

Create/maintain Caregiver records

1. Access caregiver maintenance from "Intake" tab on main menu. "Add" a new caregiver and "Modify" an existing caregiver are different functions



2. When modifying existing records you can search for the record using any combination of "First Name," "Last Name," or "SSN."

A screenshot of the "Respite - Caregiver Record Search Entry" dialog box. The dialog box has a title bar with the text "Respite - Caregiver Record Search Entry" and a close button. Inside the dialog box, there are three text input fields labeled "First Name", "Last Name", and "SSN". Below the input fields, there are two buttons: "Cancel" and "Search".

Click the "Search" button or key "S" when you are done keying your search criteria.

3. Once you have initiated a caregiver search it is possible to go directly to a search on associated participant records. To switch to a search for

participants associated with James Akiyama's caregiver record click "View Participants" or key "P."

LastName	FirstName	Address	SSN
Abdul-Latif	Susan	25125 121st Ct ...	572-72-7071
Akesson	Gail	2408 NE 23rd St	538-40-1615
Akiyama	James	3904 - 147th A...	522-40-7981
Allen	Michael	2413 N 39th St	288-44-1233
Almond	Charlotte	11246 - 124th ...	533-18-1727
Ambrose	James	31600 126th A...	274-20-1556
Anderson	Kathy	2909 Sahalee ...	507-50-1418
Anderson	Louise	17819 1st Ave ...	537-18-1190
Anderson	Phil	8285 Maple Av...	516-24-6083

View Participants Cancel Select

- The "Tab" key or mouse can be used to navigate the caregiver maintenance form. A combination of "Shift" and "Tab" causes cursor control to move through the form in reverse order.

Respite

File View Action

CONTR FINANCE CARE HUNT EXIT ADD CARE ADD PART MOD CARE MOD PART REPORTS

Respite - Caregiver Maintenance

Name (first, last) James Akiyama SSN 522-40-7981

Address 3904 - 147th Ave SE Date of birth 6/20/1920

City Bellevue State WA Zip 98006 Phone () .

Gender Male Female Lives alone? Yes No Speaks English? Yes No Language Japanese Ethnicity Japanese

Referral Information

Date 6/14/1999 Assessment date 6/14/1999 Case status Open

Agency Termination date 6/14/1999 Termination Reason

Referred by Authorized hours per month 0.0

Relationship

Care Coordinator ECV Worker Cancel Save Exit

Any field which includes a downward pointing arrow to the right of the text indicates that values for that field must be selected from a pull down box. Clicking on the arrow activates a pull down box containing values available for selection.

To key information into a date field you must first check the input box in the far left of the date display area. Once the date is activated you can key the date elements - month, date, year - or click on the arrow in the far right of the date display to use "Date Picker."

Always save your data input and changes. Cancel closes the form without saving your data. Exit will offer you one last chance to save your data before closing the form.