

- ◆ Specific billing rates for service rendering can be recorded by dates, services, quantity and dollar value.
- ◆ The charging sheet lets user select from multiple lists and completes calculation after entries.
- ◆ The Source profile has an integrated field for billing charge sheet that integrates with **BillMe2000**. The **Employee Deliverable Service Module** also allows for internal control of employee service deliverables and reviews by specific billable Employee can be associated with a particular program services

Occupational application reporting is in a quick access window that allows access to several canned reports. The Reports Menu has five sub-menus, generating specific reports on all of **Occupational functionality** for:

- Client Source Reports
- Group Source Reports
- Customer Source Reports
- Deliverable Source Reports
- Billing Source Reports



These sub-menus are easily access from a drop-down screen window. The reporting also has several charts and graphs for use in various presentations. There are also multiple quick screen reports for **Occupational**.

- Administrative controls allow for editing categories by agency to personalize the data categories.
- There are over 10 editable data-tables to make specific type changes and field modifications to agency standard drop down selection list.
 - There is an extensive user guide, which can be access through the user web browser on the CD with every license purchased.
 - User guide has hyperlink that helps to serve as an interactive online tutorial in a graphic format.
 - Easy to use help files answer most user specific questions and can be printed out for later reference.
 - Addition training is available from Ujima Consultants for **Occupational**.
 - Organizational and User support is also available from the **FORUM**.

Occupational System Requirements

To effectively use the **Occupational** application, 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 **Occupational code**, help files and online manual.
- 1 Megabytes of Hard disk space for the **Occupational Sample** Data files.
- 10 Megabytes of Hard disk space for the User growth in **Occupational 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 **Occupational operation** with temp file creation requires 25 Megabytes.

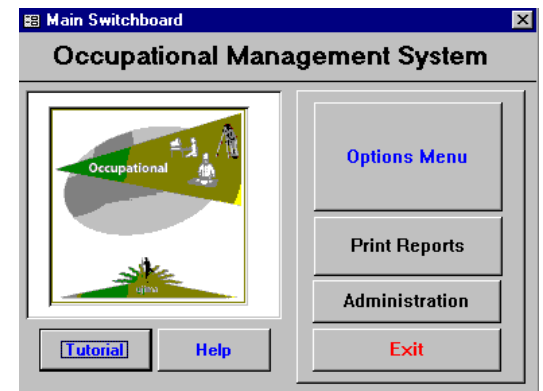
This version of **Occupational requires** Windows 95 or later and Microsoft Access 97 is load on your workstation or server (run-time version available with CD license).

User and Technical Support

UJIMA Consultants administers **Occupational 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** are also available.

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Occupational System Management Application



Occupational... "The database that makes easy to track the deliverable service rendering by the Agency."

**Ujima Consultants,
 Administrator**

December, 2002

Occupational Functionality

UjimaSuites Occupational applications helps to, maintain, manage and link service tasks by staff into a quick and easy record system. These service tasks also carry client billing source information. The application serves as an agency job code dictionary and is integrated with the HR2000 and Billing management systems. **Occupational** allows for:

- ◆ The management of staff work tasks necessary to provide client services and operations.
- ◆ Compiling all services statistics and providing reports.
- ◆ Narrative reporting, graphs, charts and tables regarding deliverables and staff task billing frequency are including.
- ◆ The detailed position job description tasks can be associated with employee for evaluation.
- ◆ The application is used to provide service task assessment for assisted care facilities, home-care services and therapeutic counseling centers.
- ◆ Multiple funding sources can be easily tracked.

Service Deliverables Billing

This **Service Deliverables** Module is used to collect, maintain and track billing information on services delivered to clients, customers and groups. The billing information screen has dual tabs, a billing profile tab that can be setup for a client, group or customer, and a deliverable services tab associated with each billing profile. This tab is used to select the various types of billing services and link to billable sources. The date is auto-filled, based on the current date, and each deliverable has an input field for a comment.



The billing profile tab allows capture of all contract information regarding a billable source. Users can also enter a description, terms of agreement, and a specific comment. The deliverable service tab is for facilities to quickly select standard fees for services provided. Service tracking can be for either on-site or at remote locations. The deliverables include therapy, counseling and more.

The **Deliverable Tracking** Module allows an organization to create detailed tasks to be associated with the deliverables. These tasks can be developed to provide the agency with its own occupational codes and job descriptions for deliverable services completed by staff.

All deliverable services have drop down selection lists that can be edited by the system administrator to reflect in-house terminology. These drop-down lists are for auto-fill billing data fields, such as dollar fee amounts, and unit types.



Customer Program Functionality allows program item selection with detail specific categories of billable service setup by some grant or foundation award.

- Customer categories can be setup to define each program and related billing info such as dates, services rendered and billing type can be generated.
- Customer billable has quick access for hour quantities, units, unit type and value that calculated with a mouse click.
- Services description or comment can also be maintained on each item billed.

The **Client Source profiles** allow critical details on client service control to be linked to the billable grant or fund sources that pay for services. These source profiles handles basic contact information plus service typing and date linked comments.

- Several other data fields help to make client Sources more standard for agency review and entry.
- Each client source can be quickly selected for billing reviewed and or selected printouts.

- There is a comment field that tracks the date as default for last comment concerns entered.
- Data is maintained on both the Source and a contact with multiple phone numbers.

Deliverables can be tailored for assignment to various agency sorted billing standards.

Occupational also has multiple combo selection boxes on the screens that make it quick and fast for User to input information.



There are several easily to get to sub-menus, which enable the User to access all of **Occupational functionality** for:

- Client Source
- Group Source
- Customer Source
- Charts and Graphs reports reporting

The **Employee Deliverable Service Module** screen allows easy tracking with drop down selections.

