



Cascades Steps Presume Eligible (PE)



Steps	Cascades Screen
<p>Step 1</p> <ul style="list-style-type: none"> • Create a New Family or use Family Search to find an existing family. • Click Family Demographics Quick Link. • Check Participant box. • Fill in required ★ information fields. • Click the Save button. <p>Note: Proof of Residency and Voter Registration is on this screen but not required during a PE appointment. Enter this information if it is available.</p> <p>Step 2</p> <ul style="list-style-type: none"> • Click Assigned Risk Factors Quick Link. • Select Risk Code 503-Presumed Eligible from Description menu. • Click the Add button. • Click the Save button. <p>Note: Adding Risk Code 503 will correctly remove Risk Code 401- Note Meeting Dietary Guidelines.</p>	



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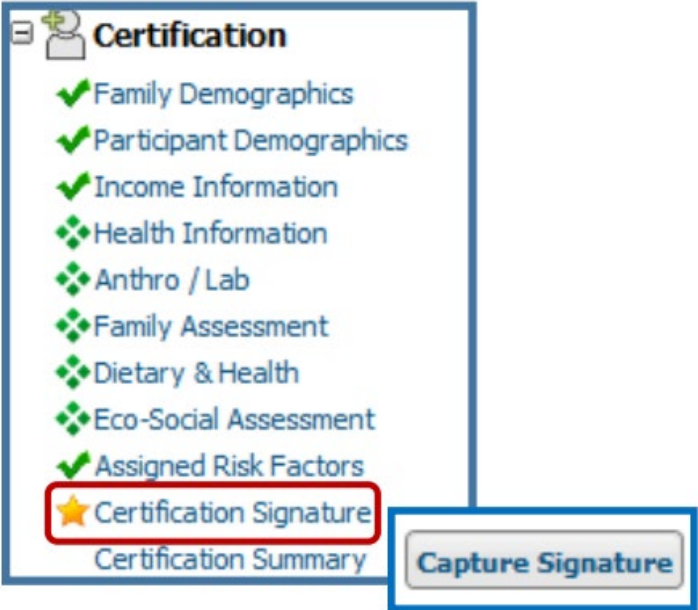


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<p>Step 3</p> <ul style="list-style-type: none">• Click Participant Demographics Quick Link.• Fill in required ★ information fields.• Click the Save button. <p>Step 4</p> <ul style="list-style-type: none">• Click Income Information Quick Link.• Fill in required ★ information fields.• Click the Save button.	<p>The image displays two screenshots of the Cascades Certification screen. The top screenshot shows a list of certification items with 'Participant Demographics' highlighted by a red box and a red arrow pointing to it. The bottom screenshot shows the same list with 'Income Information' highlighted by a red box. Both screenshots show a list of certification items: Family Demographics (checked), Participant Demographics (star), Income Information (star), Health Information (checked), Anthro / Lab (checked), Family Assessment (checked), Dietary & Health (checked), Eco-Social Assessment (checked), Assigned Risk Factors (checked), Certification Signature (star), and Certification Summary.</p>



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<p>Step 5</p> <ul style="list-style-type: none">• Click Certification Signature Quick Link.• Review Rights and Responsibilities with participant.• Click the Capture Signature button.• Use the signature pad to capture client's signature.• Click the Save button.	 <p>The screenshot shows a 'Certification' menu with the following items:</p> <ul style="list-style-type: none">Family Demographics (checked)Participant Demographics (checked)Income Information (checked)Health Information (unchecked)Anthro / Lab (unchecked)Family Assessment (unchecked)Dietary & Health (unchecked)Eco-Social Assessment (unchecked)Assigned Risk Factors (checked)Certification Signature (highlighted with a red box)Certification Summary <p>A 'Capture Signature' button is highlighted with a blue box.</p>



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<p>Step 6</p> <ul style="list-style-type: none"> Click Certification Summary Quick Link. Review information for accuracy. Click the Certify button. 	

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