

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.

GEOI	RGIA HOUSIN	IG AND FINAN	ICE AUTHORITY Tra	aining - Client	tTrack 15 - Google	Chrome			-		_			J X
Sec	cure https	://west.client	ttrack.net/15/Ma	ainPage.asp>	x?Inline=false									
	Clie	ntTrack™	N Clients ₅	All	flash g		Q				🜲 GABOSTrain0	1 (Training)	Help S	Sign Out
	F 12	lash Go 2/6/1969	ordon 406314	1										
	📀 Fla	ish Gordon'	's Dashboard											
	Flash G	ordon's Info	ormation											~
			Name:	Gordon, Fl	lash	Birth Date:	12/6	/1969					Age:	47
	K		Gender:	Male		Disabling Condition:	Yes						Veteran:	Yes
			Ethnicity:	Hispanic/I	Latino	Race:	Ame	rican Indian or	Alaska Native, Asian, Bla	ck or African A	merican			
	Flash's I	Enrollments	S											<u> </u>
								1 result	found.					
	E	Enrollment Description			Case Members	Enroll Date		Exit Date	Organization		Last Assessment Completed	E	Enroll ID	Exit ID
		t ⁄ly Training Or	rg CoC - PSH		2	04/01/2016			My Training Organizatio	on	04/01/2017		10657	
	Flash's	Services												_
								3 result:	s found.					
			Date		Service				Units	\$ Total Orga	nization			
	12 🧊		12/29/2016		Case Manag	gement			1.00	\$0.00 My T	raining Organization			
	12 2		12/29/2016		Bus Pass				1.00	\$0.00 My T	raining Organization			
	12 🧊		12/29/2016		Case Manag	gement			1.00	\$0.00 My T	raining Organization			
1	ê		or) 🗟									- P (†	.atl (€)) 1 5	0:30 AM /19/2017

GEO	RGL	A HOUS	SING AND FINAN	ICE AUTHORITY Tra	ining - Cli	ientTrack 15 -	Google	Chrome		1.000	-	-	-		0	3 <mark>×</mark>
Sec	cure	e http	ps://west.clien	ttrack.net/15/Ma	inPage.a	spx?Inline=1	alse		_							
Ξ		Clie	entTrack	Reference Clients 5	AI	flash g			Q				GABOSTrain01 (Tr	aining) H	lelp s	sign Out
	4		Flash Gc 12/6/1969	ordon 406314												
	Flash Gordon's Dashboard															
-140	F	Flash	Gordon's Info	ormation												<u>م</u>
				Name:	Gordon	, Flash		Birth Date:	12/6	/1969					Age:	47
	l	L	Ge		Male			Disabling Condition:	Yes					v	'eteran:	Yes
				Ethnicity:	Hispan	ic/Latino		Race:	Ame	rican Indian or	Alaska Native, A	sian, Black or Afric	can American			
	Flash's Enrollments												<u> </u>			
	Enrollment Description							1 result	found.							
			Enrollment Description			Ca Mem	se ibers	Enroll Date		Exit Date	Organization		Last Assessment Completed	Enro	oll ID	Exit ID
	My Training Org CoC - PSH			2		04/01/2016			My Training Or	rganization	04/01/2017	10	657			
	F,	22	General Content Control Content Conten													
	Ľ	82														
	L	22	🙋 View Case Members							3 results	found.					
	١,	22	Clipdate/Annual Assessment Link Assessments Associated Assessments		nt	Servi	ce .				Units	\$ Total	Organization			_
						Case	Manag	lement			1.00	\$0.00	My Training Organization			
		-				Bus F	ass				1.00	\$0.00	My Training Organization			
	L	P Exit the Enrollment			Case	Manag	ement	_		1.00	\$0.00	My training organization	_	_		
			Review Entry Assessments													
		-	Doloto Enrol	Imont												
		<u> </u>	Delete Lino	innent	-11											
		-14/00														
avascrip	otrvo	oid(0);		5 7			v	H				-			1 1	0:14 AM
		C) ×			9			•	s in the second	⁹⁹ 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.

Se Se	Secure https://west.clienttrack.net/15/MainPage.aspx?Inline=false									
Ξ	Clie	entTrack [™] Clients 5	All flash g	Q		SABOSTrain01 (Training) Help Sign Out				
 		lash Gordon								
	Flas The Ca	th Gordon's Dashboard 🕨 🔍 Enr	rollment Case Members v or add the household applicat	ion select the edit button on the left hand	I side of the member you would like to	よ非 X 指 103 (書) oedit.				
						Add New Copy Family				
				2 results found.						
		Case Member 🔺	Grant 🔺	Relationship 🔺	Enroll Date 🔺	Exit Date 🛋				
	\mathbf{O}	America, Captain		Self	04/01/2016	05/18/2017				
	0	Gordon, Flash		Self	04/01/2016					
				-	-					
					J					
						1				
						X Cancel				
-	e	📺 👧 🔊	🔄 👩 🖬 🗖			▲ 🖭 🕅				

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

)r GEC	RGIA HOUSING A	ND FINANCE AUTHORITY Training - ClientTrack 15 -	Google Chrome	A CONTRACTOR OF THE		_ 0 ×					
🔒 Se	cure https://w	vest.clienttrack.net/15/MainPage.aspx?Inline=1	alse								
Ξ	Client	Track [™] Clients ⊊ All flash g		٩	A GABOSTrai	in01 (Training) Help Sign Out					
 	Flas 12/6/	sh Gordon									
	Flash Go The Case M	Flash Gordon's Dashboard 🕨 🔍 Enrollment Case Members									
			,								
						Add New Copy Family					
				2 results found.							
	c	Case Member 🔺	Grant 🔺	Relationship 🔺	Enroll Date 🔺	Exit Date 🔺					
	A	America, Captain		Self	04/01/2016	05/18/2017					
	G	Gordon, Flash		Self	04/01/2016						
javascri	Page Exit El	a a a a a a a a a a a a a a a a a a a				Cancel					
-) ၉ 🛛	🚞 💽 🔊 🚍 📀	XI VI	🛃 🛛 🞻		▲ 🏴 🛱 .al ♦) 10:15 AM 5/19/2017					

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

	enerrearer	
K GEORGIA HOUSING AND FINANCE AUTHORITY Training - ClientTrack 15 - Google Chro	ome	
Secure https://west.clienttrack.net/15/MainPage.aspx?Inline=false		
E ClientTrack [™] Clients 5 All flash g	Q	GABOSTrain01 (Training) Help Sign Out
Section 12/6/1969 406314		
Gordon, Flash V / HUD Enrollment Application		a 🗐 着
Complete the following information to add a client to this case.		
Family Member:*	Gordon, Flash	
Gender:	Male *	
Birth Date:	12/06/1969	
Race:	 American Indian or Alaska Native 	
	 Asian Black or African American 	
	Native Hawaiian or Other Pacific Islander	
	Client doesn't know	
Ethnicity	Hispanic/Latino	
Entry Date	04/01/2016	
Relationship to Head of Household	Son	
Comments:		
Assessment - Please choose the Assessment containing accurate dat	a at the time of the enrollment.	
Assessment Date:*	12/29/2014	
Assessment Type:	Entry •	
Comments:		
Restriction:*	Restrict to Organization Provide the MOLUM for Process	
	Restrict to MOO/InfoRelease	
		Save 🗙 Cancel
📀 ⋵ 🚞 🔯 🗟 📑 📀 🚺	💽 🔼 🛷	الدين (10:20 AM 5/19/2017 👘 طالع

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.

K GEO	RGIA HOUSI	NG AND FINANCE AUTHORITY Training - ClientTrack	15 - Google Chrome	Banding Paret		
Sec	ure http	s://west.clienttrack.net/15/MainPage.aspx?Inlir	e=false			
Ξ	Clie	entTrack [™] Clients \$ All flas	ng	Q	🜲 GA	BOSTrain01 (Training) Help Sign Out
	F 1	Flash Gordon 2/6/1969 406314				
5-6 ⊗⊐	۹ 📀	Enrollment Case Members				81 x# 🔞 🚍
_H0	The Ca	se Members display below. To view or add the	household application	select the edit button on the lef	t hand side of the member you would like to e	edit.
						Add New Copy Family
				2 results found.		
	0	Case Member 🔺	Grant 🔺	Relationship 🔺	Enroll Date 🔺	Exit Date 🔺
	0	America, Captain		Self	04/01/2016	05/18/2017
	0	Gordon, Flash		Son	04/01/2016	
						× Cancel
	e		<u> </u>			▲ 🔍 👘 🖬 🔹 10:21 AM