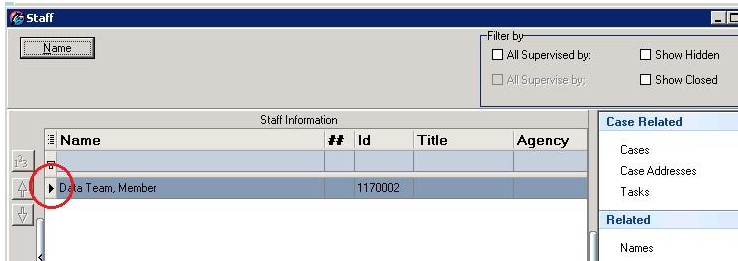


Adding Treatment Goals for Clients

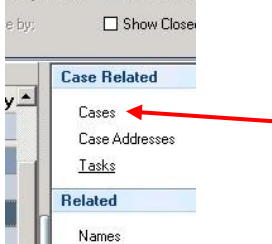
Quick Steps

- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are working in
- Click on the Client you are Entering the Goal for
- From the Right Hand Menu Bar, Click on the Client Treatment Goal Link
- Click the Add Button
- Add the Objectives/Strategies Information
- Click Save
- Click Close to Exit this Screen

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. From the **Case List** screen, click on the + sign to the left of the case that you want to work on.

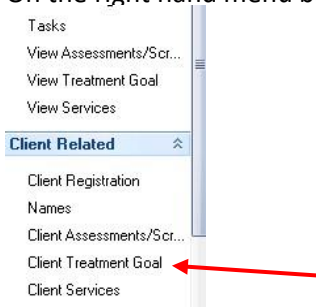


Adding Treatment Goals for Clients

4. Under the case, click on the client you are entering the treatment goal(s) for.



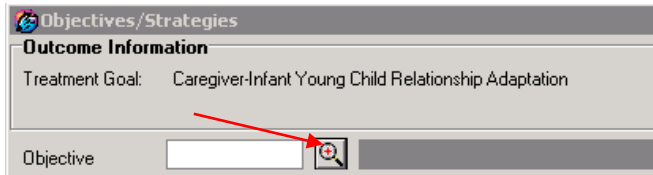
5. On the right hand menu bar, click on the **Client Treatment Goal** link.



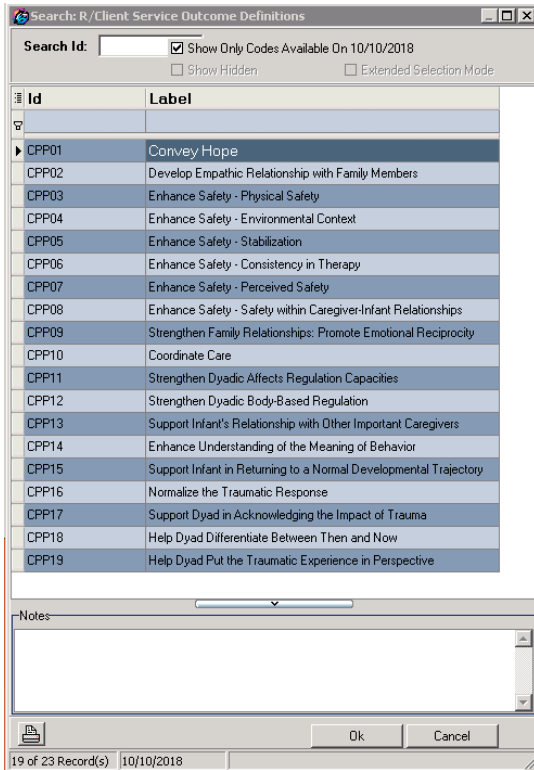
6. Click the **Add** button to add a new treatment outcome.



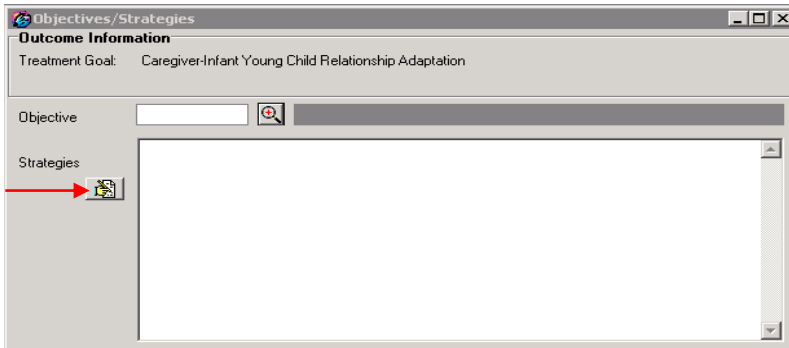
7. The **Goal/Outcome Information** form will open. Click on the magnifying glass next **Objective** to select one of the 19 CPP objectives.



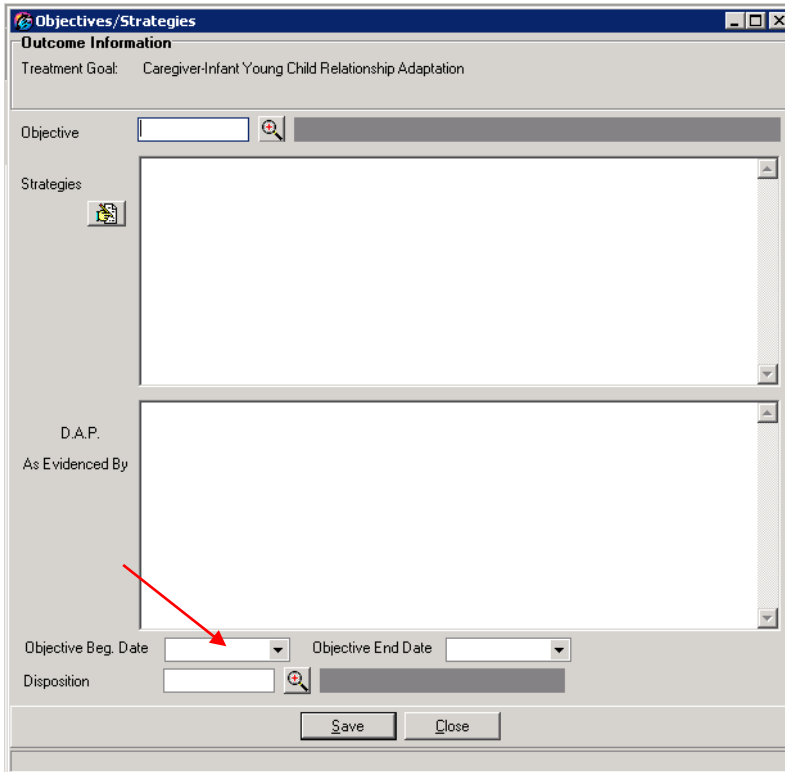
Adding Treatment Goals for Clients



- Next, click the icon next to Strategies to auto-fill in the strategies related to the CPP objective selected.



- Enter an Objective Beg. Date either by typing in the date or selecting from the calendar drop-down.



Note: Enter D.A.P. As Evidenced By, Objective End Date and Disposition only when the objective is done – completed or closed for other reasons.

10. Click **Save** to add the Objectives/Strategies Information.
11. Click **Close** to exit the Objectives/Strategies Information screen.

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

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Toll Free: (855) 663-2821