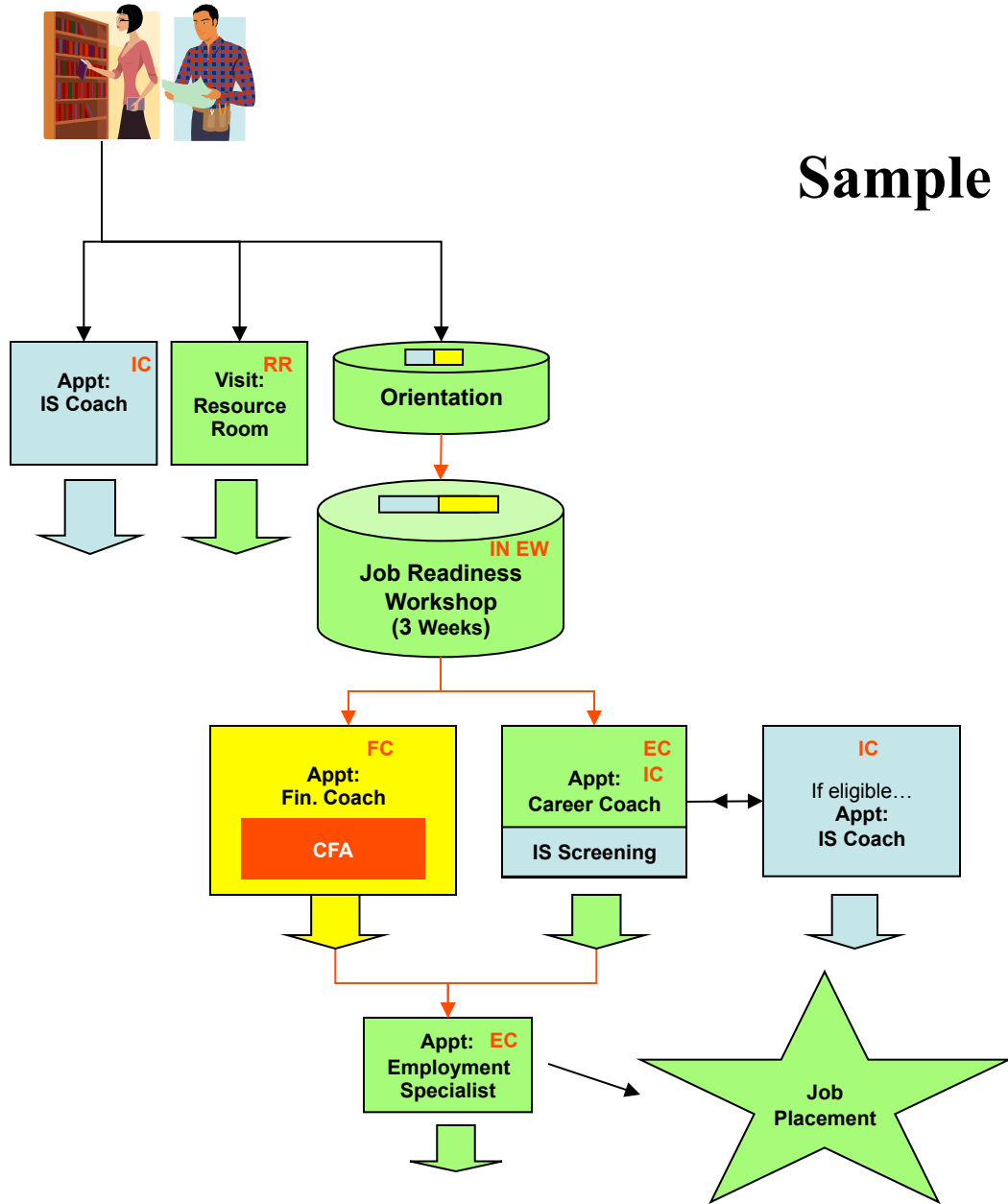


Data Entry Protocols:

<p>INTAKE (IN) IN: Enroll (first contact) IN: CWF Required Demographics</p>
<p>FINANCIAL COUNSELING (FC) <u>First Session</u> FC: Enroll FC: CWF Required Demographics (if not done) RUN CREDIT REPORT FC: Combined Financial Assessment (CFA) If applicable, create FC: SCs FC: Contact Summary <u>Subsequent Sessions</u> RUN DETAILED OUTCOME REPORT Update all "open" FC: SCs If applicable, create FC: SCs If applicable, update FC: CFA FC: Contact Summary</p>
<p>EMPLOYMENT COUNSELING (EC) <u>First Session</u> EC: Enroll FC: CWF Required Demographics (if not done) If applicable, create Employment/Education Records EC: Contact Summary <u>Subsequent Sessions:</u> RUN DETAILED OUTCOME REPORT Update all "open" Employment /Education Records If applicable, create Emp. Records / Educ. Records EC: Contact Summary</p>
<p>INCOME SUPPORTS COUNSELING (IC) <u>First Session</u> IC: Enroll IC: CWF Required Demographics (if not done) IC: General Benefits Screening If applicable, create IC: SCs IC: Contact Summary <u>Subsequent Sessions:</u> RUN DETAILED OUTCOME REPORT Update all "open" IC: SCs If applicable, create IC: SCs IC: Contact Summary</p>
<p>RESOURCE ROOM (RR) RR: Enroll (first visit only) RR: Track RR Usage</p>
<p>WORKSHOPS (EW, IW, or FW) __W: Enroll (first workshop only) __W: Track Attendance</p>



Sample 2