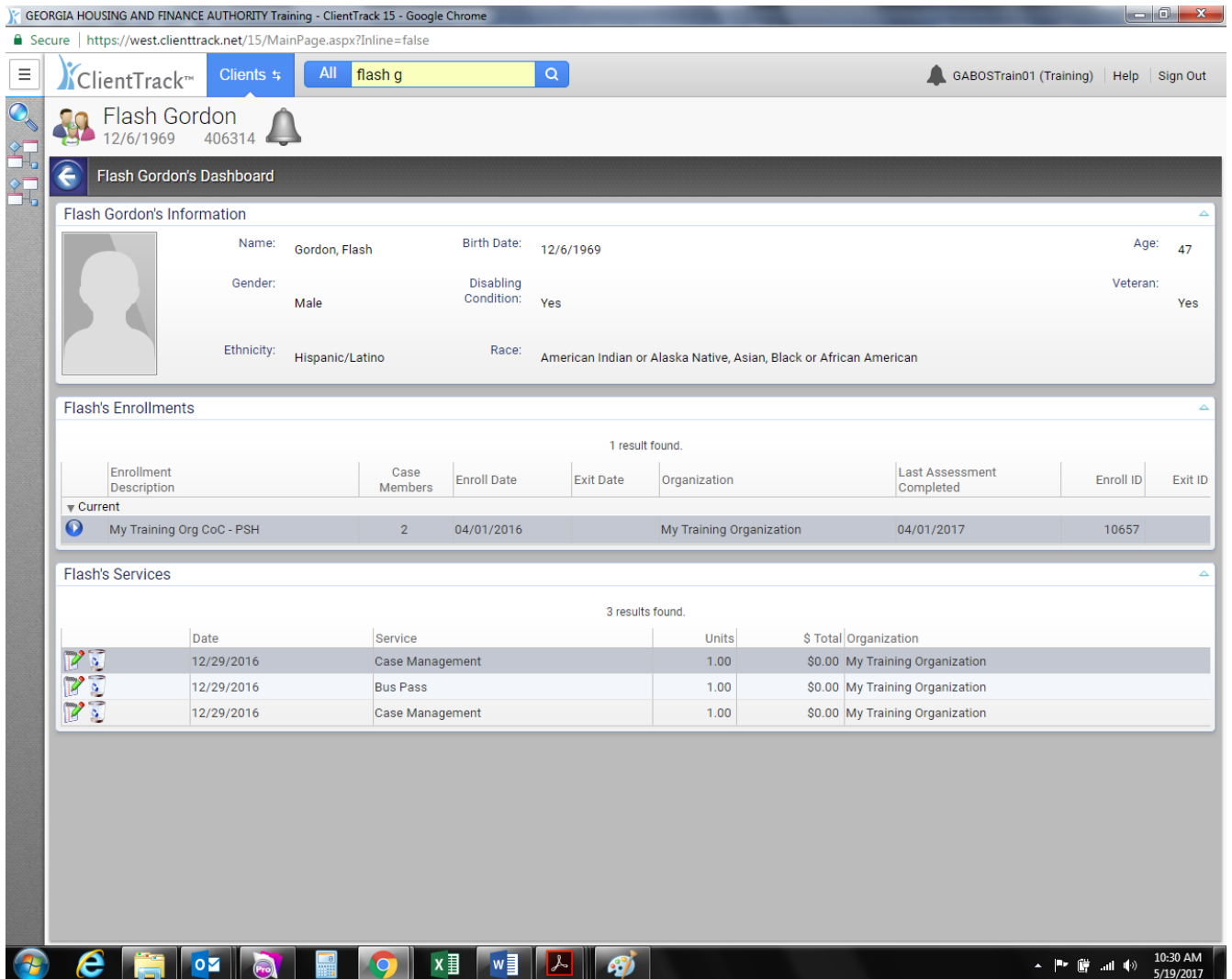




# Georgia<sup>®</sup> Department of Community Affairs

## Data Quality Clean Up: Q3: Relationship to Head of Household

As a reminder, this will mainly effect agencies with families as the migration pulled everyone one over a Head of Household. You will start with your Detail Report to determine who this affects in your HMIS records. Use the search feature to open the client's dashboard.




GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chrome  
Secure | https://west.clienttrack.net/15/MainPage.aspx?Inline=false

ClientTrack™ Clients All flash g GABOSTrain01 (Training) Help Sign Out

Flash Gordon  
12/6/1969 406314

Flash Gordon's Dashboard

Flash Gordon's Information

	Name: Gordon, Flash	Birth Date: 12/6/1969	Age: 47
	Gender: Male	Disabling Condition: Yes	Veteran: Yes
	Ethnicity: Hispanic/Latino	Race: American Indian or Alaska Native, Asian, Black or African American	

Flash's Enrollments

1 result found.

Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016		My Training Organization	04/01/2017	10657	

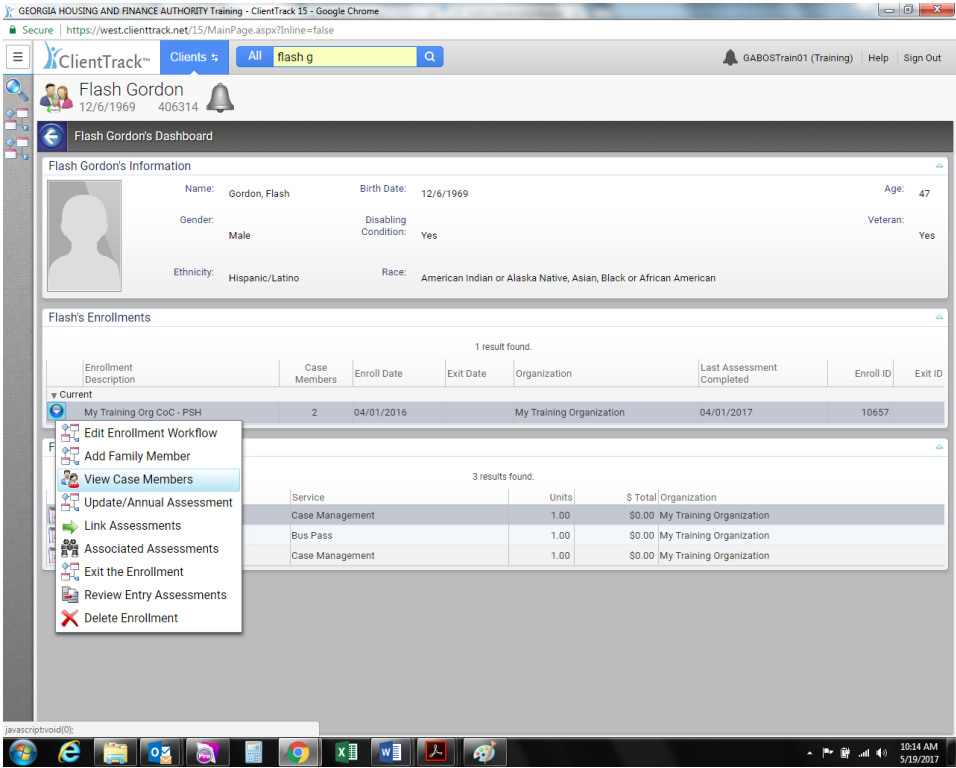
Flash's Services

3 results found.

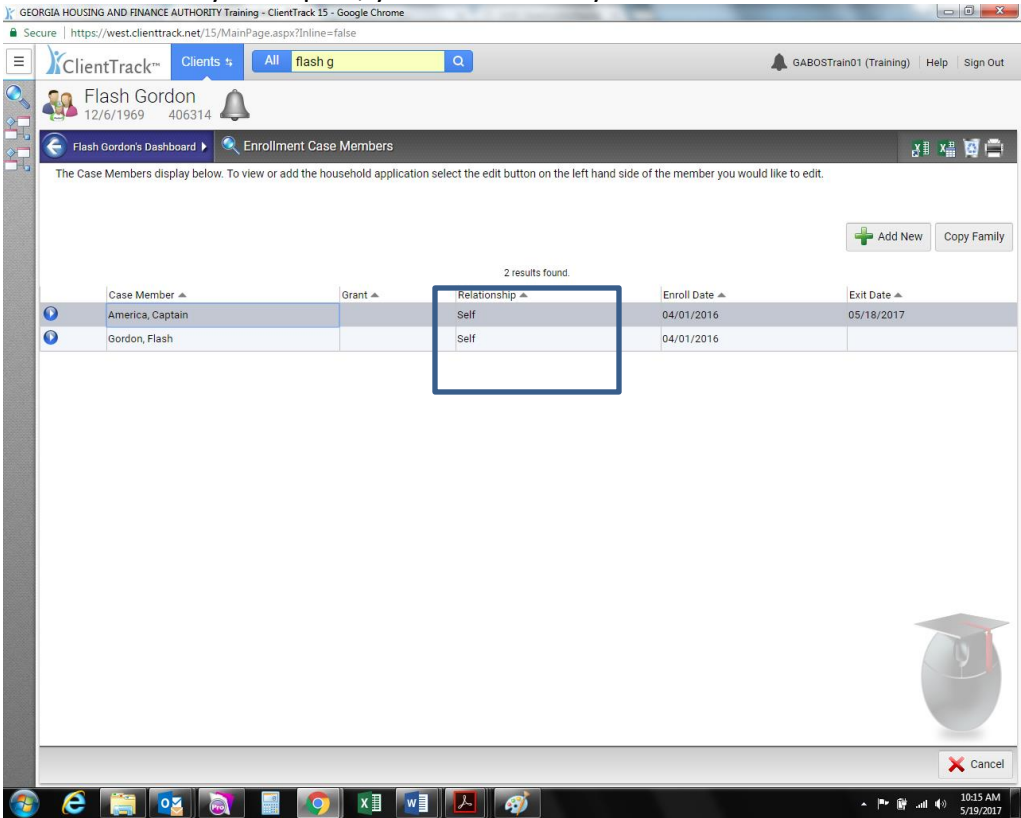
Date	Service	Units	\$ Total	Organization
12/29/2016	Case Management	1.00	\$0.00	My Training Organization
12/29/2016	Bus Pass	1.00	\$0.00	My Training Organization
12/29/2016	Case Management	1.00	\$0.00	My Training Organization

10:30 AM  
5/19/2017

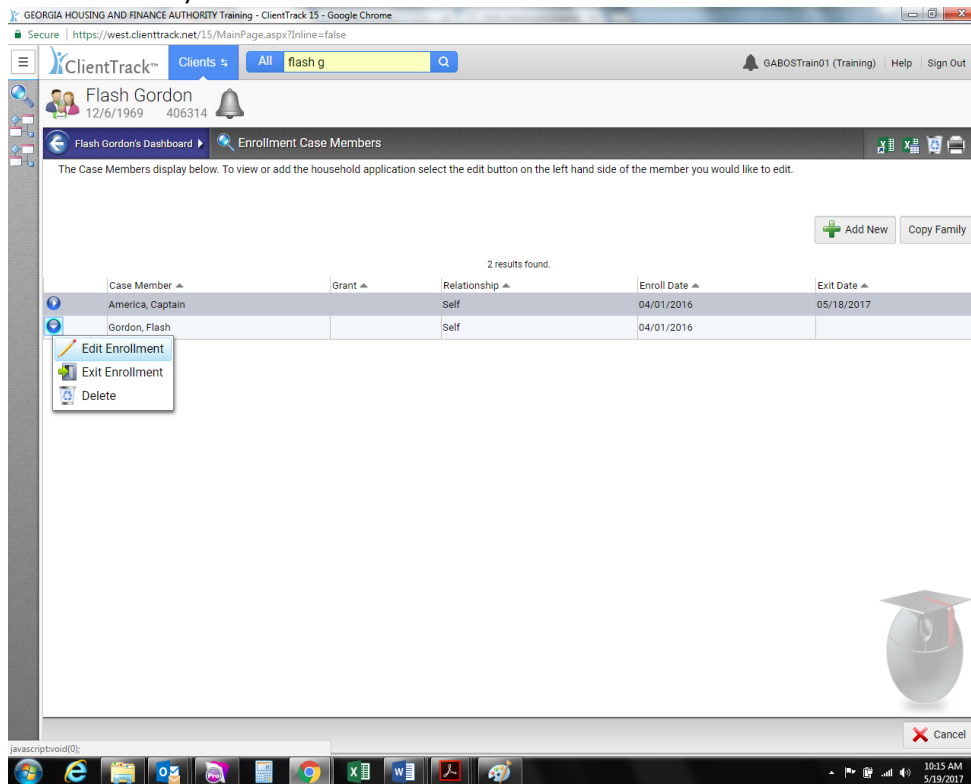
Next, we go to our blue button and choose to View Case Members



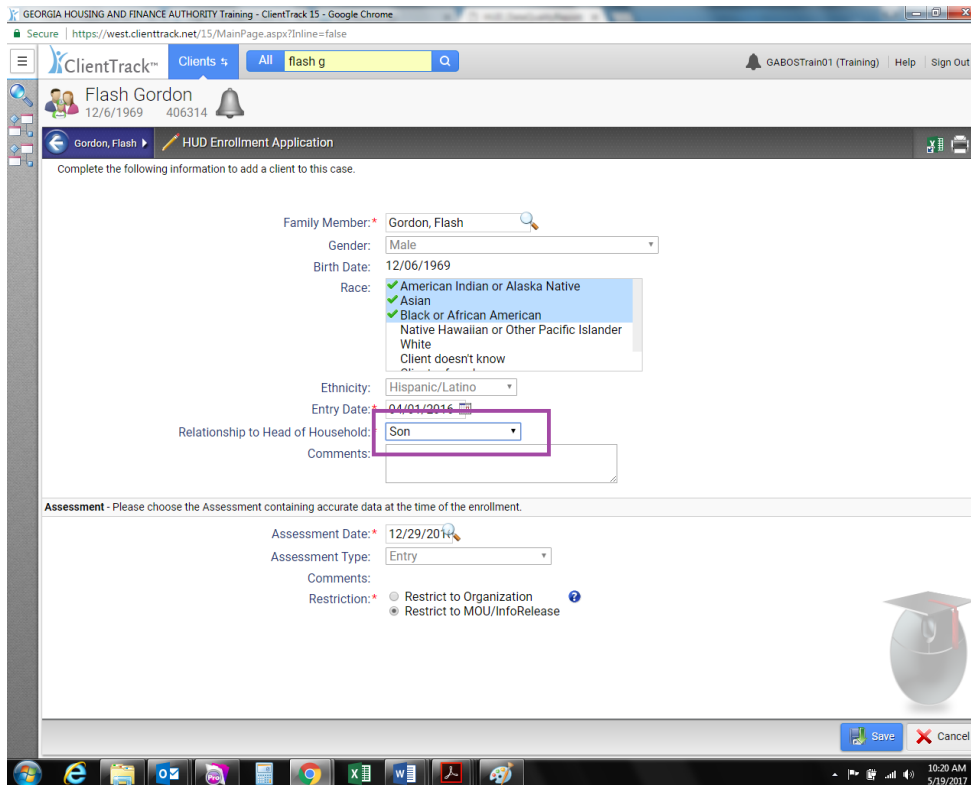
If this is an issue in your report, you will see everyone marked "Self" as shown below.



To correct, choose each family member (who isn't the Head of Household, as they can be kept as self) and click the blue button and choose Edit Enrollment



You will then correct the Relationship to Head of Household to reflect correct information. Click Save.



You will be returned to the Case Members page where you will confirm that change was saved.  
When you refresh your hidden DQ Report you will see the change updated.

The screenshot shows the ClientTrack web application interface. At the top, the browser address bar displays the URL <https://west.clienttrack.net/15/MainPage.aspx?Inline=false>. The application header includes the ClientTrack logo, a search bar with the text "flash g", and user information for "Flash Gordon" (DOB: 12/6/1969, ID: 406314). The main content area is titled "Enrollment Case Members" and contains a table with two columns: "Case Member" and "Relationship". The table lists two members: "America, Captain" with relationship "Self" and "Gordon, Flash" with relationship "Son". The "Son" relationship for "Gordon, Flash" is highlighted with a purple box. The table also includes columns for "Enroll Date" and "Exit Date".

Case Member	Grant	Relationship	Enroll Date	Exit Date
America, Captain		Self	04/01/2016	05/18/2017
Gordon, Flash		Son	04/01/2016	

The interface also features buttons for "Add New" and "Copy Family", and a "Cancel" button at the bottom right. A graduation cap icon is visible in the bottom right corner of the main content area.