**Updating youth waiting in the CSA Connector**

* “ Pending Start” is the new term used in the Connector to identify the youth that are waiting
* For reporting purposes, these youth need an update between the 14th and 21st every month. This replaces the individual excel spreadsheets CSAs received from MBHP in the past.
* The easiest way to stay on top of this is to update youth in the CSA Connector at the end of your weekly call to the families on the waitlist.

**How to identify which youth need an update**

1. In the member section choose “Pending Start” from the dropdown in the “Select Disposition” box and then hit filter.
2. Your list will now include all the youth waiting. Select download to transfer this information to an excel document.
3. Add filters to your excel document
4. Column J is “ Referral Date” remove youth referred in the current month
5. Column A is “Date Updated” any youth that does not have a date between the 14th and 21st of the current date needs to be updated.

**How to update youth**

1. In the member section find the youth that needs to be updated
2. Choose “Edit” in the Manage column
3. If nothing has changed for the youth scroll to the bottom and select save. If the youth’s status has changed, please enter the new information and then select save.
4. You will now see today’s date in the Date Updated column.