

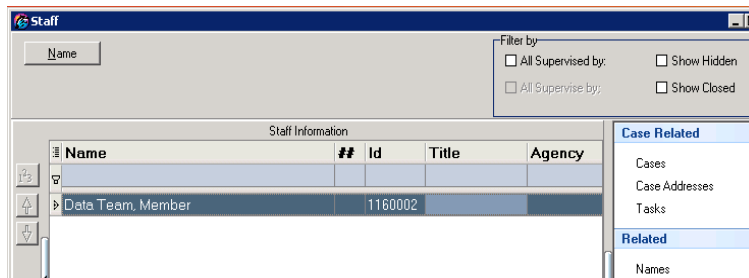
# Entering Phases in Treatment Cycle

## Quick Steps

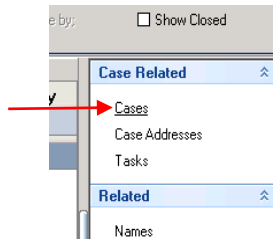
- Open the Case List Screen (if you are not already in it)
- Click on the Case you are Entering a Phase on
- From the Right Hand Menu Bar, Click on the Phases Link
- Enter the Phase Information
- Click the Save button

## Detailed Steps:

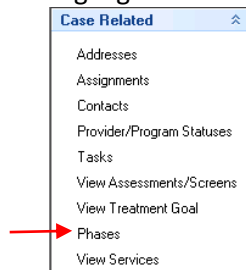
1. After logging into the database, the **Staff** window appears and the system identifies your name on the staff list.



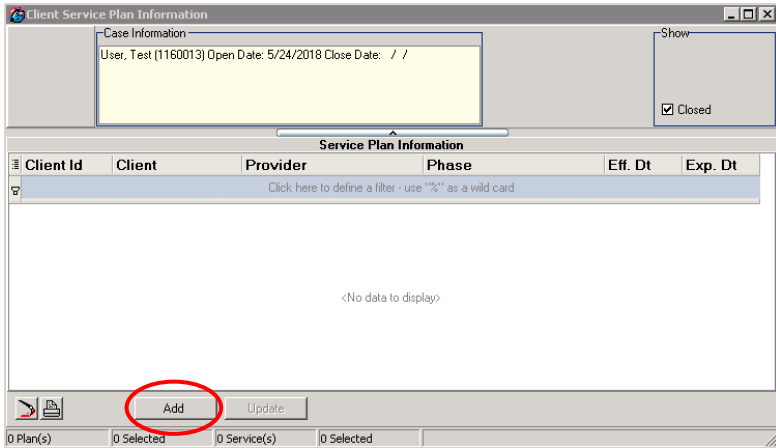
2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



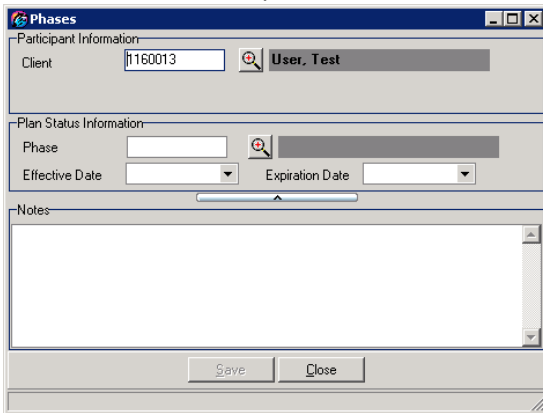
3. Highlight the case and click the **Phases** link off to the right hand side.



4. The **Client Service Plan Information** screen will open. Click Add to enter a new **Phase**.



5. The Phases window opens.



- Client** The client Id will automatically fill based on the case you were highlighted on when the Phases link was clicked.
- Phase** Click the magnifying glass, select the phase in the treatment cycle and click **Ok**.
- Effective Date** Type in the date in which the phase started or use the dropdown calendar.

6. When the Phases form is complete, click **Save**.

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

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