Project Exit

Managing Projects

How to manage project exits

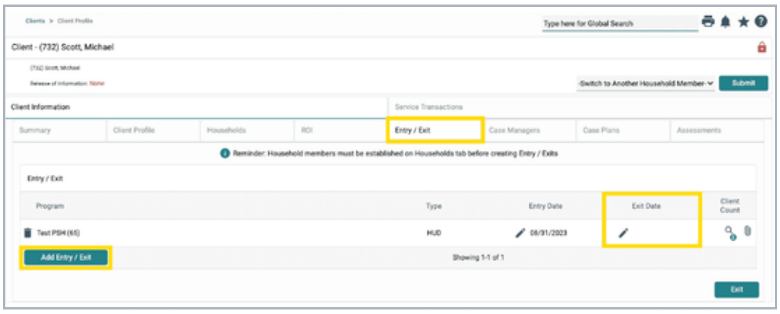
Recording a client discharge or project exit in WSCS is a crucial task that requires prompt attention. This ensures the accuracy of the recorded data and minimizes inconsistencies in reports, making them reliable and actionable.

Project exit steps

1 Search for the Head of Household or client

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

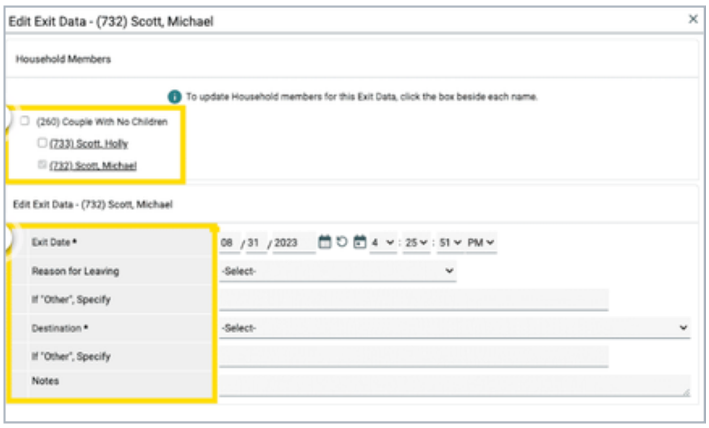
Select the *Add Entry/Exit* button.



2 Select the program the client will exit

First, locate the correct program in the program list. Then, select the pencil icon under *Exit Date* next to the program.

This will open a small pop-up window allowing you to select which group members are being exited.



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".
- The assessment questions may vary depending on the type of project.

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.