

## Appendix L – Remove Clients from SRW

### Remove Clients from SRW

There is **NO** feature in ARMS at this time to automatically remove Inactive or Dead Clients from SRWs. It is recommended that Users manually remove Inactive and Dead Clients from the SRW at the start of a New Fiscal Year. Provider Users should click the Services link on their Provider home screen to access SRWs

**Provider Site/Route/Worker Information**

Provider Code : .032  
Agency Name : DURHAM COUNTY  
Region : J  
County : Durham  
Service : IN-HOME LEVEL 2 - PERSONAL CARE(042)  
Site/Route/Worker Code : 035  
Description : IN HOME AIDE SERVICES  
CreateUser: DEBORAH.WILLIAMS  
CreateTime: 8/7/2007 2:11:03 PM  
ModifyUser: CASSEY.SIMMONS  
ModifyTime: 11/5/2014 4:01:35 PM  
Clients :

SSN4	Name	Sex	Date Of Birth	Client Status		
4 3	ABAYHAN DEYU	M	4/1 5	A	[Remove]	Details
5 2	ADDISON JACQUELINE	F	4/1 0	A	[Remove]	Details
2 0	AITKIN MARGRET	F	4/1 7	A	[Remove]	Details
7 10	YATES ALICE	F	6/20/19	A	[Remove]	Details
4 9	YELVERTON GENE	M	6/13/19	A	[Remove]	Details

ALSTON-4479-F-01011007  
[Add] [Update] [Cancel]

Figure 137 - Provider Site/Route/Worker Information

#### Steps to remove clients from SRW

1. Click the SRWs link and then click the Details link of the SRW to edit.
2. Select the Click to Remove from SRW.
3. Client will not allow a Remove if units have been keyed.
4. Click Update to Save changes to SRW

There are 4 types of Client Status that display on the SRW

**A** = Active

**R** = Active (New Registration in current fiscal year)

**I** = Inactive

**D** = Death

**Provider Site/Route/Worker Service Totals**

Provider: DURHAM COUNTY (1132)      Region - County: 3 - Durham  
 Service: 31440ME LEVEL 2 - PERSONAL CARE(042) [ Maximum monthly units: 270 ]      Site/Route/Worker: 035 - BV HOME AIDE SERVICES

SSN#	Name	Status	Date Of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
41 3	ABAYHAN DEYU	A	4/12/12 AP													0
50 2	ADDESON JACQUELINE	A	4/12/12 AP													0
21 10	AITCH MARGRET	A	5/12/12 AP													0
60 2	ALLEN MINNIE	A	5/12/12 AP	130	120	122	91									463
21 16	ALLEN SARAH	R	10/12/12 AP				18									18
31 16	ALPERN NAOMI	A	2/12/12 AP													0
1	BLAKE JEWELL	I	8/12/12:00 AM		10	11										33
65	BLAKE LOVIE	A	5/7/12:00 AM	46	42	44	49									181
60	BLANDING SANDRA	D	8/30/12:00 AM													0
41 2	BOONE PAUL	A	2/4/12:00 AM	36	42	35	44									155

Figure 138 - Provider Site/Route/Worker Services Totals

Clients cannot be removed from SRW if units exist for the current fiscal year. ARMS will alert the User that the Client has service totals.

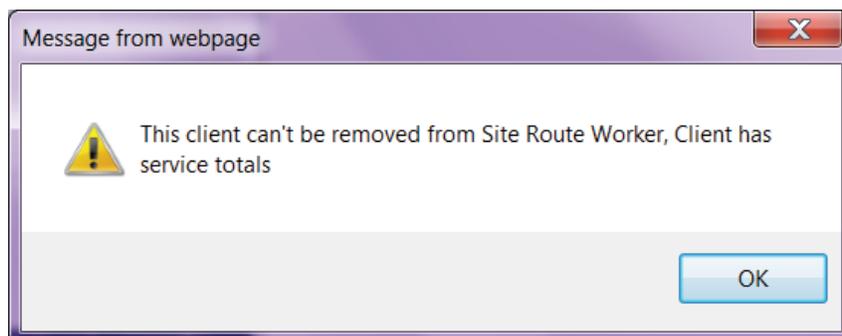


Figure 139 - SRW Alert

Only Clients with **ZERO** units for any of the 12 months can be removed from the SRW.

