



VOLUNTEERS OF AMERICA

SERVICE COORDINATION SEMI-ANNUAL 2014 REPORT MANUAL

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REPORT MANUAL AND WORKFLOW REQUIREMENTS

This report utilizes three universes:

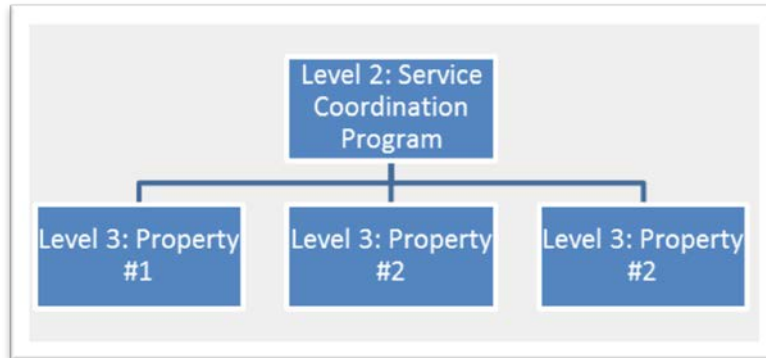
The Live universe (example: voa_live_u)

The Entry Exit universe (example: voa_ee_u)

The ResourcePoint universe (example: voa_live_resource_point_u)

Some preface notes:

The Provide Tree Structure should be as follows:



The user will be a Case Manager III/Agency Administrator at the Level 2 Service Coordination Program. By doing this, they default to having access to all of their lower level Providers data.

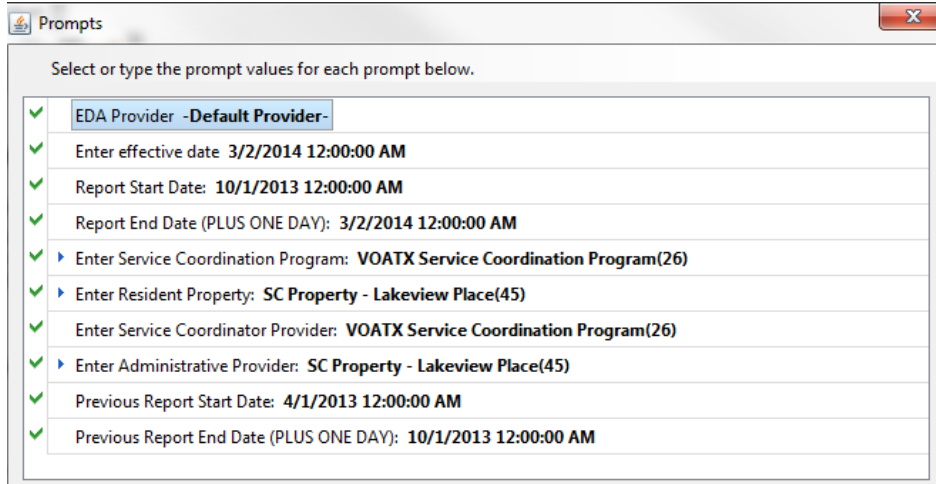
If this is not your setup, please ensure that your Visibility settings of the Static/Dynamic objects of these Providers are set to “Visible” to each other. This means that Property #1 shares with Service Coordination Program, and Service Coordination Program shares with Property #1. If it is up to the affiliate if they wish Properties to share data with each other (i.e. Property #2 shares with Property #3). If they are left blank or set to Deny, this report will NOT work account for all clients and their respective assessments.

The general workflow of this report is as follows:

1. A user, in EDA at their Service Coordination Program, will create an Entry Exit at the Service Coordination Program.
2. They will answer all assessments (Intake, Individual, ADL) while in this EDA, and at the Entry of the Service Coordination Program
3. Any services provided by the Service Coordinator will need to be recorded with the same Provider as the Service Coordinator Program, with a Service Start Date on or after the client’s Entry Date.
4. Once a client has entered a Property, an Entry Exit at the Property needs to be created. The Resident Enrollment Assessment needs to be completed.
5. At this point the client is in both the Program and the Property. The user simply adds services by the Service Coordination Program when necessary, referrals to other providers (not recorded in this report), and updates assessments when necessary.
6. Educational/Wellness Programs must be entered used SkanPoint in order to “group” clients together as having participated in an activity. Enter the name of the program in the Service Note.
7. To complete Administrative assessments such as Fundraising and Resident Issues, the user needs to
 - a. EDA into their Property

- b. Look up their Service Coordination “dummy” client. This client will have the First Name “Service”, the Last Name “Coordination”, and use the Alias field for the Property.
- c. They will go to this dummy client’s profile and the default assessment there is the Admin assessment, which contains all the sub-assessments needed for the Semi-Annual Report’s Admin reporting.

Report Prompts



Prompts

Select or type the prompt values for each prompt below.

✓	EDA Provider -Default Provider-
✓	Enter effective date 3/2/2014 12:00:00 AM
✓	Report Start Date: 10/1/2013 12:00:00 AM
✓	Report End Date (PLUS ONE DAY): 3/2/2014 12:00:00 AM
✓	▶ Enter Service Coordination Program: VOATX Service Coordination Program(26)
✓	▶ Enter Resident Property: SC Property - Lakeview Place(45)
✓	Enter Service Coordinator Provider: VOATX Service Coordination Program(26)
✓	▶ Enter Administrative Provider: SC Property - Lakeview Place(45)
✓	Previous Report Start Date: 4/1/2013 12:00:00 AM
✓	Previous Report End Date (PLUS ONE DAY): 10/1/2013 12:00:00 AM

- ▶ EDA Provider: Enter the Provider that the report's security should be run at. Generally speaking, this should match your Service Coordination Program.
- ▶ Report Start Date: Enter the starting date of your reporting period.
- ▶ Report End Date (PLUS ONE DAY): Enter the end date of your reporting period, adding a day to it. For example, if your report ends on 03/31/2014, enter a prompt value of 04/01/2014.
- ▶ Enter Service Coordination Program: Enter the program that your clients are assisted at. This is also the program that provides Service Transactions to the clients.
- ▶ Enter Resident Property: Enter the property the clients are staying at.
- ▶ Enter Service Coordinator Provider: Enter the provider/program that the Service Coordinator logged their contact information at (typically the same as the Resident Property but in some instances may be the Service Coordination Program).
- ▶ Enter Administrative Provider: Enter the provider that the Service Coordinator enters time allocation, fundraising events, community engagement, resident issues, professional training, and any additional non-client related information at.

Tab 1: Section 1-5

Section 1

➤ 1. Reporting Period

1. Reporting Period Oct.1 - Mar.1.2014	2. Service Coordination Information		
	Name: Test Record	Email address: testme@gmail.com	
	Phone w/ area code: 555-555-5555	Number of weekly hrs at Project: 40	
	Hire date: 01/01/2013		







- These are populated from the “Report Start Date” and “Report End Date (PLUS ONE DAY)” prompts.

Section 2

2. Service Coordinator Information

1. Reporting Period	2. Service Coordination Information		
Oct.1 - Mar.1.2014	Name: Test Record	Email address: testme@gmail.com	
	Phone w/ area code: 555-555-5555	Number of weekly hrs at Project: 40	
	Hire date: 01/01/2013		

- Used the ResourcePoint Universe. This section only pulls Provider information; no client information is collected. Information is collected as of the “Effective Date” prompt of the report.
- Pulls in the Provider-specific assessment “Volunteers of America - Service Coordination Property Questions” for the Service Coordinator Provider selected in the “Enter Service Coordinator Provider” prompt. Uses the following questions:
 - Service Coordinator Name
 - Service Coordinator Phone
 - Service Coordinator Email
 - Service Coordinator Date of Hire
 - Service Coordinator Hours/Week

Volunteers of America - Service Coordination Property Questions	
Contract Number	<input type="text"/>
Service Coordination Hours/Week	<input type="text"/>
Funding Source for Service Coordination	-Select-
Service Coordinator Name	<input type="text"/>
Service Coordinator Phone	<input type="text"/>
Service Coordinator Date of Hire	<input type="text"/> / <input type="text"/> / <input type="text"/>   
Service Coordinator Email	<input type="text"/>
Number of Units	<input type="text"/>
Project FHA Number	<input type="text"/>
Date of Property Inception	<input type="text"/> / <input type="text"/> / <input type="text"/>   

- If these fields are left blank, the report will display the following:

2. Service Coordination Information			
Name:	Blank	Email address:	Blank
Phone w/ area code:	Blank	Number of weekly hrs at Project:	Blank
Hire date:	Blank		

Section 3

- ▶ 3. Source of funds for Service Coordinator.

3. Source of funds for Service Coordinator (check all that apply)			
Debt Savings Services	<input type="checkbox"/>	Residual Receipts	<input type="checkbox"/>
Grant - Provider #	<input type="checkbox"/>	Section 236 Excess Income	<input checked="" type="checkbox"/>
			Section 8 Operating Funds <input type="checkbox"/>

- ▶ Used the ResourcePoint Universe. This section only pulls Provider information; no client information is collected.
- ▶ Pulls in the Provider-specific assessment “Volunteers of America - Service Coordination Property Questions” for the Service Coordinator Provider selected in the “Enter Service Coordinator Provider” prompt. Uses the following questions:
 - Contract Number
 - Funding Source for Service Coordination

Volunteers of America - Service Coordination Property Questions	
Contract Number	<input type="text"/>
Service Coordination Hours/Week	<input type="checkbox"/>
Funding Source for Service Coordination	-Select- ▼
Service Coordinator Name	<input type="text"/>

Section 4

4. Project Information

4. Project Information	
Project Name	
SC Property - Lakeview Place(45)	
Street Name, City, State and Zip code	
8950 Hammerly Blvd Ste 200, Houston, TX , 77080	
# of Units	# of Residents
79	133

- ▶ This section pulls both Provider information (Project Name, Address, # of Units) from the ResourcePoint Universe and Client information (# of Residents) based on a count of Clients with an Entry/Exit record using the provider indicated in the “Enter Resident Property” prompt. Client information is gathered from the Live Universe.
- ▶ Pulls in the Provider-specific assessment “Volunteers of America - Service Coordination Property Questions” for the Service Coordinator Provider selected in the “Enter Resident Property” prompt. Uses the following questions:
 - Project FHA Number
 - Number of Units

Volunteers of America - Service Coordination Property Questions




Contract Number

Service Coordination Hours/Week

Service Coordinator Email

Number of Units

Project FHA Number

Date of Property Inception / /   

- ▶ If these fields are left blank, the report will display the following:

Street Name, City, State and Zip code	
No Address, No City, No State, No Zipcode	
# of Units	# of Residents
Blank	Blank

Section 5

- 5. People Served – This section has multiple sub-sections:
- NOTE: Section 5a through 5d look at assessments of clients in a Property. As such, the Service Coordination Program MUST share its assessments with the Property. Otherwise no data will populate.

5A. RESIDENT AGE RANGES

5. People Served

a. Resident Age Ranges

Age 18-61 (i.e., non-elderly people w/disabilities)	7	Age 62-80	81	Age 81-95	43	Over 96	1	Total	132
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- Questions 5a through 5d use the Live universe. As such, ADL’s and Date of Birth responses are calculated based on the most recent system values, present during the reports Effective Date prompt. This means any ADL’s and Date of Birth responses answered after the Effective Date will not be collected for the report. Age is calculated between the Client’s Date of Birth and the Report End Date.
- Question 5a is counting the number of clients with an Entry Exit at both a Service Coordination Program and a Property.
- The “Total” is the sum of the four Age categories. If a Client is either under 18, has no date of birth, or has a future date of birth (which cases a Negative Age to occur), they will not be counted in any category and the “Total” will not match the “# of Residents” in Section 4. Otherwise, perfect data quality will result in the “Total” of 5a and the “# of Residents” in 4 to match.

5B. RESIDENTS’ FUNCTIONAL STATUS

b. Residents' Functional Status

Type	Number of Project Residents	% of Total	Number SC Assisted During Reporting Period
Frail Elders	21	15.79%	50
At Risk Elders	74	55.64%	139
Non-elders	5	3.76%	8
All others	33	24.81%	587
Total	133	-	790

- All fields utilize the Activities of Daily Living questions (ADLs). The following questions are used in this section:
 - BATHING – needs assistance/adaptive device(s)
 - DRESSING – needs assistance/adaptive device(s)
 - EATING - needs assistance/adaptive device(s)
 - GROOMING - needs assistance/adaptive device(s)
 - HOME MANAGEMENT - needs assistance/adaptive device(s)
 - TRANSFERRING - needs assistance/adaptive device(s)
- The “Number of Project Residents” only counts clients who have an Entry Exit at a Property selected in the “Enter Resident Property” prompt.
- The “% of Total” uses the counts present in the “Number of Project Residents” column. For example, if the “Frail Elderly” in the “Number of Project Residents” is 21, and the “Total” in the “Number of Project Residents” is 133, the percent is 15.79%.

- ▶ The “Number SC Assisted During Reporting Period” counts all clients who have an Entry Exit at the Service Coordination Program selected in the “Enter Service Coordination Program” prompt and received at Service Transaction.
- ▶ Frail Elders – Clients aged 62 and over, and have a total of 3 or more “Yes” responses to ADL questions.
- ▶ At-Risk Elders – Clients aged 62 and over, and have a total of 1 to 2 “Yes” responses to ADL questions.
- ▶ Non-Elders – Clients aged 61 and under, and have 1 or more “Yes” responses to ADL questions.
- ▶ All others – Clients aged 62 and over, and who have no “Yes” responses to ADL questions.

5C. NEIGHBORS SERVED

c. Neighbors Served	587
Number of low-income elderly or people with disabilities who live in the neighborhood and whom you assisted during the reporting period	

- ▶ This is a count of Client Uids who have an Entry Exit at the Service Coordination Program and have a “Yes” response to the “Neighborhood Resident” question.

5D. FIRST TIMERS

d. First Timers	137	*Count won't correspond to Resident Count as "All other Project Residents" is a different dataset
Number of Individuals whom you assisted for the first time during this reporting period.		
New move ins	18	Neighborhood residents 4
All other project residents	115	

- ▶ First Timers – Grand total of all counts in 5d.
- ▶ New Move Ins – Count of Client Uids who have an Entry Date at the Property provider during the reporting period.
- ▶ Neighborhood Residents – Count of Client Uids who have an Entry Date at the Property provider during the reporting period and a Yes to the “Neighborhood Resident” question.
- ▶ All other project residents – Count of Client Uids who have an Entry Date at the Property provider before the reporting period, but the first Service Transaction was during the reporting period.

Tab 2: Section 6-7

Section 6

➤ **6 - Type of Service Coordination Performed.**

6. Type of Service Coordination Performed

(For each service, provide the number of project and neighborhood residents whom you assisted and number of contacts you made. Count the individuals only once, but provide the total number of contacts for each individual.

Services/Activities	# Individuals	# Contacts	Services/Activities	# Individuals	# Contacts
Advocacy	6	7	Legal Assistance	0	0
Assessments	131	131	Lease Education	15	21
Benefits/Entitlements	67	162	Meals	122	5459
Case Management	7	8	Mental Health Services	5	5
Conflict Resolution	0	0	Monitoring Services	87	109
Crisis Intervention/ Support Counseling	6	6	Outreach	0	0
Education/ Employment	25	416	Resident Councils	0	0
Fair Housing and Civil Rights Assistance	0	0	Substance Abuse	0	0
Family Support	25	37	Tax Preparation Services	0	0
General Info/ Referral	0	0	Transfer to Alternative Housing	10	21
Health Care Services	44	176	Translation/ Interpretation	0	0
Home Management	37	81	Transportation	3	3
Homemaker	5	9	Other	106	996
Isolation Intervention	0	0			

- Uses the Entry Exit universe to limit Services to those that occurred during the Entry Exit timeframe of each client.
- Counts Client Uids who were both in a Service Coordination Program and a Property. The Service must have been provided by the Service Coordination Program.
 - “# Individuals” is a count based on the Client Uid.
 - “# Contacts” is a count based on the Service Uid of each Service Transaction.
 - This means that if one client had five services of Meals, they will be counted once in the “# Individuals” column and five times in the “# Contacts” column.
 - The Service Start Date must be on or after the Client’s Entry Date into the Service Coordination Program.
 - “Assessments” is a count of clients with an Entry Exit at both Service Coordination Program and the Property.
 - While there are several approved “Other” Services, “Other” also indicates a Service Code and/or Provider Specific Service Code that is not approved for use with Service Coordination programs.

- Below is a table explaining the Service Codes required for the Semi-Annual Report:

Semi-Annual Service Type	AIRS Code	ServicePoint AIRS Code Description	Provider Specific Service Code
Advocacy	FP-0500	Advocacy	
Assessments	-	Count based on Client Uid with Entry Exit at Property	
Benefits/Entitlements/Insurance	FT-1000	Benefits Assistance	
Case Management	PH-1000	Case/Care Management	
Conflict Resolution	PH-6200.1550	Conflict Resolution Training	
Crisis Intervention/Support Counseling	RP-1500	Crisis Intervention	
Education/Employment	HH	Educational Programs	
Fair Housing and Civil Rights Assistance	FT-4500.8550	Tenant Rights Information/Counseling	Tenant Rights - ADA/Fair Housing Education
Family Support	RF-2000	Family Counseling	
General Info/Referral	FP-0500.3300	Individual Advocacy	Individual Advocacy - General Information and Referral
Health Care Services	L	Health Care	
Homemaker	PH-3300.3300	Homemaker Assistance	
Home Management	PH-3000	Home Management Instruction	
Isolation Intervention	FP-0500.3300	Individual Advocacy	Individual Advocacy - Relationship Building
Legal Assistance	FP-0500.3300	Individual Advocacy	Individual Advocacy - Legal Assistance
Lease Education	FT-4500.8500	Tenant Rights Information/Counseling	
Meals	BD-5000	Meals	
Mental Health	RR	Mental Health Support Services	
Monitoring Services	B	Basic Needs	"Basic Needs - Monitoring Services - Follow-Up" OR "Basic Needs - Monitoring Services - General" OR "Basic Needs - Monitoring Services - Home Visits" OR "Basic Needs - Monitoring Services - Telephone Reassurance"
Resident Councils	TD-6500	Planning/Coordinating/Advisory Groups	
Substance Abuse	RX	Substance Abuse Services	
Tax Preparation Services	FP-0500.3300	Individual Advocacy	Individual Advocacy - Tax Assistance
Transfer to Alternative	BH-3900.700	Relocation Assistance	

Housing			
Translation/Interpretation	FP-0500.3300	Individual Advocacy	Individual Advocacy - Translation/Interpretation
Transportation	BT	Transportation	
Other	FP-0500.3300	Individual Advocacy	
Other	B	Basic Needs	"Basic Needs - Assessments - ADL" OR "Basic Needs - Assessments - Individual" OR "Basic Needs - Assessments - Intake/Update"
Other	PS	Social Development	Any "Social Development" Provider Specific Service Code
Outreach	FP-0500.3300	Individual Advocacy	Individual Advocacy – Outreach

Section 7

➤ **7. Aging in Place Statistics**

7. Aging in Place Statistics for Residents Who Moved Out of the Project During the Reporting Period		
Move-Out Reasons	This Reporting Period	Last Reporting Period
Number of residents who died	2	0
Number of residents who moved to a higher level of care	0	0
Number of residents who moved in with family	2	0
Number of residents evicted	0	0
Other	0	0
Total number of move-outs	4	0

➤ **Aging in Place Statistics** – This is a count of the Client Uids with an Exit during the reporting period from an Entry Exit at the Property provider.

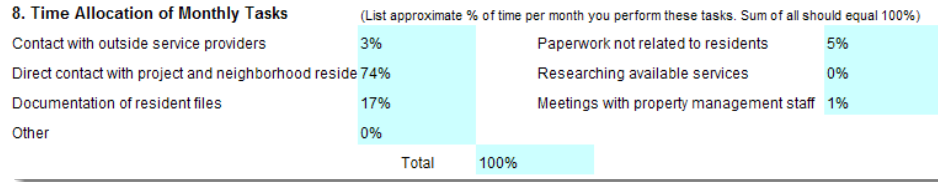
- Number of residents who died – from the field Entry Exit Destination. The value “Deceased (HUD)” is used.
- Number of residents who moved to a higher level of care – from the field Entry Exit Destination. The following values are used:
 - Assisted Living (VOA-SvcCoord Only)
 - Group Home (VOA-SvcCoord Only)
 - Nursing Home (VOA-SvcCoord Only)
- Number of residents who moved in with family – from the field Entry Exit Destination. The following values are used:
 - Staying or living with family, permanent tenure (HUD)
 - Staying or living with family, temporary tenure (e.g., room, apartment or house)(HUD)
 - Staying or living with friends, permanent tenure (HUD)
 - Staying or living with friends, temporary tenure (e.g., room apartment or house)(HUD)
- Number of residents evicted – from the field Entry Exit Reason for Leaving. The value “Evicted (VOA-SvcCoord Only)” is used.
- Other – all other picklist values from the field Entry Exit Destination.
- Total number of move-outs – grand total of all values, respective of each column.

The column “This Report Period” will use the Client Uids present at the Property provider. The column “Last Reporting Period” uses the “Previous Report Start Date” and “Previous Report End Date (PLUS ONE DAY):” report prompts to determine clients who were in a Service Coordination Program and Property in the “Previous” date range. Client with a Yes/Is Null response to the “Community Resident” question cannot be included in the either column counts.

Tab 3: Section 8-14

Section 8

➤ 8. Time Allocation of Monthly Tasks



➤ Uses the Live universe.

➤ Only looks at the “dummy client” Client record and the “Service Coordinator Time Allocation” sub-assessment where following is met:

- Client First Name is “Service”
- Client Last Name is “Coordination”
- The record has a Start Date during the report date range. Time entered before the report start date will NOT be recorded in the report.
- The Provider that **created** the Time Allocation matches the “Enter Administrative Provider” prompt.
- If users answered the questions using words instead of numerical values (i.e. 1 hour instead of 1), the report will return a #ERROR message.

Section 9

9. Professional Training

9. Professional Training					
Program Name	Location	Organization	Staff	# of Hours	# of CEU
Affordable Health Care Act	8350 Hwy 6 (Cofferfield Area)	TMO (The Metropolitan Organization)	Ann Aguilar	4.00	4.00
Deficit Reduction Act Compliance	Relias Learning	Volunteers of America		1.00	1.00
Dispute Resolution Center	SHARE	SHARE	Nicolas Hall, Speaker	1.00	1.00
Harris County Guardianship / Payee Program	SHARE	SHARE	Steven Martin	1.00	1.00

- Uses the Live universe.
- Only looks at the “dummy client” Client record and “Professional Training” sub-assessment where the following is met:
 - Client First Name is “Service”
 - Client Last Name is “Coordination”
 - The record has a Start Date during the report date range. Training records entered before the report start date will NOT be recorded in the report.
 - The Provider that created the Training record matches the “Enter Administrative Provider” prompt.

Section 10

➤ 10. Educational / Preventative Health Programs

10. Educational / Preventative Health Programs			
ServicePoint Code	Provider Specific Code	Service Note/Topic	Number of Program
Wellness Programs	Educational - English as Second Language	ESL Class	13
Wellness Programs	Educational - Literacy	Citizenship / immigration Test	1
Wellness Programs	Health Care - Health Clinic (Dental, Optical, Auditory, etc.)	bp cks	2
Wellness Programs	Relocation - Family		1

- Uses the Live universe.
- Records the number of services the participants who have a Service Transaction at their Service Coordinator Program with the following codeset have:
 - AIR Taxonomy of “LH-2700.9500”
 - Service Code Description of “Wellness Programs”
 - This workflow requires users to use SkanPoint so that multiple clients have the same Service Code at the same date. The “Service Note” of the Service would be filled with the name of the activity. This method allows us to identify the clients present in the program.

Section 11

11. Fundraising			
Fundraising Event	Money Being Raised For	Date of Event	Amount Raised
Costal Home Health	Door Prize for Christmas Party	12/17/2013	100
incontinence supplies	residents	11/14/2013	600
incontinence supplies	residents	12/10/2013	600
Korean Cable Vendor	Christmas Door Prize for resident	12/17/2013	200

- ▶ Uses the Live universe.
- ▶ Only looks at the “dummy client” Client record and “Fund Raising Activities” sub-assessment where the following is met:
 - Client First Name is “Service”
 - Client Last Name is “Coordination”
 - The record has a Start Date during the report date range. Events entered before the report start date will NOT be recorded in the report.
 - The Provider that **created** the Fund Raising Event matches the “Enter Administrative Provider” prompt.

Section 12

➤ 12. Community Engagement

12. Community Engagement	
Meeting/Visit Description	Date of Event
Health IDEAS. Leadership Team Meeting. 1:00 pm to 2:30 pm	02/04/2014
Healthy IDEAS. planning meeting	02/18/2014
LVPA Staff meeting	12/03/2013
Met with marketing director with Spring Branch Transitional Care Center (opening a unit for Korean's)	01/10/2014

- Uses the Live universe.
- Only looks at the “dummy client” Client record and “Community Engagement” sub-assessment where the following is met:
 - Client First Name is “Service”
 - Client Last Name is “Coordination”
 - The record has a Start Date during the report date range. Events entered before the report start date will NOT be recorded in the report.
 - The Provider that **created** the Fund Raising Event matches the “Enter Administrative Provider” prompt.

Section 13

13. Resident Problems/Issues				
Description of Issue	Resolved During Reporting Period?	Positive Outcome?	Describe Outcome	Date of Event
Mr. and Mrs. Resident came to visit with SC; after viewing US mail, it was found that resident would have to pay for there 2014 Medicare Part D. SC discussed and reviewed with them other options as it relates to a more affordable health care.	Yes	Yes	SC enrolled resident into a new Medicare Part D program which cost them zero. Resident did have to pay for 1 month of services (January 2014); new policy would begin in February 2014.	12/31/2013

- Uses the Live universe.
- Only looks at the “dummy client” Client record and “Resident Problems/Issues” sub-assessment where the following is met:
 - Client First Name is “Service”
 - Client Last Name is “Coordination”
 - The record has a Start Date during the report date range. Issue records entered before the report start date will NOT be recorded in the report.
 - The Provider that created the Issues record matches the “Enter Administrative Provider” prompt.

Section 14

14. Additional Information	
Description	Date of Event
chart review / training with Service Coordinator 10:00 am to 5:00 pm	01/22/2014
chart review / training with Service coordinator 8:30 am to 2:00 pm	01/29/2014
Heights Manor (peer review / training)	02/20/2014
met with sc at Height Manor for additional supportive support 6 hours	11/14/2013

- Uses the Live universe.
- Only looks at the “dummy client” Client record and “Additional Information” sub-assessment where the following is met:
 - Client First Name is “Service”
 - Client Last Name is “Coordination”
 - The record has a Start Date during the report date range. Additional Information records entered before the report start date will NOT be recorded in the report.
 - The Provider that created the Additional Information record matches the “Enter Administrative Provider” prompt.

Tab 4: Prompt Summary

Prompt Summary

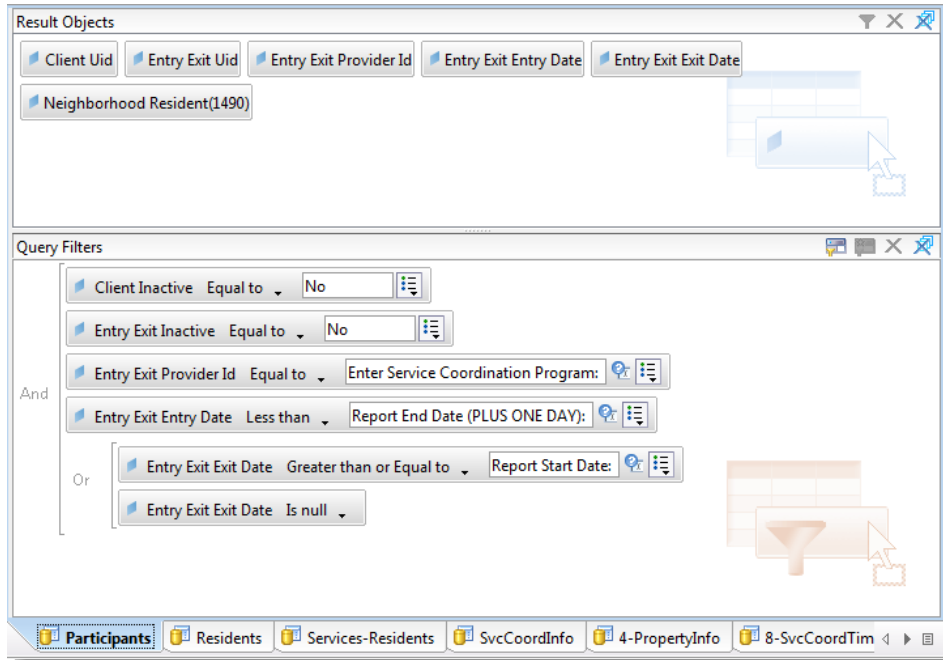
Prompt	Responses
EDA Provider:	-Default Provider-
Effective Date:	03/02/2014 12:00:00 AM
Report Start Date:	10/01/2013
Report End Date:	03/01/2014
Previous Report Start Date:	04/01/2013
Previous Report End Date:	09/30/2013
Enter Service Coordinator Provider:	VOATX Service Coordination Program(26)
Enter Service Coordination Program:	VOATX Service Coordination Program(26)
Enter Resident Property:	SC Property - Lakeview Place(45)
Enter Administrative Provider:	SC Property - Lakeview Place(45)

- This tab supplies all responses to prompts used in the report

QUERY DESIGNS

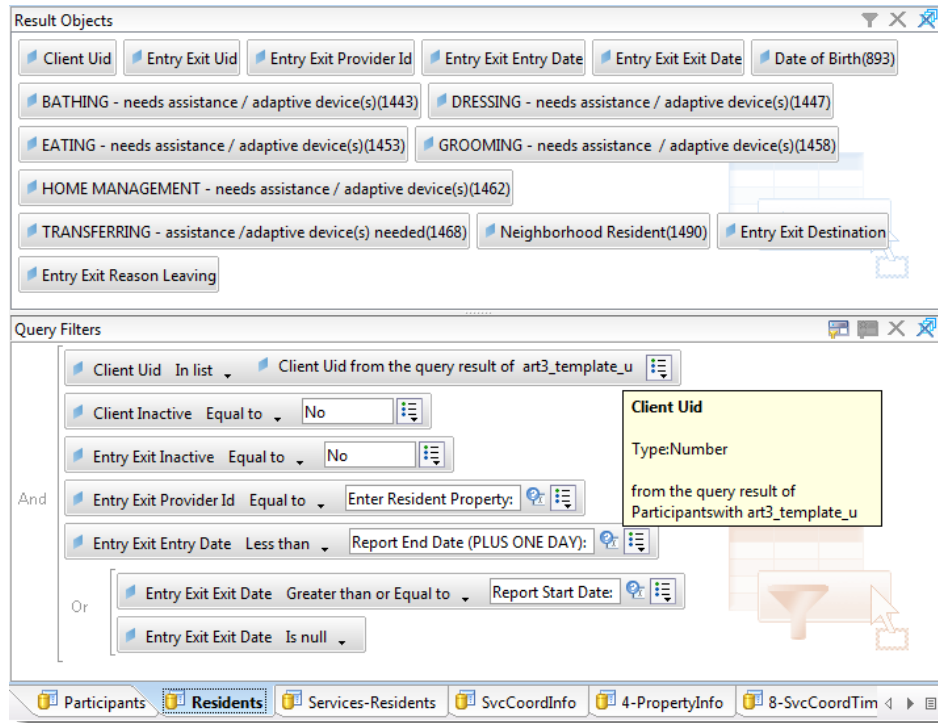
PARTICIPANTS

- ▶ Live_u
- ▶ All Entry Exit objects are from the “Entry Exit (Outer)” folder.
- ▶ Assessments are from “Service Coordination Resident Intake”.



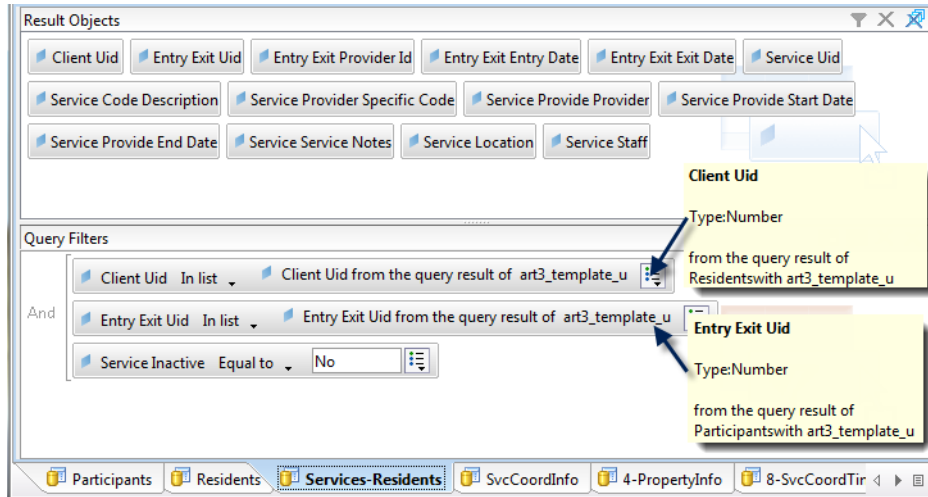
RESIDENTS

- ▶ Live_u
- ▶ All Entry Exit objects are from the “Entry Exit (Outer)” folder.
- ▶ Assessments are from “Volunteers of America – Basic Client Intake”, “Service Coordination Resident Intake”, and “Service Coordination ADL Assessment”



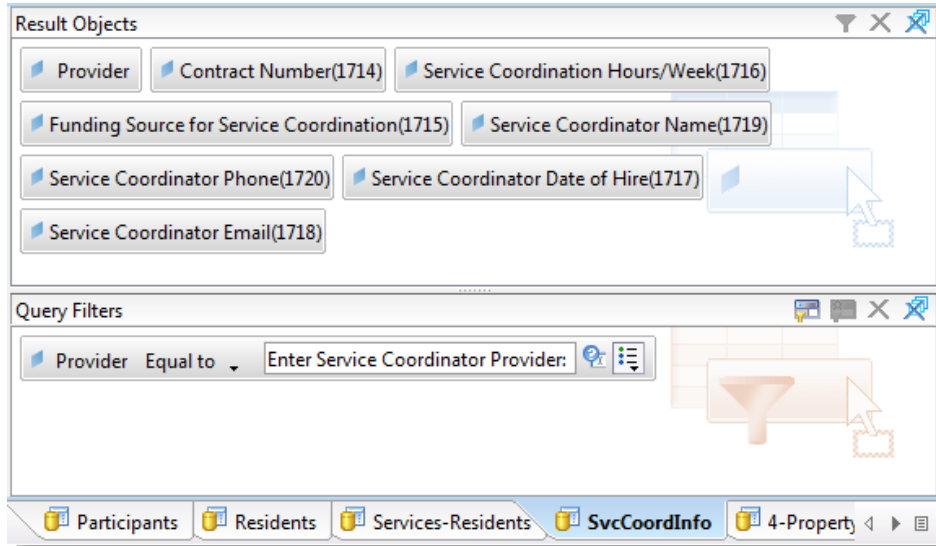
SERVICES-RESIDENTS

- ▶ ee_u
- ▶ All Entry Exit objects are from the “Entry Exit (Outer)” folder
- ▶ All Service objects are from the “Services (Outer)” folder.



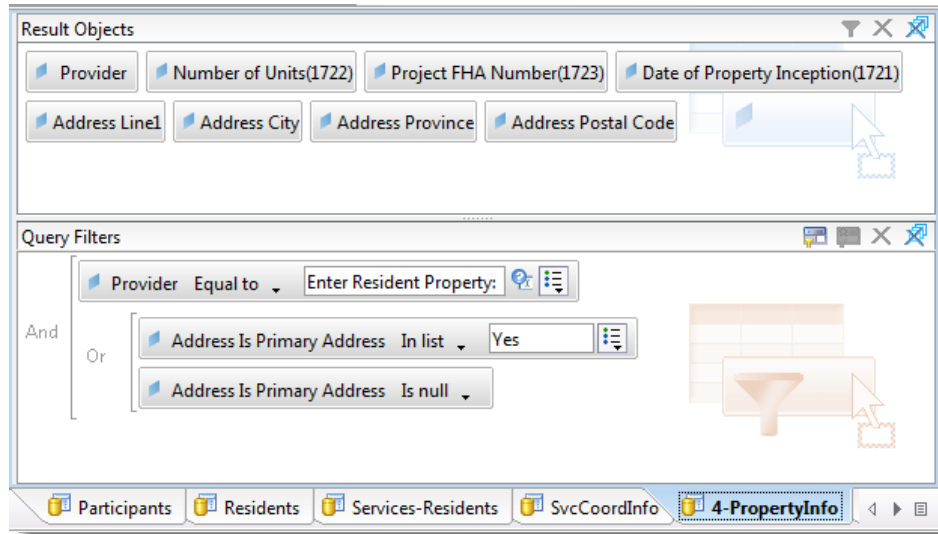
SvcCOORDINFO

- ▶ Resource_Point_U
- ▶ All assessments are from the “Volunteers of America – Service Coordination Property Questions”



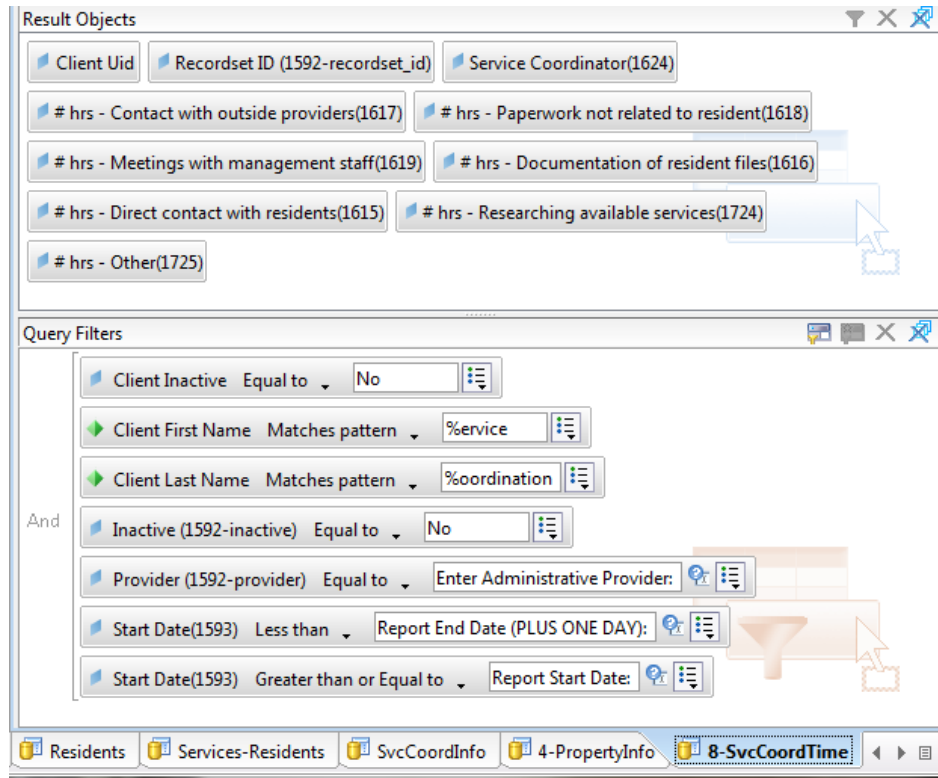
4-PROPERTYINFO

- Resource_Point_U
- All assessments are from the “Volunteers of America – Service Coordination Property Questions”
- Address objects are from the Contact Information→Address folder



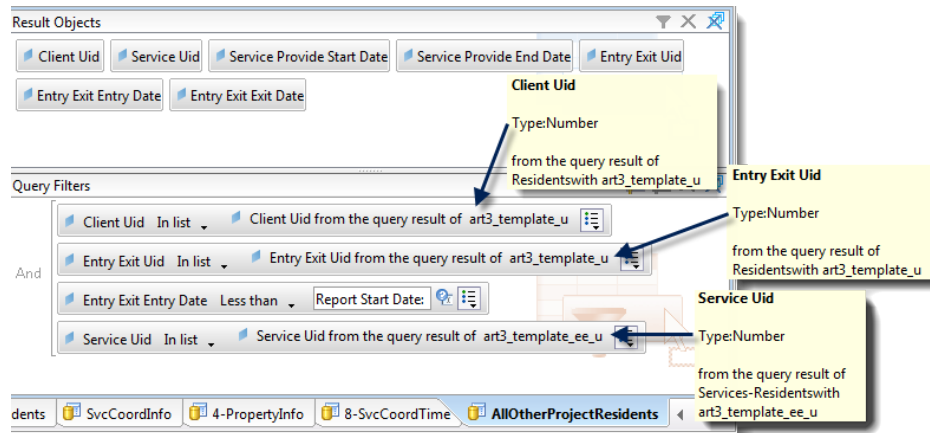
8-SvcCOORDTIME

- ▶ Live_u
- ▶ All sub-assessment data comes from the “Service Coordinator Time Allocation” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



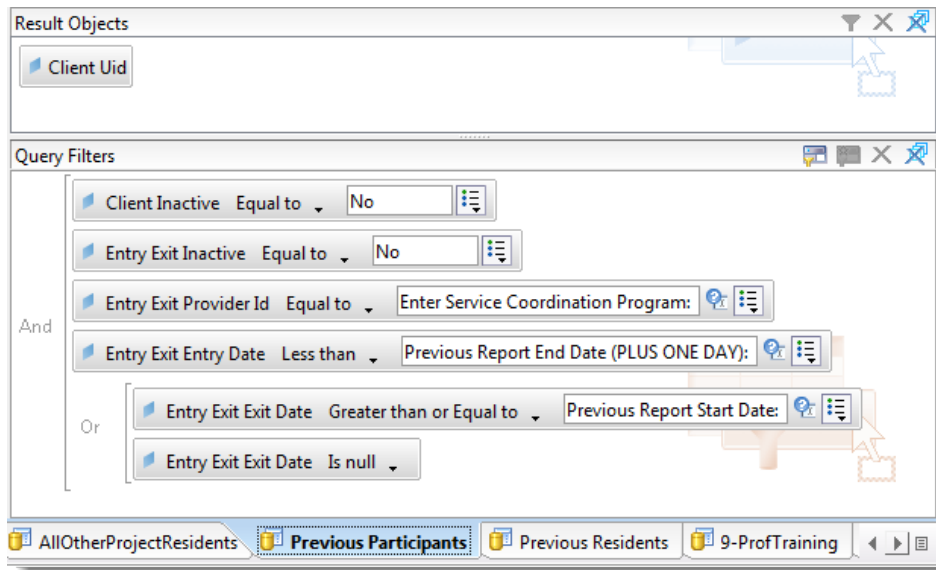
ALLOtherProjectResidents

- ▶ Live_u
- ▶ All Entry/Exit objects are from the “Entry Exit (Outer)” folder.
- ▶ All Service objects are from the “Services (Outer)” folder.
- ▶ Used for a single cell in the report, 5d, “All Other Project Residents”



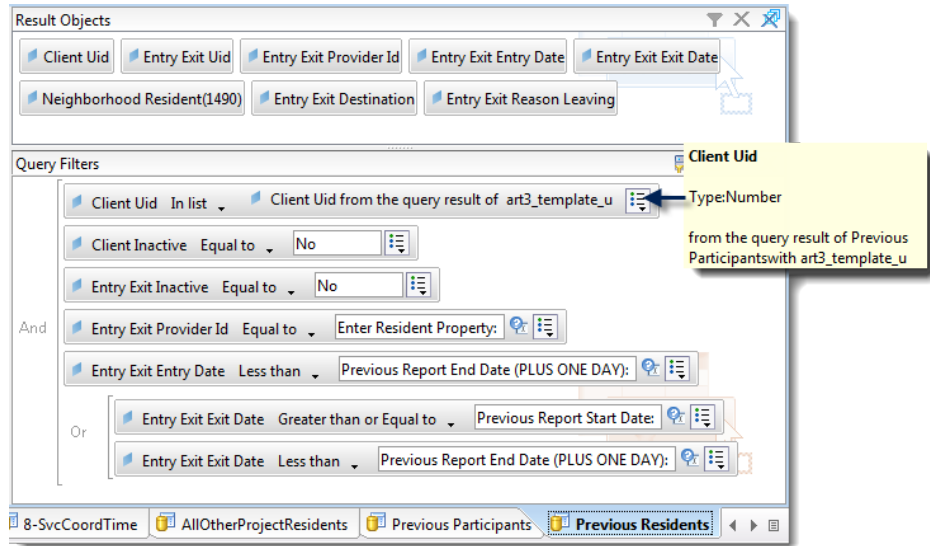
PREVIOUS PARTICIPANTS

- ▶ Live_u
- ▶ All Entry/Exit objects are from the “Entry Exit (Outer)” folder.



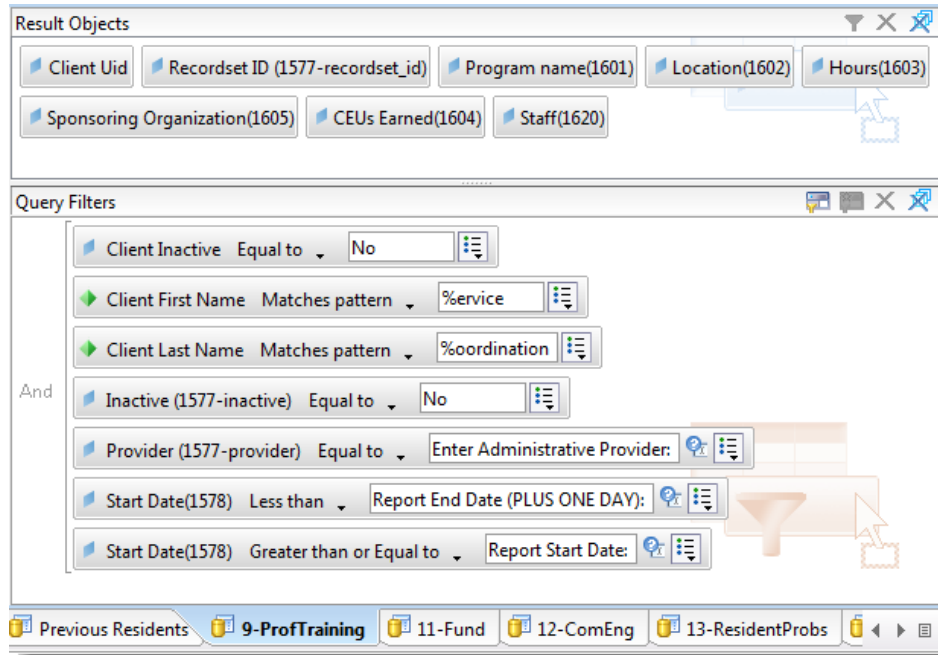
PREVIOUS RESIDENTS

- ▶ Live_u
- ▶ All Entry/Exit objects are from the “Entry Exit (Outer)” folder.
- ▶ Assessments are from “Service Coordination Resident Intake”.



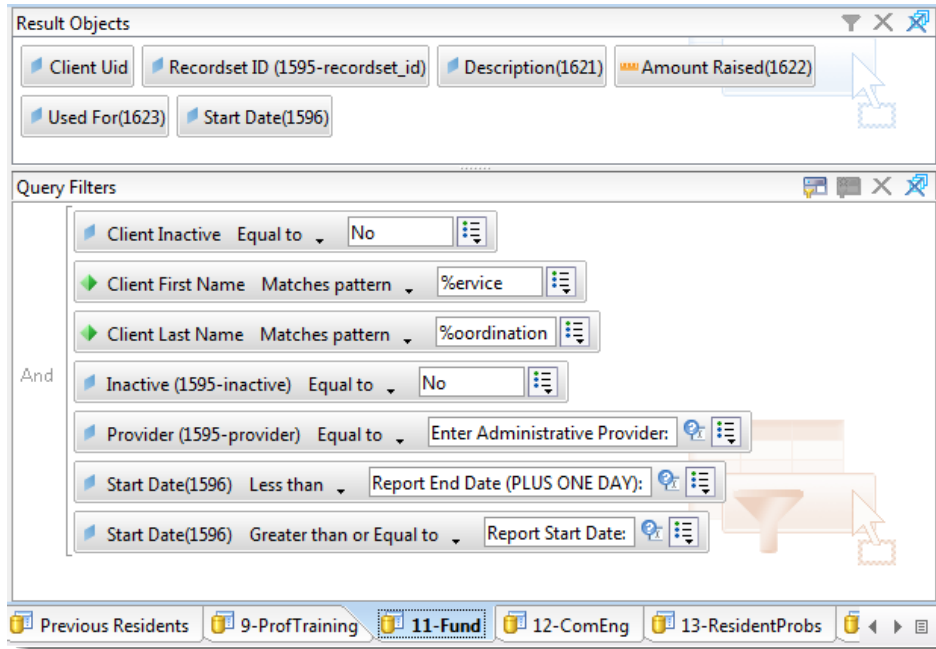
9-PROFTRAINING

- ▶ Live_u
- ▶ All sub-assessment data comes from the “PROFESSIONAL TRAINING” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



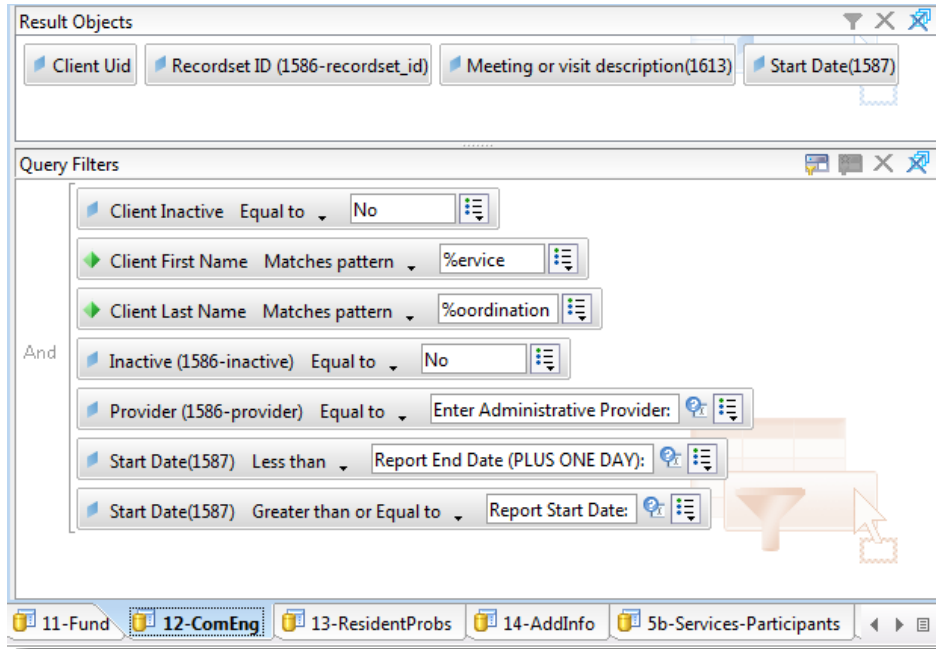
11-FUND

- ▶ Live_u
- ▶ All sub-assessment data comes from the “FUND RAISING ACTIVITIES” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



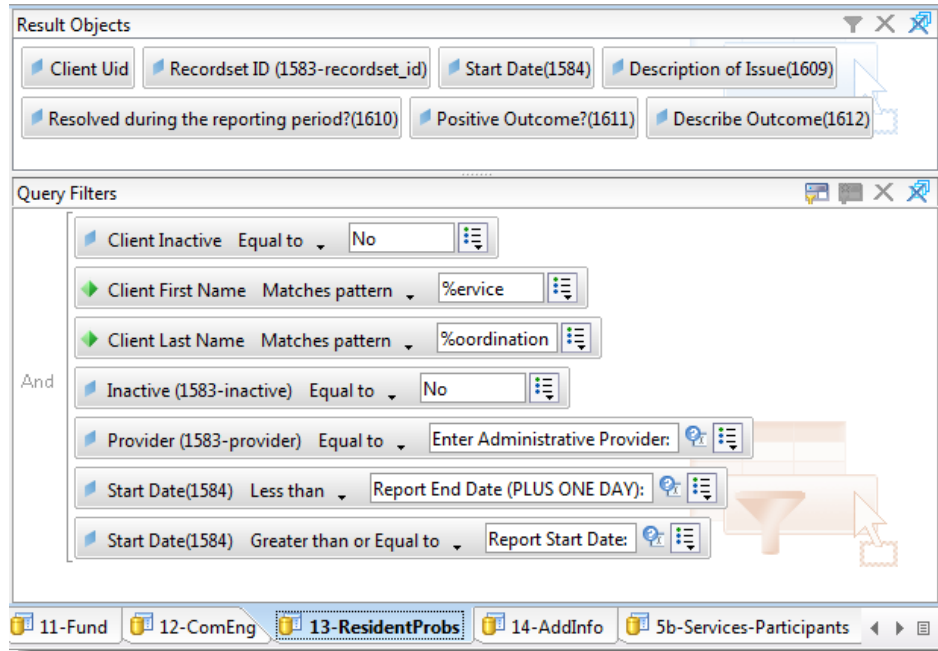
12-COMENG

- ▶ Live_u
- ▶ All sub-assessment data comes from the “COMMUNITY ENGAGEMENT” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



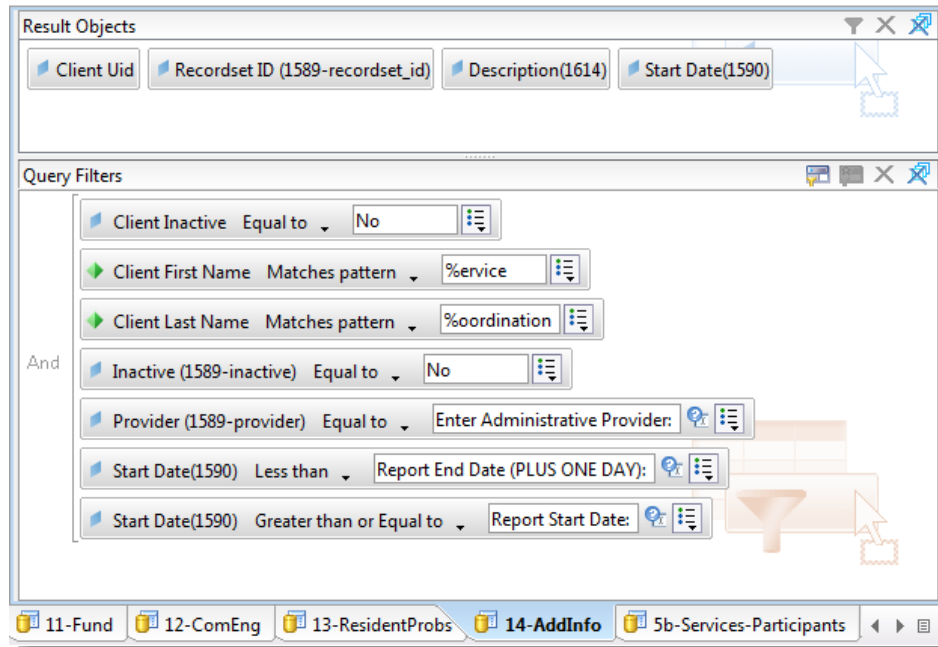
13-RESIDENTPROBS

- ▶ Live_u
- ▶ All sub-assessment data comes from the “RESIDENT PROBLEMS / ISSUES” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



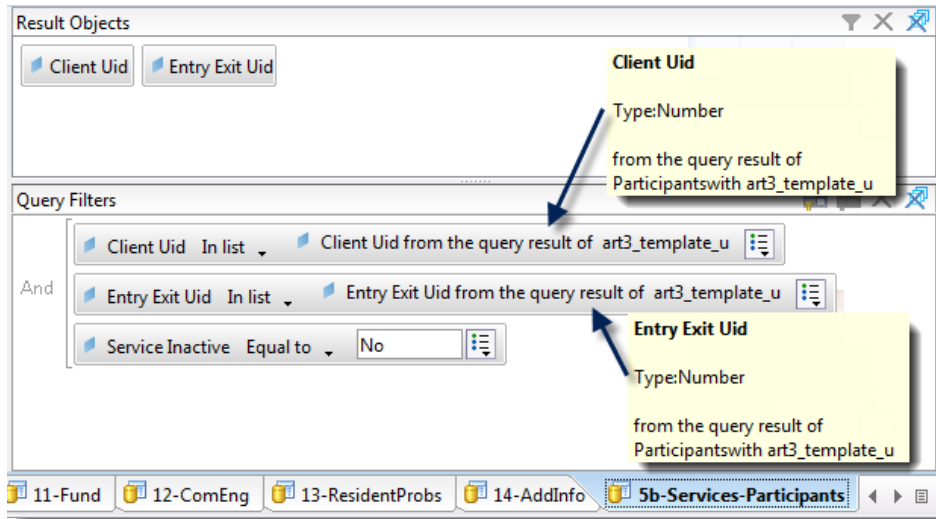
14-ADDINFO

- ▶ Live_u
- ▶ All sub-assessment data comes from the “ADDITIONAL INFORMATION” sub-assessment, located in the “Service Coordination Administrative Information (use for client #1 ONLY)” assessment.



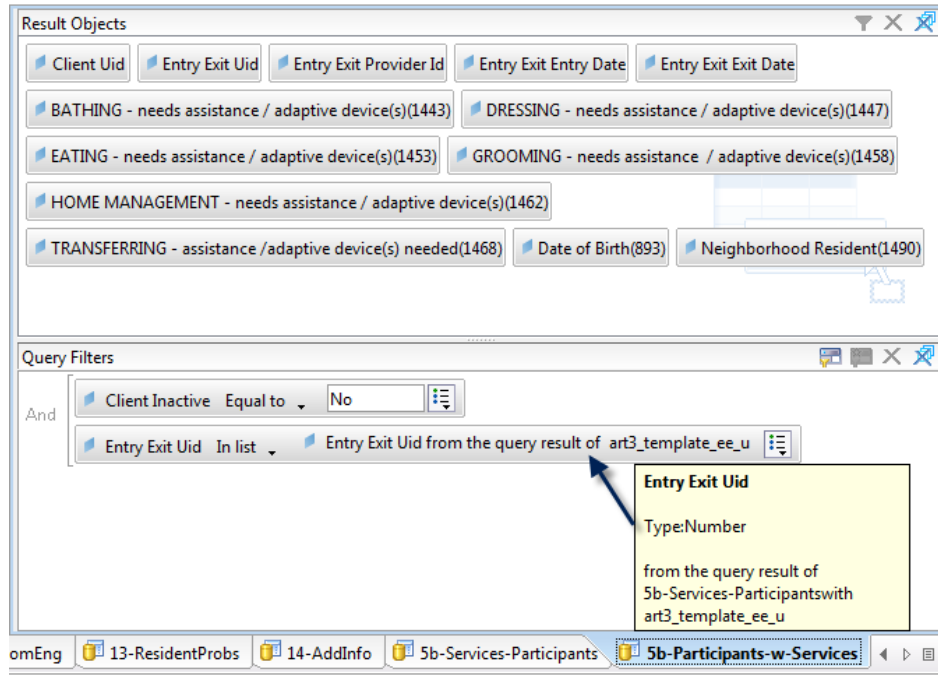
5B-SERVICES-PARTICIPANTS

- ▶ Live_u
- ▶ All Entry/Exit and Service objects are from the “Outer” folders



5B-PARTICIPANTS-W-SERVICES

- Live_u
- All Entry/Exit objects are from the “Entry Exit (Outer)” folder.
- Assessments are from “Volunteers of America – Basic Client Intake”, “Service Coordination Resident Intake”, and “Service Coordination ADL Assessment”



REVISION HISTORY

Date of Revision	Report Version #	Revision Notes
3/25/2014	V01	Initial version of the report released.