

QRG – Edit client demographics

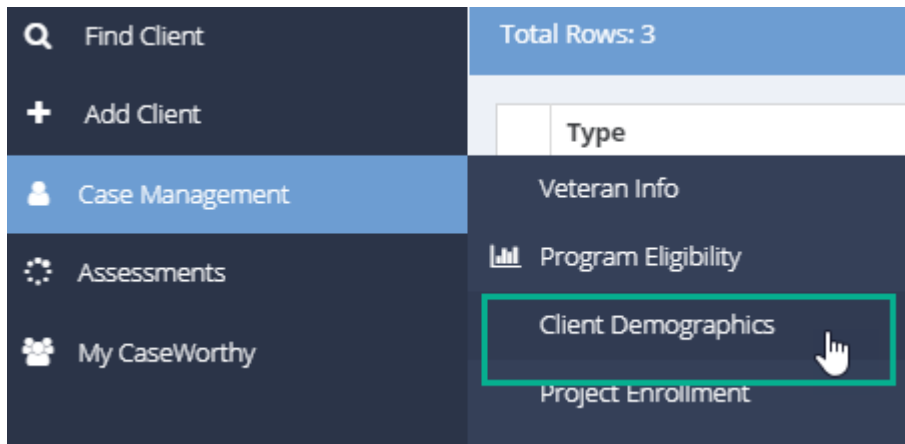
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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8 page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – For users to edit a client’s demographics

STEP 1 - Case Management > Client Demographics



STEP 2 - Enter information and SAVE

Identifying

Name Data Quality * Full name reported

First Name * TestLLT

Middle Name X

Birth Date * 01/01/1947 Full DOB reported

SSN * Client doesn't know

Gender * Female

Citizenship Status U.S. Citizen

Veteran Status * No

Race * Choose Options...
Data Not Collected

Last Name * TestLLT

Suffix Sr

Age 72

Deceased Date

Primary Language * English

Ethnicity * Hispanic or Latino

Contact Information

Address Type Current Address

Address * 4012 North Kansas Avenue

Zip Code * 64117

City Kansas City

Update All Family Members

Apt. Number

County Clay

State MO

Save Cancel