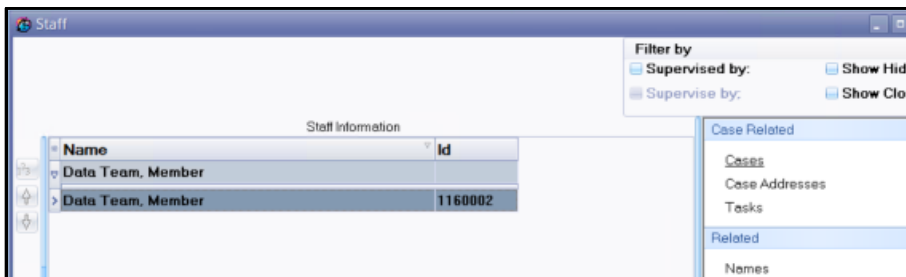


Quick Steps

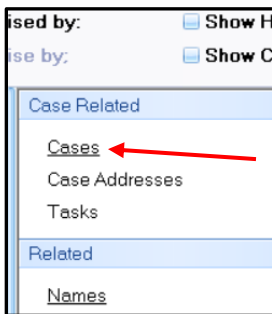
- Double-click on the Child Case
- Enter the FACTS Case ID (6-Digit ID)
- Click Save
- Select the Client
- Select Client Registration Link
- Enter Facts Person ID (7-Digit ID)
- Click Save

Detailed Steps:

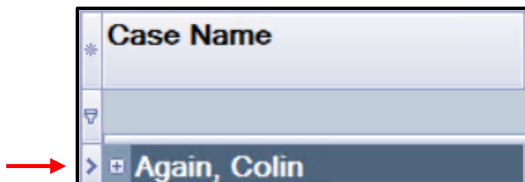
1. After logging into the database, the **Staff** window appears and the system identifies your name on the staff list.



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**.

Case Information

Id: 1160004

FACTS Case ID: 465456

Name: Aqain, Colin

Case Dates

Open Date: 10/17/2017

Close Date:

Notes

Save

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.

Case Name

Again, Colin

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.

Cases

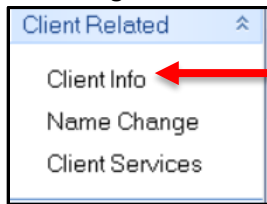
Search Case List

Show
☒ Close
☒ Close

Case Information Grid

Case Name	Case Id	FACTS Case ID	Provider Name	Admit Dt	Staff Name	Discharge Dt					
Click here to define a filter - use "%" as a wild card											
Again, Colin	1160004	465456	IMH CPP Team 10	10/17/2017	Data Team						
Client Id	Role Label	DOB	Client	Start Dt	End Dt	# New Adult ACES	Most recent adult ACES score	# Child PEARLS	Most recent child PEARLS score	Last CIAP	CIAP Due
1160004	Infant	9/26/2017	Again, Colin	10/17/2017				2	7		
1160042	Father	1/1/1980	Mitchell, Dad	10/17/201						1/1/2019	7/1/2019

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



- 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).

- Click **Save**.

If you need further assistance please contact ECSC Data & Web Services:

ecscdata@unm.edu