


















ClientTrack Tip Sheet: Correcting Client Location and 3.917 data

1) Click the Blue Option button  next to the Project Name

2) Select Review Entry Assessment

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

3) Click the Pencil and Paper icon next to HMIS Universal Data

Assessment	Finished
 HMIS Universal Data	<input checked="" type="checkbox"/>
 HMIS Barriers	<input checked="" type="checkbox"/>
 Domestic Violence	<input checked="" type="checkbox"/>
 Financial	<input checked="" type="checkbox"/>
 (HOPWA Only) Medical Assistance	<input checked="" type="checkbox"/>
 (HOPWA Only) T-Cell Count/Viral Load	<input checked="" type="checkbox"/>
 (PATH Only) Path Assessment	<input checked="" type="checkbox"/>
 (RHY Only) Entry Assessment	<input checked="" type="checkbox"/>
 (RHY Only) Health	<input checked="" type="checkbox"/>

4) Edit the appropriate fields for Client Location and all 3.917 elements

Housing Status:

Client Location - Select or enter the CoC code assigned to the geographic area where the head of household is staying at the time of project entry.

Client Location : *

Living Situation - Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Type of Residence:

Length of stay in the prior living situation:

Approximate date homelessness started:

NOTE: You must re-answer all the 3.917 questions starting with the first question (even if they already have a response) to trigger the corresponding sub questions. It could be that the missing data is a sub question not currently displayed.