

Uniform Reporting System (URS)

How to Enter a Client and Enroll In Prevention Program or Group

General Intake Form

- This is the General Intake Form, which is accessed from the Client menu. This form should be completed for each client that participates in Multiple Session Group Level Interventions and Single Session Group level Interventions. Enter demographic information for each client.
- All fields that are in bold must be completed. Age, race, ethnicity, risk history and HIV status, which are not bolded, must also be completed. If anonymous, 1st 2 letters of last name and 1st 2 letters of first name must be entered.
- Then click on [HIV Status], [TB Status], [Insurance], [Substance and Risk History] buttons at the bottom of the screen. Complete information for every client on each of these screens.
- Click on [Next Page] button when data entry is complete.
- There are four pages in the General Intake Form to be completed.
- When all demographic information is completed, click the [Save] button to enroll the next client.
- All clients must be entered into the General Intake form or the URS will not allow you to enter Prevention Services that require enrollment

Page 1 General Intake Form

Uniform Reporting System

File Edit Agency Client Prevention Services Care Services Billing Reports Extracts System

New Open Edit Cancel Save Delete Print Next Prev. Status Changes... Close

VIEW General Intake Form for ELMER, FUDD - Page 1

Name Anonymous
Last Name **ELMER**
First Name **FUDD**
Middle Name

Address
City **HARTFORD** State **C** Zip **06109**
County **999 OTHER**
Phone: Day **(860)666-2233** Eve **(860)444-5566**

Identifiers
Intake Date **01/01/2003** Client ID **ELFU112047F1**
SS # **- -** DOB **11/20/1947** Current Age **56**
Medicaid # Gender **10 Female**
Case # AKA

Personal Information
Religion **06 Protestant**
Marital **02 Married**

Special Population(s)
Add Delete

Living Situation
Head of Household? No
Dependent Children Living with Client?
Is Client Inadequately Housed?
Housing **02 Homeless In Shelter**

HIV Exposure Category
Primary **03 Injection Drug Use**
Secondary

HIV Status... TB Status... Insurance... Substance... Risk Hist... Comments... <-Prior Page Next Page->

Ins Num 3:05:20 pm

Start How To Enter A Cli... Uniform Reporti... 3:05 PM

Program Enrollment

Use the Program Enrollment screen to enroll a client in one or more programs. This screen can be accessed from the Main Menu.

To add program enrollment:

- Click Program Enrollment from the Client Menu. The Program Enrollment screen appears.
- Click the [Client] button to select a client name.
- Click the [Add] button to enroll the client in a program.
- Select the appropriate Program Code, enter the program start date and other information.
- Click the [Save] button to save the information.
- Click the [Close] button to close the Program Enrollment screen and return to the Main Menu.

To edit or delete program enrollment:

- In the Program Enrollment screen, highlight the item you want by using the ↑ or ↓ keys, or by clicking on it with the mouse.
- Do one of the following:

To edit program enrollment information: Click the [Edit] button to make the changes, and click the [Save] button to save all changes.

To delete program enrollment information: Click the [Delete] button and click the [OK] button to confirm the deletion or click the [Cancel] button to leave the item unaffected.

Click the [Close] button to return to the Main Menu.

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Client: ELMER, FUDD ID: ELFU112047F1 Intake Date: 01/01/2003 Age: 56 Close

Program Enrollment

Program	Start Date	End Date
CNAAC-Claudio's Prevention Education	12/25/2003	/ /
CNAAG-mma	09/25/2003	12/25/2003
CNAAC-Claudio's Prevention Education	01/01/2003	12/25/2003

Buttons: Add, Edit, Delete, Save, Cancel

Program Enrollment

Program Code: CNAAC Claudio's Prevention Education

Start Date: 12/25/2003

Worker: CNAAC SANTORO, CLAUDIO
(Current worker. Use "Worker" part of the "Status Changes" screen to change)

Close in Program

End Date: / / Reason:

Press ENTER to display a list of values

Start | Sent | Lotus ... | Unifor... | Docum... | Enterin... | 1:35:19 pm

Group Enrollment

Use the Group Enrollment screen to enroll a client in one or more groups.
This screen can be accessed from the Main Menu.

To add group enrollment:

- Click Group Enrollment from the Client Menu. The Group Enrollment screen appears.
- Click the [Client] button to select a client name.
- Click the [Add] button to enroll the client in a program.
- Select the appropriate Group Code; enter the group start date and other information.
- Click the [Save] button to save the information.

- Click the [Close] button to close the Group Enrollment screen and
- Return to the Main Menu.

To edit or delete group enrollment:

- In the Group Enrollment screen, highlight the item you want by using the ↑ or ↓ keys, or by clicking on it with the mouse.
- Do one of the following:

To edit group enrollment information: Click the [Edit] button to make the changes, and click the [Save] button to save all changes.

To delete group enrollment information: Click the [Delete] button and click the [OK] button to confirm the deletion or click the [Cancel] button to leave the item unaffected.

- Click the [Close] button to return to the Main Menu.

