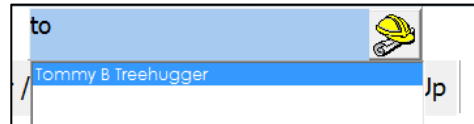


## Client Training/Introduction

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

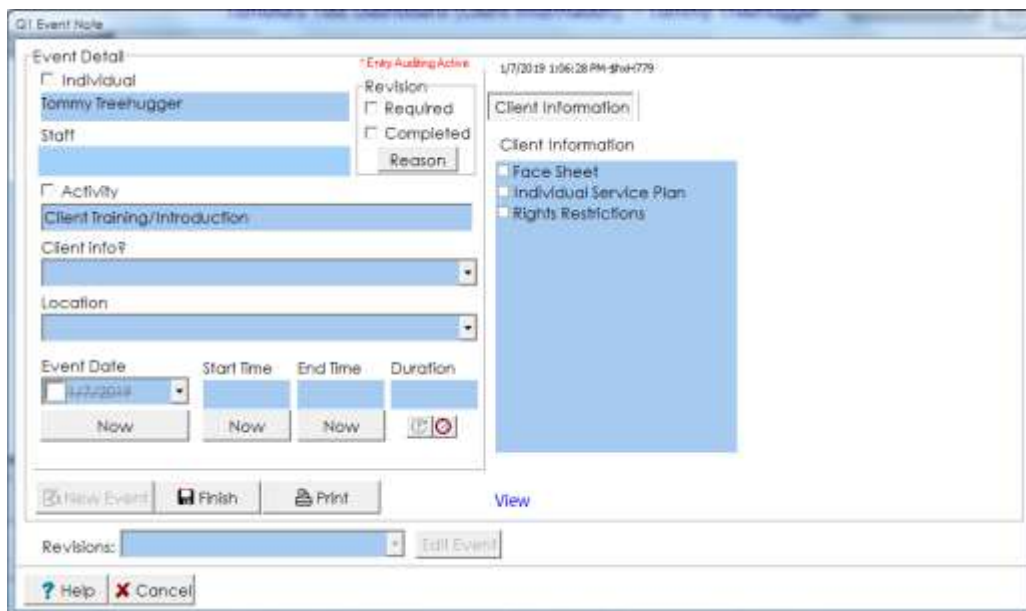
1. Login to Quantum and select the client using the client locator at the top of the screen



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.

A screenshot of a software application window titled 'Q1 Event Note'. The window contains several fields and buttons. On the left, there are dropdown menus for 'Individual' (selected), 'Tommy Treehugger', 'Staff', 'Activity' (selected), 'Client Training/Introduction', 'Client Info?', 'Location', 'Event Date' (selected), 'Start Time', 'End Time', and 'Duration'. There are 'Now' buttons for 'Start Time', 'End Time', and 'Duration'. On the right, there is a 'Client Information' section with a checklist: 'Face Sheet', 'Individual Service Plan', and 'Rights Restrictions'. At the bottom, there are buttons for 'New Event', 'Finish', 'Print', 'View', 'Revisions', 'Edit Event', 'Help', and 'Cancel'.

4. Click **Finish** to submit