

Subject: Client Track Corrections



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Hello ladies,

I hope you are having a wonderful day. In preparation for the CoC monitoring in two weeks, I have been reviewing our client dashboards and case notes on Client Track. There are 17 clients who have not had their case notes updated in at least 10 months. Before the CoC review, make sure to update all case notes for client face to face meetings, closure letters, and any other case notes. If you have case notes saved anywhere, please copy and paste them into Client Track ASAP. These notes also need to be printed off from Client Track and put into their folders with case manager signature and date at the bottom. I have attached a list of all clients with missing information.

Thank you,

Hannah Borstad, Youth Well-Being Coach

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