

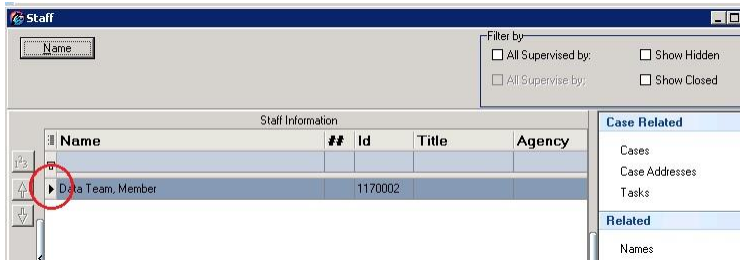
## Ending Treatment Goals for Clients

### Quick Steps

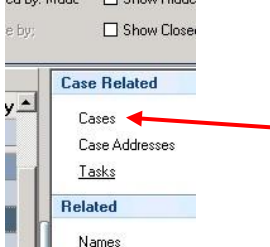
- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Ending the Goal for
- From the Right Hand Menu Bar, Click on the Client Treatment Goal Link
- Choose the Treatment Goal Ending
- Click the Update Button
- Type D.A.P. As Evidenced By
- Type in the End Date
- Choose the Appropriate Disposition Response,
- 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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4. Under the case, click on the client you are expiring the treatment goal/s for.

Case Id	Case Name	Open Dt	Close Dt	Void Dt	Create Dt	Update Dt
1030320	Schmoe, Joe	9/15/2016			9/15/2016 12:00:00	

Client Id	Client	DOB	Svcs	Role Label	Relationship Label	Eff Dt	Exp Dt
1030320	Schmoe, Joe	1/1/1979	<input checked="" type="checkbox"/>	Mother		9/15/2016	

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

- Client Registration
- Names
- Client Assessments/Scr...
- Client Treatment Goal
- Client Services

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

Outcome	Begin	End	Review Dt	P
Relationship	10/19/2016			

7. Click the **Update** button.
8. Type D.A.P. As Evidenced By.
9. Type in the **Objective End Date** (ex. MM/DD/YY or MM/DD/YYYY) or choose from the calendar drop down.
10. Click the magnifying glass look up tool to the right of the **Disposition** field. Choose the appropriate response. Click **Save**.

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

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