

ELECTRONIC FILE MAINTENANCE

The screenshot shows the Google Drive web interface. At the top, the browser address bar displays the URL `drive.google.com/drive/u/2/shared-drives`. The page title is "Shared drives - Google Drive". A search bar is located below the address bar. On the left side, there is a navigation sidebar with options: "New", "Priority", "My Drive", "Shared drives" (which is highlighted), "Shared with me", "Recent", "Starred", "Trash", and "Storage" (showing 1.6 GB of 30 GB used). The main content area is titled "Shared drives" and contains five drive cards, each with a representative image and text:

- 1. CLIENT INTAKES**: 1 group - 5 people (Image: Red poppies)
- 2. ALPP SAMPLE LETTERS**: 1 group - 1 person (Image: Blue fabric)
- 3. ALPP Training Manuals & Educational Mat...**: 1 group - 1 person (Image: Bunting flags)
- 4. Introduction to HIV**: 1 group - 1 person (Image: Ripples in water)
- 5. Office Materials**: 1 group - 2 people (Image: Office supplies)

At the bottom of the sidebar, there is a "Buy storage" button. The right side of the interface shows a "Hidden shared drives" section and a vertical toolbar with various icons.

1. CLIENT INTAKES - Google Drive

drive.google.com/drive/u/2/folders/0AB0kPivYmQ8ZUk9PVA

Search in Drive

1. CLIENT INTAKES
1 group · 5 people

Quick Access

- 1. [REDACTED] Narrative
You opened today
- 2. [REDACTED] Narrat...
You edited today
- Copy of Copy of Copy of ...
You created today
- 1. [REDACTED] 11/08...
You opened today
- [REDACTED] Narrative - 1...
Jacob Eden edited just now

Folders

- 1. FOR REVIEW
- 2. TO BE ENTERED IN D...
- 3. ENTERED AND ASSIG...
- 4. TO BE CLOSED IN DA...
- 5. CLOSED IN DATABASE

Storage
1.6 GB of 30 GB used

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1. FOR REVIEW - 1. CLIENT INTAKES - Google Drive

drive.google.com/drive/u/2/folders/1SafH94cUjy5dU3qRuO6rEq56bVH0Vhdi

Search in Drive

1. CLIENT INTAKES > 1. FOR REVIEW

Folders

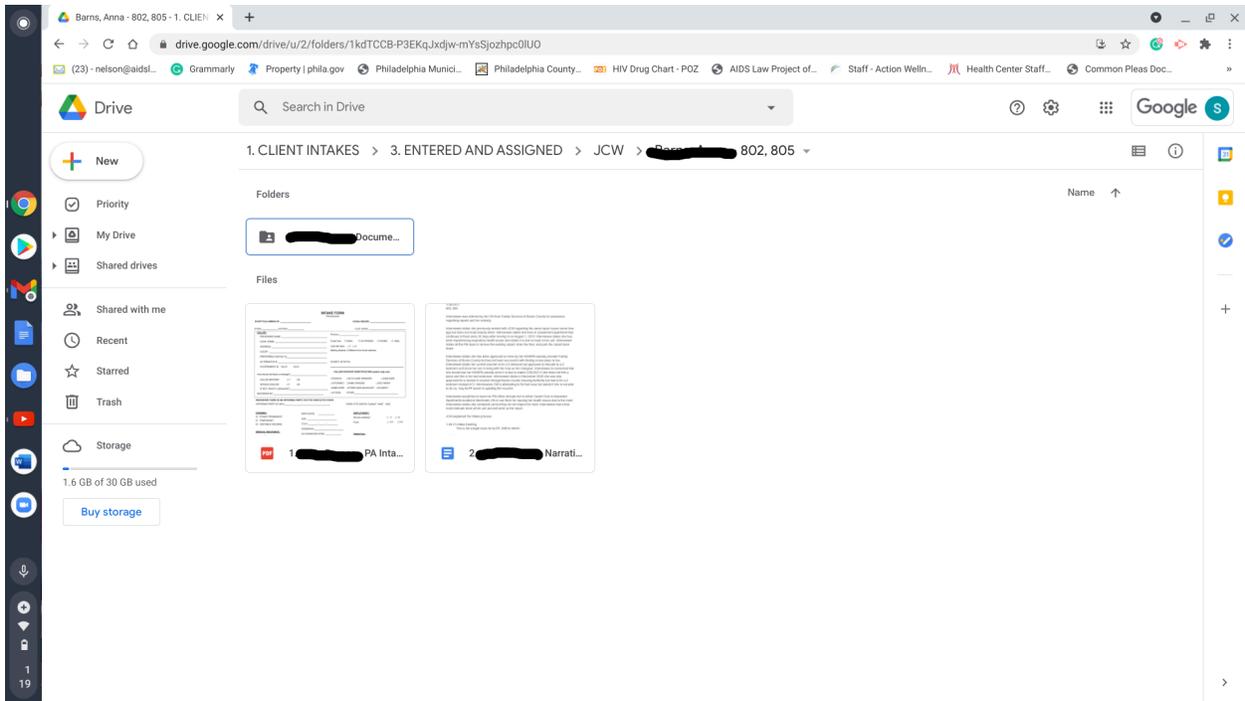
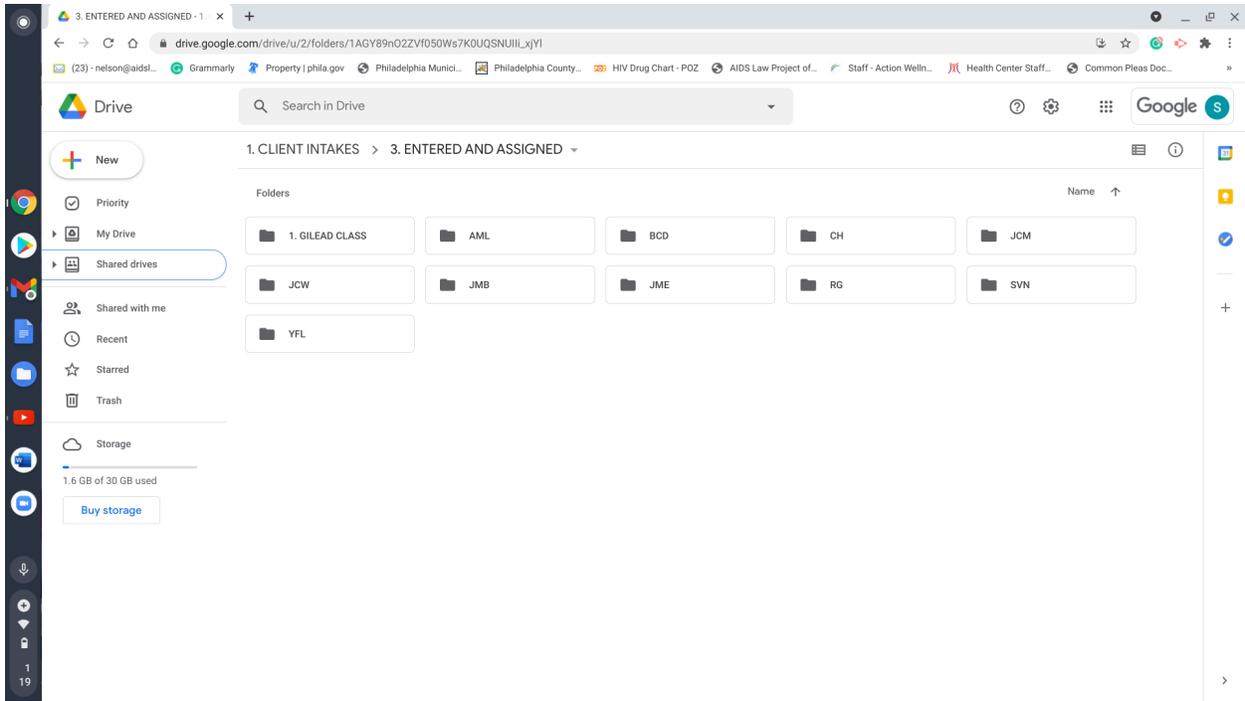
- 1. FORMS
- 2. INCOMPLETE INTAKES
- [REDACTED] 305
- [REDACTED] 1107
- [REDACTED] 305
- [REDACTED] 605

Files

- Blank NJ
- Blank NJ - MAKE COPY ...
- Blank PA
- Copy of Blank PA

Storage
1.6 GB of 30 GB used

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Google Suite: The photos are a display of the ALPP Google Suite. There are 5 folders in the suite.

- **The Client Intakes** folder is the electronic file maintenance folder. **Client Intakes** has the following folders: For Review; To Be Entered; Entered and Assigned; To Be Closed and Closed in Database.

- **For Review** contains newly completed intakes to be reviewed at the intake meeting and opened in the data base. It also contains the electronic Intake Forms, Closing Form and Supplemental Intake forms.
- **To Be Entered** is a holding spot for new intakes between the time of the Intake Meeting and them being entered into the database by the data entry staff.
- **Entered and Assigned** is where intakes are filed by data entry staff after they have entered them into the database. The intakes are filed according to the intake team member assigned to follow up. **Entered and Assigned** contains a folder for each intake team member.
- **To Be Closed in Database** is where a supervising attorney moves closed intakes after reviewing the completed work signing off on the Closing Form. It is a holding place for data entry staff to close the file in the data base.
- **Closed in Database** is where intakes are filed that have been closed in the data base.

Organization and Labeling of Individual Client Folders

- **_____ Main Folder Labeled:** Last, First – Legal Issue
Doe, John – 1106
- **Inside Main Folder:**
 - **_____ Intake Form Labeled:** Doe, John – PA **or** NJ Intake Form – 1106
 - Narrative and Notes Labeled: Doe, John – Narrative and Notes – 1106
 - Closing Form Labeled: Doe, John – Closing Form – 1106
 - Supplemental Folder is a subfolder within the main folder that holds anything that is not the Intake Form, Narrative/Notes or the Closing Form