

Citizenship Personal Profile

The **Survey of Needs** also has a tab that allows an organization to provide an enhancement to Citizenship counseling by tracking various client issues and details.

- The Personal Profile allows an agency to track citizenship class data.
- INS critical dates can be listed to monitor clients' events for the entire Citizenship process.

Staff Labor tracking is completed in an easy to use time sheet that gives quick access to time worked, skills requirements, hour values and comments.

Date	Activity	Hrs	Value
11/20/2007	Heavy Lifting	3	\$31.50
12/18/2007	Food Handler 1 hr	4	\$36.00
12/18/2007	Heavy Lifting	3	\$31.50
11/13/2006	System Operator	4	\$31.50
11/13/2006	Food Handler 1 hr	2	\$15.75
11/13/2006	System Operator	2	\$15.75
11/20/2007	Heavy Lifting	0	\$0.00
Totals:		17	\$158.20

- The Staff (or Volunteer) Menu allows the user to navigate to labor tracking and detail information by agency-defined categories.
 - The detail Staff information screen has fields for contacting; permit selection, available times and skills.
- There are multiple reports available for Support Staff time sheet compilations. Label changes can be made to reflect names and descriptions more commonly used in the organization. Administrative controls for security, user access, standards editing and more!

ImmigrateMe System Requirements ImmigrateMe Functionality

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

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

This version of **ImmigrateMe** requires Windows XP or later and Microsoft Access 8 is load on your workstation or server (run-time version available with CD license).

User and Technical Support

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

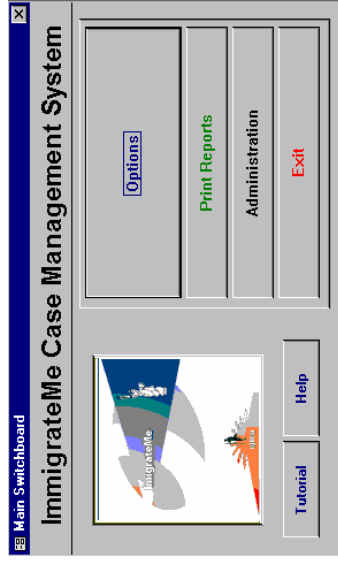
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- **ImmigrateMe** OPTIONS Menu allows client and staff service tracking for Clients folders, Citizen

ImmigrateMe

Immigration Advocacy Application

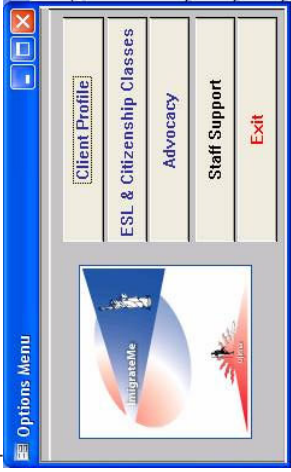


Ujima Consultants, Administrator

*"ImmigrateMe... The database that helps
the Advocates for Immigration to serve the
New Americans"*

Class management, Refugee Advocacy and Staff/support operations.

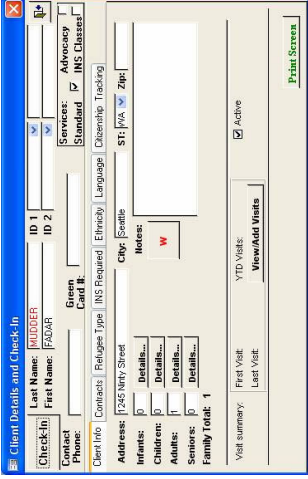
- In addition, the application provides detailed client information with special Survey of Needs tabs.
- Staff & Volunteer activities can be detailed and monitored in multiple ways.
- All the above functions are easily accessible from the Options Menu screen shown below.



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

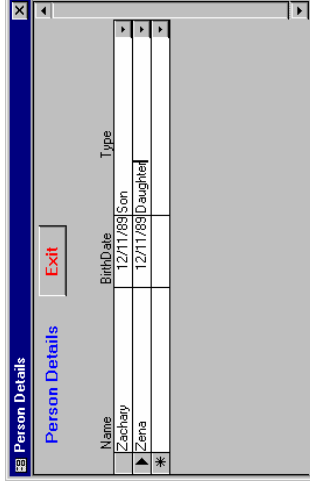
Administrative controls that allow for editing categories by agency and user access control. Agency can delete prior visits or enter several visits at a time via the batch visit buttons.

- Other Client data field features include:
- Entering multiple identification numbers.
 - Tracking special age eligible clients within a family.
 - Viewing and adding **INS** program visits from a popup screen
 - Fast sort for finding clients by name or address
 - Organizations can edit most of the drop down selections to their desired names.
 - Client warning button with comment notes
 - Creation of client or family by Household or individual.
 - Telephone and INS Green Card or Social Security entry fields
 - Agency Zip Code restriction mode



Clients' service visits can be tracked such as INS Class. User can maintain tracking for both basic and special contracts. There is a database feature for classifying refugees, INS requirements, ethnicity and Language.

Client input screen also allows for control of family members by birth date and tracks relationships. Persons are automatically advance and counted by Agency set age groups.

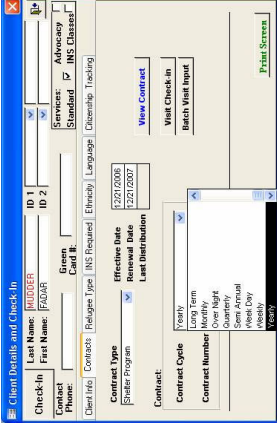


Special Client Multiple-Tab Feature

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

There are seven (7) tabs that allow input to Client Info, Contract, Refugee Type, INS Required, Ethnicity, Language and Citizenship Tracking plus household and batch visit entries. All Survey of Needs tabs provide a quick print for 'this minute reporting.'

INS Contract Tab features



- **ImmigrateMe** easily handles special **INS** program client tracking under the Contracts tab.
- Contract agreements can be written for all clients receiving **INS** program services or funding activities.
- Reports can be generated based on weekly or monthly treatment.
- Clients can also be tracked by type of group or services.
- Service visits for Contracts are counted as separate from regular program visits.
- Each client contract agreement can have a different cycle based upon period selection.
- Most of the dropdown selection lists can be edited to in-house names.

Refugee Advocacy

The Refugee Advocacy Module enables concise tracking of agency efforts to serve refugee population within UN categories for Permanent Resident, Resettlement and Volunteer Repatriation. Special monitoring status for features such as Refugee Cash Assistance and Medical Assistance Refugee can also be maintained. This module has clear service effort value and cost data to make it easy to verify any reimbursements from grants or funding sources.