

Administration

Developing a software program is like building a house in that you have to have a foundation upon which to build. Our foundation is the Administration section of the Ball Programs.

The **Building Layout** window allows us to logically put a facility into a data base. The window shows that we need to know:

Administration (continued):

Building Layout

- The number of buildings
- Number of floors/building
- Number of wings or stations/floor
- Number of rooms/wings or stations
- Number of beds per room and
- Whether numbers or letters label the beds

Administration (continued):

Building Layout

The software can be customized so that once the building information has been established it can be changed to accommodate, for example, **changing a resident room to an office or adding on a new wing or new building.**

This window can handle a very large complex where you have condos, a large assisted living building with multiple floors and wings and

Administration (continued):

Building Layout

an adjoining nursing home with multiple floors and wings as well as a very small one-story building that has two wings.

See the window shot below to review the building layout window.

Administration (continued):

Building Layout

Question No. 3

Why would the large facility want its entire facility's infrastructure captured?

It enables management to track the movement of its residents (in the Resident File) from the Condos to the Assisted Living unit and if need

Administration (continued):

Building Layout

be to the Nursing Home unit. It can also track how long the resident spends in the Nursing Home unit before coming back to the Assisted Living unit. This information is vital for long-term planning for future building needs. **This is a good example of how Data Mining can help decision-makers make more intelligent decisions.**

Administration (continued):

Systems Administration

The next step in building a house would be to construct the floors, walls and roof.

The **Systems Administration** window establishes the facility rules:

- **Nursing Staff/Resident Ratio**
- **Morning, Afternoon and Evening shifts**
- **Wings or Stations**

Administration (continued):

Systems Administration

- Daily Starting Shift
- Minimum Average Daily Hours per Resident
- Schedule by “_____”
- Agency Pool Budget – Not Shown
- Census Frequency – Not Shown
- Screen Saver Delay “_____” in Seconds

Administration (continued):

Systems Administration

The screenshot shows a software window titled "System Administration" with a standard Windows-style title bar. The main content area is titled "Statutory Staffing Levels" and contains several configuration sections:

- Ratio:** A table with three rows: "Mornings: 1 : 8", "Afternoons: 1 : 12", and "Evenings: 1 : 15".
- Start Times:** A table with three rows: "06 : 00 am", "02 : 00 pm", and "10 : 00 pm".
- End Times:** A table with three rows: "02 : 00 pm", "10 : 00 pm", and "06 : 00 am".
- Wing or Station:** Radio buttons for "Wing" and "Station", with "Station" selected.
- Daily Starting Shift:** Radio buttons for "Mornings" and "Evenings", with "Mornings" selected.
- Minimum Average Daily Hours Per Resident:** Input fields for "RN's: 0.4", "LPN's: 0.4", and "CNA: 2.4".
- Schedule By:** A dropdown menu currently set to "Building".
- Agency Pool Budget:** A field at the bottom left.
- Census Frequency:** A field at the bottom center.
- Screen Saver Delay:** A field at the bottom right set to "60 Seconds".

The above is a partial systems administration window. The remaining window was not included for proprietary reasons.

Administration (continued):

Pick List

The **Pick List** window allows for establishment of the following:

- Departments
- Job Type
- Ratio Job Type
- Assistant Type
- Position Status
- Prefix
- Agency Names
- Cancellation Reasons

Administration (continued): Pick List

Pick Lists [Minimize] [Maximize] [Close]

Department Activities Administrative Offices Dietary Housekeeping Laundry Maintenance Nursing Nursing Administration Social Services		Job Title Activity Assistant Activity Supervisor		Ratio Job Type <input type="radio"/> CNA <input type="radio"/> LPN <input type="radio"/> RN <input checked="" type="radio"/> Other	
Assistant Type <input type="radio"/> Clinical Assistant <input type="radio"/> Resident Assistant <input type="radio"/> Rehabilitation Assistant <input checked="" type="radio"/> Does Not Apply					
<input type="text" value="Activities"/>		<input type="text" value="Activity Assistant"/>			
<input type="button" value="Add Department"/>		<input type="button" value="Add Job Title"/>			
<input type="button" value="Delete Department"/>		<input type="button" value="Delete Job Title"/>			
Position Status Full Time Part Time	Prefix Mr. Mrs. Ms. Dr.	Agency Names J. D. Staffing Self Employed Dual One, Inc. Johnson Staffing Services Michigan Staffine	Cancellation Reason Sick Other Changed in schedule Holiday		
<input type="text" value="Full Time"/>	<input type="text" value="Mr."/>	<input type="text" value="J. D. Staffing"/>	<input type="text" value="Sick"/>		
<input type="button" value="Add Pos. Status"/>	<input type="button" value="Add Prefix"/>	<input type="button" value="Add Agency"/>	<input type="button" value="Delete Agency"/>	<input type="button" value="Add Reason"/>	<input type="button" value="Delete Reason"/>
<input type="button" value="Delete Pos. Status"/>	<input type="button" value="Delete Prefix"/>				<input type="button" value="Return"/>

Administration (continued):

The **Building Layout**, **System Administration** and **Pick List** are the three programs and associated data bases that provide all the information needed for the other programs within the Ball Programs Management Module.

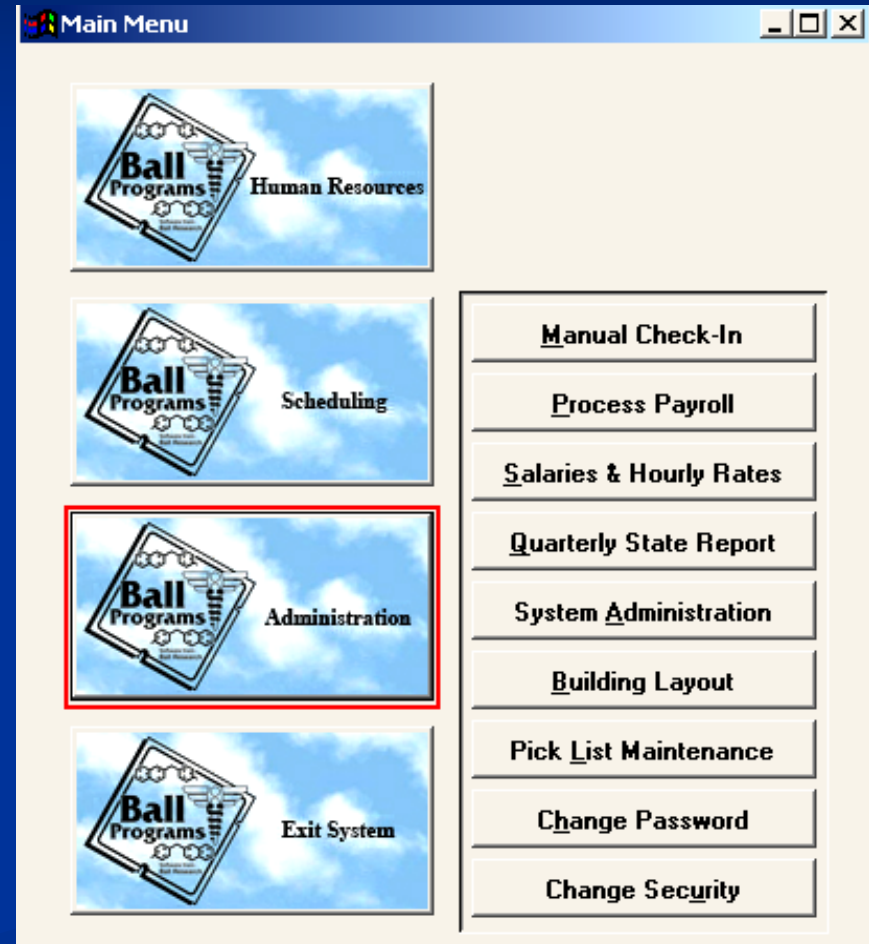
A Listing of all the other programs in the Administration section is listed on the next screen.

Administration (continued):

Main Menu

The other features in the Administration section are:

- Manual Check-In
- Process Payroll
- Salaries & Hourly Rates
- Quarterly State Report
- Change Password
- Change Security



Administration (continued): Questions

As questions arise, please contact us via our **Have a Question?** link on the Home page.