ADDING CLIENTS

<u>Add client workflow (for Program Administrator - PA)</u>

1. Clinician goes to their PA, needs 5 clients in this Ucode
2. 3 are found in either:
    a. Active Client list = PA assigns to the Clinician
    b. Discharged Client list = PA needs to click ReEnroll
        i. PA then associates client to that Clinician
3. 2 not found = PA can add (Add Client function)
    a. PA then associates client to that Clinician

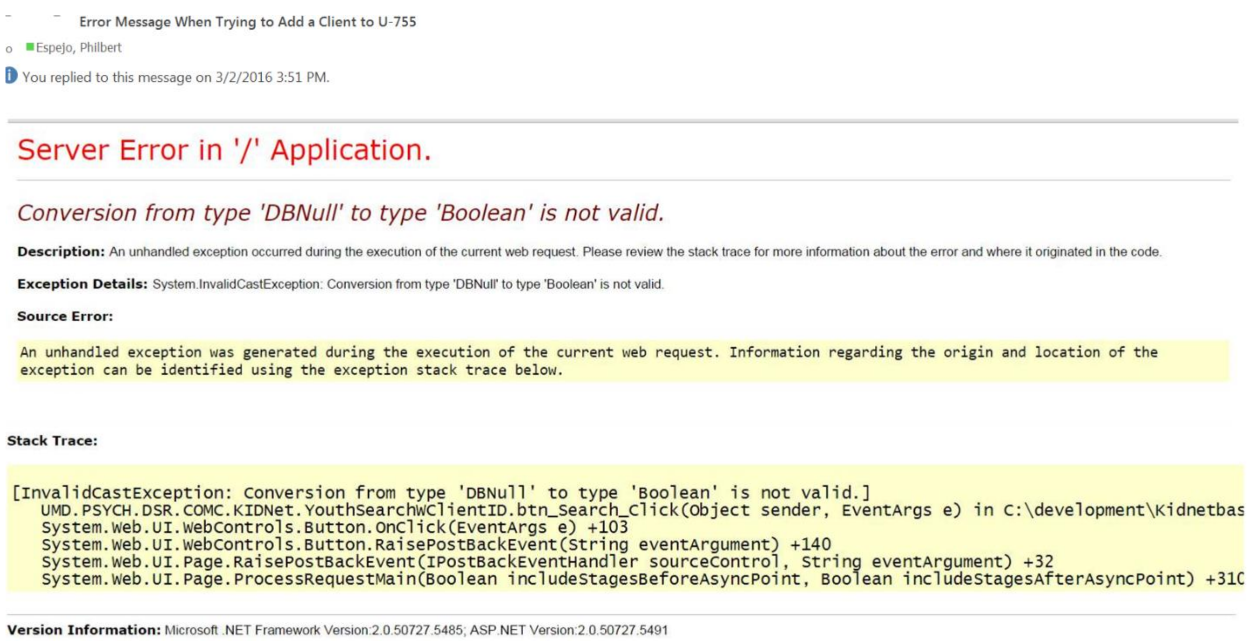
<u>Add client workflow (for Clinician – CLI)</u>

1. Clinician is missing 5 clients in this Ucode
2. during the Add Client function, the system finds 3 clients and the message flashes "Match…" = CLI adds
3. during the Add Client function, the system message flashes "No Match…" = CLI does not add
    a. CLI will go to PA (to avoid potential duplicate)
    b. PA will follow PA workflow above (#2 and #3)
        i. 1 is found in either:
            1. Active Client list = PA assigns to the Clinician
            2. Discharged Client list = PA needs to click ReEnroll
                a. PA then associates client to that Clinician
        ii. 1 not found = PA can add (Add Client function)
            1. PA then associates client to that Clinician

ADDING CLIENTS

Add client workflow (for PA / CLI)

1. When in the add client page, you entered all the pertinent information, then it goes to a different page saying “Server Error in…” (example below)
2. Do not delete the page, please remember to screen shot it, then email Decision Support the screen shot with descriptions of what you were doing
3. Do not send client information / Decision Support will call you to gather such information later to accurately fix the problem
4. Once resolved, Decision Support will contact you


Error Message When Trying to Add a Client to U-755

Espejo, Philbert

You replied to this message on 3/2/2016 3:51 PM.

Server Error in '/' Application.

Conversion from type 'DBNull' to type 'Boolean' is not valid.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.InvalidCastException: Conversion from type 'DBNull' to type 'Boolean' is not valid.

Source Error:

```
An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the
exception can be identified using the exception stack trace below.
```

Stack Trace:

```
[InvalidCastException: Conversion from type 'DBNull' to type 'Boolean' is not valid.]
   UMD.PSYCH.DSR.COMC.KIDNet.YouthSearchWClientID.btn_Search_Click(Object sender, EventArgs e) in C:\development\Kidnetbas
   System.Web.UI.WebControls.Button.OnClick(EventArgs e) +103
   System.Web.UI.WebControls.Button.RaisePostBackEvent(String eventArgument) +140
   System.Web.UI.Page.RaisePostBackEvent(IPostBackEventHandler sourceControl, String eventArgument) +32
   System.Web.UI.Page.ProcessRequestMain(Boolean includeStagesBeforeAsyncPoint, Boolean includeStagesAfterAsyncPoint) +310
```

Version Information: Microsoft .NET Framework Version:2.0.50727.5485; ASP.NET Version:2.0.50727.5491