



## FACT SHEET



... from Ujima Consultants

### An Interim Shelter Management Application

**ShelterMe** is used to focus on domestic and family indigent care and related homelessness services, providing client assessment for homeless and domestic violence shelters and halfway houses. Client attitudinal concerns and resettlement issues can be tracked. Details can be created and tracked on individual or multiple client data elements.

#### **In-Take Screen**

The client main entry screen has changeable tabs that provide fast access to information. The Intake screen tabs allow facilities to generate several quick client usage reports and issue a standard contract. There is also a tab to record client bed- type requirements and one for bed value. In addition, the Intake screen allows the agency to make a click count of services received by the client.

#### **Standard Housing Count**

**ShelterMe** accomplishes its standard housing or bed use count via a simple "Bed Check-in" button on the intake screen. User can find a desired client in the easy to use client search panel and go to the Intake Screen where the "Bed Check-in" button is, click, and the client is counted for a standard bed use or housing service. The Standard Housing Count feeds multiple reports on client activities. This also allows the organization to generate batch date inputs or changes while in the Intake Screen.

#### **Event Tracker**

On the **Client Personal Profile**, a detailed listing can be created on activities while clients are affiliated with the organization. This listing (the **Event Tracker**) provides quick and easy to use drop down listings that an agency can edit for standard activities and tasks normally required for a client at a particular facility. Once setup by the user, these can all be tracked by date and a specific counselors comment. The Event Tracker listing can then be printed out for use in client discussion or counseling sessions.

#### **Client Facility Grouping**

**ShelterMe** allows maintenance of quality information on multiple facilities and bed activities. All clients at a particular facility or site can be treated as a group for recording services. Staff tasks can be recorded against activities for billing purposes. The Site panel allows for basic information fields to help profile each Site facility.

Each group list is easily accessible from drop down lists and maintained in separate records. All names and description can easily be changed and controlled by System Administrator. Clients can be added with a quick drop down listing or removed by simple deletion. Last known addresses are automatically listed and a specific comment can be assigned to each client.

#### **Hot Meals**

The Hot Meals Module is used to collect, track and edit data into reports for agencies that serve on-site meals to client. **ShelterMe** has client setup for special meals, along with food type estimating and meal tracking. Meal tracking can be by breakfast, lunch, dinner and snacks for all clients served.

Agencies can record and maintain menus for all meals. Food items can be setup to estimate USDA daily requirements or use agency-defined dietary standards. Estimate for meals are based on agency set averages of services. Meal menus can be recalled for print or audit at any time or sent to anyone by email.

### **Staff Support**

ShelterMe allows an organization to have control over staff task assignments, hours of task duration and linkage of lead staff to a facility. It also captures task value and total for service delivery. Profile information for staff can be created easily from a detail screen panel and quick printed if necessary.

Specific tasks can be assigned to each employee based on their skills, knowledge and abilities. These tasks can then be billed as services are performed and a report provided. All permits and licenses can be tracked for each staff person and a 30-day look-ahead report is generated to provide notice of expirations.

### **Administration and Reports**

Staff tasks can be recorded for billing purposes. System Administrators can make global category changes and control access at different levels. Access for printing can be limited and various client-warning notices can be set. Staff job reports can be compiled for management, along with multiple users reports and executive graphs. **ShelterMe** can be accessed remotely, and is compatible with NetMeeting®.

### **UjimaSuites Version Integration**

This application integrates with other **UjimaSuites** packages such as the **Case Management** application for registering clients and taking history and medical background. The application can also be used with the **Children-In-Crisis (CIC)** database for documenting necessary infant/youth foster care.

**ShelterMe** is a **Ujima Consultants** copyright application available as a CD release. **ShelterMe** is recommended for organizations that need to track domicile displaced client activities and having boards or various funding sources that they are accountable to. **ShelterMe** can be used for agencies with emergency or disaster compounds, refugee or senior centers, abusive center or detention center, daycare and housing facilities.

### **Support**

PRODUCT is developed and supported by **Ujima Consultants** which provides after-sales support for all **UjimaSuites** products as well as application training. We also administer **the FORUM**, an agency and practitioner's organization for users of **UjimaSuites** products. FORUM members review applications and provide input on task requirements and sample data.



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