

## How to Edit the Client ID

To edit the client ID of a family in the FDM database –

1. Log into the FDM database.
2. Go to the *Case Management* page.
3. Find the client ID that you want to edit. You can do this by scrolling down the page or else using the search function in your browser (Ctrl + F).
4. Click on the clipboard icon to the right of the Client ID.




Agency Code Enter additional ch... Agency Box. Agency Code

\* Required fields

Create Client

Existing Clients

External ID: Search: Show Inactive Hide Inactive SEARCH

Client	First Contact Date	Status	Assessments
 Ext 4CF10412346ms	11-09-2015	Active	-
 Ext <b>1DP200</b>	09-08-2015	Active	No Assessments
 Ext 1AG20212345a	09-01-2015	Active	-

5. You will land on a screen called *Edit Subject ID & Intake Information*. Make whatever changes you need to the family's demographics or the Agency ID. You can also add you worker code (i.e. initials) if you have not already done so.

6. When you are done, click the *Edit Information* button at the bottom of the screen.

**Case Management:**  
**Edit Subject ID & Intake Information**  
(1DP200)

FDM Pathways Client ID codes should begin with 6 positions which specify the differential response, ethnicity, household, 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.

**Client ID & Demographics: 1DP200**

* Differential Response	* Ethnicity	* Household	Children Ages 0-5 *	Children Ages 6-12 *	Children Ages 13-18 *
1 - Path 1	D - White	P - Two Parent Household	2	0	0

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.

Change ID  Do NOT Change ID

**EDIT INFORMATION**

7. After you click the *Edit Information* button, a confirmation will appear in red font at the top of the screen. "[Old Client ID] was changed to [New Client ID]."
8. Confirm that the correct changes were made, then click on the blue *Back to Case Management* hyperlink at the top of the screen.

[Back to Case Management](#) [Log](#)

**Case Management:**  
**Edit Subject ID & Intake Information**  
(1DP20012345CS)

**1DP200 was changed to 1DP20012345CS**

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.

**Client ID & Demographics: 1DP20012345CS**

* Differential Response	* Ethnicity	* Household	Children Ages 0-5 *	Children Ages 6-12 *	Children Ages 13-18 *
1 - Path 1	D - White	P - Two Parent Household	2	0	0

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.

12345CS