

KEYWARE Installation

1. Canned Services

- *populate database with service (intervention) list tagged by agency* TIS
- *send reports of all services listed with new ids, one a master list, one by dimension* TIS
- *send list of outcome indicators with ids* TIS
- *decide which services are active from service list* agency
- *map services to outcomes using service ids (can create new outcome indicators if "other")* agency
- *send list to TIS for entry* agency
- *mappings entered into system* TIS
- *generate report of mappings for agency verification* TIS
- *corrections and re-entry if necessary* TIS and agency

2. Miscellaneous TribeWare Stuff

- *create header bar graphic for agency* TIS
- *assign permanent agency id* TIS

3. Data Transfer

- *contact agency to determine what data will be transferred (full or basic household info)* nutmeg
- *determine charge* nutmeg and TIS
- *determine schedule* nutmeg and agency
- *queries for data transfer created* nutmeg
- *data transfer test* nutmeg
- *queries for data transfer re-examined and changes made if necessary* nutmeg and TIS
- *data transfer* nutmeg

4. Canned Goals

- *using form, goals to be created* agency
- *goals entered into KeyWare* TIS
- *test goals* agency and TIS
- *re-work goals and tweak if necessary* agency and TIS
- *final testing* agency and TIS

5. Eligibility Listing

- *rules for programs based on universal intake criteria such as age, income, demographic stats (food stamps, disabled), etc.,. developed for use on eligibility page* agency

- *list of e-mail addresses for contact for each program developed*
- *list of referral services for each program developed*
- *enter criteria and e-mail contacts into system*
- *enter referral services into system*
- *testing*
- *testing*

agency
agency
TIS
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agency

6. System Administration Functions

- *Identify user accounts and permissions*
- *Enter user accounts with appropriate permissions*

agency
TIS

7. Training

- *develop training agenda*
- *schedule training*
- *training*

TIS and agency
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TIS and agency