

Staff Support Features

ShelterMe can act as a staff operations activity tracker with multiple tabs to allow navigation of a wide variety of staff tracking with detailed information.

- Work is tracked in an easy-to-use time sheet that gives quick access to multiple staff members, time worked, skills and comments.
- Staff profiles shows personal details and maintains data on staff-specific categories.

Date	Activity	Hrs	Description/Comment
1/7/99	Manager 1	6	Temporary assignment to the North Wing Facility
1/21/99	System Operator	7	Also power users of referral application
12/5/99	System Operator	7	
12/22/99	Manager 1	7	Temporary assignment to the South Wing Facility
11/12/99	Manager 1	6	Temporary assignment to the North Wing Facility
1/1/00	System Operator	7	
1/14/99	System Operator	6	Also power users of referral application
Total Hrs:		50	

The staff menu allows quick access to labor tracking and detail information.

- Quickly accessed windows show hours worked, permits, licenses and hours worked for multiple staff members
- The staff detail screens show contact, permits, available time and skills.
- Multiple reports are available for time sheet compilations.

All of the drop-down selections can be edited by the System Administrator to reflect names and descriptions commonly used in the organization.

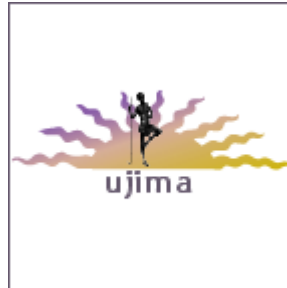
A time sheet can be quickly printed from the on-screen buttons and will show either the default (all dates) or work completed on a specific date.

ShelterMe automatically calculates hours and task value. Comments can easily be added to a specific task for each support person. These added features make record keeping more meaningful and accurate.

ShelterMe System Requirements:

Following extensive lab and field testing, Ujima recommends the following minimum system requirements:

- Pentium III, 466MHz CPU
- 128 mb RAM
- CD-ROM drive to install
- 25 mb hard disk space for program and data files (additional space required for Ujima Suites add-on programs)
- Microsoft® Windows 95
- Microsoft® Access 97 (run-time version available with each AIMS2000 license)



User and Technical Support

UJIMA Consultants administers ShelterMe and The FORUM, a peer-to-peer support system. UJIMA also provides a full range of consulting and technical services as well as training.

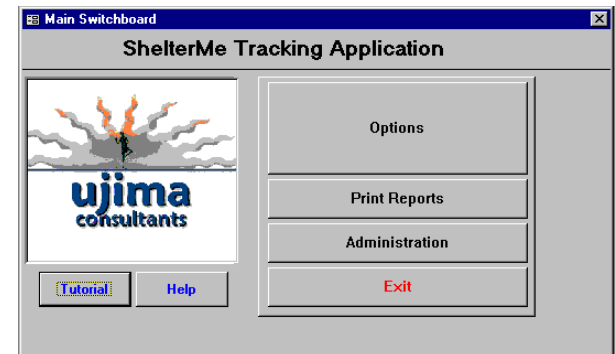
Other Ujima Suites Human Services applications are also available.

UJIMA Consultants
128 - 24th Avenue
Seattle, WA 98122
Phone: (206) 568-5452
Fax: (206) 329-6359

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Shelter Facilities Tracking

From Ujima Consultants

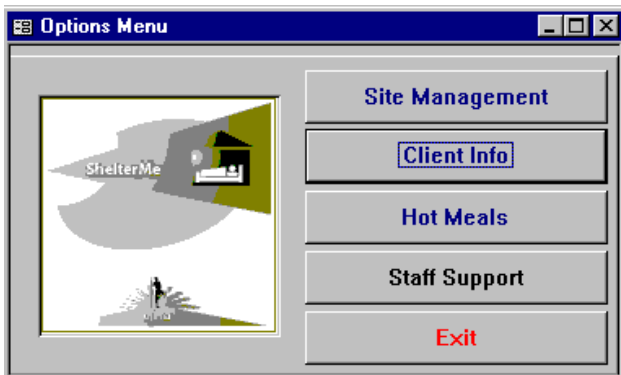


ShelterMe

ShelterMe allows client and staff service tracking for:

- Site Management,
- Clients,
- Hot Meals, and
- Staff/Volunteers.

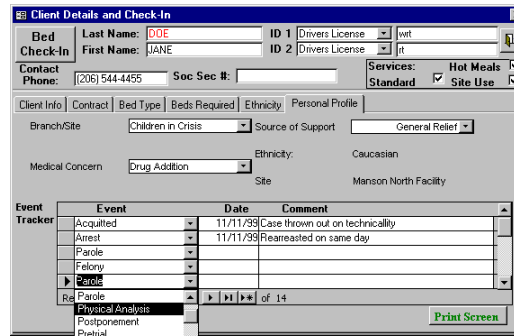
The program also provides detailed client information with a special “Survey of Needs” and detailed monitoring of staff and volunteer activities.



ShelterMe uses easy to understand, user-friendly windows accessed with clearly labeled buttons and tabs. Administrative controls allow users to edit categories by agency and users. Multiple visits can be entered in the same session and prior visits can be deleted using the “batch visits” button.

Client data fields also include:

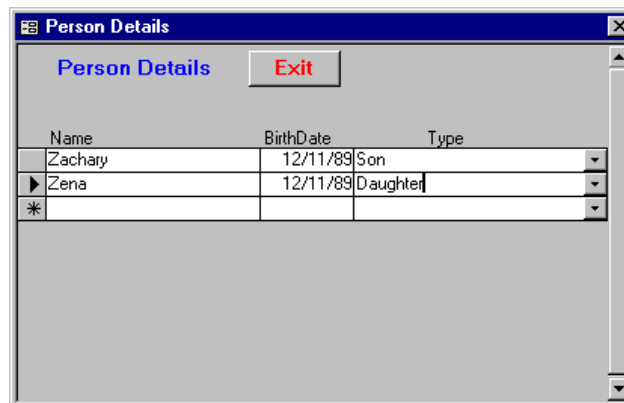
- Multiple identification numbers
- Tracking age-eligible clients within a family
- Viewing / adding visits from a popup screen
- Fast sorting to find clients by name or address
- Client warning button with comment/notes field



- Creation of client or family by household or individual
- Telephone and Social Security number fields
- Multiple clients site management

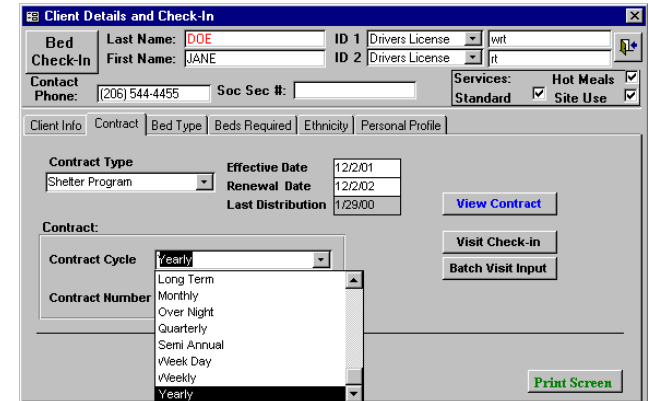
Clients not visiting within a two-year period can be automatically made inactive, and former clients can be purged to keep the database manageable.

Input screens also allow for sorting family members by birthdates/age and tracks relationships. Individuals are automatically advanced and counted in agency-set age groups.



Client Tab Features:

The “survey of needs” is designed to allow easy navigation using tabs that are as friendly as dividers in a notebook. The tabs keep the client data screens compact and manageable



There are six tabs that allow data input for:

- Client information
- Contract
- Bed Type
- Beds Required
- Ethnicity, and
- Personal Profile

Access to bed check-in, event tracker and batch visits can also be made on these tabs.

Contract Tab Features

ShelterMe easily handles special contract program Client tracking with:

- Contract agreements automatically generated for all clients receiving program funding
- Reports generated based on weekly or monthly services
- Client tracking by type of group or team treatment
- Contract agreement activities or visits counted separately from regular or standard housing visits.