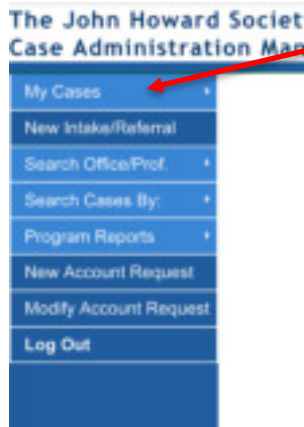


# ENTERING CASE NOTES

## 1. OPEN THE CASE PROFILE IN CAMS

Find the case by hovering over My Cases in the left-hand menu and selecting either **My Waitlist** (for waitlisted cases) or **My Caseload** (for open cases).



## 2. GO TO THE CASE NOTES PAGE

- Click on the **Case Notes** tab from the main profile page.
- OR
- Click the **Case Notes** link from the list of Open/Waitlisted cases.

Showing results: [Clients: 1-3 of 3] (\$SR)

Client #	Client Name	Case #	Program Name	Status Date	Days	Case Notes
2	Jane Doe	2	John Howard Montreal	2018-Jun-01	25	Case Notes
3	John Howard	3	John Howard Montreal	2018-Jun-01	25	Case Notes
1	First test	1	John Howard Ottawa	2018-Mar-13	105	Case Notes

Showing results [Clients: 1-3 of 3] 100 Apply

## 3. SELECT THE DATE THE ACTIVITY TOOK PLACE

Intake Form Needs Assmt. Service Plan Monthly Report Mid/Final Discharge SNAP FollowUp Incident Report Case Notes

### Case Notes 2018 Jun 01 to 30 - Jane Doe ( John Howard Montreal )

Search Notes

Start	End	Keyword	Activity
			---Select---

Worker: ---Select--- Priority: ---Select--- Per Page: 50 Search: ALL Note(s)

May 2018 2018 June Change Date Jul 2018 My Notes Unread Notes

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

#### 4. FILL IN THE DETAILS AND CLICK "ADD NEW" TO SAVE

**[#2] Jane Doe**

[#2] JHS Montreal Current Status: Open (25 days) Status Date: 2018-06-01  
JHSCANADA's Worker: Kassandra Roy

Intake Form
Needs Assmt.
Service Plan
Monthly Report
Mid/Final SNAP
Discharge FollowUp
Incident Report
Case Notes

**Add Case Note**

Case Notes Form, \* denotes required field

\*Date: 2018-06-25

\*Activity: Eligibility ASMT. - Case Review

Time Spent (Hours): .25 Time entered in increments of .25 (15 min)  
.25, .5, .75, 1, 1.25 etc

Priority: Ordinary

\*Worker: Kassandra Roy

Note: Note here

Add New
Go Back

\* denotes required field

**NOTE : Time is optional:** You can leave empty or enter 0 if desired.

**NOTE : Priority Optional:** Notes marked **Important / Very Important** will be flagged accordingly.

## EDITING CASE NOTES

To make changes (EDIT) your case note, click on date link of note and edit as desired.

Jun 18

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 *Eligibility ASMT. Case Rev 0.25 hr(s)	26	27	28	29	30

Service between 2018-06-01 and 2018-06-30 >>>

Eligibility ASMT. - Case Review	0.25 hours (1)	Total Hours Direct Service: 0.25
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Include in print

Case Notes: 1 displayed.

Date	Hours	Activity	Notes	Flag	Read
2018-06-25	0.25	Eligibility ASMT. - Case Review	Note here		Kassandra Roy

Total: 0.25 Hours