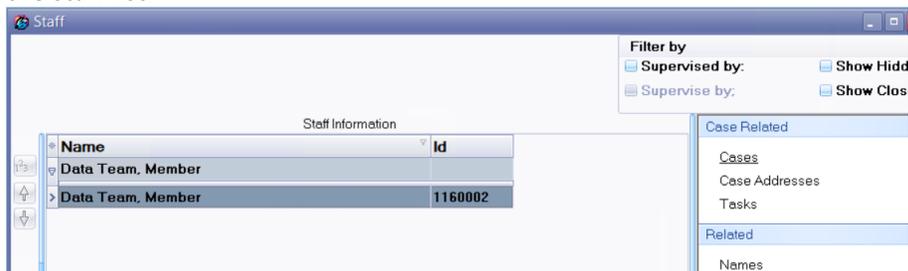


Quick Steps

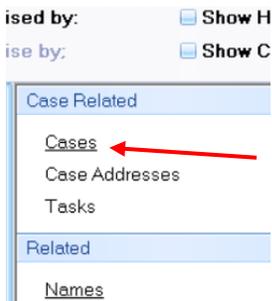
- Double-click on the Child Case
- Enter the FACTS Case ID (6-Digit ID)
- Click Save
- Select the Client
- Select Client Registration Link
- Enter Facts Person ID (7-Digit ID)
- Click Save

Detailed Steps:

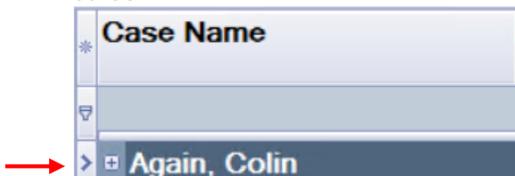
1. After logging into the database, the **Staff** window appears and the system identifies your name on the staff list.



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.



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

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

- Id:** 1160004
- FACTS Case ID:** 465456 (circled in red)
- Name:** Again, Colin
- Case Dates:** Open Date: 10/17/2017, Close Date: (empty)
- Notes:** (empty text area)
- Save:** (button, circled in red)

- 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.

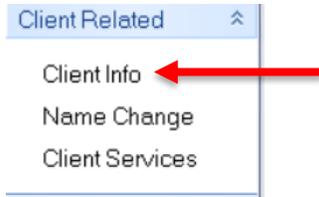
The screenshot shows a 'Case Name' list with one entry: 'Again, Colin'. A red circle highlights the '+' icon to the left of the case name.

- 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 a 'Cases' window with a 'Case List' search bar and a 'Show' menu. The main table is titled 'Case Information Grid' and contains the following data:

Case Name	Case Id	FACTS Case ID	Provider Name	Admit Dt	Staff Name	Discharge Dt
Again, Colin	1160004	465456	IMH CPP Team 10	10/17/2017	Data Team	
Click here to define a filter - use "*" as a wild card						
Client Id	Role Label	DOB	Client	Start Dt	End Dt	
1160004	Infant	9/26/2017	Again, Colin	10/17/2017		
1160042	Father	1/1/1980	Mitchell, Dad	10/17/2017		

- 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).

A screenshot of a web form titled "Client Information". The form has a blue header bar with a globe icon and the text "Client Information". Below the header, there is a section titled "Id/Enrollment Information". This section contains a "Client Id" field with a "Get ID" button and the value "1160042". To the right of this is a "FACTS Person ID" input field. Further right is a checkbox labeled "Receive Servi" which is checked.

9. Click **Save**.

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

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