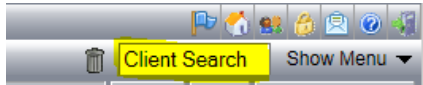


Add Staff Relationships

Step 1:

Perform a Client Search



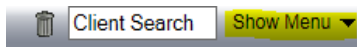
Step 2:

Click the **ECR** button that corresponds to your client.

				Client Search Results	
				Client Name	Birth Date
ECR	Episodes	Schedule	Info	Lively, Blake (1141) 8/25/1987	8/25/1987

Step 3:

Click **Show Menu** in the shortcut bar.

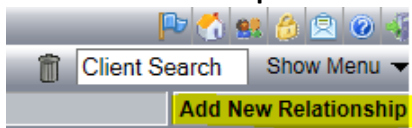


Step 4:

Select **Staff Relationships** from the menu to access the address list page.

Step 5:

Click **Add Relationship** in the shortcut bar.



Step 6:

Complete the **Client Staff Relationship Form** page.

Client Staff Relationship Form	
Begin Date:	12/11/2014
End Date:	<input type="text"/>
Staff Name:	Busch, William (wbusch)
Is this the Primary Staff?	Lloyd, Holly (hlloyd) is the current primary staff. <input type="radio"/> Yes <input checked="" type="radio"/> No
Organization:	Concord
Program:	DD Residential (DDRES) (*)

Step 7:

Click **Submit** in the status bar to save your entry.

Step 8:

The Member will now be listed on your caseload when you click on the **Member** tab.