



## Adding a New Client

Each client should have one and only one profile at your agency. Learn how to search for a client profile, select a client profile, add a new client and start a new episode of care (intake).

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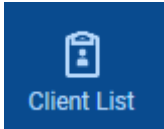
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## Has this client been to your agency before?

Before adding a new client, begin with a careful search to learn whether this client has been to your agency in the past.

Click on **Client List** then fill in one or two search boxes.

Click on the **Advanced Search** button for additional search



options. Be careful to search for only a few elements at a time and only add more when you get too many results. Search for the key elements that uniquely and individually identify the client.

Be thorough. For example, you could search for:

- Social Security Number, or
- Search for the client by any alternate names they may have, or
- Search for their birthdate by typing it into the Unique Client Number box, with asterisks on each end like this:  
\*123199\*

## Client List

After searching for your client, if they already exist in your agency, it will appear in the **Client List** in the middle of your screen. This is where you will access clients that exist in your agency.

**Tip!** Don't know how to spell someone's name? No problem! Use an asterisk (\*) in place of the letters for which you are unsure. For example, typing Br\* in the last name box will find last names like Brooks, Brady, Brown or Brent.

The screenshot shows the "Client Search" interface. At the top, there are search boxes for Facility, First Name, Last Name (containing "Brown"), and Unique Client Number. Below these are buttons for "Search", "Advanced Search" (with a dropdown arrow), and "Clear". An orange arrow points from the "Advanced Search" button in the text to this button in the interface. Below the search section is the "Client List" section, which is highlighted with a blue border. It contains a table with two rows of client data. An orange arrow points from the "Client List" section header in the text to the "Client List" section header in the interface.

Client Search			
Facility	First Name	Last Name	Unique Client Number
		Brown	
<b>Search</b> <b>Advanced Search</b> <b>Clear</b>			

Client Search			
Facility	First Name	Last Name	Unique Client Number
		Brown	
SSN	DOB	UWITS QA Client Id	Provider Client ID
Agency	Primary Care Staff	Treatment Staff	Intake Staff
Administrative Agency	<input type="radio"/> Yes <input type="radio"/> No		
Case Status	Number Type	Other Number	Include Only Active Consents
All Clients			<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Search</b> <b>Advanced Search</b> <b>Clear</b>			

Client List			
+ Add Client		Export	
Full Name	Unique Client #	SSN	
<b>CB</b> BROWN, Charlie 5/11/1990 Male	C9B051190M	125-87-7894	⋮
<b>CB</b> BROWN, Cleveland 6/4/1964 Male	C9B060464M	999-99-9999	⋮

## Client Search

Facility  First Name  Last Name  Unique Client Number

**Search** **Advanced Search**

### Client List

+ Add Client Export

Full Name	Unique Client #	SSN	
<b>CB</b> BROWN, Charlie 5/11/1990 Male	C9B051190M	125-87-7894	⋮
<b>CB</b> BROWN, Cleveland 6/4/1964 Male	C9B060464M	999-99-9999	⋮

### Clients with Consents from Outside Agencies

Full Name	Agency	Unique Client #	SSN	
BROWN, Leroy 8/15/1986 Male	FEI Testing - Provider Agency	L9B081586M	111-22-2333	⋮
BROWN, Paddington 1/1/2005 Male	Asian Association	P9B010105M	999-99-9999	⋮

If you find a client profile already existing for this client then hover over the action button (⋮) and click **Profile** or to view existing activity for the client, click **Activity List**.

### Clients with Consents from Outside Agencies

If you have rights to this, you may also see your client listed in the lower section.

The Agency field shows which agency has consented the client record to you. Hover over the action button (⋮) and click on **Activity List** to view the consented information.

Each agency's consented activities must be viewed separately.

### To Link a Consent

To link the consented information to an existing client, hover over the action button (⋮) and click on **Link**.

### Don't see your Client?

If you have searched and are certain that your client isn't already in UWITS, click on **+Add Client** to add a new client profile.

**Please note:** If you find two or more profiles for this client at your agency then this is an error and must be corrected. Please coordinate with your Agency Navigator to properly handle the duplication.

## Client Profile

^ Hide Context Information

Unique Client Number  
R9R052704M

HLCI

Created By  
Masters, Robyn

Created Date  
4/20/2021 8:47 AM

Updated By  
Masters, Robyn

Updated Date  
4/20/2021 8:47 AM

### For SSN

Use 999-99-9999 for Unknown and  
000-00-0000 for None.

First Name Road	Middle Name	Last Name Runner
Maiden Name	Suffix	Sex 1-Male
Gender Identity	DOB 5/27/2004	SSN 999-99-9999
Provider Client ID	Driver's License	Zip Code 84114
Medicaid #	Has paper file <input checked="" type="radio"/> Yes <input type="radio"/> No	

The gender field has been renamed **Sex** and a **Gender Identity** field has been added. Please use **Sex** to describe gender at birth and use the **Gender Identity** field as needed. If the Gender Identity field is completed, the value will appear in the Client Header.

No  
punctuation  
except  
hyphens

No Titles  
No Prefixes  
No Suffixes  
No Nicknames

## Creating a New Client Profile

To create a client profile, you must complete all required fields.

### Entering a Client Name

There are rules for entering a client name properly.

- #1 – Do not use special characters. Hyphens and spaces are allowed in first and middle names. Only hyphens are allowed in last names.
- #2 – Enter the person's complete, legal name—including middle name where possible.
- #3 – If the person doesn't have a middle name, leave blank.
- #4 – Use the Alternate Names page for preferred name, nicknames, aliases, alternate names and so forth.
- #5 – Titles, Prefixes, Suffixes are not allowed in the name fields.

## Questions About Names

### What if my client's first name is an initial?

The initial can be entered in the first name field but no periods.

### What if my client's last name is like O'Malley?

Leave out the apostrophe.

RR	RUNNER, Road	21
	R9R010101M UNIQUE CLIENT ID	1/1/2001 DOB
		NON-BINARY GENDER IDENTITY

### Do you have a situation not covered here?

Contact your Agency Navigator for assistance. If they are unsure of the answer, they can forward your question to the UWITS Support box.

Client **Age** is given  
at the center of the  
client header.

## Alternate Names

Does your client have multiple names? Click **+ Add Alternate Name** in the **Alternate Names** section.

## Preferred Name

If your client has a preferred name, add the entire preferred name into the **First Name** box and select **Preferred** in the **Client Alias Type** box. Click **Save and Finish** and then **Next**.

This will enable display of the preferred name in the client header. It will appear in parenthesis after the client's legal name.

The screenshot shows the 'Client Profile' page. The client header displays 'CRUNCH, Horatio M.(Cap'n Crunch)' with a unique client ID 'H9C010101M', DOB '1/1/2001', and sex 'Male'. The 'Client Profile' section has a 'Show Context Information' link. Below it, the 'First Name' field contains 'Horatio', the 'Middle Name' field contains 'Magellan', and the 'Last Name' field contains 'Crunch'.

Next >

There are several screens within the Client Profile. Click the **Next** button to move through them sequentially.

The 'Alternate Names' section shows a '+ Add Alternate Name' button and a message: 'Currently, there are no results to display for Alternate Names.' Below this, there are input fields for 'First Name' (containing 'Cap'n Crunch'), 'Middle Name', and 'Last Name'. A 'Client Alias Type' dropdown menu is set to 'Preferred'. At the bottom are 'Save and Finish' and 'Cancel' buttons.

If the client has both a preferred first name and a preferred last name, also add a second **Alternate Name** with the first name entered into the **First Name** box and the last name entered into the **Last Name** box as usual. This time, leave the **Client Alias Type** blank. This second entry will ensure that searching by the client's preferred name will display their client profile just as well as searching for their legal name.

## Additional Information

The **Additional Information** section has required fields that must be populated to complete the profile. If you have additional information, such as **Contact Information**, click **Next** to continue adding data. Otherwise, click **Finish**.

The 'Additional Information' section includes an 'Ethnicity' dropdown set to '5-Not of Hispanic Origin'. Below it is a 'Races' section with a list of options: '1-Alaskan Native', '2-American Indian', '3-Asian', '4-Native Hawaiian or Other Pacific Islander', and '5-Black/African American'. The 'Selected Races' field shows '8-Two or more races'. At the bottom, there are two dropdowns: 'Preferred Language' set to 'American Sign Language' and 'Veteran Status' set to 'Never in Military'.

## Contact Information

Add phone, email and select a preferred method of contact.

### Contact Info

Preferred Method of Contact

Email

Home Phone #

Work Phone #

Mobile #

(801) 555-1212

Other Phone #

Fax #

Email Address

road.runner@beepbeep.org

### Addresses

+ Add Address

Currently, there are no results to display for Addresses .

< Back

Next >

Save

Save and Finish

× Cancel

## Address Information

Address Type

Client Mailing

Confidential

☐ Yes

☒ No

Address Line 1

2430 S West Temple

Address Line 2

County

035-SALT LAKE

City

Salt Lake City

State

UT

Zip

84115

Save and Finish

× Cancel

## Address

To add an address, click the **+ Add Address** link in the Addresses box.

Enter the address and click **Save and Finish**.

## Address Validation

You may be given an opportunity to select a verified address. If so, click the **Select** link next to the address which is the most correct.

Click **Next** to continue.

## Address Validation

There is a problem with the address provided - we've produced a suggestion from the United States Postal Service below.

Please Choose which version of the address you want to use.

	Address	Actions
Original Address:	2430 S West Temple, Salt Lake City, Utah 84115	Select
Suggested Address:	2430 S WEST TEMPLE, S SALT LAKE, Utah 84115	Select

## Collateral Contacts

Does your client have a guardian? Probation officer? Add contact info for spouse, parents, guardians, probation officers, etc.

Click the **+ Add Contact** link to begin. Fields with a solid or striped yellow bar to the left are required. Click **Finish** to save.

## Collateral Contacts

**+ Add Contact**

Currently, there are no results to display for Collateral Contacts .

## Other Numbers

Does your client have another assigned, identifying number that you need to track?

Click the **+ Add Other Number** link to begin. Fields with a solid or striped yellow bar to the left are required. Click **Finish** to save.

## Other Numbers List

**+ Add Other Number**

Currently, there are no results to display for the Other Numbers List.

**Note:** For multiple entries in any screen, click **Save** and repeat the steps.



## Client Intake

An Intake is the beginning of an episode of care at a facility and is required before any other activities can be recorded. A client should only have one Open Active intake at a facility at any given time.

## Start a New Episode

> Activity List

Episode List

Before you begin:

- Have you selected the correct facility?
- Have you selected the correct client?

If your agency has multiple facilities, this is important for you to be aware of at all times.

### Start New Episode

An Intake can only be completed if the client has no existing, active Intake record at the same facility or once all previous

#### Intake Case Information

▼ Show Context Information

Intake Facility Administrative Unit	Intake Staff Clinical, Lisa	Case Status Open Active
Initial Contact Walk-in	Initial Contact Date 4/19/2021	Intake Date 4/19/2021
Residence 035-SALT LAKE	Source of Referral 1-Individual Includes Self	HIV Positive Unknown
Referral Contact	Add Collateral Contact	
Injection Drug User No		
Presenting Problem (In Client's Own Words) Beep Beep!		

Please select a case, or click Start New Episode.

#### Episode List

+ Start New Episode

Currently, there are no results to display for the Episode List.

cases at the same facility have been closed. If the client you have selected does not have an active Intake at the same facility, when you click **Activity List** or **Episode List** then you will receive a message "Please select a case or click Start new Episode."

Double check that your facility is correct, then click the link to open a new case. This will open the Client Intake screen.

Complete all required fields and click **Save and Finish**.



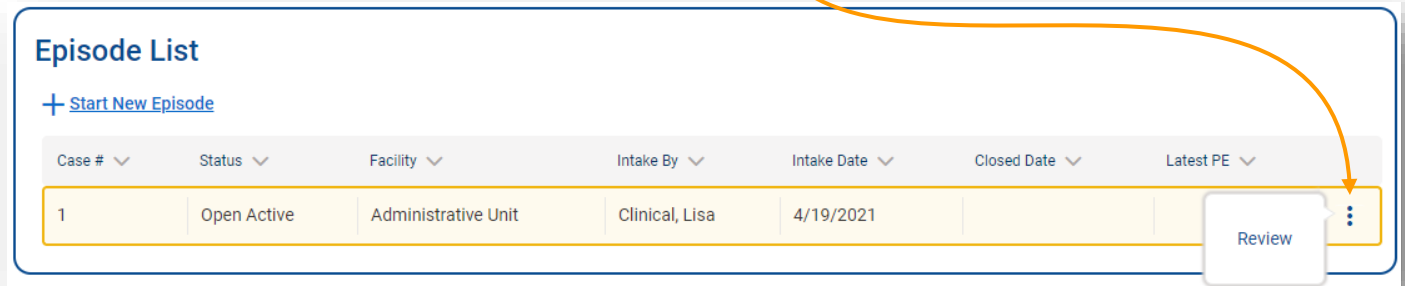
> Activity List

Episode List

Does your client already have an Episode at your facility?

If so, click **Episode List** to view the list of cases. Then hover over the action button (⋮) and click **Review** to open an existing case.

UWITS will then display the **Activity List** for that specific case and allows you to review all activities entered under that specific episode of care. Hover over the action pencil and click **Review** to view or edit any activities within the Client's **Activity List**.



Episode List						
<a href="#">+ Start New Episode</a>						
Case #	Status	Facility	Intake By	Intake Date	Closed Date	Latest PE
1	Open Active	Administrative Unit	Clinical, Lisa	4/19/2021		

Review

**Tip!** If the client has multiple episodes at more than one facility, your context will change when you review an episode at a facility different than your current context.