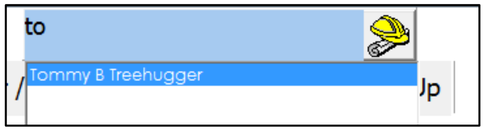
Client Training/Introduction

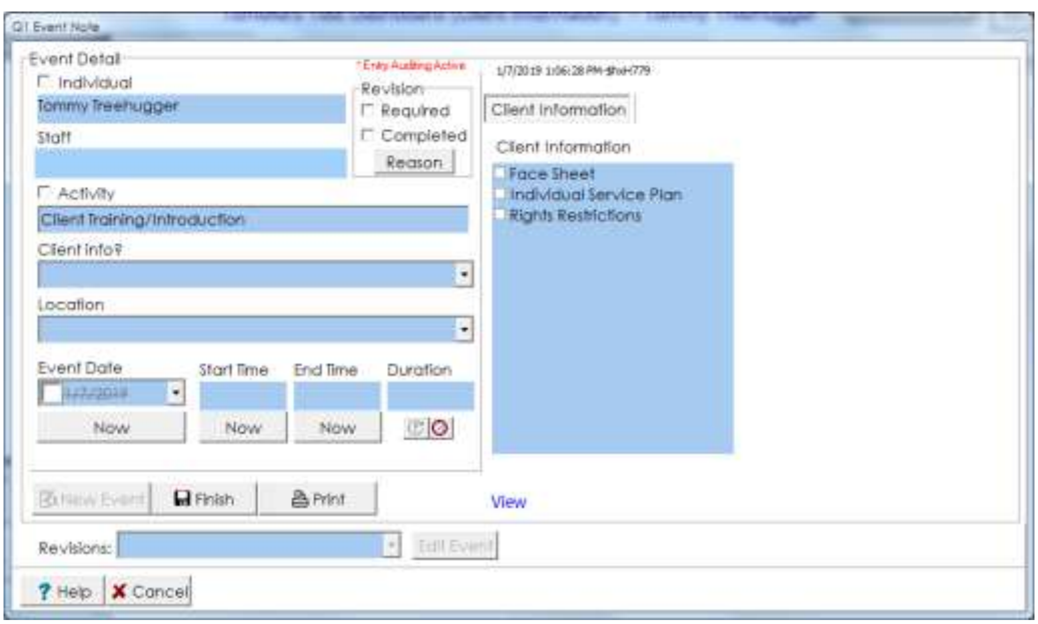
Client Training/Introduction notes on Quantum, are to be entered after receiving client information and being introduced to a new client.

1. Login to Quantum and select the client using the client locater at the top of the screen



2. Click on the Client Training/Introduction button

3. Fill out each dropdown in the note:
   - **Client Info?** (received client information): yes or no
   - **Location:** Client Home, Community or The Arc of SEI
   - **Event Date:** Date of the training/introduction
   - **Start time and End Time**: start/end time of client training and introduction to the client.
   - **Client information** (checklist): Mark the information received for the client (all of this information should be included in Client Information Packets.



4. Click **Finish** to submit