If you are showing an error in Q4 Destination, locate the clients in the Data Quality Detail Report and search for them in Dashboard. When you have located their account, click the blue button under enrollments and click Exit the Enrollment.

On this screen you will see either Data Not Collected, Don't Know, Refused under Destination.  Do not make something up to correct the error if this is a true answer. If it is, provide a reason for that answer.
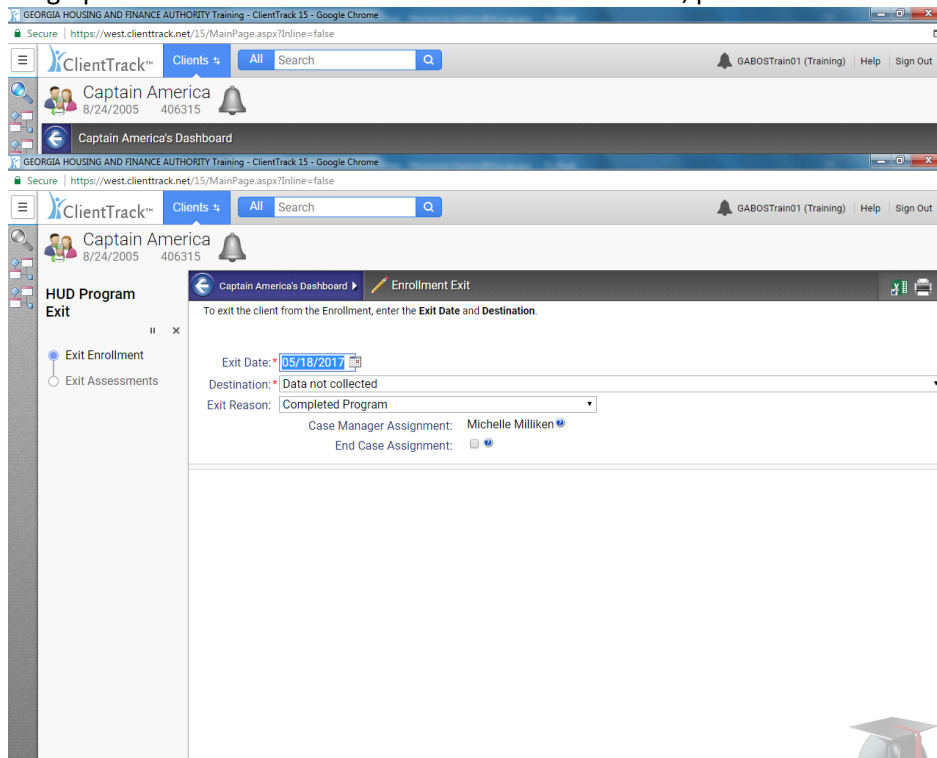


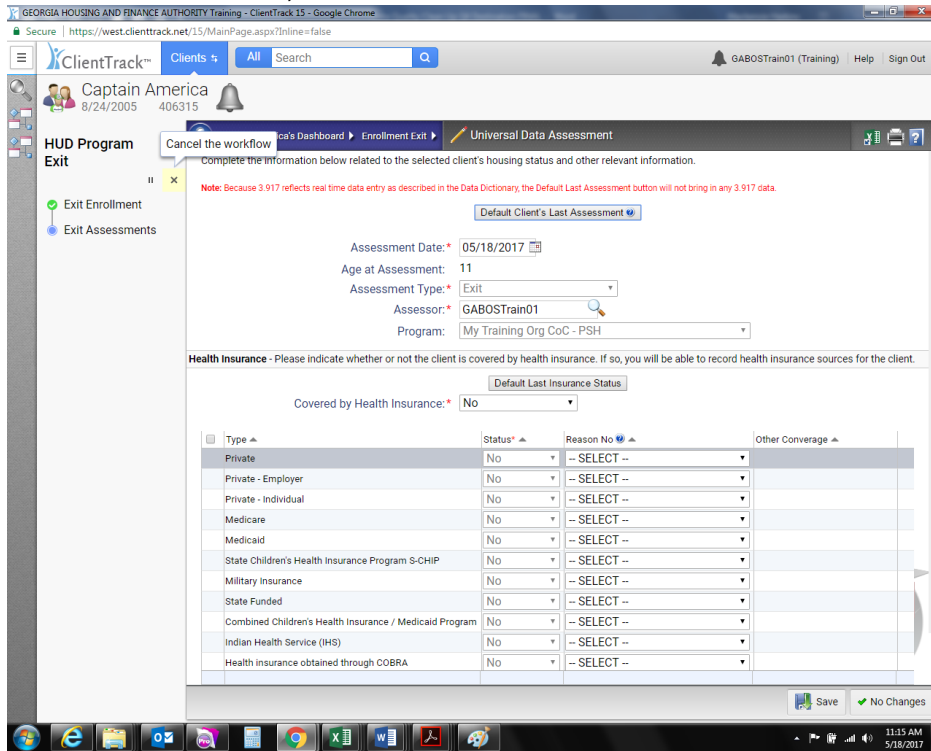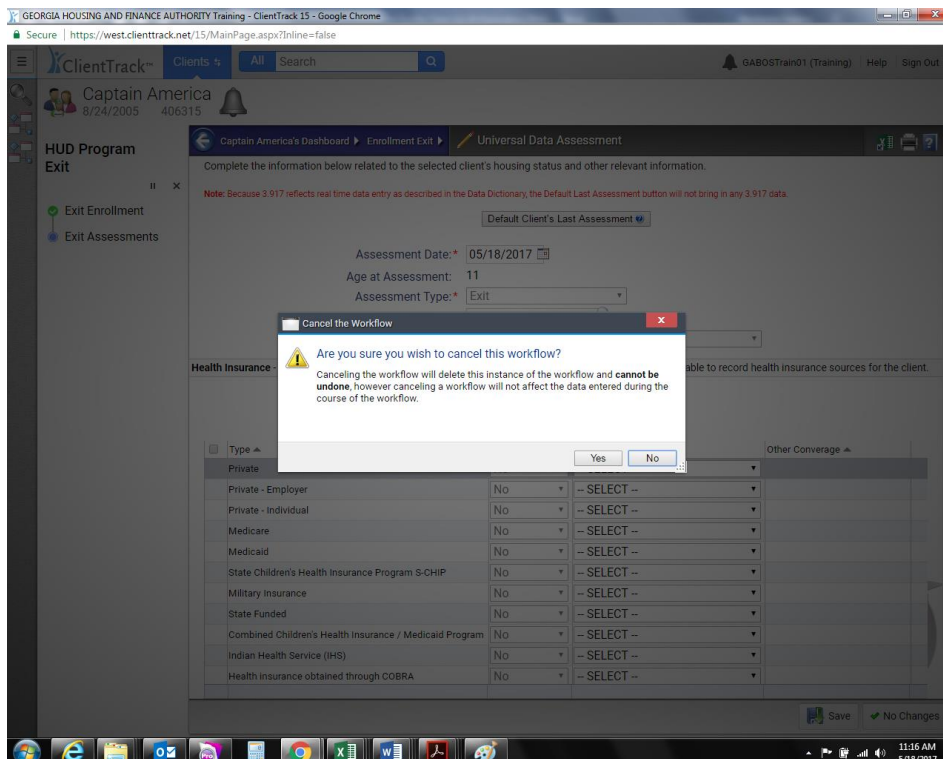If it was a data entry error, correct to the appropriate destination.
Make sure your exit date remains the actual exit date.  Click SAVE.
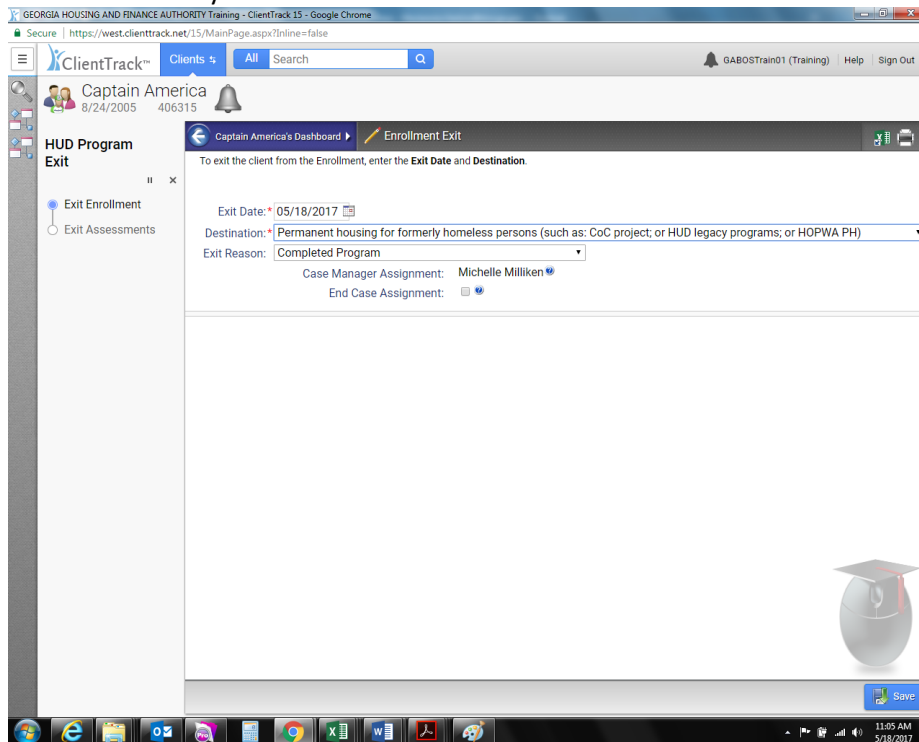
ClientTrack will take you into the Exit Assessment on the next screen. If you do not need to access this information, then click the X to close out the workflow.
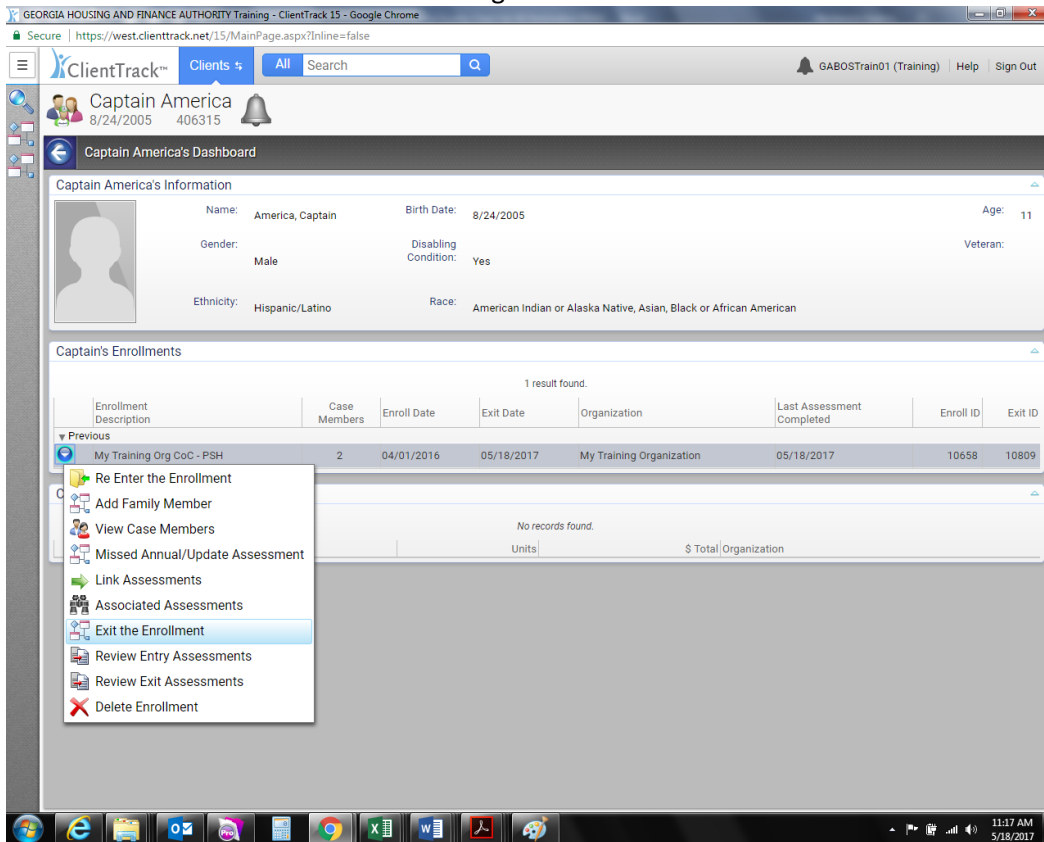


Don't worry, it will save-click yes



You can refresh your lurking Data Quality report now or…

Take an extra step and go back to check by going back to the Dashboard and clicking the blue button and clicking Exit Enrollment



You will then see the corrected destination