Log-In

From the Menu Tree Click on “Client List”

Enter the Client Information (Add Client)

Complete the yellow fields on the first screen

Complete yellow fields on Additional Information Screen

Start a New Episode Complete Intake Screen

Complete the SA/MH Screening

Complete the SSI/SAI Screening

From the Menu tree click on “Court Monitoring” then complete either the 8-505 Evaluation or the 8-507 Treatment Placement Screens (which ever is appropriate for the client being assessed)

From the Menu tree click on ”Assessments”

Click On “TAP” and complete assessment

Always search for the client first to ensure they are not already in the database.