

1) Click Consumer Chart.

2) Search for Consumer.

Please type in consumer's last name and first initial and press SEARCH to locate the consumer. You may wish to use a partial name if you are not sure about the spelling.

If you cannot find the consumer by name, you may type in any other available data to locate the consumer.

<b>Last Name</b>	<b>First Name</b>	<b>AKA or Other Information</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Case #</b>	<b>Medicaid ID</b>	<b>Birth Date (mmddyy)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <b>Open Cases Only</b>	<b>SSN</b>	<input type="text"/>
		<input type="button" value="SEARCH"/>

3) Click either the CLS Documents link or Vocational Services link.

4) Click Add CLS Document or Add Vocational Services, depending on what link you clicked above.

Type/Date	County / Affiliate	Notes	Details	Status	<a href="#">Add CLS Document</a>
Type/Date	County / Affiliate	Notes	Status	<a href="#">Add Vocational Services</a>	

Entering is exactly the same for both. Anywhere the below examples say CLS Document, you can substitute Vocational Services if that is what you are working on.



7) Click Save.

<p><b>Index</b></p> <ul style="list-style-type: none"><li>1. <a href="#">Scan or Upload</a></li><li>2. <a href="#">Send Copy to</a></li><li>3. <b>Signatures</b></li></ul>	<p><b>3. CLS Document: Signatures</b></p> <p style="text-align: center;"><b>Document does not require signatures or a service activity log</b></p> <table border="0" style="width: 100%;"><tr><td data-bbox="511 388 812 451"><b>Record Added</b> provider 07/18/2017 14:46:03</td><td data-bbox="1039 388 1347 451"><b>Record Changed</b> provider 07/18/2017 14:46:03</td></tr></table> <p style="text-align: center;"><input type="button" value="Save"/> <input type="button" value="CANCEL"/></p>	<b>Record Added</b> provider 07/18/2017 14:46:03	<b>Record Changed</b> provider 07/18/2017 14:46:03
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