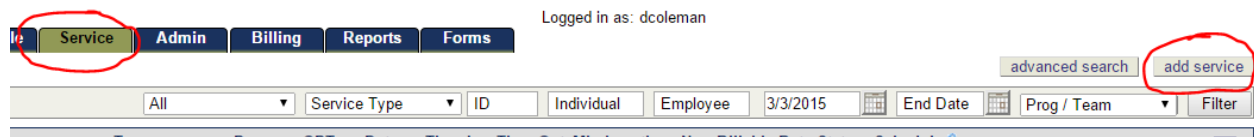


New Service for entering New Residence or New Bed request:

I have made a new form and we have added a new service for you to put in the request for a new Residence or a new Bed in a Residence. This service is the only way we will now be adding Residence or Beds to Credible.

The Service is under **CEC-Contractual Supervised Apts** and is called **NewBedFacility**.

You can go to the **Service Tab** and choose **New Service Button** Your name will fill in for Employee:



Then **Program, Service Type** as below.

**ENTER SERVICE:**

Employee: LOVILL, JOHN

Program: **CEC-Contractual Supervised Apts**

Service Type: **NewBedFacility**

Location: At Center

Recipient: ClientOnly

Group Service:

# of Entries: 1 -OR- -- Schedule Group --

Data Entry **Web Forms** Reset

For the Individual's name, you can use **Time Client**, that is fine it is a Nonbillable service. 😊 Then Hit **Web Forms Button**.

**ENTER SERVICE:**

Employee: LOVILL, JOHN

Program: CEC-Contractual Supervised Apts

Service Type: NewBedFacility

Add:	Service Date:	Time In:	Time Out:	Individual Name:	Type:
<input checked="" type="checkbox"/>	3/10/2015			<b>TIME, CLIENT</b>	NewBedFacility

**Web Forms**

You will now fill out according to what you need added to Credible. Either a new Facility or a New Bed. The options will change on your first answer.

Home Individual Employee Schedule Service Admin Billing Reports F

**TIME, CLIENT**

- BILLING INFO / SIGN & SUBMIT
- INCOMPLETE VIEW

**NEWBEDFACILITY**

- START NEWBEDFACILITY
- Add New Facility or Bed

**START NEWBEDFACILITY**

Add New Facility or Bed

Complete

For Facility it is as follows:

**Add New Facility or Bed**

Are you adding a new Facility?\*

Yes  
 No

Facility Name to be added:  
Put name of facility here such as Lovill Residence

Certification Date if known 03/10/2015

Additional Comments  
If there is anything we would need to know about this residence, you will type in here. |

Complete

\* Indicates required field

For New Bed in a Facility as Follows:

**Add New Facility or Bed**

Are you adding a new Facility?\*

Yes  
 No

Are you wanting a new bed added?

Yes  
 No

Room Name?  
Lovill's Residence (Cant add a room if Facility isn't in there!!!)

Number of Beds in Room  
2

Additional Comments  
Remember, if you need a new bed added to an existing residence you will use this option, if you need a new facility, you use the other option. |

Complete

\* Indicates required field