
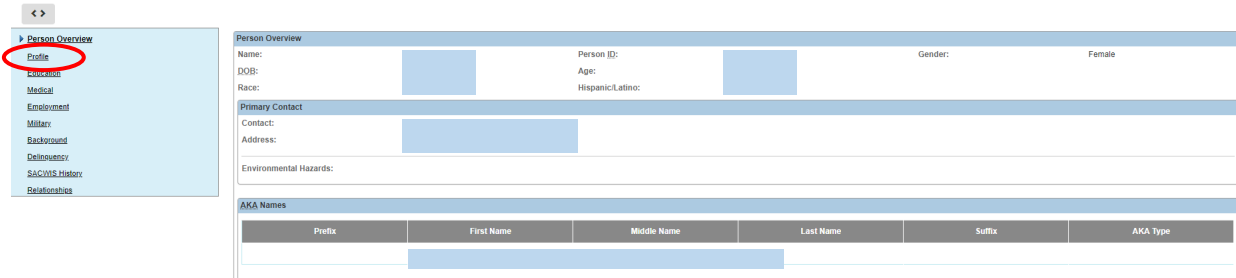


Entering Marital Status on Person Record in SACWIS

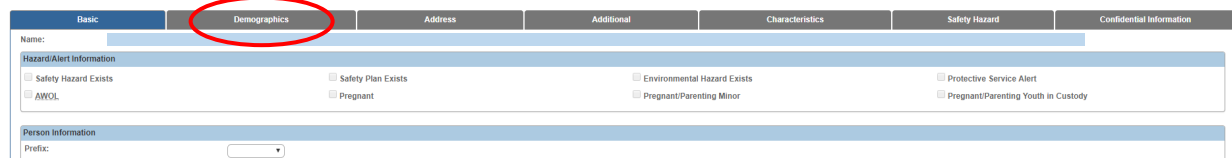
In keeping the person record profile up to date for each young adult in Bridges, it is necessary to record the young adult's marital status. The marital status, as well as other person record information denoted with an , is needed for AFCARS or the Adoption Foster Care Analysis and Reporting System. This information must be kept up to date.

Instructions to record marital status in person record:

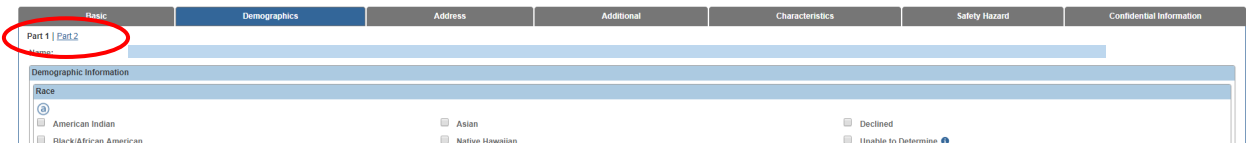
1. Click "Profile" link in person record overview screen



2. Click the "Demographics" tab



3. Click the "Part 2" blue link at the top



4. Scroll down to "Marital Details" section and click "Add Marital Status" button. *NOTE: If this button is grayed out preventing you from editing the record, this means that the young adult is an active member of a provider record (i.e. foster home). The provider network will need to edit the young adult's marital status.*



5. Enter marital status details, including name of spouse if young adult is married. Effective date should be the date the young adult was enrolled in Bridges. Click "SAVE".

