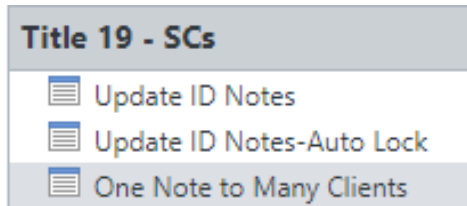




# Title 19 – One Note to Many Clients

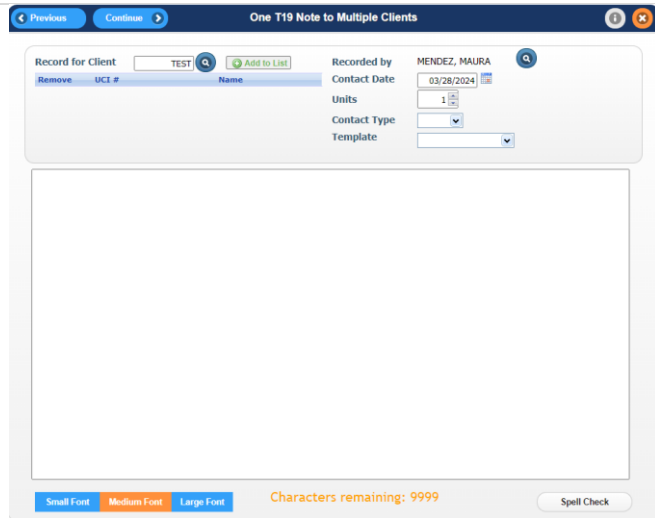
Title 19-One Note to Many Clients is a useful tool for service coordinators when they are documenting the same information for a number of clients. It provides the ability to enter one note to many clients from the same screen.

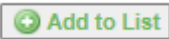
The **Title 19-One Note to Many Clients** can be accessed from the Navigation under the **Title 19 - SCs** menu.

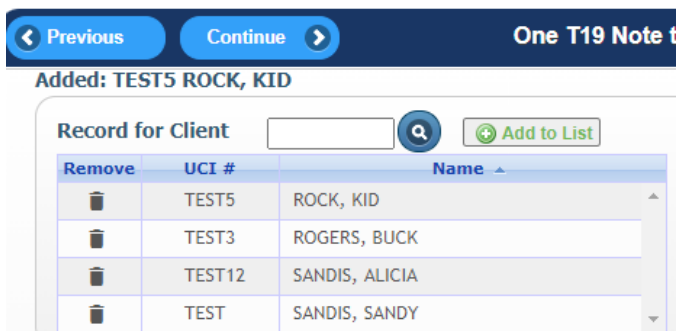


The Title 19 Note to Multiple Clients screen will display.


Enter the UCI# or search for a UCI# using  icon. Then click on the  button.



Clicking the  button will add the UCI# to the list of clients where the note record will be created.

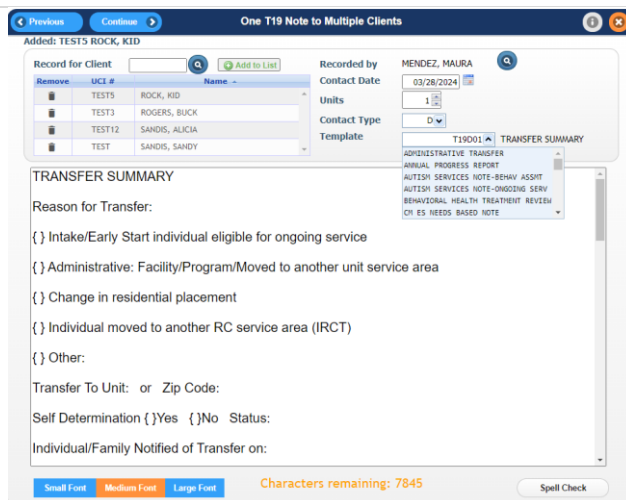


Once all records have been added, verify that all records are correct.

The **Filter & Find** feature is available by right clicking on the header of the grid. If needed, individual UCI#'s can be removed from the batch list by clicking on the  button.



Title 19 Notes can be manually entered. A template can also be used, if available, by selecting a template from the dropdown arrow next to the Template field.



The default amount of unit is set to 1 but the units can be changed as needed.

Recorded by: MENDEZ, MAURA

Contact Date: 03/28/2024

Units: 1

Contact Type: D

Template: T19D01 TRANSFER SUMMARY

The font size can be changed using the font size buttons:

Small Font Medium Font Large Font

**Spell Check** is also available to check for misspelled words.

TRANSFER SUMMARY

Reason for Transfer:

{ } Intake/Early Start individual eligible for ongoing service

{ } Administrative: Facility/Program/Moved to another unit service area

{ } Change in residential placement

{ } Individual moved to another RC service area (IRCT)

{ } Other:

Transfer To Unit: or Zip Code:

Self Determination { }Yes { }No Status:

Individual/Family Notified of Transfer on:

Small Font Medium Font Large Font Characters remaining: 7845 Spell Check

To proceed to the next screen, click on the **Continue** button. The next screen will allow users to review and/or edit the note prior to finalizing the note submission.

One T19 Note to Multiple Clients

Added: TEST12 SANDIS, ALICIA

Remove	UCL #	Name
	TEST5	ROCK, KID
	TEST3	ROGERS, BUCK
	TEST12	SANDIS, ALICIA
	TEST	SANDIS, SANDY

Recorded by: MENDEZ, MAURA

Contact Date: 03/28/2024

Units: 2

Contact Type: D

Template: T19D01 TRANSFER SUMMARY

TRANSFER SUMMARY

Reason for Transfer:

{X} Intake/Early Start individual eligible for ongoing service

{ } Administrative: Facility/Program/Moved to another unit service area

{ } Change in residential placement

{ } Individual moved to another RC service area (IRCT)


{ } Other:


Transfer To Unit: or Zip Code:

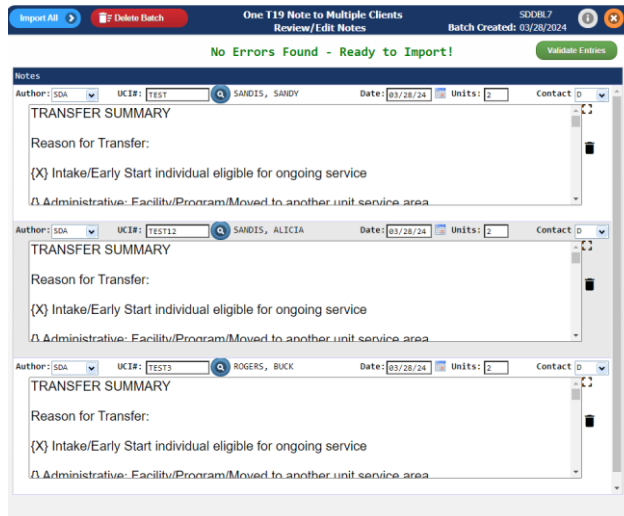
Self Determination { }Yes { }No Status:


Individual/Family Notified of Transfer on:

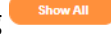
Small Font Medium Font Large Font Characters remaining: 7849 Spell Check


If no errors are found, click on the  button to proceed with adding the Title 19 note to all clients on the screen.


To cancel the T19 process and start over from the beginning, click  to discard all changes. T19 notes will not be saved.

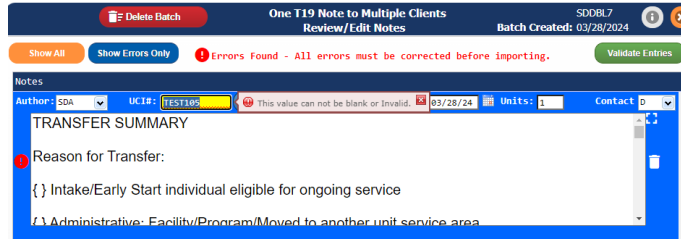


If any errors are found, the program will not allow the user to continue with the note import process until no errors are found. Once corrections are made, click on the  button.

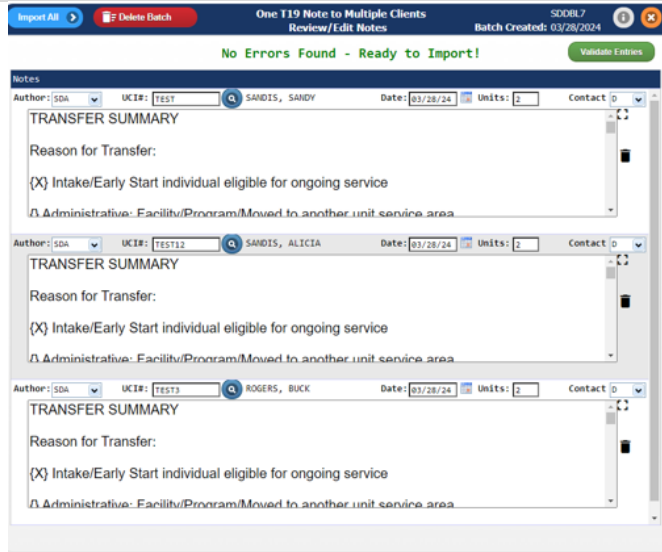
All notes can be displayed by clicking .

To only show notes with errors, click on .

Records can also be removed from the batch by clicking on the  button.



Once ready to proceed and all batched notes have been validated with no errors, click the **Import All** button to finalize the note import process.



The notes will display in the Title 19 history screen for each of the UCI#'s included in the batch.

