

# Reviewing Treatment Goals for Clients

## Quick Steps

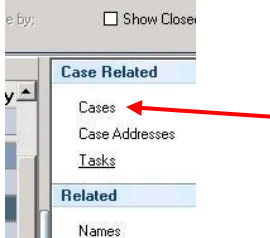
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Reviewing the Goal for
- From the Right Hand Menu Bar, Click on the Client Treatment Goal Link
- Select the Goal to be Reviewed
- Choose Reviews from Right Hand Menu
- Click Add and Fill in the Form
- 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.



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Last Update 1/22/2018

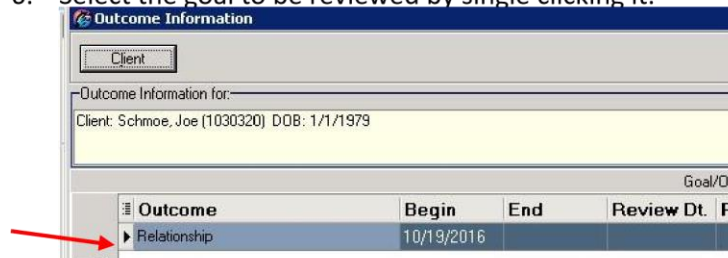
4. Under the case, click on the client you are reviewing the treatment goal/s for.



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



6. Select the goal to be reviewed by single clicking it.



7. Choose **Reviews** from the right hand menu.



8. The **Objective/Strategies Reviews** form will open. Click **Add**.

9. The **Objective/Strategies Review Information** form will open.

<b>Review Date</b>	Type in the review date (ex. MM/DD/YY or MM/DD/YYYY) or choose from the drop down calendar.
<b>Staff</b>	This will display your name.
<b>Review Status</b>	Single click on your selection from the dropdown.
<b>As Evidenced By</b>	Enter whatever narrative notes you wish to include.

10. Click **Save** to add the Objective/Strategies Information.

11. Click **Close** to exit the Objective/Strategies Information screen.

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

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