

## CASE MANAGERS

Add yourself as a Case Manager to track your case load! To do add yourself as a case manager, do the following:

- » Click the Case Managers tab (1)
  - » Click Add Case Manager (2)
  - » Select all clients in the household composition (3)
  - » Select yourself by selecting the “Me” radio button (4)
  - » Click Add Case Manager (5)
- » End Date should only be completed when the Case Manager relationship ends

The screenshot shows a software interface for adding a Case Manager. The main window is titled "Client Information" and has several tabs: Summary, Client Profile, Households, ROI, Entry / Exit, and Case Managers (highlighted with a blue circle and the number 1). The "Case Managers" tab is active, showing a table with a column for "Name" and an "Add Case Manager" button (highlighted with a blue circle and the number 2). A modal window titled "Case Manager" is open, showing the details for "Case Manager - (28) Screen, Xavvia". The modal has a "Household Members" section with a list of members and checkboxes for selection (highlighted with a blue circle and the number 3). The members are: (5) Female Single Parent, (28) Screen, Xavvia, (29) Screen, Frankie, and (30) Screen, Xavvitta. Below this is a "Type" section with radio buttons for "ServicePoint User", "Me" (selected), and "Other" (highlighted with a blue circle and the number 4). The "Me" radio button is selected. Below this are fields for "Name", "Title", "Phone Number", "Email Address", "Provider", "Start Date", and "End Date". The "Add Case Manager" button is highlighted with a blue circle and the number 5.

Figure 1