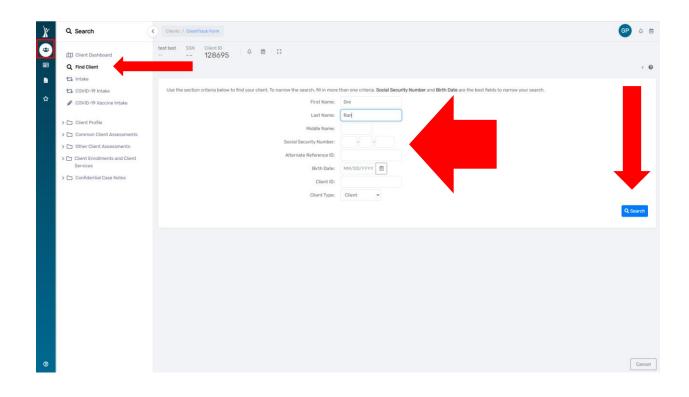
How to Guide

Offender/Victims Linked in DV ClientTrack

- 1. DV ClientTrack now allows you to search by **"Offender"** and view the **"Victims"** linked to the **"Offender"**.
- 2. To begin: From the "Clients" Workspace", complete a "Find Client" search using the "Victim's Name_(first few letters of each), SSN or DOB" then click on "Search".



3. Once you locate the **"Victim's Client Record"** click on the **"Victim's"** information line and you will be taken to the Victim's **"Dashboard"**.

Q Search	Clients / ClientTrack Fo	mi								0 E
Client Dashboard	Green Ranger SSN 2/3/1986 123-4	Client ID 45-6789 14718	85 4 📾 🖸							
Q Find Client	Find Client									
13 Intake										
13 COVID-19 Intake	Use the section criteri	ia below to find your client.	. To narrow the search, fill in more	than one criteria. Social S	ecurity Number and Birth Date are t	he best fields to narrow your sear	rch.			
SCOVID-19 Vaccine Intake			First Name:	green						
> 🗀 Client Profile			Last Name:	ranger						
Common Client Assessments			Middle Name:							
Common Client Assessments			Social Security Number:							
Client Enrollments and Client			Alternate Reference ID:							
Services			Birth Date:	MM/DD/YYYY						
> 🗀 Confidential Case Notes			Client ID:							
			Client Type:	Client Y						
	First Name	Last Name	Middle Name	SSN	1 result found.	Birth Date	Client ID 1		lient Tyne	_
					Alternate Reference ib		Cilencity			
	Green	Ranger		XXX-XX-6789		02/03/1986		347165		Client
									c	

- 4. From the **"Victim's Dashboard"**, go to the menu of the left side of the screen and click on the **"Client Profile"** option.
- 5. Next, click on "Crimes"

)ř	Q Search	Clients / Client Dauhboard	GP 4	
*	III Client Dashboard	Green Ranger SSN Client ID ↓ @		
	Q Find Client		85	~
	11 Intake	Green Ranger's Dashboard	85	^
	1 COVID-19 Intake	orecentangers information		
	COVID-19 Vaccine Intake			
	y 00110 17 1000110 111000	Name: Ranger, Green Birth Date: 2/3/1986	Age: 36	
	✓ ☐ Client Profile			
	🛃 Add Crisis Call Client	Gender: Male	Veteran: No	
		Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x) Rece: Asian or Asian American, White		
	Crimes			
	Protection Orders			
	Address History	Green's Enrollments	.	
	Alias History			
	Case Managers	1 result found.		
	Case Notes	Enrollment		
	Client Files	Description Case Members Project Start Date 11 Housing Move-In Date Project Exit Date 11 Enroll Assessment ID Exit Assessment ID Exit Assessment ID Exit Destination	Last Assessed	
	COVID-19 Screening	V Active		
	COVID-19 Vaccines	✓ Emergency Shelter		
	> 🤱 Family Members	My Fake Organization (ES-R8) 1 10/25/2022 113413	10/25/2022	
	Interested Others			
	A Living Situation	Green's Case Manager Assignments	B	
	D Notifications	eren a uuse ranga raag maata		
	C Goals	1 result found.		
	Photo			
	Leteran Information	All Associa Case Manager Begin Date I: Status End Date Enrollment Enrollment		
	1 Paused Workflows	Grant Peters 10/25/2022 Active My Fake Organization (ES-R8)		
	> 🗅 Common Client Assessments			
nttos://clie	Other Client Assessments entrackeccovia.com/MainPage.aspx?Inline=top#mer	n/1000098		

- 6. The "Crimes Assessment" will appear which will display the "Offender's Name" (The "Crimes Assessment" is completed during the "Intake/Enrollment Workflow", and it is important for staff to complete the "Offender's" information during the Client's enrollment in your DV project.
- 7. To view the **"Crimes Assessment"**, click on the little pencil to the left of the **"Crimes Assessment"** as shown below.

X	Q Search	Clients / ClientTrack Form						GP A	
-	Client Dashboard G Find Client	Green Ranger SSN 2/3/1986 123-45-6 Domestic Violence Cr	0/09 14/100	⊜ ::				¢	0
₽ \$	t⊒ Intake t⊒ COVID-19 Intake		ar incidents where the current client an existing crime, click Edit next to t		 Crime records define the re 	lationship between the offender clie	nt and victim client records. To	create a new crime. click Add New	
	✓ Client Profile Mdd Crisis Call Client				1 result fo	und.			
	🚊 Edit Client		Incident Date	Crime	Primary Victimization	Offender	Relation to Victim	Court Case	
	Crimes Protection Orders	e i	01/25/2022	Stalking	No	Repulsa, Rita	Non-Family		
	Address History								
	Alias History								
	🗀 Case Managers								
	Case Notes								
	Client Files								
	COVID-19 Screening								
	COVID-19 Vaccines								
	> 🤱 Family Members								
	Interested Others								
	A Living Situation								
	D Notifications								
	🗀 Goals								
	Photo								
	Le Veteran Information								
	12 Paused Workflows								
	> 🗀 Common Client Assessments								
Ø	> 🗅 Other Client Assessments							Can	cel

8. The **"Crimes Assessment"** will display on the screen. The **"Offender's Name"** will display in the **"Abuser"** field.

								-
Client Dashboard	Green Ranger SSN Client ID ↓ @ 2/3/1986 123-45-6789 147185	0						
Q Find Client	Domestic Violence Crime							
ta Intake								
COVID-19 Intake	To add or edit a domestic violence crime for which the current client	is identified as	the victim, enter an Incident Date. Sel	ect an Of	ffender using the lo	okup: 0	Offender's Birth Date will display. Select a Re	lationship to Victim fo
COVID-19 Vaccine Intake	offender. Select the Crime and Amended Charge if applicable. Selec Status and Court Case if applicable. Enter any Comments.	t a VOCA Victin	mization Category for VOCA reporting.	Check Pr	rimary Victimization	if this	s is the primary charge for this client on the in	icident date. Select a
✓ ☐ Client Profile			Assessment: *					
Add Crisis Call Client		Date	Program	Туре	User	Q	×	
Edit Client		10/25/2022	My Fake Organization (ES-R8)	Entry	Grant Peters			
Crimes	Inc	ident Date:*	01/25/2022					
Protection Orders		Abuser:*	Repulsa. Rita					
3 Address History				▼				
Alias History			1/1/1900 12:00:00 AM					
Case Managers	Relationship	p to Victim:	Non-Family Y					
Case Notes		Household:	SELECT 🗸					
Client Files		Crime:*	Stalking		~			
COVID-19 Screening	V0CA Victimization	n Category:*	L. Economic Exploitation and Fraud	~				
COVID-19 Vaccines	Primary Vic	timization:						
> 🤱 Family Members	Bor	eat Victim:*	Yes					
Interested Others			Tes Y					
A Living Situation		Comments:						
D Notifications					1			
C Goals								
Photo								
Les Veteran Information								
13 Paused Workflows								

- 9. Next, we will learn how to search for an "Offender".
 - a. On the "Client Workspace", and "Find Client" screen, click on the drop-down arrow on the "Client Type" field and then click on "Offender".
 - b. Enter the "Offender's Name then click on "Search".

Hon Search	Clients / ClientTrack Form		GP 4 a
Client Dashboard	Green Ranger SSN Client ID ↓ ⊕ 🖾 🖸		
Q Find Client			< (
13 Intake			
12 COVID-19 Intake	Use the section criteria below to find your client. To narrow the search, fill in more	han one criteria. Social Security Number and Birth Date are the best fields to	o narrow your search.
COVID-19 Vaccine Intake	First Name:	Rit	
✓ □ Client Profile	Last Name:	Rep	
Add Crisis Call Client	Middle Name:		
Edit Client	Social Security Number:		
Crimes	Alternate Reference ID:		
		MM/DD/YYYY 💼	
Protection Orders	Birth Date:	MM/DD/YYYY	
Address History	Client ID:		
Alias History	Client Type:	Offender V	
Case Managers			Q Search
Case Notes			
Client Files			
COVID-19 Screening			
COVID-19 Vaccines			
> 🔓 Family Members			
Interested Others			
A Living Situation			
D Notifications			
C Goals			
Photo			
2 Veteran Information			
13 Paused Workflows			
> 🗅 Common Client Assessments			
Other Client Assessments ttrack.eccovia.com/MainPage.aspx?Inline=top#			Cancel

10. The **"Offender's"** record will appear. Click on the **Offender's information**.

X	Q Search	Clients / ClientTrack Form							(GP A m
•	Client Dashboard Q Find Client	Green Ranger SSN 2/3/1986 123-45 Find Client	-6789 Client ID 147185	A 🗎 🗆						< 0
	 Intake COVID-19 Vaccine Intake COVID-19 Vaccine Intake Client Profile Add Crisis Call Client Edit Client Crimes Protection Orders Address History Alias History Client Macazere 	Use the section criteria be	low to find your client. To n		Han one criteria. S Rit Rep MM/DD/YYYY Offender	8	ate are the best fields to narrow you	r search.		
	Case Managers Case Notes Client Files COVID-19 Screening COVID-19 Vaccines	First Name Rita	Last Name Repulsa	Middle Name	SSN	1 result found Alternate Reference ID	Birth Date 01/01/1900	Client ID 1	Client Type	Q Search Offender
Ø	Living Situation Notifications Goals Goals Yeteran Information Living Aussessments Common Client Assessments Other Client Assessments									Cancel

11. The **"Offender's Dashboard"** displays on the screen.

Q Search	Clients / Dient Dashboard	GP	4 0
Client Dashboard Find Client Find Client COVID-19 Intake	Rita Repulsa's Dashboard Rita Repulsa's Dashboard	ß	₽⊾ ×
COVID-19 Vaccine Intake			
 ✓ Client Profile 	Name: Repulsa. Rita Birth Date: 1/1/1900 Gender: V Ethnicity: Race:	Age: 122 /eteran:	
Offender Victims Protection Orders Address History	Rita's Enrollments	ß	
Alias History Alias History Case Managers Case Notes Cient Files	No records found. Exvolment Description Case Members Project Start Date II Housing Move-In Date Project Exit Date II Enroll Assessment ID Exit Assessment ID Exit Destination	Last Assesse	d
COVID-19 Screening	Rita's Case Manager Assignments	ß	
S Family Members Interested Others Living Situation Notifications	No records found. All Associated Case Manager Begin Date I Status End Date Enrollment Enrollments		
C Goals			
 Photo Leteran Information 	Rita's Services	ß	
t⊇ Paused Workflows Common Client Assessments	No records found.		

- 12. From the **"Offender's Dashboard"**, go to the menu on the left side of the screen and click on the **"Client Profile"** option.
- 13. Next, click on "Offender Victims".

Q Search	Clients / Client Dashboard							GP	Ą
	Rita Repulsa SSN Client ID	m 13						-	
Client Dashboard	1/1/1900 147186								
Q Find Client	Rita Repulsa's Dashboard								84
13. Intake									
12 COVID-19 Intake	Rita Repulsa's Information							Ľ	
COVID-19 Vaccine Intake			Name: Repulsa, Rita		Birth Date: 1	/1/1900	Age: 12	2	
De altra da da			reputer reputer rec		010100001		rige: in	-	
Client Profile			Gender:				Veteran:		
Er Add Crisis Call Client			Web a later						
			Ethnicity:		Race:				
Crimes									
Offender Victims Protection Orders									
Address History	Rita's Enrollments							Ľ	
 Alias History 									
Case Managers				No records found.					
Case Notes	Enrollment								
Client Files	Description Case Members	Project Start Date	Housing Move-In Date	Project Exit Date	Enroll Assessment ID	Exit Assessment ID Exit Destinati	ion Last As	sessed	
COVID-19 Screening									
COVID-19 Vaccines	Rita's Case Manager Assignments							ľ	
> 🔝 Family Members									
Interested Others				No records found.					
A Living Situation						All Associate	d		
D Notifications	Case Manager	Begin Date 11	Statu:	End Date	Enrollmer	nt Enrollments			
🗀 Goals									
Photo									
Le Veteran Information	Rita's Services							Ľ	
tl Paused Workflows									
Common Client Assessments				No records found.					

14. A list of this Offender's Victims will display on the screen.

	Rita Repulsa SSN Client ID	e la receberación				
Client Dashboard	1/1/1900 14718					
Q Find Client	Offender Victims					
11 Intake						
13 COVID-19 Intake						-
🖋 COVID-19 Vaccine Intake			1 result found.			
	Victim Name	Offender Relation to Victim	Incident Date 1	Crime	VOCA Victimization Category	
✓ Client Profile	Ranger, Green	Non-Family	01/25/2022	Stalking	L. Economic Exploitation and Fraud	
Mdd Crisis Call Client						
Legit Client						 _
Crimes						
Offender Victims						
 Protection Orders Address History 						
Alias History						
Case Managers						
Client Files						
COVID-19 Screening						
COVID-19 Vaccines						
> 🚨 Family Members						
Interested Others						
A Living Situation						
D Notifications						
Goals						
Photo						
Le Veteran Information						

15. NOTE: You have access to view the Offenders and Victims entered by your agency. DV ClientTrack is a "Closed" system and will not allow you to see Offender/Victim records entered by other DV provider agencies.