Project Exit

Managing Projects

How to manage project exits

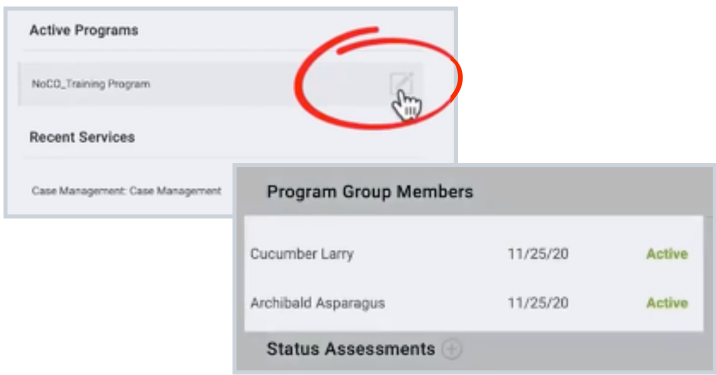
Recording a client discharge or project exit in Clarity is a crucial task that requires prompt attention. This ensures the accuracy of the recorded data and minimizes inconsistencies in reports, making them reliable and actionable.

Project exit steps

1 Search for the Head of Household or client

Once you've opened a client's record, select the *Program* tab on the client profile page.

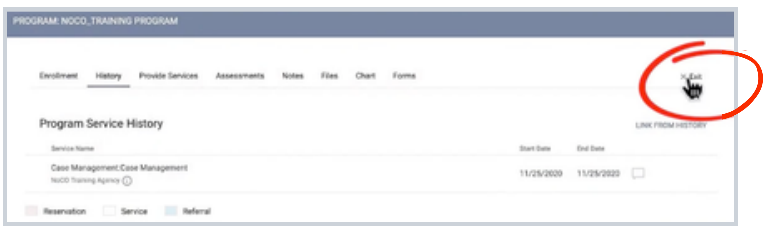
Select the *Exit* button located on the right side of the Program screen.



2 Select the program the client will exit

Selecting *Exit* opens a small pop-up window allowing you to select which group members are being exited.

Then, select *End Program*.



3 Fill out the exit assessment questions

Enter any necessary updates to the Assessment questions, and be sure to answer the *Destination* question.

Pro Tips

- Avoid answering the *Destination* question with "Other".
- If a client leaves inadvertently, please select "No exit interview completed."

***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.*