

CDS History Module

The CDS History allows users to review all inputted CDS across in one easy module. Users can chose the CDS value they wish to review, and all data will be displayed.

1. To access the CDS History, refer to page 50 above for how to locate the desired client.
2. Once the client has been located and the chart opened, navigate to the **CDS History** as seen in Figure 392.

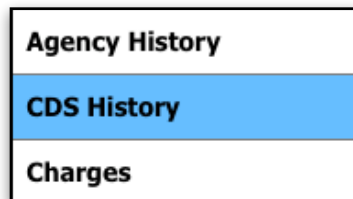


Figure 392 - CDS History

3. The CDS History module will then appear on screen as demonstrated in Figure 393.

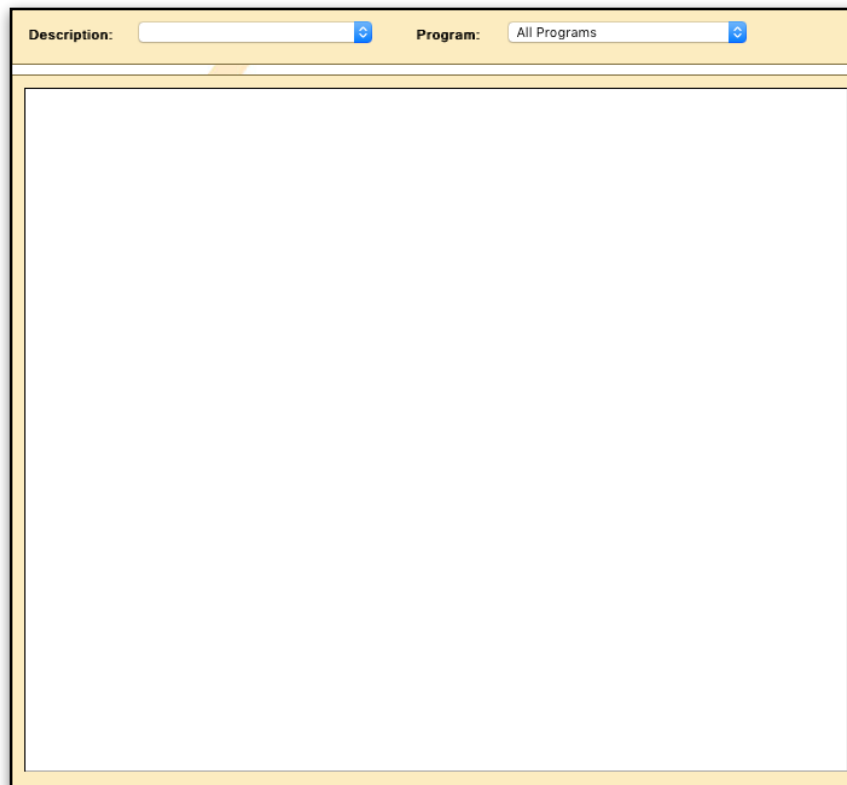


Figure 393 - CDS History

Reviewing CDS History

1. In order to review CDS History, refer to page 179 above for how to access the CDS History module.
2. From the **Description** drop down, select the desired CDS value to review. This is demonstrated in Figure 394 below.

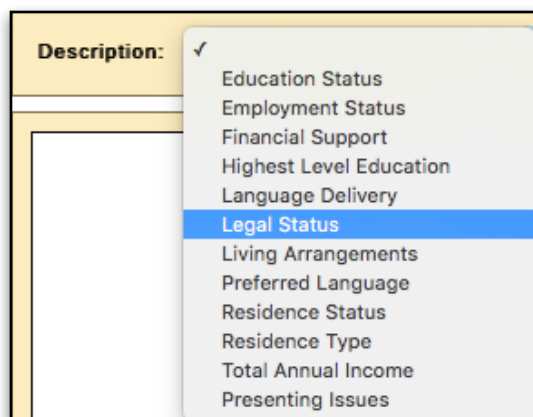


Figure 394 - Reviewing CDS History

3. Upon selecting the desired CDS value to review, the module will then automatically refresh. Figure 395 and Figure 396 below demonstrate reviewing two different CDS values.

Value	Start Date	Program	Base Line	End Date	Client Number	
Court Diversion Program	2016-05-26	Case Management	Yes		04055415-02	

Figure 395 - Reviewing CDS Legal History

Value	Start Date	Program	Base Line	Client Number	
Spouse/partner	2016-05-26	Case Management	Yes	04055415-02	

Figure 396 - Reviewing CDS Living Arrangements History

4. Repeat the instructions above to review any other desired CDS values.

End-Dating a Legal Status

1. Certain CDS data points allow for special operations.
2. Legal Status is one of those fields. A user can “end-date” a Legal Status if desired.
3. Refer to page 179 above for how to access the **CDS History** module.
4. From the **Description** drop down, select **Legal Status**.

5. The CDS History module will refresh as shown in Figure 397.

Value	Start Date	Program	Base Line	End Date	Client Number	
Court Diversion Program	2016-05-26	Case Management	Yes		04055415-02	

Figure 397 - "End-Dating" a CDS Legal Status

6. Click on the **calendar icon** as identified above in Figure 397.

Set End Date

Ok

Cancel

Figure 398 - Setting "End-Date" to CDS Legal Status

7. In Figure 398 above, the user has set the "End-Date" to June 3, 2016.
8. Click **Ok** when satisfied with the date to finalize the process.
9. The CDS History module will automatically refresh to reflect the newly modified "End-Date". This is reflected in Figure 400.

Value	Start Date	Program	Base Line	End Date	Client Number	
Court Diversion Program	2016-05-26	Case Management	Yes	2016-06-03 	04055415-02	

Figure 400 - Successfully Set the "End-Date" for a CDS Legal Status Entry

Deleting a CDS Historical Entry

1. A user can delete a CDS entry if necessary.
2. Refer to page 179 above for how to access the CDS History module.
3. Chose the CDS value from the **Description** drop down.
4. The CDS History module will then refresh.

Value	Start Date	Program	Base Line	End Date	Client Number	
Court Diversion Program	2016-05-26	Case Management	Yes		04055415-02	

Figure 401 - Deleting a CDS Historical Entry

5. Click on the **red X** as identified in Figure 401 (see preceding page).
6. A message box will appear as shown in Figure 402 asking the user to confirm the deletion.

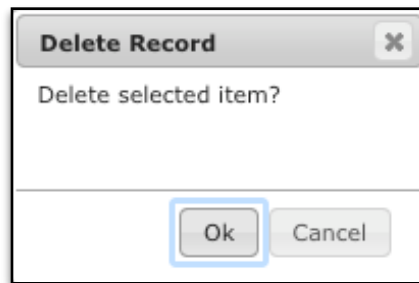


Figure 402 - Deleting a CDS Historical Entry

7. Click **Ok** to finalize the process.
8. A message box will appear confirming the process was indeed successful.

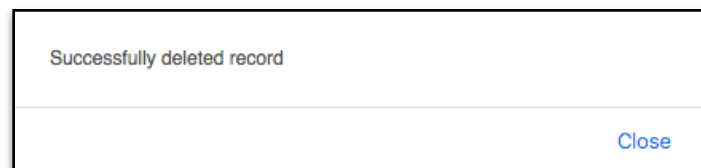


Figure 403 - Successfully Deleted CDS Historical Entry

9. The CDS History module will then automatically refresh.

Value	Start Date	Program	Base Line	End Date	Client Number	

Figure 404 - CDS History Module Has Been Refreshed