

Face Sheet Demographic Fields

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Path: Main Menu > Admin Tools Menu > System Setup (Supplemental) > Demographics Configuration



Note: The functionality to have Standardized Demographic fields has been developed and will display on the Face Sheet in version 10.5.1. Please see [Map Existing Demographic Fields/Values to Standard Demographic Fields/Values](#) for more details.

About

The Face Sheet displays standardized demographic drop-down fields to be filled in when adding a new client. These fields are not editable by the Agency and will be used for reporting, including Cures Act/Meaningful Use. An Agency is able to create sub and subsub demographic choices to be selected under the standardized demographic drop-downs.

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Standardized Demographic Fields

Below is a list of the standardized demographic drop-down fields and selections that display on the Face Sheet (**Main Menu > Admissions Menu > Face Sheet**). Once these fields are completed for a client, you can [access the information in them from the Navigation Menu](#) in NextStep Clinical.

Race:	Select one or more races...	▼
Birth Sex:	Select a Birth Sex...	▼
Gender Identity:	Select a Gender Identity...	▼
Orientation:	Select a Orientation...	▼
Ethnicity:	Select a Ethnicity...	▼
Preferred Pronouns:	Select a Preferred Pronouns...	▼
Smoking Status:	Select a Smoking Status...	▼
Language:	Select a Language...	▼

- **Race**
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Other Race
 - White
- **Birth Sex**
 - Female
 - Male

- Unknown
- **Gender Identity**
 - Male
 - Female
 - Female-to-Male (FTM)/Transgender Male/Trans Man
 - Male-to-Female (MTF)/Transgender Female/Trans Woman
 - Genderqueer, neither exclusively male nor female
 - Additional gender category or other, please specify
 - Choose not to disclose
- **Orientation**
 - Lesbian, gay or homosexual
 - Straight or heterosexual
 - Bisexual
 - Something else, please describe
 - Don't know
 - Choose not to disclose
- **Ethnicity**
 - Hispanic or Latino
 - Not Hispanic or Latino
 - Unknown
- **Preferred Pronouns**
 - He/Him
 - She/Her
 - They/Them
 - Other (Specify)
- **Smoking Status**
 - Current every day smoker
 - Current some day smoker
 - Former smoker
 - Never smoker
 - Smoker, current status unknown
 - Unknown if ever smoked
 - Heavy tobacco smoker
 - Light tobacco smoker
- **Language**

Create a Sub Demographic Choice

Under the standardized demographic drop-down fields, Admin users can create sub choices to select on the Face Sheet. These choices will allow you to specify specific demographic details about the client.

1. Navigate to Demographics Configuration: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Demographics Configuration.**
2. The standard demographic sections are displayed. Click the demographic section to expand the list.

DEMOGRAPHIC VALUES CONFIGURATION				
Race				
Birth Sex				
Gender Identity				

- The standard demographic choices are displayed. These choices cannot be edited. To add a sub choice under the standard choice, click the + button.

Race				
Race				
Text Description	Value	In Use	Level	Allow FreeText in Field
<input type="checkbox"/> American Indian or Alaska Native	1002-5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/> Asian	2028-9	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/> Black or African American	2054-5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	2076-8	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
<input type="checkbox"/> Other Race	2131-1	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>
<input type="checkbox"/> White	2106-3	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>

- Click the **New** button.

Text Description	Value	In Use	Level	Allow FreeText in Field
<input type="checkbox"/> American Indian or Alaska Native	1002-5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
Race Sub Values				
<input checked="" type="button" value="New"/> <input type="button" value="Edit"/>				
Text Description	Value	In Use	Level	Allow FreeText in Field
No data to display				
				<input type="button" value="Preview changes"/> <input type="button" value="Save changes"/> <input type="button" value="Cancel changes"/>

- In the **Text Description** field, enter how you want the choice displayed to your users.
- In the **Value** field, enter a unique alphanumeric to represent the backend value of this choice.
- In the **In Use** field, select the checkbox to have the sub choice display as an option on the Face Sheet.



Note: The **Level** field is not editable. A 2 will display for a sub choice.

- In the **Allow FreeText in Field**, select the checkbox to allow users to type in a response to the choice on the Face Sheet.
- Click the **Save changes** button.

Create a Subsub Demographic Choice

Once a sub demographic choice is created, an Admin user can create a subsub demographic choice to specify the demographic details even further.




- Navigate to Demographics Configuration: **Main Menu > Admin Tools Menu > System Setup (Supplemental) > Demographics Configuration.**
- The standard demographic sections are displayed. Click the demographic section to expand the list.

DEMOGRAPHIC VALUES CONFIGURATION				
Race				
Birth Sex				
Gender Identity				



- The standard demographic choices are displayed. These choices cannot be edited. Click the **+** button to expand the list and display the sub demographic choices.

Race				
Race				
Text Description	Value	In Use	Level	Allow FreeText in Field
 American Indian or Alaska Native	1002-5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
 Asian	2028-9	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
 Black or African American	2054-5	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
 Native Hawaiian or Other Pacific Islander	2076-8	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>
 Other Race	2131-1	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>
 White	2106-3	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>


- Click the **+** button next to the sub demographic choice to create a subsub choice.

Race Sub Values				
 				
Text Description	Value	In Use	Level	Allow FreeText in Field
 Sub Choice	1	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>

- Click the **New** button.

Race SubSub Values				
 				
Text Description	Value	In Use	Level	Allow FreeText in Field
No data to display				

- In the **Text Description** field, enter how you want the choice displayed to your users.
- In the **Value** field, enter a unique alphanumeric to represent the backend value of this choice.
- In the **In Use** field, select the checkbox to have the sub choice display as an option on the Face Sheet.

 **Note:** The **Level** field is not editable. A 3 will display for a subsub choice.

- In the **Allow FreeText in Field**, select the checkbox to allow users to type in a response to the choice on the Face Sheet.
- Click the **Save changes** button.