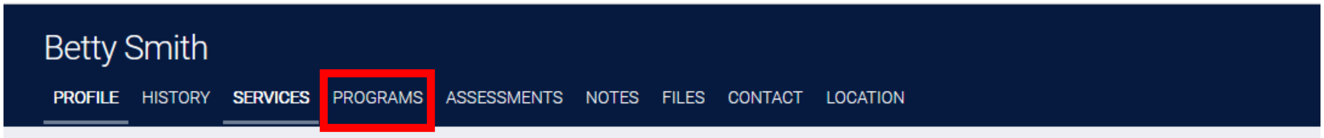
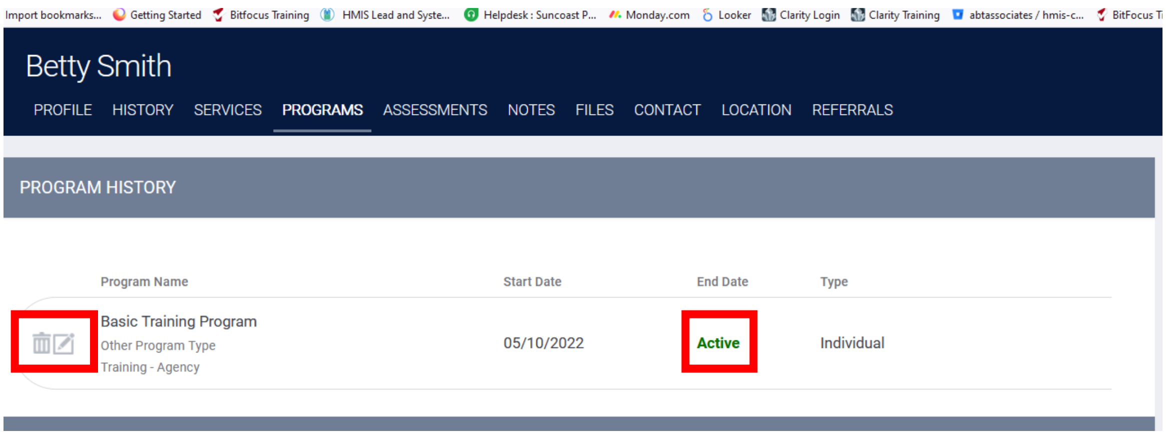
Step-by-Step: Add Program Notes

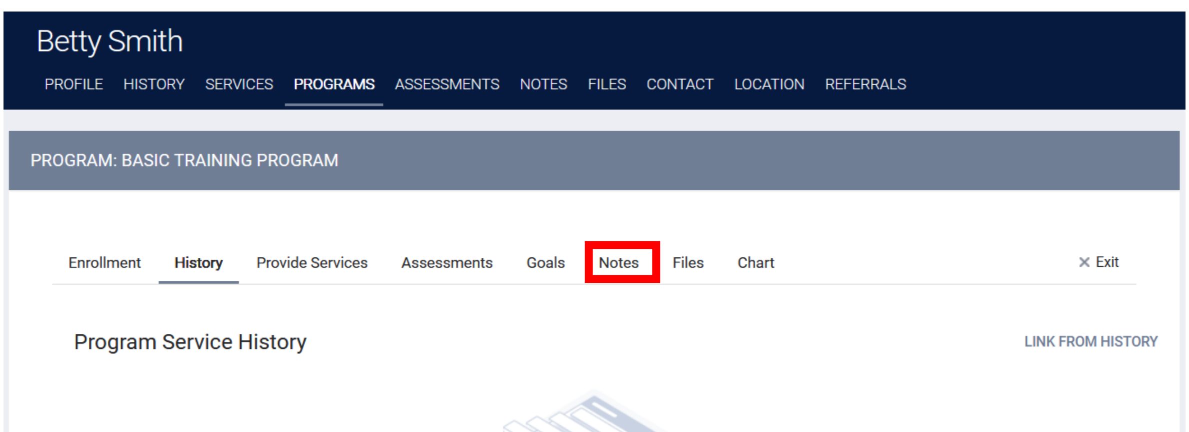
1. Log into CSIS.
2. Search for the client or utilize your Caseload screen to locate your client.
3. Click on the "**PROGRAM**" text along the top of the screen



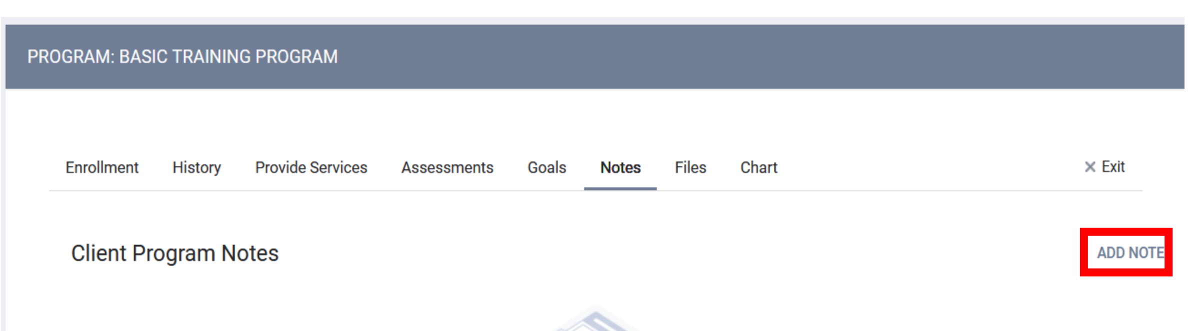
4. The client's Program History screen will appear. In the Program History selection, select the active program you wish to update client status/information in by hovering mouse on program and clicking the pencil to the left of the program



5. The programs service history screen will appear. Click on the "**Notes** text along the top of the screen



6. Clicking on the "**Add Note**" text to the right.



7. Enter "**Title**" and select "**Category**" from drop down. You can also time track here as well as in the case management service if your agency does so.

   After typing your notes, select **"Private"** to keep the notes private within your agency.

   Click on "**Add Record**" at the bottom of screen.