

ENTERING CLIENT COLLATERAL RELATIONSHIPS

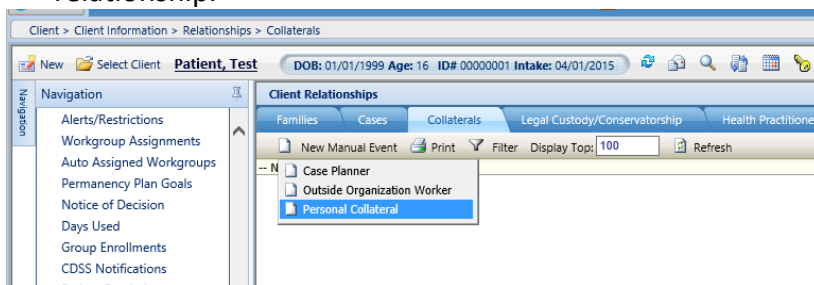
Client collateral relationships should be entered at the time of intake for ALL clients.

Why entering collateral relationships is important:

1. Relationships include all parties involved in the client's care.
2. These relationships pull to many different areas in the system.
3. If a relationship is not entered, you cannot enter a placement disruption or indicate that person's participation in other services provided to the client.

How to enter a client collateral relationship:

1. Navigate to **Client>Client Information>Relationships>Collaterals**.
2. In the content pane, click **New Manual Event** and select the type of collateral relationship.



3. Complete as much information as is known at the time of the entry.
4. Click **Save**.