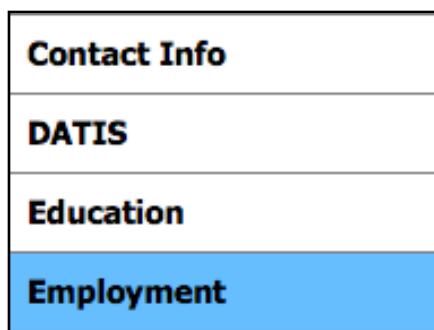


Employment Module

The Employment module allows users to document additional employment information above and beyond what is already recorded in the CDS data points.

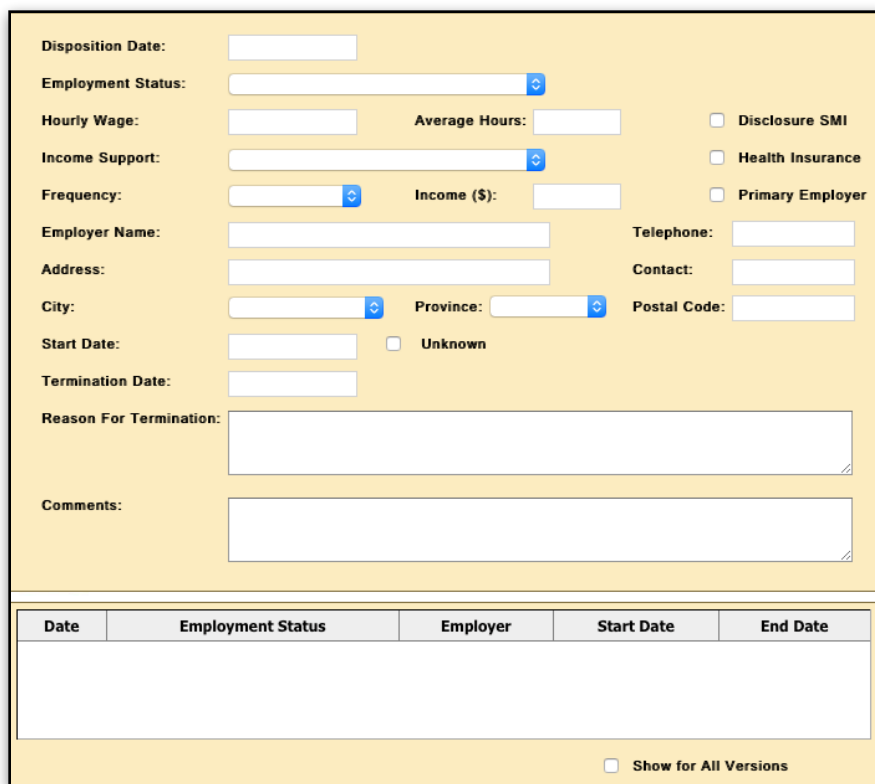
1. Access the CRMS Search Engine as described on page 16.
2. Locate the desired client by following instructions on page 50.
3. Open the client file and navigate to the **Employment** module as shown in Figure 304.



Contact Info
DATIS
Education
Employment

Figure 304 - Employment Module

4. The Employment module will then appear on screen as demonstrated below.



Disposition Date:			
Employment Status:			
Hourly Wage:		Average Hours:	
Income Support:		☐ Disclosure SMI	
Frequency:		Income (\$):	
Employer Name:		Telephone:	
Address:		Contact:	
City:		Province:	
Start Date:		☐ Unknown	Postal Code:
Termination Date:			
Reason For Termination:			
Comments:			

Date	Employment Status	Employer	Start Date	End Date

☐ Show for All Versions

Figure 305 - Employment Module

5. Fill out the necessary fields and when satisfied, click **Save** to complete the process. Figure 306 illustrates the Employment module prior to saving.

Disposition Date:	May 19, 2016				
Employment Status:	Employed / Self Employed - Full Time				
Hourly Wage:	17.50	Average Hours:	37		
Income Support:			☐ Disclosure SMI		
Frequency:	Weekly	Income (\$):	625		
Employer Name:	CTSI Incorporated	Telephone:	613 455 6529		
Address:	721 Progress Ave.		Contact:	Naomi Hurtubise	
City:	Kingston	Province:	Ontario	Postal Code:	K7M 6S4
Start Date:	Feb 07, 2007	☐ Unknown			
Termination Date:					
Reason For Termination:					
Comments:					

Figure 306 - Employment Module Prior to Saving

6. Upon saving, a message will appear to confirm the process was indeed successful.

Successfully saved employment
Close

Figure 307 - Successfully Saved Employment Record

7. The Employment module will then automatically refresh to display the saved data.

Date	Employment Status	Employer	Start Date	End Date
2016-05-19	Employed / Self Employed - Full Time	CTSI Incorporated	2007-02-07	

Figure 308 - Reviewing Saved Employment Data

Modifying Saved Employment Data

1. Refer to page 143 on how to access the Employment module.
2. Locate the desired record from the review section which will be modified.
3. **Click** on it to select it.

Date	Employment Status	Employer	Start Date	End Date
2016-05-19	Employed / Self Employed - Full Time	CTSI Incorporated	2007-02-07	

Figure 309 - Modifying Saved Employment 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 Versions

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 143 on how to access the Employment module.
2. At the bottom of the module, locate and check the **Show for All Versions** checkmark as illustrated on Figure 310.

Employer	Start Date	End Date
CTSI Incorporated	2007-02-07	

☐ **Show for All Versions**

Figure 310 - Show for All Versions Checkmark

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