

DELETING A GOAL SERVICE ITEM

1. Using *ClientPoint*, find a client and click the name to pull up the **Client Profile** screen. (See Figure 1-63)

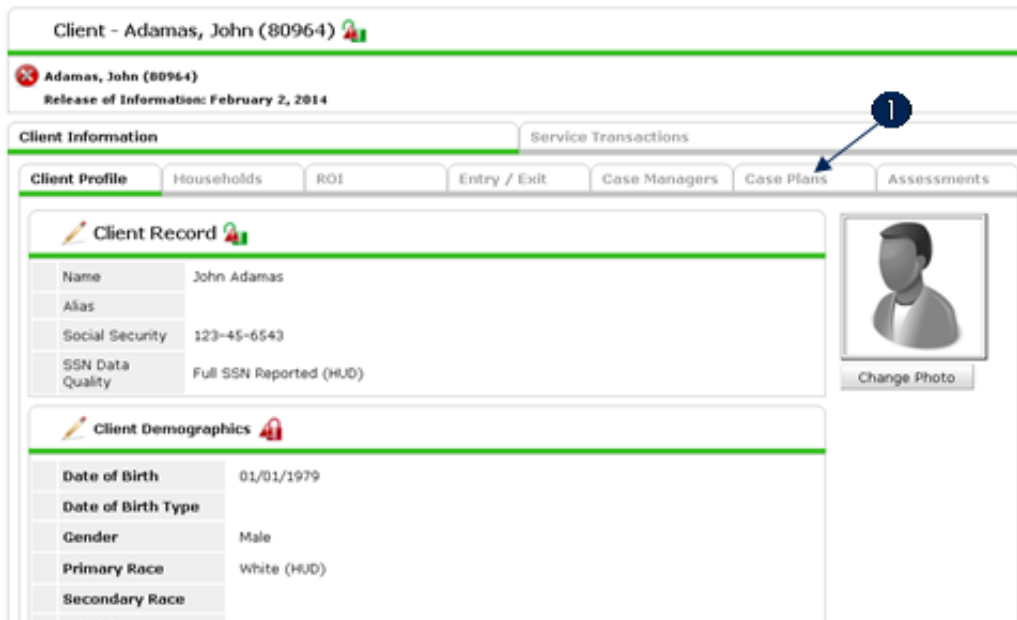


Figure 1-63

2. From the **Client Profile** screen, click the **Case Plans** link. (1) The screen will refresh and display a list of current goals. (See Figure 1-64)

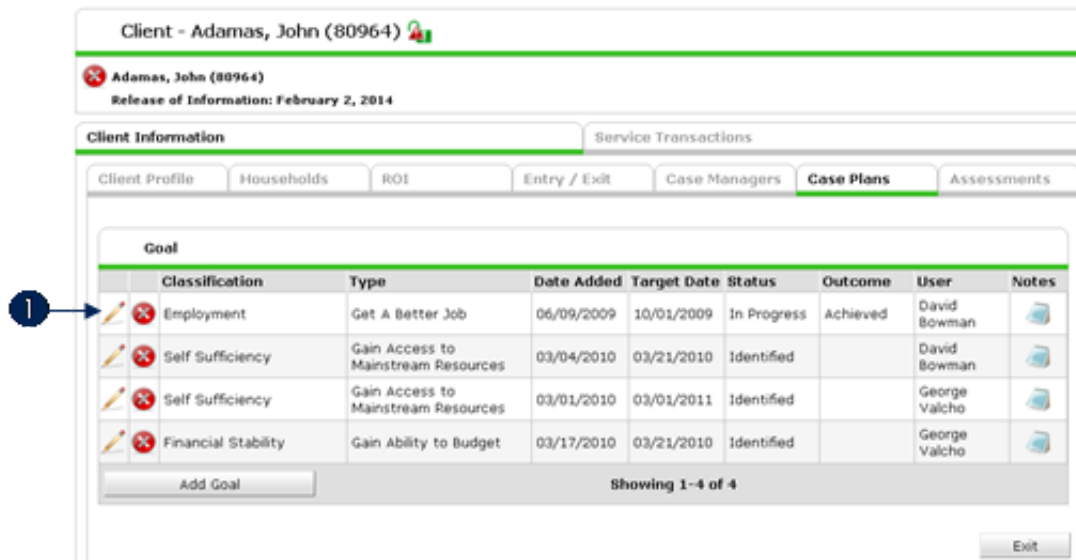


Figure 1-64

3. Each listed **Goal** includes its basic information. This allows you to quickly identify the goal you wish to manage and view its **Target Date**.
4. Click the **pencil icon** to the left of the goal title. (1) The screen will refresh and display the goal

information. (See Figure 1-65)

Case Notes

	Provider	Note Date	Note
	Bowman Center	06/10/2009	This is a goal for a client

Add Case Note Showing 1-1 of 1

Action Steps Planned

	Action Step	Target Date	Status	Outcome
	Send Resume to 10 employers	05/18/2010	In Progress	
	Write a Resume	04/18/2010	In Progress	
	Compile list of possible solutions	04/04/2010	In Progress	

Add Action Step Showing 1-3 of 3

Service Items for this Goal

	Date Set	Created By	Need Type	Status	Outcome
	03/01/2010	David Bowman	Basic Needs	Identified	

Add Service Showing 1-1 of 1

Save Goal Save & Exit Exit

Figure 1-65

5. Scroll down to the **Service Items for this Goal** section. **(1)**
6. Click the **Red X icon** to the left of the Service Item. **(2)** A warning window will appear stating the following, "Are you sure you want to delete this Service Item?" (See Figure 1-66)

Please Confirm

Please Confirm

Are you sure you want to delete this Service (#255630)?

(1) → Yes No

Figure 1-66

7. Click **Yes** to continue. **(1)** The screen will refresh and the service item will no longer be listed in the **Service Items For This Goal** section of the screen.