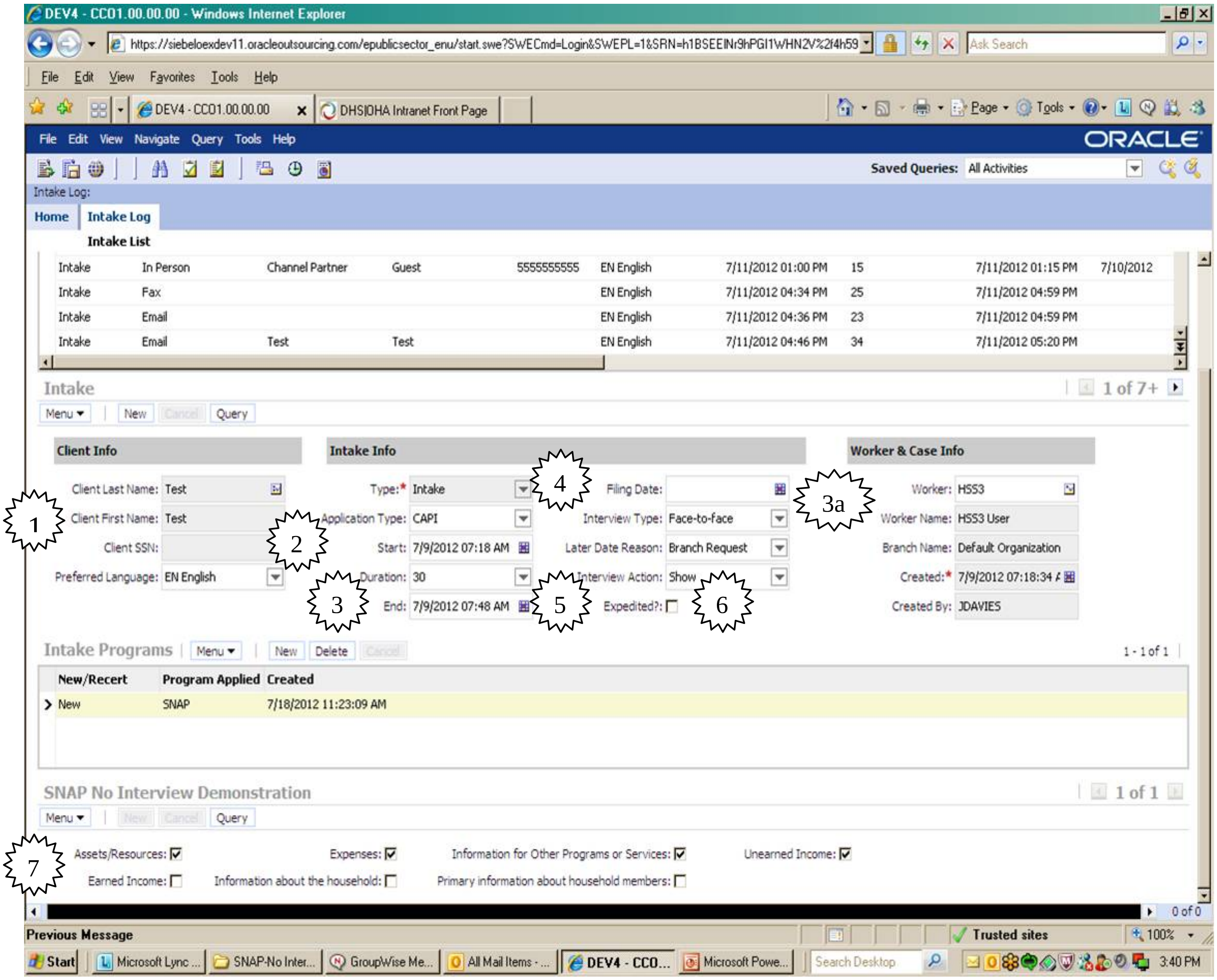
Tips for using the Siebel/DHS SSP Intake Log for the No Interview Pilot



1. **Enter Client's last name, first name, SSN and preferred language (from drop-down)**
2. **Choose app type: CAPI (C), EDMS (ED), Email (E), FAX (F), In-person (I), Mail (M)**
3. **If <u>no interview</u> is conducted leave blank: start/end date/time and duration**

3a. **If an interview takes place due to client request, fill in start/end time and duration of intake (3) and worker ID (3a)**

4. **Enter filing date**
5. **Interview type, Later date reason, and Interview Action: Leave blank**
6. **Check box if "Expedited"**
7. **<u>Only</u> check box(s) if worker had to contact client by phone to gather more information**