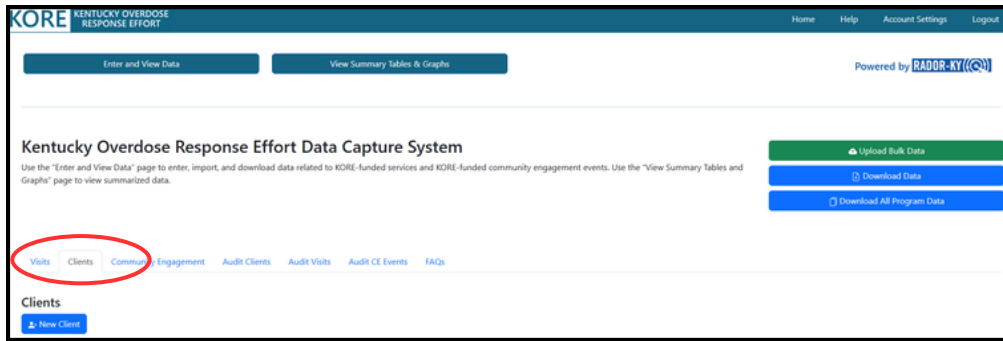
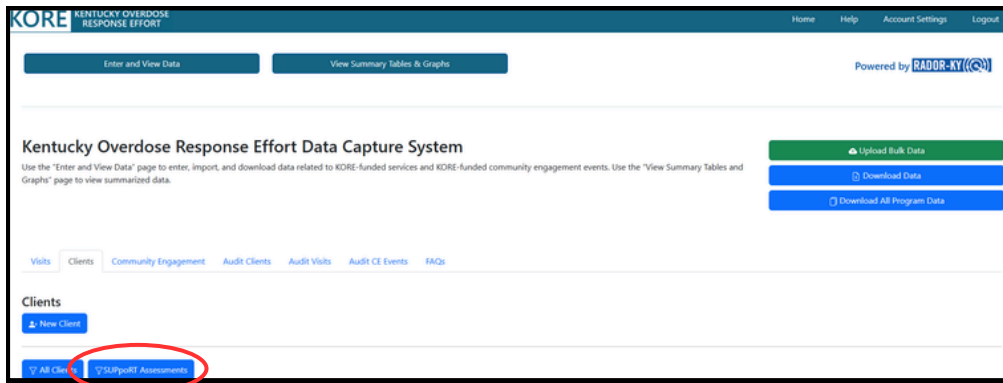


# KORE Data Capture System (KDCS): Entering a SUPpoRT Assessment Quick Reference Guide

- Once you log into your account, click on the “Clients” tab on the portal's main page.



- Click the “SUPpoRT Assessments” button to filter for clients currently eligible for a SUPpoRT A.



- You can now scroll down and look for your client or use the filter option on the right.

Client ID	Agency Name	Client Name	Date of Birth	Age	First Visit in System	SUPpoRT Status	Checkout	SUPpoRT History	Add Visit	Logs	View	Delete
0000044885	KORE Demon Treatment	Stephen Ong	08/21/1947	78	01/10/2026	Annual Overdue (DUE DATE: 01/31/2026)	Checkout Available	[Search]	[+]	[List]	[View]	[Delete]
0000044893	KORE Demon QFT and Recovery	Joe & Paul	08/21/2008	22	01/05/2026	Baseline Overdue (DUE DATE: 03/01/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044978	KORE Demon Treatment	Shirley The Dog	03/18/2000	26	01/01/2026	Baseline Overdue (DUE DATE: 01/03/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044974	KORE Demon QFT and Recovery	Laura Smith	02/14/1989	37	02/11/2026	Baseline Overdue (DUE DATE: 01/13/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044973	KORE Demon QFT and Recovery	Laura Smith	02/14/1989	37	02/11/2026	Baseline Overdue (DUE DATE: 01/13/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044931	KORE Demon QFT and Recovery	Mark Hobart	08/16/1973	54	02/11/2026	Baseline Overdue (DUE DATE: 01/13/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044930	KORE Demon Treatment	Janet Straker	02/02/1942	84	02/04/2026	Baseline Overdue (DUE DATE: 04/03/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044931	KORE Demon Treatment	Mark Pope	01/03/1983	43	02/10/2026	Baseline Available (DUE DATE: 04/09/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044928	KORE Demon QFT and Recovery	Theris Barber	11/14/1971	50	02/10/2026	Baseline Available (DUE DATE: 04/11/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044919	KORE Demon QFT and Recovery	Janet Smith	08/28/1982	45	02/11/2026	Baseline Available (DUE DATE: 04/30/2026)		[Search]	[+]	[List]	[View]	[Delete]
0000044917	KORE Demon Treatment	New Jackson	08/21/1950	75	04/10/2026	Baseline Available (DUE DATE: 05/01/2026)		[Search]	[+]	[List]	[View]	[Delete]

- Please note the SUPpoRT Status column that provides information on the availability of the assessment.
  - **Green** is used to indicate the assessment is currently in the window for completion.
  - **Yellow** is indicative of an upcoming due date.
  - **Red** is used to indicate assessments that are overdue.
  - **Blue** shows that nothing is currently due and provides important dates such as when an assessment window opens or when a close-out has occurred.

- Once your client is located, click on the survey under the SUPpoRT Status column. A pop up should now appear that provides the SUPpoRT A for that client

- Complete all sections of the assessment and click “**Submit Form**” button in blue at the bottom right of the pop-up.

