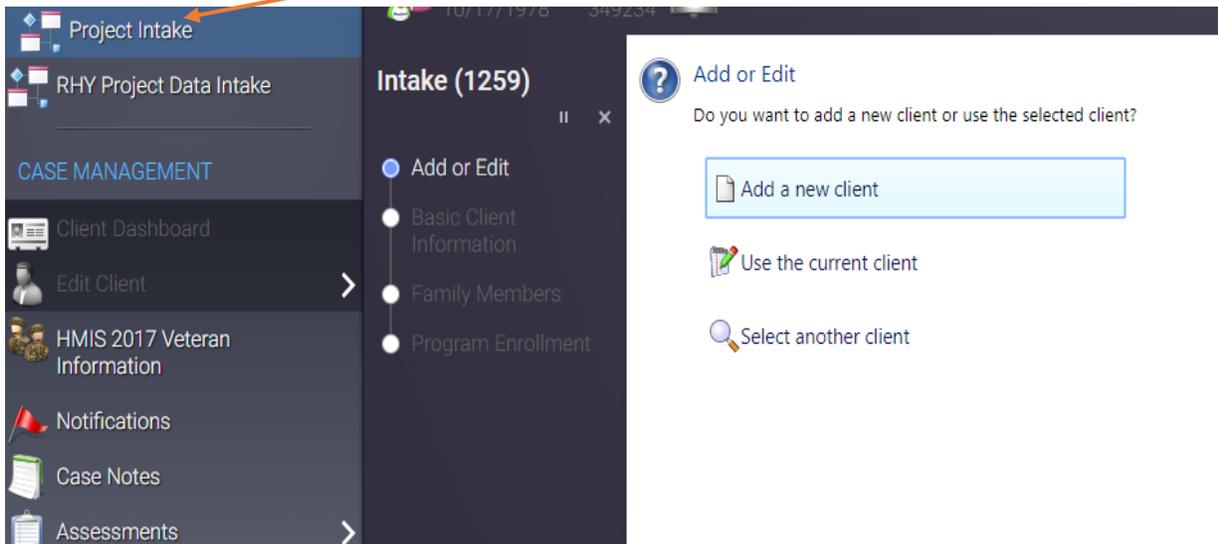
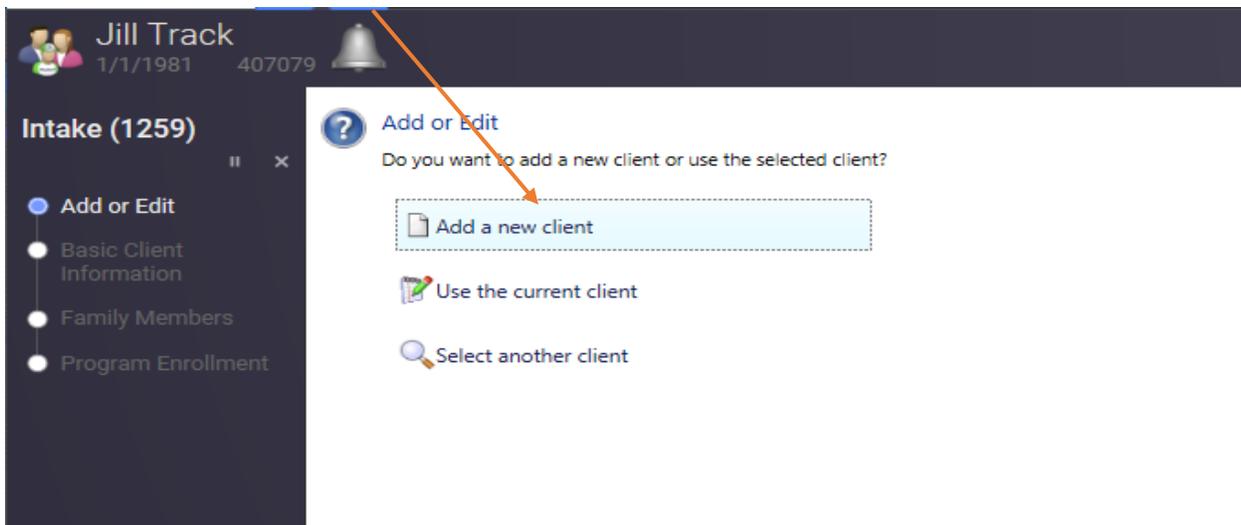


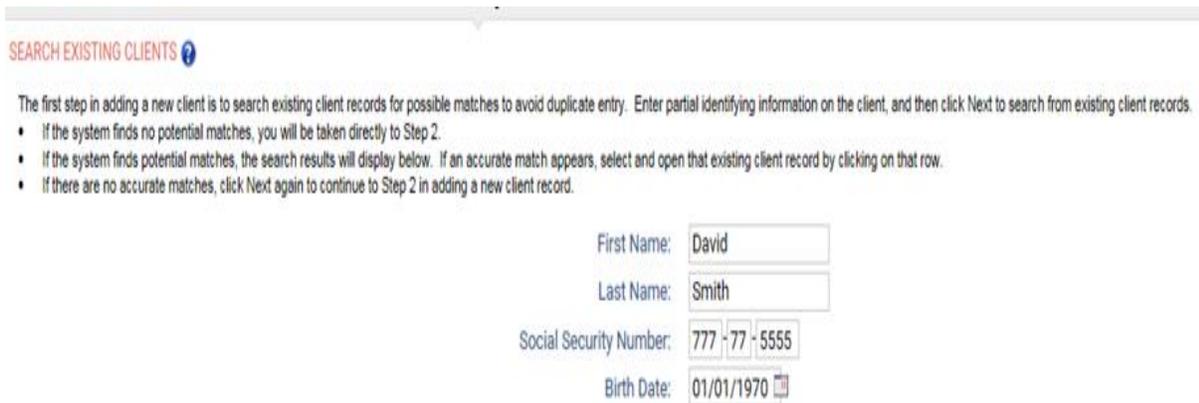
1. Select Project Intake.



2. Select Add a new client.



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



- 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.

IDENTIFYING INFORMATION

client's identifying information. Name and social security number have associated data quality fields. Data quality fields are used to indicate the reason full information wasn't collected. Name and social security number data is collected then ClientTrack automatically records that full data quality was met.

First Name:
 Last Name:
 Middle Name:
 Suffix:
 Name Quality:
 Social Security Number:
 SSN Quality: Full SSN
 Approximate or partial SSN reported
 Client doesn't know
 Client Refused
 Data not collected

DEMOGRAPHICS

Birth Date:
 Client Age: 48
 Date of Birth Quality: Full DOB Reported
 Approximate or Partial DOB Reported
 Client doesn't know
 Client refused
 Data not collected

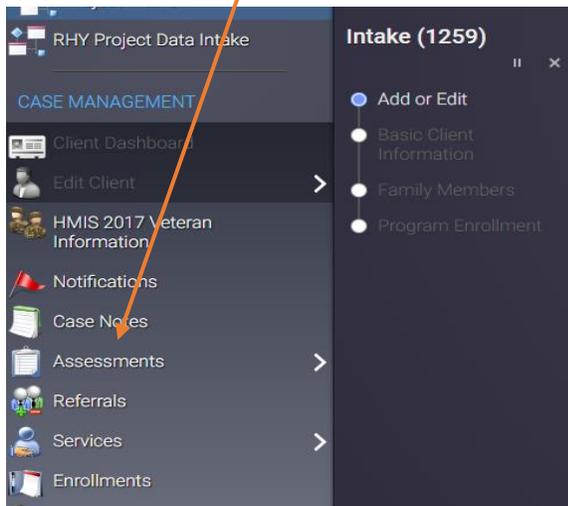
Ethnicity:
 Race:

Gender:
 Veteran Status:
 Show Address and Contact Information:

FAMILY - Use this section to collect data about a client's family. The Family search field allows you to search for and select an existing family account. This is appropriate when adding a family member to an existing family.

Family:
 Relationship to Head of Household:

- Select Assessment.



? Add or Edit

Do you want to add a new client or use the selected client?

Add a new client
 Use the current client

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

