## Data Entry Protocols:

### INTAKE (IN)
- IN: Enroll (first contact)
- IN: CWF Required Demographics

### FINANCIAL COUNSELING (FC)
- **First Session**
  - 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
- **Subsequent Sessions**
  - RUN DETAILED OUTCOME REPORT
  - Update all "open" FC: SCs
  - *If applicable*, create FC: SCs
  - *If applicable*, update FC: CFA
  - FC: Contact Summary

### EMPLOYMENT COUNSELING (EC)
- **First Session**
  - EC: Enroll
  - EC: CWF Required Demographics (if not done)
  - *If applicable*, create Employment/Education Records
  - EC: Contact Summary
- **Subsequent Sessions**
  - RUN DETAILED OUTCOME REPORT
  - Update all "open" Employment/Education Records
  - *If applicable*, create Emp. Records / Educ. Records
  - EC: Contact Summary

### INCOME SUPPORTS COUNSELING (IC)
- **First Session**
  - IC: Enroll
  - IC: CWF Required Demographics (if not done)
  - IC: General Benefits Screening
  - *If applicable*, create IC: SCs
  - IC: Contact Summary
- **Subsequent Sessions**
  - RUN DETAILED OUTCOME REPORT
  - Update all "open" IC: SCs
  - *If applicable*, create IC: SCs
  - *If applicable*, update IC: CFA
  - IC: Contact Summary

### RESOURCE ROOM (RR)
- RR: Enroll (first visit only)
- RR: Track RR Usage

### WORKSHOPS (EW, IW, or FW)
- __W: Enroll (first workshop only)
- __W: Track Attendance