

Building Assignments

Overview

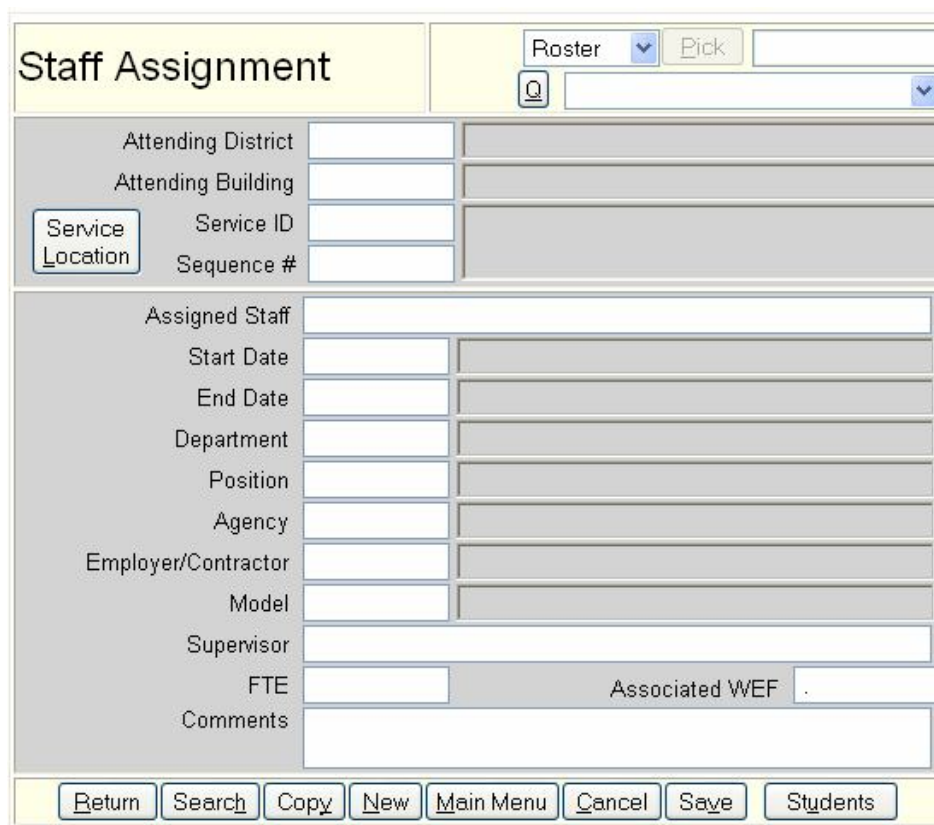
This file captures basic information regarding the unique relationship between a service provider and the building to which he/she is assigned. One service provider may be assigned to many buildings. There is a record for each assignment. Once assigned to a building, the service provider could be considered as a building resource to assign to specific caseloads.

Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Building Assignments.

Access to Screen

From the Main Menu, select Building Assignments under the Staff section or select the Services button tab from the Staff Demographic screen.



Create New Assignments

1. Select Services from the Staff Demographic.
2. Make sure the staff person is assigned to a department.
3. Use the Pick field to select the staff person to whom a service will be assigned.
4. Select the service for the staff person by clicking on the New button.

Discontinue Assignments

1. Select Services from the Staff Demographic screen.
2. Use Search to select desired assignment for the staff person and enter.

Note: The Q button allows the data entry person to type part of the staff's name and show all of the services associated to that staff person. Use the arrows on your keyboard to move from service to service on the screen.

3. Enter an end date in the End Date field.
4. Search or Return depending on whether additional assignments need to be exited.

Note: A staff person's assignment can also be discontinued through the Service Location.

Required Fields

The fields required on the Building Assignment screen include:

- Start Date
- End Date (if the assignment is to be discontinued for this staff person).
- Department
- Position
- Agency
- Employer/Contractor
- Model