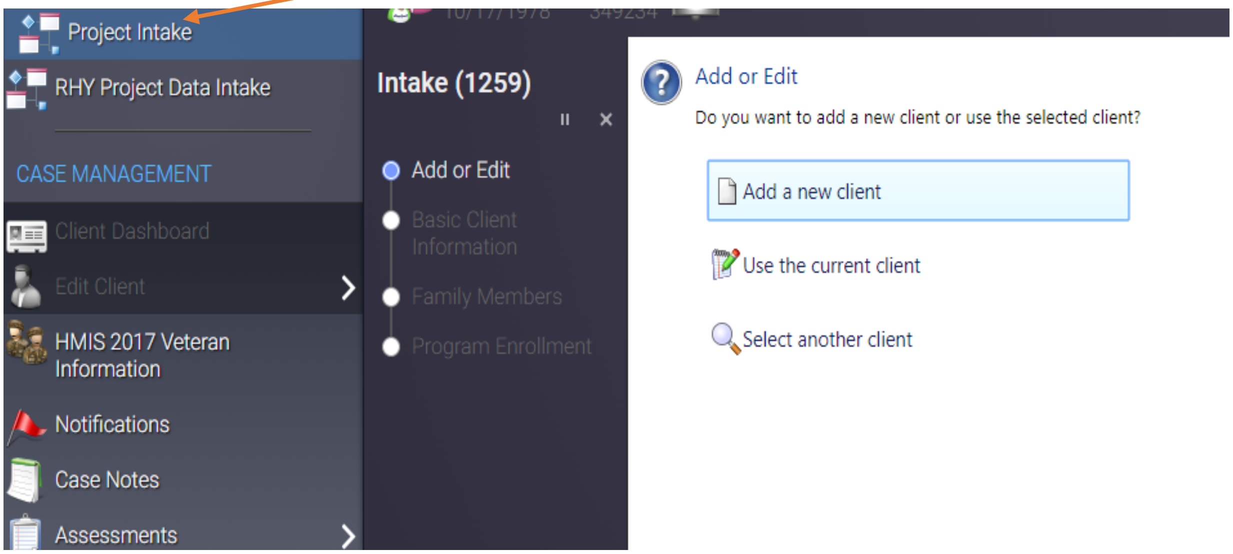
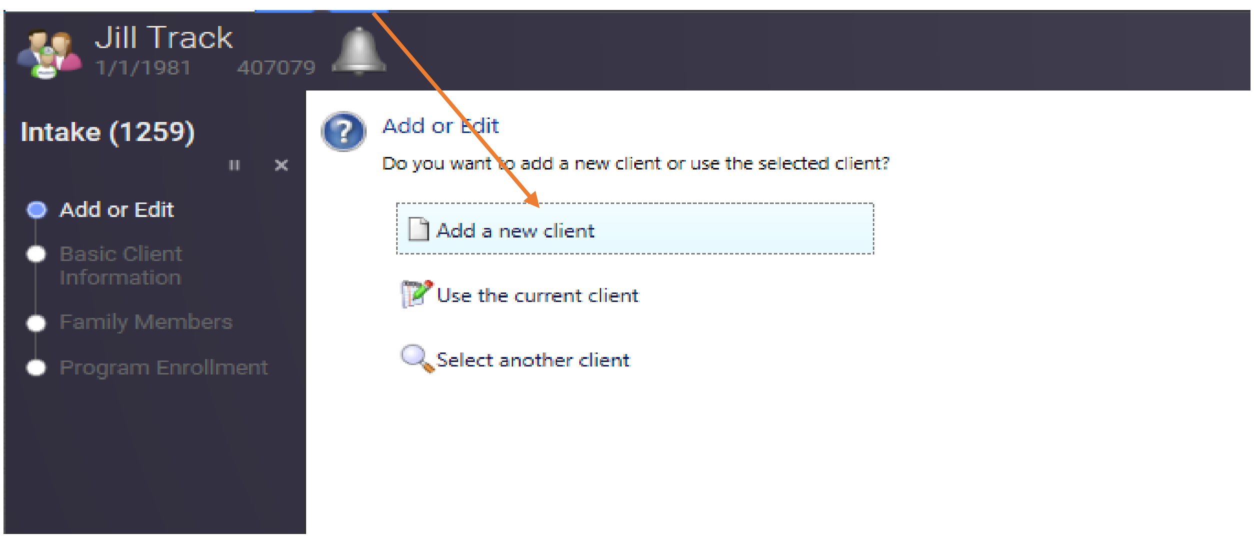
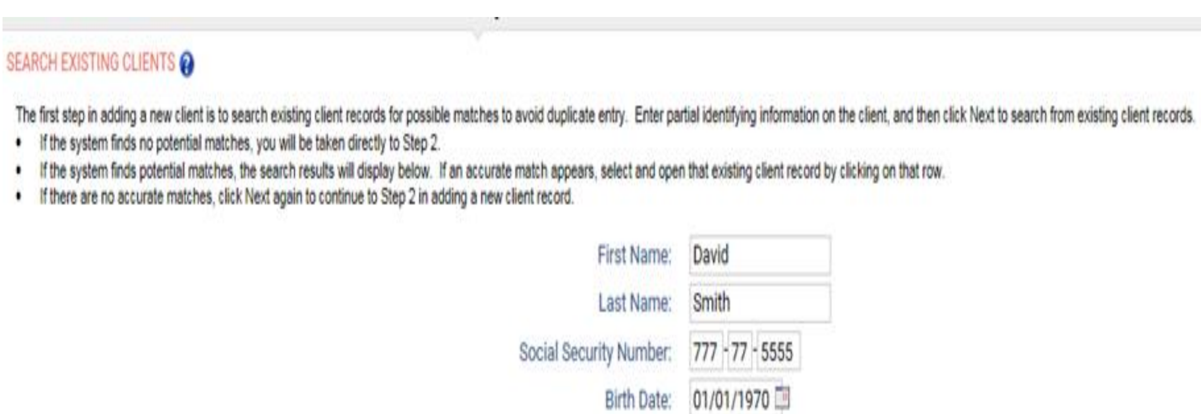
1. Select Project Intake.



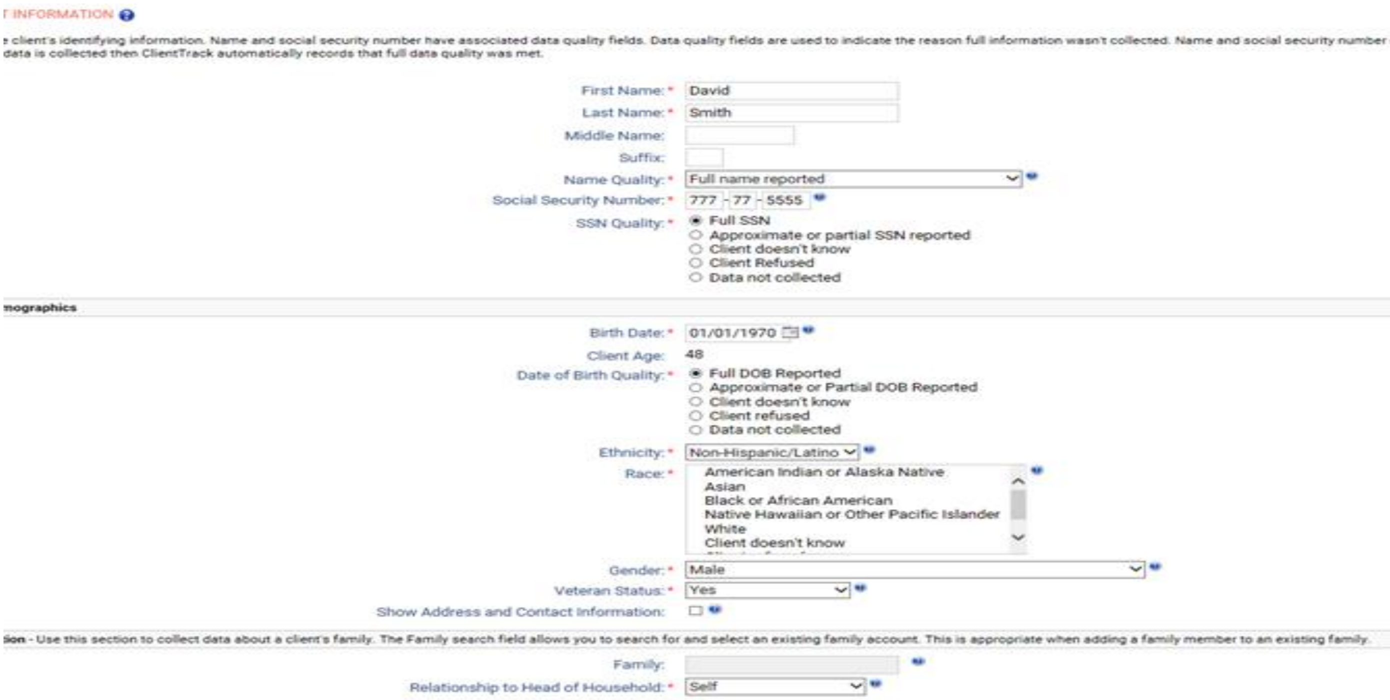
2. Select Add a new client.



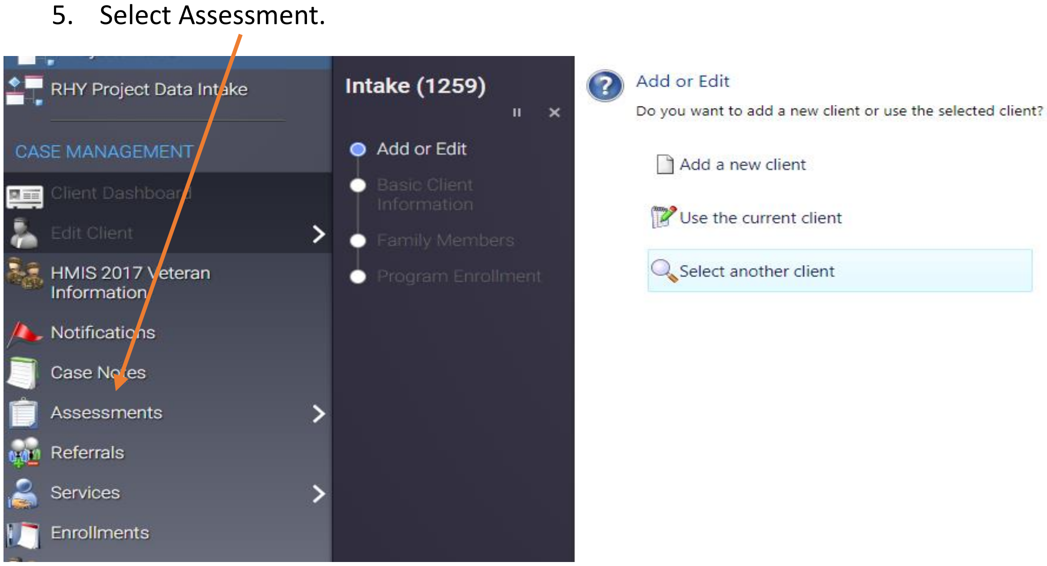
3. Search to see if client is already in the system.



4. If the client is not in the system, proceed to add the information. Once the information is added click on saved or finished. If the client has family members enter them in the next screen. Exit out of the Program Enrollment.



5. Select Assessment.



6. Select VI-SPDAT and enter the client's information.