

CLIENT INQUIRY SHORT LIST (CLIS) JOB AID

General information regarding the CLIS screen and examples of how names display in EIS

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).
 - **JOHNS, TERESA JR** displaying on line 02 in the CLIS screen below, includes ** in the ALIAS column, which indicates this client is indentified as an ALIAS client to another already in the system. Since her **CLIENT-ID** number (0600075608) matches
 - **JOHNS, TERESA** the client displaying directly above her on the CLIS screen in line 01, indicates these two clients listed are one in the same with client '02' indentified as the ALIAS with the ** indicator and client '01' the primary client
2. Add a name suffix (**JR, SR, I, II, III, IV etc.,**) as an alias and attach it to the clients **first name with a space**. For example, look at **Johns, Teresa Jr (02) below**. Notice that her name with and without the **Jr** are listed close together, and notice the client ID numbers are the same number, indicating she's the same client.
3. If the name suffice (**JR, SR, I, II, III etc.,**) is added to the clients last name 'Johns', the system will display it at the end of the list for all clients whose last names are JOHNS. When this occurs it makes it harder for a user to find the right client. If this happens on a long list, the client you are looking for will be on the next screen page or several CLIS screen pages thereafter. Take a look at JOHNS IV, TEYLER, line 08 in the list below.
4. 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. Notice JOHNS, TONNIE is client 07 in the list. The list must be reviewed very carefully to avoid creating duplicate clients.

EIS CLIS

CLIENT INQUIRY SHORT LIST

120312 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	TEYLER		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	

<== INQUIRE ON CLIENT (CLPM)

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PF3=TOP

PF5=CLIR

PF7=SCROLL UP

PF8=SCROLL DN