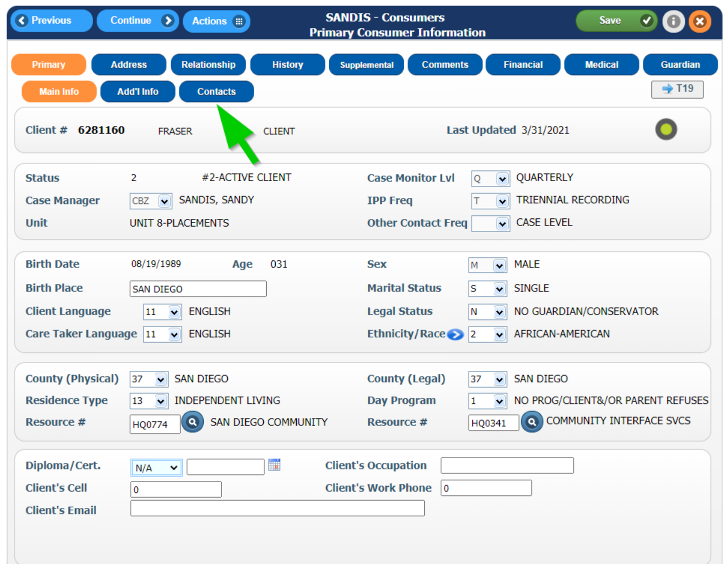
# Client Contacts

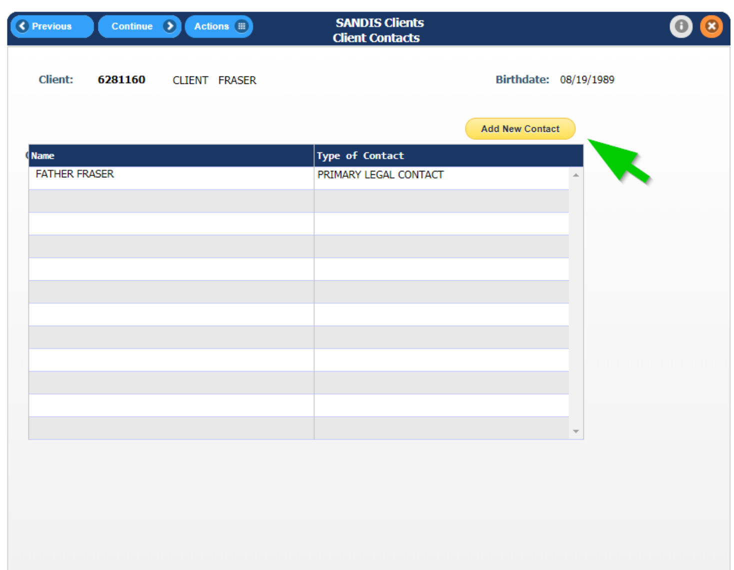
The Client Contacts tab was created to easily identify a client's Emergency, Primary Legal and Primary Family Contact information. The contacts are selected from the client's Relationship and Address sections. The contact information will be uploaded to DDS as part of the weekly file transmission.

To access the Client Contacts, click the Contacts tab from the Primary Consumer Sheet.



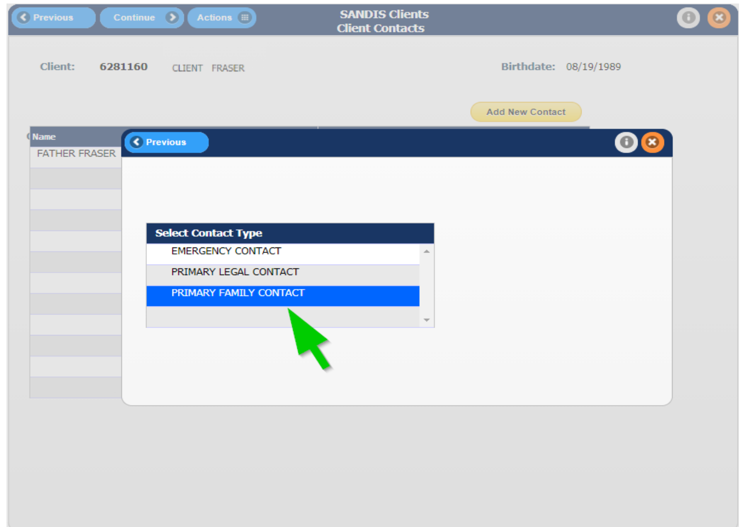

The Client Contacts screen will display a list with the name and type of contact associated with the client.

To add a new contact, click the Add New Contact button.

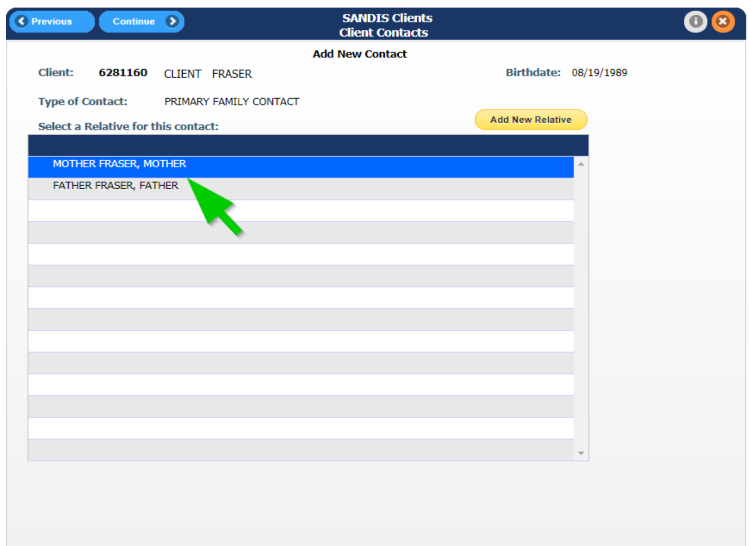


From the pop-up, double click the contact type to add:

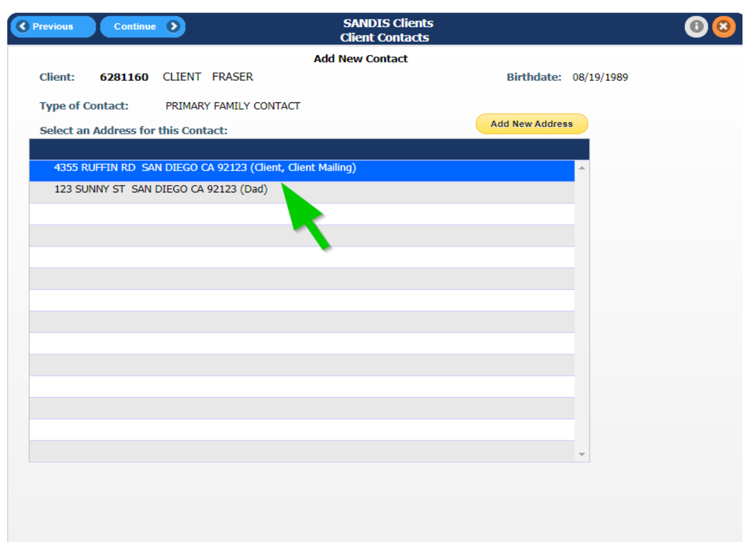
- Emergency Contact
- Primary Legal Contact
- Primary Family Contact



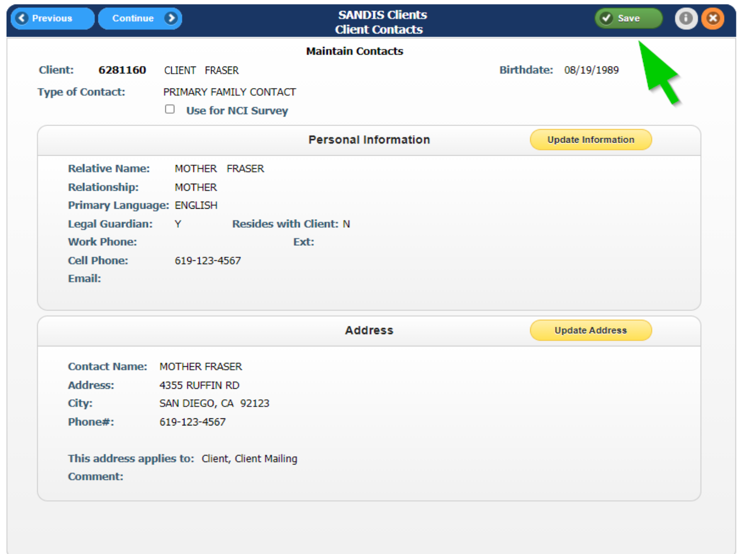

Select the relative by double clicking the contact name from the list.




Select the address for the contact by double clicking the address on the list.



Review the personal and address information of the new client contact. Update the information as needed and then click Save to add the consumer contact.

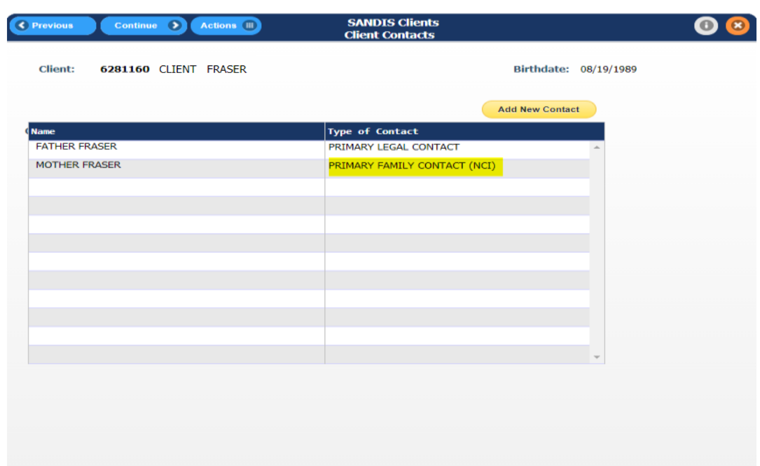



## Add a Contact for NCI Surveys

SANDIS will only allow one Primary Family Contact to be selected for the National Core Indicators (NCI) surveys.

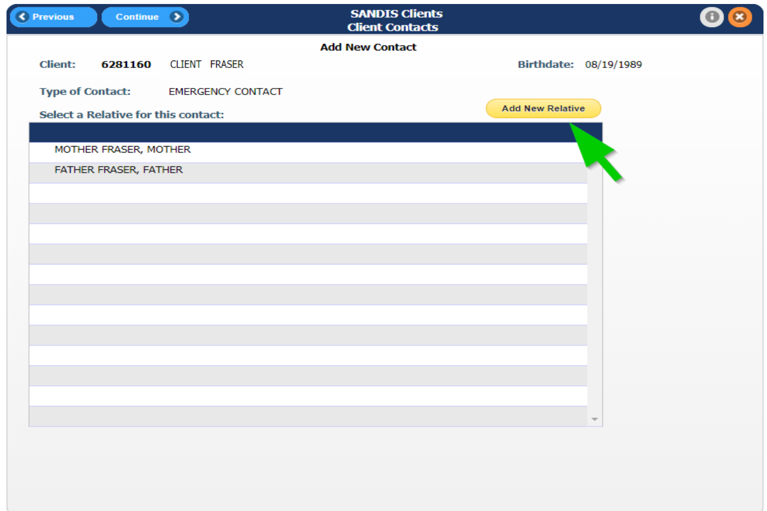
To identify a Primary Family Contact for the NCI Surveys, select the ☑ Use for NCI Survey check box and then Save.


The selected Primary Family Contact will display the (NCI) flag from the list of client contacts.

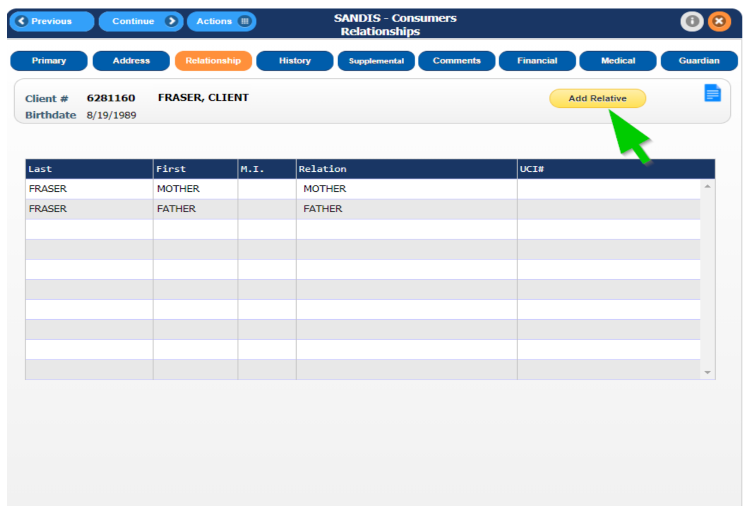


# Add New Relatives

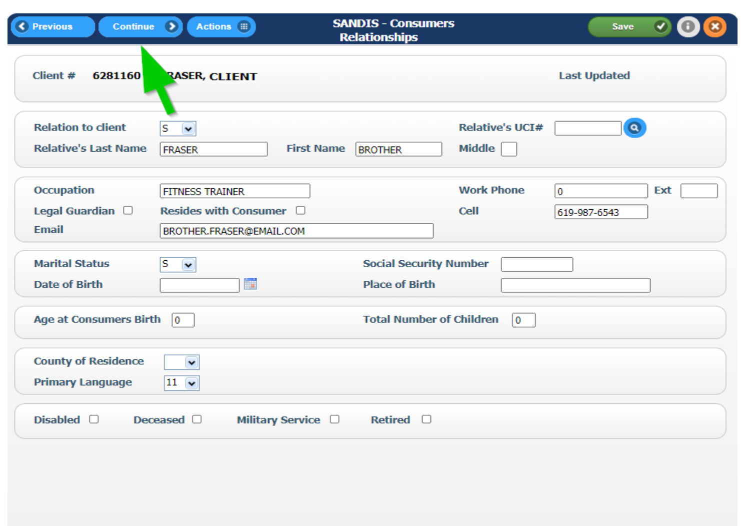
To add a new relative, click Add New Relative.



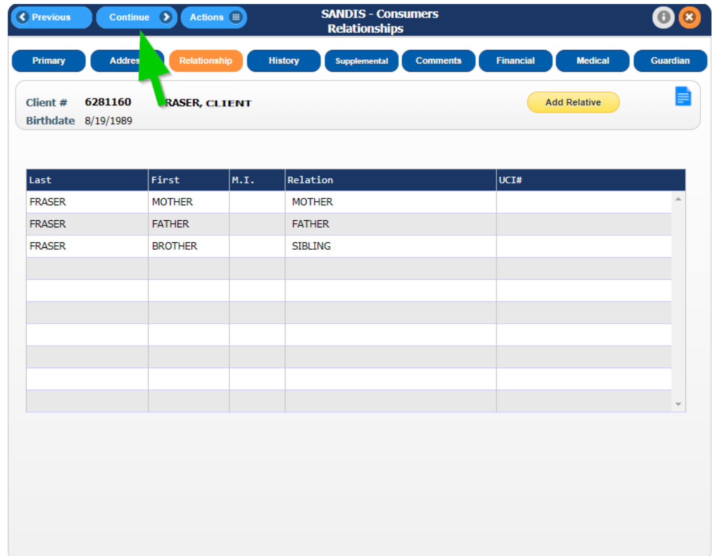

From the Relationship tab, click Add Relative.



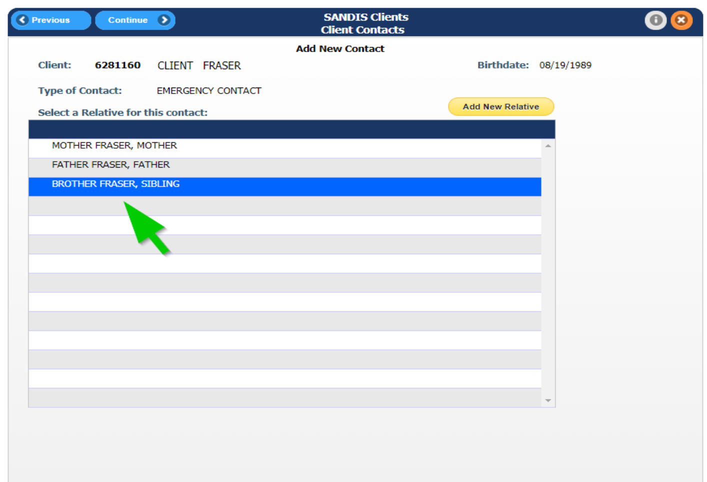

Enter the new relative's information and then click Continue to save the information.



From the Relationship tab, click Continue to select the new relative for the contact.

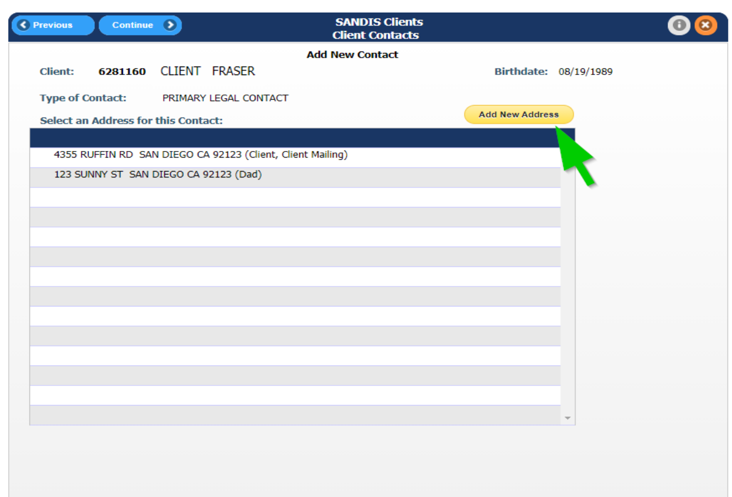



Select the new address for the contact by double clicking the address on the list.



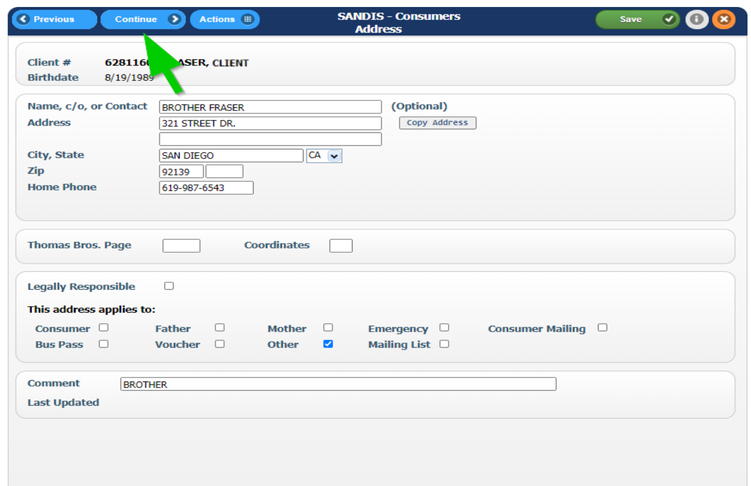

## Add New Address

To add a new address, click Add New Address.



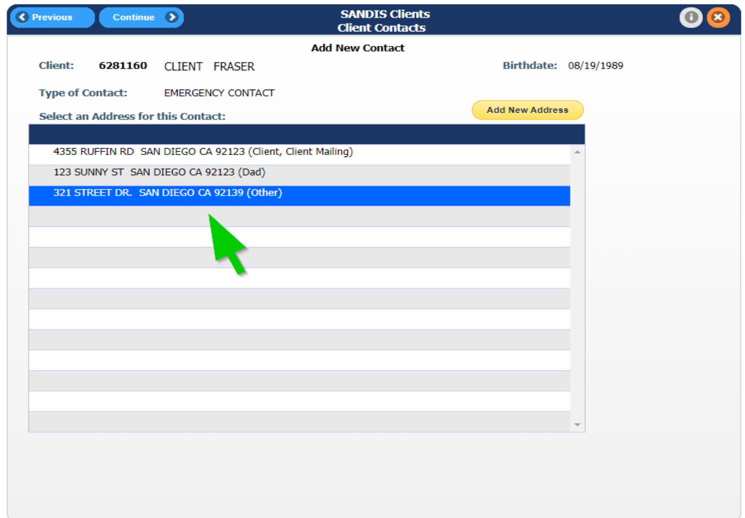
From the Address tab, click Add Address.


Enter the address information and then click Continue to save the new address.




From the Address tab, click Continue to select the new address for the contact.

Select the new address for the contact by double clicking the address on the list.




## Updating Client Contacts

Right-click the client contact to perform one of the following options:

- Change Type
- Copy
- Update
- View
- Delete