

Incorporating New and Existing Clients into WebCAB



The WebCAB can help you monitor the work you are doing with all your first episode psychosis clients. You may choose to include new clients in WebCAB, or a mix of new and existing clients.



Source of Information

Staff at your clinic will enter information into WebCAB. The source of information may be any of the following:

Client self-report: These measures and items should be completed by clients with as little involvement from clinicians or agency staff as possible. However, if self-assessment is not possible due to a client's level of functioning or in challenging logistical circumstances, then the measures and items should be read aloud by clinical or agency staff and the responses recorded on the behalf of the client.

Clinician completed: These measures and items should be completed by a clinician who provides services to the client. Responses will be based on the clinician's familiarity with the client. Clinicians may also choose to consult the client's medical records, request input from other clinical staff that work with the client, or ask the client directly.

Record Review: These measures and items should be completed by an agency staff member or clinical staff using a client's medical health records.

For client self-report measures, **clients should always complete a hardcopy/print copy of the measures.** The WebCAB is a data entry portal only.

Existing Clients and New Clients

Existing clients are individuals who are currently receiving services within your program but have been a part of your program for at least 6 months.

New clients are individuals who are just now entering your program, or have entered your program less than 6 months ago.

Discharging a Client

Complete the Discharge Planning and Disposition items for every client that leaves the program. **Discharge** means when the client leaves the program, either because they choose to leave, have moved to a new community or have completed the program. It is important for clinics to capture this information, since these are the only items in the WebCAB that cover reasons why follow-up assessments cannot be completed for a client.

