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 : Description : IN HOME AIDE SERVICES													
CreateUser: CreateTime: ModifyUser: ModifyTime: Clients :	DEI 8/7 CAS 11/	BOR /20 SSE /5/2	AH.WILLIAMS 07 2:11:03 PM Y.SIMMONS 014 4:01:35 PM Name										
	4	3	ABAYHAN DEYU	М	4/:	5	A	[Remove]	<u>Details</u>				
	5	2	ADDISON JACQUELINE	F	4/ŧ	0	А	[Remove]	Details				
		0	AITKIN MARGRET	F	5/*	7	٨	[Remove]	Details				
	7: 20 YATES ALICE F 6/20/19. A [Remove] Det												
	48	9	YELVERTON GENE	AMS I3 PM IS I35 PM IS I35 PM IN DEYU M 4/: 5 A [Remove] N DEYU M 4/: 5 A [Remove] N DEYU M 4/: 0 A [Remove] MARGRET F 5/- 7 A [Remove] ALICE F 6/20/19: A [Remove] TON GENE M 6/13/19 A [Remove] F-01011007									
	AI [<u>A</u>	LST dd]	Update	7 Cance	▼ el								

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

- $\mathbf{A} = Active$
- **R** = Active (New Registration in current fiscal year)
- **I** = Inactive
- $\mathbf{D} = \text{Death}$

Provide Service	CURHAM	Provider Site/Route/Worker Service Totals DURHAM CDUNTY ' (*132) R4004E LEVEL 2 - PERSONAL CARE(042) [Naximum monthly units: 270]													3 - Ourham 035 - IN HOME AIDE SERVICES					
55114	Rame	Status	Dute Birt	of h	Jul	Aug	540	Oct	Nov	Des	c)	kan	feb	Mar	Apr	Hay	Jun	Total		
4.3	ABAYHAN DEYU	A	4/ 12 44	2														0		
5.2	ADDISON JACQUELINE	*	4/ 12 48	2	1. N	1		1	1	1C								0		
2: 10	AITCH NARGET	*	5/ 12 44	1														٥		
6 2	ALLEN MENTE	*	5/ 12 44	-	130	120	122	91										463		
21 %	ALLEN SARAH	8	10 12 44	H				18										18		
X 8	ALPERN NAOHI	٨	3/ 12 4	1]	1	1	aic							0		
1 -	RLAKE JEWELL	1	9/12/ 12:00	\$		20	13											33		
6	BLAKE LOVIE	٨	5/7/1 12:00	1	46	42	44	49										101		
60	BLANDENG	0	8/30/ 12:60 4M	13														0		
4	BOONE PAUL	*	3/4/1 12:00 AM	I	36	41	35	44				-)i						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.

Removing Clients that are not receiving units the current fiscal year will reduce the pages on several reports. For example, the ZGA-903 Units of Service Report will display every client on SRW.

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Region Provider Site / Ro I HAVE V	TRIANGLE J DURHAM CO ute IN HOME AID ERIFIED THE INF	COUNCIL OF UNTY DSS SE SERVICES FORMATION O	GOV N TH	ERNMI HIS REI	ENTS PORT	5					
Service I	Provider Informat	tion Pagi	J. in		Pro	rider: J	31GN	ATU	(E	9	Site / Pourte' 035 Month/Veav
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41 3	ABAYHAN	DEYU		04/	5	042		++	+	Ħ	, , , , , , , , , , , , , , , , , , ,
5 2	ADDISON	JACQUELINE	м	04/	С	042				Ħ	The ZCA 002 Units of
2 0	AITKIN	MARGRET		05/	7	042					
8: 15	ALLEN	ALBERTA	S	12/	5	042					Service Report will
9 35	ALLEN	JAMES		06/	4	042					
8 12	ALLEN	LAVERNE	т	03/	1	042					diaplay all aliante an
6 12	ALLEN	MINNIE		05/	1	042		\square	\perp	\square	
2: '6	ALLEN	SARAH		10/	4	042			-	\square	
3 76	ALPERN	NAOMI		03/	3	042		+	_	\square	
7. 58	ALSTON	ARTHUR		04/	5	042		+	-	\square	4
0 00	ALSTON	BARBARA		02/	9	042		+	+	\square	
9 28	ALSTON	ROBERT	M	03/	2	042		+	+	++	
0L 0	ALVAREZ	ROSARIO	E	02/	3	042 042					

Figure 140 - ZGA-903 Report

Removing clients from SRW will also reduce the pages on the ZGA-542 Verification Report.

The benefits of removing clients from SRW not only reduce pages of several reports, but will also speed up accessing service totals and may speed data entry.

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ISN4	Name	Status	Date Of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun Total	
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Figure 141 - Remove Inactive/Dead Clients from SRW