


How to open Care Plans and Face Sheets

1. Select the Participant Name
2. Select Care Plan or Face Sheet icon.

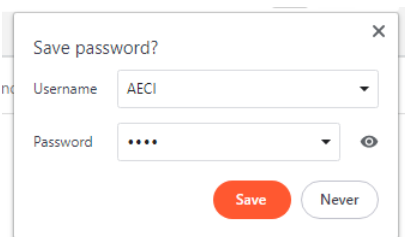


3. Enter Username and Password **Username: AECl/ Password: a3c1**



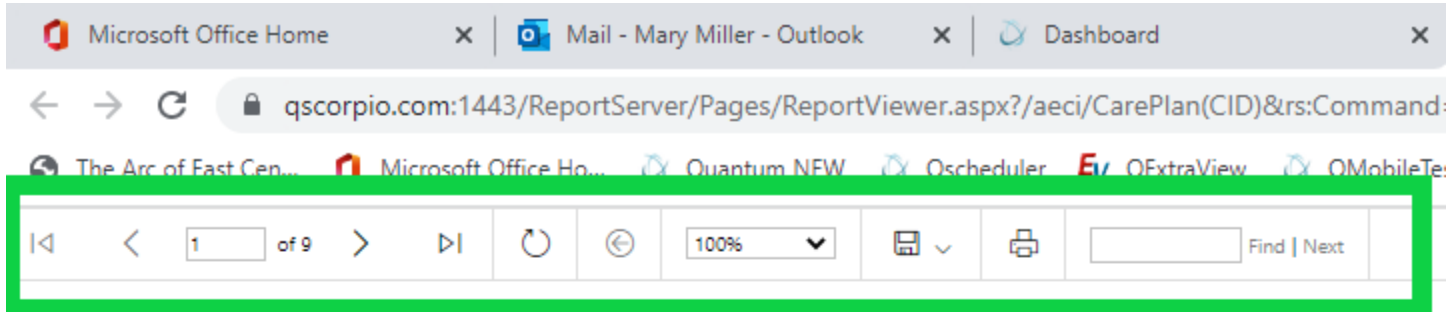
The screenshot shows a 'Sign in' dialog box with the URL 'https://www.qscorpio.com:1443'. It has two input fields: 'Username' with the text 'AECl' and 'Password' with the text 'a3c1'. There are 'Sign in' and 'Cancel' buttons at the bottom.

4. Save the Username and Password



The screenshot shows a 'Save password?' dialog box. It has two input fields: 'Username' with a dropdown menu showing 'AECl' and 'Password' with a dropdown menu showing 'a3c1'. There are 'Save' and 'Never' buttons at the bottom.

5. The activity bar functions include:
 - Scrolling between pages using the arrows. The Rewind or Forward arrows will immediately take you to the first or last page of document.
 - Refresh screen view
 - Adjust page view by percentage
 - Export into a file-Excel, Word, PowerPoint, PDF, etc.
 - Print
 - Find Key Words using 'Find' and 'Next'



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Individual Consumer Care Plan

Section I. Consumer Information

Consumer Identifying Information

Client ID:	165	First Name:	Mary	Last Name:	Poppins
Gender:	Female	Age:	40	Nick Name:	Aladoshaus
Email:	testemail@arceci.org	Marital Status:	Single		
Address:	321 Poppins View Road SE Cedar Rapids, IA 52403			Legal Status:	Court Appointed Guardian
Parents Marital Status:	Single	Married	Divorced	Widowed	<input checked="" type="checkbox"/> Separated
Does the individual identify ethnically as Hispanic or Latino?:	<input type="checkbox"/>	Racial Identity:	Scottish		
County:	Linn	Home Phone:	(555) 555-5555	Cell Phone:	
SSC:	Bailey Freese	Case Manager:	Sally Sue		

Caregiver/Family Information

Primary Caregiver Name:	Mama Poppins	Relationship:	Mother		
Address:	123 Main St Cedar Rapids, IA 52404			Guardian:	Yes
Home #:	(555) 555-5555	Cell #:	(555) 123-4567	Work #:	
Employer:		Email:	mamasemail@arceci.org		
Primary Caregiver Name:	Papa Poppins	Relationship:	Parent(s)		
Address:	123 Main St Cedar Rapids, IA 52404			Guardian:	No
Home #:	(555) 555-5555	Cell #:	(319) 666-6666	Work #:	
Employer:		Email:	dadsemail@arceci.org		

Emergency Contact Information