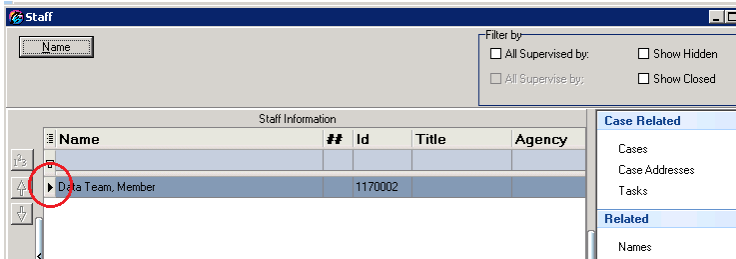


Quick Steps

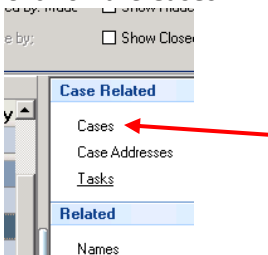
- Double-click on the Child Case
- Enter the FACTS Case ID (6-Digit ID)
- Click Save
- Select the Client
- Select Client Registration Link
- Enter Facts Person ID (7-Digit ID)
- Click Save

Detailed Steps:

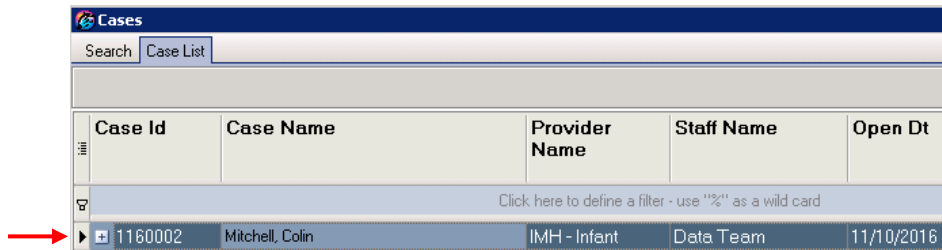
1. After logging into the database, the **Staff** window appears and the system identifies your name on the staff list.



2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



3. To update the **FACTS Case ID** on a child case holder, Double-Click on the case from the Case List screen.



4. The **Case Information** screen appears. Enter the **FACTS Case ID**. Click **Save**.

The screenshot shows a 'Case Information' window with the following fields:

- Case Information:**
 - Id: 1160002
 - FACTS Case Id: 123456 (circled in red)
 - Name: Mitchell, Colin
- Case Dates:**
 - Open Date: 11/10/2016
 - Close Date: (empty)
- Notes:** (empty text area)
- Buttons:** A 'Save' button is circled in red at the bottom.

5. To update the **FACTS Person ID** for a client, From the **Case List** screen, click on the **+** sign to the left of the case that you want to work on.

The screenshot shows a 'Cases' window with a 'Case List' tab. The list contains one entry:

Case Id	Case Name
1030320	Schmoe, Joe

A red circle highlights a plus sign (+) to the left of the 'Schmoe, Joe' row.

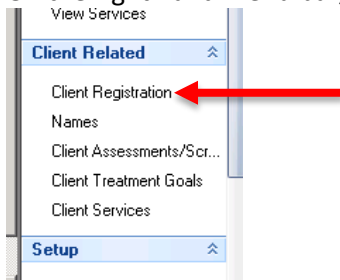
6. Under the case, click on the client you are entering the FACTS Person ID for.
- A 6-digit FACTS Case ID will be assigned to the case holder (child client/ infant).
 - A 7-digit FACTS Person ID will be assigned to all other applicable clients.

The screenshot shows the 'Cases' window with the 'Case List' tab. The case '1030320 Schmoe, Joe' is expanded, showing a table of clients:

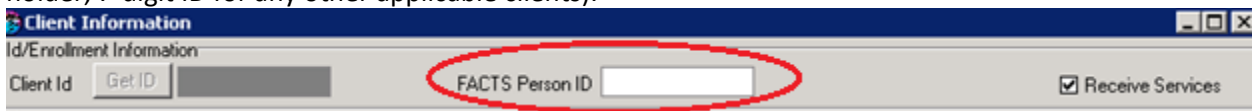
Client Id	Client	DOB	Svcs	Role Label	Relationship Label	Eff Dt	Exp Dt
1030320	Schmoe, Joe	1/1/1979	<input checked="" type="checkbox"/>	Mother		9/15/2016	

On the right side, there is a 'Case Related' panel with expandable sections for Addresses, Assignments, Contacts, Provider/Program Statu..., and Tasks.

7. On the right hand menu bar, click on the **Client Registration** link.



8. In the **Client Information** form, type in the client's **FACTS Person ID** (6-digit ID for child client case holder, 7-digit ID for any other applicable clients).



9. Click **Save**.

If you need further assistance please contact the ECSC Database Services Team:

ecscdata@unm.edu

Local: (505) 277-0469

Toll Free: (855) 663-2821