

Education Module

The Education module allows users to document more detailed education information that what is collected by the CDS data points.

1. Access the CRMS Search Engine as described on page 16.
2. Locate the desired client by following instructions on page 50.
3. Open the client file and navigate to the **Education** module as shown in Figure 297.

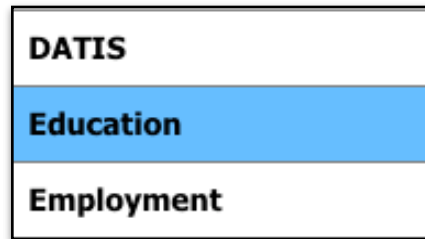


Figure 297 - Accessing Education Module

4. The Education Module will then appear on screen as demonstrated below.

The Education Module interface consists of a form and a table. The form has fields for 'Disposition Date', 'Educational Status' (dropdown), 'Educational Facility' (dropdown), 'Hours Per Week', 'Date Started', and 'Date Completed / Terminated'. It also includes checkboxes for 'Formally Enrolled in Course(s)', 'Working Towards Degree / Certificate', 'Continuation of Extended Program', 'Not Interested', 'Client Successfully Completed Program', and 'Client Successfully Completed Course'. A 'Comments' text area is at the bottom of the form. Below the form is a table with three columns: 'Date', 'Education Status', and 'Education Facility'. The table is currently empty. At the bottom right of the table area is a checkbox labeled 'Show All Admissions'.

Figure 298 - Education Module

5. Fill out the necessary fields. When satisfied, click **Save**. Figure 299 below demonstrates the Education module prior to saving.

The screenshot shows a form with the following fields and values:

- Disposition Date:** May 18, 2016
- Educational Status:** College Graduate
- Educational Facility:** St. Lawrence College
- Hours Per Week:** (empty field)
- Date Started:** Sep 01, 2002
- Date Completed / Terminated:** Apr 27, 2005
- Comments:** (empty text area)

There are also four checkboxes for educational status:

- ☐ Formally Enrolled in Course(s)
- ☐ Continuation of Extended Program
- ☐ Working Towards Degree / Certificate
- ☐ Not Interested

At the bottom, there are two checked checkboxes:

- ☒ Client Successfully Completed Program
- ☒ Client Successfully Completed Course

Figure 299 - Inputting Education Data

6. Upon saving, a message box will appear confirming the save was successful.

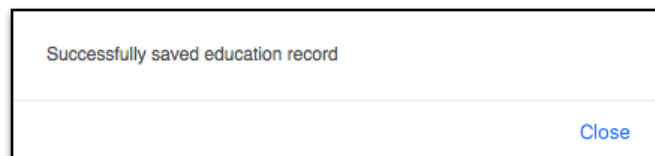


Figure 300 - Successfully Saved Education Record

7. The Education module will then automatically refresh and display the newly saved data.

Date	Education Status	Education Facility
2016-05-18	College Graduate	St. Lawrence College

Figure 301 - Reviewing Saved Education Data

Modifying Saved Education Data

1. Refer to page 140 on how to access the Education module.
2. Locate the desired record from the review section which will be modified.
3. **Click** on it to select it.

Date	Education Status	Education Facility
2016-05-18	College Graduate	St. Lawrence College

Figure 302 - Modifying Saved Education Data

4. The data will then be loaded on screen.
5. Make any adjustments as necessary and when satisfied, click **Save** to finalize the process.

Show for All Admissions

When accessing a client file whom has multiple referrals (.01, .02, .03, etc.), users can use the “Show for All Versions” checkmark to easily review across all referrals without the need to open each individual file.

1. Refer to page 140 on how to access the Education module.
2. At the bottom of the module, locate and check the **Show for All Admissions** check mark as illustrated on Figure 303.

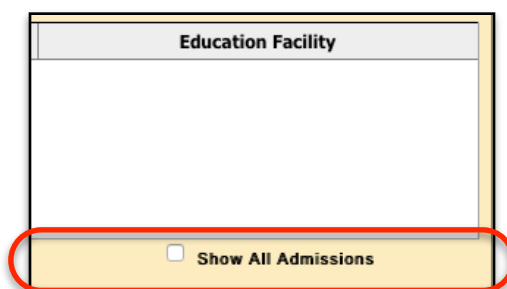


Figure 303 - Show All Admissions Checkmark

3. The Education module will then automatically refresh to display Education data across all of the clients' referrals.