

MICIL Envision Training Manual







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	Envision
DATA YOU CAN TRUST	MiCIL Envision Login Username Password
	Login Forgot Password

- Navigate to your MiCIL Envision site.
- Enter your username and **MICIL** password.
- A small link to the bottom right "Forgot Password" will email you a password reset.
- Note: 3 wrong password attempts will lock your account and you will need to contact your Administrator to get it unlocked.

	Staff Center	People Search	Groups	Community Activity	General Services	Reports -	Admin-	Themes -	Logout
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After logging in: Navigate through the MICIL Menu Bar

You may open multiple windows.
 Open People Search on one, and Reports on another for example.

Menu Options are:

- Staff Center (Alt+S) Quick Staff List of Consumers and I&R Calls needing Follow-Up
- People Search (Alt+P) Search for all people.
- Groups Group services and can be used for mass communication.
- Community Activity tracks to the PPR/704 Report
- General Services tracks staff time in addition to consumers, I&R, and Community
- Reports
- Admin
- Themes
- Logout

Main Menu Screen- Staff Center

Staff Center	People Se	earch Gro	oups Con	nmunity Activ	ity Genera	Il Services R	eports-	Admin+	Themes	Logo	put				
aff Center Fol	low-up / Tas	ks Manag	e Referrals												
Note: Items in b	lue are requ	ired for Fede	eral Reportin	ng											
Consumer Surv	ey Print	Consumer Lis	st Daily	Time Check	How To Ad	d Consumer to L	ist								
Staff: MICIL Support ▼ Show Closed Consumers: ▼ Search															
Consumer List										New Follow	v-Up/Tasks				
Consumer	Last Contact	Next Contact	Intake Date	ILP Review Due Date	Phone Number	Add Contact/Note	e Send Ema	il Addre	55	QID	Due Date		Person		Interi
Bluma, DJ	08/13/2024	53 day(s)	07/27/2021		0	New Note	Send Ema	il Addre	s s						
Doe, John	04/24/2024	32 day(s)	12/20/2023		(111) 222-3333	New Note	Send Ema	il Addre	s s						
Grande, Tom	08/13/2024	53 day(s)	01/20/2022		(880) 123-4567	New Note	Send Ema	il Addre	s s						
Jonson, Michelle			11/02/2023			New Note	Send Ema	il Addre	s s						
Namber, Samual	03/06/2024	-167 day(s)	08/02/2022		(907) 435-1111	New Note	Send Ema	il Addre	s s						
Pitt, Susan	09/07/2023	-198 day(s)	08/04/2022			New Note	Send Ema	il Addre	s s						
Smith, Sean	10/05/2023	-320 day(s)	03/01/2021		(808) 373-3796	New Note	Send Ema	il Addre	s s						
										د المعادل المعادل معادل معادل معادل معادل معادل معادل معادل معادل معادل م معادل معادل معادل معادل معادل معادل معادل معادل معادل معاد معادل معادل معادل معادل معادل معادل معادل معادل معاد	ew	14 0	< Page 1 of 1 •	> 14	View 1 - 1 of
										IR Calls Re	quiring Follow	Up			
										Ca	ller	Call Date	Phone Number	Follow Up	Address
										Aaker, Em	pty 0	7/06/2023	(505) 000-5555	Follow Up	Address
										Aaker, Em	pty 0	7/06/2023	(505) 000-5555	Follow Up	Address
										Bluma, DJ	0	8/11/2022	0	Follow Up	Address

Staff Center (Alt+S): Access your Staff List- toggle between Active/Closed Consumers

- Double click on a Consumer name to go to the Consumer Service Request screen
- New Note button will add a new Service Note for this Consumer's Case
- Send Email button to send a email to the consumer.
- Address... button will go to the Address/Demographic screen
- Show Closed Consumers check box will toggle to view closed consumers
- Consumer Survey button will open a general consumer survey screen.
- Print Consumer List button will open a report to print your consumer phone list.
- Daily Time Check button will allow staff to quickly check their time entries.
- How To Add Consumer to List button shows how to add a person to a Staff list.



People Search (Alt+P): Find all People names here regardless of Active or Closed status.

Staff Center	People Search	Groups	Community Activity	General Servic	es Reports-	Admin-	Themes	- Logout
People Se	earch		Search Recet	Search Add N	W Person			
Last Name:		34 itams	Search Reset	Search	w reison			
First Name:	formula	-	Active People					
i nat Manie.	teamale		Full Name (Last	First Middle)	Phone	Birth Date	Type	Person Type
Phone Number:	A		framela test	, , , , , , , , , , , , , , , , , , , ,		Sirti Duto	Commun	i ciben i jpe
Distributer	Aakar		A Aponymous Female	,			Consumer	
Birthdate:	Adver		A, Anonymous Male					
People ID:	Amann		Aaker Empty	(505) 000-5555	01/01/1066	Consumer		
Organization:	Arowsmith		Amann Sammy		(414) 323-4234	01/01/1980	Consumer	Community Member
organization			Arowsmith, A		(,		Consumer	
SSN:	Benson		Benson, Sandra Sanms	son	(907) 444-4444	01/01/1954	Consumer	
Search All?:	Bluma	•	Bluma, DJ		0	04/30/1960	Consumer	Attendant or Aid
Mr. Community			Braceros, Kristine Mae	(808) 670-5972	10/15/1996		Person With Disabilit	
my consumers:		•	Brown, Sammy			Consumer		
			Cox, Kristin		(414) 477-3234	10/05/1972	Consumer	
neumer Ouick Filtere	Caller Oui	ck Filtore	danial, farming			01/01/1962	Consumer	.Rascal Alert
maumer ogulek i mera	Caller Qui	CK I IIICI 3	Doe, John		(111) 222-3333	01/01/1973	Consumer	Person With Disabilit
Active 19	Total I	&R 5 8	Grande, Tom Calhoun		(880) 123-4567	01/01/1973	Consumer	Service Provider
			Ho, Someone					Service Provider
Closed 3	Follow	Ups 7	Hoffa, Jimmy		(414) 478-2123		Consumer	Attendant or Aid
			Jonson, Michelle			01/01/1972	Consumer	Family/Friend of Clie
ontacts Overdue 8	Volunt	eers 1	Lee, Sarah			03/03/1963	Consumer	
Marken and Andreas			▲					
Missing Data 18	Active vo	nunteers			In a Page 1	of 41 by bu		View 1 - 41

Search fields: Last Name, First Name, Phone, Birthdate, People ID, Organization, SSN. Search All? - Use to limit people list to only those who have once been a consumer. 'My Consumers' - Use to limit people to your Active/Closed/Contacts Overdue/ or Missing Data list.

Consumer Quick Filters: Active/Closed/Contacts Overdue/Missing Data are looking at all names during the current year.

Alt+V – will jump to View the Search Results Alt+N – will jump to the 'Add New Person…' button

Groups: Easily enter Groups with Consumer Service Notes or for recording mass communication. People entered in Groups will be counted on the PPR/704 in Individual Services.

Staff Center	People Search	Groups	Communit	y Activity	General Services	Reports -	Admin -	Themes-	Logout
Grou	p Service	Searcl	h						
Session Name:	-		Staff Name:	MiCIL Suppor	rt ▼				
Group Type:		•	Start Date:						
Office Name:		•	End Date:						
	Search	Reset Searc	h New G	roup Record					
	Groups								
	Service Date	Sessio	n Name		Service Type		Funder	Office/Un	it
	08/12/2022	Attendance		Meal Delivery	,	SHIP		ILC ADRC	
	03/01/2021	Test Name		Family Suppo	ort Group	Covid Care	s Act	SAIL ADRC	

Missing Data:

Use the 'My Consumers' dropdown menu to find only your consumers that are missing data.

MiCIL is looking for missing: Gender; Birthdate; County; Race; Disability and IL Plan Accepted or Waived.

Use the 'Missing Data' button to find any people who are missing data.

Staff Center Pe	ople Search	Groups	Community Activity	General Servic	es Reports	Admin+	Themes	s- Logout
People Sea	irch		Search Reset	Search Add N	ew Person			
Last Name:		T						
First Name:		T	Active People					
			Full Name (Last	, First Middle)	Phone	Birth Date	Туре	Person Type
Phone Number:			feamale test				Consumer	
Birthdate			A. Anonymous Female				consumer	
Dirtitute.			A. Anonymous Male					
People ID:			Aaker, Empty	(505) 000-5555	01/01/1966	Consumer		
Organization:		T	Amann, Sammy		(414) 323-4234	01/01/1980	Consumer	Community Memb
			Arowsmith, A				Consumer	,
SSN:			Benson, Sandra Sanms	Benson, Sandra Sanmson			Consumer	
Search All?:		•	Bluma, DJ	0	04/30/1960	Consumer	Attendant or Aid	
		_	Braceros, Kristine Mae	(808) 670-5972	10/15/1996		Person With Disabil	
My Consumers:		•	Brown, Sammy			Consumer		
			Cox, Kristin		(414) 477-3234	10/05/1972	Consumer	
neumer Quick Filters	Callar Ouia	k Filtore	danial, farming			01/01/1962	Consumer	.Rascal Alert
nsumer Quick Filters	Caller Quic	K Filters	Doe, John		(111) 222-3333	01/01/1973	Consumer	Person With Disabil
Active 19	Total 18	RE S	Grande, Tom Calhoun		(880) 123-4567	01/01/1973	Consumer	Service Provider
Active 15	Totario	2113 0	Ho, Someone					Service Provider
Closed 3	Follow I	Ups 7	Hoffa, Jimmy		(414) 478-2123		Consumer	Attendant or Aid
			Jonson, Michelle			01/01/1972	Consumer	Family/Friend of Cli
ontacts Overdue 8	Volunte	ers 1	Lee, Sarah			03/03/1963	Consumer	
			4					
Missing Data 18	Active Vol	unteers			La L	-E 41		10-11-1

Check each day and add-in the missing data of your Clients or I&R people.

Other ways to manage missing data:

- 1. Report Group: Federal Reports has:
 - "Consumer Missing Data" report
 - "704 PPR NameList Excel" report will list all names included in your PPR/704 report and will show a column for all the demographics.
- 2. Dynamic Lists: "Demographics" can be used to search for missing data.

Community Activity:

Enter Community Events and Community Objectives here.

Staff Cente	r People Search	Groups	Commu	unity Activity	General S	Services	Reports -	Admin -	The		
Community Activities Search											
Organiz	ation:		▼ Stat	ff Name: MiCII	Support	•	7				
Office/Unit I	Name:		▼ Sta	art Date:							
Activity	Area:		▼ Ei	nd Date:		_					
Outreach	Goal:		 Missin 	ng Data:			7				
		Search R	Reset Sear	ch New R	ecord						
Community Ac	tivity	Search F	Reset Sear	ch New R	ecord						
Community Ac Service Date	tivity Service	Search F	Reset Sear	ch New R Organizati	ecord on Off	fice/Unit	Activity	Area Type			
Community Ac Service Date 08/13/2024	tivity Service Meaningful Name	Search F	Auti Dev sup	ch New R Organizati ism, ADHD, elopmental dei port group	ecord on Off ays	fice/Unit C	Activity Collaboration/N	Area Type etworking			
Community Ac Service Date 08/13/2024 09/07/2023	tivity Service Meaningful Name Give it a Name meaning	Search F Name ful	Auti Dev Sup Acc	ch New R Organizati ism, ADHD, elopmental del port group essible Space,	on Off ays nc. SAIL /	fice/Unit C ADRC C	Activity Collaboration/N Collaboration/N	Area Type etworking etworking			
Community Ac Service Date 08/13/2024 09/07/2023 10/03/2022	tivity Service Meaningful Name Give it a Name meaning Operations AM selected	Search F Name ful below	Auti Dev sup Acci Prof	ch New R Organizati ism, ADHD, elopmental del port group essible Space, we & Beyond C fessionals	ecord on Off ays nc. SAIL / are	fice/Unit C ADRC C	Activity Collaboration/N Collaboration/N Collaboration/N	Area Type etworking etworking			

General Services: MICIL is capable to track all employee time, including vacation. Use General Services to track all additional time such as Staff Meeting, Trainings, Travel and Administrative Coordination Time.

Staff Center	People Search	Groups	Community Act	ivity	Genera	I Services	Reports -	Admin≁
Gene	eral Servio	ces Sea	arch					
Service Ty	pe:	•						
Office/Unit Nar	ne:	•						
Staff Nar	ne: MiCIL Support	•						
Starting Da	ite:							
Ending Da	ite:		Search	Reset S	Search	New Gene	ral Service	
General S	Services							
Date	e Servi	се Туре	Staff		Office	/Unit	Funder	Hours
02/14/2	024 Resource Develo	pment	MiCIL Support		The CIL	ADR	C	8.05
02/14/2	024 AT Device Resou	irce Coor.	MiCIL Support		The CIL	Billa	ole Waivered/SILS	0
02/14/2	024 Benefits Coordir	ation	MiCIL Support		The CIL	Billa	ole Waivered/SILS	0.7
08/11/2	022 Volunteer Coord	ination	MiCIL Support		The CIL	ADR	C	0
08/11/2	022 Reader Coordina	tion	MiCIL Support		The CIL	Covi	d Cares Act	0.1
06/01/2	022 Training Volunte	ers/Staff	MiCIL Support		The CIL	SHIP		1
03/01/2	021 AT Device Resou	irce Coor.	MiCIL Support		The CIL	Covi	d Cares Act	2

Reports Menu: Use this to access:

- MiCIL Reports
- Dynamic Lists: Data interface to create, sort and Save queries that can be exported to Excel.
- Equipment: Loan closet data for equipment
- Organization Referral List
- Document Center: A secure area to store agency-wide documents.

	Staff Cen	iter	People Search	Groups	Community Activity	General Services	<u>Reports</u> -	Admin-	The
			Repor	ts			Reports		
Repo	ort Group: Ag	jency_a	and_Staff		T		Dynamic Li	sts	
Sele	Select Report: Group_Time_Statistics Staff_Contact_Time_Report Staff_Volunteer_List				~		Equipment		
	Time_Detail_By_Funder Time_Detail_By_Staff Time_Detail_Excel Timeabaet Daily, By, Funder						Organization Referral List		
	Tir Tir Tir	meshee meshee meshee	t_Daily_By_Staff t_Daily_Report t_Summary_By_Activity				Document	Center	
	Tir	meshee	t_Summary_By_Funder		•				

Select Reports to access the MiCIL Reporting system.

Reports are organized first in "Report Group" folders, after selecting a Report Group you will get a list of available reports in the box below.

Report Groups:

- Agency and Staff Reports (Staff Time Data)
- Community/Outreach Reports (Community Activity Data and ,Statistics)
- Consumer Contacts and Groups (Consumer Service Notes and Groups)
- Consumer Goals (Consumer Goal Data and Statistics)
- Consumers (Consumer name lists and data check reports)
- Federal Reports (PPR/704, 7OB, and full consumer statistic Reports)
- General Services (Time Statistics not found on PPR/704)
- IR Callers (I&R data lists and Statistics)
- Mailing Lists (Mailing Avery Label 5260 and Excel Export for Mail Merge)
- State Custom Reports (Variety of custom reports written for select states)

REPORTS (Menu)

	Staff Center	People Search	Groups	Community Activity	General Services	<u>Reports</u> +	Admin-	The
		Repor	ts			<u>Reports</u>		
Rep	ort Group: Federal_	Reports		•		Dynamic Li	ists	
Sele	ct Report: 704_PPI 704_PPI 704_PPI 704_PPI	R R_Cares_Act_2020 R_CommunityActivity_On	elssue_Version			Equipment		
	704_PP 704_PP 704_PP	R_Individual_Services_E R_Individual_Services_E R_NameList R_NameList_Excel	cel			Organizatio	on Referral L	ist
	70B_Co 70B_Mis 70B_Off	unty_Statistics ssing_Data ice_Statistics				Document	Center	
	70B_Eld Consum Consum Monthly_ State_Re	derly_Blind er_Missing_Data er_Statistics _704_PPR_New_Consun eport_County_Statistics	ners	*				
		Parameters	\$					
	Start Date		10/1/2023					
	End Date		9/30/2024					
	Office	×AII						
	Staff	×AII						
	County	×AII						
	Funder	×AII						
Ou	itput: PDF V							
Gei	nerate Report							

Use the Report Group field and Select Report from the Report List Box.

When you select a report, you will be offered parameter fields to use to limit your selection. Use the Output dropdown to run the report as a Word or Excel file, PDF is the default Most require a date range for the reporting period.

Double click on the Date fields to get a calendar to assist in report date range selection.

⇐			2022	⇒		
		,	Marc	h		
s	м	Ŧ	w	т	F	s
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Introduction: People Search Menu Button -How to enter Information and Referral Calls/Notes

I&R is for: Anytime information is given to either an individual with a disability or to a community member. This includes true for over the phone, email, or in person.

Click **People Search** Button to enter I&R calls/notes.

First! Search to see if the person is already entered into your system.

Always search, do not enter a duplicate person in the system. If you find a duplicate person, put the word "duplicate" in the middle name field and alert your Administrator.

Staff Center Peop	ole Search Groups	Community Activity	General Services	Reports -	Admin -	Themes -	Logout
People Sea	rch	Search Reset	t Search Add New I	Person			
Last Name:	•	Active Reeple					
First Name:	▼	Full Name (Las	t First Middle)	Phone	Pirth Date	Type	Borcon Tur
Phone Number:		Full Name (Las	st, First Midule)	Filolie	Birtii Date	туре	reison typ
Disthetato		reamaie, test				Consumer	
Birthdate:	Idate: A, Anonymous Female						
People ID:		Asker Empty	(5	05) 000-5555	01/01/1966	Consumer	
Organization:	•	Amann Sammy	(3	14) 323-4234	01/01/1980	Consumer	Community Me
SSN.		Arowsmith A	()	11, 525 1251	01/01/1000	Consumer	community me
		Benson, Sandra Sanm	ison (9	07) 444-4444	01/01/1954	Consumer	
Search All?:	▼	Bluma, DJ		0	04/30/1960	Consumer	Attendant or
My Consumers:	•	Braceros, Kristine Ma	ie (8	808) 670-5972	10/15/1996		Person With Dis
		Brown, Sammy				Consumer	
One and a Oniola Filtera	Colling Ordels Filters	Cox, Kristin	(4	14) 477-3234	10/05/1972	Consumer	
Consumer Quick Filters	Caller Quick Filters	danial, farming			01/01/1962	Consumer	.Rascal Ale
Active 19	Total I&Rs 8	Doe, John	(1	11) 222-3333	01/01/1973	Consumer	Person With Dis
		Grande, Tom Calhou	n (8	80) 123-4567	01/01/1973	Consumer	Service Provi
Closed 3	Follow Ups 7	Ho, Someone					Service Provi
Contacts Overdue 8	Volunteers 1	Hoffa, Jimmy	(4	14) 478-2123		Consumer	Attendant or
contacts overtide o		Jonson, Michelle			01/01/1972	Consumer	Family/Friend of
Missing Data 18	Active Volunteers	Loo Sarah			02/02/1062	Concumar	

People Search: Before adding a New Person do a I&R/Client search Use the fields on the right to search by first & last name, phone number or birth date if desired.

- If you find the name, double click it to open the record.
- If you don't find the name, click "Add New Person..." button.
- Enter anonymous calls under the "A, Anonymous" name records.

After clicking "Add New Person..." you will select "IR Caller button.



Select 'IR Caller' button to add **new people** or 'Consumer' to add a new Consumer Service Intake.

- 1. Most entries will begin as an 'IR Caller'
- 2. Adding a Consumer requires an Independent Living Plan and the Consumer's signature on the Rights forms.
- 3. Complete 2 tabs to create the I&R Person/Caller:

Step 1: Complete the Caller Demographics Tab with any information you have. It can be common for I&R records to have limited information.

Step 2: Add a "New I&R Call..." This is where you enter the date and note.

Verifying I&R Person information: You are responsible for client files. Minimize errors and duplications by checking **name spelling**, **use birthdates / phone numbers prior** to entering a new person, (etc.... I&R/Consumer).

- 1. Caller Demographics: Gender, First and Last Name are required to begin saving the new record. Enter these first. If there is no Last Name, you can enter "Z" or "NA" for Not Available.
 - ✓ Contact Phone numbers: Ask for a contact phone number in case you are disconnected from a caller

: 698 A Caller					Make Cor	nsumer	Send Email	Print Envelope	Make Volunteer	Back/Searc
aller Demogra	phics I&R Call	s Grou	ps V	olunteer N	otes Mer	ntor Match	Documents	AT-AssistiveTe	ch	
Salutation:	•	*Gender:	Female			Caller Ty	pe:		•	
*First Name:	A	Middle:			Lea	rned of Servi	ces:		T	
"Last Name:	Caller	-	Suffix:			"Cou	inty		T	
Address:						R	ace:			
Address2:						Birthd	ate:			
City/ST/Zip:		V	V		Find Zip	A	ge: Est	timated Age:	Estimate Birthda	ate
Is Homeless?:	V N	O MAILINGS	S: 🗌			Marital Sta	tus:			
Email:					Reg	istered to Vo	te?:		•	
School:						Is Vetera	an?: 🗌 Status:		•	
Title:					Communica	ation Preferen	ice:		•	
Organization:				•		Other No	tes:			
Other Org:										_
ne Numbers		-	_			Disabili	ies		Step 2: Add IR Calls- All	t+I
Phone Type	Phone Number	Primary		Comme	nts		Disability	PRIMARY		

- ✓ Select a disability: if you don't see disability, please select the category the disability fits under.
- ✓ *Use your internet search to identify these if you are not sure. Email your Administrator with the disability if there is no label to match.
- Step 2. Click on I&R Calls Tab or Click "Step 2: Add IR Calls" button. Or use Alt+I.
 - Click New I&R Call... button to enter the date and note.
 Warning: Do not skip this step, you must enter the call date in the New I&R Call screen.

The I&R Call Notes screen will open-

Complete all fields that are applicable: Date, Staff, Office etc.

698 A Caller				Make Consumer	Send Email	Print Envelope	Make Volunteer.	Back/Search
er Demographic	s l&R Calls	Groups Ve	olunteer Notes	Mentor Match	Documents	AT-AssistiveTe	ech	
w I&R Call	Follow Up ID: 770							
History Date S	Call Details		_				_	
	*Date:	09/09/2021		Callback Needeo	17: 🗌			
	"Staff:	MICIL Suppo	rt 🔻	Callback Resu	lt:		Needs and Outcomes	
	Office:	Sioux City	•	Callback Dat	te:		Barrier Exists	Outcome
	Success Story?:				I&R Call	Report		
	Notes:							
							E Insert New	View 1 - 1 of 1
								1011
	Information Provid	ed				Referrals		
	Info Provid	led	Fund	er Ti	me Units	Servic	e Provider 1	To/From Total
								0

Tips:

"Success Story?" Check box will flag this note as a success story to be retrieved later for use in writing narratives.

"Callback Needed?" Check box will put this record as a reminder on the Staff person's Staff Center.

Enter the Callback Date when the call is returned and that will remove the callback from Staff Center.

		Needs and Outcomes	
Callback Needed?:		Barrier Exists	Outcome
Callback Result:	4 items	3 items	
Callback Date:	Attempted/No Response Emailed/Mailed Letter Left Message	Assistive Technology Health Care Services Transportation	
	Reached Caller/Needs Met	💼 📭 Insert New	View 1 - 2 of 2

Need and Outcomes- Used on the Federal PPR report (Increased Access Areas)

Enter If there exists a Need/Barrier and if you improve their access with information or referral enter that in the Outcome box.

Info Provided/Funder/Time

Select info provided related to the caller/client/consumer along with the Funder and Time spent.

Info Provided	Funder	Time	Units
46 items			
Access- Food Insecurity Access- Health Care/Insurance			
Access-	Total (15 min = 1 unit):	View	0 v 1 - 2 of 2
Housing/Shelter Serv.		VICU	

I & R Call/Note is complete.

Each time you have communication with the same person, you will click "New I&R Call..." button to add more records.

Creating a Client/Consumer from a I&R Caller record:

*From the Demographics or I&R screen, select Make Consumer... button

	Staff Cente	r Peop	e Search	Groups	Communi	ity Activity	Genera	I Services	F
ID	: 1 Anonymou	s A				Make Con	sumer	Send Emai	I
D	emographics	I&R Calls	Groups	Docum	ents				
	sl st	Salutation: First Name: Last Name:	14 i Captain Dr.	*Gend	er: Male dle: Male Suffix:	T			

Start creating your *(CIF)-Client/Consumer Information File

Complete/Update Consumer Demographics:

		h	AssistiveTech	Documents	ls Groups	ake I&	onsumer Service Int	ographics	Consumer Demo
	vice A g	cial Serv	Government or Socia	d of Services:	Learne		*Gender: Female		Salutation:
			Butte	*County			Middle:	a	*First Name:
		merican	Black or African Ame	*Race:		•	Suffix:	v	"Last Name:
	1		03/18/1981	*Birthdate:					Address:
Estimate Birthdate	Estima	Age:	41 Estimated Ag	Age:					Address2:
			Single	Marital Status:	nd Zip		- T		City/ST/Zip:
	•			on Preference:	Communicatio		NO MAILINGS:		Is Homeless?:
			Yes	ered to Vote?:	Regist				Email:
			Status:	Is Veteran?:		Show			TIN or SSN:
				al Placement?:	sk of Institution				School:
	3			ast Eye Exam:	1				Video Relay URL:
		6		airment Since:	Visual Imp				Title:
•	•			irment Cause:	nary Visual Impa				Organization:
•				airment Level:	Visual Imp				Other Org:
									Other Notes:
2: Consumer Service Intake Alt-I	Step 2: Consum			Disabilities				-	Phone Numbers
alls Alt-I	I&R Calls Alt-I	imary	bility Prima	Disa	ts	Co	nber Primary	Phone	Phone Type

Complete Asterix (*) areas required as a Client/Consumer:

Gender, First Name, Last Name, County, Race & Birthdate

Salutation:		*Gender:	Female	. ▼	Learned of Services:	Government or Social Se	ervice A ge
*First Name:	a	Middle:			*County	Butte	▼
*Last Name:	v	:	Suffix:	▼	*Race:	Black or African America	an 🔻
Address:					*Birthdate:	03/18/1981	

Homeless Count: Select (yes/no):

,	
Is Homeless?:	3 items
Email:	Yes 🔺
TIN or SSN:	No
School:	Unknown

Phone type *(contact phone number):

Phone Type	Phone Number
8 items	
Cell Phone	-
Emergency Contact	
Fax	
Home	
Other	
Pager	ance information

Learned of Services: Select what applies:

Select a Disability:



Learned of Services:	ernment or Social Service Age
*County *Race:	Government or Social Service Agency
*Birthdate:	Independent Living Center
Age:	Nursing Home/Long Term Care
Marital Status:	Facility
inication Preference:	Online
Registered to Vote?:	PG&E

Step 2: Click New Consumer Service intake... button

Cons	umer D	emographie)	cs Consu	imer Service Int	ake I	&R Calls	Groups	Application Referral	Volunteer No
N	ew Con	isumer Serv	ice Intake			About	t Creating a	Consumer Service Reque	est
Con	sumer Se	ervice Intake Hi	story						
Cas	se ID	Start Date	Status	IL Plan	Of	fice	Exit Date	Exit Reason	Details
							10/01/0000		D • 1

Enter Intake information:

ID: 22341 a v							Life Situat	ions - PPR
Intake Informatio	on	Services/Note	es	Goals-IL	Plan	Group	s Fina	ancial Inform
*Start Date: (03/2	8/2022			E	cit Info	rmation	
Office: (Chico			Ex	it Date:			
IL Plan:		▼		F	Reason:			▼
IL Plan Copy Give	n to	Consumer: 🗌				7	OR Exit Su	rvev
Rights Signa	ture	Received?:		Caralia	A			, vey
Rights Date:				Case is	Active:	: 🗹	About	Closing
Case ID: 0)							
Consumer Staff/Fundi	ing							
Funding/Program	m	Staff Assigned	Stai	rt Date	End	Date	Confident	ial

Select Funding: / Select appropriate responsible Staff: This consumer will then show on the selected staff's Staff Center List.

Enter Service Notes and set Contact Reminder Level:

ID: 12442359	81 DJ Bluma	[0]	Life Situations - PPR Overview Notes Print Prof	e/E-Sign View	Address Info		
Intake Inform	nation Ser	vices/Notes	Employment Placement Goals-IL Plan Groups Financi	l Information	Documents	I&R Calls	
Set contac	t reminder to:	90 Days _{7 item} 2 Days	Anticipated Duration of Program:	s New Note	es		
Date	Staff	1 Week 2 Weeks	Note		Service Topics	Suc Sto	ce Time ry (hour)
08/13/2024	MiCIL Support	30 Days					0
05/07/2024	MICIL Support MICIL Support	60 Days	nichelle@micil.com www.micil.com 808-373-3796				0
05/07/2024	MiCIL Support	90 Days	ite screen	Commu	nication		0.5
04/04/0004		6 Months	(periences a significant im pairm ent/disability is eligible for Independent Liv , habilitation Act Amendment defines this as an individual who - (1) Has a ph and the second	ng Advocac sical, Employn	cy Services, ADA ment, Communicati	ion, Peer	

Create your service notes:

vice Note Goals				
"Date: E	Staff:	Success Story?:		
Service Topics are required for the Fe Service Topics	ederal report Staff Time and Funder		_	Service Referrals
Service Topics are required for the Fe Service Topics Services Provided Topics	ederal report Staff Time and Funder Note Type	Funder/Program Time	Units	Service Referrals Provider
Service Topics are required for the Fe Service Topics Services Provided Topics	ederal report Staff Time and Funder Note Type	Funder/Program Time Total (15 min = 1 unit):	Units	Service Referrais Provider

Select Life Situations – PPR (Program Performance Reporting) after completing note.

Select all that applies.

- At intake:

Living Situations	
	At Intake
Assistive Technology:	3 items
Health Care Services:	Achieved Access
Transportation:	Needs Access
Education:	None Available
Pesidence Type:	· · · · · · · · · · · · · · · · · · ·
Kesidence Type.	
Living Arrangement:	▼
Living Accessibility:	▼
Employment:	▼
Annual Income:	▼
Subsidy:	▼
Items in Blue needed on P	PR/704 Report
Items in Red needed for 7	OB Report

- At Change or Improved Access (after services received)

	At Intake	At Change or improved acces
istive Technology:		▼ 3 items
alth Care Services:		Achieved Access Needs Access
Education:		None Available
Residence Type:		▼
ng Arrangement:		▼
ng Accessibility:		▼
Employment:		▼
Annual Income:		▼
Subsidy:		▼
Blue needed on PPR/7	04 Report	
Red needed for 7-OB R	leport	

Attach Services/Notes to a Goal once complete:

Service Note	Goals						
Selected Goal:							
Consumer Goals							
Date Set		Go	al Type				
				14 - K4 - P	age 1 of	0 >> >1	
Attach Note	e To Goal						

Creating Goals/IL Plan:

Intake Information	Services/Notes	Goals-IL Plan	Groups	Financial	Informatior	n Documents	I&R C
IL Plan:	▼ ILP Copy	Given to Consu	umer?:		New Goa	II Print IL P	lan
Goals Set: 0	Goals Achieved: 0	Goals Dro	pped: 0	Goals Ongo	oing: 0	Total Goals: 0	
Consumer Goals							
Date Set	Go	al Type				Note	
ŵ				14 <4	Page 1 of 0	⇒ ►I	

This screen shows all of the goals entered to date.

To add a New Goal - click on the – **New Goal** – button. (work with the consumer to determine what their goals and needs are).

To print the Independent Living Plan Click on – Print IL Plan – button.

To view detailed information for any of the goals listed, double click on the entries.

When the goal has been achieved, enter the outcome and outcome date and it will show here. The IL Plan: Accepted or Waived needs to be filled in and is required for the 704 Report.

Select New Goal:

Enter the date the consumer and you discussed. Then, – choose the Goal Category (drop down list) – enter Staff member working with this consumer – Goal Type (drop down list) if there is not a goal that fits, enter the Type: "Other" and then write what the consumer has told you that he/she hopes to accomplish, in the "Goal Note" section.

Enter the Action Steps that the consumer, with your input and guidance, have agreed are needed to meet the goal.

*(Note you may customize specific Action Steps for the Goals in the Administration area)

When the goal is achieved – enter the Goal Outcome and Outcome Date. They are required for the 704 Report.

The Living Situations button is here to allow easy updating of the Situations.

The **Print IL Plan** in Goal Screen will print a summary of this Goal record.

D: 22341 a v Consumer Go	als				
"Date Set:		Outcome	Date:		
"Goal Category:	1	▼ Goal Out	come:		•
Staff:	28	▼ Last Review	Last Review Date:		
*Goal Type:				٣	
Consumer's Goal/Need:					
Add Goal Note/Services	Add Steps	Life Situations - PPR	Print IL Plan		_
Add Goal Note/Services Plan Steps/To Do List Cep	Add Steps	Life Situations - PPR	Print IL Plan	Target Date	Completed
Add Goal Note/Services I Plan Steps/To Do List Step	Add Steps Action Description	Life Situations - PPR Person Responsible	Print IL Plan Start Date 03/28/2022	Target Date	Completed
Add Goal Note/Services	Add Steps	Life Situations - PPR Person Responsible	Print IL Plan Start Date 03/28/2022	Target Date	Completed View-1 - 1 of 1
Add Goal Note/Services	Add Steps Action Description	Life Situations - PPR Person Responsible	Print IL Plan Start Date 03/28/2022	Target Date	Completed View-1 - 1 of 1
Add Goal Note/Services	Add Steps	Life Situations - PPR Person Responsible Note	Print IL Plan Start Date 03/28/2022	Target Date	Completed View-1 - 1 of 1 Success Story

This is the section where you will create your goal and ILP. You will add in: (IL Plan steps/To Do List) = This is a responsibility agreement that includes Staff and Clients duties necessary to complete set goal(s).

IL Plai	IL Plan Steps/To Do List								
Step	Action Description	Person Responsible	Start Date	Target Date	Completed				
1			03/28/2022						
•	🖉 Insert New				View 1 - 1 of 1				

Note/Services Attached to a specific goal will be noted in the last box of Consumer Goals: (Notes/Services Attached to this Goal)

Notes/Services A	ttached to this Goal		and the second se
Date	Staff	Note	Success Story
ũ		Page 1 of 0	No records to view

Closing a Goal:

This is an example of a completed goal. The Print IL Plan button prints just the goal on the screen.

*Date Set:	06/06/2014		Outcom	e Date. 06/06/2	014	E	
Goal Category:	Community/Soci	al Participation	▼ Goal Ou	tcome: Achieved			
Staff:	Anabel Rios		▼ Last Revie	w Date:	1		
Goal Type:	Participate in spo	orts/recreational act	ivities with peers.		T	2	
Consumer's Goal/Need:	Consumer will co	ontinue participating	g in social recreational activities.				
Add Goal Note/S	ervices	Add Steps	Life Situations - PPR	Print IL Plan	>		
Plan Steps/To Do Li	st	and an other			Construction of the		1
consumer will	Action D continue participati	Description ng in the Women on t	Person Responsible he Move. Consumer	Start Date 06/06/2014 06/06/2014	Target Date 09/06/2014	Completed 06/06/2014	
/ Insert New						View 1 - 2 of 2	
otes/Services Attach	ed to this Goal						
Date	Staff		Note			Success Story	
			Page 1 of 0			No records to view	
vnload Report lect Interpr	ndient Javing, Plan			P P 95%	• ၁ ୯	# Ø	Clo
wnload Report elect Interpr eport: Se ID	ndient Towny, Plan Parameters 5 7074			P P 95% Independen	・ つ C t Living Plan	Report Date :	Clc 04-25-202
wnload Report elect nncepr eport: se ID al ID	ndent Taying Plan Parameters 3 X04 20549 1		Consumer: Nimat Abdullah	PP95% Independen	•) C It Living Plan Case II	Report Date (Clc
vnload Report lect incope se ID al ID sput: PDF	nomit Living Plan Parameters 5 AVA 22549		Corsumer: Nimat Abdullah Anticipated Program Services Du	ා ු ඉ ඉ5 % Independen attor: 5+ Years	•) C t Living Plan Cose II ILP De	Report Date (2: 5794 veloped: Accepted.	Cld 04-25-202
wnload Report elect Indepe eport: Se ID al ID tput: PDF	ndent Javing Plan Parameters SAUA 22549		Consumer: Nimat Abdullah Anticipated Program Services Du Planned Frequency of Consumer	ی کی ہے Independen ation: 5+ Years Contact: 90 Days	• C It Living Plan Gase II ILP Do ILP Co	Report Date 4 2: 5794 Peloped: Accepted py given to Consumers	Clc 04-25-202
wnload Report elect indeper se ID al ID sput: PDF Generate Report Close	ndent Taving, Plan Parameters 3704 20549		Consumer: Nimat Abdullah Anticipated Program Services Du Planned Frequency of Consumer Date Defined: 6/6/2014 Category, Community/Social Part Goal: Participate in sports/recreat Notes: Consumer will continue part	P 95 % Independen ation: 5+ Years Contact: 90 Days Staff: cipation Review onal activities with peers. ticipating in social recreation	Case II Living Plan Case II ILP De ILP Ce	Report Date 4 Report Date 4 veloped: Accopted by given to Consumer, utoome: Achieved utoome: Achieved	Clc
wnload Report elect nndepr se ID al ID tput: PDF Cenerate Report Close pload Report	ndent Living, Plan Parameters 5704 20549		Consumer: Nimat Abdullah Anticipated Program Services Du Plannad Frequency of Consumer Date Defined: 6/6/2014 Category, Community/Social Part Goal: Participate in sports/recreat Notes: Consumer will continue participate the Move.	P 95 % Independen ation: 5+ Years Contact: 90 Days Capation Revien onal activities with peers. tricipating in social recreation Perso ng in the Women on Cons	Case II Living Plan Case II ILP De ILP Co	Report Date : Report Date : 20: 5794 Peloped: Accepted py given to Consumer. utcome: Achieved utcome: Date: 6/6/2014 t Date Target Date Co 2/2014 9/6/2014 6/6	Clc
vnload Report elect Indepr eport; Indepr se ID al ID compatibility PDF Generate Report Close pload Report Verbal Consent	ndent (Ivrny, Plan Parameters 3704 22539		Consumer: Nimat Abdullah Anticipated Program Services Du Planned Frequency of Consumer Date Defined: 6/6/2014 Category: Community/Social Part Goal: Participate in sport/serverat Notes: Consumer will continue participate the Move.	P 95 % Independen ation: 5+ Years Contact: 90 Days Cipation Revier onal activities with peers. rticipating in social recreation rig in the Women on Cons n, signature is not required.	Case II Case II Case II LP De ILP Co ILP Co ILP Co ILP Co ILP Co ILP Co Id activities, on Resp Stat umer 6/6	Report Date (2: 5794 veloped: Accepted. py given to Consumer. Acome: Achieved utcome: Date: 6/6/2014 t Date Target Date Co 2:014 9/6/2014 6/6	Clc
vnload Report lect port: Indepr e ID d ID put: PDF Cenerate Report Close pload Report Verbal Consent Use machine gen	ndent (Iving, Marc Parameters 5304 22559 22559		Consumer Signature*	P 95 % Independen ation: 5+ Years Contact: 90 Days Cipation Revier onal activities with peers. rticipating in social recreation rig in the Women on Cons n, signature is not required.	Case II Case II Case II ILP De ILP Co ILP Co ILP Co ILP Co ILP Co Id activities, on Resp Stat umer 6/6 Date	Report Date (Report Date (veloped: Accepted. py given to Consumer: doome: Achieved doome: Date: 6/6/2014	Clc
wnload Report elect Incorpo ese ID al ID tput: PDF Generate Report Close pload Report Verbal Consent Use machine gen	ndent living Mari Parameters 22549		Consumer: Nimat Abdullah Anticipated Program Senices Du Planned Frequency of Consumer Date Definet: 6/6/2014 Category, Community/Social Part Goal: Participate in sports/recreat Notes: Consumer will continue part Action Desc Consumer will continue participati the Move. * If Consumer waived the IL Plan Consumer Signature*	P 95 % Independen ation: 5+ Years Contact: 90 Days Staff: , cipation Revie nonal activities with peers. rticipating in social recreation ng in the Women on Cons n, signature is not required.	C C	Report Date (2: 5794 veloped: Accopted py given to Consumer: utcome: Achieved utcome Date: 6/6/2014 1 Date Target Date Co 2014 9/6/2014 6/4	Clc
wnload Report elect Indepe al ID al ID fild fild Generate Report Close pload Report Verbal Consent Use machine gei	ndomt (Living Plan Parameters 5304 20559 nerated signature		Consumer: Nimat Abdullah Anticipated Program Services Du Planned Frequency of Consumer Date Defined: 6/6/2014 Category, Community/Social Part Goal: Participate in sports/recreat Notes: Consumer will continue participat the Move. • If Consumer waived the IL Pla Consumer signature* Staff Signature	P 95 % Independen ation: 5+ Years Contact: 90 Days Staff:, cipation Review onal activities with peers. rticipating in social recreation Perss: ng in the Women on Cons n, signature is not required. ativities	Case II Living Plan Case II ILP De ILP Co ILP Co al activities, on Resp Stat umer 6/5 Date Date Date	Report Date 4 Report Date 4 veloped: Accopted py given to Consumer: utcome: Achieved utcome Date: 6/6/2014 t Date Target Date Co 2014 9/6/2014 6/6	Clc

Print IL Plan button (IL Plan Report):

Print an IL Plan:

Intake Inf	ormation	Services/Notes	Goals-IL Plan	Groups	Financial Information	Documents	I&R Calls			
IL Plan: Acc	cepted	▼ ILP Cop	oy Given to Consu	ımer?: 🗸	New Goal	Print IL P	lan			
G	Goals Set: 0	Goals Achieved:	6 Goals Drop	oped: 0	Goals Ongoing: 0 Tot	al Goals: 6				
Consumer Go	als									
Date Set			Goal Type			Note		Outcome	Outcome Date	Staff Person
06/06/2014	Participate in	n sports/recreational a	activities with peers.		Consumer will con recreational activit	tinue participating	in social	Achieved	06/06/2014	Anabel Rios
06/06/2014	Acquire sup	portive services to mai	intain schedule.		Develop computer Speaking.	skills using Drage	on Natually	Achieved	09/28/2015	Anabel Rios
06/06/2014	Acquire/mai	intain volunteer work.			Consumer wants t	o participate in vo	lunteer activities.	Achieved	09/03/2016	Anabel Rios
06/06/2014	Acquire self	-care or home manage	ment aids/equipmer	nt.	Consumer wants t	o access a compu	er to use at home.	Achieved	11/17/2014	Anabel Rios
06/06/2014	Establish an	d follow personal exer	cise needs and routi	ines.	Consumer wants t	o join an exerise p	rogram.	Achieved	09/30/2016	Anabel Rios
06/06/2014	Acquire train	ning in particular skill	or interest area.		Consumer wants t	o improve her Spa	nish.	Achieved	09/28/2015	Anabel Rios
1					Page 1 of 1					View 1 - 6 of 6

port;					
Parameters ase ID 5723	Indepe	ndent Living	Plan	Report D	late: 04-25-202
atput: PDF	and the state of t		Casa (D: 5704		
	Consumer: Nimat Abdullah		0.836 10. 51 54		
	Anticipated Program Services Duration: 5+ Years		ILP Developed	# Accepted	Sec. 1
Generate Report	Flanned Frequency of Consumer Contact: 90 Days		ILP Copy give	n to Consum	er:
	Date Defined: 6/6/2014	Staff: Anabel Rios	Outcome	Achiever	
Close	Category: Community/Social Participation	Review Date:	Outcome	Date: 6/6/201	4
	Goal: Participate in sports/recreational activities with pe	ers,	a construct	Constant of the second s	
inford monore	Notes: Consumer will continue participating in social re-	reational activities.			
Jpioad Report	Action Desc	Person Resp	Start Date	Target Date	Completed
	Consumer will continue participating in the Women on the Move.	Consumer	6/6/2014	9/6/2014	6/6/2014
Verbal Consent	Data Dafinari: 6/6/2014	Staff: Anabel Rios	Outcome	Achieved	
Use machine generated signature	Category: Educational	Review Date:	Outcome	Date: 9/28/20	15
	Goal: Acquire supportive services to maintain schedule				
	Notes: Develop computer skills using Dragon Natually S	Speaking.			
	Action Desc	Person Resp	Start Date	Target Date	Completed
	Consumer will register for computer skills,	Consumer	6/6/2014	9/6/2014	9/28/2015
บานของสุดสุดสุดสุดสุดสุดสุดสุดสุดสุดสุดสุดสุดส	Date Defined: 6/6/2014	Staff: Anabel Rios	Outcome	Achieved	
	Category: Vocational	Review Date:	Outcome	Date: 9/3/201	6
anth (Caroline)	Goal: Acquire/maintain volunteer work.				
save Reset	Notes: Consumer wants to participate in volunteer activ	ities.			
	Action Desc	Person Resp	Start Date	Target Date	Completed
	Consumer will participate in volunteeractivities at HCIL.	Consumer	6/6/2014	9/6/2014	9/30/2016
	Date Defined: 6/6/2014	Staff: Anabel Rios	Outcome	Achieved	
	Category: Information Access/Technology	Review Date:	Outcome	Date: 11/17/2	014
	Goal: Acquire self-care or home management aids/equi	pment,			

Prints a summary of all Goals entered. Signature lines are at the end of the report.

A Consumer signature is required unless they signed the IL Waiver.

To print this, click on the Print Icon on the menu and click on print.

Print					×
Destination	Printer	•			
Content to print	Document and annotations	•			
🔿 All pages 🏢					
Active page					
O Pages: 1					
			Cancel	PRINT	\supset

Services/Notes Screen

Staff	Center	Callers/Consumers	Groups	Community	/ Outreach	General Se	ervices R	eports-	Admin-	Themes-	Logou
ID: 24380	Nimat Abd	ullah [(832) 884-095	9]	Life	Situations -	PPR Con	sumer Profile	/E-Sign	View Addre	ess Info	
Intake Info	ormation	Services/Notes	Goals-IL Plan	Groups	Financial	Information	Document	s I&R	Calls	-	
Set contac	t reminder	to: 90 Days V	Anticipated D	uration of Pro	gram: 5+ Yea	ars 🔻	Print Notes	. Ne	w Notes		
nsumer Cont	acts / Service	Notes									
Date	Staff				Note				Success Story	Time (min)	Units
2/28/2017	Anabel Rios	In response to letter response to letter as of today due to will be completed.	er sent previous sent to consum no recipical cor	sly in an attempt er at the beginn ntact from consu	to make conta ing of the mon imer. All goals	ct with consum th. CSR will be p will be consider	er. There was r blaced in inactiv red met. Staffin	io ve status g form		30	2
2/01/2017	Anabel Rios Anabel Rios Anabel Rios									30	2
1/13/2017	Anabel Rios	Consumer was mai HCIL requested the their current ILP ar stands ready to a renew their system additional challeng	iled a year end e consumer to c nd/or goals and sist and work w hs advocacy effo ges in overcomin	letter from HCIL ontact us in Feb their new year ith them. The H orts in 2017 bec. ng the many bar	stating that we ruary and/or M goals whatever CIL letter encou ause the disabi riers we alread	e wished them a larch for an app they are. We als uraged the cons lity community y face.	Happy Holiday pointment to dis so stated that H umer to be rea could be facing	v season. scuss ICIL dy to J		30	2
2/28/2016	Anabel Rios	Consumer was con the year and discu and activities for Ja contact consumer.	tacted by Comi ss future goals anuary 2017 an A letter will be	munity Integration for 2017. Additi d future months sent to consum	on Specialist to onally consume . Consumer has er in an attemp	touch base on t er was also cont s not responded t to establish co	their progress tacted to discus d to previous at ontact with con	through ss updates tempts to sumer.		30	2
9/30/2016	Anabel Rios	All consumer goals FY 17 to update go	s were met for F bal plan and wo	Y16 as of Septe rk on establishe	mber 30, 2016 d new and/or o	. Consumer will ongoing goals.	be contacted e	effective		30	2
8/05/2016	Anabel Rios	Consumer was con established goals. re-establish contac	tacted to obtain All numbers lise t.	ning a follow-up ted on file or ou	on their currer t of services. Sl	nt situation and he will be sent a	progress in acl an e-mail in a at	nieving tempt to		30	2
5/06/2016	Anabel Rios	Consumer was con Act/Marketplace of Diabetes Education prevention and car resources and info resources.	ntacted by HCIL n Tuesday, May n Counselor wit re. Consumer is rmation on psy	and invited to a 10, 2016 from h Kelsey-Seybold unable to atten chiatric doctors	ttend an Overvi 1:00-2:00 p. m I will also give a d due other res that would take	iew on the Affor . After the overv a 30 minute pre ponsibilities. Sh e her insurance.	rdable Health view, Susan Joh esentation on d ne also requesto . She was given	nson, iabetes ed several		120	8
4/25/2016	Anabel Rios	Consumer was con April 28, 2016 fror Houston will be he disabilities. A mes	ntacted by volur m 1pm-3pm. Th re to offer tips sage was left fo	teer and invited te topic will focu and recommend r consumer to ir	to attend Wom s on fitness an ations on exer form them abo	nen on the Move d nutrition. Billy cising and healt but the meeting.	e meeting on Tl / Reese with Cil hy eating for p	nursday ty of eople with		60	4
		Ms. Abdullah repo Methodist Hospital	rted an incident I. She stated tha	that she experi at she went to th	enced last weel e ER to access	k while trying to emergency atte	access service ntion. She was	s through not			

Consumer Contacts are for keeping an up-to-date record of meetings, calls, correspondence, or any other interactions with, or on behalf of a consumer. Contact entry is required for the 704 Report,

Click on the New Notes button - to record a Consumer Contact.

To view prior contacts – Double click on the Services/Notes entry.

The Print Notes – button is a report that will compile all (or part) of all contacts made with this Consumer according to your date selection. The following 2 pages will demonstrate.

TIP: You may want to review the date range you need on this screen before clicking "Print Contacts."

Print Notes

	Staff Center	Callers/Consumers	s Groups	Community	Outreach G	eneral Se	ervices	Reports-	Admin -	Themes-	Logout	
ID:	24380 Nimat Ab	dullah [(832) 884-09	959]	Life	Situations - PPR	Cons	sumer Pr	ofile/E-Sign	View Add	ress Info		
Inta	ake Information	Services/Notes	Goals-IL Plan	Groups	Financial Infor	mation	Docum	nents I&R	Calls			
Set	contact reminde	r to: 90 Days V	Anticipated Dur	ation of Pro	gram: 5+ Years	• <	Print No	tes New	Notes			
Consu	mer Contacts / Servic	e Notes							-			
D	ate Staff	F			Note				Success Stor	y Time (min)	Units	

When you click on the Print Notes button this is the screen that comes up. You need to put in the Beginning Date and the Ending Date and click Generate Report.

You will have the option to print a Detailed or a Summary report.

			1/9 .	(-) (+) as a/	nc	6	
Select Report:	Consumer_Lontact_Summary_By_Staff Consumer_Contact_Details_By_Staff		Ellis 🖡	A A 93 % *	a G	16	1
	Parameters						
ase ID	1/04		Co	nsumer Contact Sun	imarv	by Sta	ff Report Date: 04-25-20
tart Date	01/01/2017						
nd Date	08/31/2017			Date range: 2/1/1900 thro	ugh 1/31/2	201	
a prace		1		<all staff<="" td=""><td>></td><td></td><td></td></all>	>		
taff	All		1	Nimat Abduli	an		100.00
utput: PDF		Staff Name	Contact Date	Service Type	Units	Hours	Funder
		Anabel Klos	2/20/2017	Pear Courseling	2	0.50	HOLIACL HHS
			2/1/2017	Advectorill and Condense	4	0.00	HOLAGE HUS
Generate F	leport		1/13/2017	Revocacy/Legal Services		0.25	HOUAGL HHS
			12/28/2018	Peer Counseling	2	0.50	HCILIACI HHS
Class			9/30/2016	Advocacy/Lanal Services	2	0.50	HCIL/ACLEHHS
Close			8/5/2016	Peer Counseling	2	0.50	HOLLACI, HHS
			5/6/2016	IL Skills Training	2	0.50	HCIL/ACL-HHS
Upload Rep	ort		5/6/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
- the second			5/6/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
_			5/6/2016	Preventive Services	2	0.50	HCIL/ACL-HHS
			4/25/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
Verbal	Consent		4/25/2016	Recreational Services	2	0.50	HCIL/ACL-HHS
			3/30/2016	Advocacy/Legal Services	2	0.50	HCIL/ACL-HHS
Use ma	achine generated signature	and the second se	3/30/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
			3/30/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			3/30/2016	Preventive Services	2	0.50	HCIL/ACL-HHS
			3/22/2016	Housing	2	0.50	HGIL/ACL-HHS
			3/22/2016	IL Skills Training	2	0.50	HCIL/ACL-HHS
£			3/22/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
		All the local division of the local division	3/22/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			3/15/2016	Advocacy/Legal Services	2	0.50	HCIL/ACL-HHS
			3/15/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
C	14						

Print Notes Report

ownload Re	port	-	_				
Select Report:	Consumer_Contact_Summary_By_Staff Consumer_Contact_Details_By_Staff		1/9 🔶	€ € 95% +	o c	DIE	Q
ase ID	Parameters		Co	nsumer Contact Sun	nmary	by Sta	ff Report Date: 04-25-2022
art Date	01/01/2017			Date range: 2/1/1900 thro	ugh 1/31/2	201	
d Date	08/31/2017			< All Staff	->		
-ff	All			Nimat Abdull	ah		
	~ /50	Staff Name	Contact Date	Service Type	Units	Hours	Funder
tput: PDF		Anabel Rios	2/28/2017	Peer Counseling	2	0.50	HCIL/ACL-HHS
			2/1/2017	Peer Counseling	2	0.50	HCIL/ACL-HHS
			1/13/2017	Advocacy/Legal Services	1	0.25	HCIL/ACL-HHS
Generate F	leport		1/13/2017	Peer Counseling	1	0.25	HCIL/ACL-HHS
			12/28/2016	Peer Counseling	2	.0.50	HCIL/ACL-HHS
Close			9/30/2016	Advocacy/Legal Services	2	0.50	HCIL/ACL-HHS
			8/5/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			5/6/2016	IL Skills Training	2	0.50	HCIL/ACL-HHS
pload Rep	ort		5/6/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
			5/6/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
_			5/6/2016	Preventive Services	2	0.50	HCIL/ACL-HHS
			4/25/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
Verbal	Consent		4/25/2016	Recreational Services	2	0.50	HCIL/ACL-HHS
			3/30/2016	Advocacy/Legal Services	2	0.50	HCIL/ACL-HHS
Use m	achine generated signature		3/30/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
			3/30/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			3/30/2016	Preventive Services	2	0.50	HCIL/ACL-HHS
			3/22/2016	Housing	2	0.50	HCIL/ACL-HHS
			3/22/2016	IL Skills Training	2	0.50	HCIL/ACL-HHS
			3/22/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
		and the local division of the local division	3/22/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			3/15/2016	Advocacy/Legal Services	2	0.50	HCIL/ACL-HHS
100			3/15/2016	Information & Referral Services	2	0.50	HCIL/ACL-HHS
ave Res	set		3/15/2016	Peer Counseling	2	0.50	HCIL/ACL-HHS
			OLAN PROATS	Linuming	-	0.50	LOOP WAS LIDE

This is what the actual report looks like – you would click on Print Icon and it would print the full report. As you can see, this pulls all of the information that you put in under the Notes.

Contact Information – (after double clicking on the entry)

s: response to letter sent previously in an the month. CSR will be placed in inact multil be completed	attempt to make contact				
response to letter sent previously in an the month. CSR will be placed in inact multiple completed	n attempt to make contact		_		
n win be completed.					
ervice Topics are required for the Fe	deral report				
ervice Topics	Staff Time and Funder			_	Service Referrals
	Note Type	Funder/Program	Time		Provider
Services Provided Topics	Pres Courselling		20	Units	
Services Provided Topics Peer Counseling	Peer Counseling	HCIL/ACL-HHS	30	2	
Services Provided Topics Peer Counseling	Peer Counseling	HCIL/ACL-HHS	30	2	
Services Provided Topics Peer Counseling	Peer Counseling	HCIL/ACL-HHS Total (15 min = 1 unit):	30	2	

Complete the first part of the record. Units are 1 Unit for 15 minutes of time.

TIP: The first contact entries are typically Intake and Assessment.

Remember to always enter a Service note when you update or work on the Consumer's file. For example, if you close a Consumer file, you will enter a Service note to go with the closing date.

Contact Information - Topics and Referrals

	State Millio State Plantes				
Services Provided Topics	Note Type	Funder/Program	Time	Units	Provider
Peer Counseling	Peer Counseling	HCIL/ACL-HHS	30	2	
		Total (15 min = 1 unit):	30	2	
J Insert New View 1 - 2 of 2	👼 📖 Insert New		Vie	w 1 - 2 of 2	Insert New View 1 - 1 of 1
Print Notes Life Situ	uations - PPR				

Be sure to select all Service Topics that apply as are required for the 704 Report.

Note, whatever topic you put here should be discussed in the "Notes" section. At least one Contact record is needed for the 704 reporting year with all the Service Topics entered. Be specific, more is better.

Referrals to Agency Type area: track if you refer a consumer to another agency for services.

Note: Topics are only counted once for the 704 - so if several contacts are made under the same topic – say Transportation, and there are 10 contacts with the consumer in this area– it will be counted one time only.

Contact Information – Notes

*Date: 02/28/2017	Staff: Anabel Rios	Success S	story?:	J	
m will be completed.	e status as of today du	e to no recipical contact from	i consume	r. All goal:	s will be considered met. Staffing
ervice Topics are required for the Fed	eral report			_	Provide and so the
Services Provided Topics	Note Type	Funder/Program	Time	Units	Service Referrals
	Peer Counseling	HCIL/ACL-HHS	30	2	
Peer Counseling					
Peer Counseling					
Peer Counseling	a inset New	Total (15 min = 1 unit):	30	2	

Enter a summary of what took place as a result of your interactions with this consumer.

Enter your Staff notes.

Close the screen when done.

Staff Center (Active Case List) Screen

Staff Center	Callers/Co	onsumers	Groups	Commun	ity Outreach	General Service	es Repor	ls+ Admi	in•	Themes-	Logout	1
Staff Cer	nter				and a	No	ote: Items in	blue are rec	quired	for Federal	Reporting	
otan oci	nor		Co	onsumer S	urvey Prin	t Consumer List	Daily Time	Check	How T	o Add Consum	er to List	
Staff: Anabel Rios		Show C	losed Consu	mers:	Consumer:		•	Search				
Consumer List	_	_					_			IR Calls Requir	ing Follow-Up	
Consumer	Last Contact	Next Contact	Intake Date	IL Plan	Phone Number	Add Contact/Note	Send Email	Address		Caller	Call D	Date Phone Number Follow Up Address
Abrar, Nadia	04/21/2022	86 day(s)	01/29/2020	Accepted	(832) 533-0004	New Note	Send Email	Address	1			
Akpa, Chima	02/09/2022	15 day(s)	12/06/2007	Accepted	(832) 721-7214	New Note	Send Email	Address				
Akway, Olango	04/21/2022	86 day(s)	05/14/2012	Accepted	(832) 890-5748	New Note	Send Email	Address				
Amlima, Kossi	04/21/2022	86 day(s)	01/08/2014	Accepted	(773) 676-3259	New Note	Send Email	Address				
Andrews, Kimberly	04/21/2022	86 day(s)	05/13/2019	Accepted	(832) 792-6525	New Note	Send Email	Address				
Barrera, Ramiro	03/30/2022	64 day(s)	10/18/2016	Accepted	(832) 603-7545	New Note	Send Email	Address				
Bell, Jeanette	04/21/2022	86 day(s)	01/29/2019	Accepted	(832) 967-3609	New Note	Send Email	Address		-	_	Page 1 of 0 No records to view
Benitez, Macario	04/21/2022	86 day(s)	05/07/2019	Accepted	(713) 380-2729	New Note	Send Email	Address		Note: If	a screen fre	ezes, press "CTRL KEY" AND F5 to reset
Biddle, Walter	04/19/2022	84 day(s)	03/01/2019	Accepted	(832) 259-1406	New Note	Send Email	Address				Version: 03.12
Bisch, Vickie	01/25/2022	0 day(s)	11/05/2020	Accepted	(832) 298-4856	New Note	Send Email	Address				
Blasini, Christina	01/25/2022	0 day(s)	09/02/2014	Accepted	(346) 978-3230	New Note	Send Email	Address				
Blount, Glennelle	01/25/2022	0 day(s)	02/10/2020	Accepted	(281) 901-2705	New Note	Send Email	Address				
Boatman, Carri	01/25/2022	0 day(s)	11/03/2020	Accepted	(832) 578-4519	New Note	Send Email	Address				
Broomfield, Glenda	01/25/2022	0 day(s)	06/06/2019	Accepted	(281) 988-8972	New Note	Send Email	Address				
Brown, Heather	01/25/2022	0 day(s)	05/21/2019	Accepted	(346) 360-2130	New Note	Send Email	Address				
Brumbaugh, Iris	03/30/2022	64 day(s)	02/20/2007	Accepted	(713) 562-7682	New Note	Send Email	Address				
Bush , Chiquita	01/25/2022	0 day(s)	10/28/2021	Accepted	(713) 609-7759	New Note	Send Email	Address				
			-	Page 1	of 2 ++ +-			View 1 - 100 a	of 198			

When you work with consumers every day, use this screen by double clicking the consumer's name in the list. From here you will have quick access to entering Goals, Contact Notes and updating Consumer/Service Request information for all the active Consumers that you are working with.

The Next Contact column will note if a contact is due according to the Planned Frequency of Contact that was entered on the Goal tab in the Service Request screen.

Closing Out A Consumer Request

Intake Information	Services/Notes	Goals-IL Plan	Groups	Financial Informa	ation Docum	ents I&R Cal	s		
"Start Date: 06/0 Office: HCIL IL Plan: Accep IL Plan Copy Given to Rights Signature	5/2014 🗐 v pted v Consumer: v Received?: v	Exit Date Reason	Exit Inform e: 02/28/20 1: Goals Me 70B	ation D17 II t V Exit Survey	File Commen Old Address	ts or Eligibility S	tatement: ase ID: 8134		
Rights Date: 06/0 Case ID: 5794	5/2014 🔳	cuse is Activ		About Closing				h	
Consumer Staff/Funding				and the second	Step 4: Servi	e Notes Alt-C			
Funding/Program	Staff Assigned	Start Date En	d Date Co	onfidential	Step 5: Goals	Alt-G			
🗑 🕫 Insert New				/iew 1 - 2 of 2					
	-	_	_		-		-	-	
SS Benefits									
SS Benefits SS Office Verifie w/BPO	ed BPQY Date C	ependant Confir In Record Letter S	m Medica ent D	l Review Month Of T ate Used To Da	WP Month Of te Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Date
SS Benefits SS Office Verifie w/BPC	2d BPQY Date C	Dependant Confi Dn Record Letter S	m Medica ient D	l Review Month Of T ate Used To Da	WP Month Of Ite Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Date

A Consumer should only have one Active Service request at a time. However, you can have many goals under that one request and many entries for different Programs and Staff. The Active Service Request will stay opened until all the goals have been achieved or dropped.

The next example is of a Consumer – that was opened, worked with and then closed. If this Consumer should call with another Request for Services – say training instead of equipment – then we would open a new Request for Service – with new Goals and Contacts, etc.

Consumer – Closing A Request For Service

First enter the Exit information in the section on this screen.

Intake Information	Services/Note	es Goals-I	L Plan Gro	ups Finan	cial Informatio	n Documer	nts I&R Call	s		
"Start Date: 06/09	5/2014		Exit Inf	ormation		File Comments	or Eligibility St	tatement:		
IL Plan: Accep	oted 🔻	E	Reason: Goal	s Met	■					
Rights Signature Rights Date: 06/09	Received?: 🗹	Case	is Active?:	About Cl	osing					
Case ID: 5794									h	
Consumer Staff/Funding						Step 4: Service	Notes Alt-C			
HCII /ACL-HHS	Anabel Rios	Start Date 06/05/2014	End Date 02/28/2017	Confidentia		Step 5: Goals A	Alt-G			
Heley Ace tino	Andber Hos	00/03/2014	02/20/2011							
a 🕫 Insert New				View 1 - 2 of 2	2					
SS Benefits			-		-	-		_	-	_
SS Office Verifie w/BPQ	ed BPQY Date	Dependant On Record	Confirm Me Letter Sent	edical Review Date	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Date
🗑 🕼 Insert New										View 1 - 1 of 1

Next, click on the – Situations – button and fill in the Exit column for all items entered there.

Date: 02/20/2017	Staff: Angled Bigs	- Current C	ton a F	1	
Date. 02/28/2017	Anabel Rios	Juccess :	itory:).	
the month. CSR will be placed in inact m will be completed.	ive status as of today du	e to no recipical contact fron	1 consume	r. All goal:	s will be considered met. Staffing
ervice Topics are required for the Fe	ederal report		_	_	
ervice Topics are required for the Fe ervice Topics	ederal report Staff Time and Funder	Funder /Program	Time	Unite	Service Referrals
ervice Topics are required for the Fo ervice Topics Services Provided Topics Peer Counseling	ederal report Staff Time and Funder Note Type Peer Counseling	Funder/Program HCIL/ACL-HHS	Time 30	Units 2	Service Referrals Provider
ervice Topics are required for the Fo ervice Topics Services Provided Topics Peer Counseling	Staff Time and Funder Note Type Peer Counseling	Funder/Program HCIL/ACL-HHS Total (15 min = 1 unit):	Time 30 30	Units 2 2	Service Referrals Provider

	At Intake		At Change or improved	access
Assistive Technology:	Needs Access	•	Needs Access	Y
Health Care Services:	Achieved Access	T	Achieved Access	T
Transportation:	Achieved Access	•	Achieved Access	
Education:	Some College	•	Some College	T
Residence Type:	Rent House/Apartment	•	Rent House/Apartment	•
Living Arrangement:	Independent	•	Independent	Ŧ
Living Accessibility:	Accessible		Accessible	•
Employment:	Not Employed: Not Seeking	v	Not Employed: Not Seeking	
Annual Income:	\$6,601 - \$10,000	•	\$6,601 - \$10,000	•
Subsidy:	Unsubsidized	v	Unsubsidized	•
ems in Blue needed on P	PR/704 Report			
ems in Red needed for 7	-OB Report			

Next, enter the end date on the Programs Tab

					1						
"Start Date: 06/0	5/2014		Ex	it Informa	ation		File Comments	or Eligibility St	tatement:		
Office: HCIL	•	E	Exit Date:	02/28/20	17	E	Old Address ID:	25129 Old Ca	ase ID: 8134		
IL Plan: Acce	pted 🔻		Reason:	Goals Met	1						
IL Plan Copy Given to	Consumer: 🗹			70B 8	Exit Survey	1					
Rights Signature	Received?: 🗹	Casa	is Active?								
Rights Date: 06/0	5/2014	case	is Active.		About Clos	sing					
Case ID: 5794										1.	
Consumer Staff/Funding	>	-			-		Step 4: Service 1	lotes Alt-C			
Funding/Program	Staff Assigned	Start Date	End D	ate Co	nfidential		Step 5: Goals Al	-G			
HCIL/ACL-HHS	Anabel Rios	06/05/2014	02/28/	2017			Step 5. Sould in				
🗉 🕫 insert New				Vi	īew 1 - 2 of 2						
a 🕫 insert New				Vi	Tiew 1 - 2 of 2						
SS Benefits				Vi	1iew 1 - 2 of 2						
SS Benefits SS Office Verific	ed BPQY Date	Dependant On Record	Confirm Letter Sent	Vi Medical t Da	Tiew 1 - 2 of 2	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da
SS Benefits SS Office Verific w/BPC	аd Дү ВРQY Date	Dependant On Record	Confirm Letter Sen	Medical t Da	Tiew 1 - 2 of 2 I Review Mate I	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da
SS Benefits SS Office Verific w/BPC	ed Дү ВРQY Date	Dependant On Record	Confirm Letter Sen	vi Medical t Da	Tew 1 - 2 of 2 I Review Mate I	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da
SS Benefits SS Office Verific w/BPC	аd Дү ВРQY Date	Dependant On Record	Confirm Letter Sen	W Medical t Da	iew 1 - 2 of 2	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da
SS Benefits SS Office Verific w/BPC	ed BPQY Date	Dependant On Record	Confirm Letter Sen	Medical t Da	iew 1 - 2 of 2 I Review N ate I	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da
SS Benefits SS Office Verific W/BPC	ed ΒΡQY Date	Dependant On Record	Confirm Letter Sen	vi Medical t Da	iew 1 - 2 of 2 I Review N ate I	Month Of TWP Used To Date	Month Of Cessation	EPE Start Date	EPE End Date	TWP Start Date	TWP End Da

Last, Click on the Goals tab and close out all goals listed and enter the Outcome.

Intake Inf	formation	Services/Notes	Goals-IL Plan	Groups	Financial Information	Documents	I&R Calls	-	_	
IL Plan: Ac	cepted	▼ ILP Co	py Given to Consu	umer?: 🗹	New Goal	Print IL P	lan			
c	Goals Set: 0	Goals Achieved:	6 Goals Droj	pped: 0	Goals Ongoing: 0 Tot	al Goals: 6				
Consumer Go	als									1
Date Set			Goal Type			Note		Outcome	Outcome Date	Staff Person
06/06/2014	Participate in	n sports/recreational a	activities with peers.		Consumer will con recreational activit	tinue participatin ies.	g in social	Achieved	06/06/2014	Anabel Rios
06/06/2014	Acquire sup	portive services to ma	intain schedule.		Develop computer Speaking.	skills using Drag	on Natually	Achieved	09/28/2015	Anabel Rios
06/06/2014	Acquire/mai	intain volunteer work.			Consumer wants t	o participate in vo	lunteer activities.	Achieved	09/03/2016	Anabel Rios
06/06/2014	Acquire self	-care or home manage	ement aids/equipme	nt.	Consumer wants t	o access a compu	ter to use at home.	Achieved	11/17/2014	Anabel Rios
06/06/2014	Establish an	d follow personal exer	rcise needs and rout	ines.	Consumer wants t	o join an exerise p	orogram.	Achieved	09/30/2016	Anabel Rios
06/06/2014	Acquire train	ning in particular skill	or interest area.		Consumer wants t	o improve her Spa	nish.	Achieved	09/28/2015	Anabel Rios
					Page 1 of 1					View 1 - 6 of 6

Group Services Search – Use For Open Consumers Only

taff Center	Callers/Consumers	Groups	Community Outreach	General Services	Reports -	Admin +	Themes-	Logo
Grou	p Service S	earch						
ssion Name:			Staff Name: Anabel Rios	*				
ervice Type:			Start Date:	B				
Office Name:			End Date:					
	Search Re	set Search	New Group Service					
Groups					_	_		
Service Date	Session Name		Service Type	Funder	Office			
03/24/2022	WOMEN ON THE MOVE (W.O.M.) CELEBRATES WOMEN'S HISTORY WOMEN WITH DISABILITIES: OUR LIVESOUR IOURNEY!	Peer Counsel	ing	HCIL/ACL-HHS	HCIL	Ú.		
03/10/2022	Housing Option Peer to	Housing		HCIL/ACL-HHS	HCIL			
02/24/2022	Relationships/Disability/	Peer Counsel	ing	HCIL/ACL-HHS	HCIL			
02/22/2022	ESPN: Scams! BBB Senior Patrol	Advocacy		HCIL/ACL-HHS	HCIL			
02/10/2022	Housing Option Peer to Peer Session	Housing			HCIL			
02/03/2022	ASL Introduction	Advocacy		HCIL/ACL-HHS	HCIL			
01/27/2022	Should I Open an Able Account	Advocacy		HCIL/ACL-HHS	HCIL			
01/27/2022	IL Staffs Meeting	IL Skills Train	ning	HCIL/ACL-HHS	HCIL			
	Housing Options O&A							

This is a directory of all the Group Services that have been entered.

To view one – double click on the entry.

Click New Group Service button to enter a new Group record.

Staff Center	Callers/Consumers	Groups	Community Outreach	General Services	Reports +	Admin +	Themes-	Logout
Grou	p Service S	earch						
ession Name:		S	taff Name: Anabel Rios	*				
Service Type:	•		Start Date:					
Office Name:			End Date:					
	Search Re	set Search	New Group Service					
Groups								
Service Date	Session Name		Service Type	Funder	Office	1.1		
03/24/2022	WOMEN ON THE MOVE (W.O.M.) CELEBRATES WOMEN'S HISTORY WOMEN WITH DISABILITIES: OUR LIVESOUR IOURNEY!	Peer Counsel	ing	HCIL/ACL-HHS	HCIL	Ô.		
03/10/2022	Housing Option Peer to Peer Session	Housing		HCIL/ACL-HHS	HCIL			
02/24/2022	Relationships/Disability/	Peer Counsel	ing	HCIL/ACL-HHS	HCIL			
02/22/2022	ESPN: Scams! BBB Senior Patrol	Advocacy		HCIL/ACL-HHS	HCIL			
02/10/2022	Housing Option Peer to Peer Session	Housing			HCIL			
02/03/2022	ASL Introduction	Advocacy		HCIL/ACL-HHS	HCIL			
01/27/2022	Should I Open an Able Account	Advocacy		HCIL/ACL-HHS	HCIL			
01/27/2022	IL Staffs Meeting	IL Skills Train	ing	HCIL/ACL-HHS	HCIL	121		
	Housing Ontions O&A		-		10.000 700			
8			Page 1 of 423		View 1 - 100	of 100		

Group Services Main Screen

This is the screen that you enter a new Group Service activity. Be sure that you enter the correct Service Date.

Enter general notes in the Group Notes section.

noup Details And	Topics	Staff Time And	Attenda	ance	
*Service Date:	03/24/2	2022		Service Topics	
Session Name:	WOMEN	ON THE MOVE (W.C	D.M.	Service Topic	
1015	in contain			Advocacy Services	
Office:	HCIL		•	Peer Counseling	
*Service Type:	Peer Cou	unseling	¥		
Funder:	HCIL/AC	L-HHS	•		
ee Per Person (\$):		C	0.00		
County	Harris		-		
County.	indinino				
Zip Code:	7703	Find Zip	•	Insert New View 1 - 4 of 4	

Except for the Session Name and Group Notes, everything is a drop down. From here you can go the Staff Time and Attendance.

Group Services Staff Time and Attendance

roup Details And Topics	Staff T	ime And Attendar	ice			
Send Group Email						
Staff Time						
Staff Name Anabel Rios	Mileage	Travel Time	Prep Time 120	Session Time 60	Units 12	
☐ insert New	0		120	Total (15 min = 1 unit)	12	
Attondance						
IR Caller/Consumer			Note	_		Email
						View 1 - 1 of 1
a 🖉 Insert New						

Enter Staff name and amount of time. You can enter in the Hours field for 1 hour or 1.25, or you can enter time in the Units field, whichever you prefer.

Enter all of the consumers names that attended the Group by entering them into the Attendance section at the bottom.

You may also enter Notes specific to the Participant by clicking on the "Notes" field to the right of the Participants name.

Community Outreach Services

Click on Community Outreach Services from the Main Menu:

Here you will see a list of all Community Outreach Activities

Staff Center	Callers/Consumers	Groups	Communi	y Outreach	General S	ervices	Reports -	Admin -	Themes +	Logout
Con	nmunity Out	reach S	Search							
Organiza	ation:	•	Staff Name:	Anabel Rios						
Office N	lame:		Start Date:							
Outroach	Areas		End Date			-				
Outreach	Area:	-	End Date:	-						
Outreach	Goal:		Missing Data:							
		Barch Bara	t Search							
	30	arch Rese	e search	vew ourreact						
-			_					_	-	
Community Ou	treach	2.2.2.	1		1	_				
Service Date	Service Na	ne	Org	anization	Office		Outreach Area	Туре		
04/09/2022	Hand in Hand Transition Fa	ir			HCIL	Outrea	ch Efforts		-	
04/06/2022	Services for Residents Leavi Facilities through the North Area Agency on Aging and Disability Resource Center	ng Nursing Central Texas Aging and	HCIL		HCIL	Comm	unity Ed./Public	Info.		
04/06/2022	Autism Spectrum Disorder: Journey"	The Diagnostic			HCIL	Comm	unity Ed./Public	Info.		
04/01/2022	Parent Transition Night				HCIL	Outrea	ch Efforts			
03/30/2022	Metrolift Community Leader	Community			HCIL	Comm	unity Ed./Public	Info.		
03/28/2022	Zoom meeting with Harris O	Co. Psych. Center	HCIL		HCIL	Outrea	ch Efforts			
03/24/2022	Accessibility Help Desk Ove	rview	HCIL		HCIL	Collabo	orating/Network	ing		
03/23/2022	Southeast Texas Education	Forum	HCIL		HCIL	Collabo	orating/Network	ing		
03/22/2022	ESPN Senior Community Me	eting			HCIL	Comm	unity Ed./Public	Info.		
03/77/7077	March FAIR HOUSING Series Housing Rights: Eviction Pro	- Know Your			нсіі	Comm	unity Ed /Public	Info	-	

Double click any Activity in the list to update or view the record

OR

Select the New Outreach button to record a new Activity.

Community Outreach Services New Outreach Button

Staff Center	Callers/Consumers	Groups	Community	Outreach	General Se	rvices	Reports -	Admin -	Themes-	Logou
Con	nmunity Out	reach S	earch							
Organiz	ation:		Staff Name:	Anabel Rios						
Office I	Name:	•	Start Date:							
Outreach	Area:		End Date:							
Outreach	Goal		Missing Data:							
ourcuon			moonig bata.		_					
	Se	arch Reset	Search N	lew Outreach						
Community Ou	itreach									
Service Date	Service Nar	ne	Orga	nitation	Office			-		
		inc.	orgui	Inzation	Office		Outreach Area	туре		
04/09/2022	Hand in Hand Transition Fai	r	orgu	Inzation	HCIL	Outread	h Efforts	Туре		
04/09/2022 04/06/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and A Disability Resource Center	r ng Nursing Central Texas Aging and	HCIL		HCIL	Outread Commu	th Efforts	Info.	-	
04/09/2022 04/06/2022 04/06/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and J Disability Resource Center Autism Spectrum Disorder: Journey"	r ng Nursing Central Texas Aging and The Diagnostic	HCIL		HCIL HCIL	Outread Commu	inity Ed./Public	Info.		
04/09/2022 04/06/2022 04/06/2022 04/01/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and J Disability Resource Center Autism Spectrum Disorder: Journey" Parent Transition Night	r ng Nursing Central Texas Aging and The Diagnostic	HCIL		HCIL HCIL HCIL	Commu Commu Commu Outread	inity Ed./Public	Info.		
04/09/2022 04/06/2022 04/06/2022 04/01/2022 03/30/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and / Disability Resource Center Autism Spectrum Disorder: Journey ^T Parent Transition Night Metrolift Community Leader	r ng Nursing Central Texas Aging and The Diagnostic	HCIL		HCIL HCIL HCIL HCIL HCIL	Commu Commu Commu Outread	ch Efforts inity Ed./Public inity Ed./Public ch Efforts inity Ed./Public	Info. Info.		
04/09/2022 04/06/2022 04/06/2022 04/01/2022 03/30/2022 03/28/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and / Disability Resource Center Autism Spectrum Disorder: Journey" Parent Transition Night Metrolift Community Leader Zoom meeting with Harris C	r ng Nursing Central Texas Jging and The Diagnostic Community to. Psych. Center	HCIL		HCIL HCIL HCIL HCIL HCIL HCIL	Commu Commu Commu Outread Commu Outread	ch Efforts inity Ed./Public inity Ed./Public ch Efforts inity Ed./Public ch Efforts	Info. Info.		
04/09/2022 04/06/2022 04/06/2022 04/01/2022 03/30/2022 03/28/2022 03/24/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and J Disability Resource Center Autism Spectrum Disorder: Journey" Parent Transition Night Metrolift Community Leader Zoom meeting with Harris C Accessibility Help Desk Ove	r ng Nursing Central Texas Aging and The Diagnostic Community .o. Psych. Center rview	HCIL HCIL		HCIL HCIL HCIL HCIL HCIL HCIL HCIL	Outread Commu Commu Outread Commu Outread Collabo	th Efforts inity Ed./Public inity Ed./Public th Efforts inity Ed./Public th Efforts rating/Network	Info. Info. Info.		
04/09/2022 04/06/2022 04/06/2022 04/01/2022 03/30/2022 03/28/2022 03/24/2022 03/23/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and J Disability Resource Center Autism Spectrum Disorder: Journey" Parent Transition Night Metrolift Community Leader Zoom meeting with Harris C Accessibility Help Desk Ove Southeast Texas Education	r ng Nursing Central Texas Aging and The Diagnostic Community io. Psych. Center ryiew orum	HCIL HCIL HCIL HCIL		HCIL HCIL HCIL HCIL HCIL HCIL HCIL HCIL	Outread Commu Commu Outread Commu Outread Collabo	the Efforts anity Ed./Public anity Ed./Public anity Ed./Public befforts anity Ed./Public befforts rating/Network rating/Network	Info. Info. Info. ing		
04/09/2022 04/06/2022 04/06/2022 04/01/2022 03/30/2022 03/28/2022 03/23/2022 03/22/2022	Hand in Hand Transition Fai Services for Residents Leavi Facilities through the North Area Agency on Aging and A Disability Resource Center Autism Spectrum Disorder: Journey" Parent Transition Night Metrolift Community Leader Zoom meeting with Harris O Accessibility Help Desk Ove Southeast Texas Education ESPN Senior Community Me	r ng Nursing Central Texas Aging and The Diagnostic Community .o. Psych. Center rview orum eting	HCIL HCIL HCIL HCIL		HCIL HCIL HCIL HCIL HCIL HCIL HCIL HCIL	Commu Commu Commu Outread Commu Outread Collabo Collabo	the Efforts inity Ed./Public inity Ed./Public the Efforts inity Ed./Public the Efforts rating/Network rating/Network inity Ed./Public	Info. Info. Info. ing Info.		

Community Activity – Information Screen

ommunity Out	reach	Attendance / Pub	icity Documents							
Date:	04/09/	2022		Organiz	ation Infomation	n	Issues			
Outreach Area:	Outread	ch Efforts		▼ Org. Name:					ssues	
Activity Name:	Hand in	n Hand Transition Fai	r	Other Org:			You	ith Tran	sition/Reloca	tion
Activity Type:	Transiti	ion/Community-Base	d 🔻	First Name:						
Office:	HCIL		Υ	Last Name:						
County:	Harris			Phone:						
Lity:	Houma		•	Email:					100	0.2012
in Code	77076								V18-0	
Soal Objective: Notes: Tombi partne materi	Youth T All ISD he ered in th ial throug	Find Zip Transition: Outreach eld a Youth Transitic ne event, One-Hunc ghout the event, Twe	to youth with disabilities to p n Fair, Hand In Hand for your red participants joined the en nty two individuals register t	Testimonial?:	school student isabilities in the s, families, and ervices, and fol	ts transit to r e district. O staff. HCIL Ilow-up.	ver 20 pa	t New Irtner a ed and	gencies distributed	I HCIL
Soal Objective: Notes: Tomba partne materi Staff Time	Youth T Youth T all ISD he ered in th	Find Zip Fransition: Outreach eld a Youth Transitic he event, One- Hund ghout the event, Twe	to youth with disabilities to p n Fair, Hand In Hand for your red participants joined the e nty two individuals register t	Testimonial?:	school student isabilities in the s, families, and ervices, and fol	ts transit io r e district. O staff. HCIL Ilow-up.	ver 20 pa	t New Irtner a ed and	gencies distributed	I HCIL
Staff Time	Youth T Youth T all ISD he ered in th ial throug	Find Zip Transition: Outreach eld a Youth Transitic e event, One- Hunc ghout the event, Twe Office	to youth with disabilities to p n Fair, Hand In Hand for your red participants joined the ev nty two individuals register t Funder	Testimonial?:	school student isabilities in the s, families, and ervices, and fol Travel Time	ts transition e district. O staff. HCIL llow-up. Prep Time	ver 20 pa outreach Mileage	t New Irtner a ed and Units	gencies distributed	I HCIL
Staff Time Staff Ring Rota	Youth T All ISD he ered in th ial throug	Find Zip Fransition: Outreach eld a Youth Transitio the event, One- Hunc ghout the event, Twe Office HCIL 4010 Administration	o youth with disabilities to p n Fair, Hand In Hand for your red participants joined the ev nty two individuals register t Funder HCIL/ACL-HHS	Testimonial?: resent options for high th and students with di vent, including students o further information, s Activity Time 240	school student isabilities in the s, families, and ervices, and fol Travel Time 60	ts transition e district. O staff. HCIL llow-up. Prep Time	ver 20 pa outreach Mileage 0	rtner a ed and Units 20	gencies distributed	I HCIL
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Staff Time Staff Time Staff Time Staff Toni Postor	YO36 Youth T all ISD he ered in th ial throug s	Find Zip Fransition: Outreach eld a Youth Transitic ne event, One- Hunc ghout the event, Twe Office HCIL 4CIL Administrative	o youth with disabilities to p n Fair, Hand In Hand for your red participants joined the en nty two individuals register t Funder HCIL/ACL-HHS	Testimonial?: resent options for high th and students with divent, including students o further information. s Activity Time 240	school student isabilities in the s, families, and rervices, and fol Travel Time 50	ts transition e district. O staff. HCIL llow-up. Prep Time	ver 20 pa outreach Mileage 0	units	gencies distributed	I HCIL
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Items in blue are required for the 704 Report. Community Outreach is for tracking Community meetings and large Outreach Efforts.

Note: For the 704 report, they will require that you only use 1 Issue area. You may enter multiple Issues here, and then when entering your 704 you will select which Issue to use.

Goal Objective: Go to Create Community Goal Objectives to enter a Goal.

Note: Enter a Goal for all Community Outreach Activities: Required for 704 Reporting

FAQ

I don't see my Goal Objective in the drop down list - Check that you haven't marked the Goal "Achieved" or "Dropped".

Community Activity – Attendance/Publicity

	A CONTRACTOR OF A CONTRACTOR	Concernant and the second second
nmunity Outreach	ttendance / Publicity	Documents
IR Outraach		
Type of IR	Count	
Type of the	O	
	0	
Insert New	View 1 - 1 of 1	
Publicity		
Publicity	Delivered	
Brochures Distributed	60	
)ther Mailings or Distributior	1 60	
	0	
a car Insert New	View 1 - 3 of 3	
-		
DecTure		
Doc Type.	Clear	Search
Doc Notes:		

1 Unit = 15 minutes

Community Activity – Documents

	Attendance / Publicity	Documents			
Doc Type: Doc Notes:	▼ Clear	Search			
ocuments					
lotes Fil	e Name	Doc Type	Upload Date	Description	Select

Satisfaction Survey

Staff Center	Callers/Co	onsúmers	Groups	Commun	ity Outreach	General Service	es Repor	ls• Admin•		Themes+	Logout	8
Staff Cer	nter		_			No	ote: Items in	blue are requi	ired fo	or Federal	Reporting	
			<u> </u>	onsumer S	urvey Prin	t Consumer List	Daily Time	Check Ho	w To /	dd Consum	er to List	
Staff: Anabel Rios		Show C	losed Consu	mers:	Consumer:		•	Search				
Consumer List	_	_	_				_			iR Calls Requir	ng Follow-Up	
Consumer	Last Contact	Next Contact	Intake Date	IL Plan	Phone Number	Add Contact/Note	Send Email	Address		Caller	Cal	Il Date Phone Number Follow Up Address
Abrar, Nadia	04/21/2022	86 day(s)	01/29/2020	Accepted	(832) 533-0004	New Note	Send Email	Address	-			
Akpa, Chima	02/09/2022	15 day(s)	12/06/2007	Accepted	(832) 721-7214	New Note	Send Email	Address				
Akway, Olango	04/21/2022	86 day(s)	05/14/2012	Accepted	(832) 890-5748	New Note	Send Email	Address				
Amlima, Kossi	04/21/2022	86 day(s)	01/08/2014	Accepted	(773) 676-3259	New Note	Send Email	Address	1			
Andrews, Kimberly	04/21/2022	86 day(s)	05/13/2019	Accepted	(832) 792-6525	New Note	Send Email	Address				
Barrera, Ramiro	03/30/2022	64 day(s)	10/18/2016	Accepted	(832) 603-7545	New Note	Send Email	Address				
Bell, Jeanette	04/21/2022	86 day(s)	01/29/2019	Accepted	(832) 967-3609	New Note	Send Email	Address		_	_	Page 1 of 0 No records to view
Benitez, Macario	04/21/2022	86 day(s)	05/07/2019	Accepted	(713) 380-2729	New Note	Send Email	Address		Note: If	a screen f	freezes, press "CTRL KEY" AND F5 to reset
Biddle, Walter	04/19/2022	84 day(s)	03/01/2019	Accepted	(832) 259-1406	New Note	Send Email	Address				Version: 03.12
Bisch, Vickie	01/25/2022	0 day(s)	11/05/2020	Accepted	(832) 298-4856	New Note	Send Email	Address				
Blasini, Christina	01/25/2022	0 day(s)	09/02/2014	Accepted	(346) 978-3230	New Note	Send Email	Address				
Blount, Glennelle	01/25/2022	0 day(s)	02/10/2020	Accepted	(281) 901-2705	New Note	Send Email	Address				
Boatman, Carri	01/25/2022	0 day(s)	11/03/2020	Accepted	(832) 578-4519	New Note	Send Email	Address				
Broomfield, Glenda	01/25/2022	0 day(s)	06/06/2019	Accepted	(281) 988-8972	New Note	Send Email	Address				
Brown, Heather	01/25/2022	0 day(s)	05/21/2019	Accepted	(346) 360-2130	New Note	Send Email	Address				
Brumbaugh, Iris	03/30/2022	64 day(s)	02/20/2007	Accepted	(713) 562-7682	New Note	Send Email	Address				
Bush , Chiquita	01/25/2022	0 day(s)	10/28/2021	Accepted	(713) 609-7759	New Note	Send Email	Address				
			-	Page 1	of 2 ++ ++		_	View 1-100 of 1	98			

When you receive a survey back, enter the information they have marked here.



Feedback Section 1

Services	Feedback Section	Agency Contacts			
		rigency contacts			
		Most Helpful Ser	vices		
Cons	umer Rights		Health Care/Nutrit	tion	
Com	munication		Housing		
Daily	Living/Self-Care		Mobility		
Educ	ation & Training		Personal Assistant	ce	
Emp	loyment		Self-Help/Pers. Gro	owth	
Equip	p/Assist Devices		Social/Recreation		
Finar	nce/Benefits		Transportation		
1		Least Helpful Ser	vices		
Cons	umer Rights		Health Care/Nutri	tion	
Com	munication		Housing		
Daily	Living/Self-Care		Mobility		
Educ	ation & Training		Personal Assistance	ce	
Empl	loyment		Self-Help/Pers. Gro	owth	
Equip	p/Assist Devices		Social/Recreation		
🗌 Finar	nce/Benefits		Transportation		

Feedback Section 2

Name:	Date:		Office:	Υ.	
ervices Feedback 5	Agency Contacts	_			-
		Feedback Section			
Please identify t	he staff person who you believe helped	you the most:			
	Did you receive the assistance y	ou requested?	•		
	Are you satisfied with the services y	ou requested?			
	Communication effectiveness of the r	eception staff:	•		
	Services were provided in a t	imely manner:	Υ		
	The IL staff treated me	e with respect:	•		
	Staff responded and retur	rning my calls:	•		
	While working with the CIL:				
	I gained ne	w knowledge:			
	I lean	ned new skills:	•		
	I learned to probler	n-solve better:	•		
	My situation changed	and improved:			
My overall	personal growth to live independently	was improved:			
		Comments:			
					11

General Services Module

f Center	Callers/Consumers	Groups	Communit	y Outreach	General Services	Reports -	Admin +	Themes+	Log
Gonor	al Sorvicos	Soar	ch						
Gener	al del vices	s ocai	CIT						
Service Type:		•							
Office Name:		T							
Staff Name	Apphal Dise								
Stan Name.	Anabel Rios								
Starting Date:									
Ending Date:			Search	Reset Search	New General Serv	ice			
			and the second s						
General Serv	ices	-		-	and the second diversity of		-		
Date	Service Ty	pe	Staff	C	office Fu	inder	Hours		
03/22/202	2 Staff Meeting		Anabel Rios	HCIL	HCIL/ACL-HH	IS	1		
03/17/202	2 Program Coordination		Anabel Rios	HCIL	HCIL/ACL-HF	IS	1		
03/11/202	2 Program Coordination		Anabel Rios	HCIL	HCIL/ACL-HH	łS	2		
03/03/202	2 Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	1		
03/02/202	2 Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	1		
03/01/202	2 Report Development		Anabel Rios	HCIL	HCIL/ACL-HH	łS	7		
02/04/202	2 Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	1		
12/16/202	1 Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	8		
12/15/202	1 Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	2		
11/17/202	Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	1		
11/04/202	Staff Development		Anabel Rios	HCIL	HCIL/ACL-HH	IS	8		

Track all other time, not related to direct Consumer Contact in General Services. Units are 1 for each 15 minutes.

Use General Services to track:

- Staff Travel
- Staff Training
- May be used to track activities related to projects and grants.

Staff Timesheet Report

Staff Center	Callers/Consume	ers Groups	Community Outr	reach General Servic	es Reports-	Admin-	Themes-	Logout			
Staff Cer	nter		Consumer Survey	No Print Consumer List	Daily Time Che	are requir	ed for Federal To Add Consum	Reporting er to List			
Staff: Toni Poston	▼ Sł	now Closed Con	sumers: 🔲 Consu	imer:	▼ Sea	ch	IR Calls Requiring	Follow-Up	_	_	
Consumer	Last Next Co Contact	ontact Intake Da	te IL-Plan Pho	one Add Contact/Note	Send Email	Address	Caller	Call Date	Phone Number	Follow Up	Address
							Note: If a :	screen freeze	Page 1 of 0 S, press "CTRL I	KEY" AND Ver:	No records to view F5 to reset sion: 03,12
			Page T of O -		No	ecords to view					

After Staff have entered all time in MICIL, you can run the Staff Timesheet report. This report will add up all time entered for a week or 2 week period, which ever you choose. This report is an essential management tool to ensure that your agency will get credit for all your hard work.

To print this, click on File and Print.

Report:	The second second second				_	_	
	Parameter	rs					
aff	Anabel Rios		Timesh	eet Daily Repo	ort		Report Date: 04-25-2022
ay	04/01/2018		Date range:	1/1/2018 through 4/15/2	018		
nd Date	04/15/2018			taff: Anabel Rios			
ndar	All		Fund	rs: <all funders=""></all>			
nuer	0.40		Anabel Rios	Date	Hours	Units	
tput: PDF			Into, and Referral Calls:	4/2/2019	11.00	44	-
				4/3/2018	4.00	16	- 74
-				4/4/2018	8.00	32	-
Generate Rep	ort			4/6/2018	5.00	20	
				4/12/2018	10.00	40	3
Close				Total	38.00	152	
			Consumer Contact Services:				
				4/4/2018	18.00	72	
Ipload Report				4/5/2018	9.50	38	-
				4/6/2018	10.00	40	20
				4/12/2018	30.00	120	
Varbal Ca	ncont.			4/14/2018	0,50	2	
verbarco	nsent			4/15/2018	0.50	2	200
Use mach	ine generated signature		and the second second	Total	68.50	274	
			Group Services:				-
				4/12/2018	2.00	8	-
				Total	2.00	8	
	200122002000000000000000000000000000000				Total Time:	Total Units	1
			Note: If a section doesn't show	up on the report that me	ans there is	na lime ta rei	ort
			Community Services looks at t	he date on the Staff Time	e tab.		
Carlos Danas							
ave Reset							