ClientTrack Tip Sheet: Correcting Relationship to Head of Household
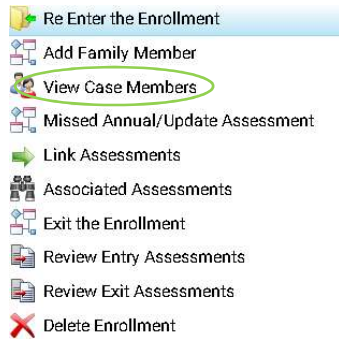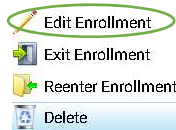
1) Click the Blue Option button   ⊙   next to the Project Name

2) Select View Case Members

    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) Select the Blue Option button next to the Case Member (client) whose relationship you need to correct

	Walker,	Self	09/26/2016	01/06/2017
	Walker,	Self	09/26/2016	01/06/2017

4) Select Edit Enrollment

    Edit Enrollment
    Exit Enrollment
    Reenter Enrollment
    Delete

5) Correct the Relationship to Head of Household field

Race:	American Indian or Alaska Native
	Asian
	✔ Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	Client doesn't know

Ethnicity: Non-Hispanic/Latino

Entry Date: * 09/26/2016

Relationship to Head of Household: * Self

Comments:

Do you have questions about correcting other ClientTrack data? Call us or email data.services@pcni.org.