

CLIS EXAMPLES of how names display in the system

1. Duplicate clients are highlighted or display in bold letters. See client 04 in the CLIS screen shown below.
2. Aliases are shown with ** (asterisks) in the ALIAS column (right side).
 - **Johnson, Thirdhusband** is the main client name, line 14. There are no ** in the ALIAS column.
 - Johnsen, Thirgood, line 10, ** do appear in the ALIAS column.
 - Johnson, Taylor, line 13
3. Put JR, SR, I, II etc as an alias **with the first name**. Look at Johns, Teresa Jr (02) below. Notice her name with and without the Jr are close together. Notice the client ID numbers are the same number.
4. If you put JR, SR, I, II etc with the last name 'Johns,' the system shows it at the end of the list of all the people whose last names are JOHNS. When this happens it makes it harder for the user to find the right client. If this happens on a long list, the client you are looking for will be on the next page or maybe even on the third page. Take a look at JOHNS IV, TYLER, line 08 in the list below.
5. Hyphenated last names also fall to the bottom of the list of last names. Take a look at JOHNS-JONES in the list below, line 09 in the list. Notice JOHNS, TONNIE is client 07 in the list. The list must be looked at carefully to avoid creating a duplicate client.

EIS CLIS		CLIENT INQUIRY SHORT LIST				042905 11:41 WORKER B	
SEL	SURNAME	GIVEN NAME	I	BIRTHDATE	SEX	S.S.N.	CLIENT-ID ALIAS
01	JOHNS	TERESA		04071975	F	000000000	0600075608
02	JOHNS	TERESA JR		04071975	F	000000000	0600075608 **
03	JOHNS	TERRI		07202004	F	000000000	0600075612 **
04	JOHNS	TERRI		07192004	F	000000000	0600075611
05	JOHNS	TERRY		07202004	F	000000000	0600075612
06	JOHNS	TOBY		03212001	M	000000000	0600075610
07	JOHNS	TONNIE		07291999	F	000000000	0600075609
08	JOHNS IV	TYLER		01021959	M	000000110	0600017461
09	JOHNS-JONES	TONNIE		07291999	F	000000000	0600075609 **
10	JOHNSEN	THIRGOOD		03011900	F	000000000	0600038341 **
11	JOHNSON	TAMA		06201970	F	005619238	0600068181
12	JOHNSON	TAMERA	P	10031987	F	574962247	0600064691
13	JOHNSON	TAYLOR		03011900	F	000000000	0600038341 **
14	JOHNSON	THIRDHUSBAND	M	03011900	F	000000000	0600038341
15	JOHNSON	TODAY	C	02171952	M	176983013	0600067027

<== INQUIRE ON CLIENT (CLPM)
 PAGE 01 OF 02 PF3=TOP PF5=CLIR PF7=SCROLL UP PF8=SCROLL DN

CLPM example concerning a duplicate client in the system

Duplicate client example:

The very top line about the duplicate is highlighted.
Selections on the screen are not available for selection. This prevents other people from using this client in another application or on another case number.

NOTE: If you see the same name for two different client ID numbers, you may be looking at a duplicate. Please report it to the Help Desk. Send email to DPA EIS Helpdesk or EISHelp@alaska.gov

- **DO NOT MAKE ANY CHANGES TO name, date, of birth, SSN.**
- **DO NOT remove the client from any case number.**
- **DO NOT authorize benefits.**

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** DUPLICATE CLIENT....SEE CLIENT #0600075612 **
EIS CLPM                                CLIENT PROFILE/MAINTENANCE                050205 09:33
                                           CONNIESU B

1. SAVE FOR MAINTENCANCE (CLIA)          4. CHANGE IDENTIFYING DATA (CLMA)
2. DELETE CLIENT FROM PROGRAM            5. VIEW SANCTION/DISQUALIF (WOSA)
3. DELETE CLIENT FROM EIS                6. MAINTAIN ALIAS INFORMATION (ALMA)

FUNCTION:
ENTER FOR FUNCTION 2:  CASE NBR:          PROG:          BEN MTH (MMYY):
CM OFF/UNIT/CSLD:    TOTAL TA MTHS USED: 000  BA EXMPT MTHSUSED:000
NAME/ALIASES         LAST TA MTH AUTH:          CLIENT ID: 0600075611
JOHNS , TERRI                                     S.S.N. :
                                                    BIRTHDATE:07192004
                                                    SEX: F    ALERT:

PGM  CASE NBR  PART  START  END  STAT  FSO  UNIT  CSLD  REL  DEN/CLO  ALERT
01 ME  00032402  OU           CH

<== INQUIRE ON INVOLVEMENT (PRIP)
PAGE 01 OF 01    PF3=TOP    PF 4= CLIS    PF5=CLIR    PF7=SCROLL UP    PF8=SCROLL DN
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