

Database Entry Style Guide for BeaconIR

This guide is designed for use with BeaconIR and follows the data entry fields. The guide highlights areas that are open to data input for local use/modification and those areas that are restricted and must not be changed. Use of this guide increases consistency in support of the development of uniform databases. This guide reflects the most recent software enhancements to BeaconIR.

Data Administration areas open for data input by ADRC's

Organization -> Programs

(The term "Program" is synonymous with Organization or Agency. The majority of information will be entered in this section of Beacon.)

Details

Program Details

Name

- Fill in appropriate information

Short Description

- Fill in brief description of program

Long Description

- Fill in detailed description of program

Active

- Select Yes or No from dropdown list

Reason Inactive

- Fill in reason inactive

Affordable

- Select Yes or No from dropdown list

Notes

- Fill in appropriate information

Import Notes

- Fill in appropriate information

Accepts Medicaid

- Select Yes or No from dropdown list

Accepts Medicare

- Select Yes or No from dropdown list

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Accepts Private Insurance

- Select Yes or No from dropdown list

Last updated

- Automatically populated with the calendar date and the time of day when information is updated

Residential Address

Street 1

- Fill in appropriate information
 - Abbreviate directions as N, S, E and W.
 - Use without a period following it (St, Ave, Dr, Blvd, Hwy, Apt, use "#" for "number")
 - No period after street direction (201 W Main St).
 - If there is a suite, room, floor or other unit at the address, use two spaces, then the name of the room, suite, floor or other unit. This will be entered on the same line as the address.

Example: 123 Main St Suite 401

Street 2

- Fill in appropriate information
 - Abbreviate directions as N, S, E and W.
 - Use without a period following it (St, Ave, Dr, Blvd, Hwy, Apt, use "#" for "number")
 - No period after street direction (201 W Main St).
 - If there is a suite, room, floor or other unit at the address, use two spaces, then the name of the room, suite, floor or other unit. This will be entered on the same line as the address.

Example: 123 Main St Suite 401

State

- Select information from dropdown list

Town

- Select information from dropdown list

Zip Code

- Select information from dropdown list

Mailing Address

Same as residential

- Select Yes or No from dropdown list

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Street 1

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Example: 123 Main St Suite 401

Street 2

- Fill in appropriate information
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Example: 123 Main St Suite 401

State

- Select information from dropdown list

Town

- Select information from dropdown list

Zip Code

- Select information from dropdown list

Extended

Contact

- Fill in appropriate information

Email Address

- Fill in appropriate information

URL

- Fill in appropriate information

Hours of Operation

(Default hours of operation may be set in Tools -> Options -> Default Options)

Open always

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- Select Yes or No from dropdown list

Open Sunday

- Select Yes or No from dropdown list

Open Monday

- Select Yes or No from dropdown list

Open Tuesday

- Select Yes or No from dropdown list

Open Wednesday

- Select Yes or No from dropdown list

Open Thursday

- Select Yes or No from dropdown list

Open Friday

- Select Yes or No from dropdown list

Open Saturday

- Select Yes or No from dropdown list

Sunday – from – to

- Fill in appropriate information

Monday from – to

- Fill in appropriate information

Tuesday from – to

- Fill in appropriate information

Wednesday from – to

- Fill in appropriate information

Thursday from – to

- Fill in appropriate information

Friday from – to

- Fill in appropriate information

Saturday from – to

- Fill in appropriate information

Services (add)

- Use the list box to select all existing services that apply.

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Resources (add) – *Optional*

- Use the list box to select all resources that apply.

Sites (add) – *Optional*

- Use the list box to select all site/service combinations that apply.

Accessibilities (add)

- Use the list box to select all existing accessibilities that apply.

Eligibilities (add)

- Use the list box to select all existing eligibilities that apply.

Fees (add)

Fee

- Select the most appropriate item from the dropdown list.

Amount

- Fill in appropriate information

Affordable only

- Select yes/no from the dropdown list

Notes

- Fill in appropriate information

Keywords (add)

- Use the list box to select all existing keywords that apply.

Languages (add)

- Use the list box to select all existing languages that apply.

Phones (add)

Area Code (*may be set in Tools -> Options -> Default Options*)

- Fill in appropriate information

Phone

- Fill in appropriate information

Extension

- Fill in appropriate information

Phone type

- Choose the most appropriate from the dropdown list.

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Notes

- Fill in appropriate information

Service Areas (add)

- Use the list box to select all existing service areas that apply.

Organization -> Resources (Optional)

(Resources provide a means of associating multiple programs with a single organization.)

Details

Resource Details

Name

- Fill in appropriate information

Active

- Select Yes or No from dropdown list

Reason Inactive

- Fill in reason inactive

Notes

- Fill in appropriate information

Last updated

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Residential Address

Street 1

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Example: 123 Main St Suite 401

Street 2

- Fill in appropriate information
 - Abbreviate directions as N, S, E and W.

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- Use without a period following it (St, Ave, Dr, Blvd, Hwy, Apt, use "#" for "number")
- No period after street direction (201 W Main St).
- If there is a suite, room, floor or other unit at the address, use two spaces, then the name of the room, suite, floor or other unit. This will be entered on the same line as the address.
Example: 123 Main St Suite 401

State

- Select information from dropdown list

Town

- Select information from dropdown list

Zip Code

- Select information from dropdown list

Mailing Address

Same as residential

- Select Yes or No from dropdown list

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State

- Select information from dropdown list

Town

- Select information from dropdown list

Zip Code

- Select information from dropdown list

Extended

Director

- Fill in appropriate information

Director Title

- Select information from dropdown list

Resource Type

- Select information from dropdown list

Email Address

- Fill in appropriate information

URL

- Fill in appropriate information

Hours of Operation

(Default hours of operation may be set in Tools -> Options -> Default Options)

Open always

- Select Yes or No from dropdown list

Open Sunday

- Select Yes or No from dropdown list

Open Monday

- Select Yes or No from dropdown list

Open Tuesday

- Select Yes or No from dropdown list

Open Wednesday

- Select Yes or No from dropdown list

Open Thursday

- Select Yes or No from dropdown list

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Open Friday

- Select Yes or No from dropdown list

Open Saturday

- Select Yes or No from dropdown list

Sunday – from – to

- Fill in appropriate information

Monday from – to

- Fill in appropriate information

Tuesday from – to

- Fill in appropriate information

Wednesday from – to

- Fill in appropriate information

Thursday from – to

- Fill in appropriate information

Friday from – to

- Fill in appropriate information

Saturday from – to

- Fill in appropriate information

Programs

- Use the list box to select all programs that apply.

Phones (add)

Area Code (*may be set in Tools -> Options -> Default Options*)

- Fill in appropriate information

Phone

- Fill in appropriate information

Extension

- Fill in appropriate information

Phone type

- Choose the most appropriate from the dropdown list.

Notes

- Fill in appropriate information

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Organization -> Sites (Optional)

(Sites allow multiple locations to be associated with a single program.)

Details

Site Details

Name

- Fill in appropriate information

Short Description

- Fill in brief description of site

Long Description

- Fill in detailed description of site

Active

- Select Yes or No from dropdown list

Reason Inactive

- Fill in reason inactive

Affordable

- Select Yes or No from dropdown list

Notes

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State

- Select information from dropdown list

Town

- Select information from dropdown list

Zip Code

- Select information from dropdown list

Extended

Contact

- Fill in appropriate information

Email Address

- Fill in appropriate information

URL

- Fill in appropriate information

Hours of Operation

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Open Wednesday

- Select Yes or No from dropdown list

Open Thursday

- Select Yes or No from dropdown list

Open Friday

- Select Yes or No from dropdown list

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Open Saturday

- Select Yes or No from dropdown list

Sunday – from – to

- Fill in appropriate information

Monday from – to

- Fill in appropriate information

Tuesday from – to

- Fill in appropriate information

Wednesday from – to

- Fill in appropriate information

Thursday from – to

- Fill in appropriate information

Friday from – to

- Fill in appropriate information

Saturday from – to

- Fill in appropriate information

Phones (add)

Area Code (*may be set in Tools -> Options -> Default Options*)

- Fill in appropriate information

Phone

- Fill in appropriate information

Extension

- Fill in appropriate information

Phone type

- Choose the most appropriate from the dropdown list.

Notes

- Fill in appropriate information

Programs

- Use the list box to select all programs that apply.

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Program Definition -> Topic Categories

- Topic categories may be added or deactivated as needed.

Program Definition -> Topics

- Topics may be added or deactivated as needed.

Program Definition -> Outcomes

- Outcomes may be added or deactivated as needed.

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Additional sections with restricted use – Do not add, update, or delete information in these areas unless directed by BADR to do so:

General

Nationalities
Languages
Eligibilities
Fees
Follow Up Activities
Keywords
Services
Titles
Referred By
Reason Codes
Planning
Priorities
ADRC Activities
Age Group

Types

Phone Types
Accessibility Types
Resource Types
Call Types
Caller Types
Disability Types

Places

Regions
Counties
Municipalities
Towns
Zip Codes