

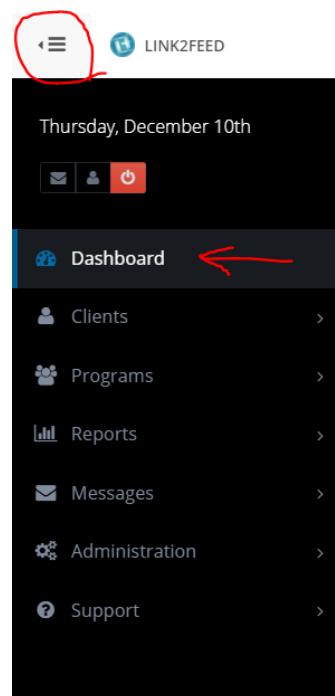
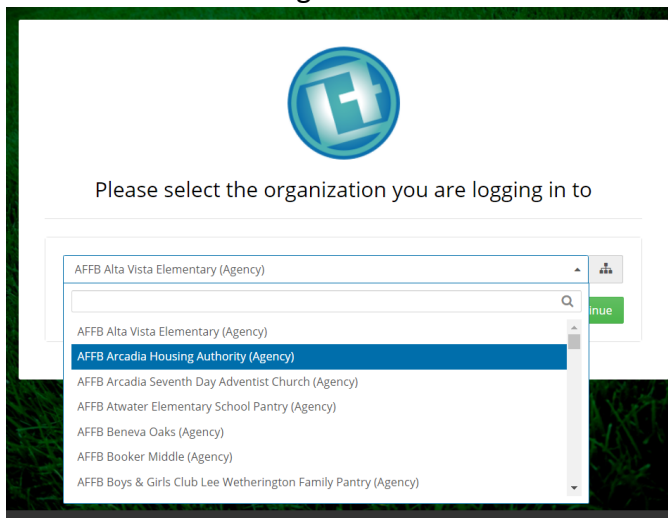


Link2Feed Data Entry Cheat Sheet

Thank you for volunteering to enter data!

Please call Amber at (703) 283-6379 or Carolina (727) 631-3509 if you need help.

- 1) Select organization from the dropdown; you can type the name of the organization in the bar instead of scrolling down.



- 2) Access New Client registry by clicking Client Intake, then Dashboard.

→ Before creating a new client, make sure to first search for them as an existing client by using the search bar directly above the New Client button, to avoid creating duplicates.

- Try searching first name, then last. You can also search for partial words.
- Or search by date of birth.
- If the client you want to register is an existing client, the L2F system will automatically pull up that client's profile.
 - i. Click Yes if the client information matches that of the client in question
 - ii. Click No/Dismiss if the client in question is not a duplicate



Possible Duplicate

Possible Duplicate		
5159286	Coull, Joshua	1987-02-02
See More		
5159291	Coull, Joshua	2010-12-22
See More		

- 3) Click New Client underneath the Search Bar. Choose “**Specific Date**” and enter the date of the pantry where the client collected. Then enter client name, date of birth, gender, and marital status.

Search for Clients By... Client ID Date of Birth Name Address Phone

[+ New Client](#) [+ New Anonymous Visit](#)

- If entering data live or on the same day of the pantry, use **Today** option from drop-down for First Food Bank Visit section.
- Always click Yes for Verbal Consent to record information. Click No for Written Consent.



Personal Information

You are creating a new client profile

⚠ New client records will be removed in 72 hours if not completed. Complete this record by completing all numbered tabs.

→ **First Food Bank Visit** **Status**
Pending

Select

|

Select

Unknown

Today

Specific Date

mm-dd-yyyy

Age

* First Name

* Gender

Is Date of Birth Estimated?

* Verbal Consent to Record Information

Yes

No

* Written Consent to Record Information

Yes

No

- 4) Enter DOB as listed.
 - If client DOB is unspecified, type in "01/01/[estimated year]," and hit the "Date of Birth estimated" box beneath that field.
- 5) Enter address as listed.
 - Once you begin entering the address, suggestions will appear in a drop-down. If you can find the correct address in the list, all other address information will be automatically generated. Occasionally you may need to manually enter information for an address the system cannot locate.
 - If no address is listed, check the box underneath the address field that says, "No fixed address/undisclosed."
- 6) Ignore fields for Email Address/Phone Number.
- 7) Complete Referred By and Ethnicity sections as listed.
 - Can check as many options for Ethnicity as apply.



8) “Self-Identifies As” section should only be used to note whether the client is a veteran. If paper registration states Yes, click “Veteran” in Self-Identifies Box. If paper states “No,” click “None.” Disregard all other choices.

***Are you a Veteran:** Yes No

*** Self-Identifies As**

<input type="checkbox"/> Pregnant	<input type="checkbox"/> New Immigrant	<input type="checkbox"/> Other
<input type="checkbox"/> Postpartum	<input checked="" type="checkbox"/> Veteran	<input type="checkbox"/> N/A
<input type="checkbox"/> Breastfeeding	<input type="checkbox"/> Refugee	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Disability	<input type="checkbox"/> Evacuee	<input type="checkbox"/> Undisclosed

***Are you a Veteran:** Yes No

*** Self-Identifies As**

<input type="checkbox"/> Pregnant	<input type="checkbox"/> New Immigrant	<input type="checkbox"/> Other
<input type="checkbox"/> Postpartum	<input type="checkbox"/> Veteran	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Breastfeeding	<input type="checkbox"/> Refugee	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Disability	<input type="checkbox"/> Evacuee	<input type="checkbox"/> Undisclosed

9) **Before moving on to the next page**, add other household members one at a time using the blue “Add” button at the bottom of the first page.

🏠 Household Members ➕ Add

Name	Relationship	Gender	Age	Date of Birth

Save Changes

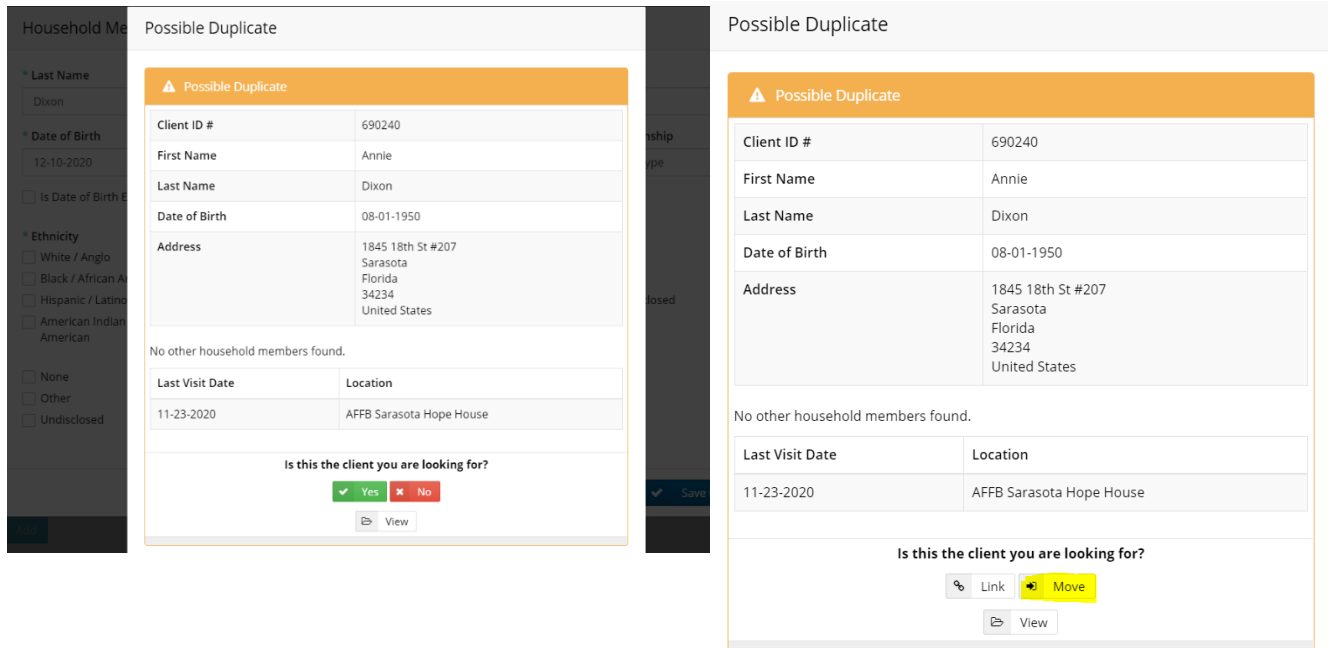
- Additional household member information is located on the back of the registration form.
- A pop-up will appear requiring more details.

Household Member Info ✕

<p>* Last Name</p> <input style="width: 100%;" type="text"/>	<p>* First Name</p> <input style="width: 100%;" type="text"/>																
<p>* Date of Birth Age</p> <input style="width: 100%;" type="text"/>	<p>* Gender * Relationship</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Is Date of Birth Estimated? </div> <div style="width: 45%;"> <input type="text"/> </div> </div>																
<p>* Ethnicity</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> White / Anglo</td> <td><input type="checkbox"/> Asian</td> </tr> <tr> <td><input type="checkbox"/> Black / African American</td> <td><input type="checkbox"/> Alaska Native / Aleut / Eskimo</td> </tr> <tr> <td><input type="checkbox"/> Hispanic / Latino</td> <td><input type="checkbox"/> Middle-Eastern / North-African</td> </tr> <tr> <td><input type="checkbox"/> American Indian / Native American</td> <td><input type="checkbox"/> Pacific Islander</td> </tr> </table> <p><input type="checkbox"/> None <input type="checkbox"/> Other <input type="checkbox"/> Undisclosed</p>	<input type="checkbox"/> White / Anglo	<input type="checkbox"/> Asian	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Alaska Native / Aleut / Eskimo	<input type="checkbox"/> Hispanic / Latino	<input type="checkbox"/> Middle-Eastern / North-African	<input type="checkbox"/> American Indian / Native American	<input type="checkbox"/> Pacific Islander	<p>* Self-Identifies As</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Food Insecure</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> SNAP- Employed in past 6 months & actively seeking employment</td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Undisclosed</td> </tr> <tr> <td><input type="checkbox"/> Veteran</td> <td></td> </tr> </table>	<input type="checkbox"/> Food Insecure	<input type="checkbox"/> Other	<input type="checkbox"/> SNAP- Employed in past 6 months & actively seeking employment	<input type="checkbox"/> None	<input type="checkbox"/> Disability	<input type="checkbox"/> Undisclosed	<input type="checkbox"/> Veteran	
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- If the additional household member already exists in the system, you will receive an alert stating that a possible duplicate has been found.



- Click Yes to select the client and click Move to add client to the household
- Click no if the info in the pop-up does not match the client in question

10) Click Save & Next.

- If you missed any required fields, you will be required to complete them before moving forward.

11) Complete income information and check applicable services for EACH HOUSEHOLD MEMBER.

- You may need to go out of order again to locate income information for different household members.
- Click Add under the household member’s name to add a source of income. Then add income type and monthly amount received. If none, choose No Income. **Do not leave any adult’s income section blank.**
- Whichever income source is highest should be designated “Primary.”
- Check if clients are receiving listed services or resources. If not, choose “None.”
- **Never write “0.00” for an income estimation, even if no amount is listed (unless client’s income type is “No Income.”) If client’s income type is listed without a specific amount, we use the following estimations:**



- i. **Disability: \$733.00**
- ii. **Part Time Employment: \$499.00**
- iii. **Full Time Employment: \$999.00**
- iv. **Social Security: \$999.00**

12) Monthly Household **Expenses** field should be left blank.

13) Click Save & Next. The final tab is the Services page, **where you should register a visit for the client whose intake you have completed.**

- Beneath the Household Summary, you will find one or more blue boxes with program names. Click the name of the program listed on the registration folder.



***Make sure to select the correct Program (always non-TEFAP)**

- At the bottom of the Services page, you can see a list of previously recorded visits, in case you need to double-check whether you already recorded one.
- Under General Visit Details, **adjust the date to match the date the client registered.**



* Date

A date selection field with a calendar icon on the left and the date "2018-01-19" entered in the text box.

- Leave all names checked for the question about household members receiving services for the visit.

14) Click Save to log the visit.

15) Registration is complete!