Project Entry
Managing Projects

How to start a project entry

To be counted in most reports, each client must be enrolled in a project. Enrolling a client in a project in Clarity is a very straightforward process.
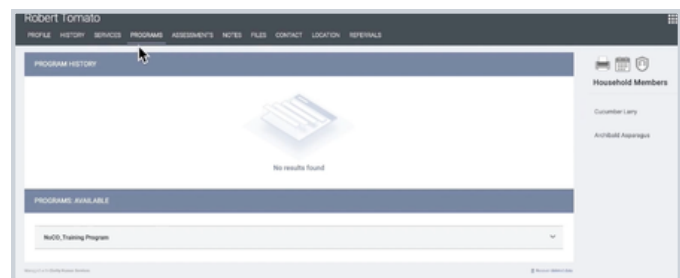
Project entry steps

1 **Search for the client to enroll**

Go to *Search,* and look for the client you want to enroll in a project using the client search function.
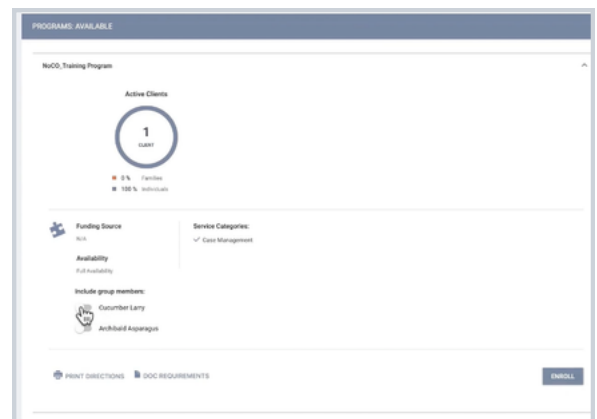
2 **Select the program the client will be enrolled to**

Select the Program option from the top menu to reveal the *Available Programs.*

Find the Programs to use and select *Enroll.*

3 **Fill out the enrollment assessment questions**

Fill out the *Enrollment Assessment* questions.

The first segments to fill out are Project Start Date and Housing Move-in Date. Pay close attention to Prior Living Situation, Disabling Conditions and Income and insurance questions.

Pro Tips

The enrollment assessment questions will vary depending on the type of program you are entering data for.

Note: This guide covers the essentials of the course Managing Project Entries, Updates, and Exits in Clarity. Review the training course for a complete overview.