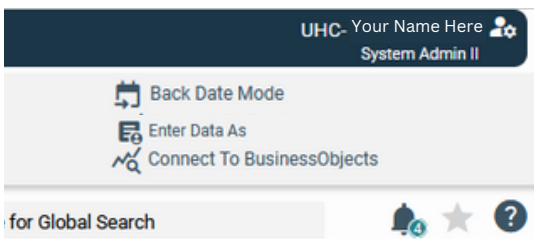# Clients Overview

## SEARCH FIRST

*Your client may have been served in another CoC. If unsure, go look for contextual information in Entries/Exits or Case Notes

UHC- Your Name Here
System Admin II

Back Date Mode
Enter Data As
Connect To BusinessObjects

for Global Search

SET BACK-DATE MODE BEFORE ENTERING DATA

*Back-date should reflect **the date you collected the information** and **the time should always be 12:00:00AM.***
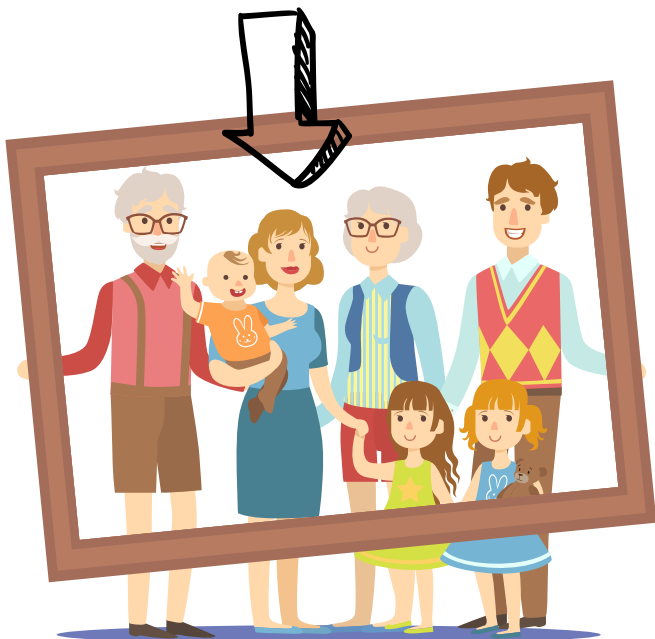
You MUST allocate one person to be the head of household regardless of who's in the household.

All clients who are not part of a Household should be put as "Head of Household" on their assessment.