

## How to Search for Clients

### Traditional EV Search

1. Click on SR Program—SR Eligibility--Search



2. Search by Eligibility Verification (EV) Number, Parent Name or Child Name. Then, press Search.  
 ✓ TIP: When searching by a person's name, best practice is to use the first three letters of the person's first and last names.

**Search For A School Readiness Eligibility Verification**

Eligibility Verification Number:

Household Process Code:

Household Status Code:

Child Status Code:

Include Past Due?  Yes  No

Parent Name: First Name  Last Name

Child Name: First Name  Last Name

Child Age:  to

Child Date of Birth: MM/DD/YYYY to MM/DD/YYYY

3. Click on the appropriate EV# listed in the search window.

Search Results

[Click Here For Filtering Tips](#)

Show: 10 search results

Eligibility Verification Number	Child Name	Assigned Counselor	Date of Birth	Age	Parent Name
<input type="checkbox"/> EV_0000380200	jane doe II	<input type="button" value="Assign Counselor"/>	01/02/2013	7	Nancy Test TEST
<input type="checkbox"/> EV_0000429582	jj doe	<input type="button" value="Assign Counselor"/>	12/01/2018	1	Nancy Test TEST
<input type="checkbox"/> EV_0000429654	JANE DOE	<input type="button" value="Assign Counselor"/>	01/02/2017	3	Nancy Test TEST

## Go To Item Search

This feature is to search for fields that can't be found through a Traditional Search. You can complete this search in any window. This search window will search all components of MOD (SR App, EV, and VPK App).

- ✓ Best Practice: Before a family creates a new Family Portal account or going through the CCAA side, type their email under Household Username to ensure that it is not linked to any Household Numbers already.

1. Press (CTRL + G) on your keyboard and the following screen will appear:

**Go to Item**

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username	Person ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Open in new browser tab.

2. Type in either the client's EV Number, Household Number or Household Username. Press OK.
  - ✓ Household Username-Family Portal Account (Email address/Username)

**Go to Item**

Enter an item ID or username to open the corresponding Coalition Portal view.

Eligibility Verification ID	Household ID	Household Username	Person ID
<input type="text"/>	<input type="text"/>	<input type="text" value="nfeley@ekcpinellas.net"/>	<input type="text"/>
SR Application ID	VPK Application ID	Provider ID	Provider Profile ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Open in new browser tab.

3. This will direct you to the Household Dashboard Screen.

The screenshot shows the 'Household Dashboard' interface. A central card titled 'Household at a Glance...' provides a summary of household information:

- Family Information:** Lists children including 'JANE DOE' (DOB: 01/01/2008) and 'JOHN DOE' (DOB: 02/02/2010).
- Provider Information:** Lists 'Primary Provider' as 'Dr. Jane Smith, MD' and 'Primary Phone' as '(555) 123-4567'.
- SR Information:** Lists 'School Readiness Applications' with a count of 1.

The interface includes a navigation menu on the left and a top navigation bar with options like 'Coalition Toolkit', 'Case Files', 'Add Items', and 'Documents'.