

# Add a New Client

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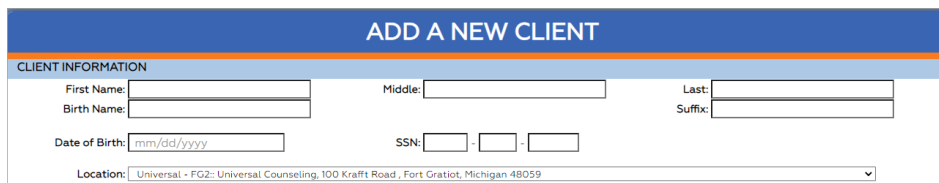
**Path: Main Menu > Admissions Menu > Face Sheet**

## About

The steps below instruct on how to add a new client from the most common area of NextStep Solutions, the Face Sheet. The content of your Agency's Face Sheet depends on what has been selected in the Form Builder. Additionally, the information required by your specific Agency may vary from what is included in these steps, and it is important to consider what is required by your Agency for different types of admissions.

## Add a New Client

1. Navigate to the Face Sheet by following the path above.
2. Click the **All Clients** list radio button and search for the client to ensure that they do not already have a Face Sheet created.
3. Once confirmed that the client does not already have a Face Sheet, click the **Add New** button. The Add a New Client window is displayed.



4. Complete the **Client Information** section of the window by entering the information required by your Agency.
5. Select the appropriate **Admit?** status:



**Tip:** The **Admission status** determines what Forms and Notes are available to be completed for the client. For example, Assessment Forms cannot be completed for clients who are not admitted, but Misc. Notes can be created.

- **Yes:** The client is being admitted to the Program(s) that you will specify in the Program selections and will be under the care of the Providers you select. When a client is Admitted to a program, the Primary Admission Date field cannot contain a date or time in the future.
- **No:** The client is not being admitted to any Programs. This status can be updated when appropriate to do so.
- **Pending:** The client is pending admission based on the evaluation of other information. Program selections can be made at this time, but the Expected Admission date will only be available for the first Program selection. The Expected Admission date can be in the future.

6. Complete the client's **Demographic** and **Current and/or Permanent Residence Information**



**Note:** The remainder of the information included in the Face Sheet varies and should be populated according to your Agency's workflow.

7. Click the **Add This Client** button to save the new client's record. A confirmation window is displayed that provides navigational buttons to take you to the next part of your workflow, or click the **Cancel** button.