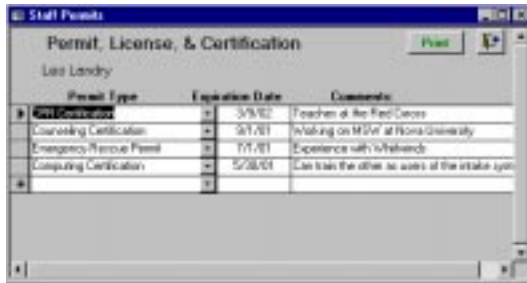


+Staff Operations Features

The Staff Menu allows the user to navigate to a staff profile, labor tracking and detail information on skills, permits and licenses. The staff functionality also allows for:

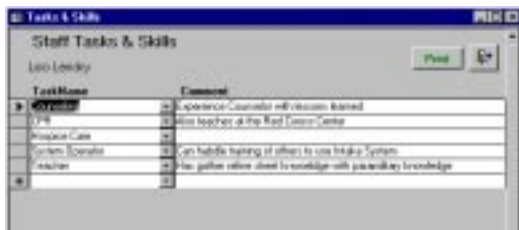
- Labor tracking is completed in an easy to use time sheet that gives quick access to multiple staff persons, time worked, skills and comments.
- The detail staff information screen has fields for contacting, permit requirements, available times and skills
- Permits automatically generate a 30-day expiration notice to help protect a center form uncertified staff



persons.

- Various skill types can be set by the use of the Edit List under the Administrative Menu and used for each staff person.
- There are multiple pull-down selections available for most fields
- The Staff source can be track with the Group Activities screen entries.

Care4Me provides multiple category edits for staff



activities tracking. This allows agencies to use their own in-house terms and names, making **Care4Me** friendlier to organizational users. There is also an easy to use purge function for old visit and inactive clients.

Care4Me System Requirements

To effectively use the **Care4Me** application, **UJIMA** Consultants recommends the following as minimum hardware requirements, based on testing in the lab as well as actual real time Agency use.

- A Pentium III or better CPU with a processing capacity of 466 MHz plus.
- 128 Megabytes of RAM memory.
- A CD-DRIVE is required to install this application.
- 10 Megabytes of Hard disk space for the **Care4Me** code, help files and online manual.
- 1 Megabyte of Hard disk space for the **Care4Me** Sample Data files.
- 10 Megabytes of Hard disk space for the User growth in **Care4Me** Data files.
- There is an additional space requirement for other UjimaSuites applications and Sample Data files that are elected for installation.
- Minimum disk space for **Care4Me** operation with temp file creation requires 25 Megabytes.

This version of **Care4Me** requires Windows 95 or later and Microsoft Access 97 is loaded on your workstation or server (run-time version available with CD licensee).

User and Technical Support

UJIMA Consultants administers **Care4Me** and **The FORUM**, a User Organization. **UJIMA** provides a full range of professional consulting and technical services. **UJIMA maintains** application training and user manuals Other **UjimaSuites** are also available.

UJIMA Consultants can be contacted at:

UJIMA Consultants
128 24th Avenue
Seattle, Washington 98122
206-568-5452 - Fax: 206-329-6359

Revised 2/10/03

Care4Me

A Client Center Support Management System



Ujima Consultants, Administrator

SeniorsNow... A Client Center Activity and Staff Tracking System.

Care4Me Functionality

Care4Me allows client service tracking for three types of programs: Care Programs, Client Management, and Direct Services.

- In addition, the **Care4Me** provides detailed client data with special Survey of Needs tabs.
- Staff operations and activities can also be monitored in this database
- All the above functions are easily accessible from the Options Menu screen shown below.



Care4Me also allows for ease of use with graphical user friendly screens that are accessed from clearly titled buttons with a click of the mouse or by tabbing to the desired button

There are Administrative controls that allow for editing categories created by an agency. Users can also delete prior visits or enter several visits at a time via the batch visit button.

Care4Me Client Entry Screen

This screen has both multiple tab access and easy to use data field features that include:

- Entering multiple identification numbers.
- Tracking all clients in a family relationship, even listing as separate for service counts.
- Viewing, changing and adding visits from a popup screen.
- Fast sort for finding clients by name or address.
- Client warning button with comment notes
- Creation of client databases by Household or individual.
- There is a postal Zip Code restriction feature.

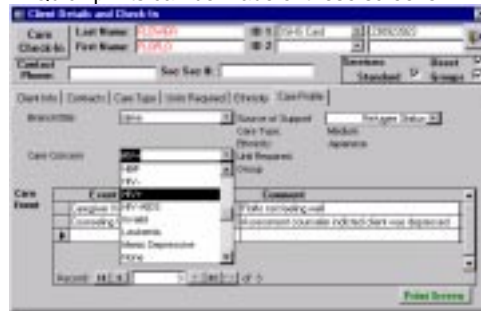
Care4Me has many of the database maintenance functions built-in. Clients not visiting within a 2-year period are readied for purge. Old visit dates can be purged which helps to keep the database small.



Client Personal Profile Screen

Personal Profile screen has built-in functionality that quick selection of:

- Clients care issues and concerns association.
- Multi-autos fill data for summary info.
- Quick prints can be made of these screens.



Multiple Contracts

The application has a panel that allows the users to generate up to 5 different contracts on each client. Contracts can be controlled for cycle period, dates, and renewals.

Special Client Multiple-Tab Feature

The Client Survey of Need feature is designed to allow easy navigation via the use of tabs that are user friendly as the dividers in a notebook. The tabs keep the client data screens compact.

There are six (6) tabs that allow input to data fields such as: Client Info, Contracts, Care Type, Unit Require, Ethnicity and Personal Profile, plus family and visit sub-screens.

Group Activities Features

The Group Activities Menu allows the User to create multiple activities panels and associated clients with them. The Group Activities screen provides additional features for coordinated group related events and services. This function also allows staff person to be linked with Group events

Other Application Features



- Easily selection of a specific group can be made from a combo drop-down panel.
- **Care4Me** handles client program tracking under the Contract tab.
- Program visits are counted as separate from regular standard program visit.
- Multiple Contracts can be written for all clients receiving different services.
- Reports can be generated based on selected daily, weekly, monthly or yearly distribution.

Detail reports are available under the Reports Menu, based on selected daily, weekly, monthly or yearly distribution. Over 20 edit tables help customize **Care4Me** for each Agency under the Admin Menu. User password control and security features are available when full Access version is installed and used but not under Runtime version.