

Individual Demographics

• Search Individual Demographic Form

Users may search Individual Demographic Form in two methods.

Method 1:

1. Click on the List link beside Individual Demographics.

C	are
Individual Demographics	List Search Custom Fields
Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel
Enrollment	By Program By Individual Import from Excel Search Imported Excel
Contact	New List Import from Excel Search Imported Excel

2. Individual Search page will appear. Select individual from the list.



Individual Search

Form ID 🗘	Individual *	Social Security Number \$	Medicaid Number ‡	Medicare Number \$	Status All 🔻	Birth Date	Case Status \$	Entered By	Admitted By ‡	Last Updated By ‡	Admission Date \$	Individu Number
IDF-DEMOTPHL- G7Q2LFE5VMULT	Chowdhury, Niloy				Admitted	01/01/2010		Hossain, Anwar / Supervisor	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2023	
IDF-DEMOTPHL- GAG4NBXZ9MUL8	Islam, Niloy				Admitted	02/03/2009		Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	01/01/2017	012345
IDF-DEMOTPHL- L4G4N7JZUMULS	Niloy, Md.				Admitted	10/10/2012		Akter, Amina / Academic Coordinator	Akter, Amina / Academic Coordinator	Akter, Amina / Academic Coordinator	01/06/2021	
IDF-DEMOTPHL- JCQ4NK2ZLMULD	Rahman, Niloy				Admitted	01/25/2010		Rahman, Imran / Academic Coordinator- IE	Rahman, Imran / Academic Coordinator- IE		01/01/2020	

Note: Users may also search by individual's name in the **Filter** box.

3. Individual Demographic Form (IDF) page of the individual will appear.

Person-Centered, Data-Driven.

Individual Demographic Form (IDF) Admitted () T-Notes Individual Niloy Chowdhury Photo 1 Photo 1 Date Title Mr Gender Male First Name Chowdhury Niloy Last Name Middle Name Suffix Abrar 01/01/2010 Birth Date Goes By Niloy Medicaid Number SSN 1235098743 demo@demo.com E-mail Phone Number Race Asian Ethnicity / Hispanic Bengali Origin Tribe **Class Membership Residential Address** Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh Location Primary Phone 01122334455 Secondary Phone Additional Phone Mailing Address Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh 01122334455 Primary Phone Secondary Phone Additional Phone View PDFs SComm Mark as Deceased Discharge Mark as Pending Admission Cancel Back Edit



Method 2:

1. Click on the **Search** link beside **Individual Demographics.**

C	are
Individual Demographics	List Search Custom Fields
Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel
Enrollment	By Program By Individual Import from Excel Search Imported Excel
Contact	New List Import from Excel Search Imported Excel

2. **Individual Search** page will appear. Enter the appropriate search parameters in the fields; such as: Individual name, Birth Date, Admission Date etc.

After entering the fields, click on the **Search** button at the bottom of the page.



Individual Search Individual Niloy Chowdhury Q Social Security Number Medicaid Number Medicare Number Form ID Birth Date From 01/01/2010 То MM/DD/YYYY 🔶 Admission Date From 01/01/2013 То MM/DD/YYYY 🔶 Status Admitted • × Admitted Individual ID Type - Please Select --Individual ID Number Case Status - Please Select -• Program (Site) Search 🔶 Entered By Sonia Afreen / Assistant Teacher Clear Selection Search Cancel



3. In the **Individual Search** page, all the search results within the search parameters will come up. Click on the individual name.

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Form ID \$	Individual	Social Security Number	Medicaid Number	Medicare Number	Status All 👻	Birth Date	Case Status ≑	Entered By \$	Admitted By \$	Last Updated By \$	Admission Date ‡	Individual ID Number ‡	Time Zone
IDF-DEMOTPHL- G7Q2LFE5VMULT	Chowdhury, Niloy				Admitted	01/01/2010		Hossain, Anwar / Supervisor	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2023		Asia/Manila
Showing 1 to 1 of 1 en	tries											Previous	1 Next

4. Individual Demographic Form (IDF) page of the individual will appear.

Person-Centered, Data-Driven.

Individual Demographic Form (IDF) Admitted () T-Notes Individual Niloy Chowdhury Photo 1 Photo 1 Date Title Mr Gender Male First Name Chowdhury Niloy Last Name Middle Name Suffix Abrar 01/01/2010 Birth Date Goes By Niloy Medicaid Number SSN 1235098743 demo@demo.com E-mail Phone Number Race Asian Ethnicity / Hispanic Bengali Origin Tribe **Class Membership Residential Address** Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh Location Primary Phone 01122334455 Secondary Phone Additional Phone Mailing Address Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh 01122334455 Primary Phone Secondary Phone Additional Phone View PDFs SComm Mark as Deceased Discharge Mark as Pending Admission Cancel Back Edit



• Edit Individual Demographic Form

1. Click on the **Edit** button at the bottom of the page.



2. Enter/ Change necessary fields. Click on the **Update** button.

Fields mark with *Red Asterisk (*)* are required and must be filled in.

Therap[®]Global Person-Centered. Data-Driven.

	- X-		Photo 1 Date	MM/DD/YYYY	=
Title	Mr	•	Gender	Male	•
First Name	Niloy		>* Last Name	Chowdhury	
Middle Name	Abrar		Suffix		
Birth Date	01/01/2010		Goes By	Niloy	
SSN			Medicaid Number		
	XXX-XXX-XXXXX / XXXXXXXXXX				
E-mail	demo@demo.com		Phone Number	1235098743	
Race	Asian	•	Ethnicity / Hispanic Origin	Bengali	•
	Asian	×	291274 - 0403		
Tribe	- Please Select -	•	Class Membership	- Please Select -	•
idential Address					
sidential Program / Site Address	- Please Select -	•			
tention or in care of	Parent				
Address	House# 73/4, Road # 86, Bashu	indhara R/A			
	Street 1		Street 2		
	Dhaka	tate ~	1510	Bangladesh •	
	City Stat	te	Zip Code	Country	
Location	•				
Primary Phone	01122334455		Secondary Phone		
Additional Phone					
iling Address					
		Same a	s Residence Address		
tention or in care of	Parent				
tention or in care of Address	Parent House# 73/4, Road # 86, Bashu	Indhara R/A			
tention or in care of Address	Parent House# 73/4, Road # 86, Bashu Street 1	indhara R/A	Street 2		
ention or in care of Address	Parent House# 73/4, Road # 86, Bashu Street 1 Dhaka St	indhara R/A tate ~	Street 2	Bangladesh •	
ention or in care of Address	Parent House# 73/4, Road # 86, Bashu Street 1 Dhaka St City Stat	indhara R/A tate ~ te	Street 2 1510 Zip Code	Bangladesh • Country	
ention or in care of Address Primary Phone	Parent House# 73/4, Road # 86, Bashu Street 1 Dhaka St City Stat 01122334455	indhara R/A tate v te	Street 2 1510 Zip Code Secondary Phone	Bangladesh • Country	



 $\ensuremath{\textbf{3}}.\ensuremath{\,\text{A}}$ success message will appear.

The form IDF-DEMOTPHL-G7Q2LFE5VMULT has been successfully updated