

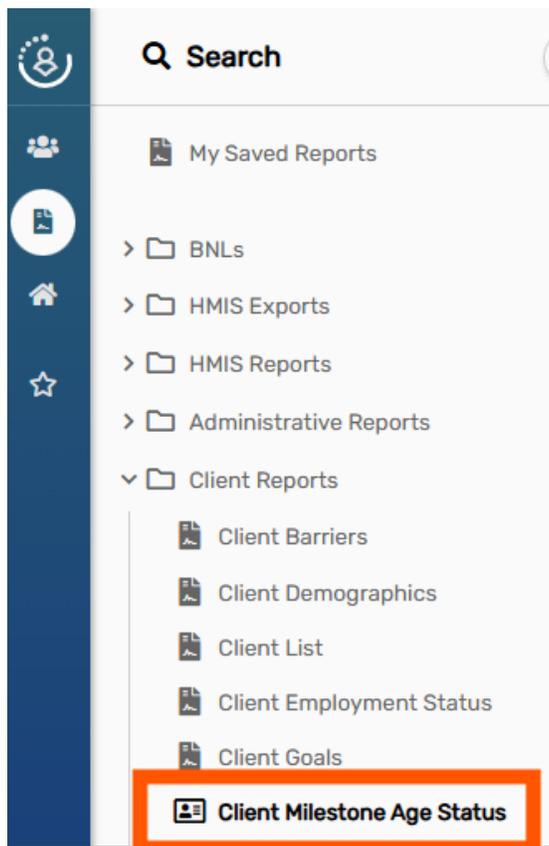
Client Aging into Adulthood

When a neighbor/client turns 18, these are the following data elements that must be added/updated.

- Veteran Status
- Prior Living Situation
- Income and Sources
- Non-Cash Benefits

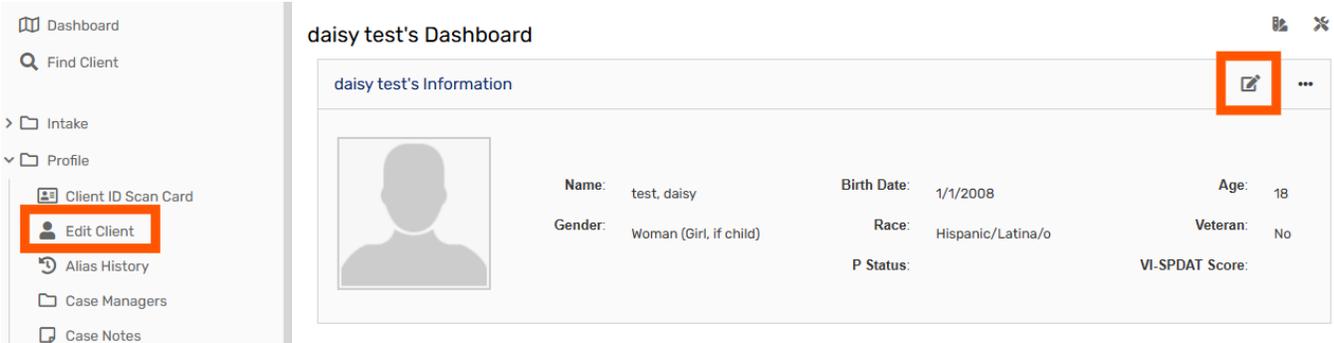
How will I know if a neighbor becomes 18, and updates are required?

Please run the “Client Milestone Age Status” report.



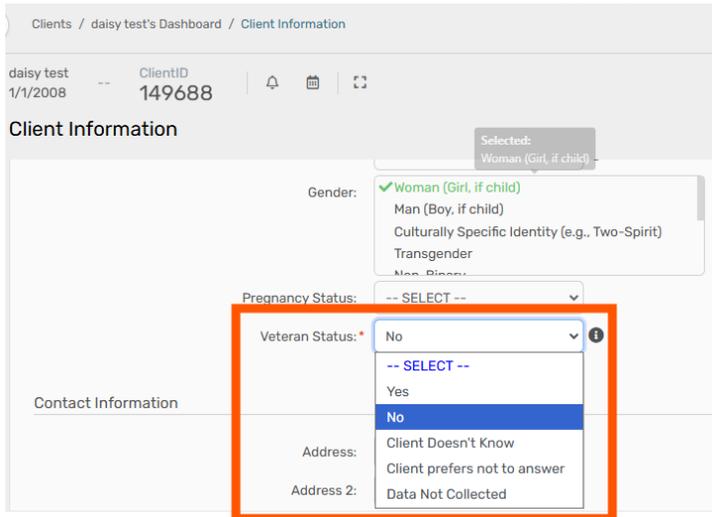
Veteran Status

Select "Profile -> Edit Client" or the  icon on the top-right of the screen



The screenshot shows the 'daisy test's Dashboard' interface. On the left sidebar, the 'Edit Client' option is highlighted with a red box. In the main dashboard area, the 'edit icon' (a pencil) is highlighted with a red box in the top-right corner of the 'daisy test's Information' header.

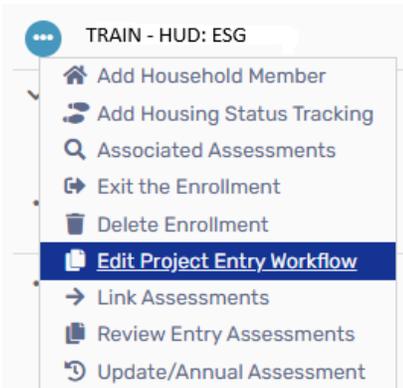
Select "Veteran Status" and choose the appropriate choice for your client.



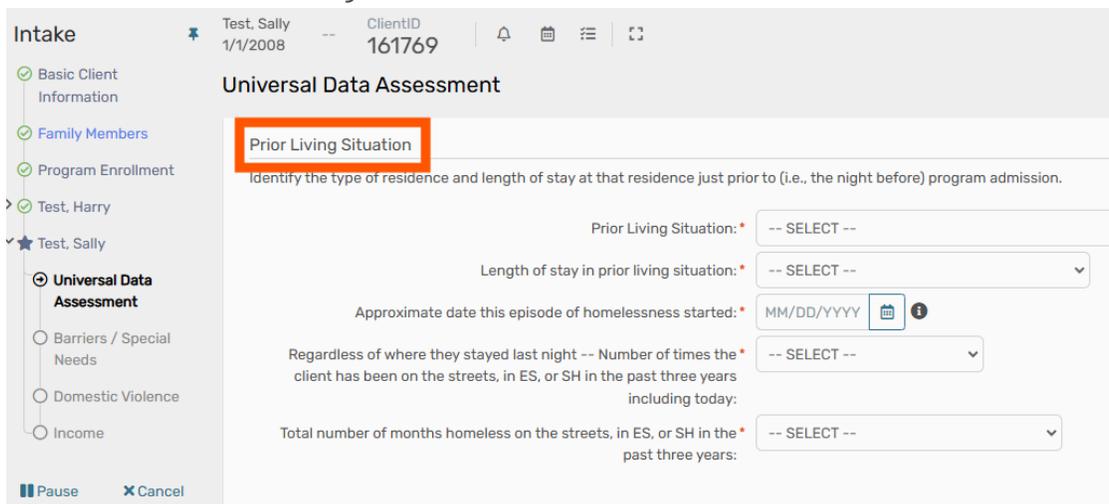
The screenshot shows the 'Client Information' form for 'daisy test' (ClientID: 149688). The 'Veteran Status' dropdown menu is open, and the 'No' option is selected and highlighted with a blue background. The dropdown menu also shows options for '-- SELECT --', 'Yes', 'Client Doesn't Know', and 'Data Not Collected'. The 'Gender' dropdown is also visible, with 'Woman (Girl, if child)' selected.

Prior Living Situation, Income and Sources and Non-Cash Benefits

Click the **three dots** and select **“Edit Project Entry Workflow”** on the enrollment you wish to edit.



Now that the client is over 18, Prior Living Situation, Income and Sources, and Non-Cash Benefits



will be editable.

