

## Creating a Service Request

From the Client Summary or Detail View, select Create New Service Request. Enter the Client Objective narrative, select Eligibility, select Service Request Type, and Funding Source. Service Request Type and Funding Source will determine which items are prompted to be completed on the following screens of the Service Request creation wizard.

**Service Request Information**

Client Objective

**Eligibility**

- Not Selected
- PAAT Eligible
- PABSS Eligible
- PAIMI Eligible
- PATBI Eligible
- PAVA Eligible

Service Request Type

Funding Source

Data elements with the “Update the Client Record” option can be selected to change the selection on the Client record to match the selection of the Service Request. Selecting this option allows the Client record to maintain the most up to date information.

County

**Update County in the Client Record**

Required options will show warnings on the Summary and Detail views if left to the default values.