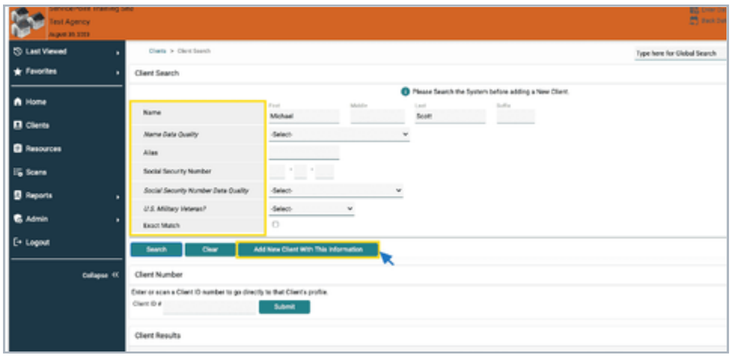
New client record

WSCS System Basics

How to add a new client record

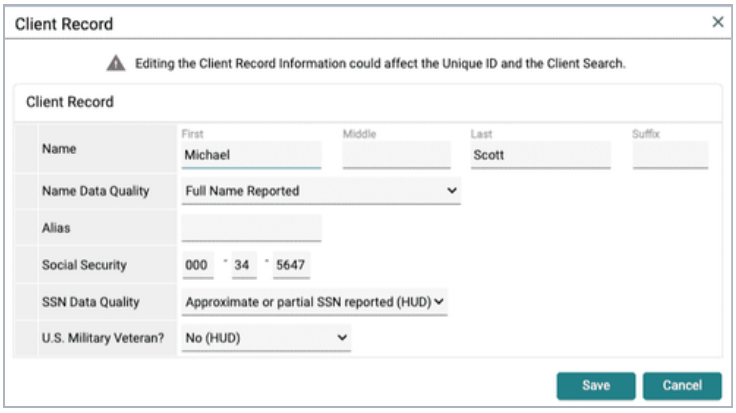
When adding a new client record, filling out all the fields accurately ensures consistency and quality data. If the information about your client is inaccurate or incomplete, it can impact the quality of the services provided.

New client record steps



1 Search for existing records

After search combinations are exhausted, you can confidently add the new client.



2 Fill out the HUD data points in new client Record

Populate the Community Services Search Form. The new client's profile will now appear. Fill it out as completely as possible, including:

- Client's name
- Client's Demographics
- Social Security number
- Social Security number data quality
- Veteran status.

3 Complete assessments

If an assessment is available in the client profile assessment section, you may complete it.

Pro Tip

Remember: The key to maintaining a clean and useful database is to ensure data quality. Always verify the accuracy and completeness of the data.

Note: This guide covers the essentials of the WSCS System Basics Training. We recommend reviewing the training course for a complete overview.