

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

## Data Quality Clean Up: Q4: Destination

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.

The screenshot displays the ClientTrack web application interface. At the top, the browser address bar shows the URL: <https://west.clienttrack.net/15/MainPage.aspx?Inline=false>. The application header includes the ClientTrack logo, a search bar, and user information for GABOSTrain01 (Training). The main content area is titled "Captain America's Dashboard" and shows the client's information and enrollment details.

**Client Information:**

- Name: America, Captain
- Birth Date: 8/24/2005
- Age: 11
- Gender: Male
- Disabling Condition: Yes
- Veteran: No
- Ethnicity: Hispanic/Latino
- Race: American Indian or Alaska Native, Asian, Black or African American

**Enrollments:**

1 result found.

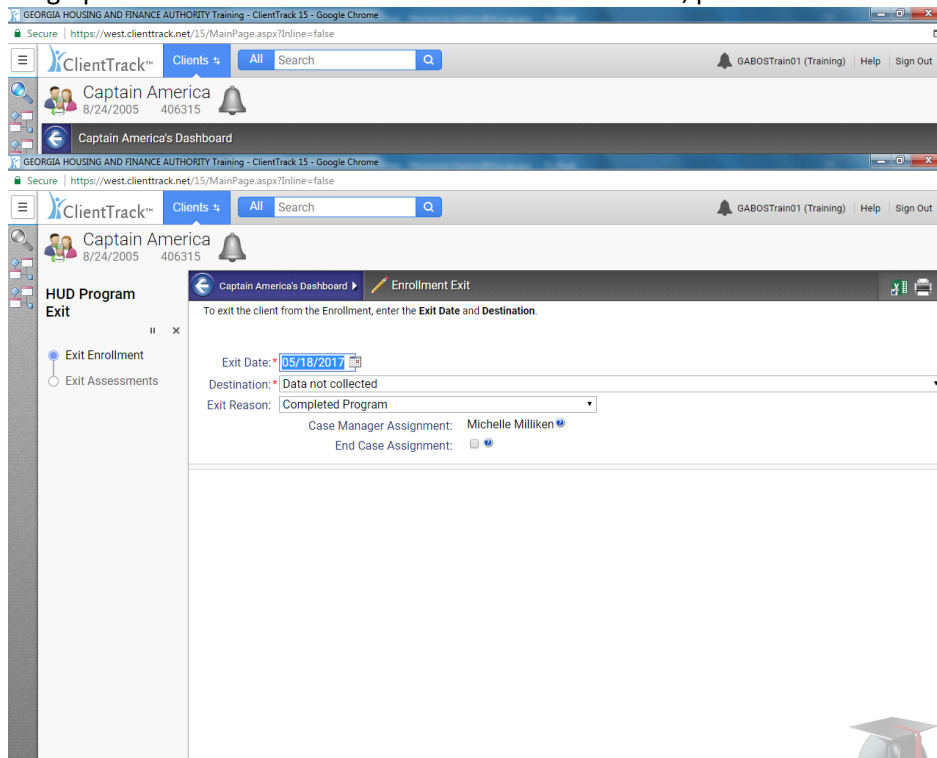
Enrollment Description	Case Members	Enroll Date	Exit Date	Organization	Last Assessment Completed	Enroll ID	Exit ID
My Training Org CoC - PSH	2	04/01/2016	05/18/2017	My Training Organization	05/18/2017	10658	10809

A context menu is open over the enrollment row, listing the following actions:

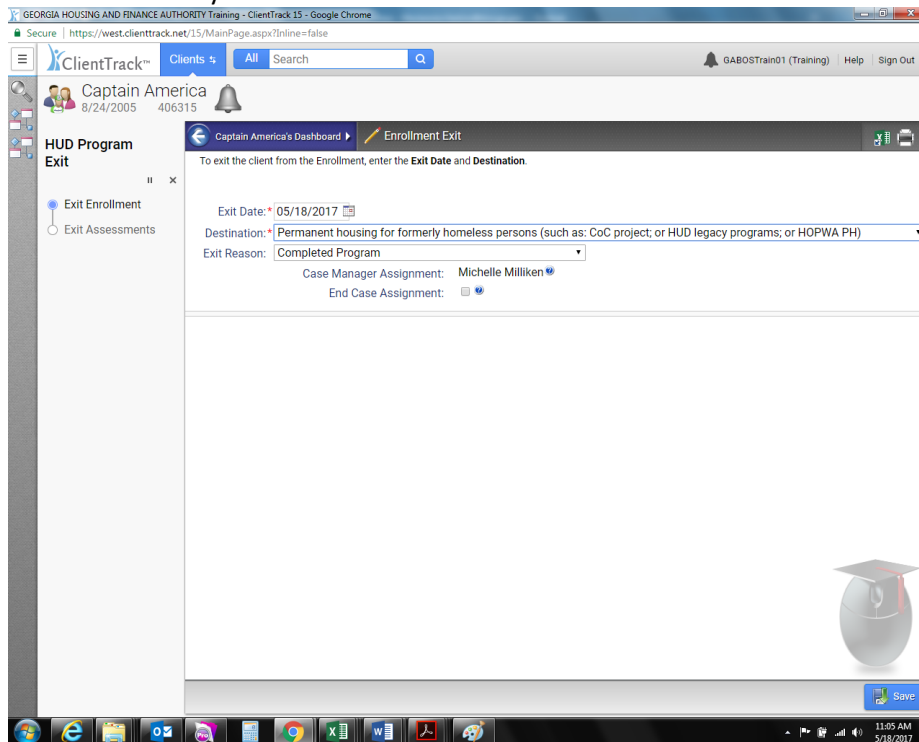
- Re Enter the Enrollment
- Add Family Member
- View Case Members
- Missed Annual/Update Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment (highlighted)
- Review Entry Assessments
- Review Exit Assessments
- Delete Enrollment

The bottom of the screenshot shows the Windows taskbar with the system clock displaying 11:04 AM on 5/18/2017.

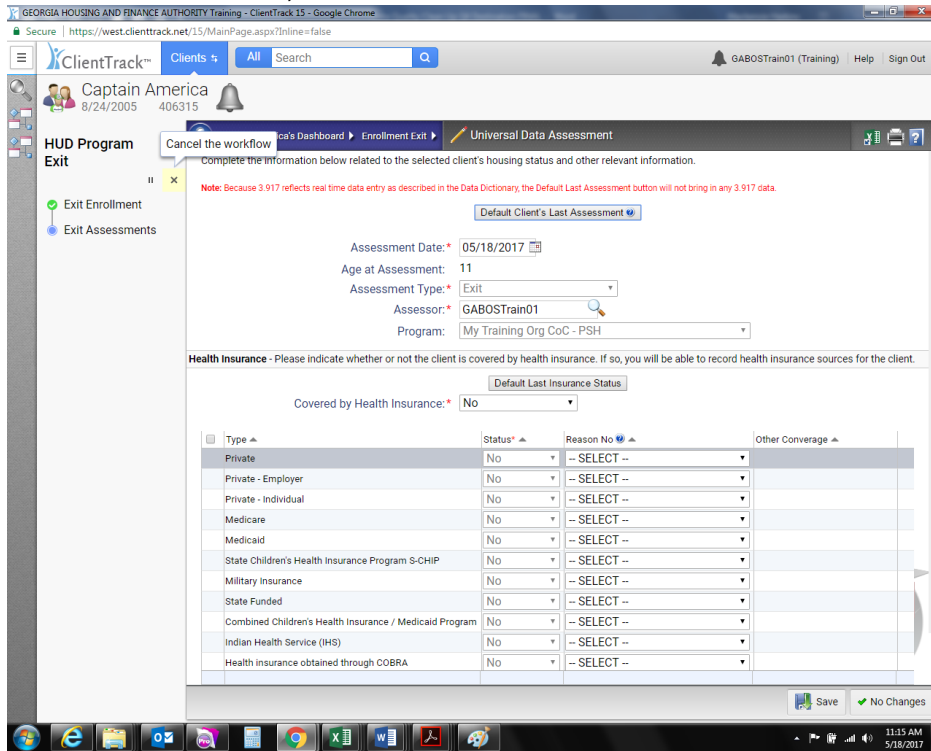
On this screen you will see either Data Not Collected, Don't Know, Refused under Destination. Do not make something up to correct the error if this is a true answer. If it is, provide a reason for that answer.



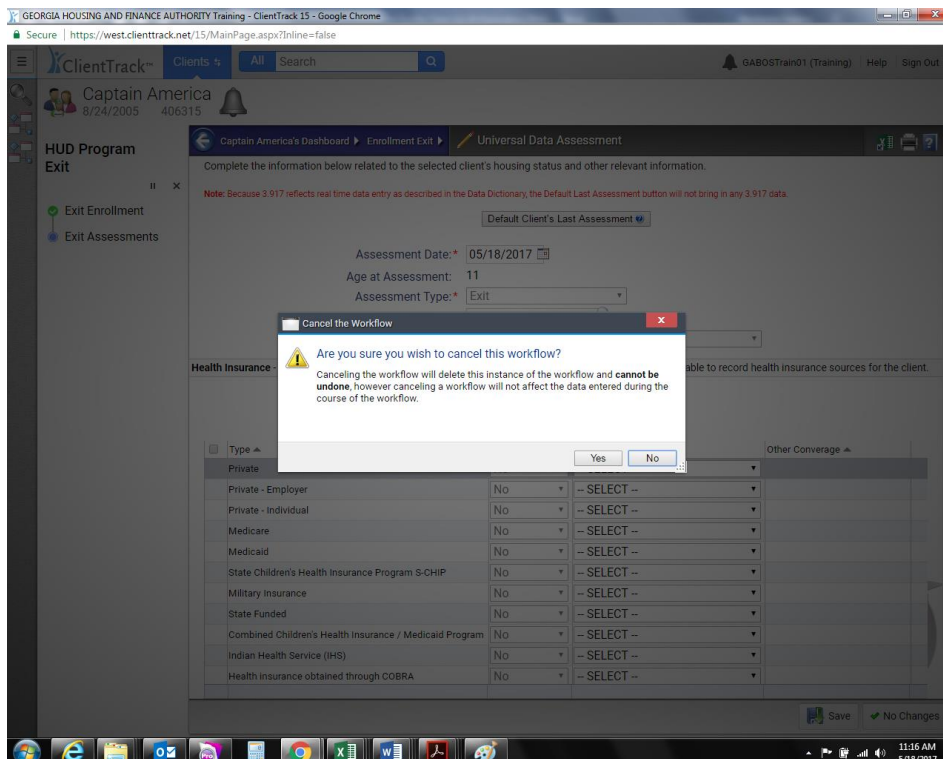
If it was a data entry error, correct to the appropriate destination.  
Make sure your exit date remains the actual exit date. Click SAVE.



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.

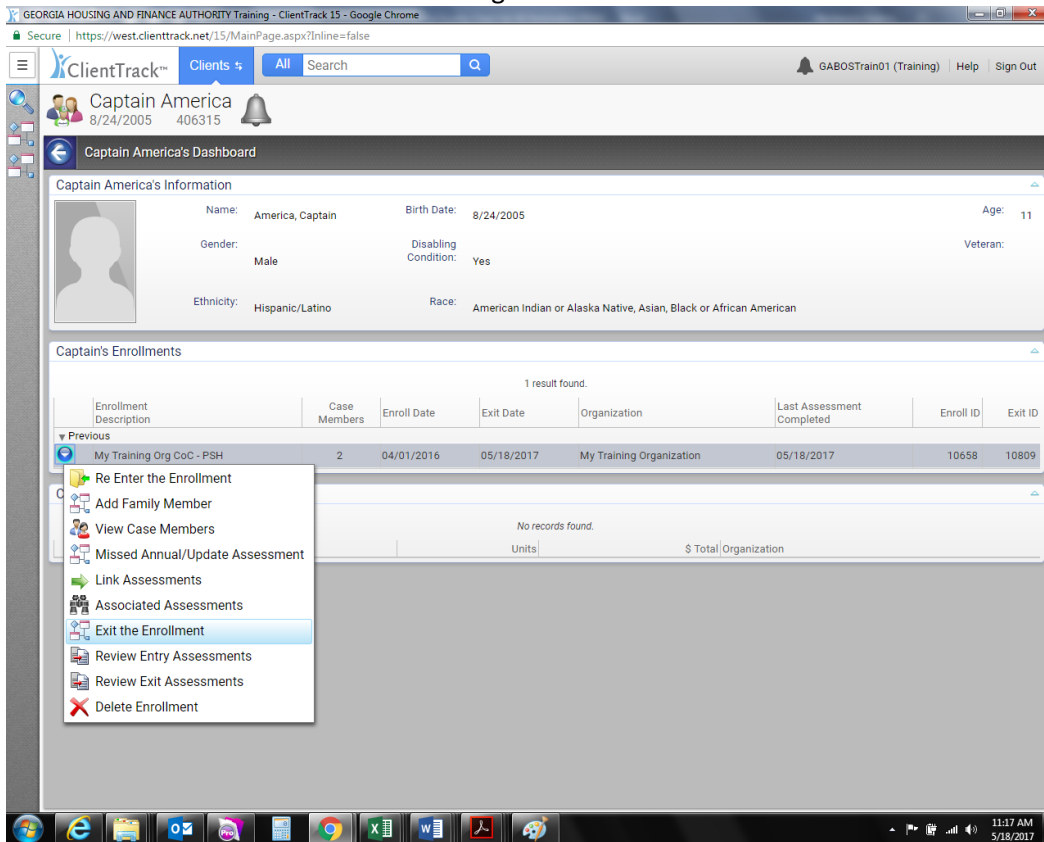


Don't worry, it will save-click yes



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

