CASE MANAGEMENT DATABASE SYSTEM ADMINISTRATION MANUAL

Overview

What Is Case Management Database?

- Case management Data base is a standardize electronic database and archiving system for storage, preservation, analysis, virtualization, tracking services provided to the beneficiaries, case management and reporting of the programme .
- For the users to be able to access the Case management Database System at remote areas they must install Case management Database system.
- So the system at end the system will have the following benefits
  - Archiving system for storage
  - Analyzing and virtualization of data inputed
  - Tracking of the data
  - Reporting of our programme with specific reference to details of the persons whom we reach with services within the response

System Requirements

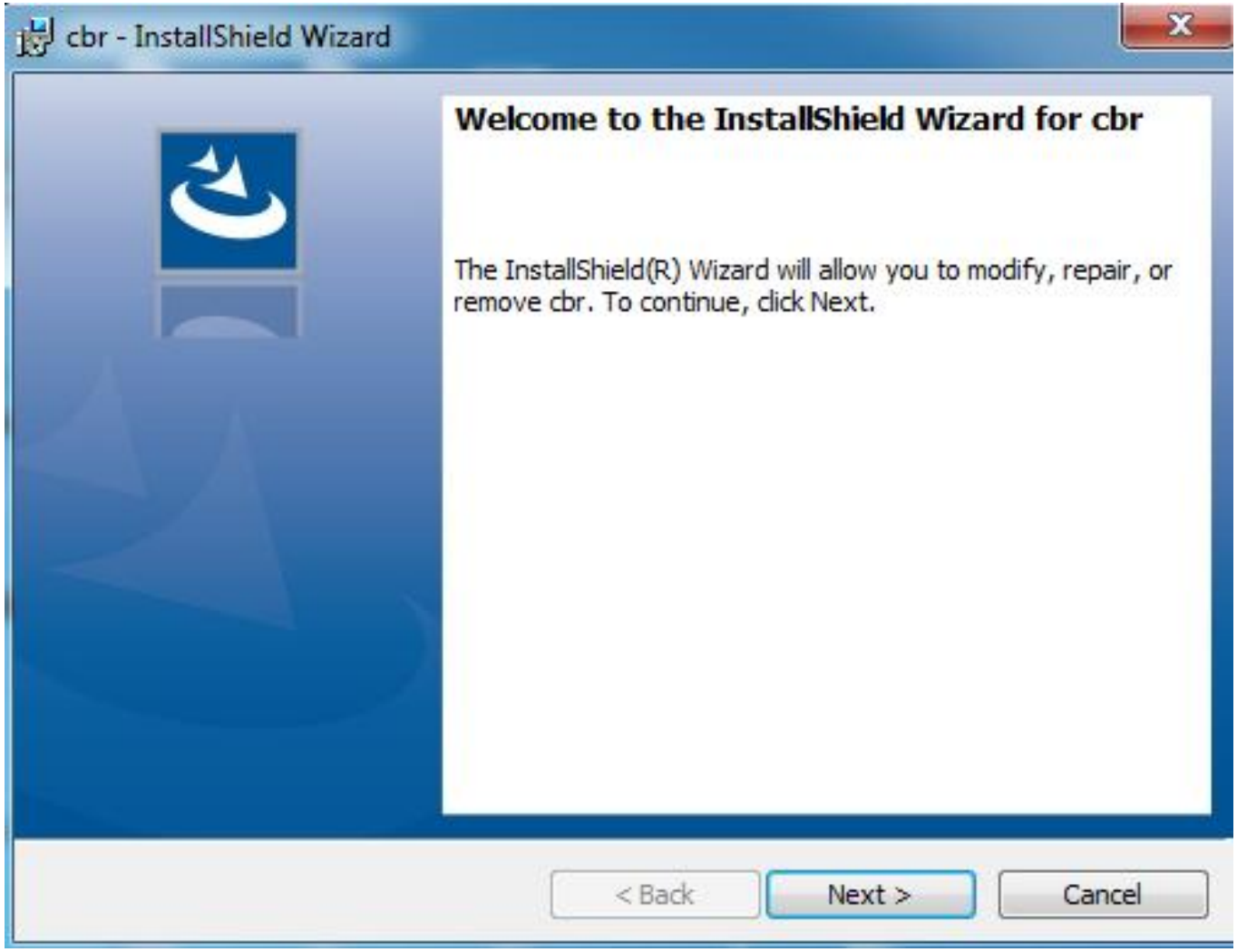
❖ To install Case management Database on any system you need administrator privileges

Computer	Operating Systems	Requirements
Any Computer	➢ Windows 10 32/64 bit ➢ Windows 8 32/64-bit ➢ Windows 7 32/64-bit ➢ Windows Vista 32/64 bit ➢ Linux OS 32/64-bit	➢ Minimum 10GB Disk space ➢ RAM:Minimum 1GB ➢ Internet speed 512 kbps dedicated Down/Up and above ➢ PHP >=5.6.4 ➢ Open SSL PHP extension ➢ PDO PHP Extension ➢ Mbstring PHP Extension ➢ Tokenzer PHP extension ➢ XML PHP Extension ➢ WKHTMLtoPDF

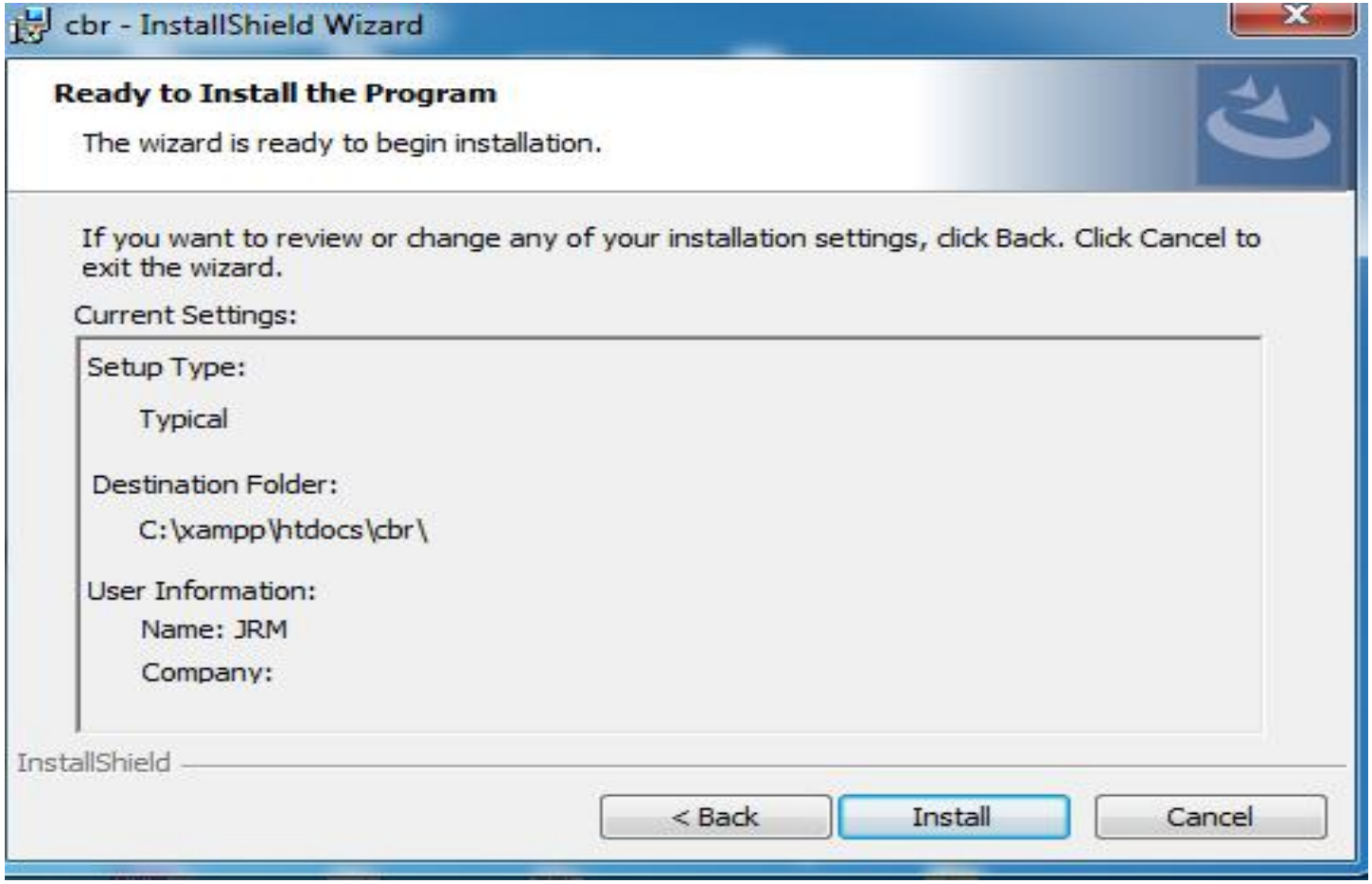
Installation Of Case Management Database.

- Exit all Windows programs
- Insert the Case management CD in your CD ROM drive.

The Case management Database installation wizard dialog box will appear. Click **next** to accept installation.

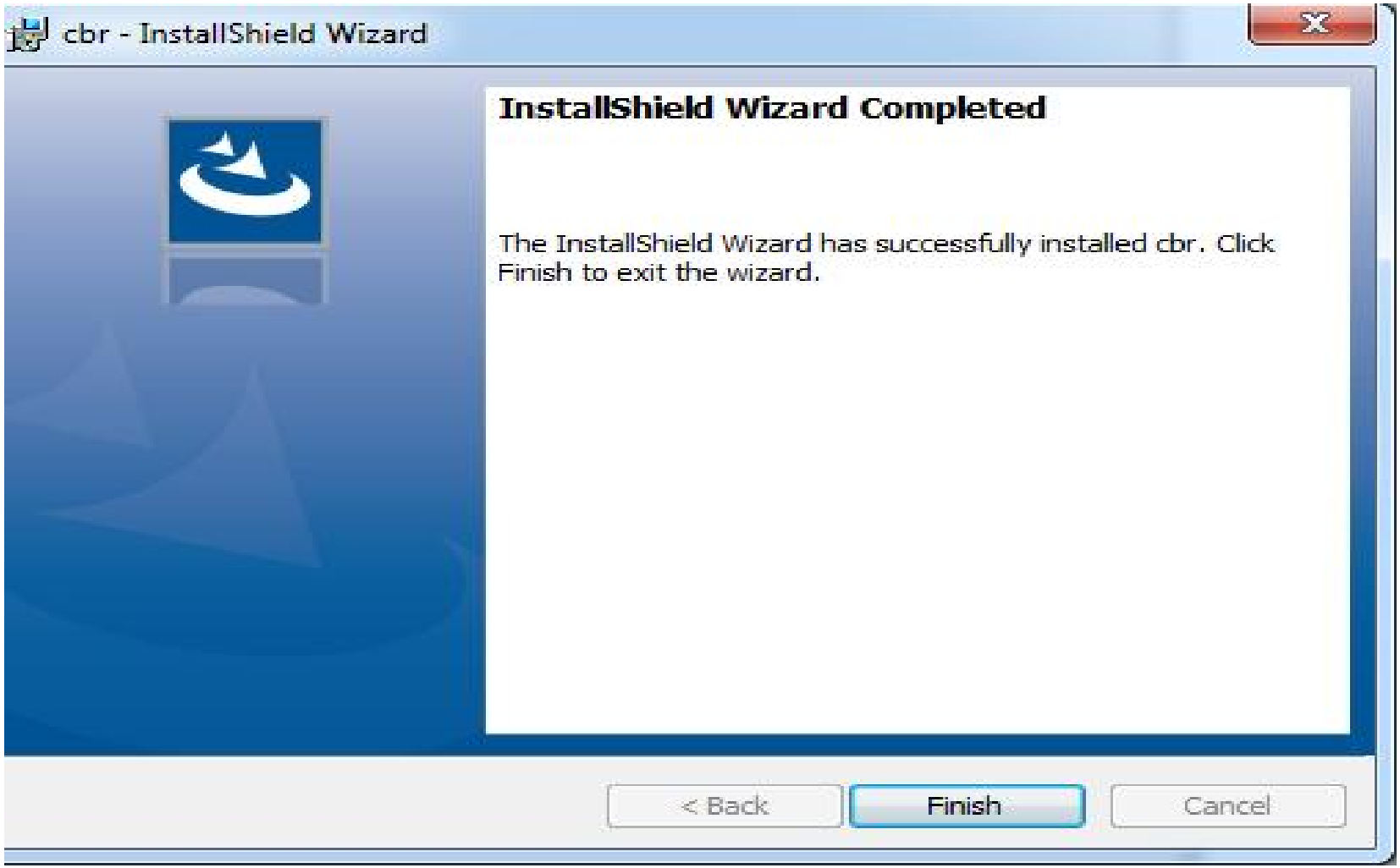


Click **Install** to start installation to the directory as shown on the installation wizard

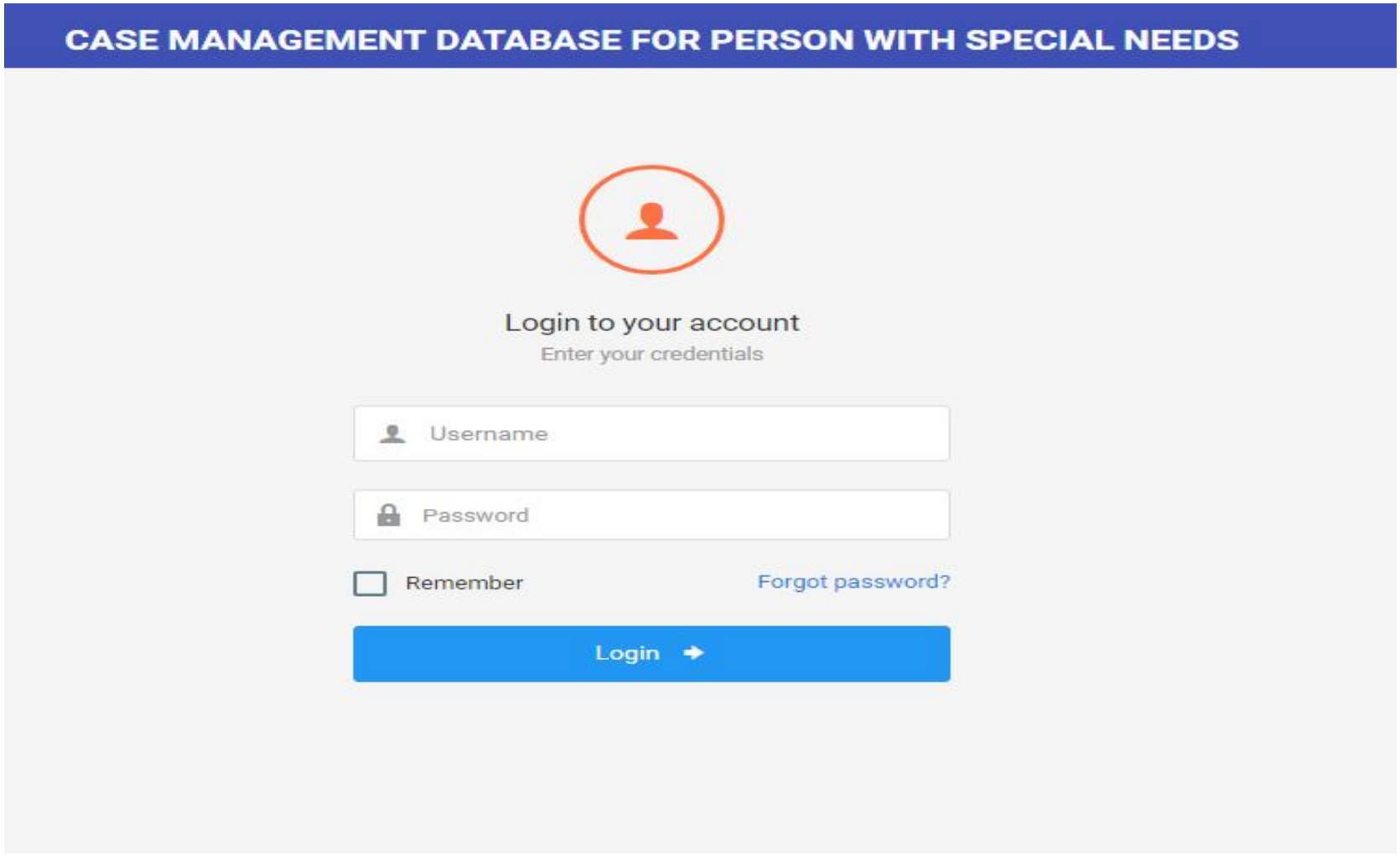


The installation wizard will continue installing all required library in the system.

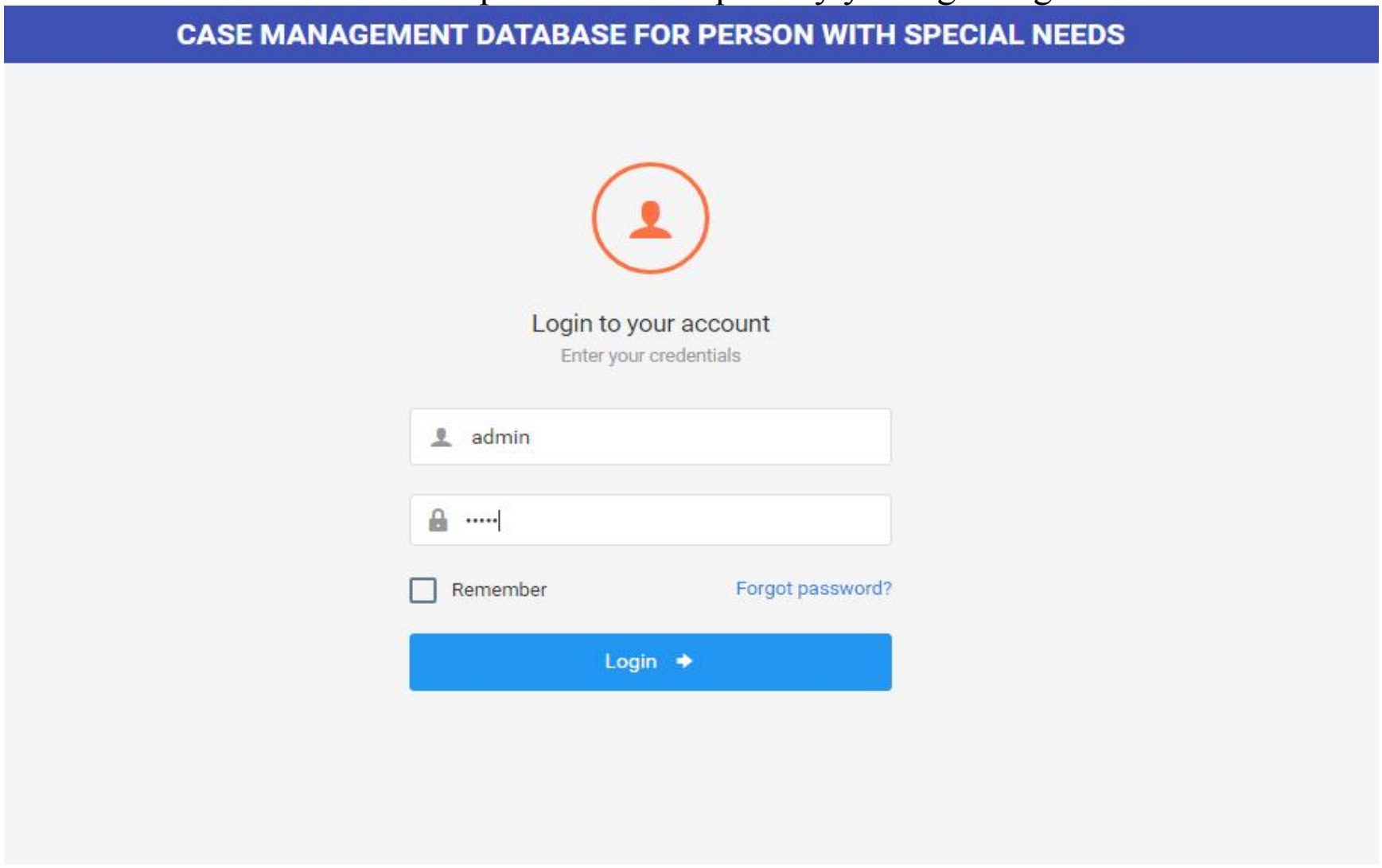
When the installation wizard is complete, click **Finish** to complete installation.



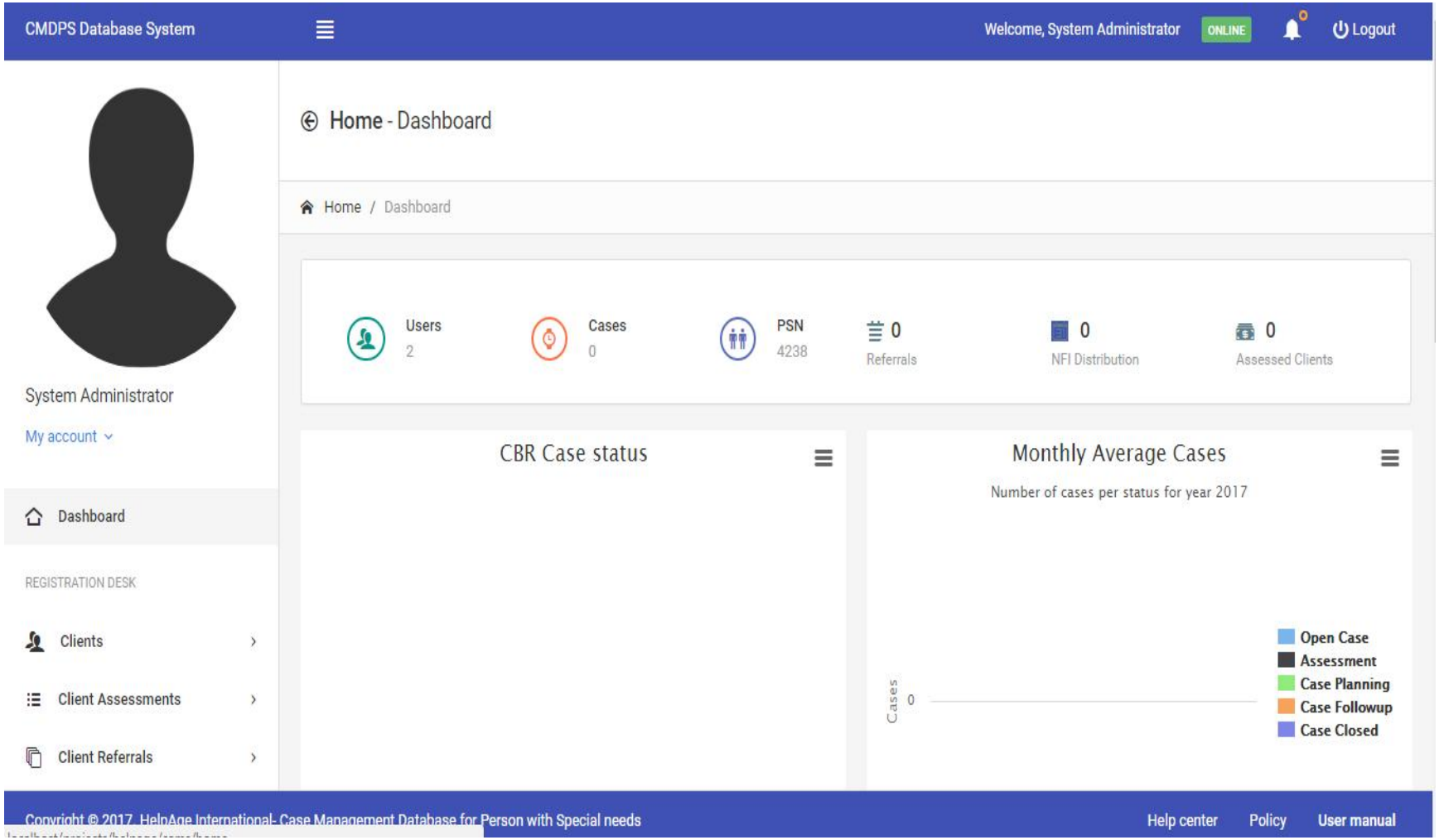
The login Page will display as show bellow so as request the username and password



Now Enters the Username and password as request by yhe login Page



When user and password entered are correct the next page will be as bellow depending on the User level(administrator,normal user etc..)



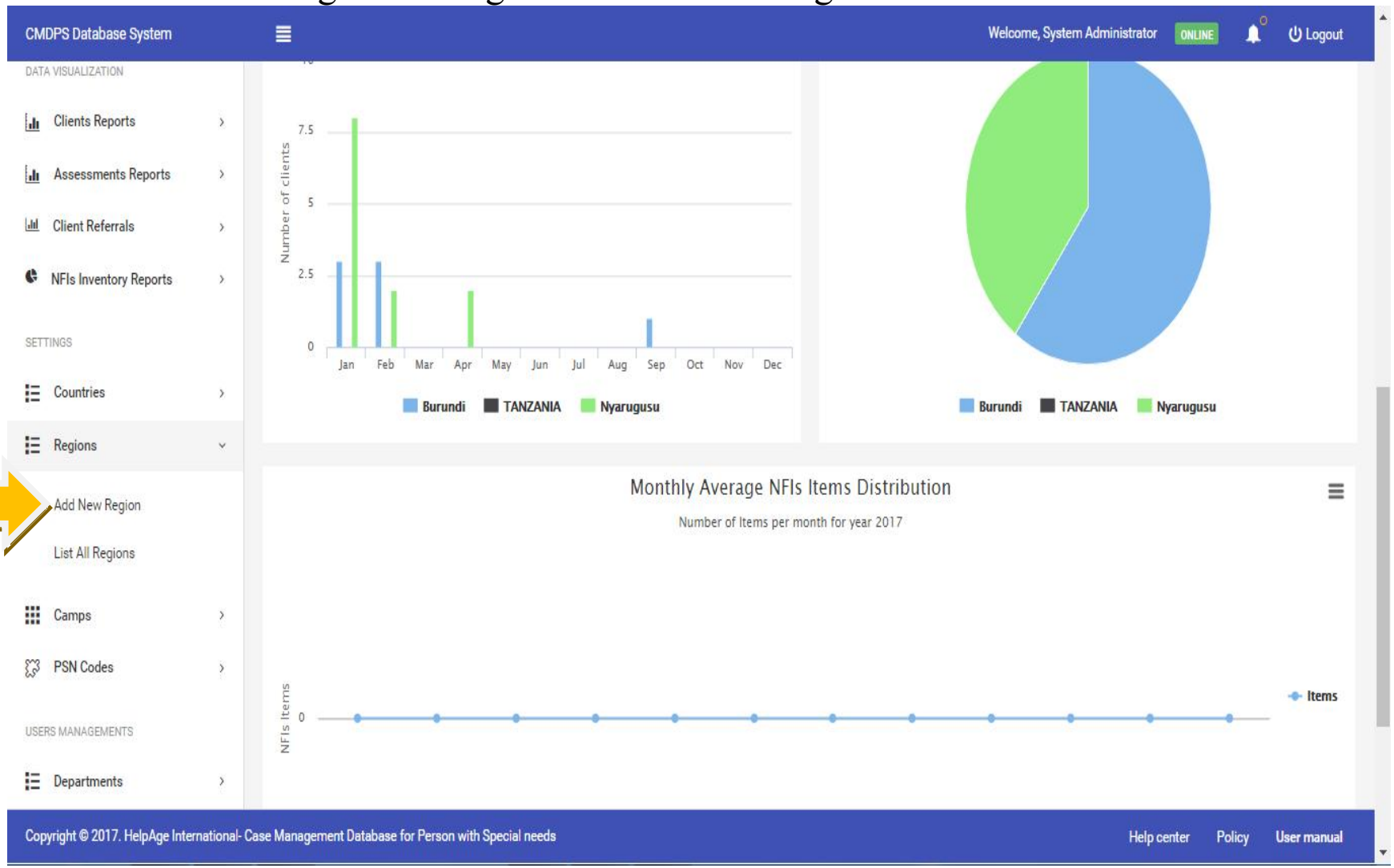
Before working with modules, Administrator/User Must start with basic settings as follows.

i. Register country.

Under Setting Go to Countries ➔ Add New Country

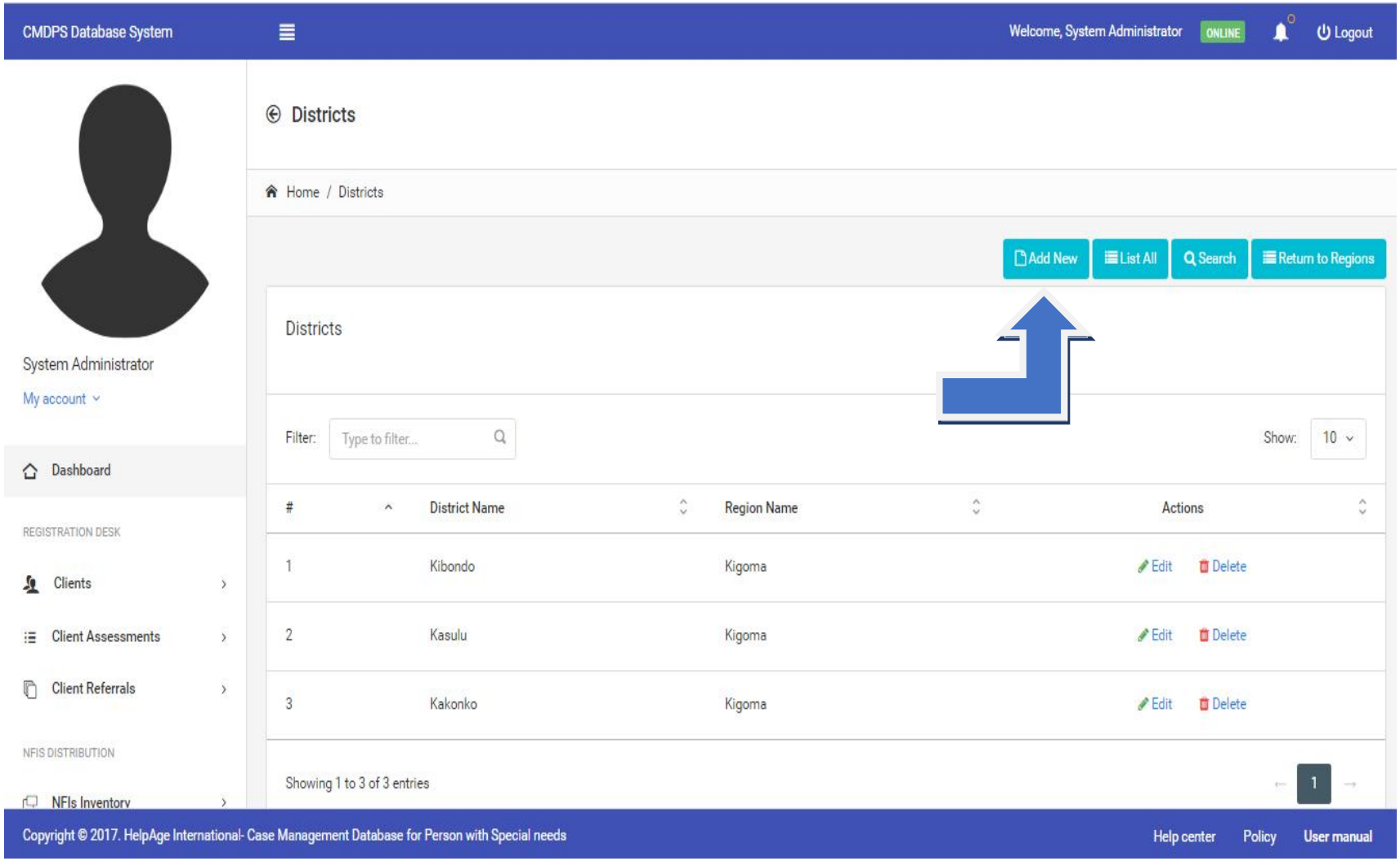
ii. Register Region

Under Setting Go to Region ➔ Add New Region



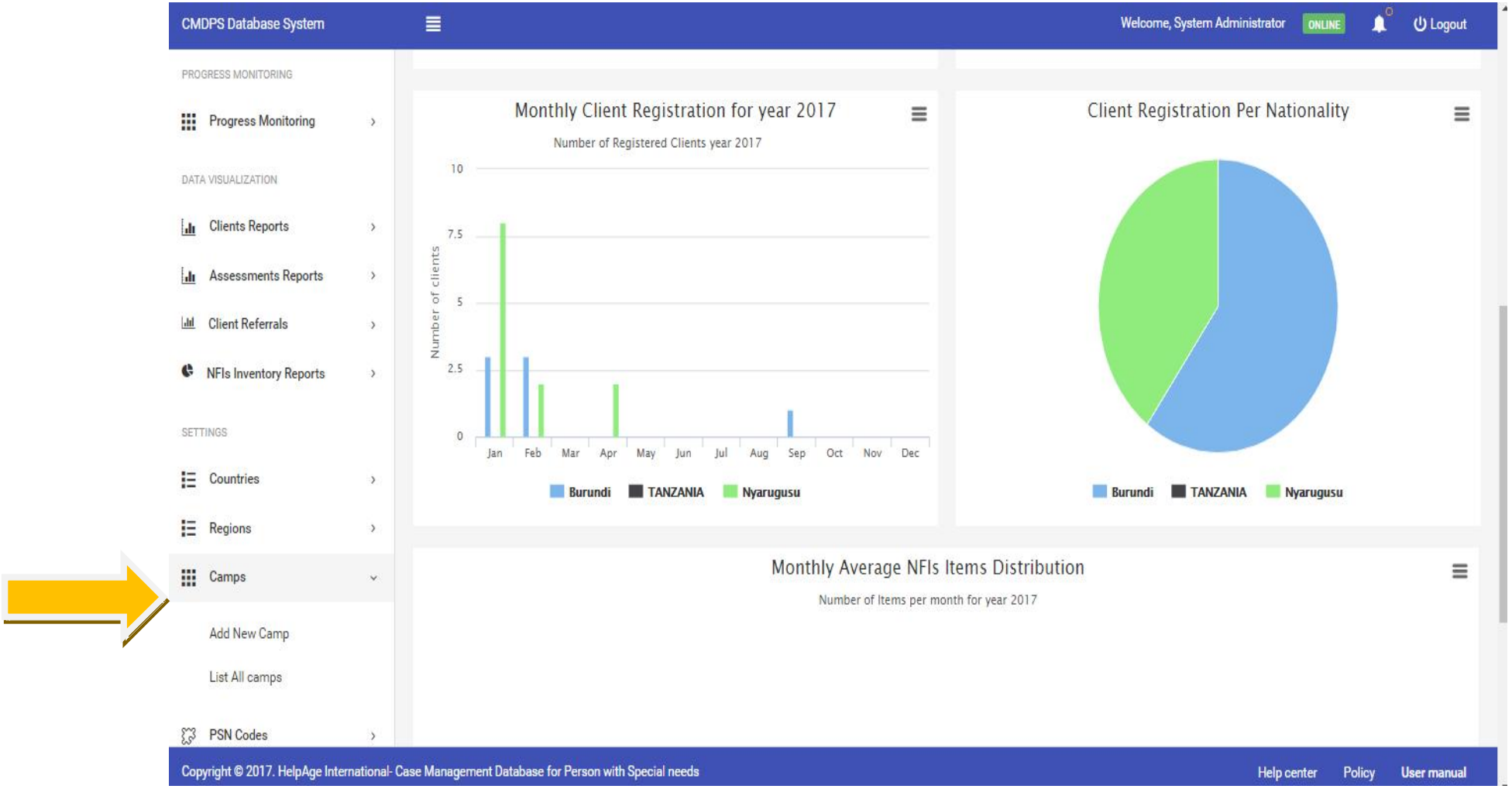
iii. Register District

Under Setting, Go to List of Region ➔ under District tab,Add New



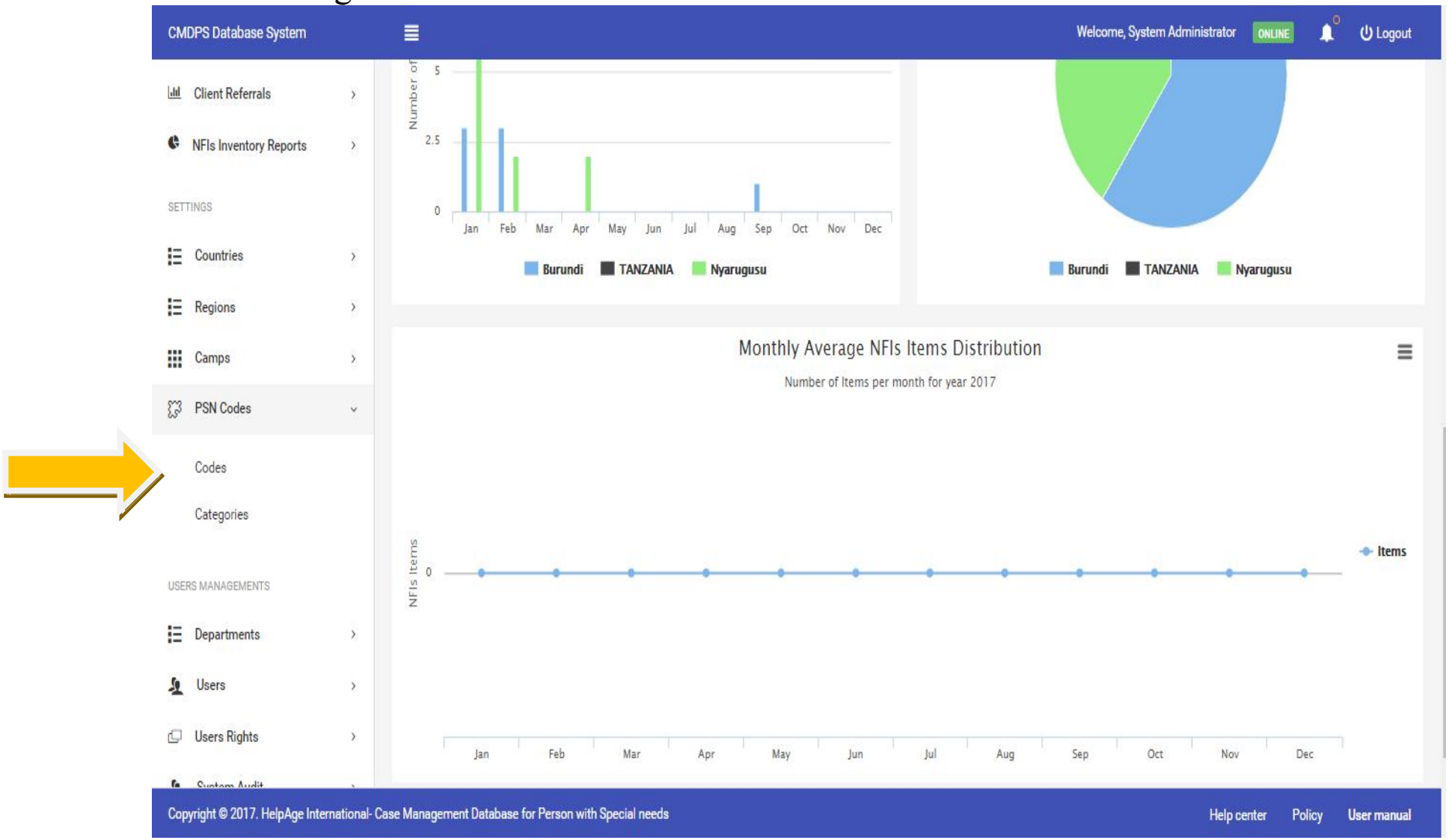
iv. Register Camp

Under Setting Go to Camp ➔ Add New Camp



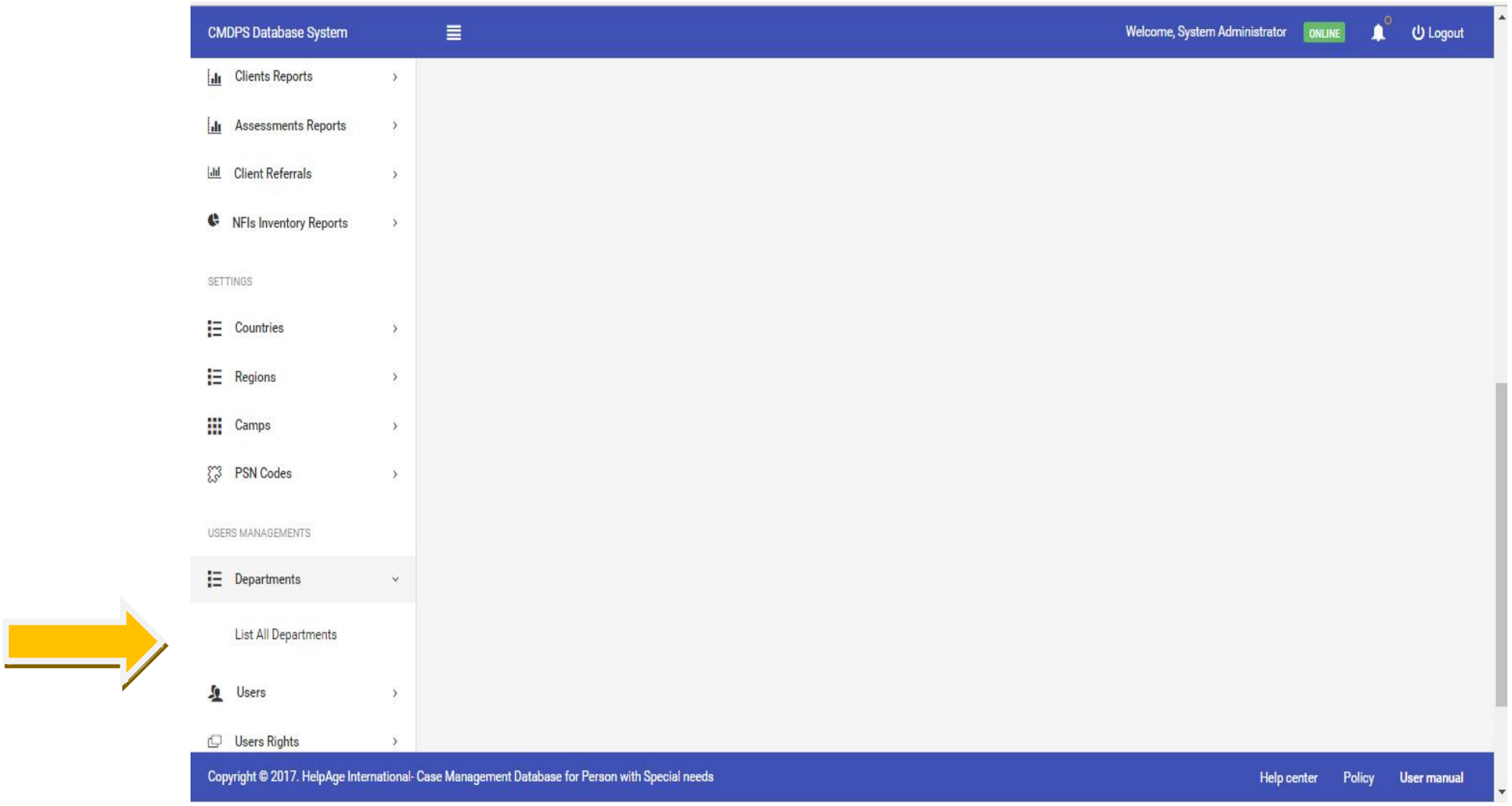
v. Register PSN Code

Under Setting Go to PSN Code ➔ Codes➔Add New PSN Code



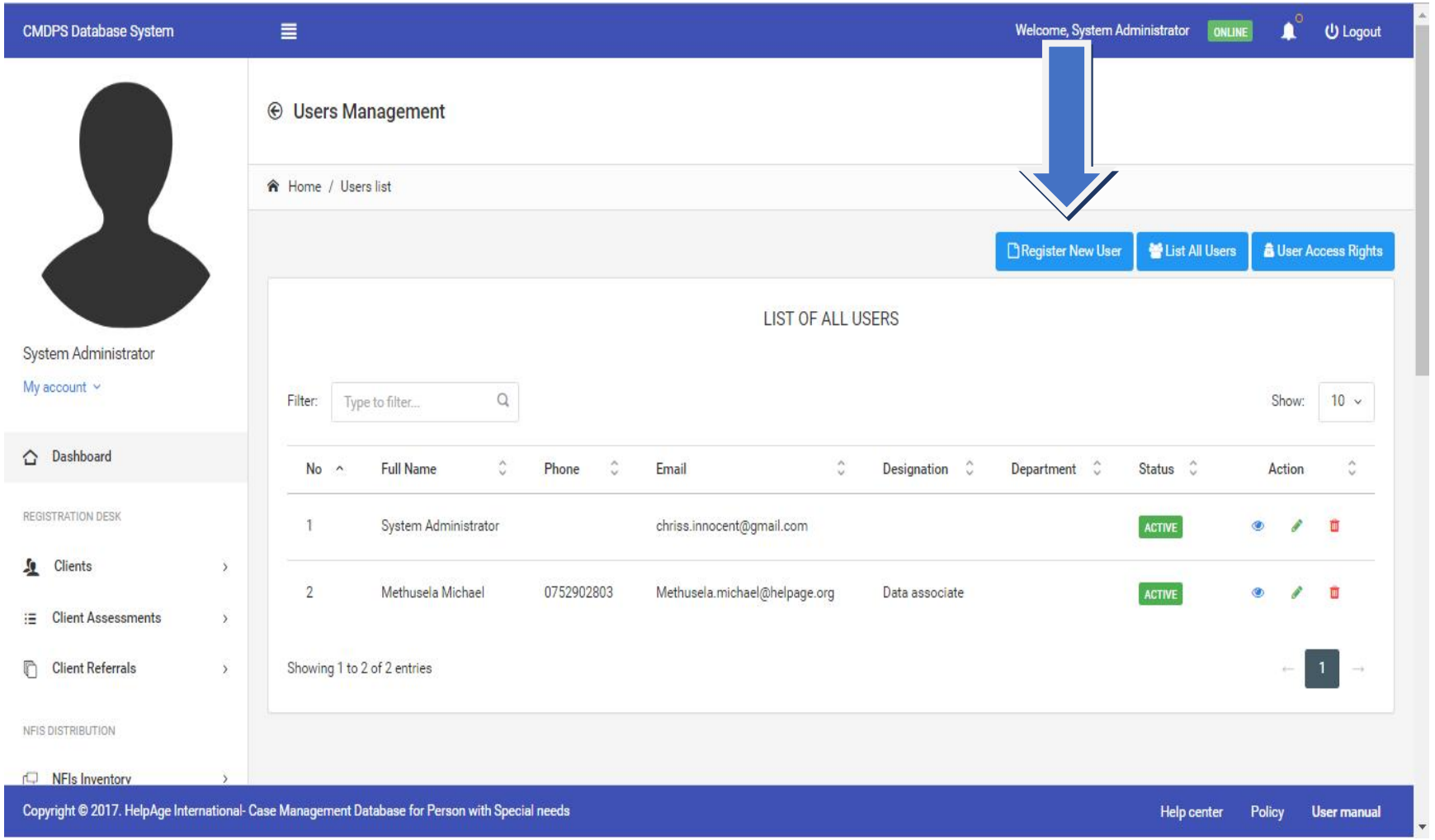
vi. Register Department

Under User Managements,Go to List All Department, ➔ Add New Department



vii. Register Users

Under User Managements,Go to List all User ➔ Register New User



Modules of the system.

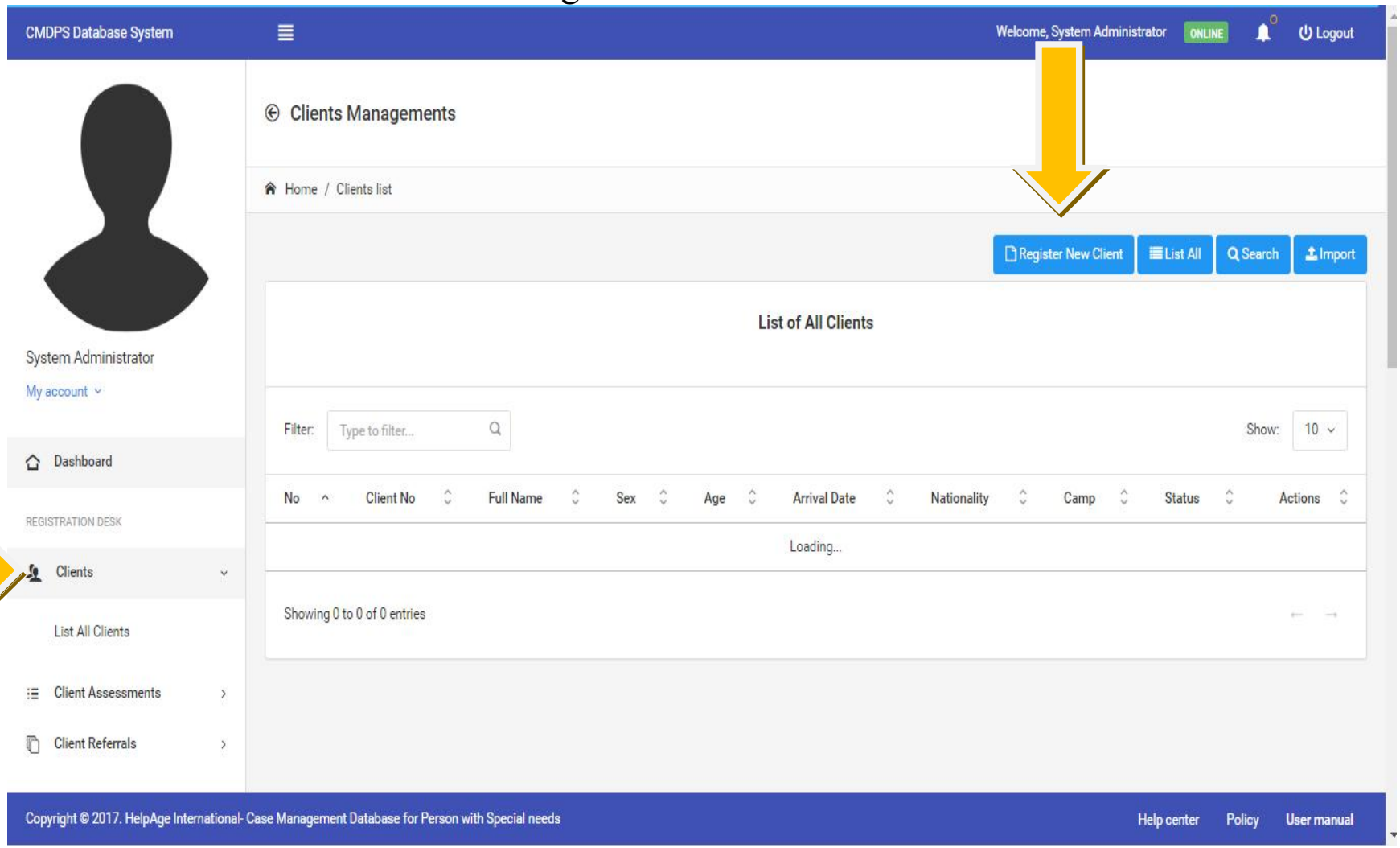
The system have the following modules.

i. Client
ii. Assessment
iii. Referrals
iv. Material Distribution
v. Rehabilitation
vi. Data virtualization

1. Client

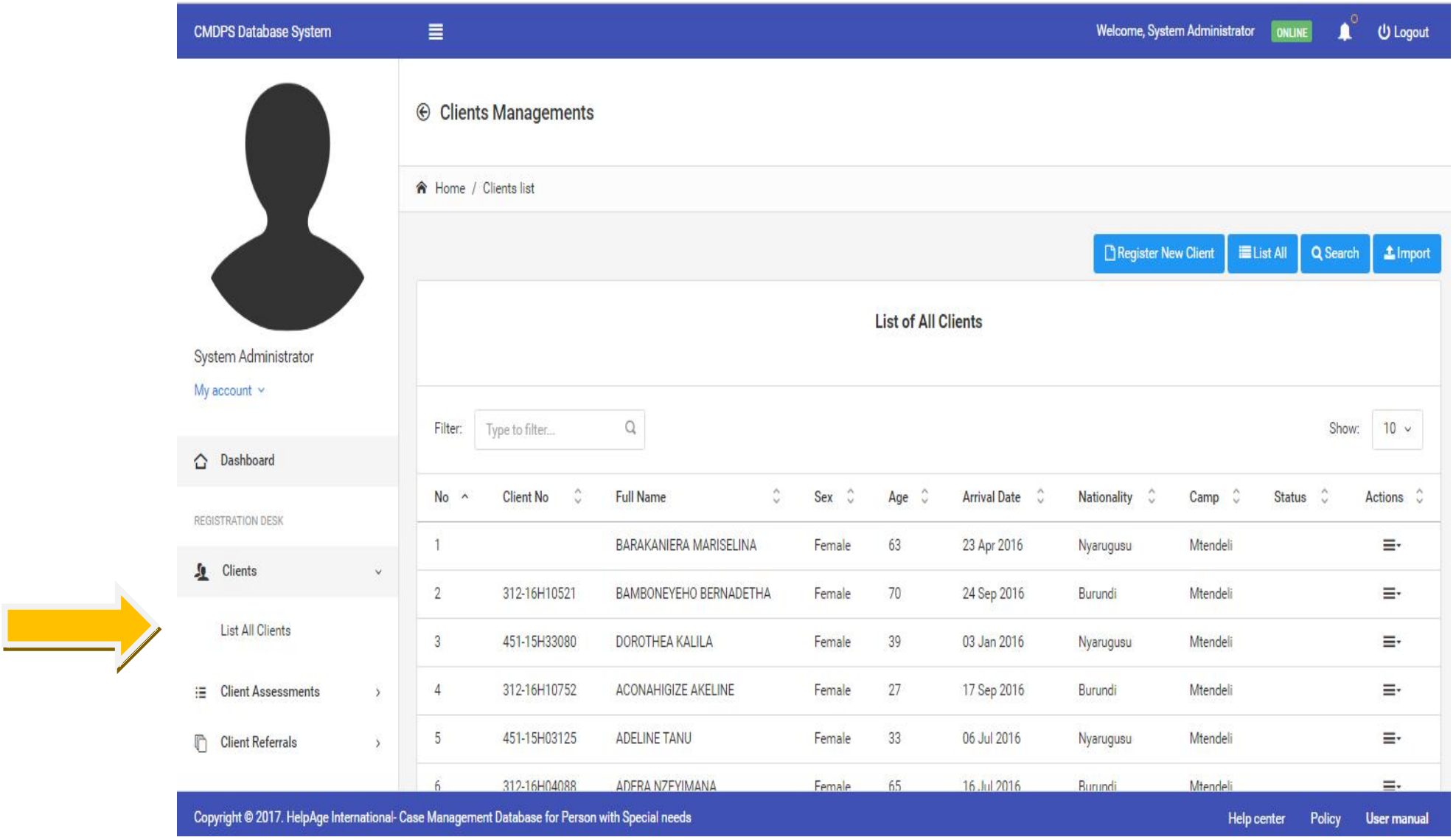
1.1. Client Registration

Go to Client ➔List all clients➔ Register New Client



1.2. List all Client

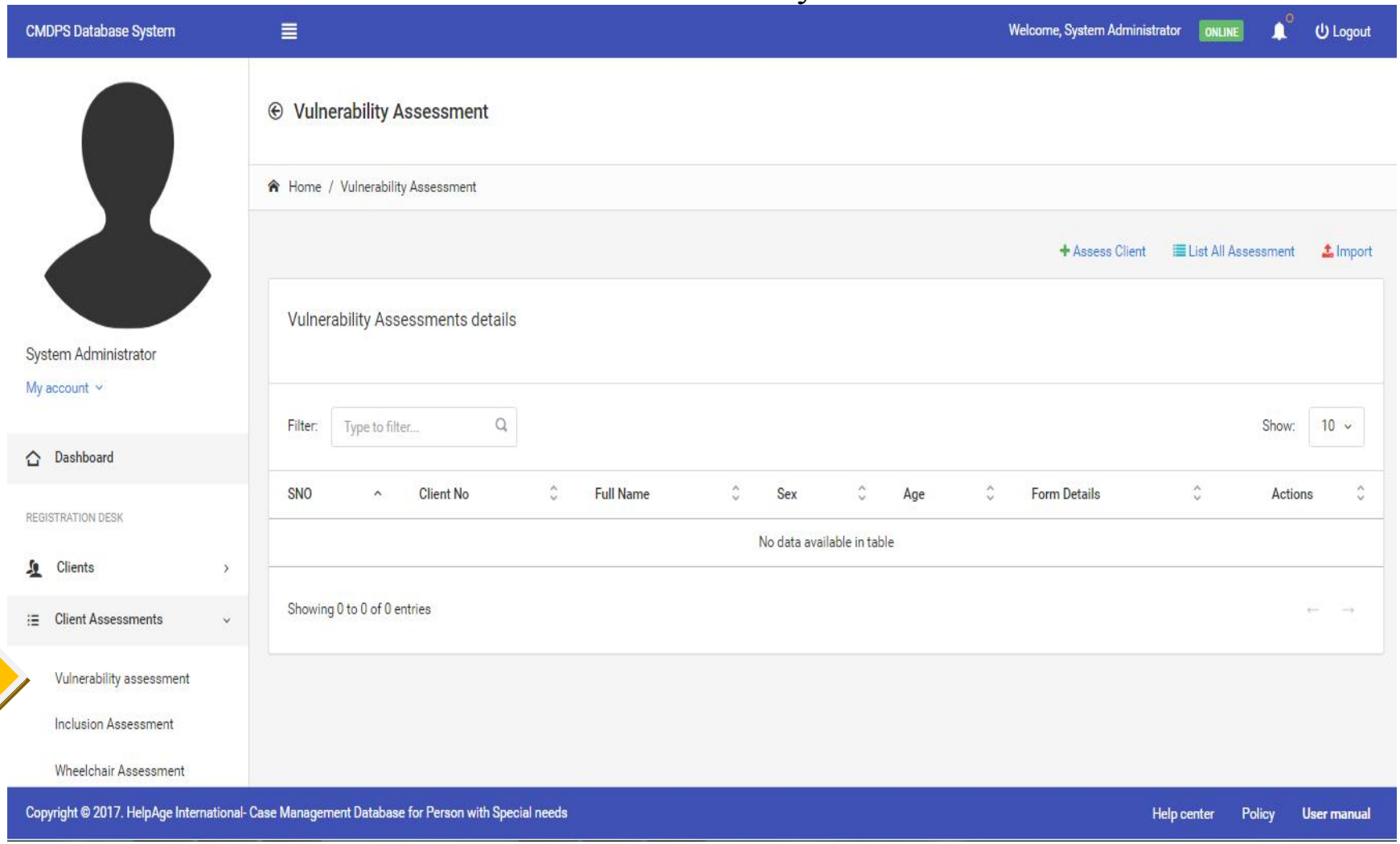
Go to Client ➔List all clients



2. Client Assessment

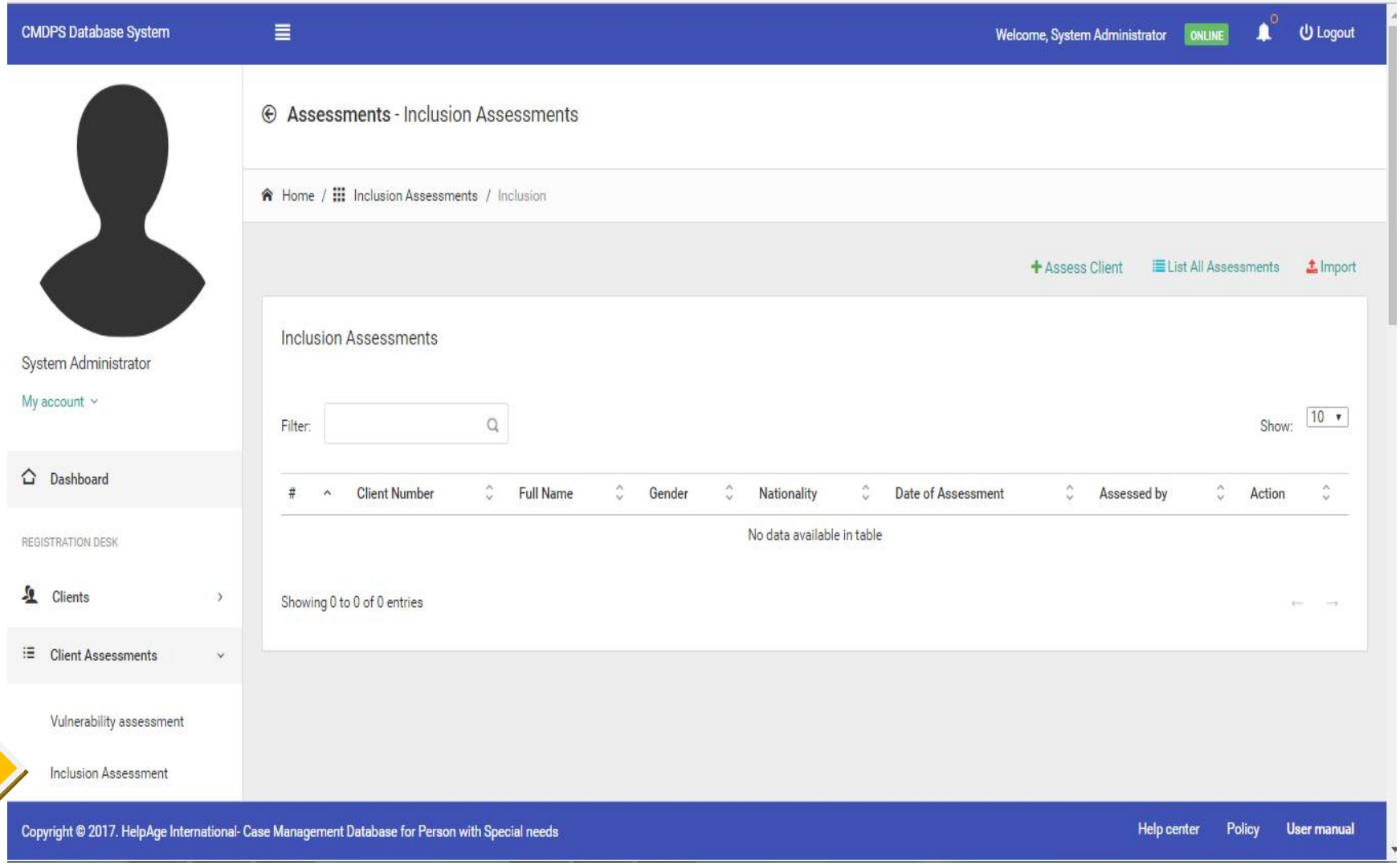
2.1. Vulnerability Assessment

Go to Client Assessments ➔Vulnerability Assesment



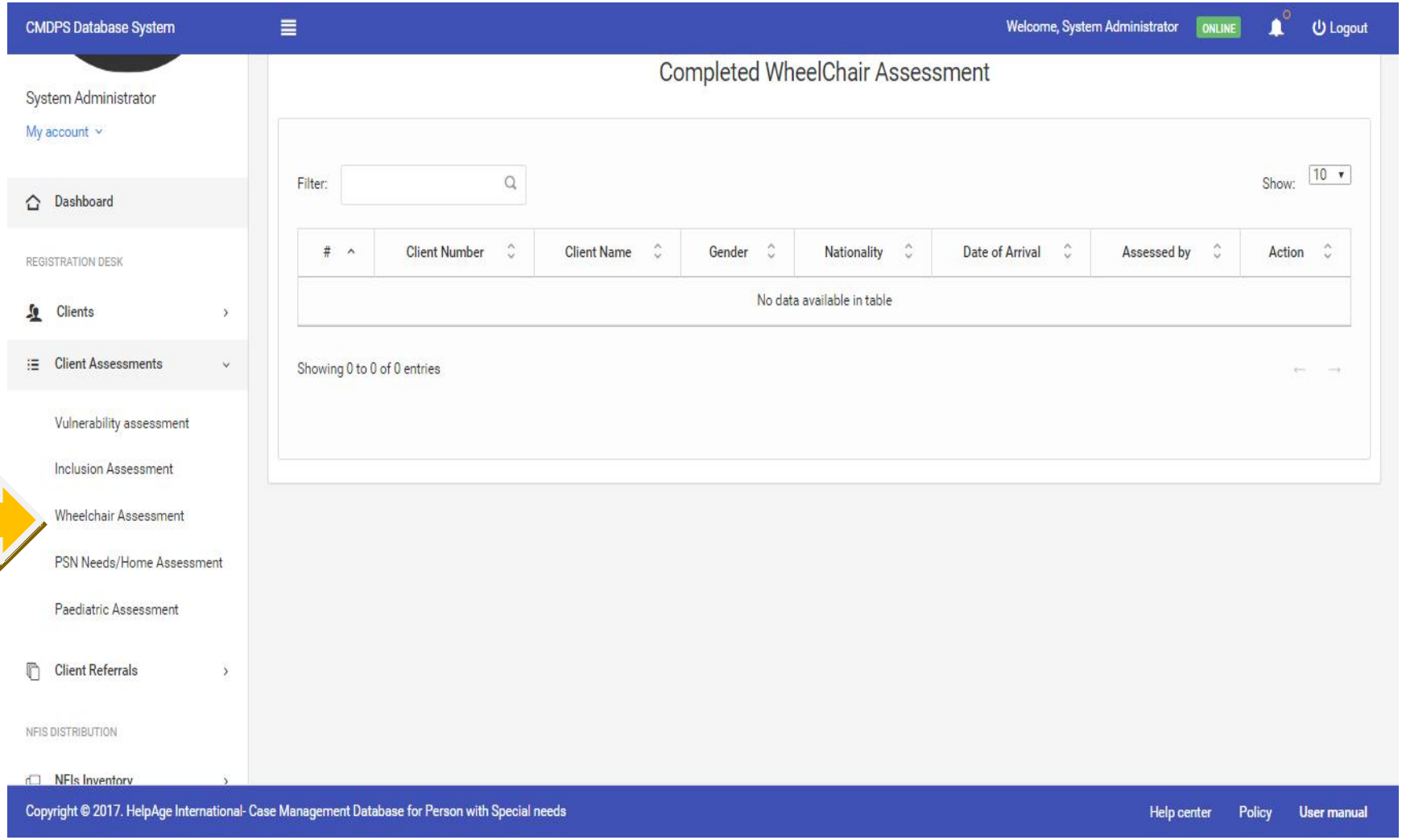
2.2. Inclusion Assessment

Go to Client Assessments ➔Inclusion Assesment



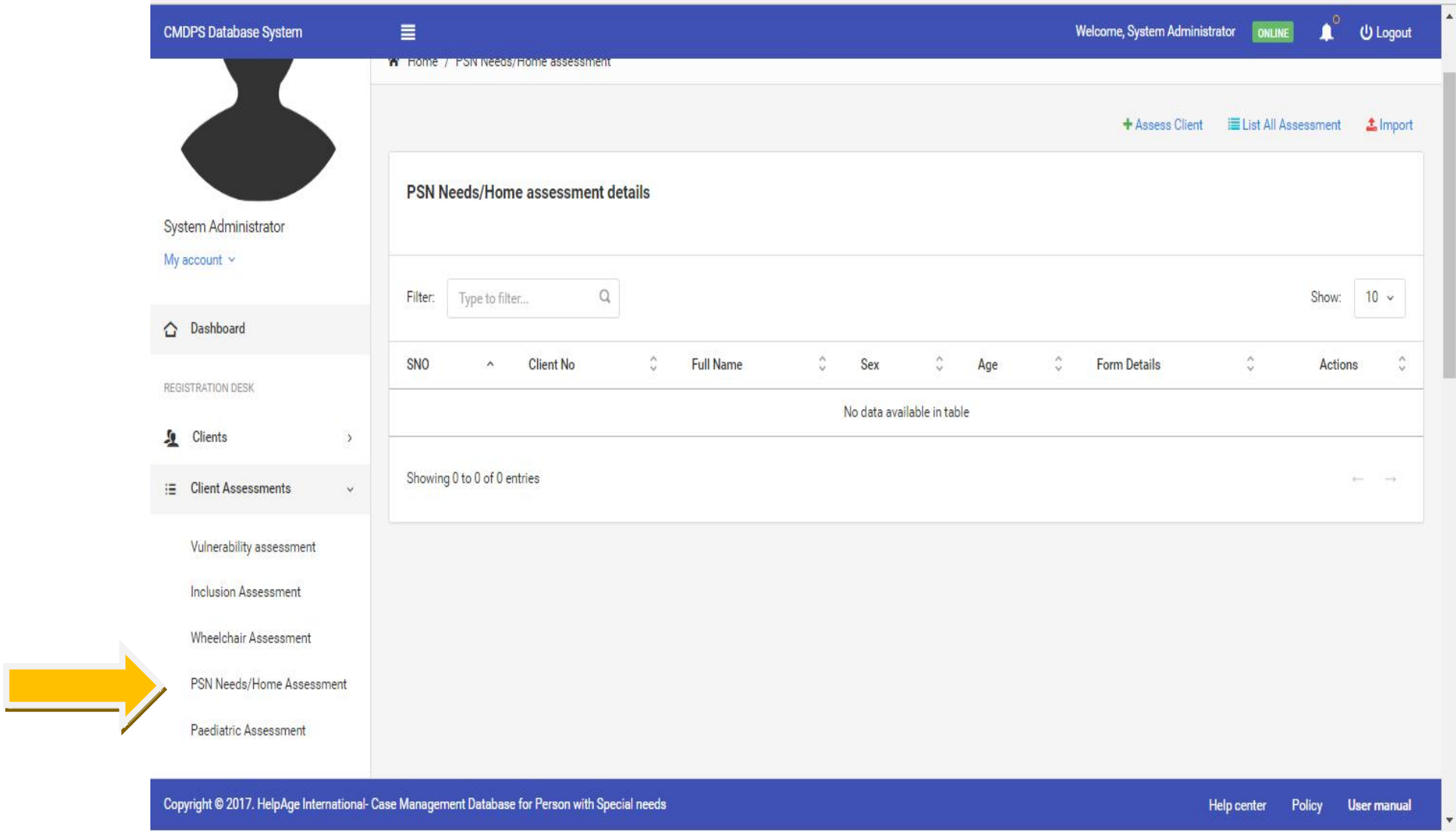
2.3. Wheelchair Assessment

Go to Client Assessments ➔Wheelchair Assesment



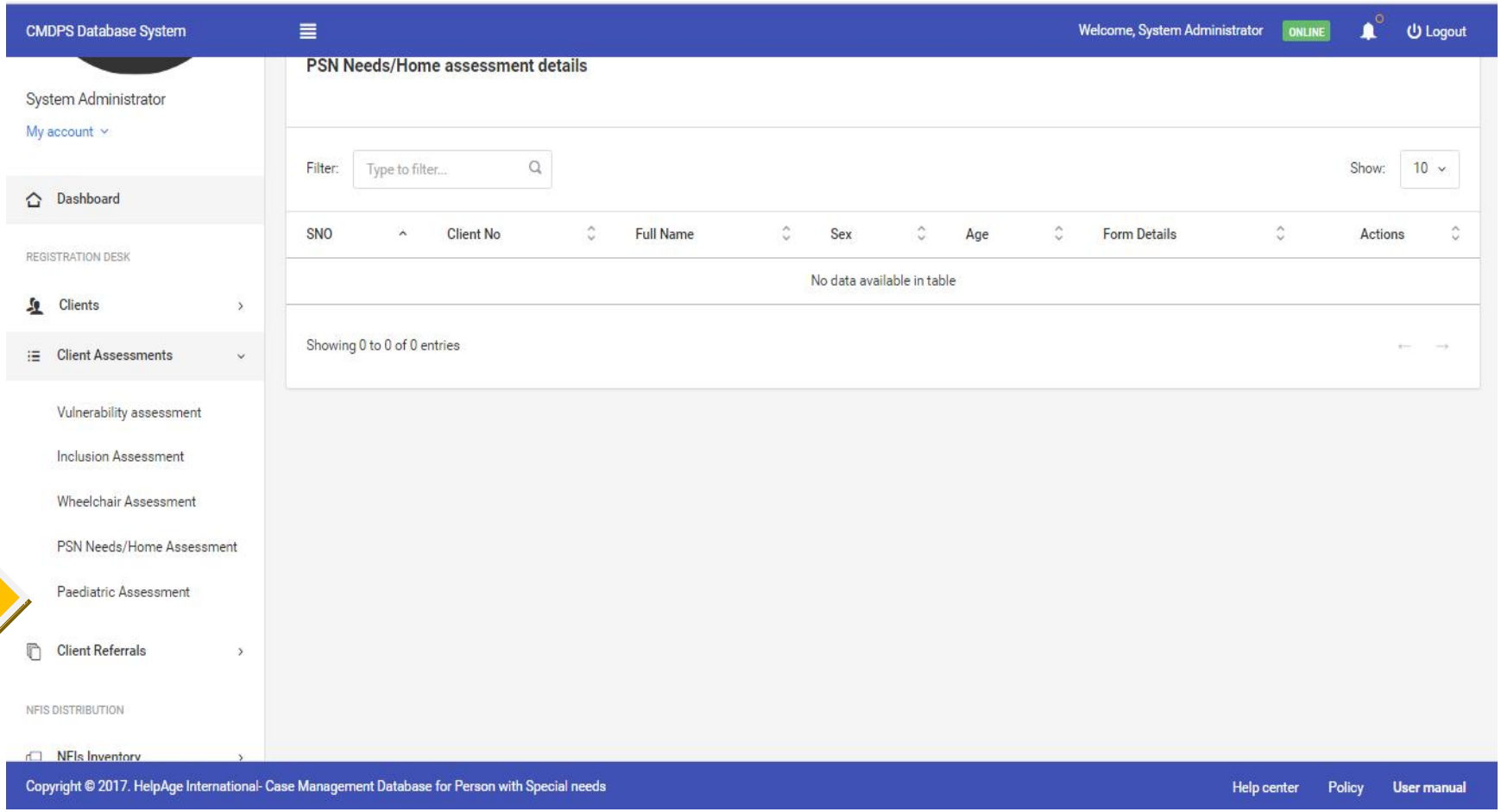
2.4. PSN Needs/Home Assessment

Go to Client Assessments ➔Wheelchair Assesment



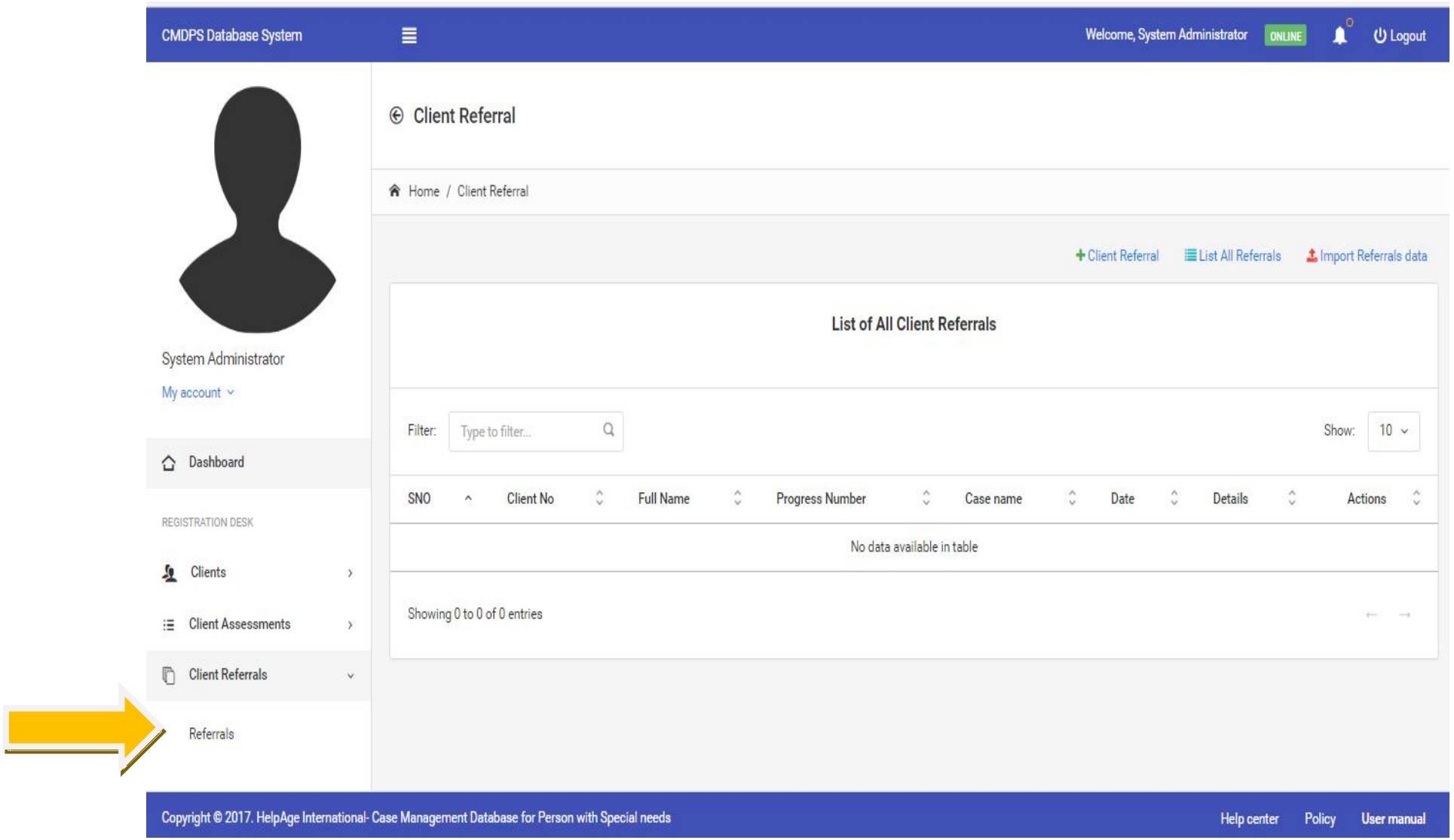
2.5. Paediatric Assessment

Go to Client Assessments ➔ Paediatric Assesment



3. Client referral

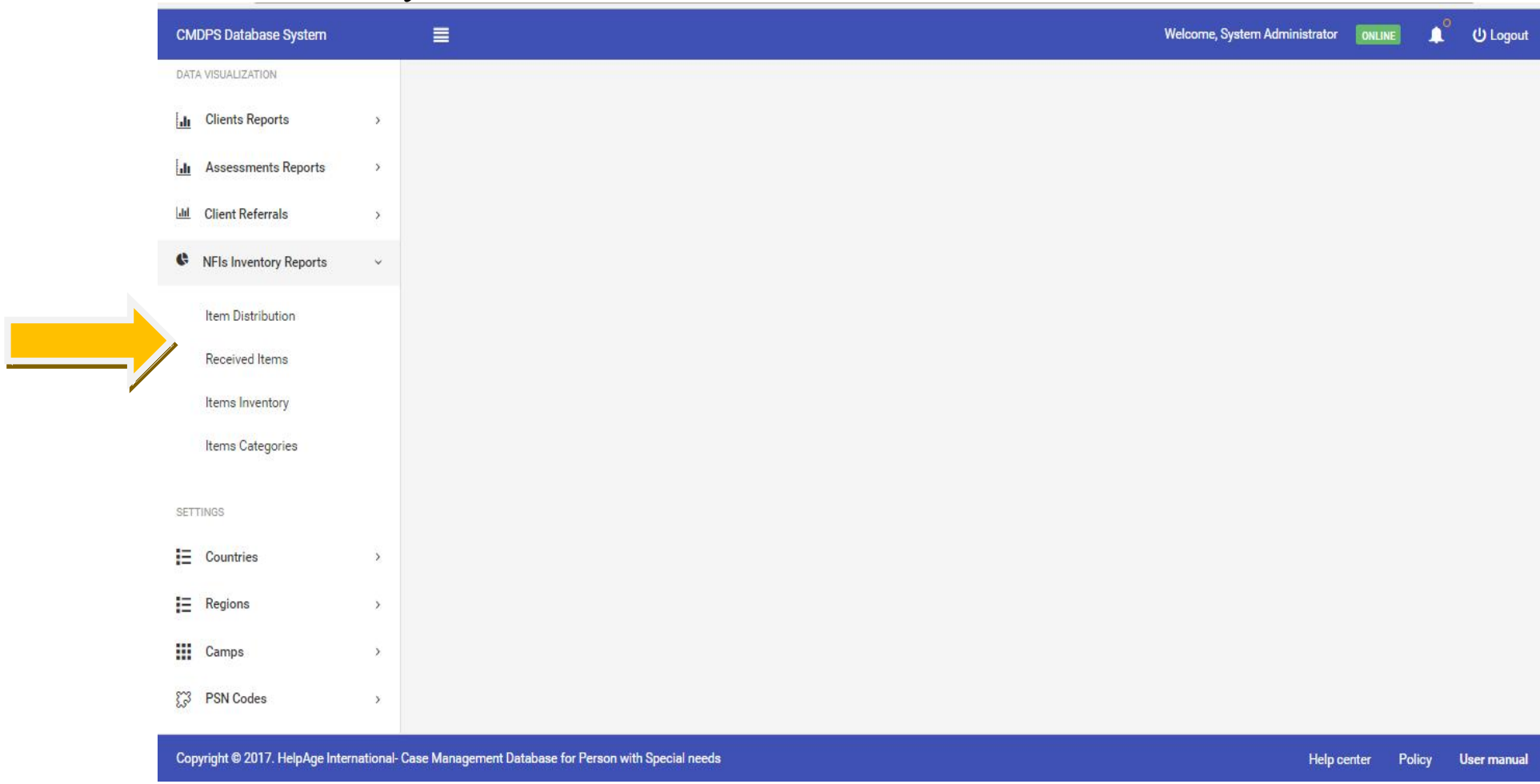
Go to Client Refarral ➔ Refarral➔Client refarral



4. NFIs Inventory

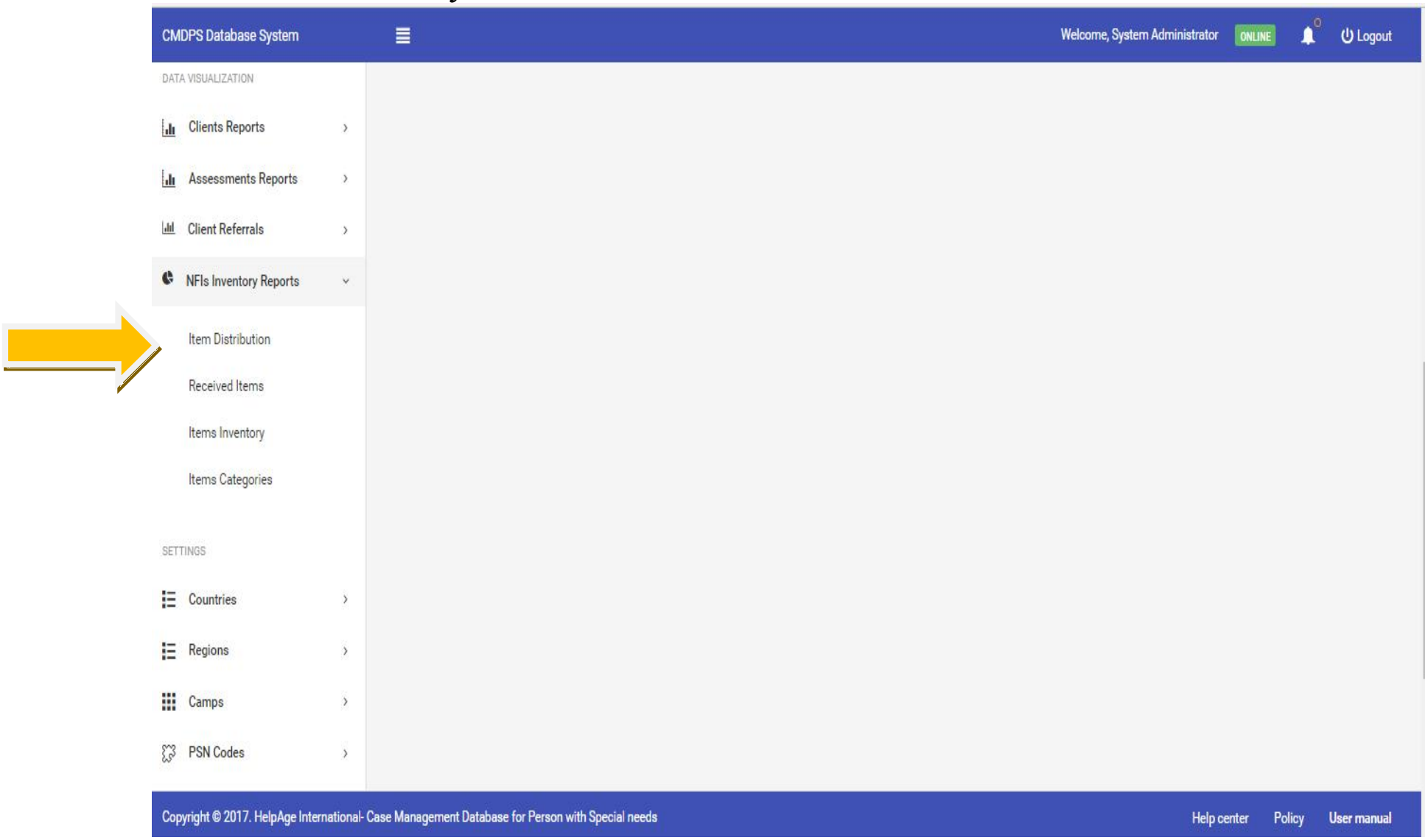
4.1. Item Distribution

Go to NFIs Inventory ➔ Item Distribition➔add record



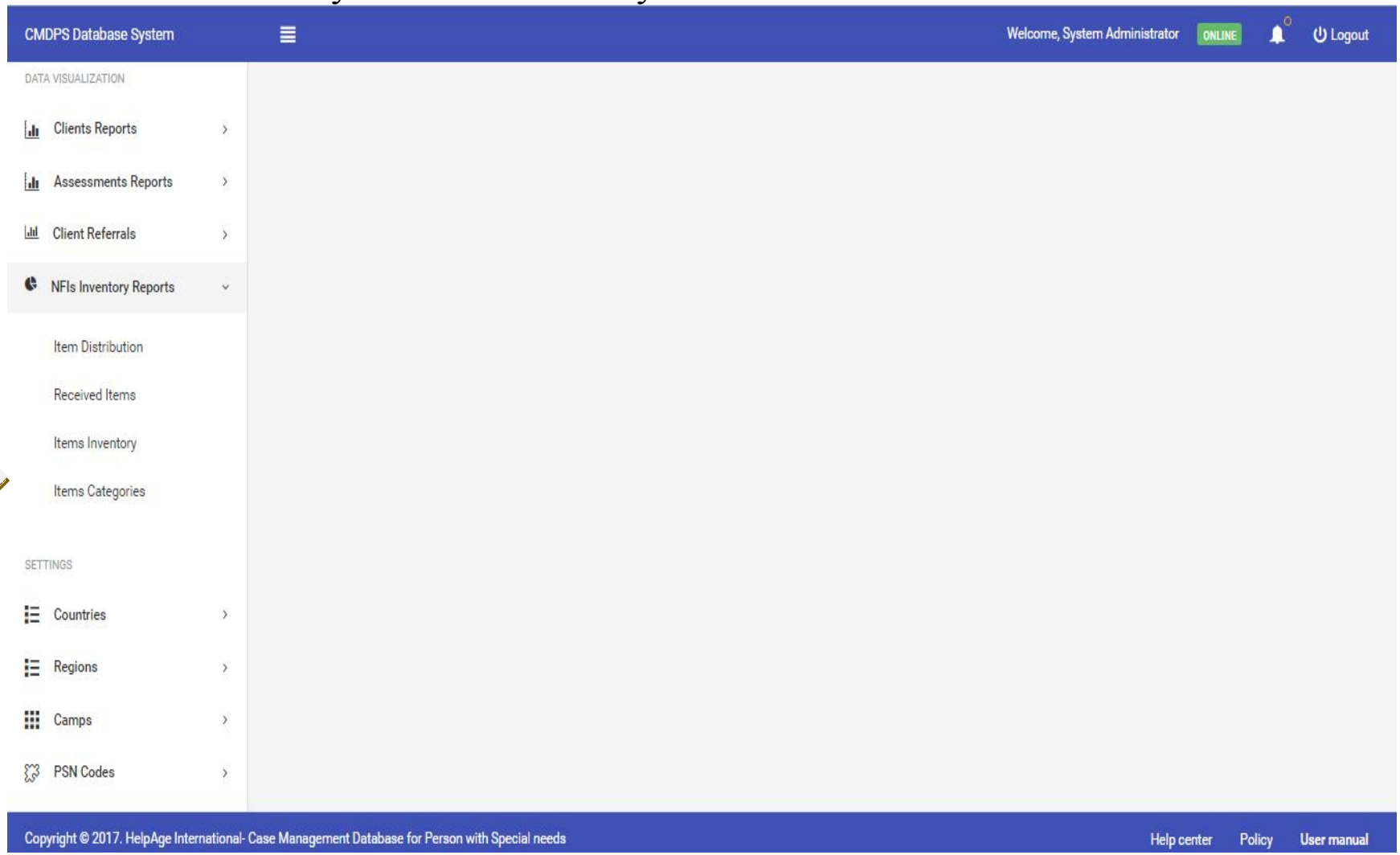
4.2. Received Items

Go to NFIs Inventory ➔ Received Items➔add record



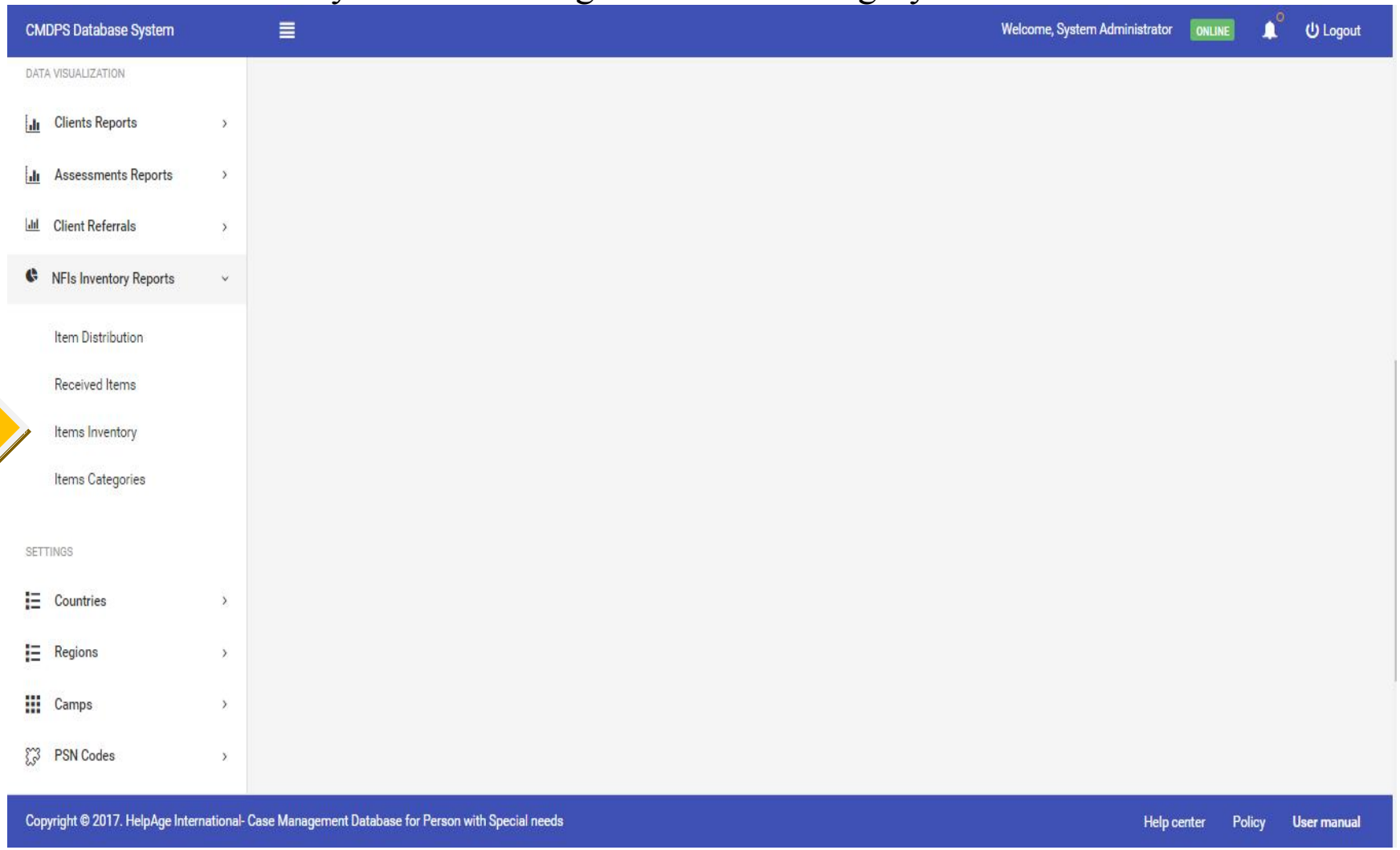
4.3. Items Inventory

Go to NFIs Inventory ➔ Items Inventory➔Add New Item



4.4. Items Categories

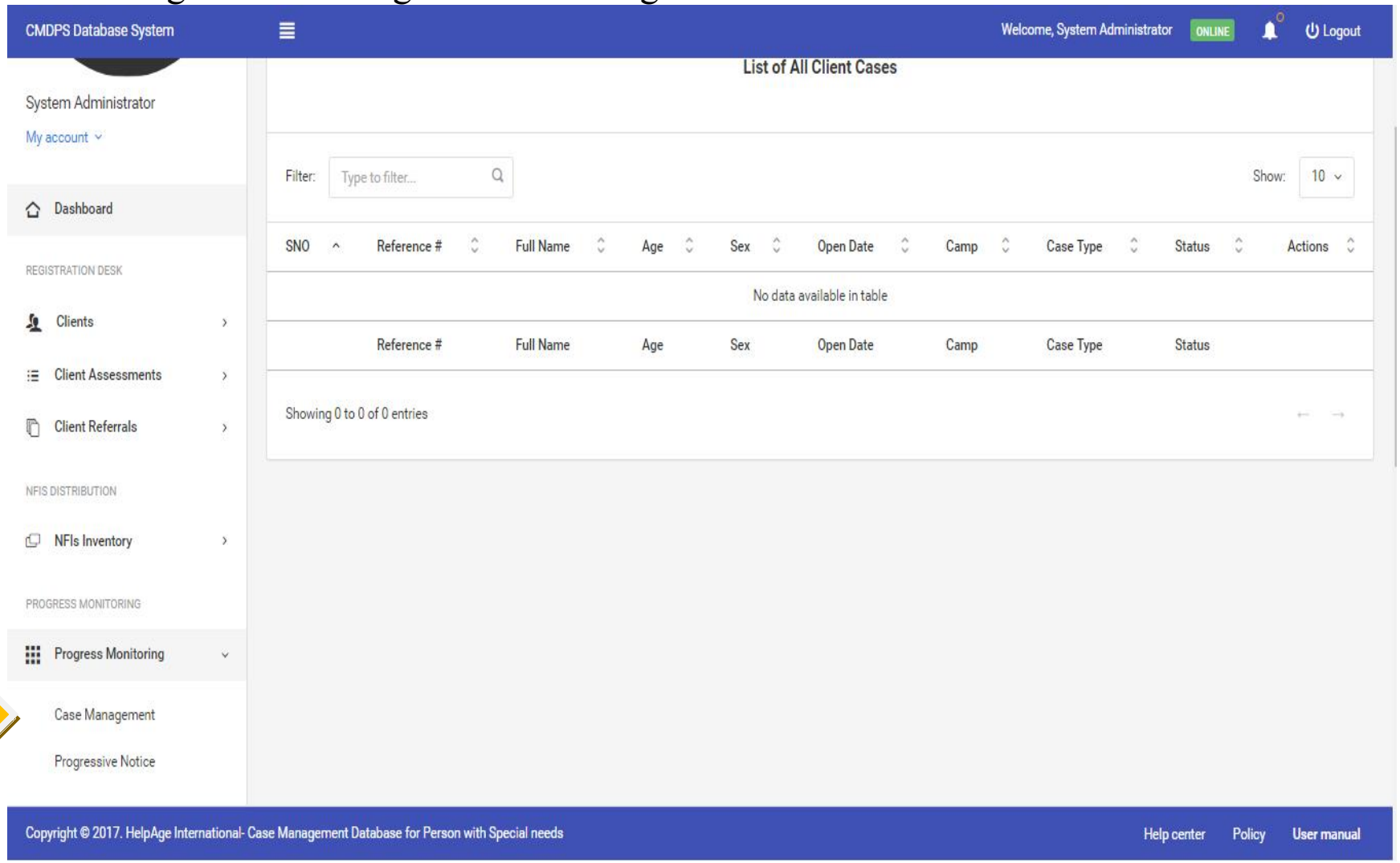
Go to NFIs Inventory ➔ Items Categories➔Add Category



5. Progress Monitoring

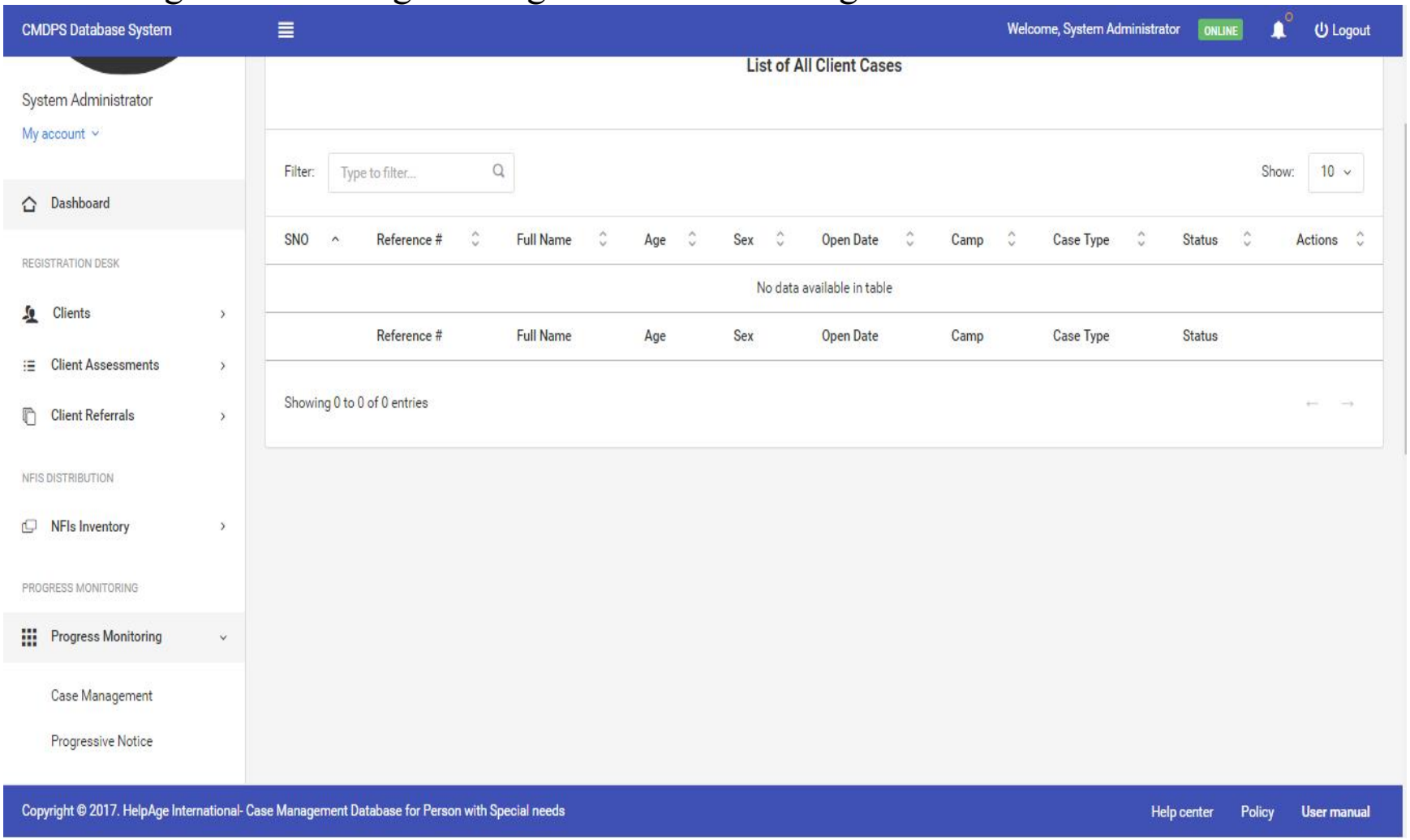
5.1. Case Management

Go to Progress Mnitoring ➔ Case management➔Client New Case



5.2. Progress Notice

Go to Progress Mnitoring ➔ Progresive notice➔Register New Notice

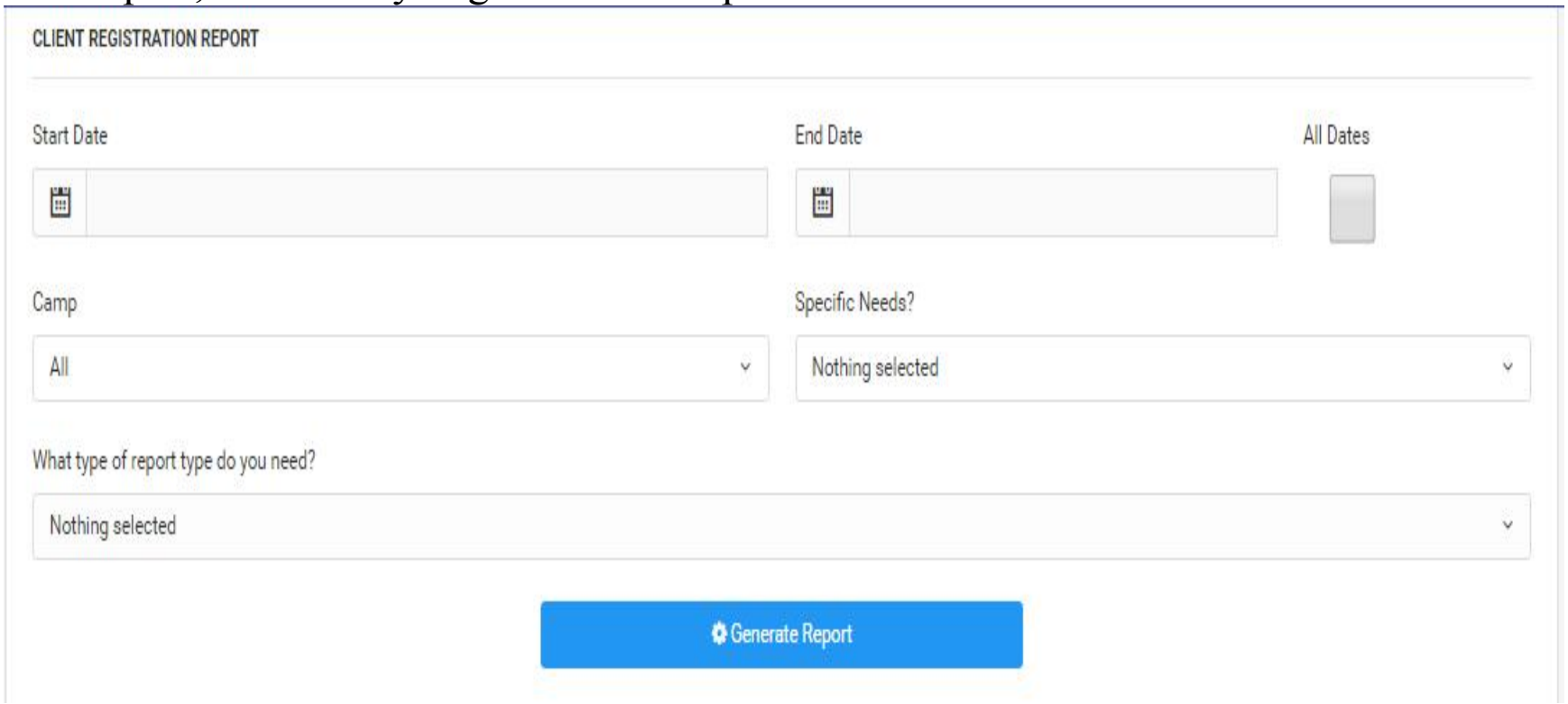


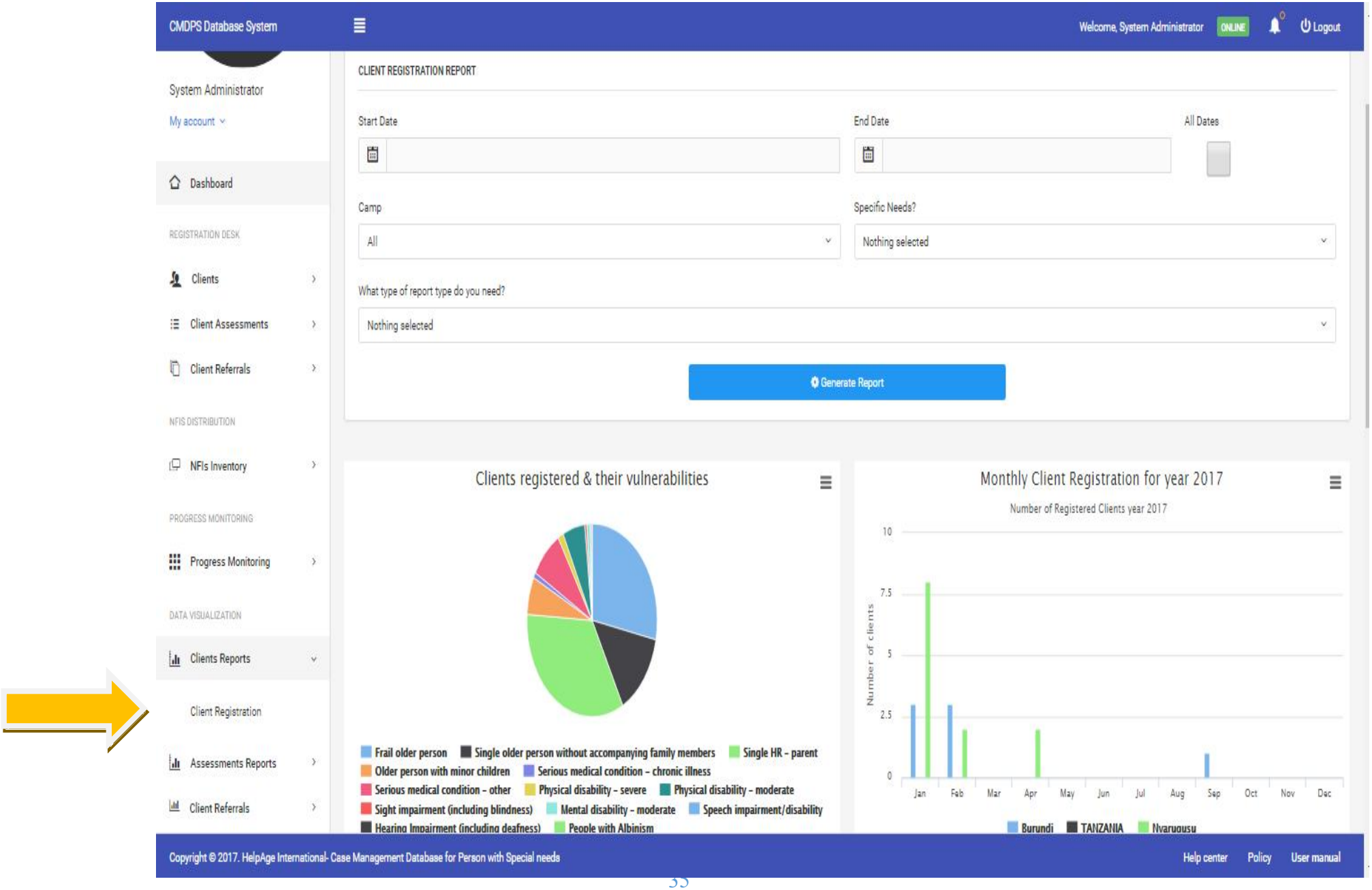
6.0. DATA VISUALIZATION

Under data Virualization is where we can extract different repports

6.1. Clients Registration Reports

Go to Data Virtulization ➔ Clients Reports➔Client Registarion, then on the POP up of the client registration, you have to select the range of date, Start date and end date,also camp if you want to specify camp or you can select all to retrieve reprt for overall camps,Also you may select specific need, then type of report, after that you generate the report.

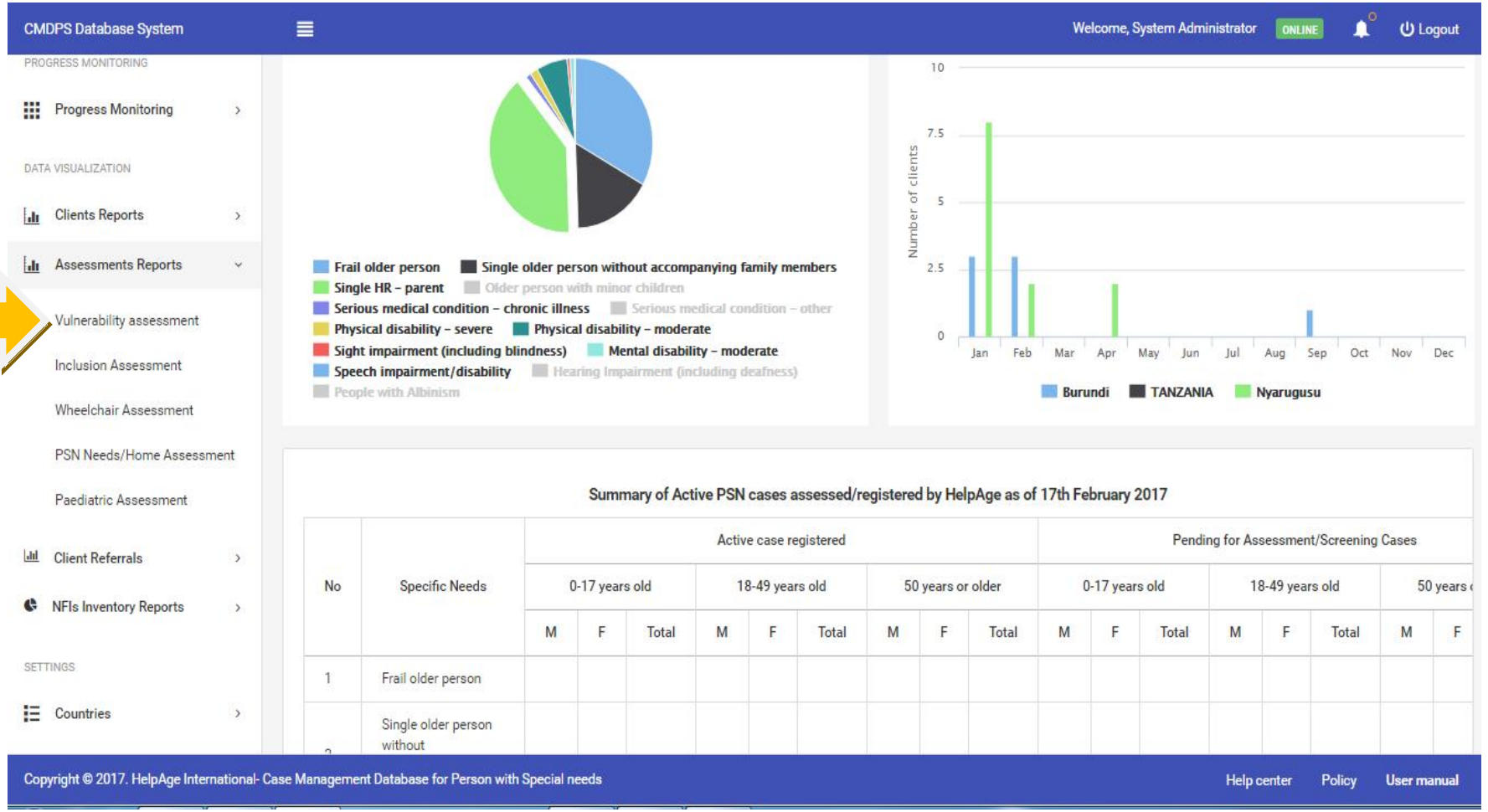



CMDPS Database System
Welcome, System Administrator
ONLINE
Logout
System Administrator
My account
Dashboard
REGISTRATION DESK
Clients
Client Assessments
Client Referrals
NFIS DISTRIBUTION
NFIs Inventory
PROGRESS MONITORING
Progress Monitoring
DATA VISUALIZATION
Clients Reports
Client Registration
Assessments Reports
Client Referrals
CLIENT REGISTRATION REPORT
Start Date
End Date
All Dates
Camp
All
Specific Needs?
Nothing selected
What type of report type do you need?
Nothing selected
Generate Report
Clients registered & their vulnerabilities
Frail older person
Single older person without accompanying family members
Single HR - parent
Older person with minor children
Serious medical condition - chronic illness
Serious medical condition - other
Physical disability - severe
Physical disability - moderate
Sight impairment (including blindness)
Mental disability - moderate
Speech impairment/disability
Hearing Impairment (including deafness)
People with Albinism
Monthly Client Registration for year 2017
Number of Registered Clients year 2017
Number of clients
10
7.5
5
2.5
0
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec
Burundi
TANZANIA
Nyarugusu
Copyright © 2017. HelpAge International- Case Management Database for Person with Special needs
Help center
Policy
User manual

6.2. Assessment Report

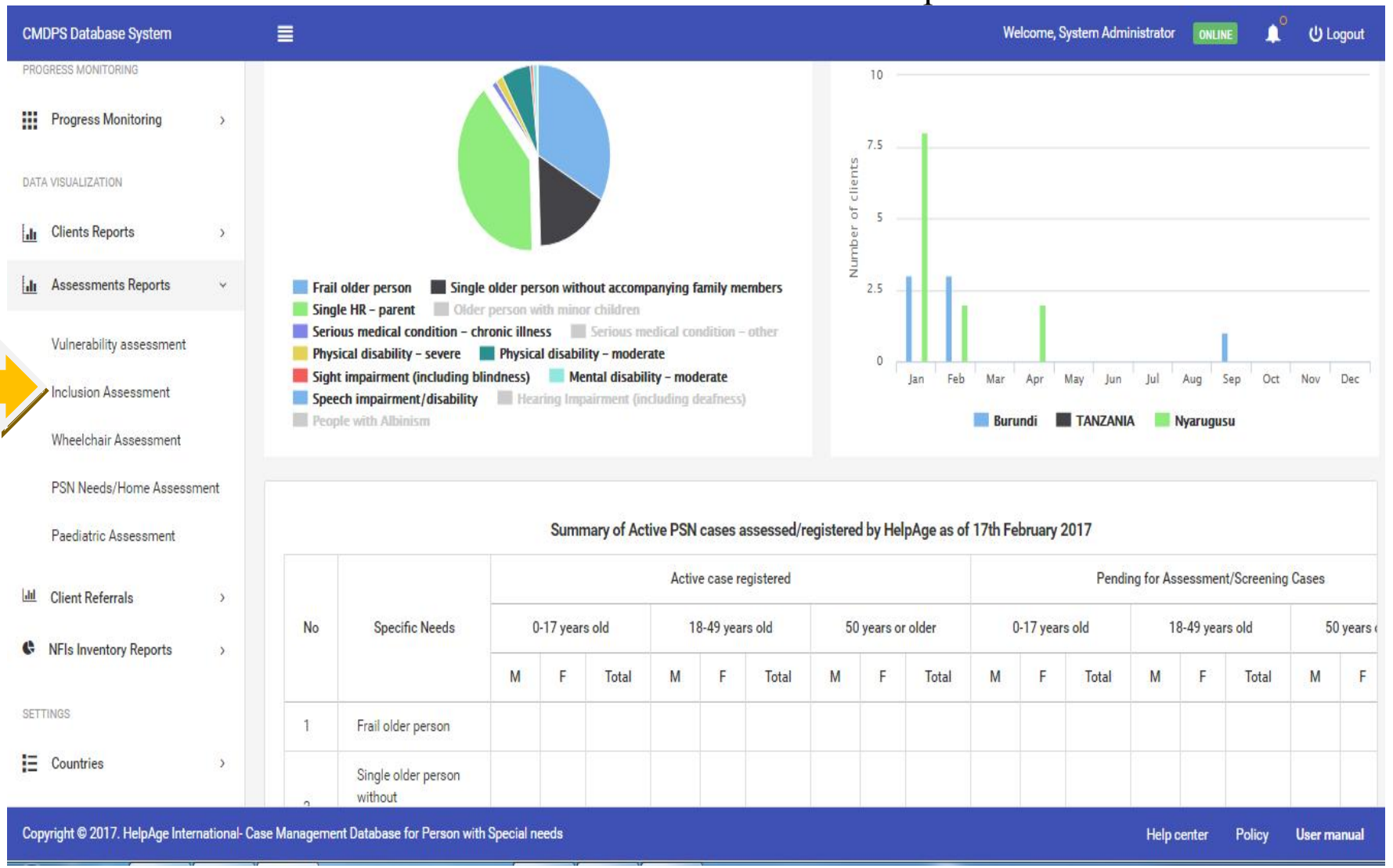
6.2.1. Vulnerability Assessments.

Go to Data Virtulization ➔ Assessment Report➔Vulnerability Assessment.



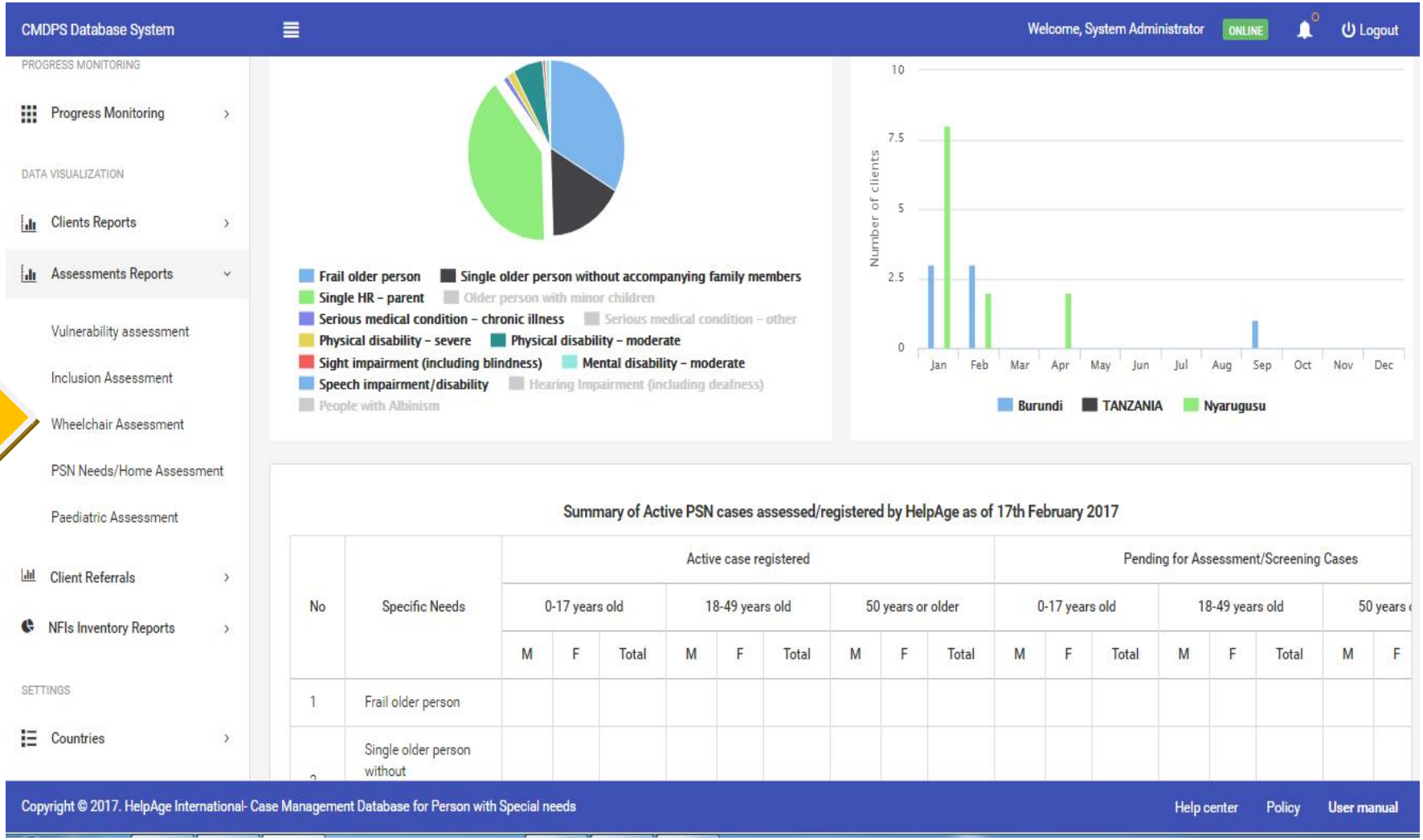
6.2.2. Inclussion Assessment

Go to Data Virtulization ➔ Assessment Report➔Inclussion Assesment



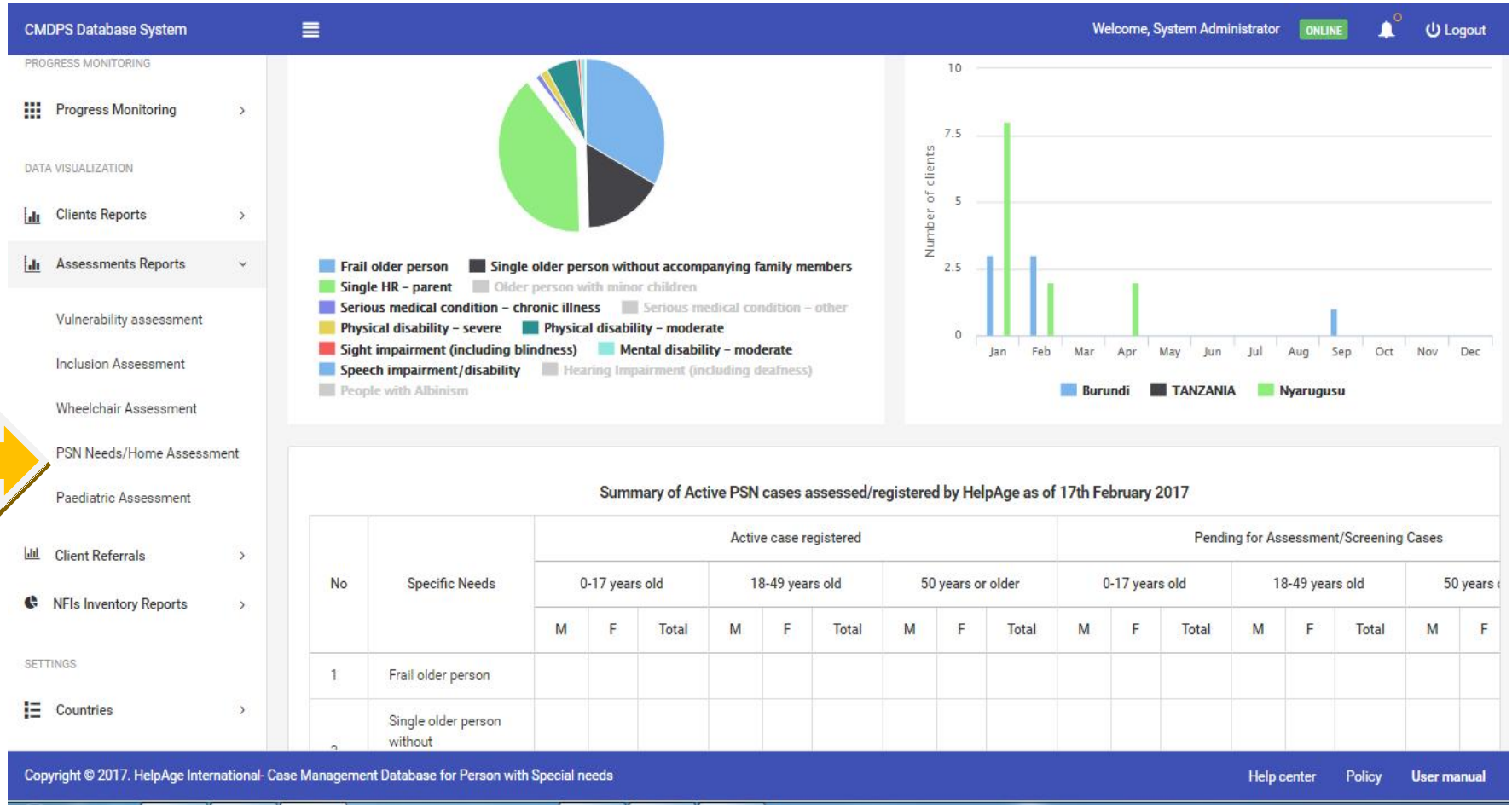
6.2.3. Wheelchair Assessment

Go to Data Virtulization ➔ Assessment Report➔ Wheelchair Assessment



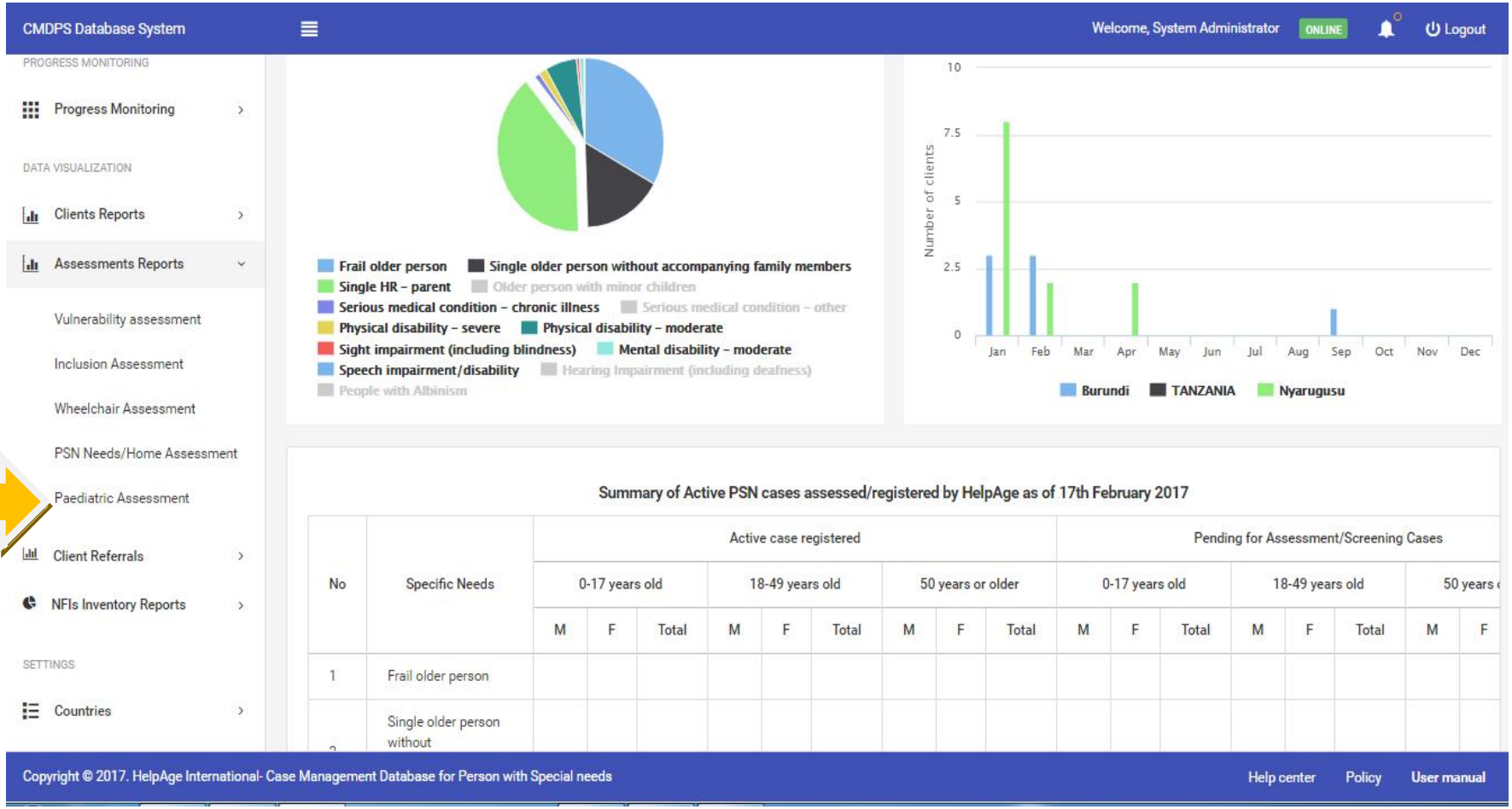
6.2.4. PSN Needs/Home Assessment

Go to Data Virtulization ➔ Assessment Report➔ PSN Needs/Home Assessment



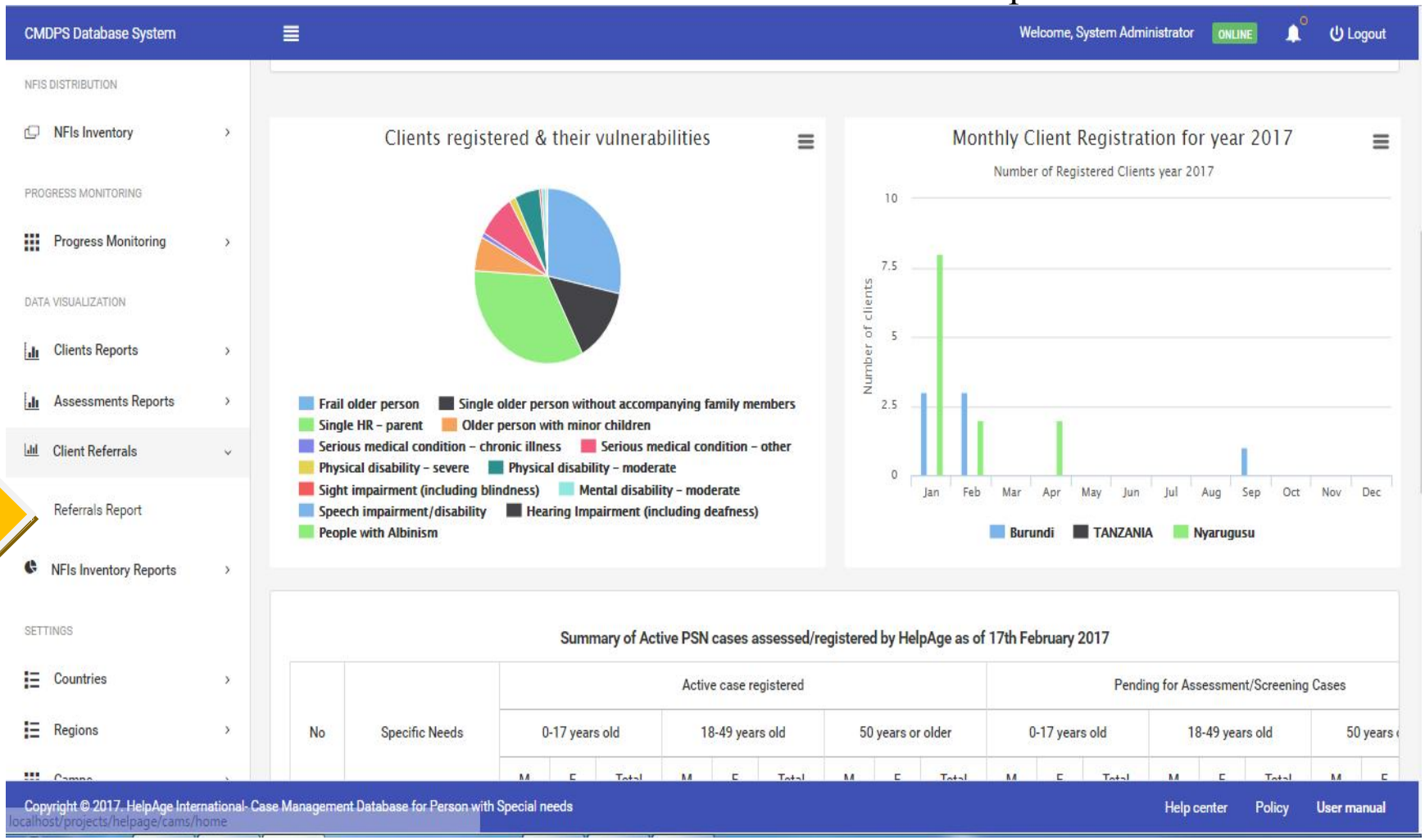
6.2.5. Paediatric Assessment

Go to Data Virtulization ➔ Assessment Report➔ Paediatric Assessment



6.3. Client Referrals

Go to Data Virtulization ➔ Client Referrals➔Referral reports



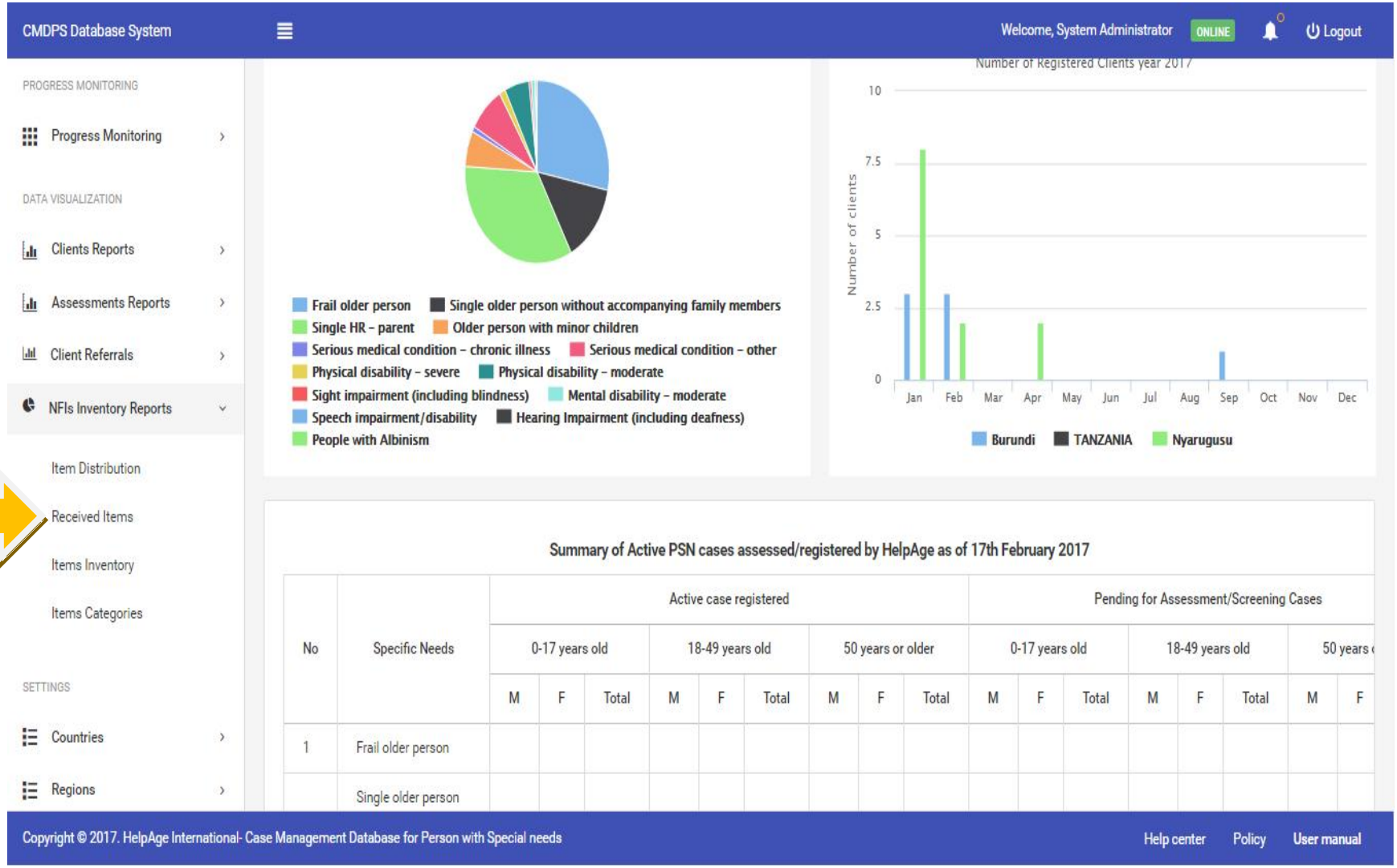
6.4. NFIs Inventory Reports

6.4.1. Item Distibution

Go to Data Virtulization ➔ NFIs Inventory Reports➔Item Distribution

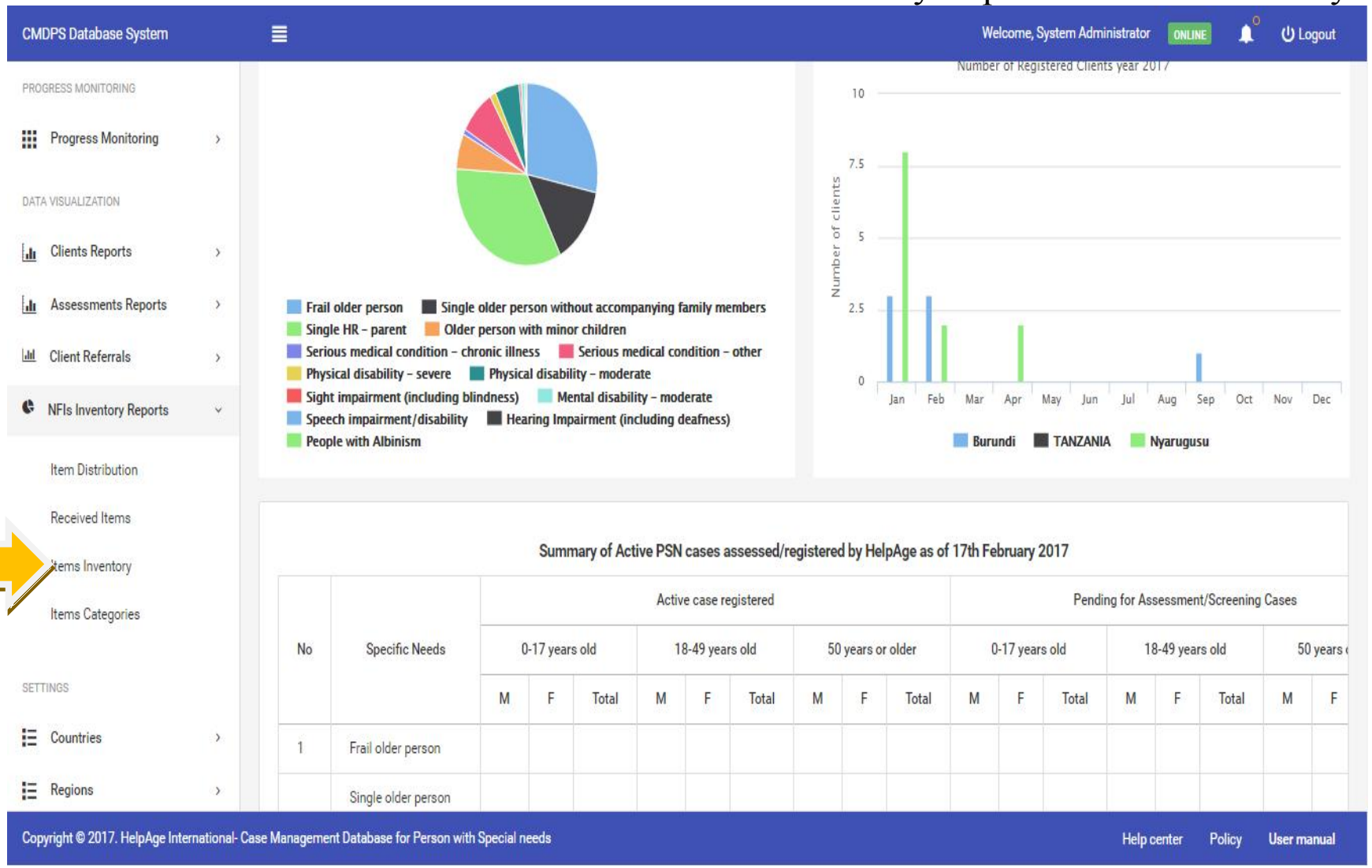
6.4.2. Received Item

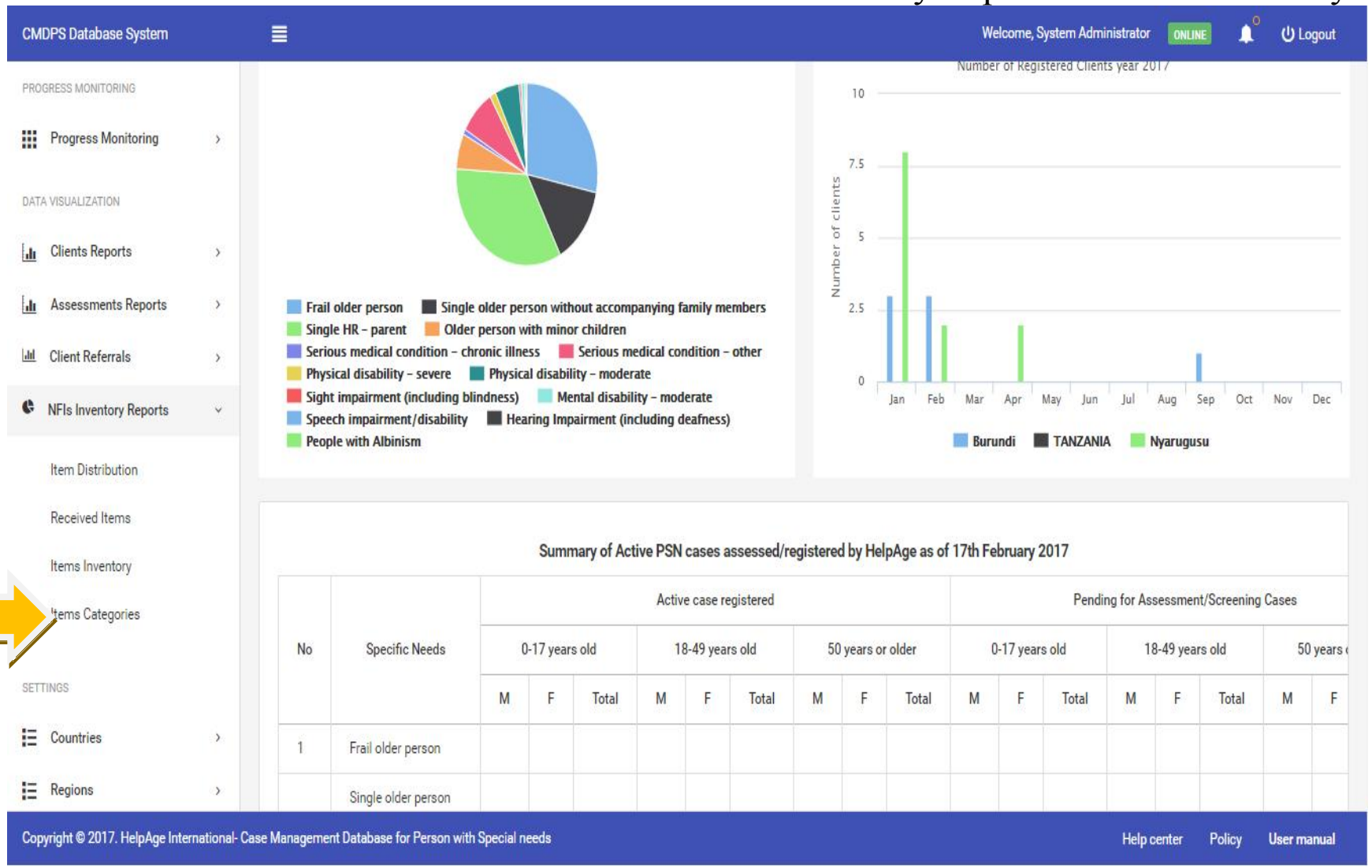
Go to Data Virtulization ➔ NFIs Inventory Reports➔ Received Item



6.4.3. Items Inventory

Go to Data Virtulization ➔ NFIs Inventory Reports➔ Items Inventory



6.4.4. Items Categories

Go to Data Virtulization ➔ NFIs Inventory Reports➔ Items Inventory