



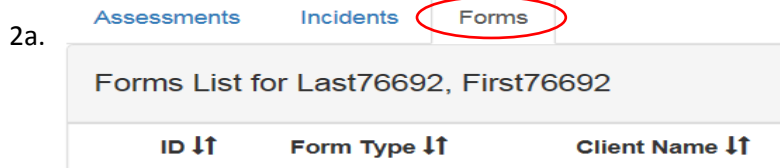
Children and Youth Collaborative Services – CYCS

How to Create a Treatment Progress Report

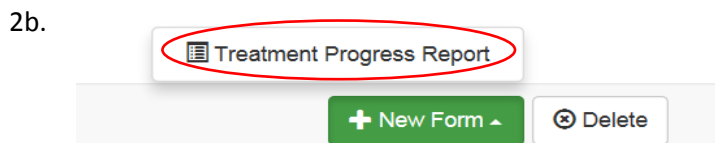
1. Navigate to the Specific Child's Assessments screen by selecting "Workload" or "Data Portal" and selecting the specific client you would like to run the report on.



2a. Select the "Forms" tab.



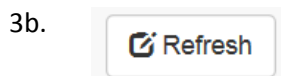
2b. Next, click on "New Form", then select "Treatment Progress Report"



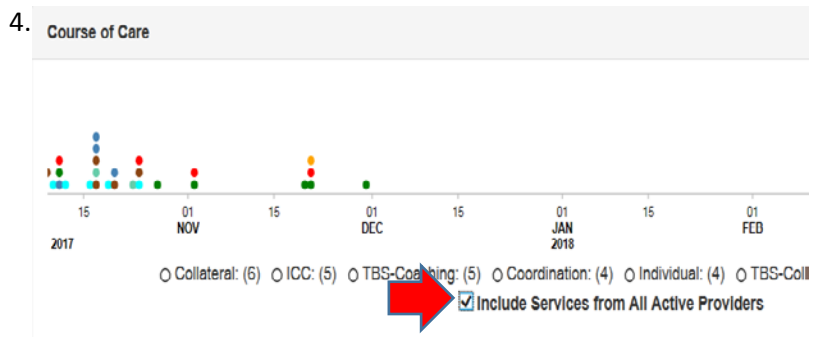
3a. If more than one RU, select the RU from the drop down "Rpt Unit:"



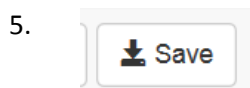
3b. Then select "Refresh" at the bottom left hand corner



4. Fill out all sections of the form. You can choose to check the box to "Include Services from All Active Providers"



5. When done click "Save"



6. When done, select "Print", then "Complete"

