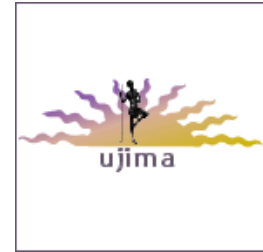




UjimaSuites OCCUPATIONAL Ujima Consultants, 2001



OCCUPATIONAL Application Overview

UjimaSuites Occupational application helps organizations to record, maintain and manage staff tasks to billing source information. **Occupational** allows for the detailed position job description tasks to be associated with service rendered to clients. The **Occupational** Management System tracks staff works tasks necessary to provide client service activities and operations. **Occupational** compiles all services statistical factors and provides reports and graphs regarding service billing and staff task frequency. The **Occupational** application is used to provide service task assessment for assisted care facilities, home-care service reports and therapeutic counseling centers.

Billing

This Module is used to record collect, maintain and track billing for deliverable services to clients, customers and groups. The billing information screen has dual tabs. A billing profile tab can be setup for a client, group or customer. A deliverable service tab is 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 also an auto-fill, based on the systems current date, and each billing deliverable has an input field for a comment.

The billing profile tab allows an organization to capture all the contract information regarding a billable source. User can also enter a description, terms of agreement, and a specific comment. The deliverable service tab is for facilities to quickly select standard task fees for services provided, either on-site or at remote locations. Such deliverables would be **therapy, counseling and program requirements**.

All deliverable services are available from drop down selection lists that can be edited by Administration to reflect in-house agency names desired. These drop down selection lists are for auto-fill billing data fields, such as dollar fee amounts, and unit types.

Customer

The **Customer** screen allows an agency to create and maintain their billable customer base for service deliverables too clients. This screen offers a set of eight data fields that allow for a customer profile with just the information necessary to complete a service bill. The profile can be setup by types, such as funding source or a school district. The customer profiles must first be created to link to the billing. Staff tasks can be recorded against activities for billing purposes.

The **Customer** Module is used to help generate multiple reports with quality billing information on service by group activities and care usage. All **Customers** in a particular type group or having same deliverable activities can be reviewed for group service recording activities.

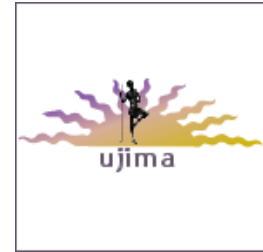
Group

The **Group** Module allows the user agency to complete collective billing for a specific type of service to a group receiving the same type services. The Group screen allows the users to quickly select different groups by ID's, control for billing types, maintain the relations as either client or customer based. This screen also allows the agency to assign clients to a particular group.

All of these selections are from quick drop down selection lists. These features help to provide rapid data process for standard names and/or descriptions for billing used by the organizations. Each of these lists can be changed to the agencies desired description under the Administrative Menu, via the Edit List button. Multiple reporting is available for the group recording of deliverable service activities.



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Service Tracking

The **Service Tracking** Module allows an organization to create detailed job tasks to be associated with the deliverables. These job tasks can be developed to provide the agency with its own occupational codes and job descriptions for deliverable services completed by staff personnel. The **Service Tracking Module** also allows for internal control of employee service deliverables and **reviews** by specific **billable** types.

Administration and Reports

Staff tasks can be recorded against activities for billing purposes. System Administrator can make global category changes and control user access at different levels. Access for printing can be limited and various client-warning notices can be set.

Staff job reports can be compiled for management. This application offers multiple users reporting and executive graphs. Application can be accessed over a network or from a remote site. The database functionality is compatible with NetMeeting capabilities.

UjimaSuites Version Integration

Occupational application is part of the **Ujima SuperSuite Version** that also includes **HR**, **DonoVol** and **ProjectTrek** applications. **Occupational** application integrates with other **UjimaSuites** packages such as the **Case Management** and Children-in-Crisis applications for creating and status monitoring case files on clients with family relationships and case history and medical backgrounds. The application can also be used with the **ShelterMe** database for documenting necessary interim housing care, and the **DeToxMe** application for substance recovery treatment clients.

UjimaSuites Support

The **FORUM** member agencies and professional practitioners have reviewed the **Occupational** revised application. They help to provide some of the distribution task requirements and sample data. The sample data is based on specific evaluation usage of the application as an internal client interview questionnaire and ongoing tracking needs. All names have been changed to protect client confidentiality.

Occupational is a **Ujima Consultants** copyright application available as a CD release. And, is recommended for organizations that need to track client personal care service activities for multiple guardians and funding sources. **Occupational** can be used for agencies with long-term adult or community centers, senior home-care service providers and last-term care facilities.