

Chapter 30 Disaster Client Data Standard

More information about what Disaster Client Data Standard is can be found at:

<http://www.clientdatastandard.org/>

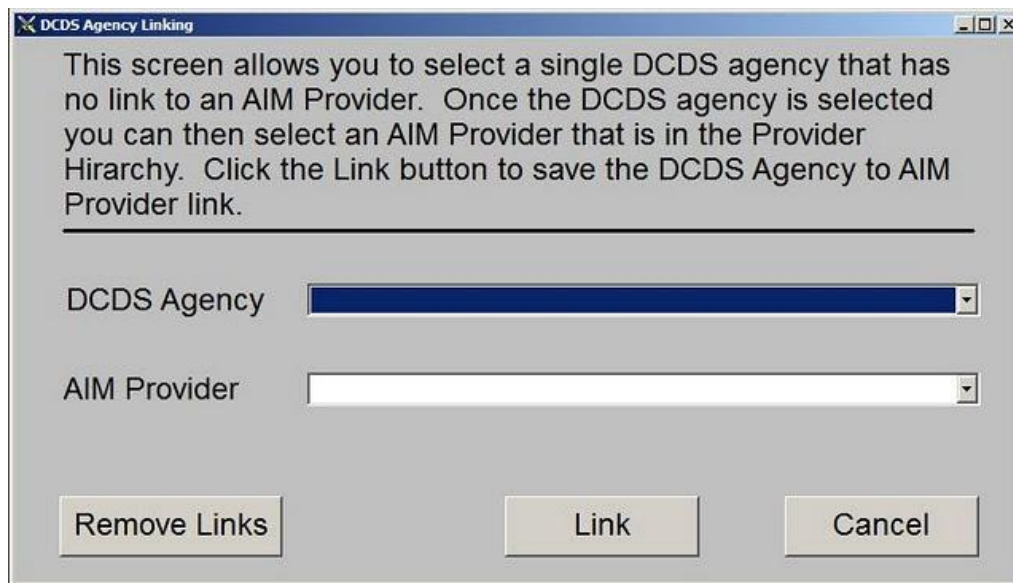
Currently AIM Hosted only adds or merges the client demographic data but it parses the entire DCDS Standard. In the future we may allow the merging of additional data from the DCDS transfer file into AIM Hosted.

The first step in the DCDS transfer process is to have files transferred into the correct place. This step is intentionally left out of the instructions because it will be different for each agency.

Once transfer file(s) are in the correct location then someone with the correct administrative access must link the incoming provider information to an AIM Hosted agency. Once this linkage is complete all incoming files from that agency will then be available to the agency through AIM Hosted.

Below is a screen capture of the linkage screen. This screen can be access by going to:

Screens | Maintenance | DCDS Agency Mapping



DCDS Agency Linking

This screen allows you to select a single DCDS agency that has no link to an AIM Provider. Once the DCDS agency is selected you can then select an AIM Provider that is in the Provider Hirarchy. Click the Link button to save the DCDS Agency to AIM Provider link.

DCDS Agency

AIM Provider

Remove Links Link Cancel

You can remove a link by clicking the Remove Links button, you will see a list of linked

agencies. Just follow the on-screen instructions.
Agencies can import the DCDS data by going to:
File | Import | DCDS Transfer

If an agency does not have that menu option then there has been no incoming agency linked to them. You will need to have someone with the correct authority in AIM Hosted create the proper link.

Once you click on the File | Import | DCDS Transfer menu option you will see the following screen:

The screenshot shows a window titled "DCDS Data Import". It contains a table with the following columns: DCDS ID, Name (last, first, middle, nickname), Home Phone, Work Phone, Contact Phone, DOB, and Sex. The first row is highlighted in green and contains the values: 8294863, Test Last Name, Test First Name, ., ., ., ., and ..

Below the table, there is a "Clear AIM Client" button and a text box with the instruction: "Click here to select an AIM Client to merge the highlighted record into. Leave blank to create a new record for the highlighted record." Below this text box is a "Merge / Insert Highlighted Client" button and a checkbox labeled "Show Previously Merged Records". At the bottom right is a "Close" button. A note at the bottom states: "NOTE: The merge function overwrites the existing client data with the information from the highlighted".

- 1) Highlight by clicking the DCDS client you want to import
- 2) Decide if you are going to merge the DCDS client with an existing AIM Hosted Client or add the DCDS client as a new AIM Hosted Client.
 - a) If merging into an existing AIM Hosted Client then click in the box with the words: "Click here to select an AIM Client to merge the highlighted record into."
 - b) If creating the DCDS Client as a new AIM Hosted Client then do not click the box described above.

- 3) Click the Merge / Insert Highlighted Client button
- 4) Click the Close box when finished.

Additional Options:

- 1) If you accidentally selected an AIM Hosted Client to merge into and you instead want to insert the DCDS Client as a new client then click the Clear AIM Client button.
- 2) If you want to see previously imported DCDS Clients you can click the check box labeled "Show Previously Merged Records" Records that have already been merged will be highlighted in RED. Clients that have yet to be merged will be highlighted in GREEN.