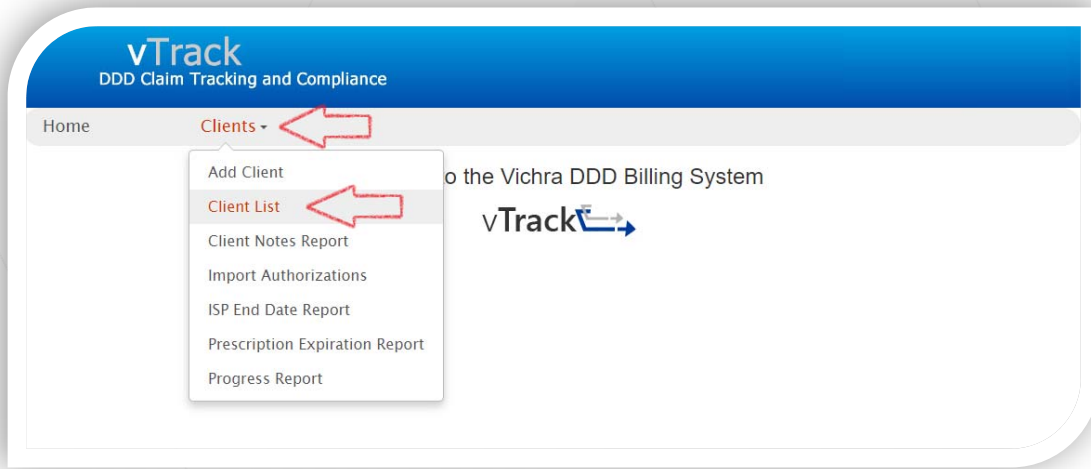


# Setting Client Disciplines

*Disciplines must be set prior to Consumer Tracking*

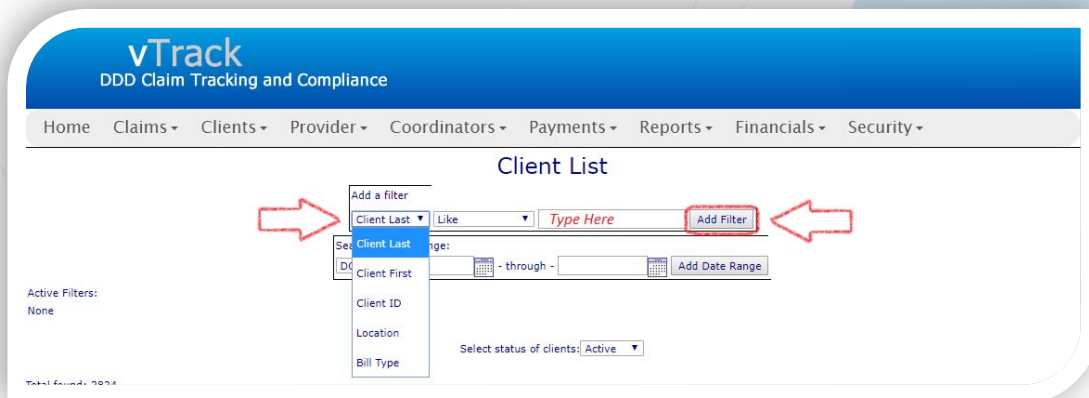
## 1. Navigate to the Clients drop-down menu

- Click-> Client List



## 2. Search for Client to Update

- Select-> Search criteria from the drop-down menu
- Enter-> Corresponding criteria from your menu selection
- Click-> Add Filter



- Click-> Edit next to the client's name

**vTrack**  
DDD Claim Tracking and Compliance

Home Claims Clients Provider Coordinators Payments Reports Financials Security

### Client List

Add a filter  
Client Last Like Add Filter

Search by date range:  
DOB - through - Add Date Range

Active Filters:  
Client Last Like "Torrez" Remove

Select status of clients: Active

Total found: 1

<input type="checkbox"/>	View/ Edit	Client Last	Client First	Client ID	DOB	Location	Bill Type
<input type="checkbox"/>	Edit	Torrez	Terri	122222222	01/01/2011	Tucson	TPL + DDD

Delete Selected

- The client disciplines section is located on the bottom right corner of the main client info tab

**vTrack**  
DDD Claim Tracking and Compliance

Home Claims Clients Provider Coordinators Payments Reports Financials Security

### Terri Torrez

Client Info Authorizations Insurance Diagnoses Acct Summary Prescriptions Waivers Files Notes Changes

Active  Inactive Date

Client ID / Assist number\* 122222222 Address1\* 1234 Street Way, #123 Client Email

Client AHCCCS ID# A12222222 Address2\* #123 Coordinator Mark Hamelton

CIS# City\* Tucson #123 Next ATC Monitoring Date

Last Name\* Torrez State\* AZ ISP Date in File

First Name\* Terri Zip\* 12345 ISP End Date

Phone\* 4801222222 Initial Date of Service 11/01/2018 ISP Next Review Date

Phone Type Home Parent/Guardian

Alt Phone Parent/Guardian Phone

Alt Phone Type Parent/Guardian Email vtrack@vichra.com

Support Coordinator Medication Admin. Form Relationship

Support Coordinator Focus ID Parent/Guardian 2

Phone Incontinent? Parent/Guardian 2 Phone

Support Coordinator Email sc@ddd.gov Nutrition? Parent/Guardian 2 Email

District Support Coordinator Agency of Choice Relationship

Office Support Coordinator Emergency Contact Name

Coordinator Relationship

Disability Emergency Contact Phone

Language English Hold Harmless

DOB\* 01/01/2011 Signature Verification Form

Gender\* Female C/O

Picture Choose File No file chosen Media Consent

Client Location  New Tucson  OLCR  Tucson

Bill Type TPL + DDD

Client Disciplines  ATC - Family and Non Family  DTA  HAB

- Scroll-> All services
- Check-> Box next to each service the client will be receiving

Client Disciplines



<input type="checkbox"/>	ATC - Family and Non Family
<input type="checkbox"/>	DTA
<input checked="" type="checkbox"/>	HAB



*Scroll through all services*

*\*\*Please note: Only check boxes for the services the client will be receiving\*\**

v

- Click-> Update Client (bottom left)



Update Client

*\*\*For additional support, please contact us at [vTrack@Vichra.com](mailto:vTrack@Vichra.com)\*\**

