

Create/Maintain Participant Records

1. The participant maintenance form has the same "look and feel" as the caregiver maintenance form. Participant record search functions just like Caregiver record search. All cursor control, data selection and data input functionality described in Caregiver maintenance is also true for Participant maintenance.

The screenshot shows a software window titled "Respite" with a menu bar (File, View, Action) and a toolbar with buttons: CONTR, FINANCE, CARE, MAINT, EXIT, ADD CARE, ADD PART, MOD CARE, MOD PART, and REPORTS. The main window is titled "Respite - Participant Record Maintenance".

The form contains the following fields and sections:

- Name (first, last):** Dorothy Aljama
- SSN:** 983-18-5215
- Address:** (empty)
- Date of birth:** 1 / 6 / 1923
- City:** (empty)
- State:** WA
- Zip:** 98006
- Phone:** () -
- Gender:** Male Female
- Lives alone?:** Yes No
- Speaks English?:** Yes No
- Language:** (dropdown)
- Ethnicity:** (dropdown)
- Income:** \$0.00
- Alzheimers Grant?:** Yes No
- Condition:** (dropdown)
- Level of care:** (dropdown)
- CoPay %:** 000.0
- Participant relation to client:** (dropdown)
- Participant comment:** (text area)
- Emergency Contact Information:**
 - Name:** (text)
 - Phone:** () -
 - Relationship:** (dropdown)

Buttons at the bottom: Cancel, Save, Exit.

2. When creating a new participant record the address and phone number information will default to the information stored in the caregiver file. This will eliminate duplicate type and, hopefully, prevent incomplete forms like the one displayed above.