

Creating a Housing Prioritisation Profile

Log into SHIP and select the client you wish to add the Prioritisation Profile record to.

SHIP **Darth Vader** Male, DOB: 10/11/1966 (Age 45 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Search By: Name Identifier

Days Given name: Family name: Vader Male Female Fuzzy

Reports Search Results

Given Name	Family Name	Sex	DOB	Alias?
Darth	Vader	Male	10/11/1966	

Admin

Recent List:
Darth Vader
Super Man
Bugs Bunny

SHIP **Darth Vader** Male, DOB: 10/11/1966 (Age 45 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons **Person / Alias:** Darth Vader Primary Name

Days Relationships: No relationship exists

Reports Support Periods: No existing support periods

Admin Profiles: No profiles exist

Address: No address exists

Phone & other contacts: No contacts exist

Key Workers: This person has no assigned key workers

Edit Primary Details:

Given Name:
 Middle Name:
 Family Name:
 *Sex: Male Female
 Date of Birth:
 year estimated
 Identifies as: Aboriginal Torres Strait Islander Both Neither
 Country of birth:
 Year of arrival:
 Language at Home:
 Culturally and Linguistically Diverse
 Comments:
 Alpha Code: ARADR
 Date of Death: (dd/mm/yyyy)
 Last update: Michael Veenvliet, DHS UAT 2 A 28/06/2012 11:25:30 EST

Click on the button

Select the **Profile Type** "Prioritisation Profile"

Create new profile

Profile type:
 Client Profile
 Family Violence Risk Assessment
 Housing Application
 Needs Assessment
Prioritisation Profile

Click on the **Save** button.

Create new profile

Profile type:

How to create a SHIP Prioritisation Record cont.

You have just created a **New Client Prioritisation Profile Record**.

Prioritisation Profile

*Date Created

Date Closed

Living Arrangements

OoH Application Status

No in Presenting Unit

Last Contact Date

Last Contact Updated by

Family Violence Profile

Indigenous Status

Interpreter Required

Youth

Youth Refuge Required Yes No

Need for Transitional Housing Yes No

Need for Support Yes No

Need for Crisis Supported Accommodation Yes No

Bedroom Size

Preferred Area

Housing Need

Support Need

Assessment of Personal Vulnerabilities

Is Interim Response Required Yes No

Interim Response Provided

Interim Response Provided By

Support Provided By

Adhoc 1

Adhoc 2

Adhoc 3

Comments

May be viewed by: Workgroup Cluster

Last update Michael Veenvliet, DHS UAT 1 A
29/06/2012 14:28:11 EST

To take a client off the prioritisation list, you need to close the **Prioritisation Profile**. Enter a close date in the **Date Closed** field:



◀ **Prioritisation Profile**

*Date Created 

Date Closed 

Once a **Prioritisation Profile** record has a **Date Closed** entered, the linked fields will no longer update.

If the client re-presents to your agency at any time in the future and you need to place them back on the prioritisation list, create a new **Prioritisation Profile** for them.

Do not re-open the closed Prioritisation Profile. Look Up Fields (See page 5) will not update as SHIP keeps the history for all closed dated Prioritisation Profiles.

- **How to Access the Prioritisation List**



Click on the **Home** tab on the left hand side of the screen.

The screenshot shows the SHIP (Specialist Homelessness Information Platform) interface. The top navigation bar includes tabs for Home, My List, Team List, My Actions, Team Actions, Profiles, Support Periods, Lists, and Reception. The 'Home' tab is selected. Below the navigation bar, there are sections for 'Persons', 'Days', 'Reports', and 'Admin'. The 'Persons' section displays 'UNASSISTED PERSONS' and search filters for dates (03/05/2012 to 28/06/2012) and search criteria (Given Name, Family Name, ALPHA). A 'Recent List' sidebar on the left lists names like Darth Vader, Super Man, Bugs Bunny, etc.



Now click on the **Lists** button to display the **Housing Prioritisation List**.

The **Housing Prioritisation List** should now be displayed.

The screenshot shows the 'Housing Prioritisation List' table in the SHIP interface. The table has columns for Given Name, Family Name, Date Created, Living Arrangements, No in Presenting Unit, Family Violence Profile, Youth, Housing Need, Support Need, Assessment Of Personal Vulnerabilities, Is Interim Response Required, Interim Response Provided, Sex, and Date of Birth. The table contains 20 records, including names like Betty, Bugs, Bugs Bunny, Cooper, etc.

Given Name	Family Name	Date Created	Living Arrangements	No in Presenting Unit	Family Violence Profile	Youth	Housing Need	Support Need	Assessment Of Personal Vulnerabilities	Is Interim Response Required	Interim Response Provided	Sex	Date of Birth
Betty	Boop	19/06/2012	Unknown	0	Unknown	No						female	01/01/1960
Bugs	Bunny	01/06/2012	Group	1	Yes	No	High	High	High	Yes	On Waiting List	male	05/06/1987
Bugs	Bunny	26/06/2012	Lone person	1	Yes	No						male	05/06/1987
Cooper	Miller	01/01/2012	Group	4	Yes	Yes						male	01/01/1995
Darth	Vader	28/06/2012	Unknown	0	Unknown	No						male	10/11/1966
Dylan	Adams	25/06/2012	Couple with child(ren)	1	Yes	No	Medium	Medium	Medium	Yes	Level 1	male	01/05/1952
John	Hall	19/06/2012	Lone person	1	Unknown	Yes						male	20/10/1987
Lara	Alexander	01/01/2012	Unknown	3	Unknown	No						female	08/09/1952
Lucas	Taylor	01/03/2012	Group	4	Yes	Yes						male	01/01/1995
Max	Thompson	01/01/2012	Unknown	0	Unknown	No						male	30/03/1975
Max	Thompson	26/06/2012	Unknown	0	Unknown	No						male	30/03/1975
Nathen	Roberts	27/06/2012	Unknown	4	Unknown	No						male	01/11/1966
Noah	Wilson	01/02/2012	Group	4	Yes	Yes						male	01/01/1995
Oscar	Baker	25/06/2012	Unknown	0	Unknown	Yes	High	Medium	High	Yes	Level 1	male	01/07/2005
Super	Man	26/06/2012	Other family	1	Yes	No						male	01/10/1960
Super	Man	01/01/2012	Lone person	1	Yes	No						male	01/10/1960
Tahlia	Hayes	25/06/2012	Unknown	0	Unknown	No	High	Medium	High		Level 1	female	29/09/1979

By default, first time users will have a standard number of default fields displayed. In order to select or unselect more, click on the **Select Columns** button.

Online Help is available via the button on the top of the Housing Prioritisation List page.

You can also access the Help from the SHIP Web site itself on http://srs-support.infoxchangeapps.net.au/profile_lists

Summary of Look Up fields in Prioritisation Profile

This table summarises the areas from where the information for the Look Up fields in the Prioritisation Profile is taken from, in SHIP.

Living Arrangements	Taken from Status and/or Support period
OoH Application Status	Taken from Housing Application Profile
No in Presenting Unit	Taken from Status and/or Support period
Last Contact Date	Taken from Notes
Family Violence Profile	Taken from Family Violence Profile
Indigenous Status	Taken from Client profile
Youth	Taken from Client profile
Interpreter Required	Taken from Client profile

Living Arrangements

The value displayed in this field is sourced from the **Living Arrangements** field on the latest **Monthly Status** record.

If no living arrangements value has been recorded in the Monthly Status record then the value is sourced from the **Living Arrangements** field in the **Presenting** tab in the **Support Period** record.

If no value is present for this field in either of these two locations then the **Living Arrangements** field in displays **Unknown**.

OoH Application Status

The information displayed in this field is sourced from the Application Status field in the **Housing Application Profile**. If there is no information recorded in this field then the **OoH Application Status** in the Prioritisation profile will display **Unknown**.

Note: If there is more than one Housing Application profile for the client then the information will be sourced from the most recent Housing Application Profile, i.e., the most recently saved profile.

Housing Application	
Provider	<input type="text"/>
Phone No	<input type="text"/>
Eligibility Status	<input type="text"/>
*Application Date	18/06/2012 <input type="text"/>
Application Number	<input type="text"/>
Application Status	Lodged

No in Presenting Unit

The number of people in the presenting unit is calculated from **Include in PU** checkbox in the most recent **Support Period** record.

SHS Support Period		
John Doe (male 32 yrs)		
Include in PU	*Relationship to head	Co Year
<input checked="" type="checkbox"/>	John Doe Self	<input type="text"/>

If there is no support period in place for a client then the **No in Presenting Unit** field in the Prioritisation profile displays zero.

Last Contact Date

This field displays the details (Date and username) of the most recent contact (note) in the **Notes** tab.

If there are no notes then the Last Contact Date field in the Prioritisation profile displays Unknown.

John Doe Male, Age 32 yrs (Approx)

Search Details **Notes** Payments Accommodation S

Notes: [Filter](#) [Create New Note](#)

Date ↑	Worker / Type	Notes
18/06/2012	A Trainer <i>Client meeting</i>	Meeting with John Doe

1 to 1 of 1

Family Violence Profile

The value displayed in this field (Yes/No) is calculated from the response to **Assessed Level of Risk** field in the most recent Family Violence Risk Assessment Profile.

Assessed Level of Risk

- Requires immediate protection
- Elevated risk
- At Risk
- Not at risk
- Not applicable

Response	Calculated value
Requires immediate protection	Yes
Elevated Risk	Yes
At Risk	Yes
Not at risk	No
Not applicable	No

If **Assessed Level of Risk** is left unanswered then the **Family Violence Profile** field displays **Unknown**.

Indigenous Status

The value is sourced from the **Identifies as** field in the client's **Primary Details**:

Edit Primary Details:

Given Name

Middle Name

Family Name 

*Sex Male Female

Date of Birth

year estimated

Identifies as

- Aboriginal
- Torres Strait Islander
- Both
- Neither

If **Identifies as** is left unanswered then the **Indigenous Status** field displays Unknown.

Youth

This value (**Yes/No**) is calculated based on whether the client is under or over 24 years of age. Age is calculated from the Date of Birth (DOB) field in the client's **Primary Details**.

Edit Primary Details:

Given Name

Middle Name

Family Name 

*Sex Male Female

Date of Birth

year estimated

Yes/No is calculated as follows:

- If under or equal 24 then **Yes**
- If over 24 then **No**
- If DOB not recorded then **Unknown**

Interpreter Required

This value (**Yes/No**) is sourced from the **Interpreter Required** field in the client's **Primary Details**.

Edit Primary Details:

Given Name

Middle Name

Family Name 

*Sex Male Female

Date of Birth

year estimated

Identifies as Aboriginal
 Torres Strait Islander
 Both
 Neither

Country of birth

Year of arrival

Language at Home

Interpreter Required Yes No

Note: The **Interpreter Required** field is only displayed if the Language at Home is not English.

Data Migration – Options:

In relation to data migration (Moving clients off the CMS Prioritisation List and into the SHIP Housing Prioritisation List) we have two options.

Option A: If your client is **NOT** receiving direct support, you can create a **Prioritisation Profile** record. You must enter the required fields manually.

You also have the ability to create both **Family Violence Risk Assessment** and **Housing Application** profiles to populate the information within the Client's **Prioritisation Profile**.

You are allowed to create **“Notes”, “Payments”, “Accommodation”** and **“Support Periods”** before the 01/07/2012. You will only be required to complete a **Status Update** for services that have taken place during and after July 2012.

Example:

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Days

Reports Relationships: No relationship exists [Create new relationship](#)

Admin Support Periods: No existing support periods [New support period](#)

Recent List: Buzz Lightyear, Nathen Roberts, Dylan Adams

Profiles No profiles exist [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No contacts exist [Create new econtact](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Edit Primary Details:

Given Name: Buzz
 Middle Name:
 Family Name: Lightyear

*Sex: Male Female

Date of Birth: 01 / 11 / 1985
 year estimated

Identifies as: Aboriginal
 Torres Strait Islander
 Both
 Neither

Country of birth: United States of America

Year of arrival: 2000

Language at Home: English
 Culturally and Linguistically Diverse

Comments:

Alpha Code: UZIGT

Date of Death: (dd/mm/yyyy)

Last update: Michael Veenvliet, DHS UAT 2 A
 28/06/2012 16:24:25 EST

[Save](#)

Now create a Prioritisation Profile for this Client. Click on the **Create new profile** button and Select the **“Prioritisation Profile”**. Then hit the **“Save”** button.

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Days

Reports Relationships:

Person	Relationship	Comments
Darth Vader	Brother	

[Create new relationship](#)

Admin Support Periods: No current support period [New support period](#) [View Prior](#)

Profiles

Profile Type	Workgroup	Start	Last update
Prioritisation Profile	DHS UAT 2 A	28/06/2012	29/06/2012

[Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No current contacts exist [Create new econtact](#) [View Prior](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Create new profile

Profile type:

- Client Profile
- Family Violence Risk Assessment
- Housing Application
- Needs Assessment
- Prioritisation Profile**

Your Prioritisation Profile Record should now be displayed. Please update the fields displayed as per the information you have.

Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home
Search
Details
Notes
Payments
Accommodation
Status
Alerts
Referrals
Plans
Tasks
Documents
Memo

Person / Alias:
Buzz Lightyear Primary Name [Create new alias](#)

Relationships:

Person	Relationship	Comments
Darth Vader	Brother	

[Create new relationship](#)

Support Periods:
No current support period
[New support period](#) [View Prior](#)

Profiles

Profile Type	Workgroup	Start	Last Update
Prioritisation Profile	DHS UAT 2 A	28/06/2012	29/06/2012

[Create new profile](#)

Address:
No address exists [Create new address](#)

Phone & other contacts:
No current contacts exist [Create new econtact](#) [View Prior](#)

Key Workers:
This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Prioritisation Profile

*Date Created: 28/06/2012

Date Closed:

Living Arrangements:

OoH Application Status: Unknown

No in Presenting Unit:

Last Contact Date: 29/06/2012

Last Contact Updated by: Michael Veenvliet, DHS UAT 2 A

Family Violence Profile: Unknown

Indigenous Status: Neither Aboriginal nor Torres Strait Islander

Youth: No

Youth Refuge Required: Yes No

Need for Transitional Housing: Yes No

Need for Support: Yes No

Need for Crisis Supported Accommodation: Yes No

Interpreter Required: No

Bedroom Size:

Preferred Area:

Housing Need:

Support Need:

Assessment of Personal Vulnerabilities:

Is Interim Response Required: Yes No

Interim Response Provided:

Interim Response Provided By:

Support Provided By:

Adhoc 1:

Adhoc 2:

Adhoc 3:

Comments:

May be viewed by: Workgroup Cluster

Last update: Michael Veenvliet, DHS UAT 2 A
29/06/2012 09:12:06 EST

[Save](#) [Delete](#)

[Print View](#)

Family name search:

Please make sure you this record.

Option B: If your client **IS** receiving direct support or is receiving ongoing support at the end of June 2012, you can create a **Support Period** with the **Date Commenced** being the actual date support was first given to the client.

You can create “**Notes**”, “**Payments**”, “**Accommodation**” and “**Support Periods**” records for any date. You will only be required to complete a **Status Update** for services that have taken place during and after July 2012.

Example:

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Days Relationships: No relationship exists [Create new relationship](#)

Reports Support Periods: No existing support periods [New support period](#)

Admin Profiles: No profiles exist [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No contacts exist [Create new econtact](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

Recent List: Buzz Lightyear, Nathen Roberts, Dylan Adams

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Edit Primary Details:

Given Name: Buzz
 Middle Name:
 Family Name: Lightyear
 *Sex: Male Female
 Date of Birth: 01/11/1985
 Identifies as: Aboriginal, Torres Strait Islander, Both, Neither
 Country of birth: United States of America
 Year of arrival: 2000
 Language at Home: English
 Alpha Code: UZIGT
 Date of Death: (dd/mm/yyyy)
 Last update: Michael Veenvliet, DHS UAT 2 A 28/06/2012 16:24:25 EST
[Save](#)

Add a Support Period. Click on the [New support period](#) button.

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Days Relationships: No relationship exists [Create new relationship](#)

Reports Support Periods: 01/06/2012 DHS UAT 2 A Last Updated 28/06/2012 [New support period](#)

Admin Profiles: No profiles exist [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No contacts exist [Create new econtact](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

Recent List: Buzz Lightyear, Nathen Roberts, Dylan Adams

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

SHS Support Period Buzz Lightyear (male 26 yrs)

Include in PU: Buzz Lightyear *Relationship to head: Self Consent: Yes No

Admin Reasons History Week Before Presenting Close

Support Period Worker: Test User

Date assistance requested: 01/06/2012

Date support period commenced: 01/06/2012

New Client?: Yes No Not sure

Referral Source: Specialist Homelessness Agency/outreach

Referral Details:

May be viewed by: Workgroup Cluster

Last update: Test User, DHS UAT 2 A 28/06/2012 16:26:46 EST
[Save](#) [Delete](#)

Update all the required fields on the **Support Period** pages/tabs. When you update the **“Living Arrangement”** field, it will also be updated on your Prioritisation Profile record as well.

Please **“Save”** the Support Period.

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Relationships: No relationship exists [Create new relationship](#)

Support Periods: [New support period](#)

Commenced		Last Updated
01/06/2012	DHS UAT 2 A	28/06/2012

Profiles: No profiles exist [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No contacts exist [Create new econtact](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

SHS Support Period Buzz Lightyear (male 26 yrs)

Include in PU Buzz Lightyear Self Relationship to head Consent Yes No

Admin Reasons History Week Before Presenting Close

Living arrangements:

Dwelling:

Tenure:

Conditions of occupancy:

Labour force status:

Employment status:

Main income source:

Awaiting benefit:

Student or trainee: Yes No Don't know

School enrolment:

Child protection arrangements:

Last update: Test User, DHS UAT 2 A, 28/06/2012 16:26:46 EST

[Save](#) [Delete](#)

Now create a **Prioritisation Profile** for this Client. Click on the [Create new profile](#) button and Select the **“Prioritisation Profile”**.

Then hit the **“Save”** button.

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Relationships: No relationship exists [Create new relationship](#)

Support Periods: [New support period](#)

Commenced		Last Updated
01/06/2012	DHS UAT 2 A	28/06/2012

Profiles: No profiles exist [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No contacts exist [Create new econtact](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Create new profile

Profile type:

Client Profile
Family Violence Risk Assessment
Housing Application
Needs Assessment
Prioritisation Profile

Create new profile

Profile type:

[Save](#)

Your **Prioritisation Profile** record should now be displayed. Please notice that the “**Living Arrangements**” field now has the “**Lone Person**” populated from the current **Support Period**.

SHIP Buzz Lightyear Male, DOB: 01/11/1985 (Age 26 yrs)

Home Search Details Notes Payments Accommodation Status Alerts Referrals Plans Tasks Documents Memo

Persons Person / Alias: Buzz Lightyear Primary Name [Create new alias](#)

Days Relationships: Darth Vader Relationship: Brother Comments [Create new relationship](#)

Reports Support Periods: Commenced 29/06/2012 DHS UAT 2 A Last Updated 29/06/2012 [New support period](#) [View Prior](#)

Admin Profiles: Profile Type: Prioritisation Profile Workgroup: DHS UAT 2 A Start: 28/06/2012 Last Update: 29/06/2012 [Create new profile](#)

Address: No address exists [Create new address](#)

Phone & other contacts: No current contacts exist [Create new contact](#) [View Prior](#)

Key Workers: This person has no assigned key workers [Create new key worker](#)

[New Unassisted Record](#) [Export Details](#) [Refresh](#)

Family name search: [GO](#)

Prioritisation Profile

*Date Created: 29/06/2012 [Date Closed](#)

Living Arrangements: Lone person

OoH Application Status: Unknown

No in Presenting Unit:

Last Contact Date: 29/06/2012

Last Contact Updated by: Michael Veenvliet, DHS UAT 2 A

Family Violence Profile: Unknown

Indigenous Status: Neither Aboriginal nor Torres Strait Islander

Youth: No

Youth Refuge Required: Yes No

Need for Transitional Housing: Yes No

Need for Support: Yes No

Need for Crisis Supported Accommodation: Yes No

Interpreter Required: No

Bedroom Size:

Preferred Area:

Housing Need:

Support Need:

Assessment of Personal Vulnerabilities:

Is Interim Response Required: Yes No

Interim Response Provided:

Interim Response Provided By:

Support Provided By:

Adhoc 1:

Adhoc 2:

Adhoc 3:

Comments:

May be viewed by: Workgroup Cluster

Last update: Michael Veenvliet, DHS UAT 2 A 29/06/2012 09:12:06 EST

[Save](#) [Delete](#)

[Print View](#)

Please make sure you now [Save](#) this record.

This **Support Period** will now stay open and services can be entered.

Use of the prioritisation grid to record Interim Response 1 and 2 clients supported by homelessness support services in the North & West Metropolitan Region

In order to create a prioritisation list for IR 1 and 2 clients, click on 'select columns' and select the list items identified below. This will create a consistent IR data set across the LASN.



Use of ad hoc fields to record key information about IR assistance

Interim Response Provided	Interim Response Provided By	Adhoc 1	Adhoc 2	Adhoc 3
Level 2	Sarah	Crisis intervention	Support to client in emergency accom	Active referral to mental health service Assistance to negotiate debts
Level 2	Sarah	Diversion	Assistance to access income security	Finalised access to centrelink income

The prioritisation profile contains three ad hoc fields. Please use the ad hoc fields as follows:

- Ad hoc 1: Identify whether diversion or crisis intervention
- Ad hoc 2: Record primary IR task (preferably in five words)
- Ad hoc 3: Record outcome (preferably in five to ten words).

Identifying and reporting on current and past IR 2 clients

The column 'current profile' provides the options of selecting:

- Yes – this option provides a list of all current IR 2 clients
- No – this option provides a list of past IR 2 clients
- Neither (blank) – this option provides a list of all current and past clients. Clicking on the words 'current profile' will sort the list into current and past clients.

In order to print a family report of this list, click on the excel link at the bottom of the list:

female 01/02/1977





→

