

THINGS DONE THIS WEEK

Ever wish that “More Help” button at the top of your LADDS screen could provide a little more help? Well now it can. It provides you a quick way to get to the OAD REIT website where you can find copies of the User’s Manual and the latest edition of the Data Manual.

We also hope that pesky little problem is solved that some of you were having with January 1, 1900 popping up no matter what date you really entered. This only happened to 20 or 30 users and then only occasionally, so it probably had to do with the browser version or some local settings on the PC’s of those users . The problem will not likely occur again according to Todd McCoy (our programming guru) because the “Date Delimiter now reads from _ado.asp setup file.” Aren’t we happy we understand now?

Other improvements this week in response to your cards and letters:

- a print option has been added to the report results;
- There is a check by Social Security number now when you add a new client – this requires you to enter the SSN of course on the Add New page. This means if you use a variation in spelling of a client’s name, the system will still likely pull up the correct client for you.
- There is now a Region/Facility filter on Case Number searches. This will prevent that annoying “No cases found for your facility” message when you know the case is there.

In addition to those things, the LADDS version of the OAD Production Report (Maybe we should call it the “Productivity Report”?) is now available from the menu.

The last data import from the mainframe system has also been done and the Cleanup Utilities are in place to begin the process of merging and removing duplicate records. That should help those of us with an Obsessive Compulsive Personality Disorder to feel a little better.

THINGS TO BE DONE NEXT WEEK

Currently you cannot edit or add new evals or service tickets to a closed or expired case. But next week there will be a new security option that will allow closed and expired cases to be edited. Who gets the pleasure of doing this is up to your Regional or District Director and your LADDS Administrator,

There will also be a security option that will allow some users to delete certain records that were entered in

error. There will also be better filtering for State users when they select a region or facility.

But the biggest change next week will be a new field on the Service Ticket. The old mainframe system had modalities (such as Outpatient and Intensive Outpatient) and program elements (such as Drug Court, Gambling, or FITAP) all mixed up together. These will be clearly separated next week into a Program Element field where you will mark if a service is for Gambling, Drug Court, or FITAP and a Modality field where you will choose whether the service was part of Outpatient treatment, Intensive Outpatient Day Treatment, or Intensive Outpatient Evening treatment.

This change on the service tickets is what makes it possible for you to start using a single facility number for outpatient, gambling, and intensive outpatient programs.

If your facility has multiple programs such as outpatient, intensive outpatient, and gambling, you can start using your old outpatient facility number again for all these services. If you have only a few cases under one of the new gambling or intensive outpatient facility numbers, you can close these cases and re-open them under the old outpatient number. If you have a lot of clients that need to be switched back, please email Dewain (dbelgard@bellsouth.net) three pieces of information:

1. The facility number to transfer FROM
2. The facility number to transfer TO
3. A List of case numbers to transfer

Depending on the volume of requests it may take a while to do this, so please be patient. Remember it takes about as long to automate the transfer of a few cases as it does the transfer of a few dozen cases. So if you have only a few, you can help speed up this transition by manually closing the cases under the facility numbers you won’t be using any longer and re-opening the cases under your old outpatient facility number.

THINGS NEVER TO BE DONE ANY WEEK

When you enter information on the “Add New Client” page and click CONTINUE a list of clients may appear. Chances are your client is one of them. **Click the radio button in front of the name.** DO NOT CLICK THE CONTINUE BUTTON on this List page. That creates a new registry record. Only one or two people per region should even see this button since it is visible only if you have permission to create a duplicate Unique ID. If you see a Continue button on the “Add New Client – List” page, you may want to ask your LADDS administrator to edit your permissions so you don’t see it anymore.