

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

## Data Quality Clean Up: Q4: Income and Sources at Entry

From the Dashboard, click the blue button and click Review Entry Assessments

ClientTrack - Captain America's Dashboard

Captain America's Information

Name: America, Captain | Birth Date: 8/24/2005 | Age: 11  
 Gender: Male | Disabling Condition: Yes | Veteran:  
 Ethnicity: Hispanic/Latino | Race: American Indian or Alaska Native, Asian, Black or African American

Captain's Enrollments

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	10658	

Context Menu:

- Edit Enrollment Workflow
- Add Family Member
- View Case Members
- Update/Annual Assessment
- Link Assessments
- Associated Assessments
- Exit the Enrollment
- Review Entry Assessments**
- Delete Enrollment

You will see that Financial does not have a check mark by it

ClientTrack - Captain America's Dashboard - Assessment Status

Displayed below is the status of the Assessment.

Assessment	Finished
HMIS Universal Data	<input checked="" type="checkbox"/>
HMIS Barriers	<input checked="" type="checkbox"/>
Domestic Violence	<input checked="" type="checkbox"/>
Financial	<input type="checkbox"/>
(HOPWA Only) Medical Assistance	<input type="checkbox"/>
(HOPWA Only) T-Cell Count/Viral Load	<input type="checkbox"/>
(PATH Only) Path Assessment	<input type="checkbox"/>
(RHY Only) Entry Assessment	<input type="checkbox"/>
(RHY Only) Health	<input type="checkbox"/>
(RHY or SVVH Only) Adult Education Assessment	<input type="checkbox"/>
(RHY or SVVH Only) Child Education Assessment	<input type="checkbox"/>
(SSVF Only) Homelessness Prevention	<input type="checkbox"/>
(SSVF Only) Use of Other Crisis Services	<input checked="" type="checkbox"/>
Veteran Details	<input type="checkbox"/>

To correct, make the assessment date the project ENTRY date

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

ClientTrack™ Clients All Search

GABOSTrain01 (Training) Help Hidden (1) Sign Out

Captain America  
8/24/2005 406315

Captain America's Dashboard Assessment Status Income and Sources, Non-Cash Benefits

Indicate below the client's sources of **monthly** income, non-cash benefits and expenses.

The following instructions are quoted from the HMIS Data Manual:

- When a client has income, but does not know the exact amount, a "Yes" response should be recorded for both the overall income question and the specific source, and the income amount should be estimated.
- Income received by or on behalf of a minor child should be recorded as part of household income under the Head of Household, unless the federal funder in the HMIS Program Specific Manual instructs otherwise. Income should be recorded at the client-level for heads of household and adult household members. Projects may choose to collect this information for all household members including minor children, as long as this does not interfere with accurate reporting per funder requirements. Projects collecting data through client interviews should ask clients whether they receive income from each of the sources listed rather than asking them to state the sources of income they receive.
- Income data should be recorded only for sources of income that are current as of the information date (i.e. have not been specifically terminated). As an example, if a client's employment has been terminated and the client has not yet secured additional employment, the response for Earned income would be "No." As a further example, if a client's most recent paycheck was 2 weeks ago from a job in which the client was working full time for \$15.00/hour, but the client is currently working 20 hours per week for \$12.00 an hour, record the income from the job the client has at the time data are collected (i.e. 20 hours at \$12.00 an hour).

Default Last Assessment

Assessment Active

Assessment Date: 04/01/2016

Income from Any Source: --SELECT--

Non-Cash Benefits from Any Source: --SELECT--

Expenses: --SELECT--

Restriction:  Restrict to Organization  Restrict to MOU/InfoRelease

Save and Close Cancel

3:45 AM 5/18/2017

Fill in the correct income information, based on yes or no. Click Save and Close.

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

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Default Last Assessment

Assessment Active

Assessment Date: 04/01/2016

Income from Any Source: No

Non-Cash Benefits from Any Source: No

Expenses: --SELECT--

Restriction:  Restrict to Organization  Restrict to MOU/InfoRelease

Save and Close Cancel

3:45 AM 5/18/2017

The blue checkmark will confirm it was corrected.

The screenshot shows the ClientTrack 15 web application interface. The user is logged in as Captain America (8/24/2005, 406315). The page title is "Assessment Status" and it displays the status of various assessments. A table lists the assessments and their completion status. The "Financial" assessment is marked as finished with a blue checkmark, which is circled in black. Other assessments like "HMIS Universal Data", "HMIS Barriers", "Domestic Violence", and "Veteran Details" are also marked as finished. The "Financial" assessment is currently selected.

Assessment	Finished
HMIS Universal Data	✓
HMIS Barriers	✓
Domestic Violence	
Financial	✓
(HOPWA Only) Medical Assistance	
(HOPWA Only) T-Cell Count/Viral Load	
(PATH Only) Path Assessment	
(RHY Only) Entry Assessment	
(RHY Only) Health	
(RHY or SSVH Only) Adult Education Assessment	
(RHY or SSVH Only) Child Education Assessment	
(SSVF Only) Homelessness Prevention	
(SSVF Only) Use of Other Crisis Services	✓
Veteran Details	✓

Refresh your Data Quality Report to confirm error was removed.