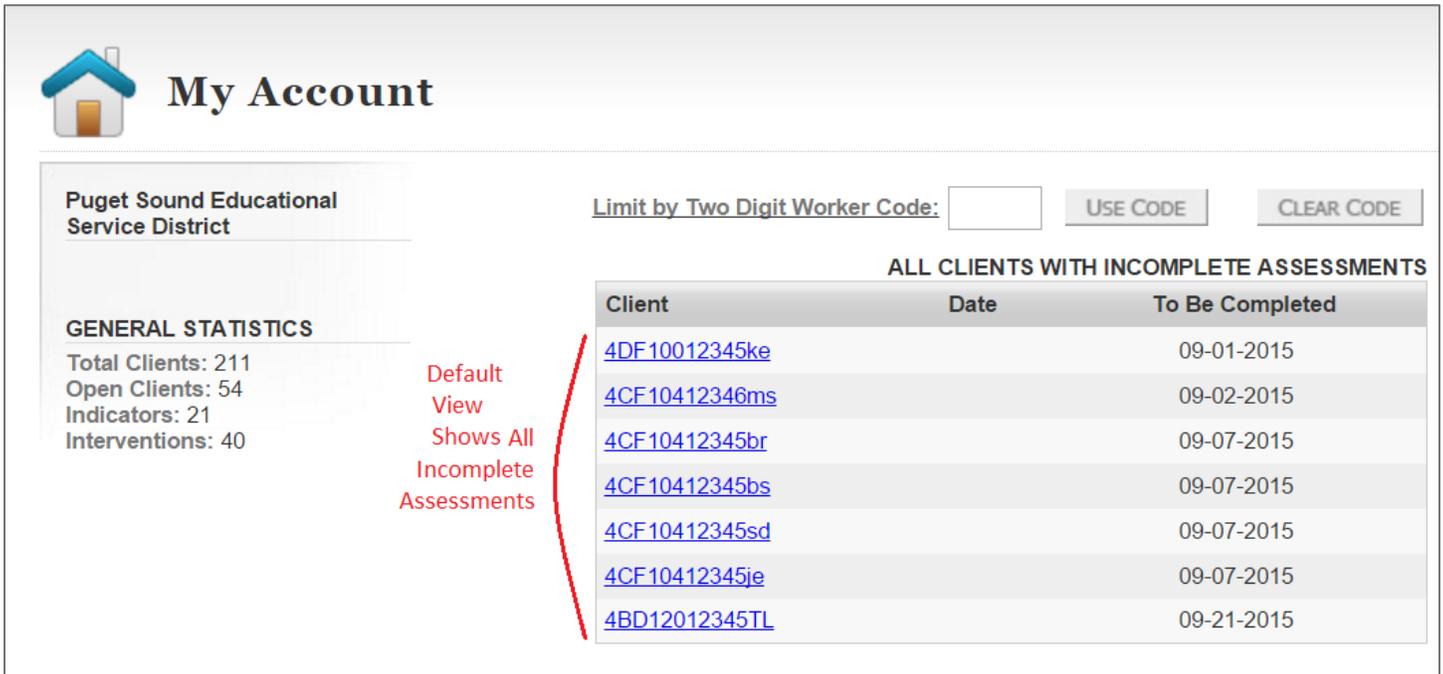


How can I search for a family I already entered?

There are two ways to find a family in the FDM Database. If the family has an incomplete assessment (i.e. if you have not yet completed the [Case Management Worker Checklist](#)) you can find it using your worker code on the main *My Account* page.

1. Log into FDM Database.
2. My Account page (below) shows all cases with incomplete assessments.



My Account

Puget Sound Educational Service District

Limit by Two Digit Worker Code:

ALL CLIENTS WITH INCOMPLETE ASSESSMENTS

| Client | Date | To Be Completed |
|-------------------------------|------|-----------------|
| 4DF10012345ke | | 09-01-2015 |
| 4CF10412346ms | | 09-02-2015 |
| 4CF10412345br | | 09-07-2015 |
| 4CF10412345bs | | 09-07-2015 |
| 4CF10412345sd | | 09-07-2015 |
| 4CF10412345je | | 09-07-2015 |
| 4BD12012345TL | | 09-21-2015 |

GENERAL STATISTICS
Total Clients: 211
Open Clients: 54
Indicators: 21
Interventions: 40

Default View Shows All Incomplete Assessments

3. Type your worker code (the initials of your first and last name) into the box
4. Click *Use Code* button.
5. The screen will now show only the client ID's that end in that worker code (below).



My Account

Puget Sound Educational Service District

Limit by Two Digit Worker Code:

Filter results for Client ID's ending in TL

ALL CLIENTS WITH INCOMPLETE ASSESSMENTS

| Client | Date | To Be Completed |
|-------------------------------|------|-----------------|
| 4BD12012345TL | | 09-21-2015 |

GENERAL STATISTICS
Total Clients: 211
Open Clients: 54
Indicators: 21
Interventions: 40

This method will only work for families with incomplete assessments. If this is not the case, you can use your browser's search function on the Case Management page. Search for all Client IDs with your worker code to find all your families, or search by child's ELMS ID to find a particular family.

1. Hold down the **Ctrl + F** keys at the same time.
2. A search box will appear in the corner of your browser. Which corner depends on the browser you're using (on the right see where it appears in Internet Explorer, Firefox and Chrome.)
3. Type your worker code or the child's ELMS ID into the search box. That number will be highlighted everywhere it appears on the case management page. The example below shows search results for "ELMS ID" 12345 using Google Chrome.
4. Find the client ID with the highlighted search term. Note that it might not be visible right away like in the example below. You might need to scroll further down the *Case Management* page to find it.



Search Term

12345 1 of 23

Number of times search term appears on the page below

Do Not Use

Might need to scroll down the page

Case Management

New Clients

FDM Pathways Client ID codes should begin with 6 positions which specify the differential response, ethnicity, household, and number and ages of the children as specified below. Each organization may add additional positions to the end of the Client ID to signify other significant characteristics of the client.

* Differential Response * Ethnicity * Household Children Ages 0-5 Children Ages 6-12 Children Ages 13-18

Agency Code Enter additional characters relevant to your organization in the Agency Box. You may need to add an extra set of characters here to make sure each client's ID is unique. Agency Code

* Required fields Create Client

Existing Clients

| Client | First Contact Date | Status | Assessments |
|--------------------|--------------------|--------|----------------|
| Ext 4CF10412345e | 09-01-2015 | Active | - |
| Ext 1DF201 | | Active | No Assessments |
| Ext 4CF10412345AR | 09-11-2015 | Active | - |
| Ext 4FP21012345DC | 11-09-2015 | Active | - |
| Ext 1CP220 | | Active | No Assessments |
| Ext 4BM20012345cs | 11-25-2015 | Active | - |
| Ext 4FM10012345lp | 11-13-2015 | Active | - |
| Ext 1BF12026373DM | 09-01-2015 | Active | - |
| Ext 4AF200123456KK | 11-12-2015 | Active | - |



Don't use the search function on the Case Management page. It only works from left to right so it won't find the ELMS ID in the middle.

Left → Right ONLY

Existing Clients

External ID: Search:

| | <u>Client</u> | <u>First Contact Date</u> |
|-----------------------|---------------|---------------------------|
| ✖ Ext | 4DP11038560SS | 11-24-2015 |
| ✖ Ext | 4DP21036405AP | 11-23-2015 |

