



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 Community Services is a very straightforward process.

Project entry steps

1

Search for the client to enroll

Go to *Clients*, and look for the client you want to enroll in a project using the client search function.

Add Project Entry

In the client record, go to the *Entry/Exit* tab. Ensure all household members are in the database listed in the Households tab.

Next, click the Add Entry/Exit button.

Fill out the Entry Data Form and Project Entry Assessments

- The Project Entry Data form appears. Here, select the household members who are entering the project.
- Next, select the *Provider*, the *Project Type*, and the *Project Start Date*.
- In the section below, you'll find the assessment that must be completed for the project entry.

Remember: Before you start a project entry

When you *Enter Data As* a provider, all data you enter (project entries, project updates, follow-ups, services, and project exits) will automatically be associated with that provider.

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Note	If you change the provider s		ents to adjust for the new Provider's I			saved to the previous Ass	iesamen
· .			still be attached to that Assessment r	ecord for the Client			
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Type *		RHY	~				
		Update					
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Housena	ord Memoers Associated with	this Droy / Dit					
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. 0	(732) Scott, Michael	No	▲ 08/31/2023	/			
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-	isessment	1					
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Pro Tips

The project entry 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 WSCS. Review the training course for a complete overview.