APRIL 29, 2025

VIVÉ REFERENCE GUIDE

NORC

Welcome to the Detailed VIVÉ Reference Guide on NORC

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided.

This reference guide provides detailed navigational and functional instructions on using the NORC module of VIVÉ. It is a composition of smaller topic-specific reference guides. There are additional instructional tools within the VIVÉ Knowledge Base including, detailed reference guides on other programs, short reference guides on functional activities and videos. (For more information on the VIVÉ Knowledge Base.)

This Table of Contents spans across the topical reference guides as well as a program specific guide. There are links that speed your navigation through the document.

Return to VIVÉ Knowledge Base

VIVÉ NORC Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on using the NORC module of VIVÉ. Follow the links below to access sections of this document or external references.

You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Users can also use their browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please contact to your program officer or view NYC Aging's Program's Standards

In this guide you will learn about:

In addition to these program specific instructions, there are the following common guides:

- Basic Navigation
- Case Notes
- Client Profile
- Client Search & Initial Data Entry
- Consent
- Contacts
- Dashboard
- Documents
- Enrollments
- Events
- Follow-Up
- Glossary
- Notifications
- NYC.ID Login
- Referrals
- Reports
- Unit Entry

Naturally Occurring Retirement Community (NORC) Programmatic Flow

The following flow diagrams illustrate the navigation processes for key aspects of your work. These diagrams provide a general overview of the steps involved in completing key tasks, while also showcasing the various sections of VIVÉ. Detailed instructions will be provided in each of the sections on how to enter the information.

NORC Main Flow Chart

The diagram above illustrates the main steps involved in working with a new client. You can move through these steps sequentially, and once completed, you can revisit any section as needed for further updates or review.

The first four parts of this programmatic flow are common functions with individual guides listed at the top of this page.

NORC Intake

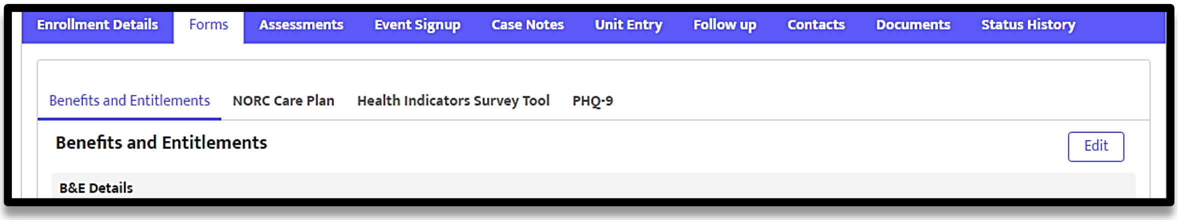
After you have enrolled the client into your program, you should complete the Intake process by collecting specific programmatic information. Determine which forms are most relevant for your client, complete them (ensuring that all required fields (*) are entered) and Save. You can return to these forms should you need to update them.

The four forms that are a part of the initial intake for NORC services are divided into two types, Page View or List View, and can be found in Enrollment. To access these forms:

Step 1: From the **Top Menu**, click **Client Search**, click on the desired client’s name link.

Step 2: From the **Details** Menu, click the **Enrollment** tab, click your program's Enrollment name link.

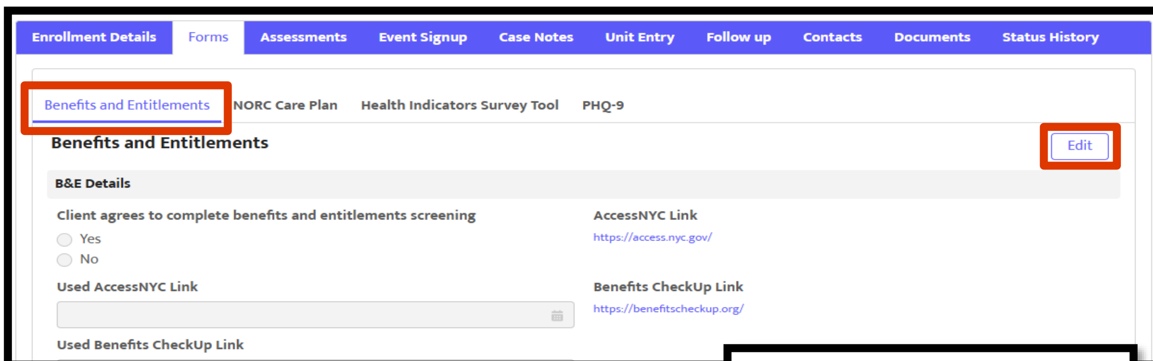
Step 3: From the **Enrollment Details** Menu, click on the **Forms** tab.



From there you will see the four forms (Benefits and Entitlements, NORC Care Plan, Health Indicators Survey Tool, and PHQ-9.

Benefits & Entitlements and NORC Care Plan are **Page View** forms which means they link directly to the questions.

Example Page View Form: Benefits & Entitlements. Select **Edit** to begin entering or editing information.



Saved edits replace previous entries.

Some fields are grey, because they are pre-populated from the Client Profile.

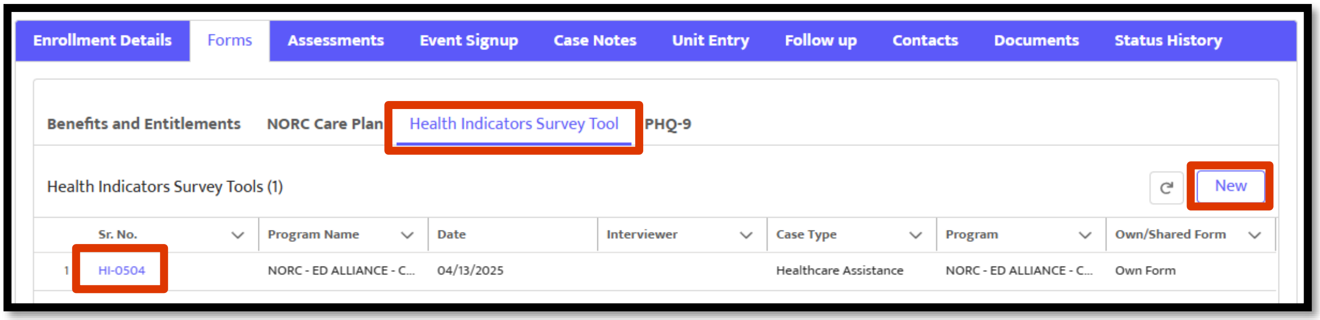
After editing a The List View forms are Health Indicators Survey Tool and PHQ-9.

form, there are three actions: **Reset** (clears the page), **Cancel** (doesn't save & returns to previous form), and **Save**.

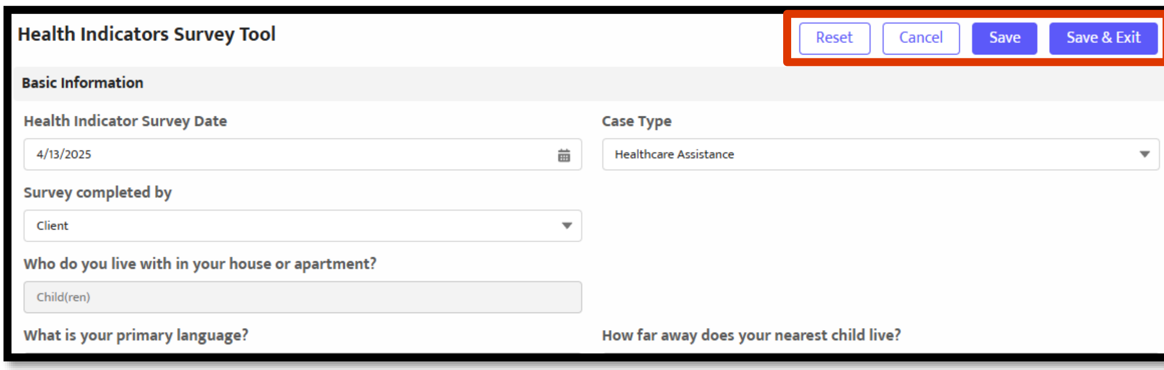
In contrast, **List View** forms (Health Indicators Survey Tool and PHQ-9) provide a historical list of completed forms. The list often includes a score of a completed forms, such as someone's severity of depression from the PHQ-9.

Example List View: Health Indicators Survey Tool.

These provide a historical list of completed forms. To create this form, select **New**. To edit a form, click on the form's ID link.



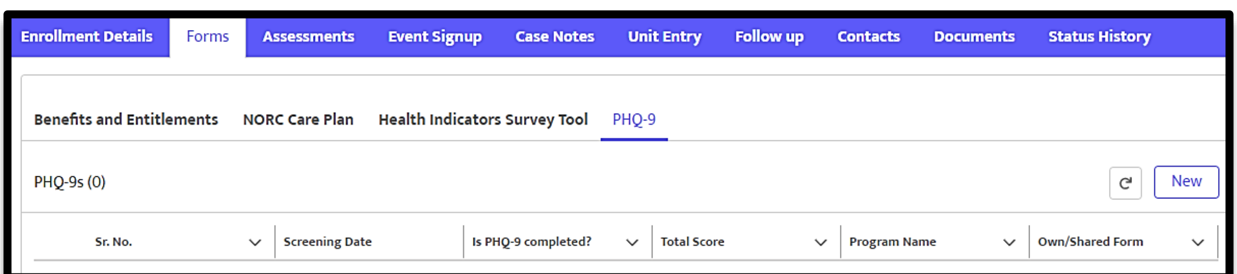
After editing a List View form, there are three actions: **Reset** (clears the page), **Cancel** (doesn't save & returns to previous form), **Save, Save & Exit**.



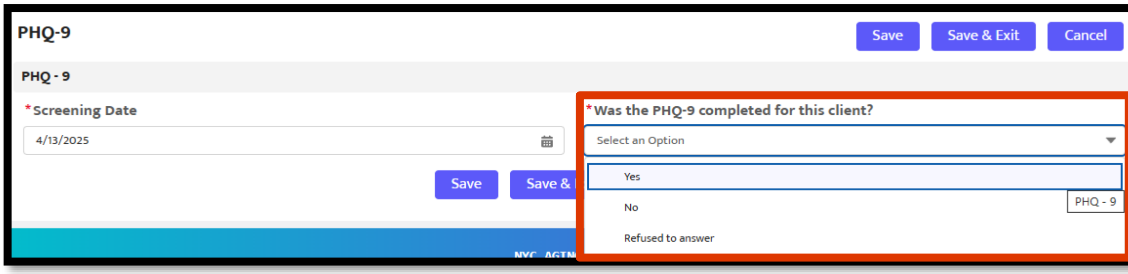
PHQ-9: Unique Conditional Form

The Patient Health Questionnaire (**PHQ-9)** is a depressive symptom scale that screens for the presence and severity of depression.

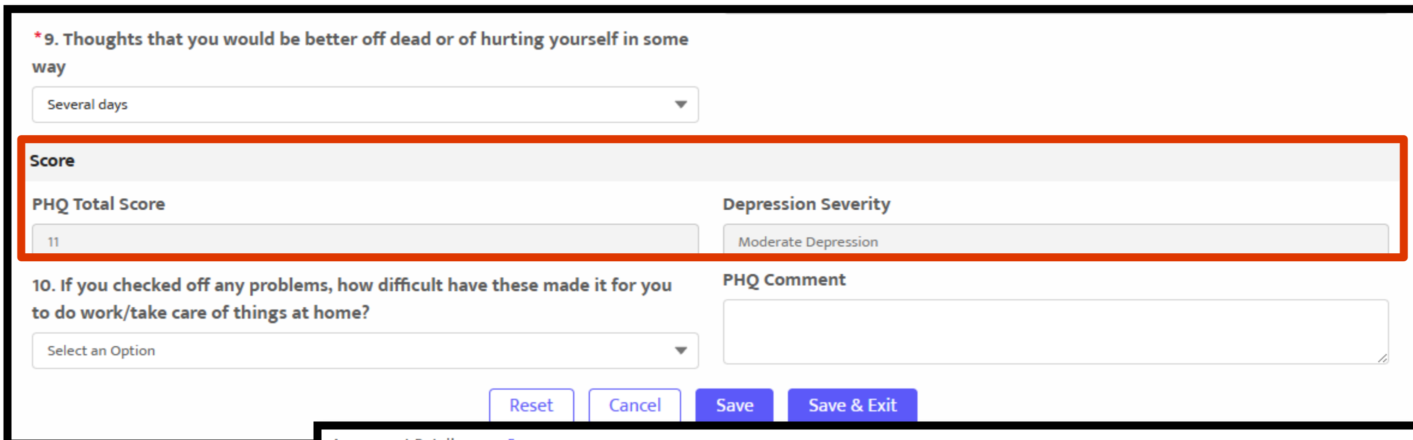
As a List View form, select **New** to begin.



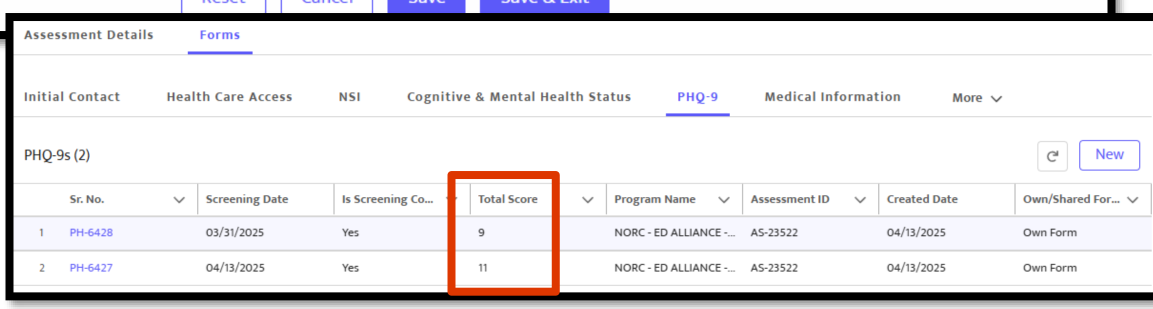
This is a two-part form. The first part asks a conditional question: Was the PHQ-9 completed for this client? If the answer is Yes, then additional questions are revealed.



After completing the form (including all required (*) fields), you must select **Save** (remain on the page) to calculate the PHQ Total Score and view the Depression Severity or **Save & Exit** to also return to the list view.



A helpful feature of the List View is seeing historical scores to help measure client progress.



NORC Assessments

An assessment is a collection of forms that streamline the assessment process. The NORC Assessment includes 13 forms. There are two parts of an assessment: the details and forms.

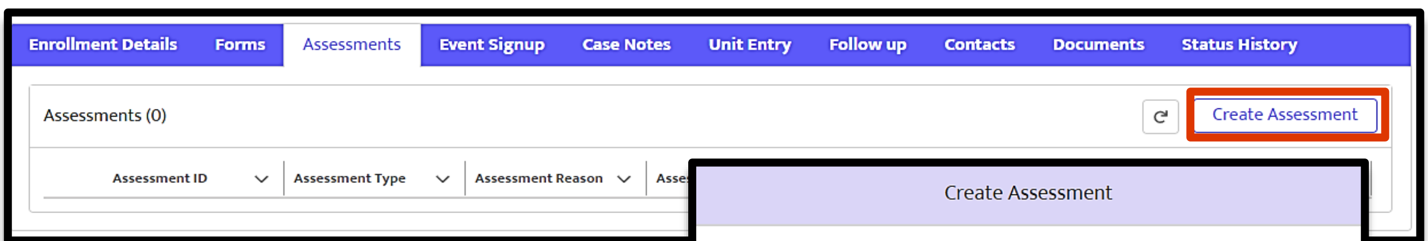
- Assessment Details include when the assessment was created, by whom and its status. Only pending assessments can be edited. The completed status allows you to track your client overtime. There is a cloning feature that further streamlines the reassessment process.
- Forms are a mixture of Page and List view and have three different status types for assessments: pending, completed and inactive.

Creating a NORC Assessment

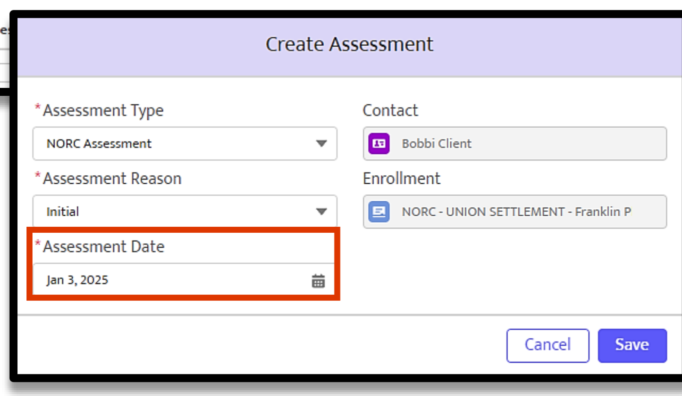
Step 1: From the **Top Menu**, click **Client Search**, click on the desired client's name link.

Step 2: From the **Details Menu**, click the **Enrollment** tab, click the desired enrollment name link.

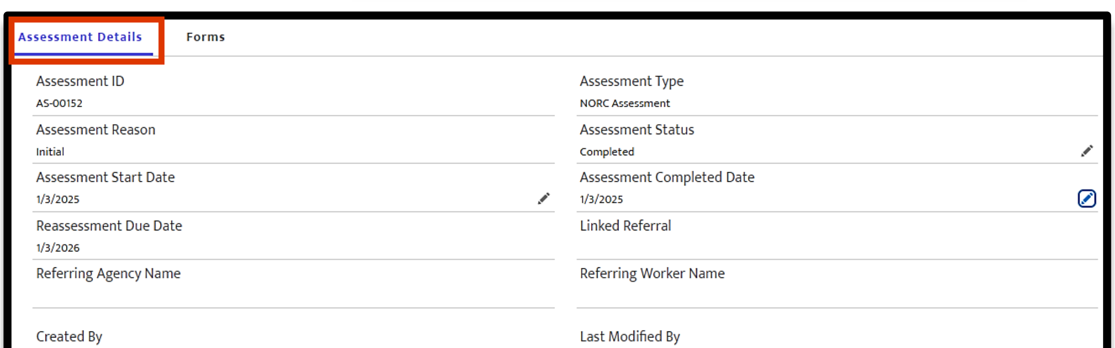
Step 3: From the **Enrollment Details Menu**, click the **Assessment** Tab and select the **Create Assessment** button.



Step 4: On the **Create Assessment** pop-up all the fields will be pre-populated. Confirm the **Assessment Date.** It can be set in the past but never in the future. Confirm that all required fields are completed before selecting **Save**.

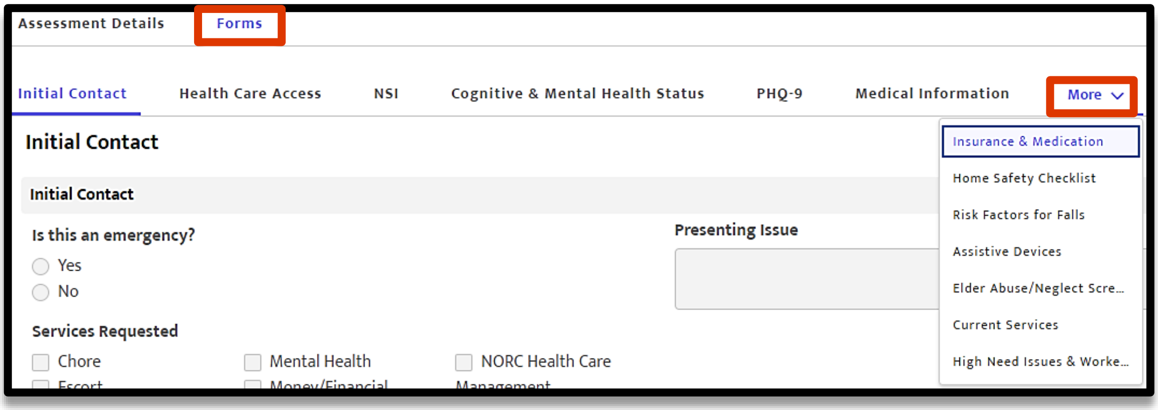


Step 5: From the **Assessment Details** sub-menu, the Status is default to Pending. Use the pencil icons to make any changes. Select **Exit**



Step 6: Click on the **Forms** sub-menu to access the forms of the **Home Care Assessment**. There are 9 forms available here. Click the forms link to access them. Depending upon your window width you may need to click on **More** to access other forms.

Step 7: Click the desired form sub-menu then select either the **Edit** button or **New** button depending upon the form style.



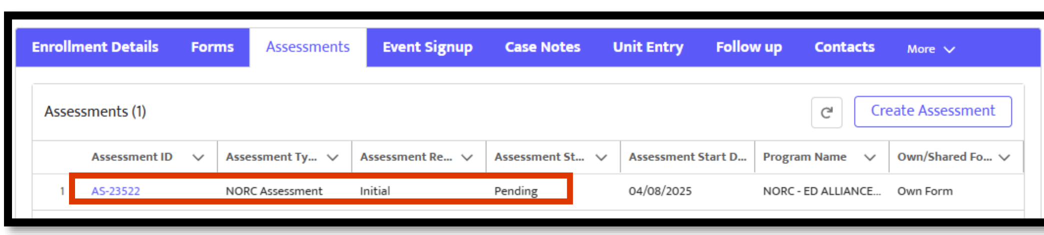
NOTE: *If there is an Assessment with the status of Pending, you will not be able to create another. You must change the status of the Pending Assessment to Completed before creating a new one.*

Editing/Updating an Assessment

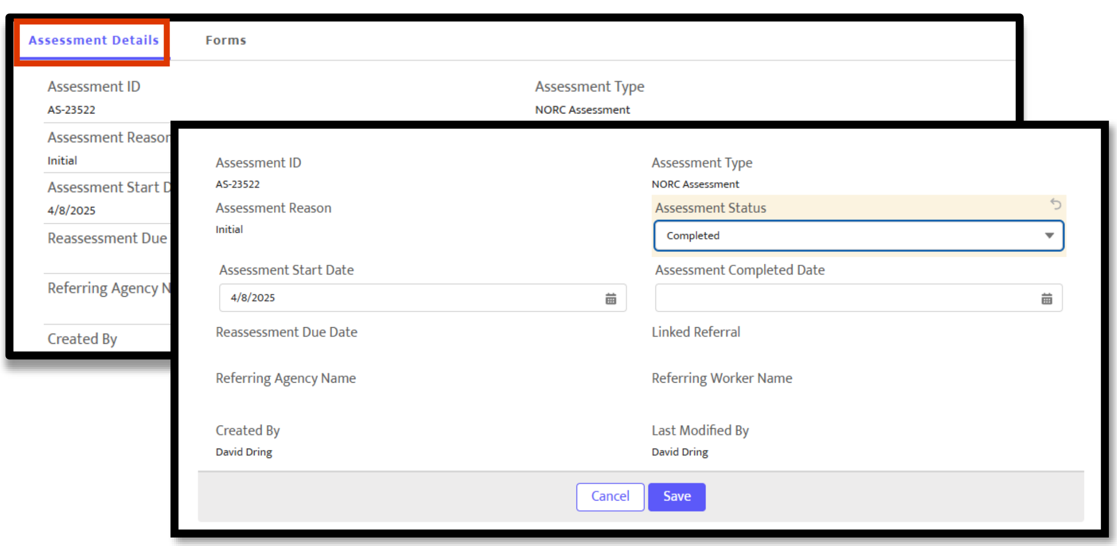
Step 1: From the **Top Menu**, click **Client Search**, click on the desired client's name link.

Step 2: From the **Details Menu**, click the **Enrollment** tab, click the desired enrollment name link.

Step 3: From the **Enrollment Details Menu** click the **Assessments** tab and click on a pending Assessment ID link.



Step 4: On the **Assessment Details** page use pencil icons to edit specific fields. When adding the **Assessment Completion Date**, it cannot be the same date as the **Start Date**.



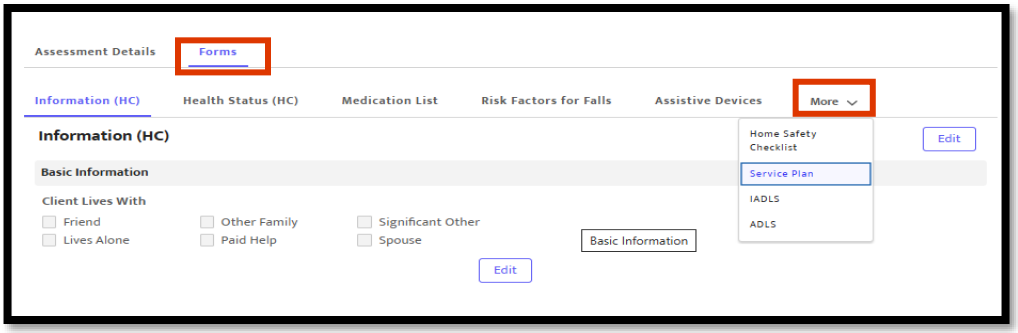
After confirming edits, click **Save** then **Exit**.

Step 5: From the **Assessment Details** page, click the **Forms** sub-menu. Then click on the Form name you want to edit. If you don't see the form name, click **More**.

If a Page View, then select the Edit button.

If a List View, click the Form ID link.

Confirm your edits before selecting the **Save** or **Cancel** button if you do not want to save your entries.



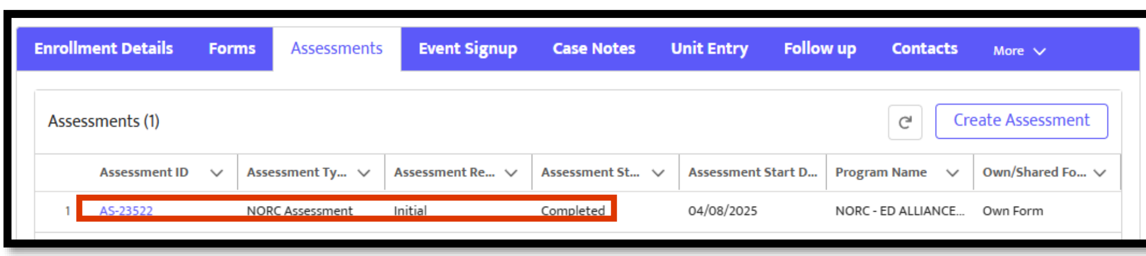
Cloning an Assessment

At the time of reassessment, if the previous assessment's information hasn't changed, you can Clone or copy the previous assessment to streamline the process.

Step 1: From the **Top Menu**, click **Client Search**, click on the desired client's name link.

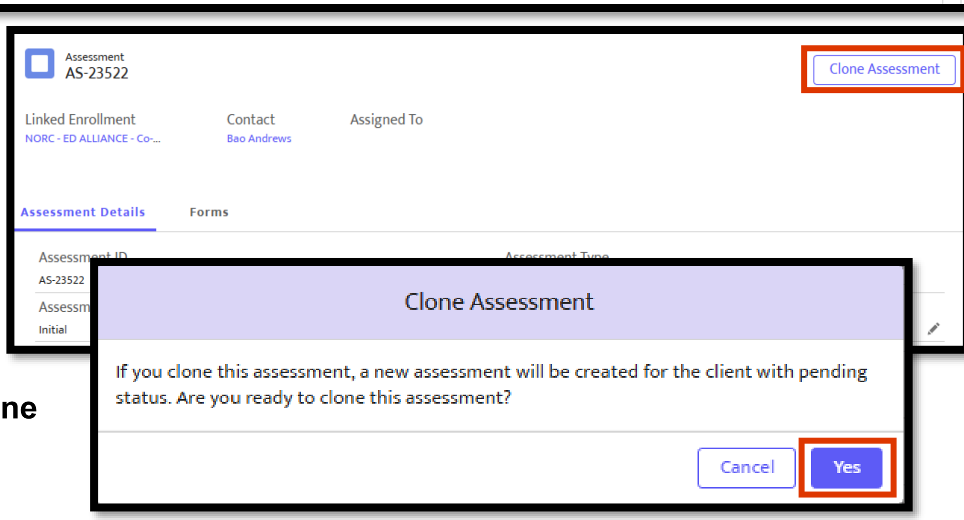
Step 2: From the **Details Menu**, click the **Enrollment** tab, click the desired enrollment name link.

Step 3: On the **Enrollment Details Menu**, select the **Assessments** tab. Click the Assessment ID link marked **Completed**.



Step 4: From the **Assessment Details** sub-menu, select the **Clone Assessment** button in the upper right corner.

Step 5: Review and then confirm **Yes** that you want to clone the assessment on the **Clone Assessment** pop-up.



When you return to the list view after cloning an Assessment you will see both the previous and cloned assessments listed. The recently cloned with a Pending status and the previous with the status Completed: click on the pending assessment.

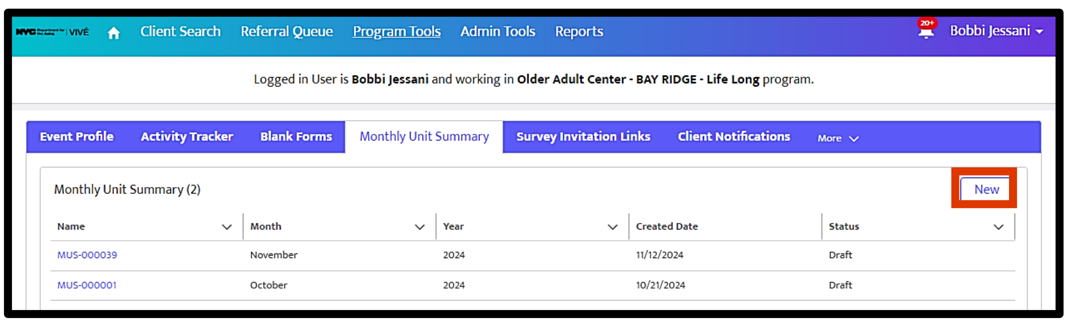
NOTE: *Once the **Assessment Completed Date** has been chosen and saved, the **Reassessment Due Date** will automatically default to a year from the **Assessment Completed Date**.*

Monthly Unit Summary

The **Monthly Unit Summary** summarizes your Programs' units for a particular month. This report lists all service types available, so you may see services listed that are not provided by your Program. Once the **Monthly Unit Summary** is finalized for a month, the edit button will no longer be available. If you need to unlock the **Monthly Unit Summary** for a specific month, contact your program oversight coordinator.

To Create a New Monthly Unit Summary report:

Step 1: From **Program Tools**, click on the **Monthly Unit Summary** tab. Select **New**.

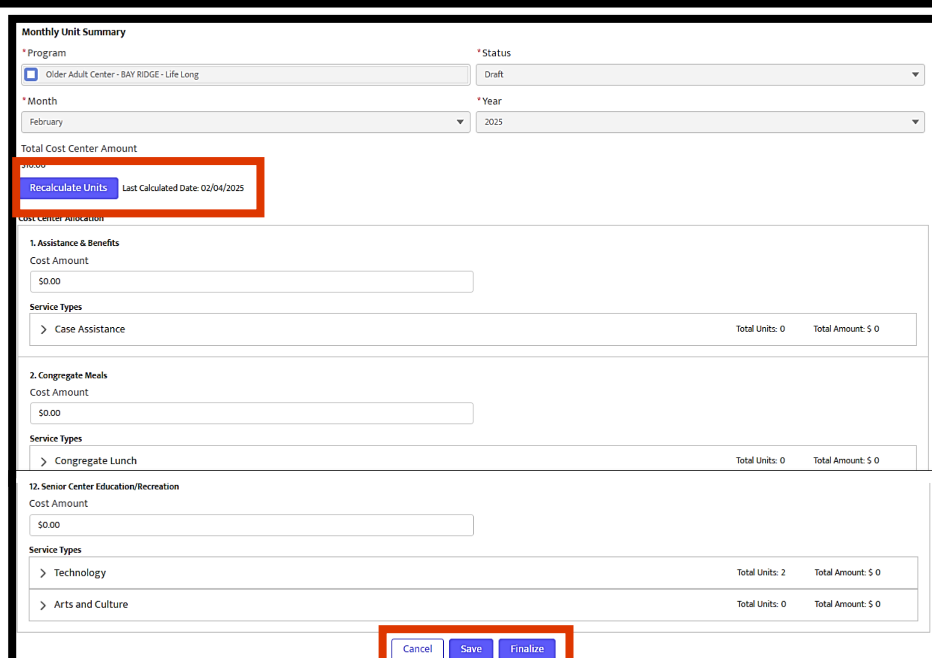


Step 2: Confirm the **Month** and **Year**, which are required fields, then select **Calculate Units**.

Step 3: Select **Save** to allow further edits.

Step 4: After review and confirmation that the units are correct, select **Finalize**.

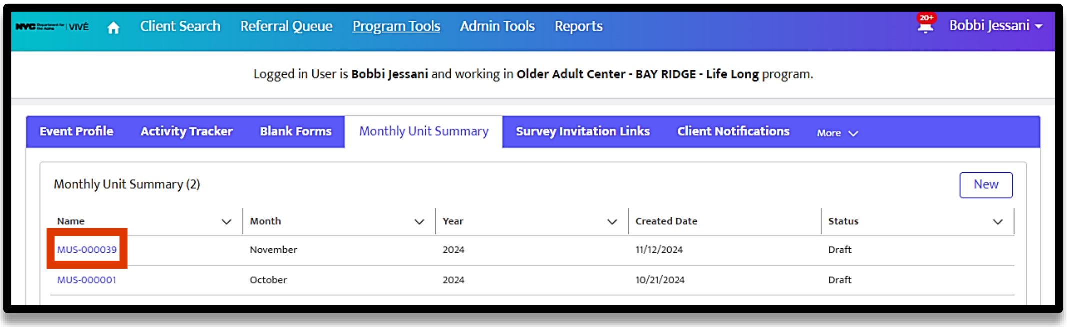
If you need to unlock a month's units, contact your program oversight coordinator.



To Edit a Monthly Unit Summary report

Editing a Monthly Unit Summary is similar to creating it.

Step 1: From **Program Tools**, click on the **Monthly Unit Summary** tab. Click on the ID link.



Step 2: Confirm the **Month** and **Year**, which are required fields, then select **Re-calculate Units**.

Step 3: Select **Save** to allow further edits.

Step 4: After review and confirmation that the units are correct, select **Finalize**.

The Activity Tracker and Wellness Volunteers

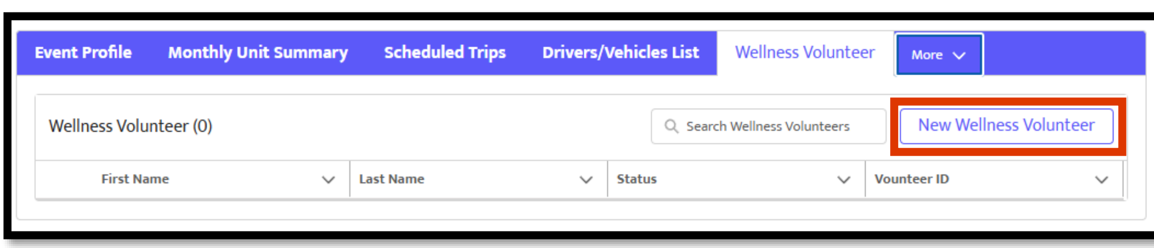
The Activity Tracker collects information on Aging Wellness programs.

Entering a Wellness Volunteer

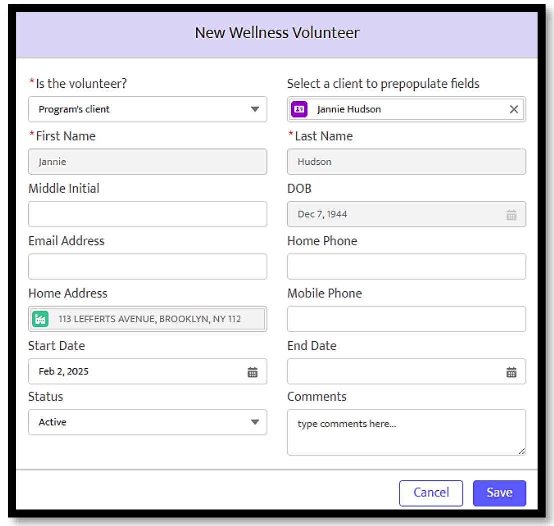
Before you can enter an activity, you must first enter a wellness volunteer.

Step 1: From the **Top Menu**, click **Program Tools**. Then click the **Wellness Volunteer** tab.

Step 2: Select **New Wellness Volunteer**.



Step 3: Complete the required fields on the **New Wellness Volunteer** pop-up.



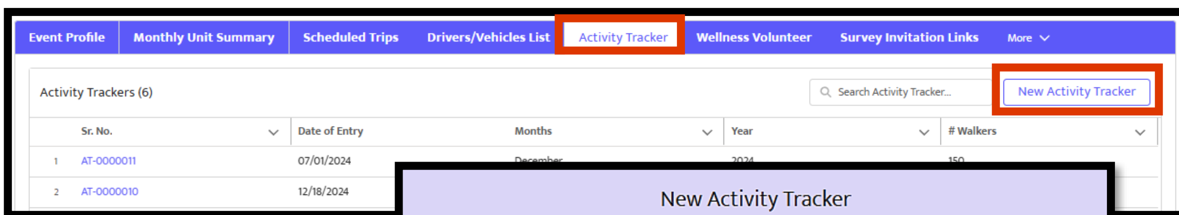
The **Is the volunteer?** dropdown asks if the volunteer is staff at the Center, a client or neither (none). Depending upon your answer information will be auto filled from previous answers or additional questions will be asked.

Step 4: After required fields are completed, select **Save**.

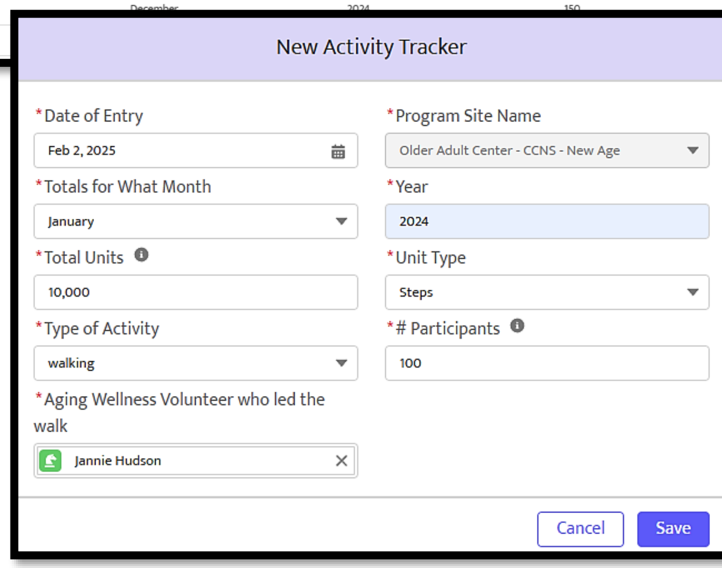
Entering an Activity

Step 1: From the **Top Menu**, click **Program Tools**. Click the **Activity Tracker** tab.

Step 2: Select **New Activity Tracker**.



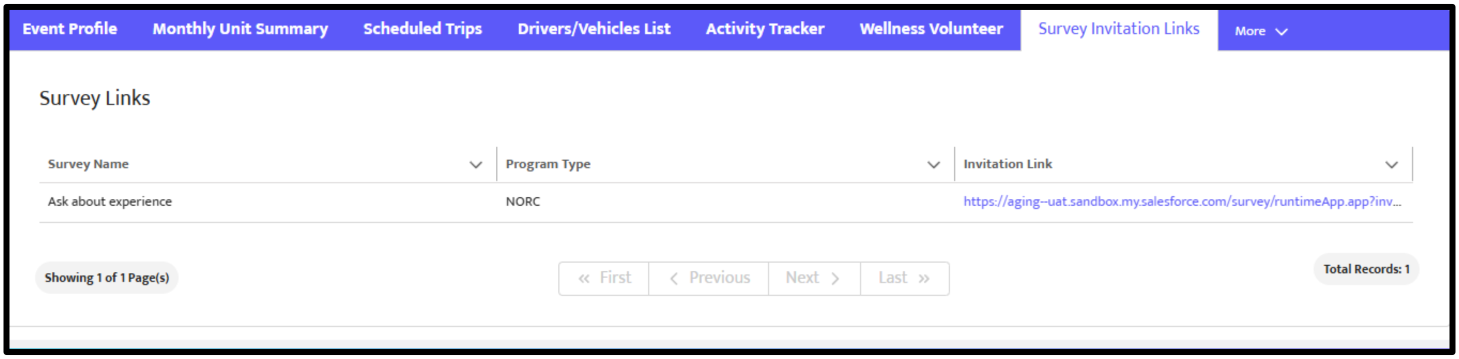
Step 3: On the **New Activity Tracker** a pop-up of all the fields are required.



Distributing Surveys

VIVÉ provides customer satisfaction surveys that you can distribute to your membership. Links are provided to these surveys that you could include within your newsletters or other communications.

Step 1: From the **Top Menu**, select **Program Tools**. Click on the **Survey Invitation Links** tab. Depending upon your window's width, the **Survey Invitation Links** may be under the **More** Menu.



Step 2: Click on the **Invitation Link** to copy the hyperlink (website address) to the survey and paste it in your communications.

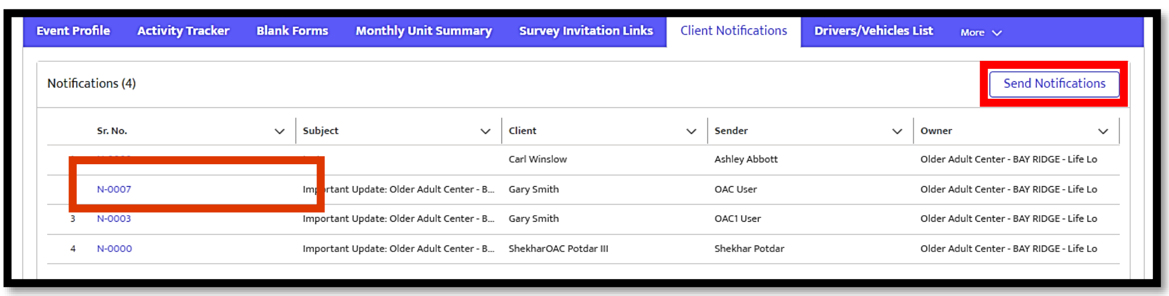
Client Notifications

You can send an email to one client or many through the **Client Notification** service. You have the option to use an email template or create your own message.

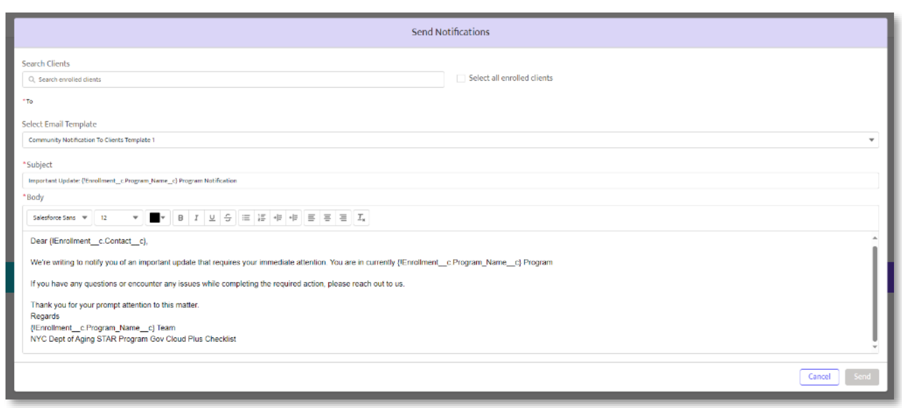
Step 1: From the **Top Menu**, select **Program Tools**. Then click on the **Client Notifications** tab.

Step 2: The **Client Notifications** section displays a list of the messages sent to clients. Either click on the **Notification Number** link for an existing message or select **Send Notification** for a new one.

Step 3: Select **Send Notification** to initiate a new message



Step 4:
Indicate who should receive the message. To send it to one client, use the **Search Clients** box. Or check the box before **Select all enrolled clients**.

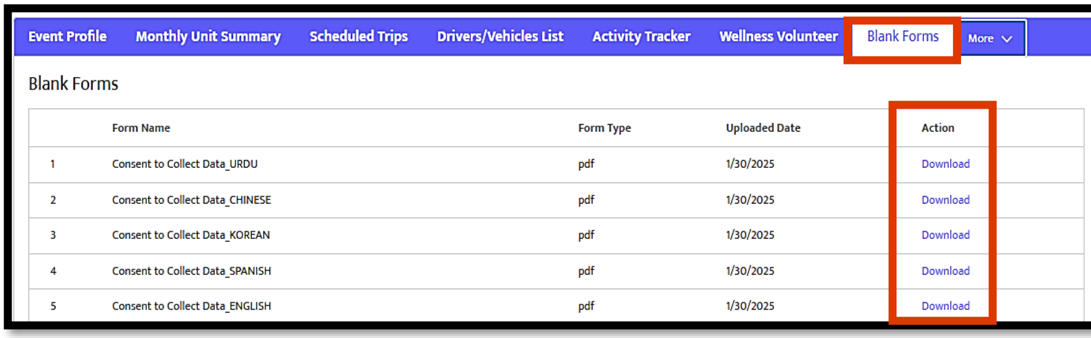


Step 5: Either select to use a template or note. If using a template, the page will prepopulate. If writing your own message, then the **Subject** and **Body** fields are required and must be completed.

Blank Forms

To assist with your data collection, VIVÉ makes some forms available in a printable (PDF) format.

Step 1: From the **Top Menu**, select **Program Tools**. Then click on the **Blank Forms** tab.
Step 2: Click on the download link of the form you are interested in.



Transportation

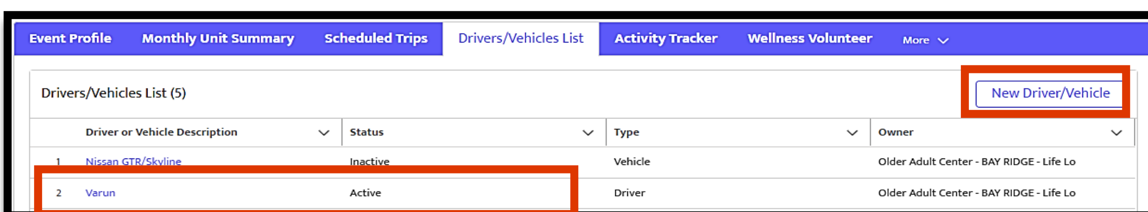
The transportation section is used only to provide Individual Transportation services. For example, individual trips are for a medical appointment. Group trips are recorded in **Events**.

How to Manage Drivers & Vehicles

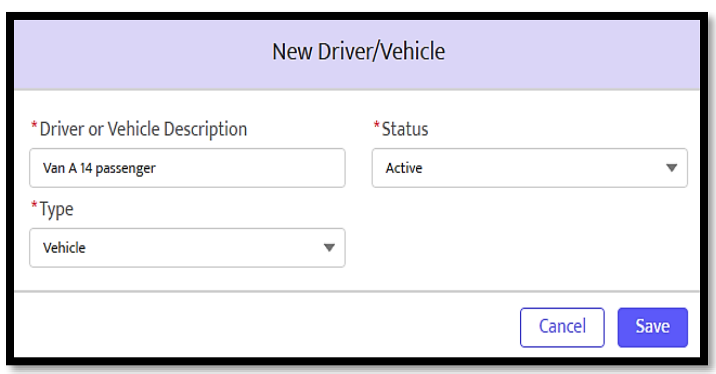
The **Drivers/Vehicles List** is where you can keep track of your resources.

Step 1: From the **Top Menu**, select **Program Tools**. Then click on the **Drivers/Vehicles List** tab. Depending upon your window's width, the Drivers/Vehicles List may be under the **More** Menu.

Step 2: The **Drivers/Vehicles List** section displays a list of both drivers and vehicles. Either click on Driver or Vehicle Description link for an existing entry or select the **New Driver/Vehicle** button to create a new one.



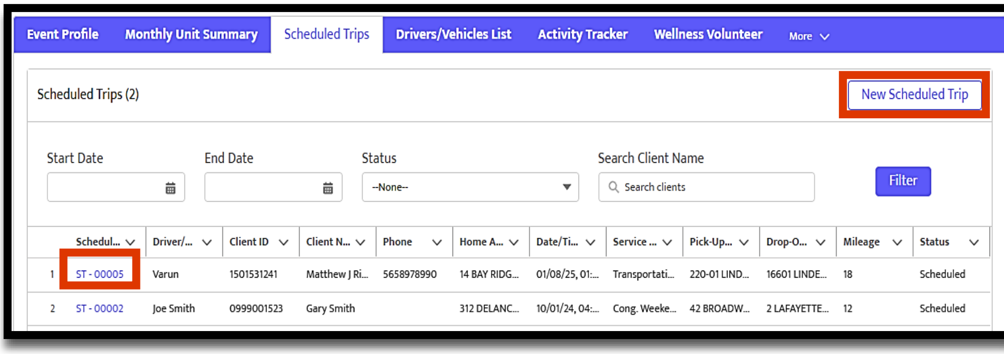
Step 3: Every field within the **New Driver/Vehicle** pop-up is required. Select the **Edit** button to change the Driver or Vehicle Description, Type, or Status.



NOTE: It is important to make the description of a vehicle/driver easily identifiable to the type of vehicle/driver because these values are required in the Scheduled Trips section.

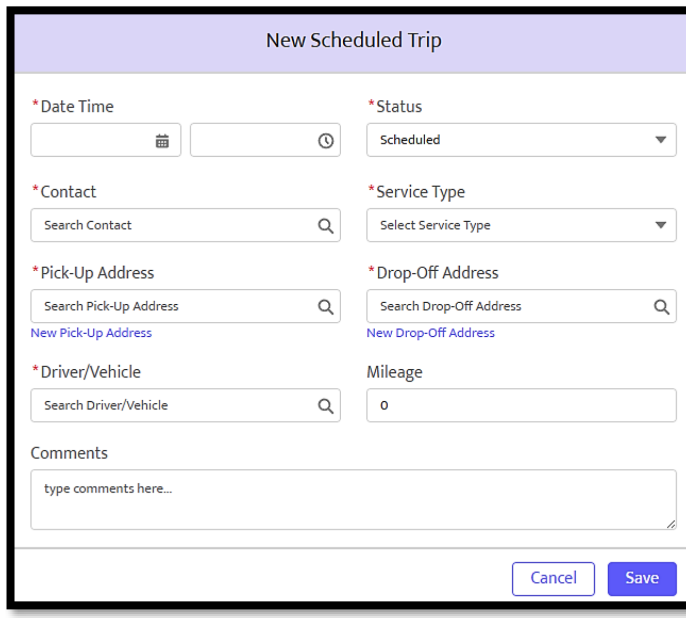
Scheduled Trips

Step 1: From the **Top Menu**, select **Program Tools**. Then click on the **Scheduled Trips** tab. Depending upon your window's width, the **Scheduled Trips** may be within the **More Menu**.



Step 2: The **Scheduled Trips** section displays a list of both drivers and vehicles. Either click on the Scheduled Trip ID link for an existing entry or select **New Scheduled Trip** for a new one.

Step 3: Complete all required fields on the **New Scheduled Trip** pop-up. Select **Save**.



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings.
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools**.

[Return to VIVÉ Knowledge Base]

The VIVÉ NYC.ID Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating and viewing **NYC ID**.

NYC ID are the credentials that allow you to access New York City government's systems and network, such as VIVÉ, which is behind NYC's Firewall. You may be familiar with NYC ID as it is also used to access PASSPort. NYC ID is managed by NYC Office of Technology (OTI) and Innovation, not by NYC Aging.

This guide provides an overview. Specific questions should be made by submitting a ticket to OTI. This guide may also be accessed from the VIVÉ Knowledge Base. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Users can also use their browser's back button to return to the program reference guide.

In this guide you will learn about:

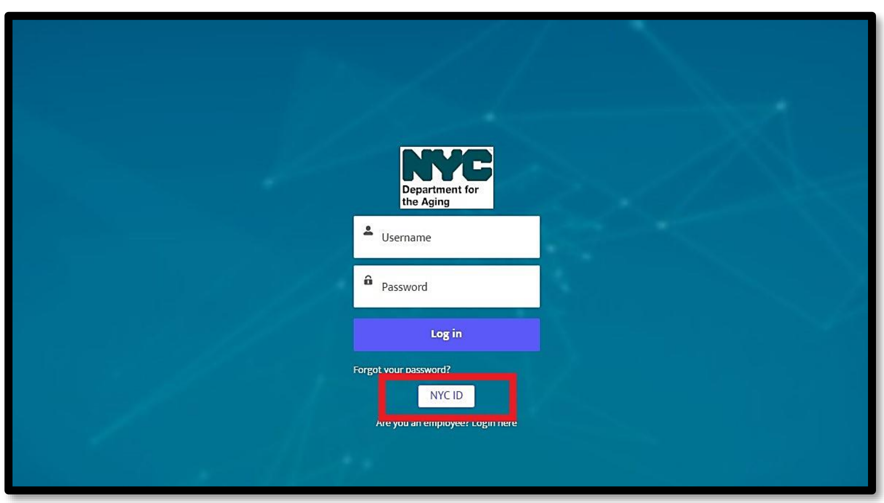
- Logging into VIVÉ
- Accessing NYC.ID

If you have any questions, please report an issue to NYC Office of Technology & Innovations.

Logging into VIVÉ

To log into VIVÉ, enter your NYC.ID email or username and your NYC.ID password, then click the Log In button.

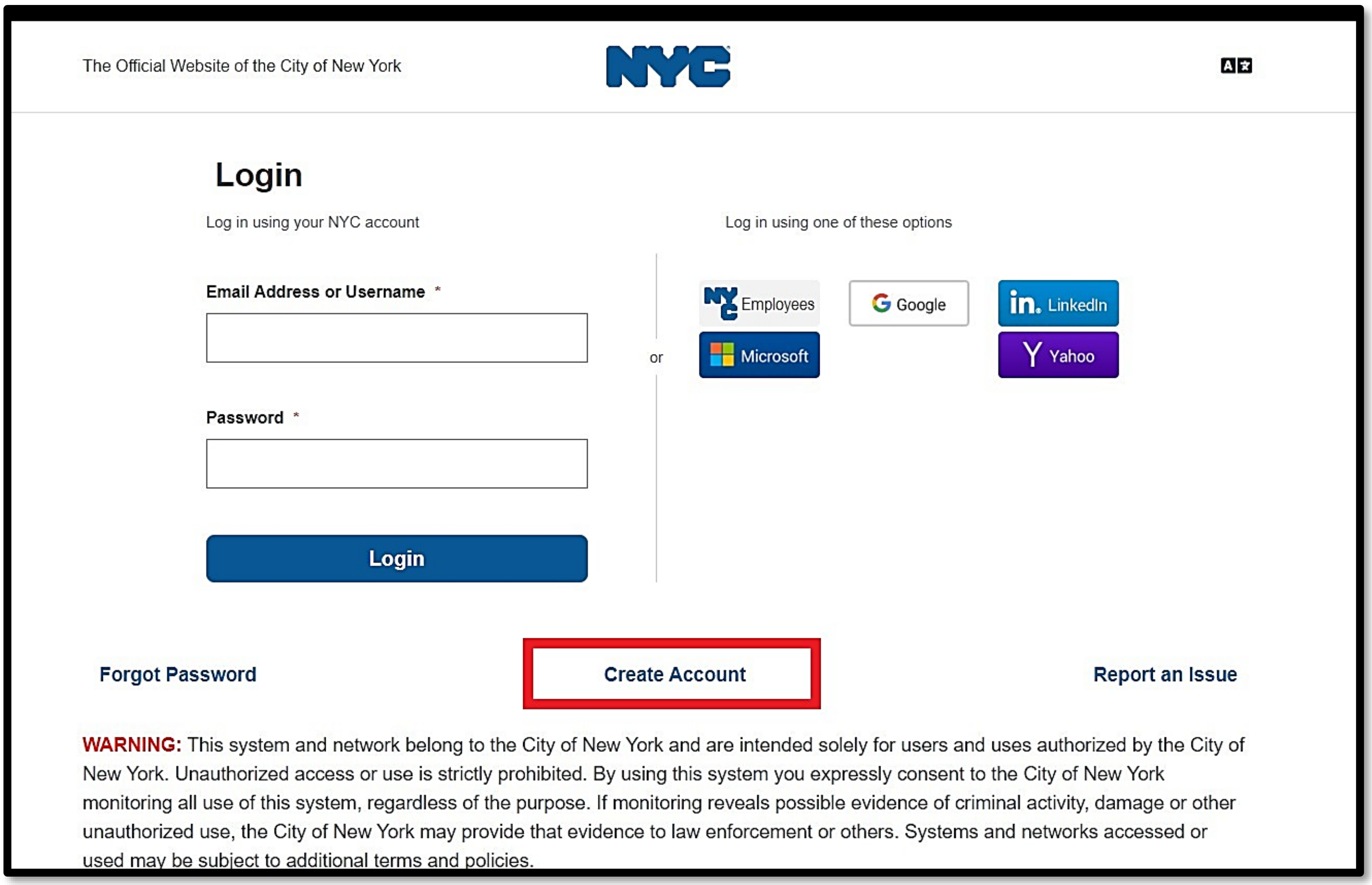
> ***Note:*** *NYC.ID is different from an IDNYC. Don't have an NYC.ID? You must create an NYC.ID account to use VIVÉ.*



Accessing NYC.ID

From the VIVÉ login screen, click on the **NYC ID** button or you can access NYC.ID from this link: That link will present the page below. From this page you can:

- Login with a NYC ID account or with the other email options listed.
- Get help with your password
- Create an account
- Report an issue, such as inability to login.



TIP: *Best to use your work email address when creating an NYC.ID login.*

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Using the VIVÉ Client Search Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on conducting client searches in VIVÉ.

Client Search is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Programs' Standards.

In this guide you will learn:

- Client Search Overview
- Client Search
- New Client Entry

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Client Search Overview

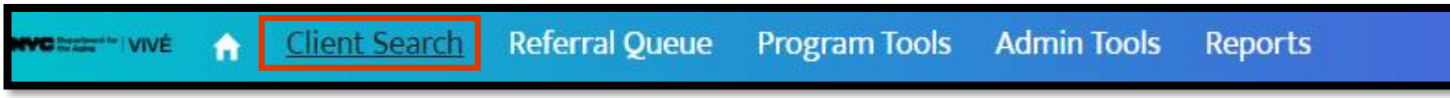
Client Search allows you to search for clients in VIVÉ. Starting with a client search is an important first step in preventing duplicate client records as well as inaccurate client data entry. VIVÉ offers several ways to search for clients, this guide will go over these different approaches and the next steps in the new client entry process.

NOTE: ***DO NOT ENTER ANYONYMOUS CLIENTS*** *as anonymous clients are not permitted. All client records must include identifying information. If the person's information is not available, you may still record the unit in the Event Profile—consult the VIVÉ Reference Guide: Event.*

Client Search

Beginning Your **Client Search**

From the dashboard, click Client Search.

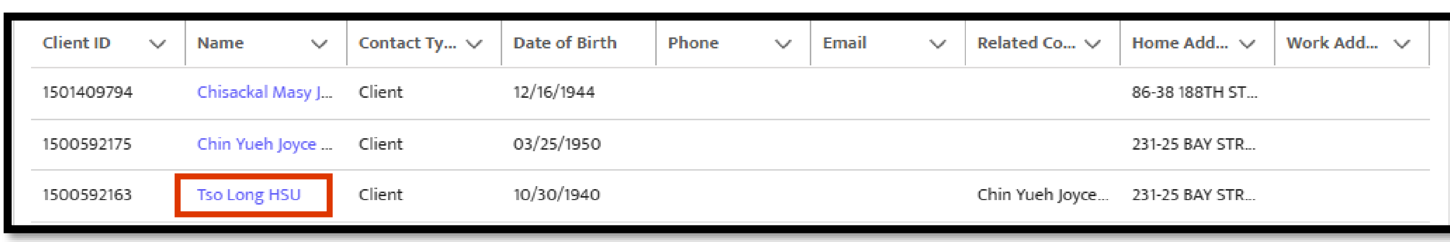


Indicate if you are searching for a Client, a Contact, or a Professional by checking the box.

To begin the client search you can either:

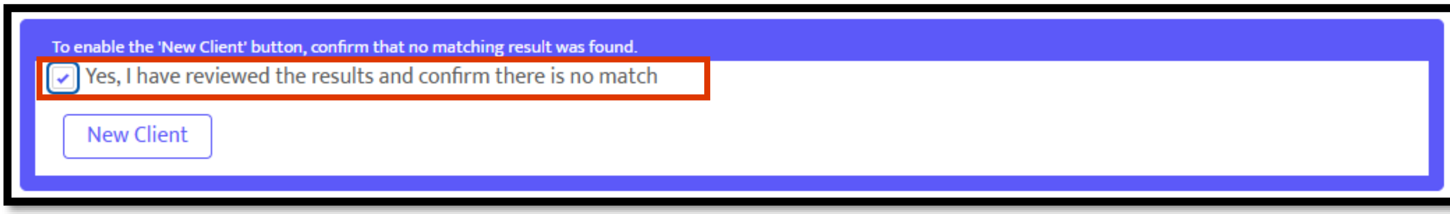
- Use intelligent search for the client by name:
    - You can enter first name within the last name field.
- You can enter a nickname. Entering Bob will find clients named Robert.
- Search for the person by their address:
    - Checking the **Search by address box** button and the address fields will appear.
- Or you can select to Scan QR Code (more information on [QR Codes](#))

If the person you are looking for is on the list, click on the client's name. This opens the client's profile.



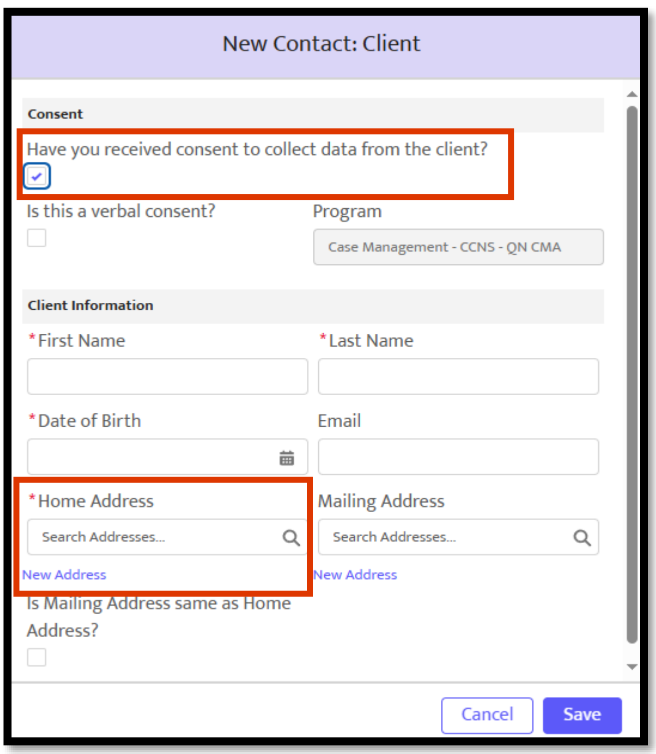
Client ID	Name	Contact Ty...	Date of Birth	Phone	Email	Related Co...	Home Add...	Work Add...
1501409794	Chisackal Masy J...	Client	12/16/1944				86-38 188TH ST...	
1500592175	Chin Yueh Joyce ...	Client	03/25/1950				231-25 BAY STR...	
1500592163	Tso Long HSU	Client	10/30/1940			Chin Yueh Joyce...	231-25 BAY STR...	

If the person is not on the list, check the box at the bottom of the page to confirm you have reviewed the results and there is no match. Then click the **New Client** button, to start the new client data entry process.



New Client Entry

Before entering a new client, the system prompts for confirmation of having obtained Consent to Collect Information. (For more information on Consent.)



The First Name, Last Name, Date of Birth and Home Address are all required fields. These fields are used to check for duplicates. The preceeding red asterick (*) indicates that they are required.

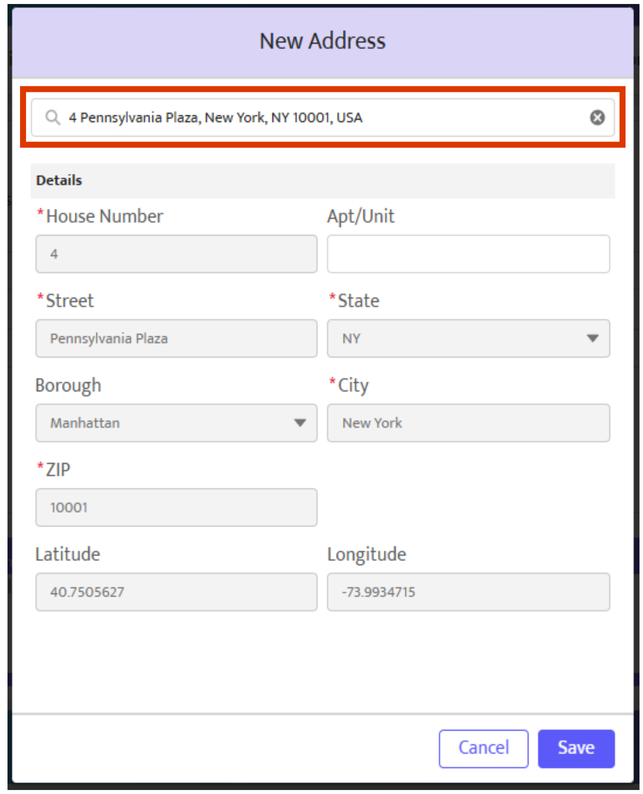
To find addresses, there is a search box for the Home Address. Enter an address and if it was previously entered,then you can select it. Please note the address including the apartment number must match.

If the client's address is not already in the system, click on the **New Address** link.

A **New Address** pop-up window will appear. Enter the complete address in the first line. This uses type-ahead technology, so as you're typing the address may appear.

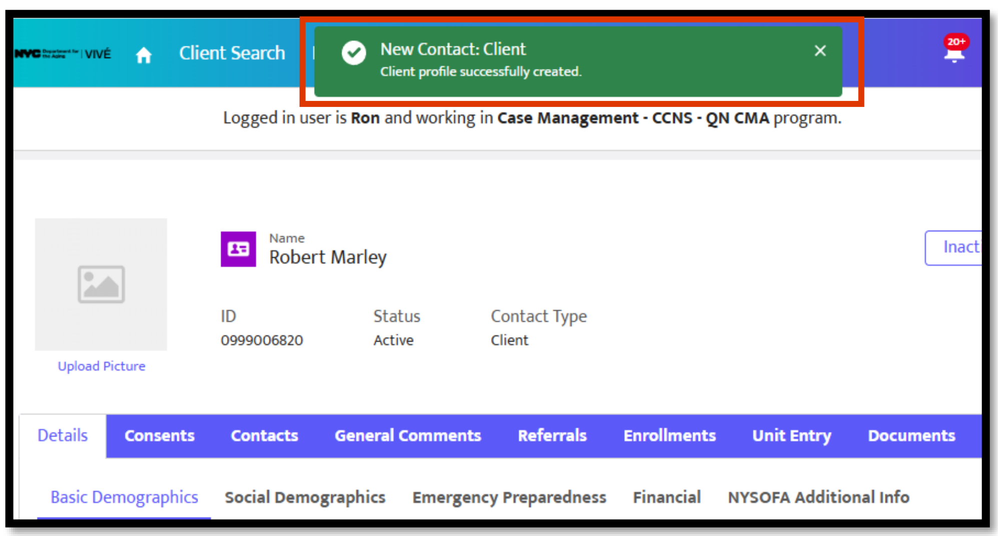
Once you've selected the address, the remaining fields will be populated. **You will need to add the Apt/Unit field.**

This process geo-codes the address to automatically identify the Community District, Council District, and exact location for Home Delivered Meal route creation.



Once you are finished entering the client's details select the **Save** button.

You will see a pop-up indicating you successfully added a new client and you will be taken to the **Client Profile** section in VIVÉ. (For more information Client Profile.)



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

Using the VIVÉ Consent Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on documenting informed **Consent**.

Consent is a common functionality within VIVÉ. You may have accessed this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or, you can use your browser's back button to return to the program reference guide.

This guide will review:

- Consent Overview
- Consent to Collect Data
  - New Client Without an Existing Profile in VIVÉ
  - New Client with an Existing Profile in VIVÉ
- Uploading Consent Documentation
- Consent Notifications
- Consent to Refer and Share
- Consent Revocation

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Consent Overview

This reference guide provides VIVÉ navigation instructions for the **Consent** functions that enable you to confirm and upload documents to the client's file.

This document **is** intended to guide you through these consent-related processes in VIVÉ - from a navigational perspective.

This document **is not** intended to provide guidance on any NYC Aging policies or program-specific requirements. For guidance regarding your program's specific policies and requirements, please consult:

- Your NYC Aging Program Officer

- Official NYC Aging and Program-Specific "Standards of Operation"

Consent to Collect Data

Consent must be received and documented prior to creating, viewing, or editing any information in a client's profile. VIVÉ will prompt you to confirm that you have received this consent whether you are:

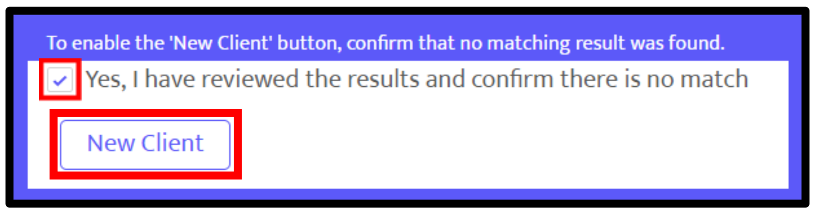
Accessing, updating, or editing information on a client with an existing profile in VIVÉ (e.g. a new client with your program who is/was a client of another NYC Aging-funded program).

NOTE: *Unless revoked by the client, you will only be prompted to document and upload consent once.*

New Client Without an Existing Profile in VIVÉ

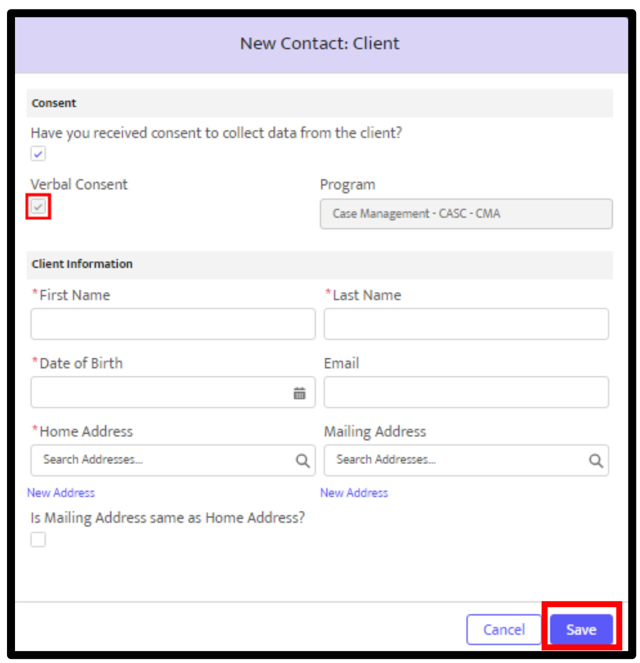
Step 1: Click on **Client Search** from the **Top Level Menu** to search for your client.

Step 2: If your client does not appear in the search results, at the bottom of the page, you will be prompted to confirm this fact prior to selecting **New Client**.



Step 3: In the **New Contact: Client** pop-up window you must first indicate that you have received consent to collect data from your client by checking the box.

Then the fields for First & Last Name, Birthday and Address, among others will appear.



Step 4: Complete the required fields before selecting **Save**.

NOTE: *The Verbal Consent check box will be marked by default. It will remain marked as such until documentation is uploaded (this process is covered later in this guide).*

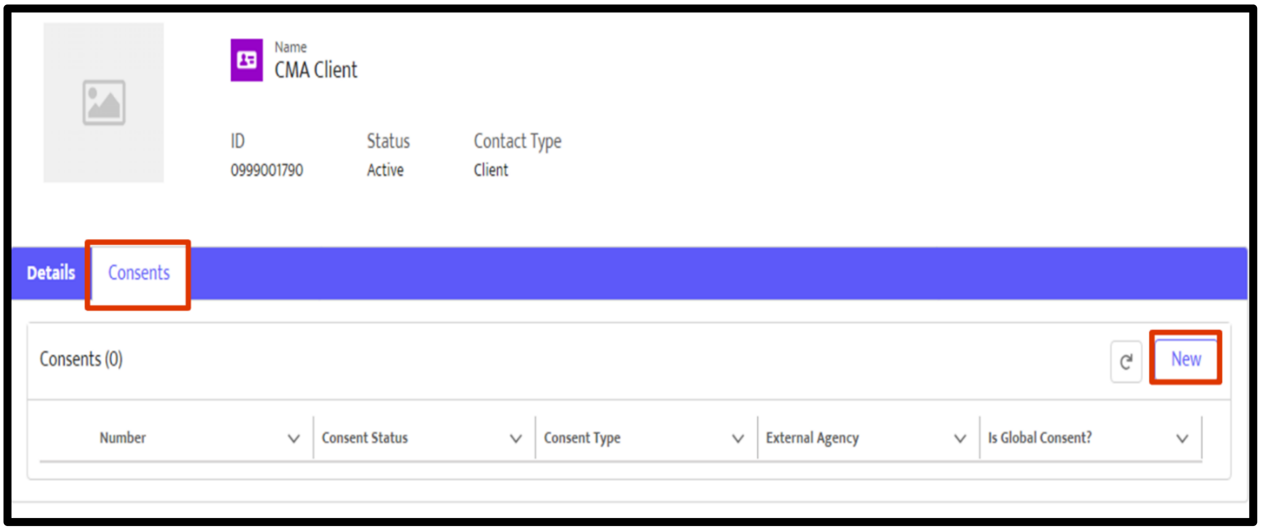
New Client with an Existing Profile in VIVÉ

The intelligent search of VIVÉ returns robust results. When you click on a client's name who is not yet your client, you will need first need to obtain their consent to view their record.

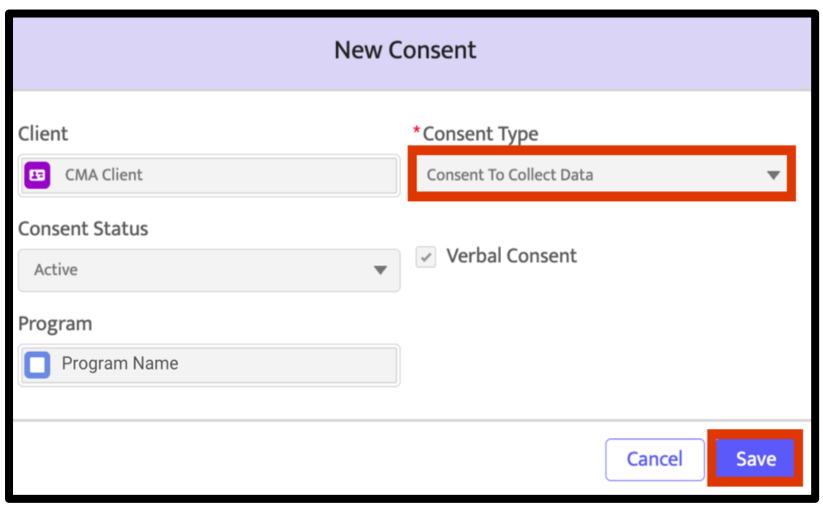
Step 1: Click on **Client Search** from the **Top Level Menu** to conduct your search.

Step 2: Click on the desired name from the search results list.

Step 3: Once in the client's profile, you must click the **Consents** tab and select **New**.



Step 4: When the pop-up window appears, select "Consent to Collect Data" from the consent type dropdown and click "Save"



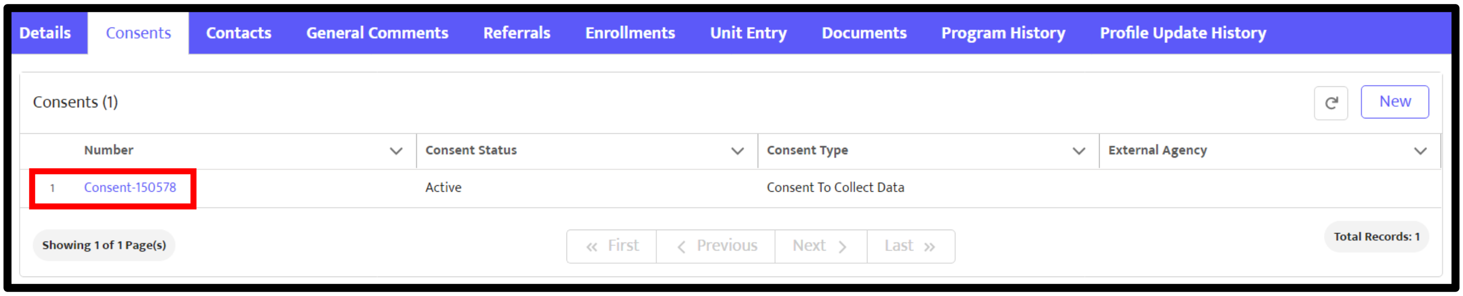
NOTE: *Verbal Consent will automatically be selected. The consent status will change to Written Consent only after you have uploaded the written documentation.*

Uploading Consent Documentation

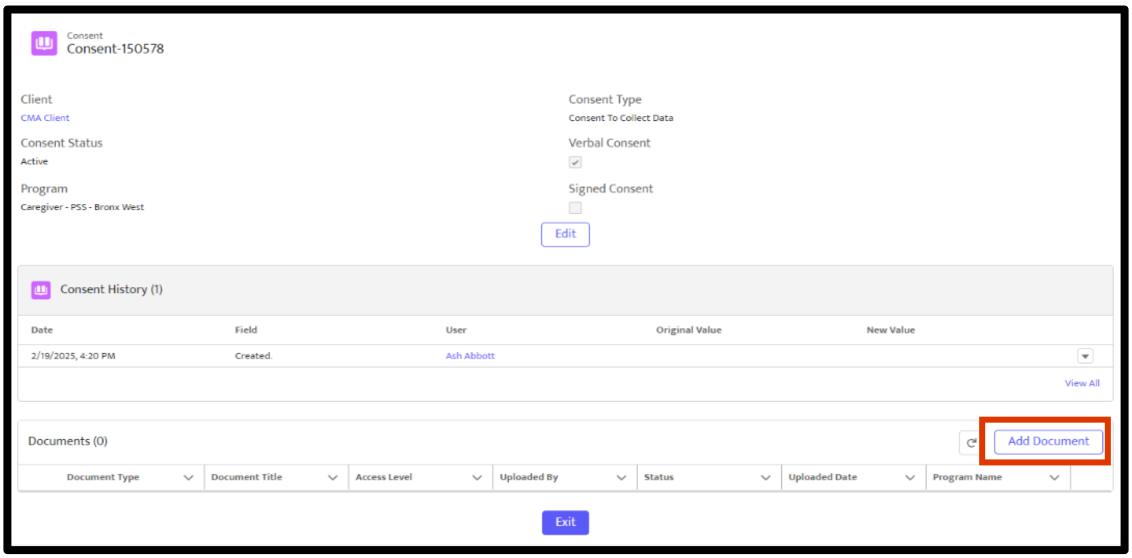
Not all programs must obtain written consent. This process illustrates the process for those that do.

Step 1: Navigate to the **Consents** tab of your client's profile

Step 2: Click on the consent record for which you would like to upload written consent. The first consent record will be for verbal consent. It is important that you add your written consent to that record, if you are required to obtain written consent.



Step 3: Once in the consent record, select the **Add Document** button in the bottom right corner.



Step 4: From the **Add Document** pop-up, complete the required fields.

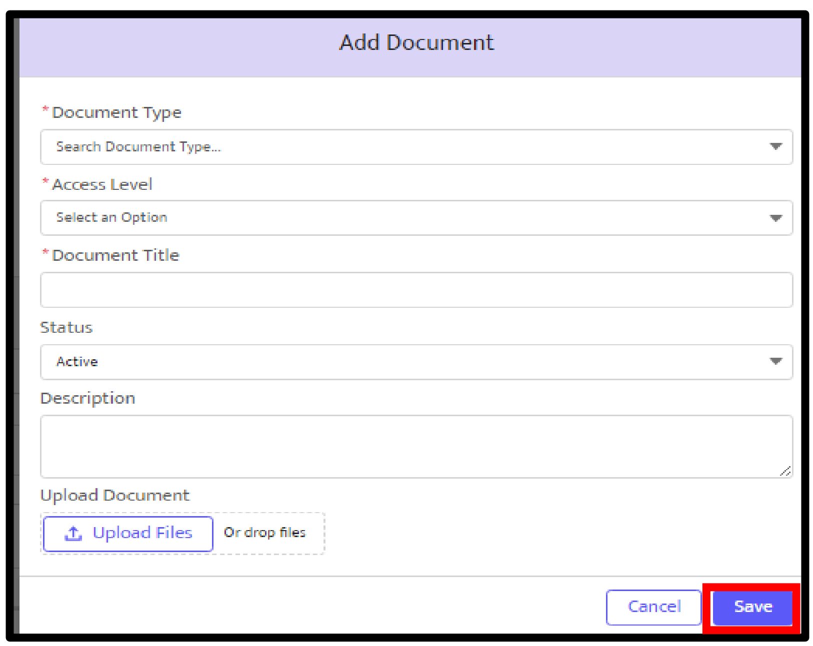
Pick an appropriate **Document Type**.

Pick **Access Level** either Program Level or All Programs.

Give your document an easy to remember name.

You will be able to confirm your upload as the file name will appear below the Upload file button

Select **Save**.

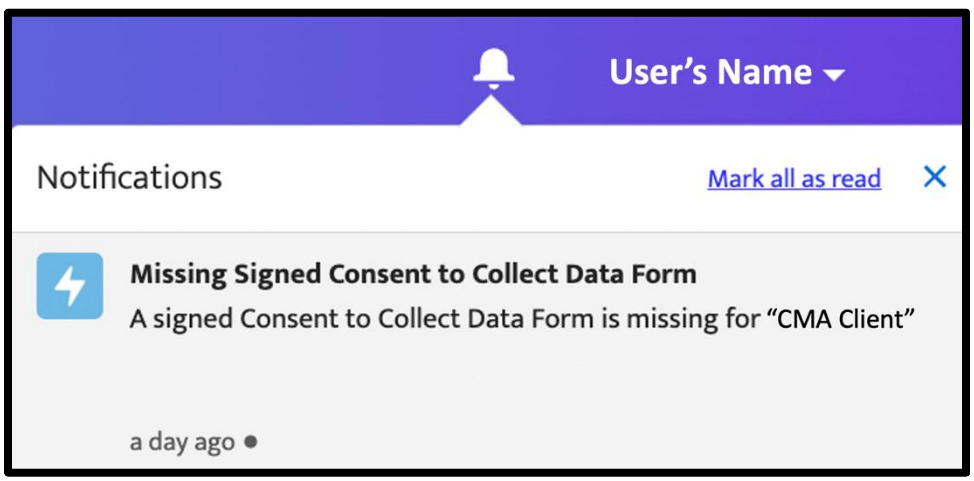


You will now see that the check box for Signed Consent has been automatically marked and Verbal Consent has been unchecked.

NOTE: *Whether you are uploading Consent to Collect or Consent to Refer, always attach the documentation to the consent record. Please do **not** upload the written consent under the **Documents** tab of the client profile.*

Consent Notifications

If you create a consent record, and are required to obtain written consent, you should upload the written documentation as soon as you have it. If 30 days pass from the time you create the record, and you do not upload documentation, VIVÉ will issue a notification to remind you.

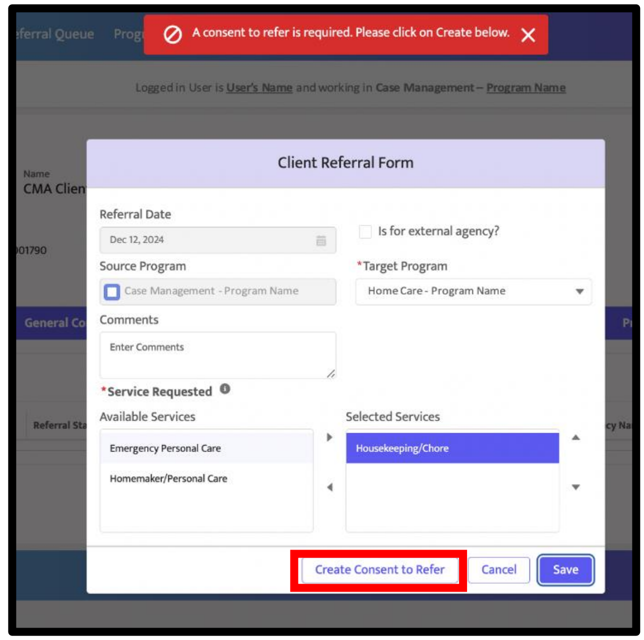


NOTE: If your program type is permitted to collect verbal consent alone (e.g. NY Connects), you will not receive these notifications.

Consent to Refer and Share

Step 1: The first time you are referring a client to another NYC Aging program, you will be prompted to **Create Consent to Refer** before you can save the referral.

For more information on the Referral process.

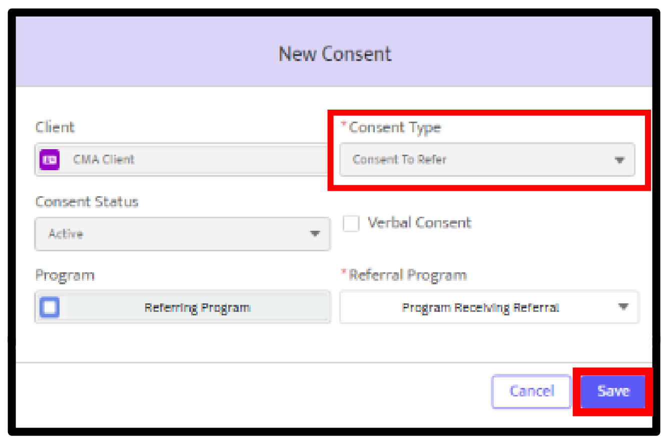


Step 2: Complete the required information in the New Consent pop-up window and click save.

This New Consent pop-up is a common form. Notice now that the Consent Type has defaulted to Consent to Refer.

Step 3: You will now be able to save your consent and complete your referral.

Step 4: Upload documentation of your Consent to Refer as indicated in the previous section.



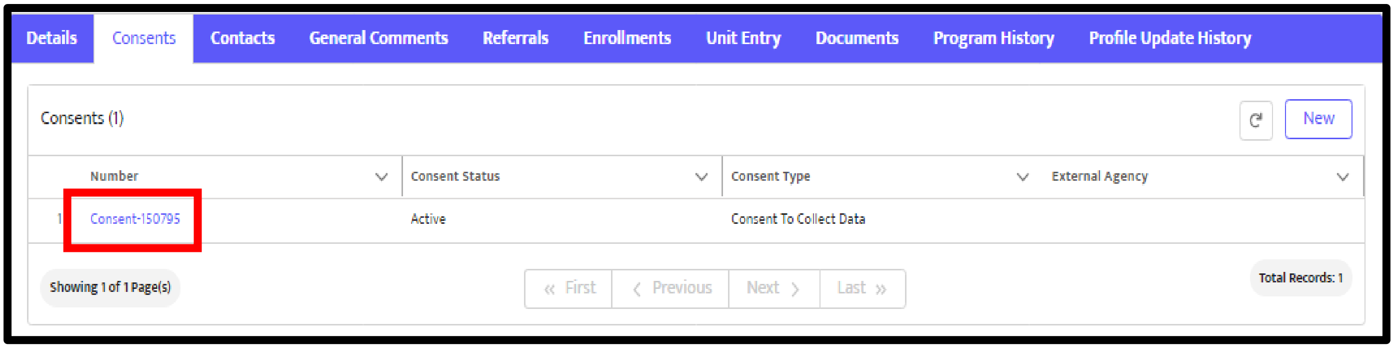
NOTE: You only need to collect a consent to refer once for a client. Each additional time you refer a client to that program; you will not need to obtain another consent to refer.

Consent Revocation

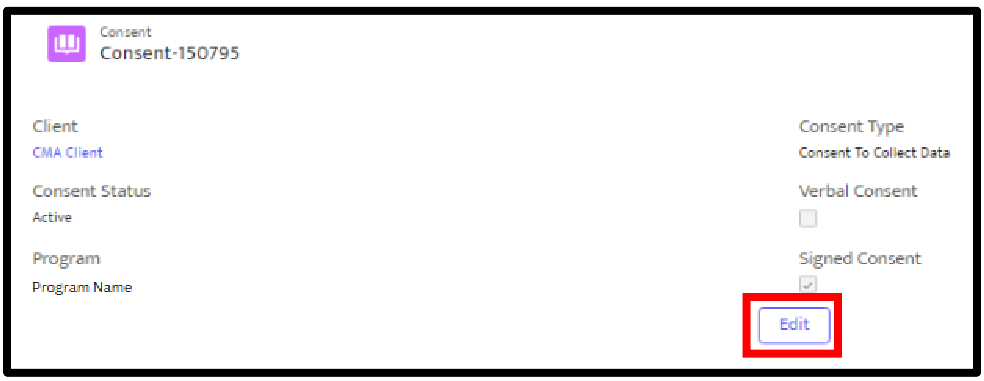
When a client indicates that they would like to revoke consent, they must sign the Consent Revocation. You will then be required to upload it the form.

Step 1: Navigate to the **Consents** tab in their client profile

Step 2: Select the Consent Record for which the client would like to revoke consent. In some cases a client may have revoked consent from one organization and not another.



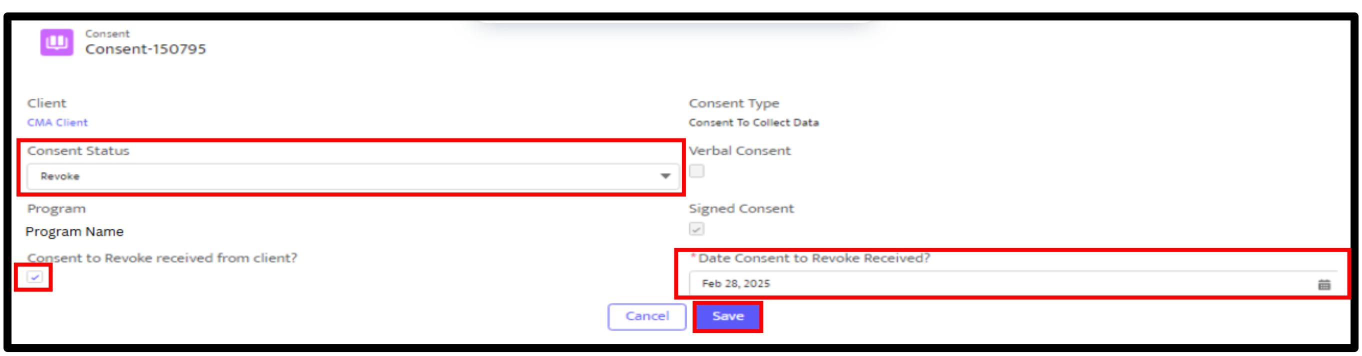
Step 3: Once in the consent record, select **Edit**



Step 4: Update the Consent Status to Revoke

Step 5: Click the checkbox under Consent to Revoke received from client?

Step 6: Select the date that the Consent to Revoke was received. Select **Save**



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Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Client Profile Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating, editing, and viewing the Client Profile.

The **Client Profile** is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

In this guide you will learn:

- Client Profile Overview
- Details Tab
    - Sub-Details: Basic Demographics
    - Sub-Details: Social Demographics
    - Sub-Details: Emergency Preparedness
    - Sub-Details: Financial
        - To Enter Income
        - To Enter Assets
        - To Enter Expenses
        - To Delete Financial Information
    - Sub-Details: NYSOFA Additional Information
- General Comments Tab
- Program History Tab
- Profile Update History Tab
- Inactivating a Client

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Note: For Case Management Agency providers, there are specific details around referrals, entering inancial information, and inactivating clients that are addressed in the Case Management reference guide.

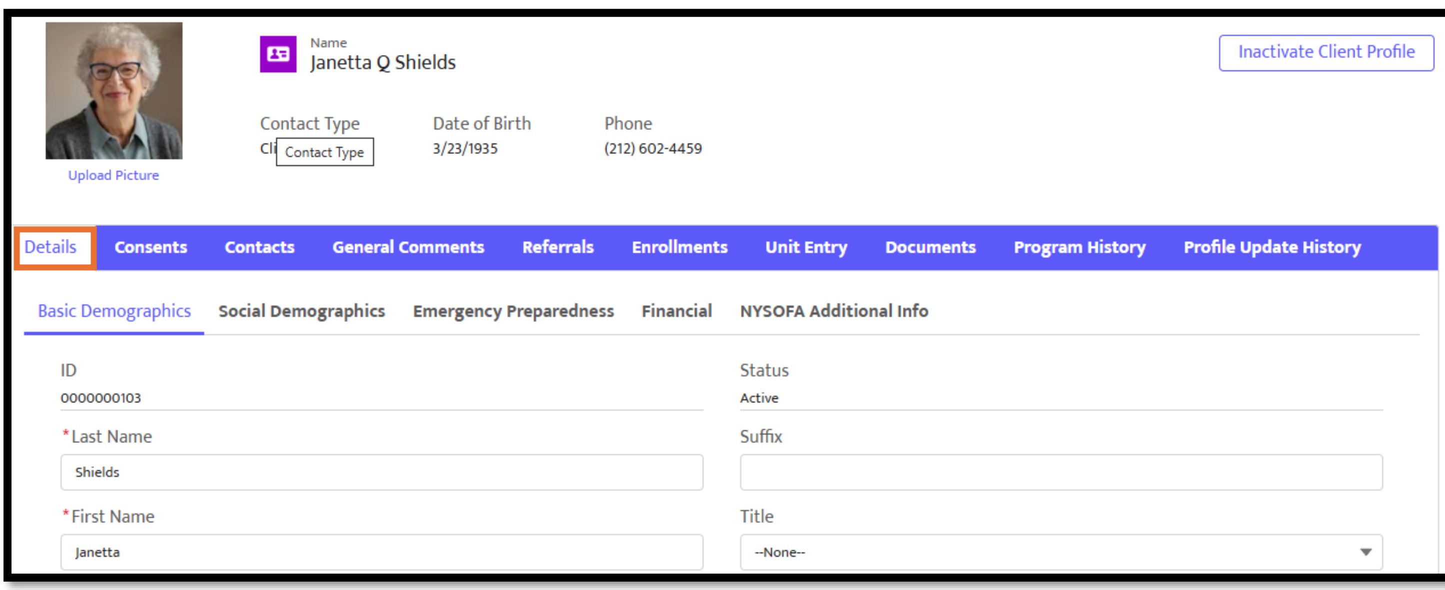
Client Profile Overview

The **Client Profile** is the summation of basic details, demographics, emergency and financial information. Information entered here is available throughout VIVÉ. For example, the financial information entered within the **Client Profile** is used to calculate the cost share for home care.

The **Client Profile** is the destination of any client name links whether from the **Client Search** results or from an enrollment form. If you are directed to the **Client Profile** from a **Client Search**, you may only view basic information until you confirm that you have consent (for more information on Consent).

There are two levels to the **Client Profile**. The first is the main details and the second is a sub-category of Details.

The main level of the **Client Profile** includes the tabs on **Consents**, **Contacts**, **General Comments**, **Referrals**, **Enrollments**, **Unit Entry**, **Documents**, **Program History**, and **Profile Update History**. More information is provided on these tabs below.



When a tab is clicked, such as **Details** (shown above), the background color is removed. The following tabs are accessible from the **Details Menu**.

- Details – provides access to the Sub-details menu. (see below for more information on the Sub-details menu)
- Consent – where details on the types of consent are listed, indicated, and uploaded.
- Contacts – where to search, edit, and create contacts.

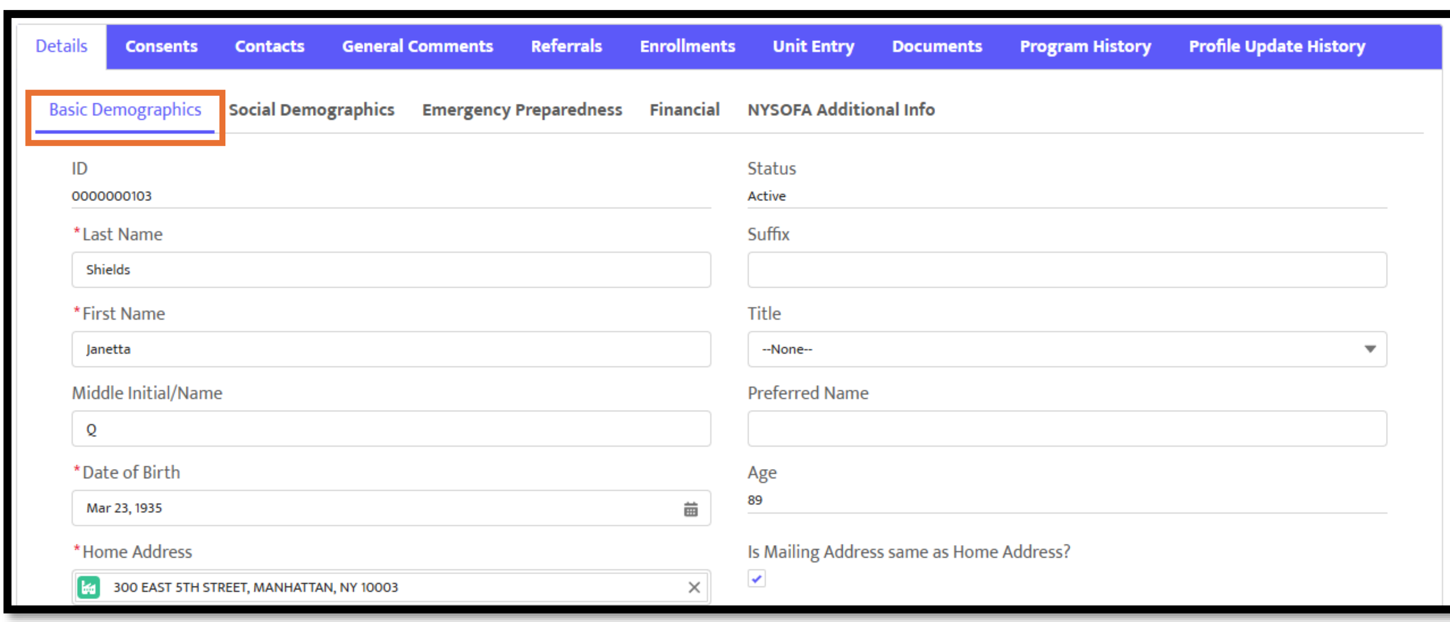
- General Comments – a place to make general comments; these are not case notes.
- Referrals – where to view and make client referrals.
- Enrollments – where to enroll a client into your program, view active and inactive enrollments and manage the client's engagement with your program.
- Unit Entry – where to enter units of services offered directly to the client.
- Documents – where to upload, download, and view a list of documents
- Program History – where to see a list of programs that the client is enrolled in.
- Profile Update History – Client Details are accessible to every user of VIVÉ. This area lists the changes that anyone makes to the client's record.

Details Tab

The Details tab includes a sub-details menu of **Basic Demographics, Social Demographics, Emergency Preparedness, Financial and NYSOFA Additional Information**. Each of these sub-sections are described below.

Sub-Details: Basic Demographics

Once you have either entered a new client or used the hyperlink to get into the client's profile, the destination is **Basic Demographics**. The client's core information, such as address, age, and phone number are maintained here. These fields are editable once the user selects the **Edit** button at the bottom. First and last name, date of birth, and address are required fields (note red asterisk). Once editing, the **Save** button will appear at the bottom of the screen. Select **Save** before leaving the page.

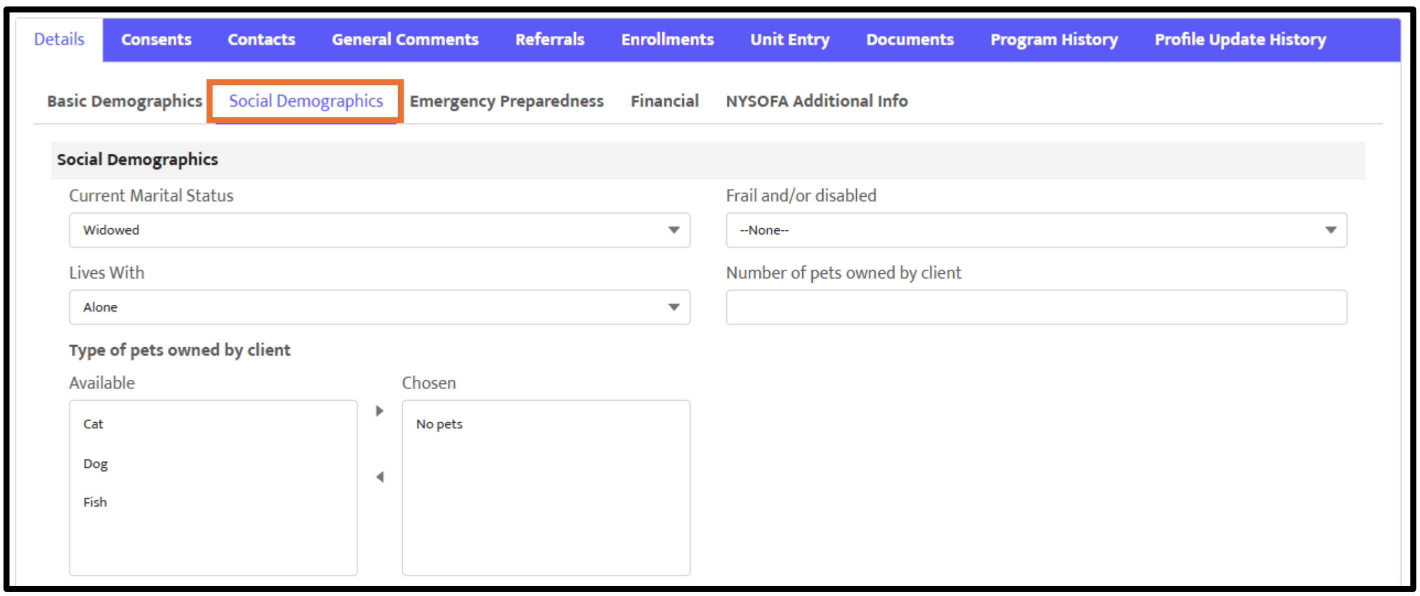


At the bottom of the **Basic Demographics** page there is the **Edit** button (or **Save** if in editing mode) and the **QR Code**. (For more information on QR Codes)

***NOTE**: The Community District, Council District, and Hurricane Zone are examples of fields auto-filled from entering the client's address.*

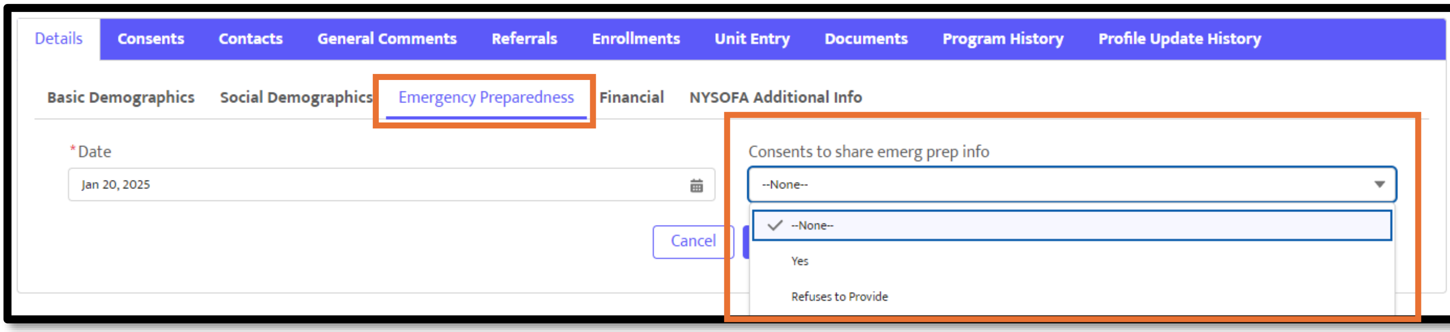
Sub-Details: Social Demographics

Moving from left to right, the next sub-tab is **Social Demographics** (the underlined and highlighted word lets you know where you are in the system). This form asks questions on pets, language, race, ethnicity, gender and sexual orientation, and veteran status. To edit these fields, select the **Edit** button at the bottom. Before leaving, select the **Save** button at the bottom of the page.



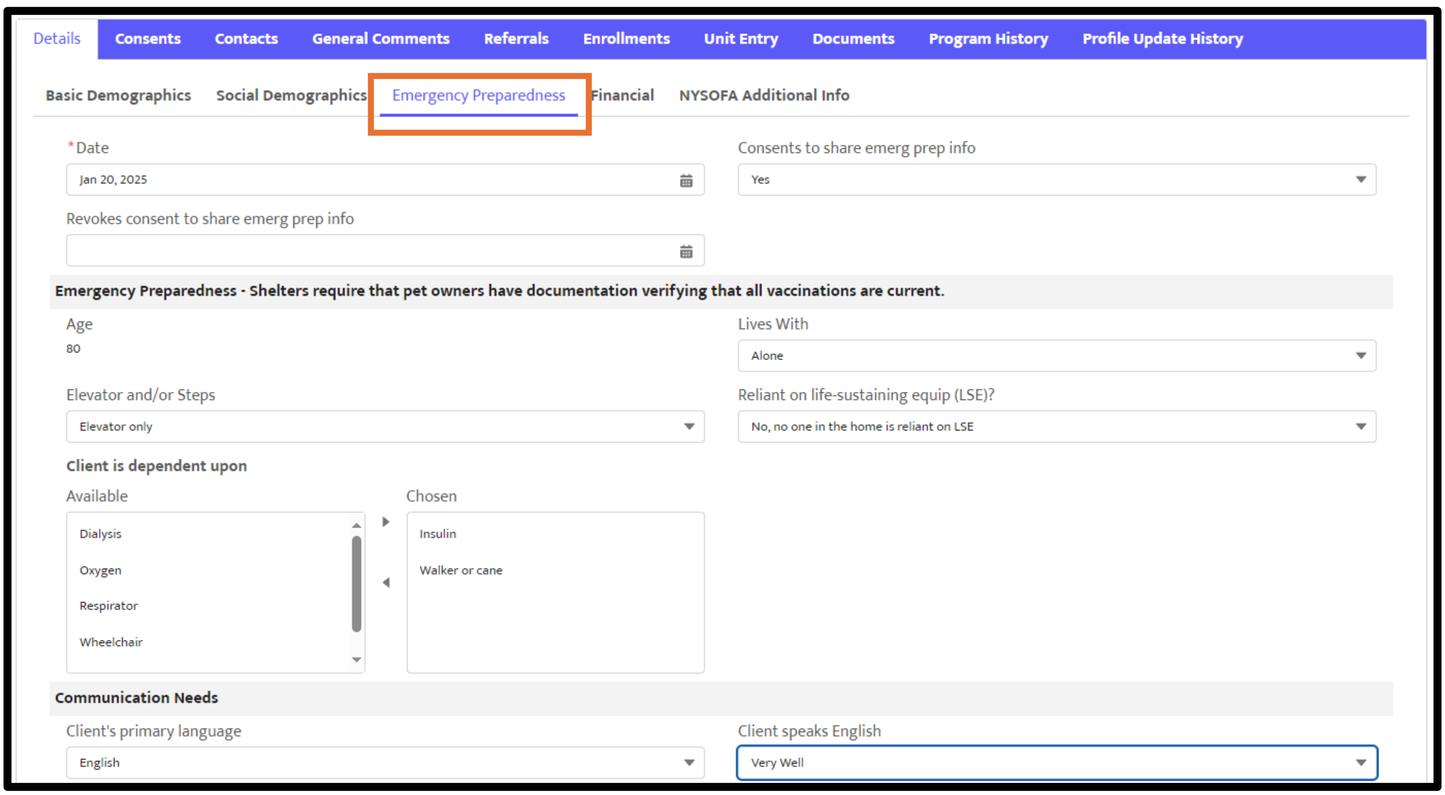
Sub-Details: Emergency Preparedness

The Emergency Preparedness section operates differently. The first action is to confirm the client is willing to share their emergency information. To document their consent, select the **Edit** button to reveal the consent options: Yes or Refuses to Provide.



After indicating the response, select the **Save** button at the bottom to reveal the emergency preparedness questions.

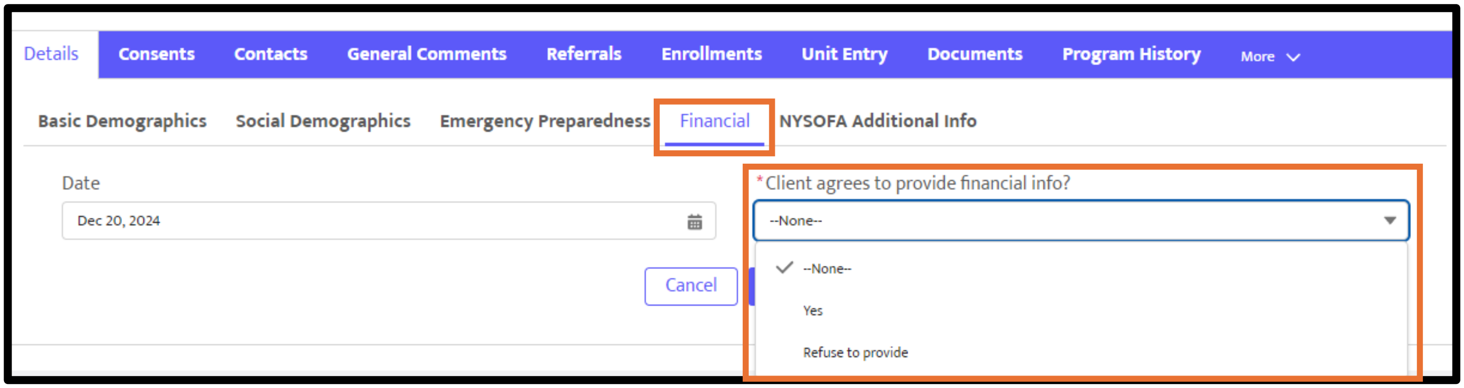
There are several different types of data entry field types. Some are calendar pick lists, dropdown menus, as well as the option to select and move one or more items from the Available box to the Chosen box. Once finished, select the **Save** button at the bottom of the page.



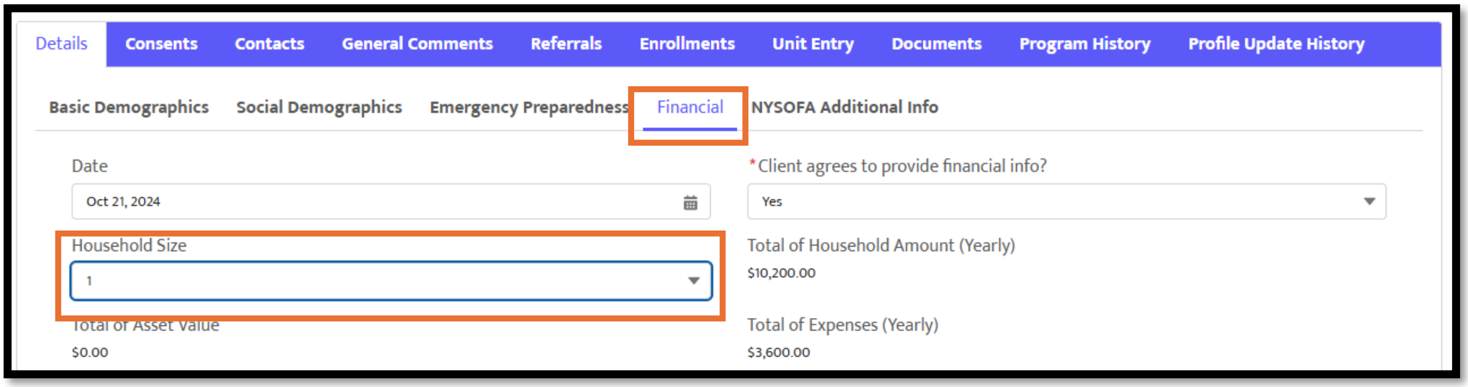
Sub-Details: Financial

The financial form is a critical element of the Client Profile. The information entered here autofills elsewhere within VIVÉ, such as within the Cost Share Plan form for Case Management Agency users. The data fields must be completed in a certain way to calculate the poverty level.

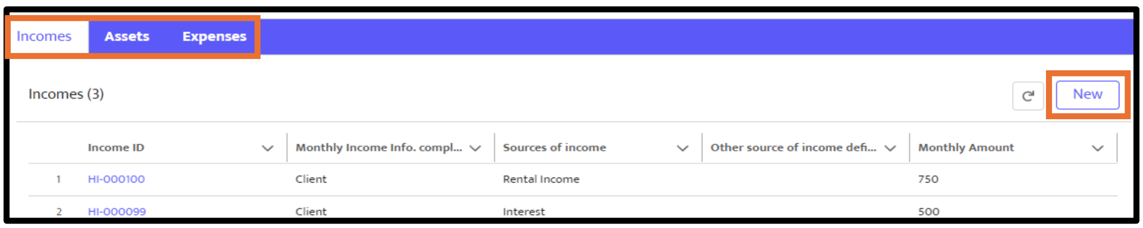
If the client agrees to provide financial information, select the **Edit** button to review the options in the drop-down menu. Select “Yes” client agrees and then select the **Save** button.



To properly calculate the household poverty level, first select the household size. Enter the household size using the dropdown in that field. Select the **Save** button.

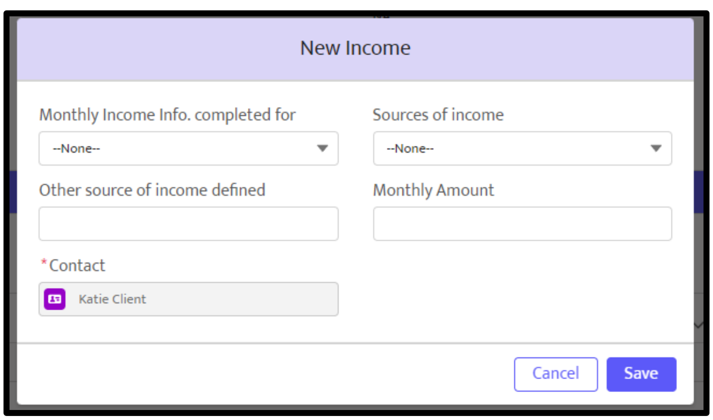


At the bottom of the page, there are three tabs: Income, Assets, and Expenses.



To Enter Income

Click on the Income tab then select the **New** button. A pop-up window will appear so that you can enter the details of each source of income. Select **Save** and a new row of income will appear in the list.



The **New Income** pop-up asks about income for each member of the household.

At the bottom of the **Income** tab, VIVÉ will calculate the total monthly and annual income of the household.

If you ever need to add another source of income, click the **Income** tab and then select **New Income**.

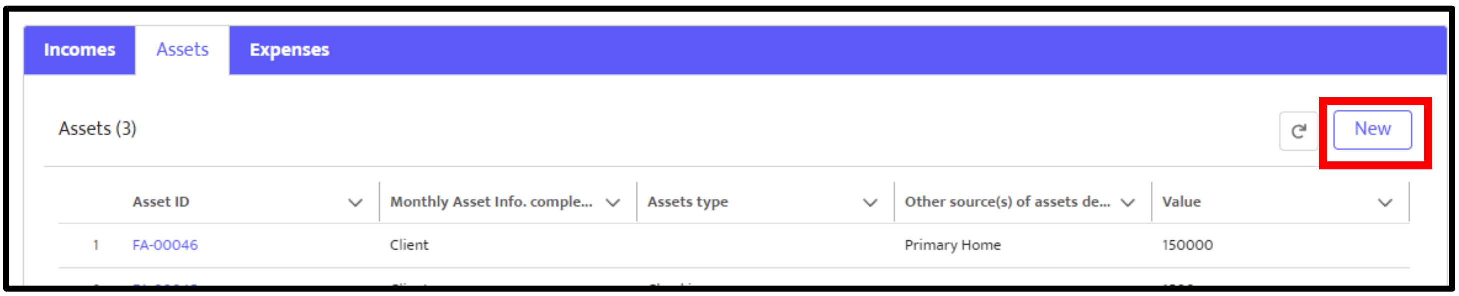
At the top of the page, there is a summary of the household size, total annual income, total assets and total expenses. If you want to see the Poverty Levels chart, click the hyperlink underneath the **Poverty Level PDF** label.

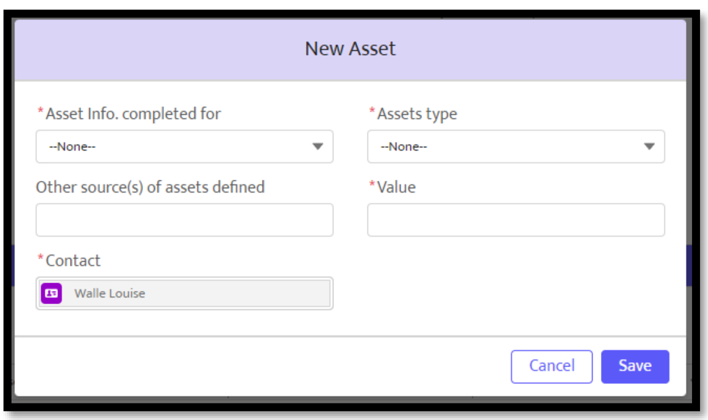
To edit any of these details, click the **Income** tab then select the link for a source of income. That brings you to the details for that income source, those details can be edited by clicking any of the pencils. Select **Save** when finished and **Exit** to return to the top of the page.

***NOTE**: The Low Income Minority field will pre-populate based on what has been entered in the Social Demographics screen.*

To Enter Assets

To enter assets click the **Assets** tab. To enter the type and value of an asset, select the **New** button.



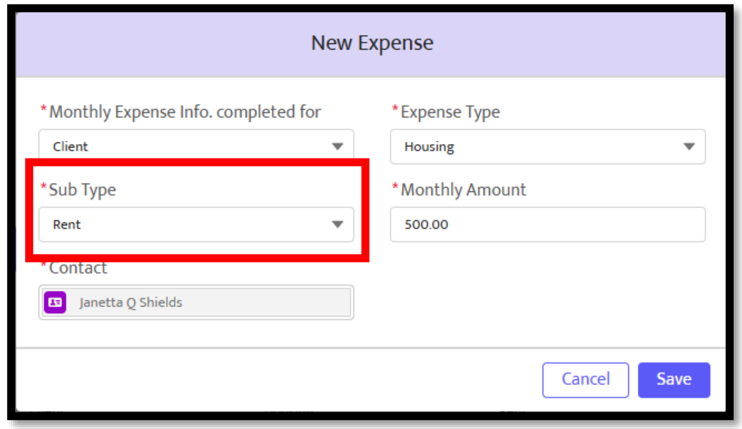


The **New Asset** pop-up identifies the owner of the asset, its type and value.

The **Asset Total** will be at the top of the financial form. If you need to edit any of the assets, click the **Asset ID** link and click any pencil.

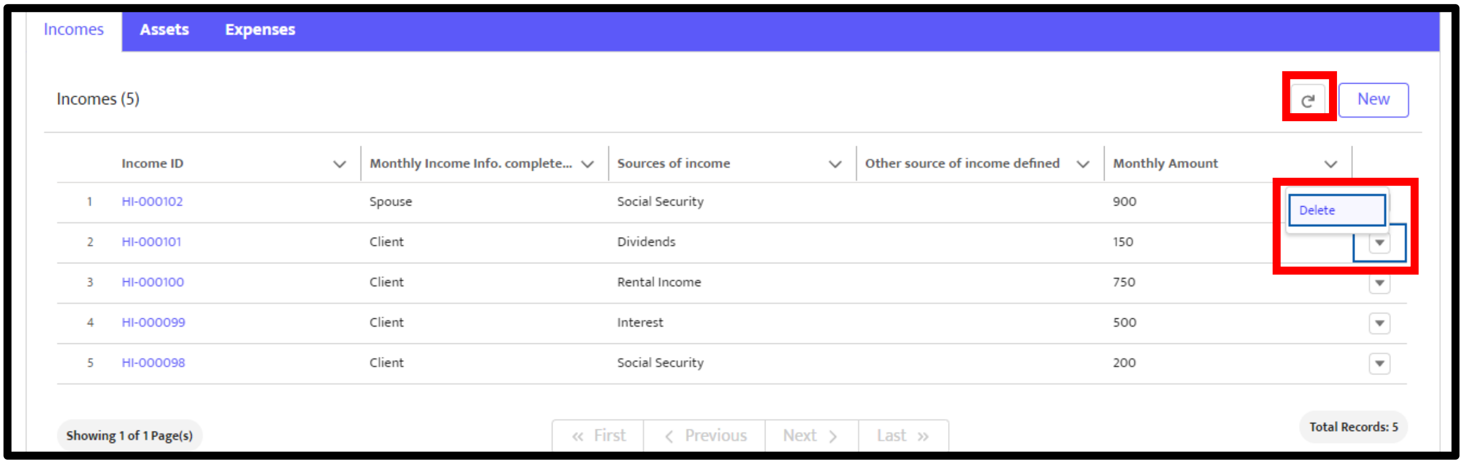
To Enter Expenses

Select **New** to add an expense, or click on the **Expense ID** link to edit using the pencils. Expenses have a sub-type. For example, an expense type is housing, then Sub-Type can be rent.



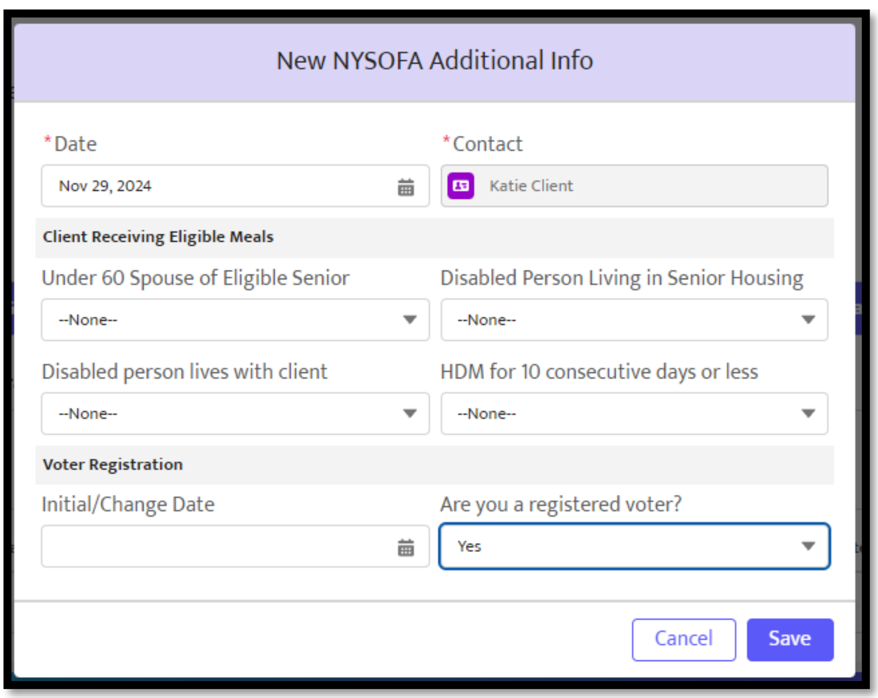
To Delete Financial Information

If you need to delete financial information for a client, whether it's income, assets, or expenses you can do so by clicking the down arrow on the righthand side of that row and selecting **Delete**. You may need to select **Refresh** on your screen to see that change.



Sub-Details: NYSOFA Additional Information

NYSOFA Additional Information fields are related to meals eligibility for those under the age of 60, and voter registration . This information is displayed in a list view. To add new additional information, select **New**.



- When finished select **Save**. This will bring you back to the list view of **NYSOFA** information.

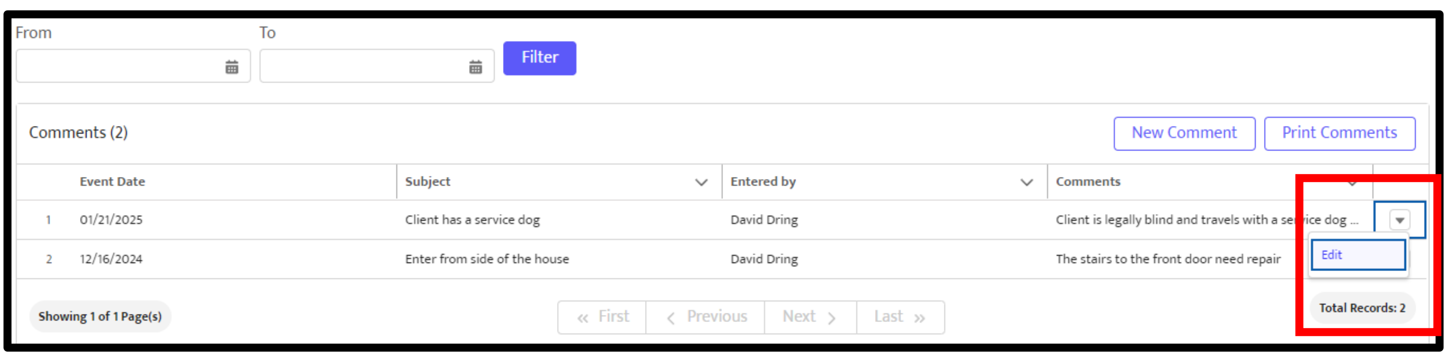
- If you need to edit previously entered **NYSOFA** Information, click the hyperlink in the ID column to open the **NYSOFA** screen, select the **Edit** button to make the changes. When you are finished making your edits, select the **Save** button.

General Comments Tab

The **General Comments** tab is where you can enter general information about this client that other providers can read i.e. "client has a service dog, please do not pet." To add a **General Comment,** select the **New Comment** button. You can also print the comment by selecting the **Print Comments** button. If you want to edit the comment, click the pencil button on the right.

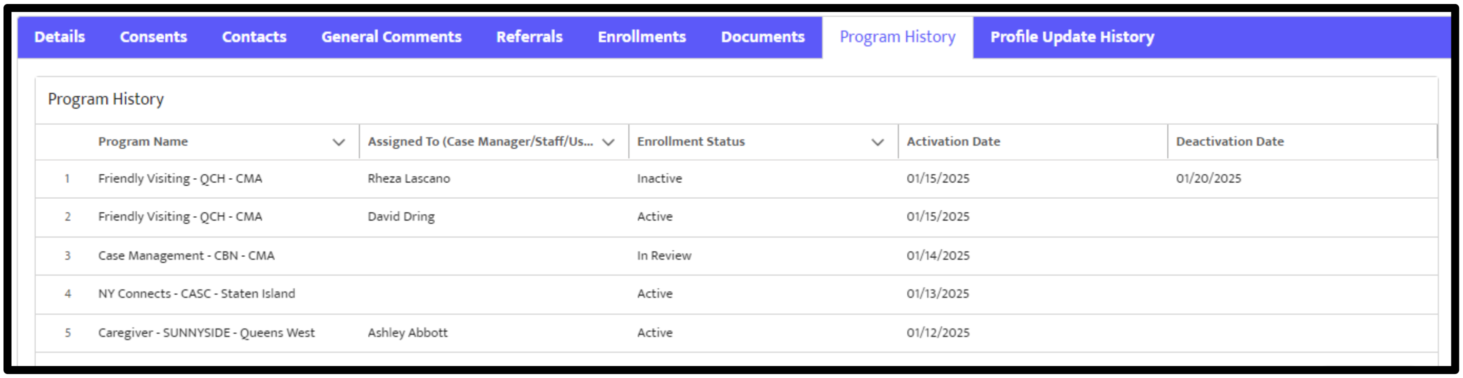
***NOTE**: General Comments are* accessible to all users that have consent to view the client's information.

To edit a **General Comment**, click the down arrow at the far right of the comment. Then select the **Edit** option . You can also filter the comments by date.



Program History Tab

The **Program History** tab is the place in VIVÉ where you can see all of the client's enrollments, and their enrollment status, with the exception of **DGMH**, Elder Crime, **Elder Justice** and **Legal Services** due to the sensitive nature of these programs.



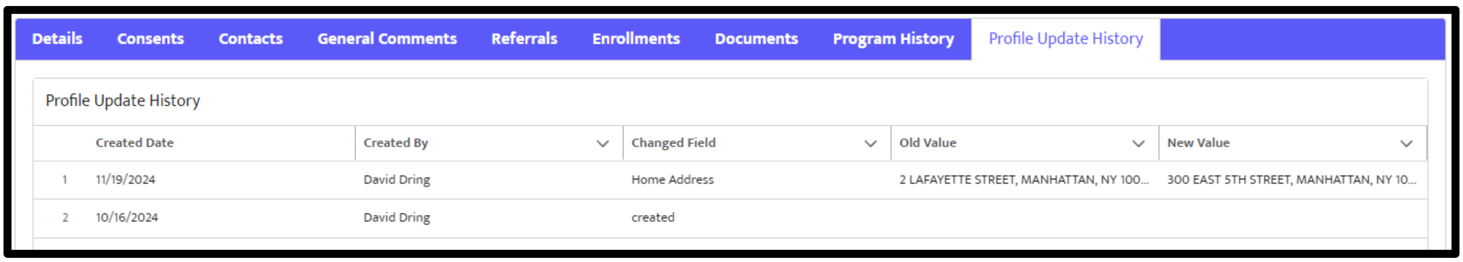
Details	Consents	Contacts	General Comments	Referrals	Enrollments	Documents	Program History	Profile Update History

Program History

	Program Name	Assigned To (Case Manager/Staff/Us...	Enrollment Status	Activation Date	Deactivation Date
1	Friendly Visiting - QCH - CMA	Rheza Lascano	Inactive	01/15/2025	01/20/2025
2	Friendly Visiting - QCH - CMA	David Dring	Active	01/15/2025	
3	Case Management - CBN - CMA		In Review	01/14/2025	
4	NY Connects - CASC - Staten Island		Active	01/13/2025	
5	Caregiver - SUNNYSIDE - Queens West	Ashley Abbott	Active	01/12/2025	

Profile Update History Tab

Profile Update History is where you will see a record of when the client's profile was created and when changes to their profile was made (i.e. their address).



Details	Consents	Contacts	General Comments	Referrals	Enrollments	Documents	Program History	Profile Update History

Profile Update History

	Created Date	Created By	Changed Field	Old Value	New Value
1	11/19/2024	David Dring	Home Address	2 LAFAYETTE STREET, MANHATTAN, NY 100...	300 EAST 5TH STREET, MANHATTAN, NY 10...
2	10/16/2024	David Dring	created		

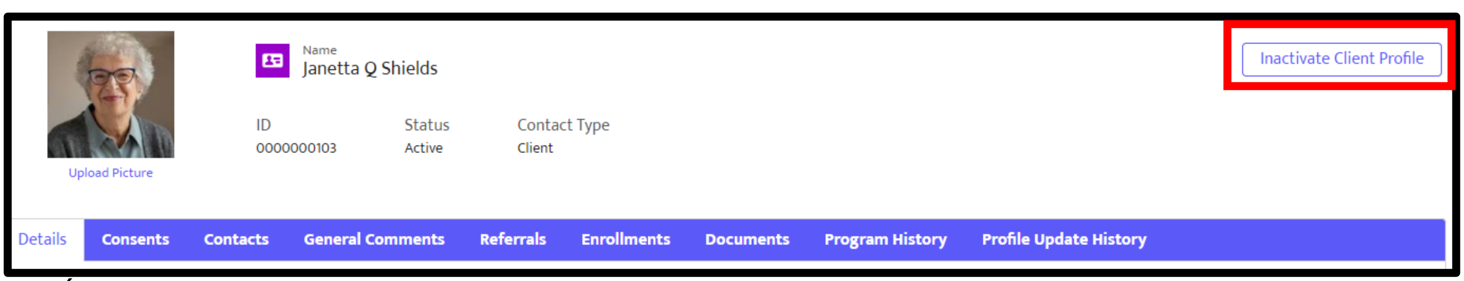
Inactivating a Client

When a client is no longer receiving NYC Aging services (i.e. because they moved out of New York City, or are deceased) you are required to inactivate the client in VIVÉ.

NOTE: *No more data (client profile edits, case notes, units, etc.) can be entered for a client once they have been inactivated.*

The steps for inactivating a client in VIVE are as follows:

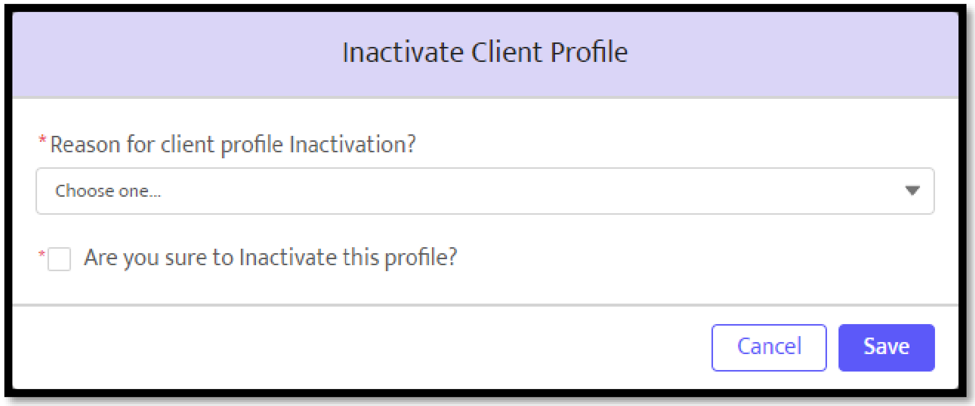
Step 1: Select the Inactivate Client Profile button at the top right of your screen.



Step 2: Click the dropdown under Reason for client profile inactivation? Select a reason.

Step 3: Click the box next to Are you sure to inactivate this profile?

Step 4: Select the **Save** button.



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

The VIVÉ Contacts Reference Guide

VIVÉ is a client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides basic guidance instructions on the use of VIVÉ.

Contacts is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program's Standards.

In this guide you will learn:

If you have any questions, please contact the VIVÉ Application Support Center by submitting a ticket through the Ticketing Module under Program Tools.

Overview of Contacts

The Contact section is designed to keep information about individuals connected to the client. For ease of maintaining this information, **Contacts** is available on both the **Details Menu** and **Enrollment Details Menu**.

Contacts Shared Across Programs

Contacts are a shared resource, accessible across multiple programs. This interconnected approach ensures that client data remains consistent and up to date, fostering improved collaboration and reducing duplication of effort. However, because updates to contact details impact all programs, it's important to carefully review changes to avoid unintended consequences for shared clients.

Types of Contacts
There are three contact types:

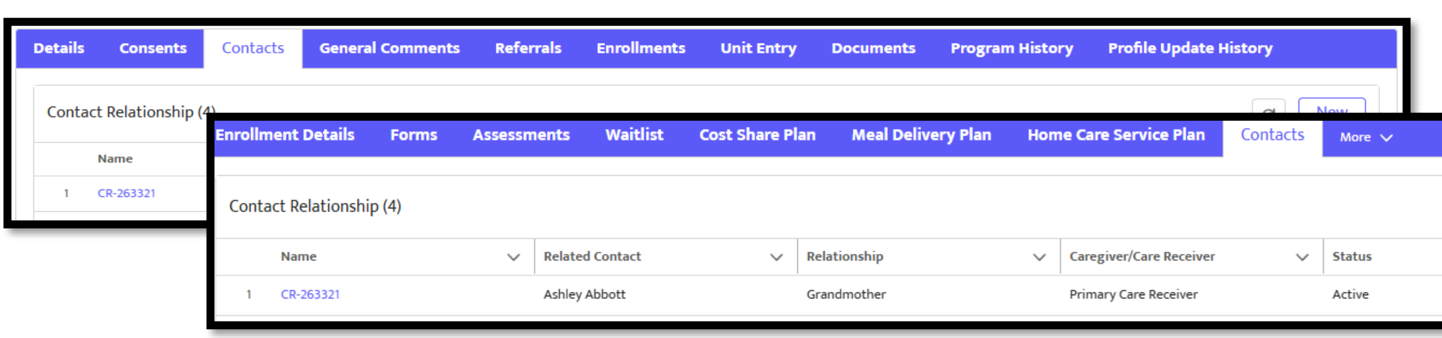
- **Client**: A person who is or has been enrolled in at least one NYC Aging program.
- **Contact**: A trusted person known to the client but not enrolled in an NYC Aging program.
- **Professional**: A service provider for the client, such as a doctor, pharmacy, or other professional.

When you add a contact as the Client type, the relationship is reciprocal—the added client will also have the original client listed as their contact. The information captured varies based on the contact type.

Navigating to Contacts

Contacts are located within the **Details Menu** and the **Enrollment Details Menu.**

Step 1: From the **Details Menu** or **Enrollment Details Menu**, click on the **Contact Tab**. Depending upon the width of your window, there may appear a **More** dropdown menu with additional navigational links.



Associating Contacts with Your Client

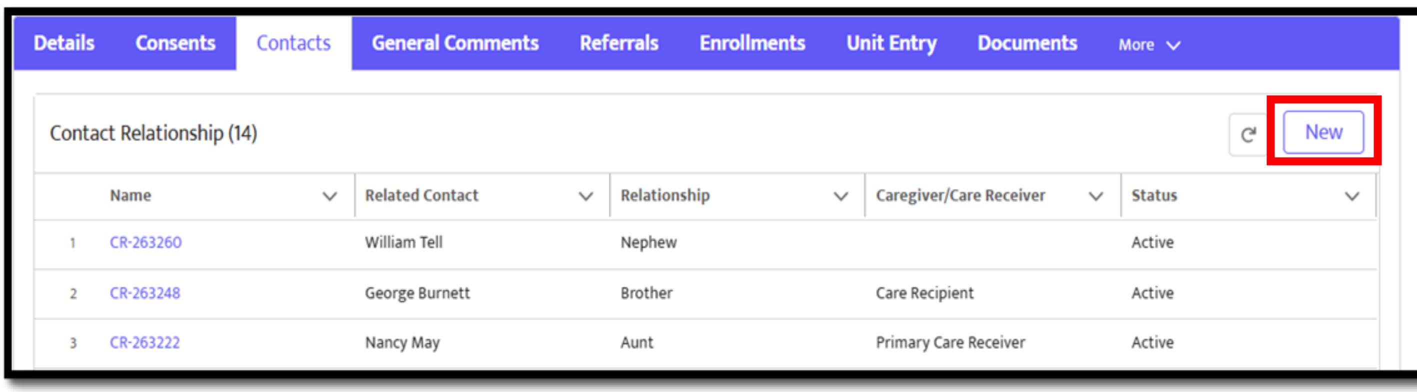
As there are three types of contacts, there are three pathways to associate them with your client. However, each of these pathways start the same way: searching for an existing contact.

First Check to See if the Contact Already Exists

It is often the case that two or more people may have the same contact. To streamline the contact management process and before entering a new contact you need to see whether the contact is already entered.

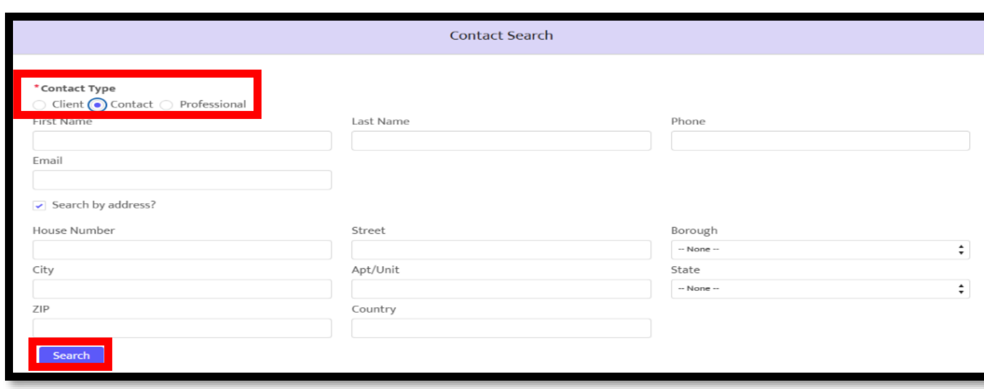
Step 1: From the **Top Menu**, click **Client Search**, click the desired client's name. Then, click the **Contacts** tab.

Step 2: After navigating to **Contacts**, select the **New** button.



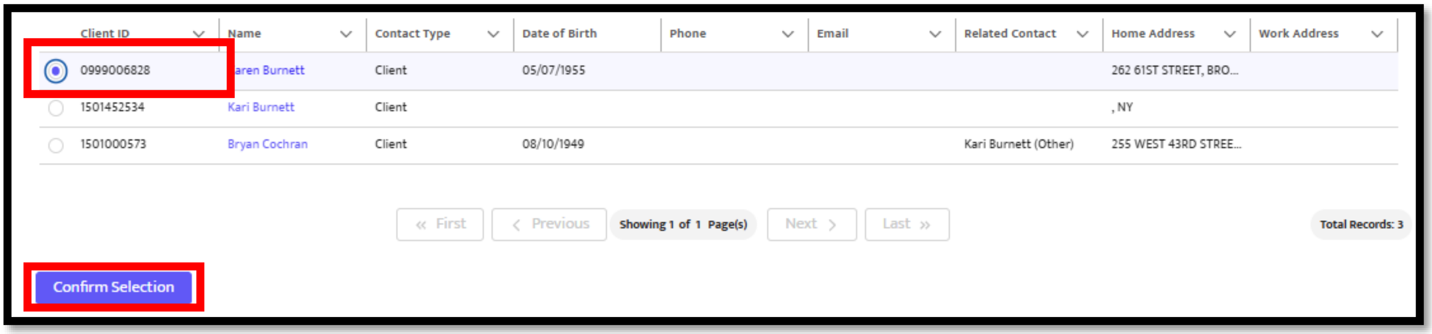
Step 3: Search to either find a match or confirm there isn't one to begin entering a new contact.

- From the **Contact Search** pop-up, select **Contact Type** by clicking the radio button next to it.
- Enter any known details about the contact (such as name, birth date phone number, etc.).

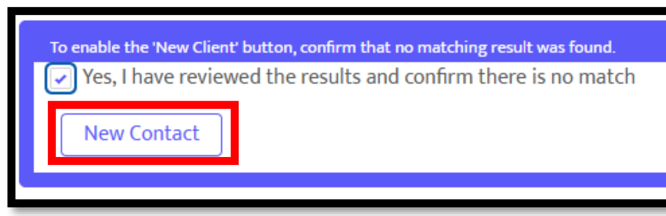


- To include a search by address, check the **Search by Address** box and enter the address.
- Select the **Search** button once all relevant information is entered.

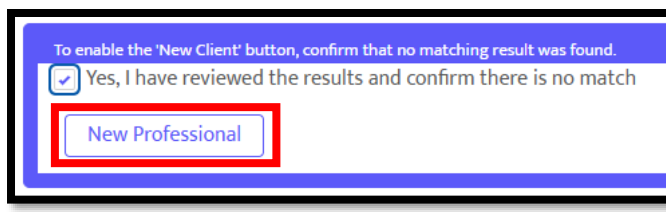
The search results for each type share the same selection process. There is a radio button to the left of an existing contact. Check that then select the **Confirm Selection** button to associate that person with your client. See below for more details on how existing contacts are associated with your client.



If a contact is found via the **Contact** search, mark the selection and confirm it as above. If a contact is not found, check the box to confirm there are no matches then select the **New Contact** button.



Similarly, if a **Professional Contact** is found, mark the selection and confirm it as above. If a professional contact is not found, check the box to confirm there are no matches then select the **New Professional** button.



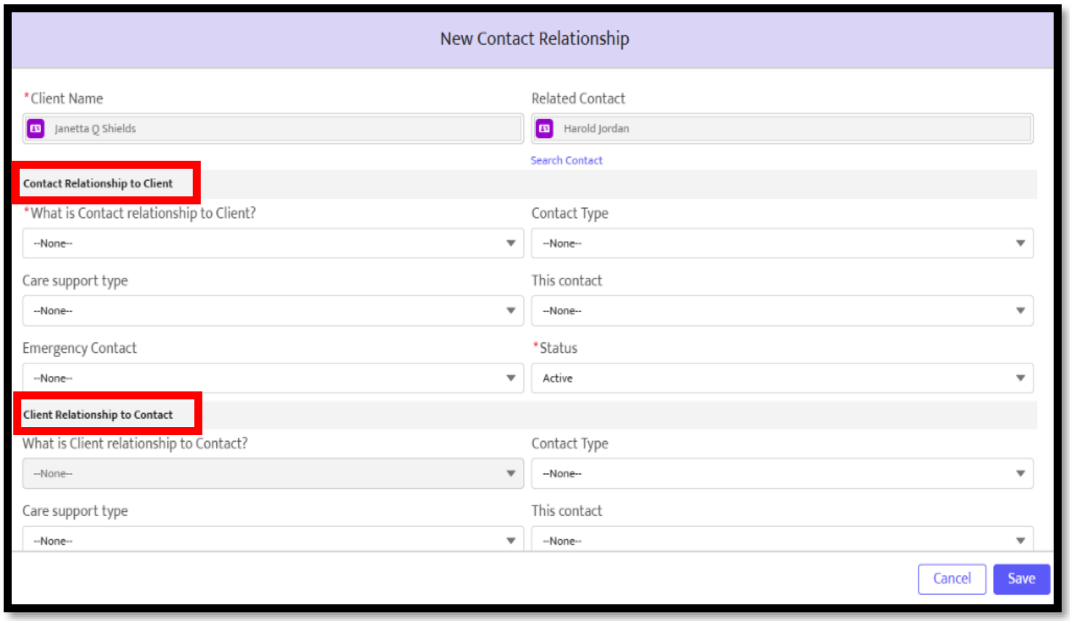
NOTE: *If the contact is not found via a Client type search, then proceed to searching the other types. You can search for only one type of contact at a time. Also, you are not able to enter a new client via Contacts.*

Associating an Existing Client as Your Contact

The information that is captured on a contact depends on the Contact Type. The Client as a contact **New Contact Relationship** pop-up asks questions about both the Contact Relationship to Client and the Client Relationship to Contact.

Step 1: After selecting the **Confirm Selection** button, you must complete the **New Contact Relationship** pop-up.

Step 2: Use the dropdown menus to identify the recipient or receiver of care, primary or other contacts, type and status of relationship. Keep in mind fields preceded by a red asterisk (*) are required. The comments section can be helpful to further describe the relationship.



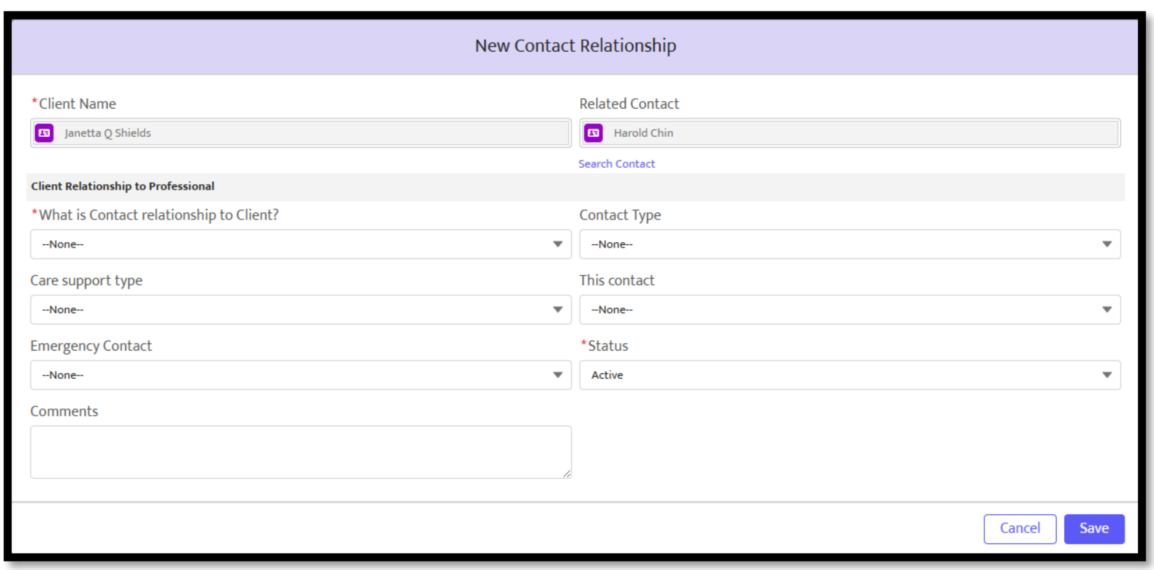
NOTE: *When you add a Client as a contact for another client, the relationship is reciprocal—the added client will also have the original client listed as their contact*.

Associating an Existing Contact

The **New Contact Relationship pop-up** for existing Contacts has fewer questions.

Associating an Existing Professional

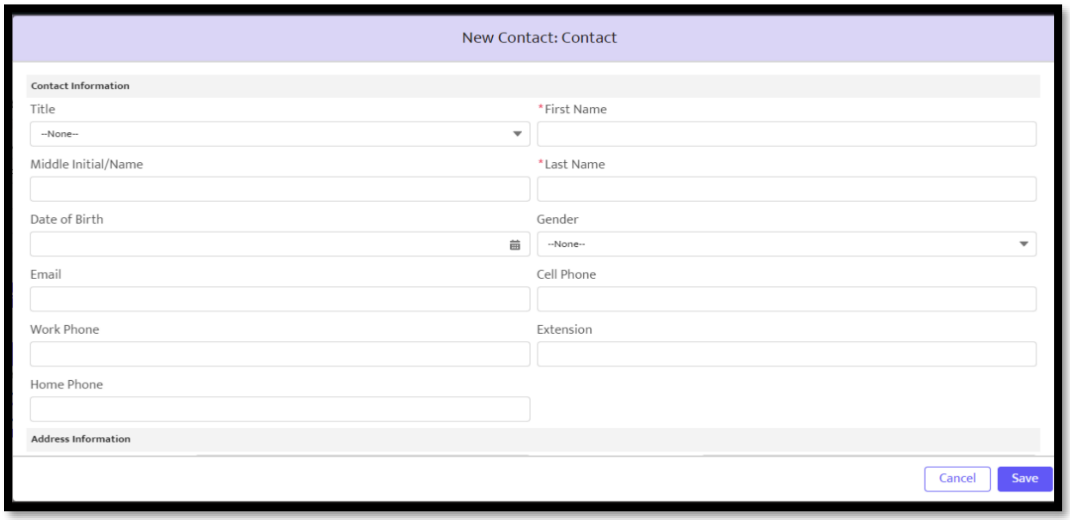
The New Contact Relationship pop-up for existing professions has the least number of questions.



Entering in New Contacts

You can only enter in new Contact and Professional contact types. Each follow a different pathway when entering a new contact.

Yes, it can be confusing when talking about a contact type that is contact. We appreciate your understanding.

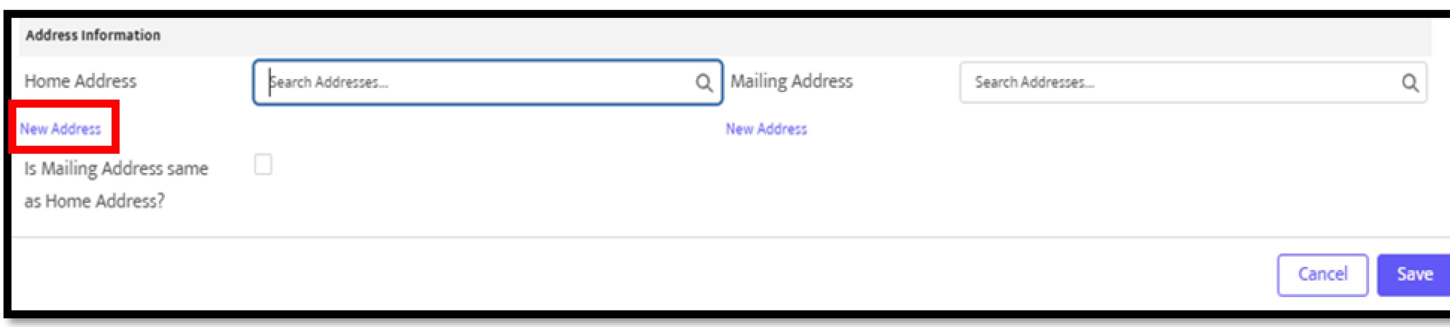


Step 1: After confirming no matches and selecting the New Contact button, complete the New Contact: Contact pop-up.

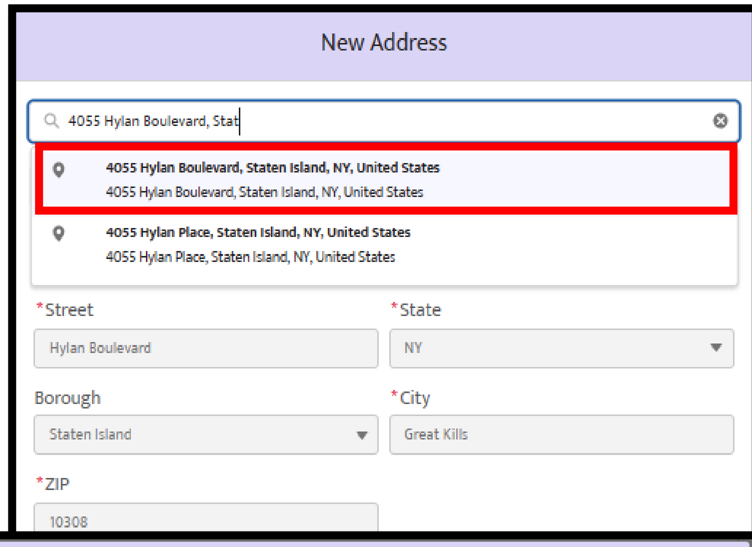
Step 2: While not required, it's best practice to always enter a phone number and an email address.

Step 3: Scroll down the page and enter the address.

Step 4: If the address cannot be found within the Search Address box, click **New Address**.

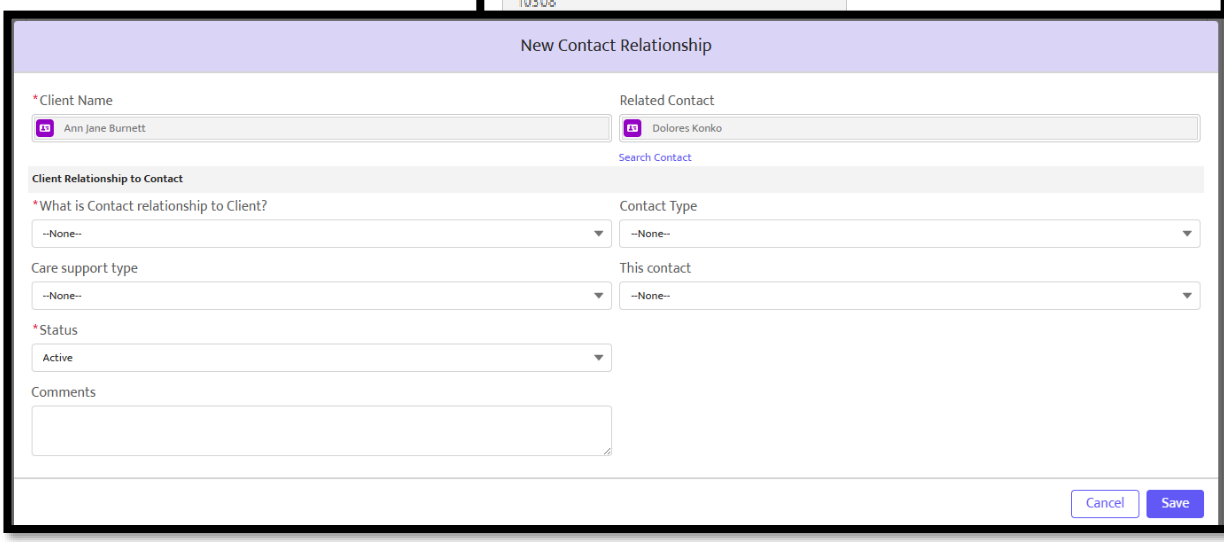


Step 5: When entering a new address, the type-ahead technology speeds finding address. Once you've found it, click on it and the details will autofill the fields. Review the entry to be sure all information is included, especially apartment information.



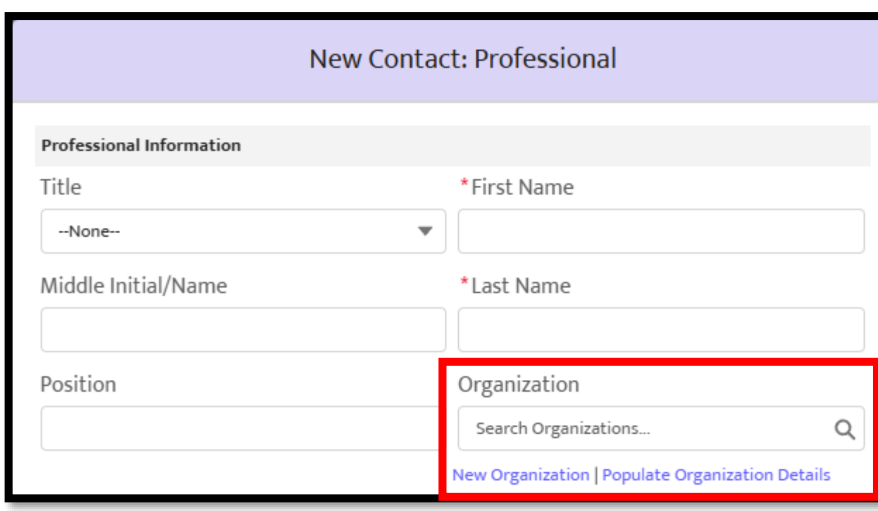
Step 6: Follow the similar process for Mailing Address. Or if they are the same, check the box that Mailing Address is the same as Home Address.

Step 7: Similarly, complete the same New Contact Relationship pop-up.



Entering a New Professional Contact

There are more steps to entering a professional contact, because professionals have organizations. Additionally, professional organizations, such as pharmacies can be associated with a client's Medication List.



Step 1: After confirming no matches and selecting the **New Professional** button, complete the New Contact: Professional pop-up.

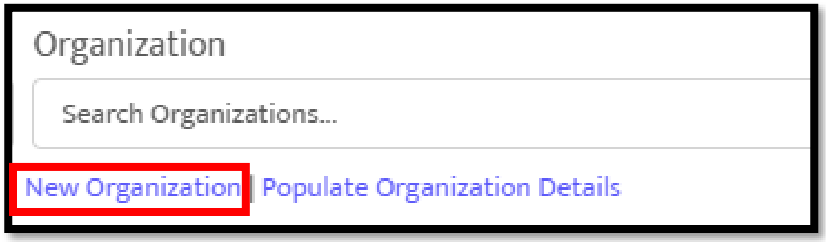
Step 2: While not required, it's best practice to always enter a phone number and email address.

Step 3: Use the type-ahead technology to find organizations previously entered or click on **New Organization**.

TIP: You can associate an organization with any Professional. When you do, the work address and phone number for the organization will auto-populate.

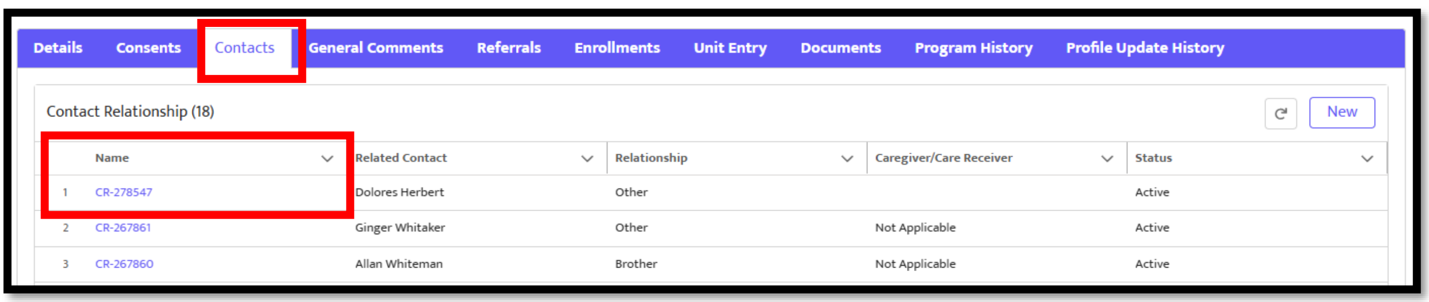
Enter a New Organization

- Click on the link underneath the input box **New Organization**. A new dialog box will pop-up.
- Enter the information you want to associate with the organization's name.
- If the address isn't found, then click on the New Address link.
- Enter the organization's information then select the Save button.

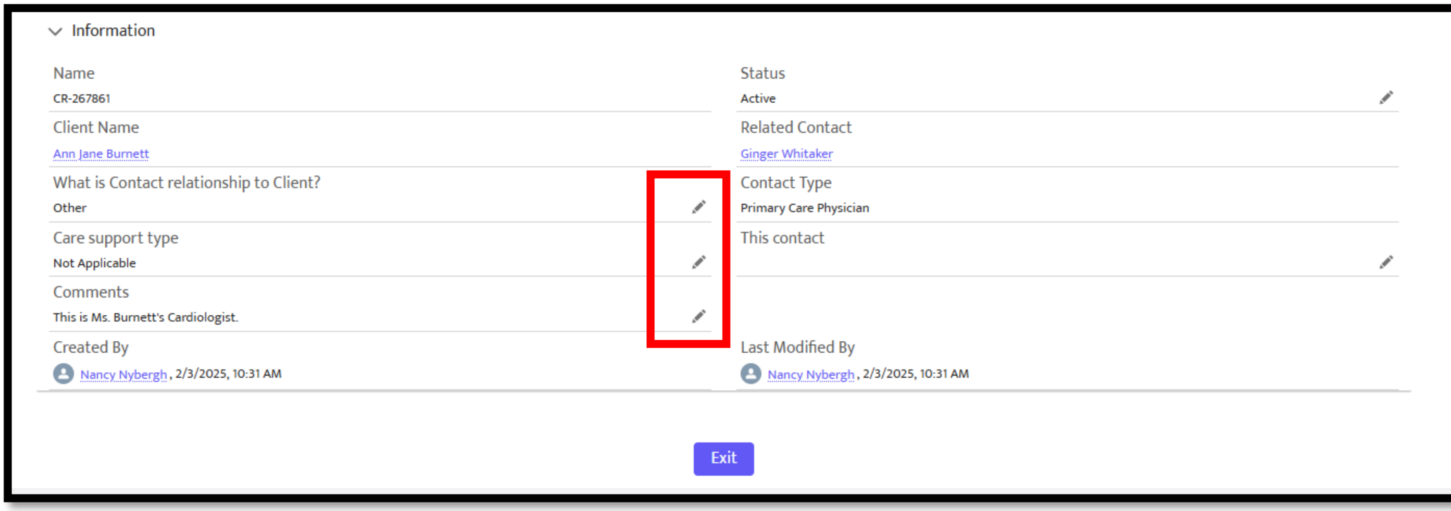


Editing Contacts

Step 1: From the **Contact** List View, click on the link in the **Name** column. The Contact Details displays.



Step 2: Click on the pencils within the **Contact** details to edit the fields. Once finished select **Save** located at the bottom of the form.



TIP: *Only fields that have the pencil or pen to the right of them can be edited. The Contact details display will be different depending on the contact type you are editing.*

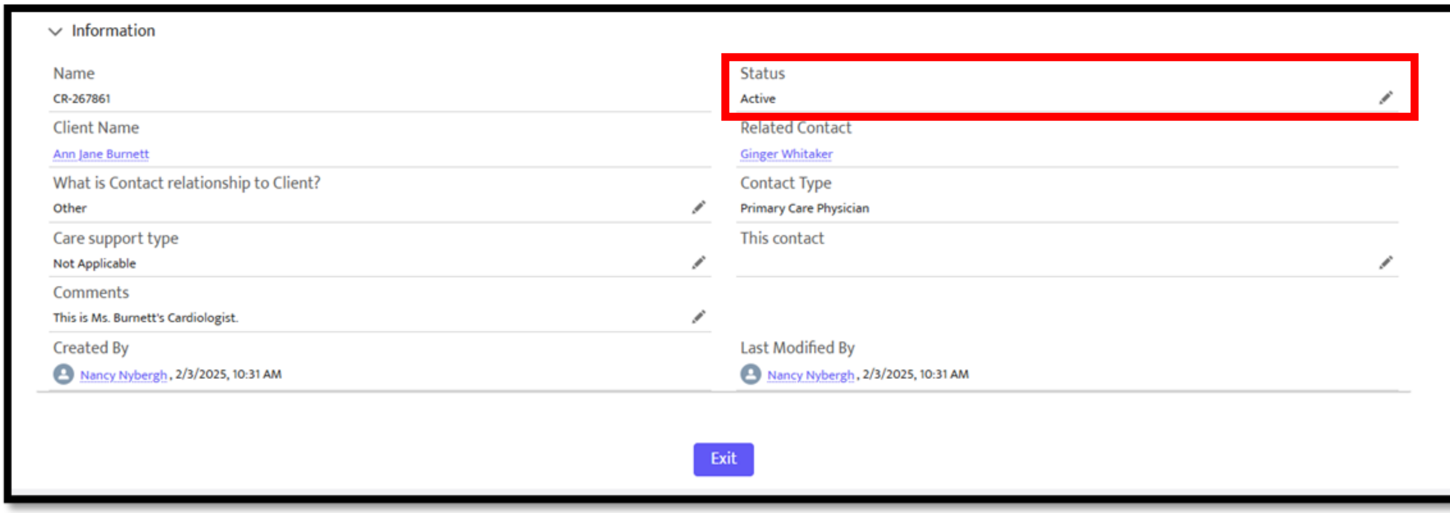
Inactivating Contacts

Inactivating a contact has the following impact:

- The contact is no longer a valid contact for the associated client. However, if the contact is associated with other clients that status remains the same.
- If the contact was a care receiver, they will no longer be able to be selected during a care receiver type assessment.

Step 1: From the **Contact** List View, click on the link in the **Name** column as done above. The Contact Details displays.

Step 2: Click on the pencils within the **Contact** details to edit **Status**.



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Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Enrollments Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors to help manage their client interactions and report on services provided.

This reference guide provides instructions on **Creating, Approving, Rejecting, Assign Worker, On Hold,** and **Closing Enrollments. Enrollments** is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. You can also use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

Overview of Enrollments

Enrollments is the secondary level for client data entry in VIVÉ. This level provides the ability to register the client with your specific program. **Enrollments** enable access to essential database features, including intake and various assessment forms, contact and document management, case notes, unit entry, waiting list management, and other key data entry tasks on the **Enrollment Details**

Menu bar. Additional features available at this level include **Approve, Reject, Assign Worker, On Hold** and **Closing Enrollment**.

Navigating Enrollments

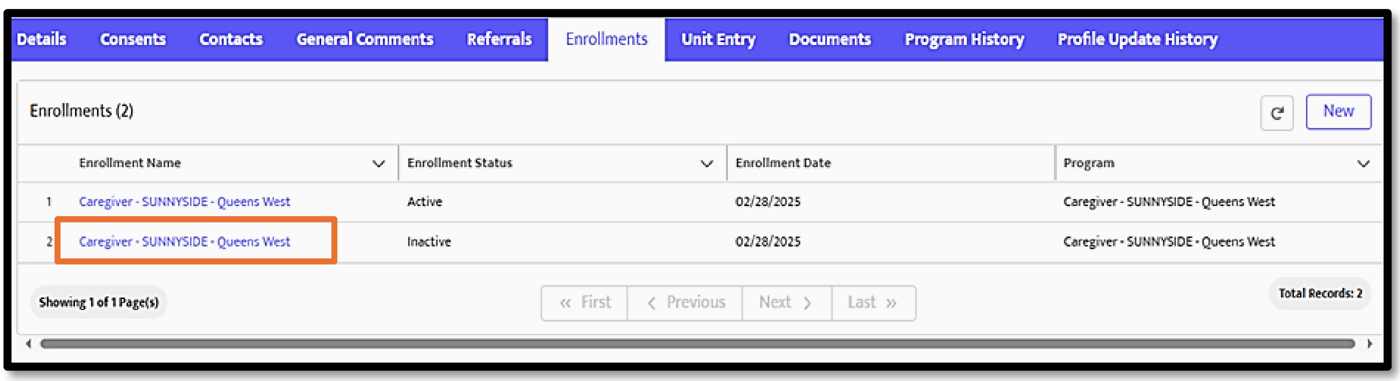
The **Enrollment** menu contains various tabs providing access to capture information about the client and track the work done on their behalf. The default tab on the menu bar will be **Enrollment Details.** Depending on the program type, the status of an enrollment will either default to **Active** or **In Review** unless changed.

Determining Client Enrollment

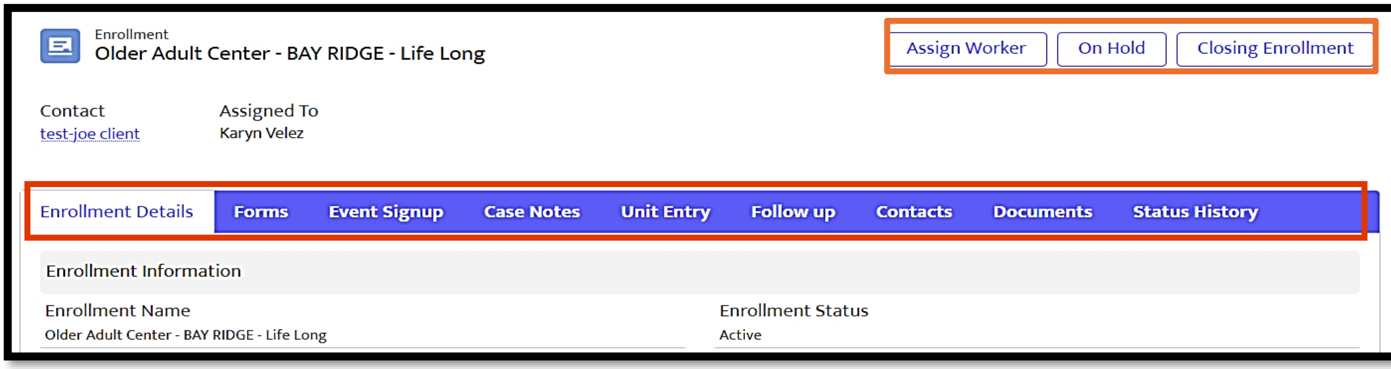
Step 1: Perform a **Client Search** and select the link of the desired client to open their profile.

Step 2: Select the **Enrollments** tab. A List View of any active or inactive enrollments will appear.

Step 3: If a record is displayed on the List View with an **Enrollment Status** of **Active**, then the client is currently enrolled in your program. To access details about the client's enrollment, select the **Enrollment Name** link for the enrollment you wish to view. A new window will appear.

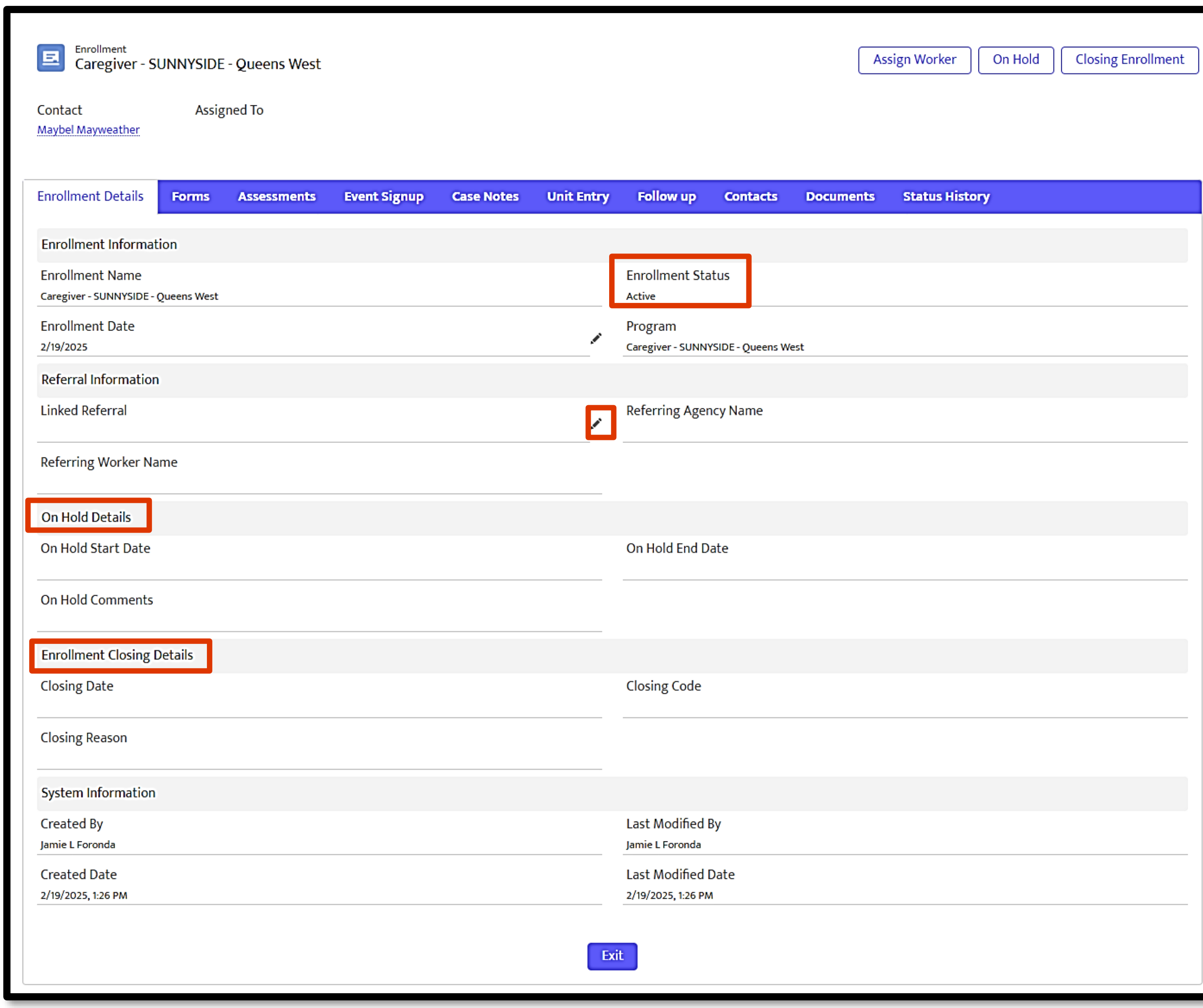


The top portion of the enrollment page will display the client's name, the name of assigned worker, and several navigational buttons that provide access to other database features. In addition, it also provides an overview of the enrollment record, **Referral Information**, **On Hold Details**, **Enrollment Closing Details**, and **System Information**. You may edit any fields by clicking on the pencil icons on the **Enrollment Details** form.



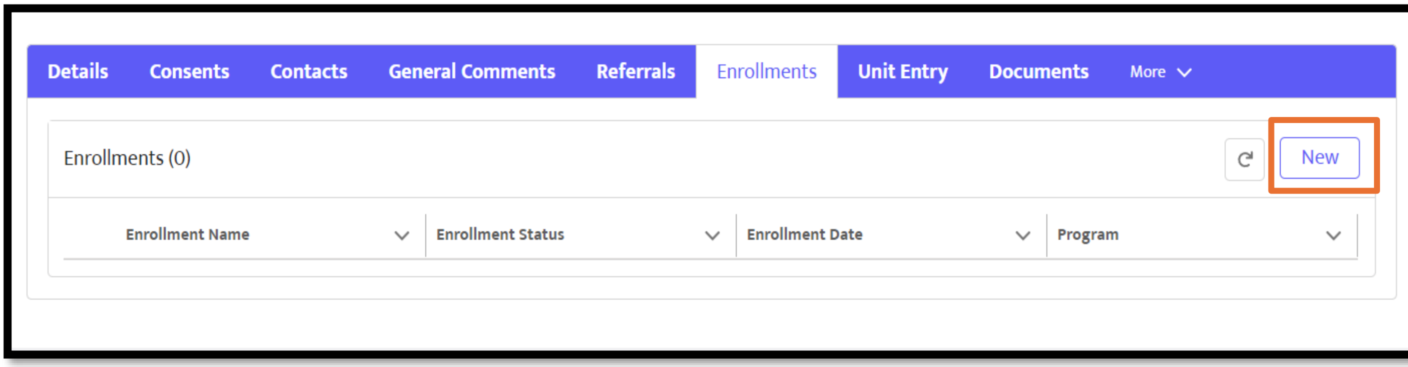
Creating Enrollments

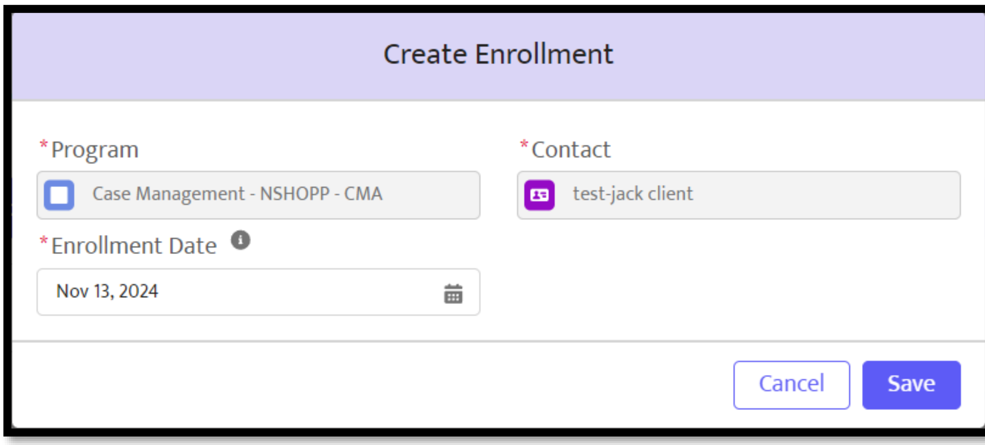
The **Enrollment Status** of the client will also display as **Active** by default unless changed. If no record is displayed on the Enrollments list view, then a new enrollment can be created.



Creating a new client enrollment

Step 1: Select **New** in the **Enrollments** section and the **Create Enrollment** pop-up will appear. The form will be pre-populated with the program and client's name. These fields are greyed out and cannot be edited.





Step 2: You may change **Enrollment Date** by selecting the calendar icon or typing in the date. Enrollment can be set to a past date but not a future one.

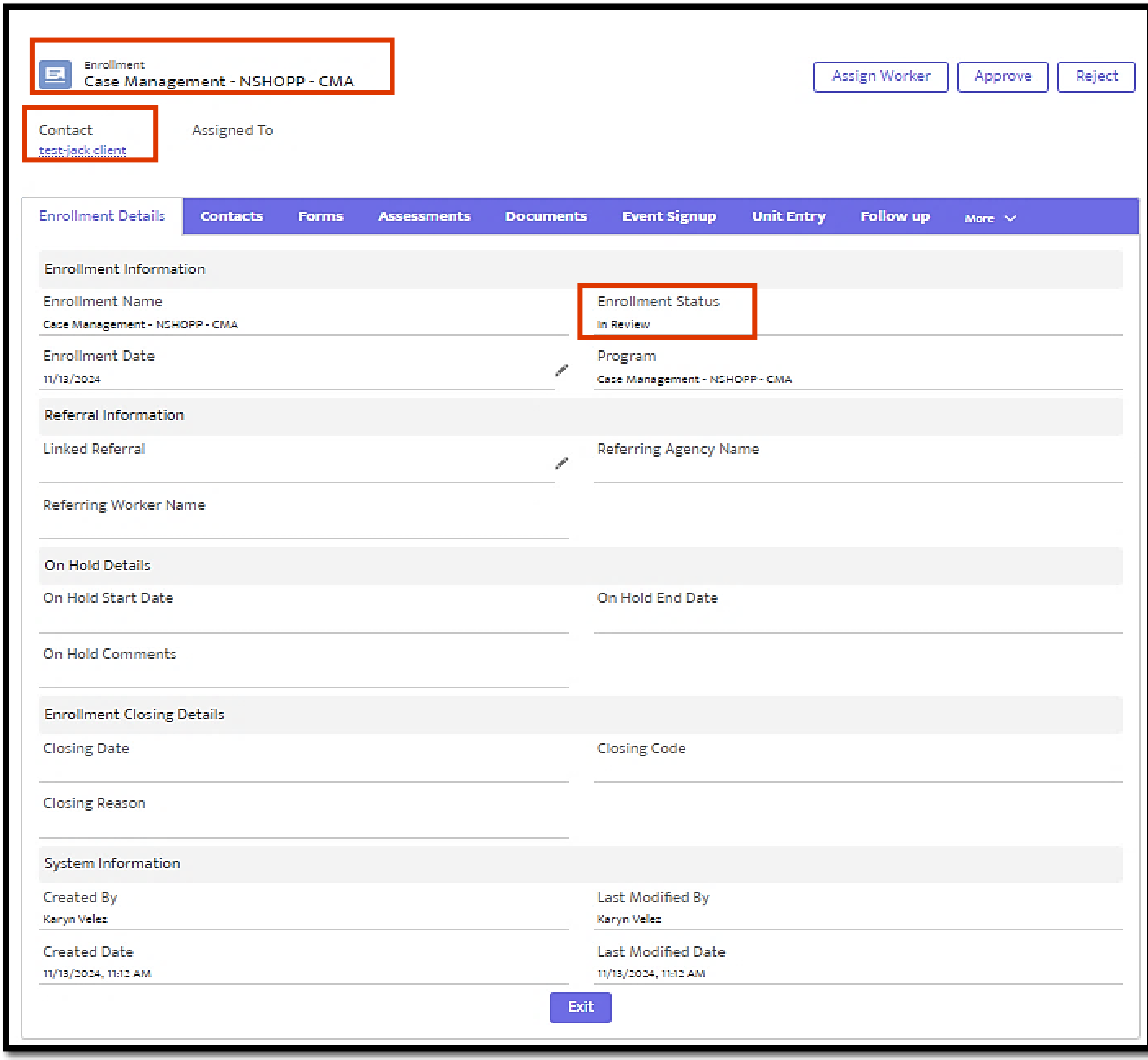
Step 3: Confirm all information is correct before selecting **Save** and you will be directed to the **Enrollment Details** section.

The enrollment page for the newly enrolled client will now be displayed. An overview of the enrollment will be available in the **Enrollment Details** section when selected.

For some programs, the **Enrollment Status** field for newly registered clients will display **In Review** until the enrollment has been approved. Once approved, this status will change to **Active**. For other programs, newly enrolled clients will automatically receive an **Enrollment Status** of **Active**.

NOTE: *For clients who are entirely new to VIVÉ and do not have a client profile, first complete the steps for entering a new client. (For more information on Client Search and Client Profile)*

Enrollment Status In Review



Enrollment Details Menu

The **Enrollment Details Menu** provides access to a series of database features that provide programs with opportunities to input various data elements for clients. Some of these features are common to all programs who enroll clients in VIVÉ, while others have associations with only specific programs. These features are displayed on the menu bar as either a tab or as a pick on the **More** dropdown menu.

Common features include:

- Enrollment Details – Provides an overview of the client's enrollment details.
- Contacts – Add contacts to the client's file on VIVÉ.
- Documents – Upload certain client documents into VIVÉ.
- Unit Entry – Enter a client specific unit of service on VIVÉ.
- Follow-Up – Assign or be assigned actions to be completed on the client's behalf in VIVÉ.
- Status History – A historical record of the enrollment status of the client in VIVÉ.

Program specific features include:

- **Forms** – Access to forms specific to each program type such as intakes, task list screenings, service plans or the NSI.
- **Assessments** – Access to program specific assessment forms, such as PHQ-9, Assistive Devices, etc.
- Event Sign-Up – Sign clients up for program specific events such as support groups, supplemental services, and/or educational activities.
- Case Notes – Create and record case notes associated with services provided for the client.
- **Service Plans: Meal Delivery, Home Care, and Friendly Visiting** – Create and manage various services and delivery plans that a program can authorize for a client's care plan.
- **Cost Share** – Staff in ***Case Management*** programs can calculate the payment amount for a client's home care services based on the client's finances.
- **Waitlist** – Staff in ***Case Management*** programs can manage clients who are waiting for certain authorized services.
- **Match Status** – Staff in ***Friendly Visiting*** programs can match a client with a ***Friendly Visiting*** volunteer.

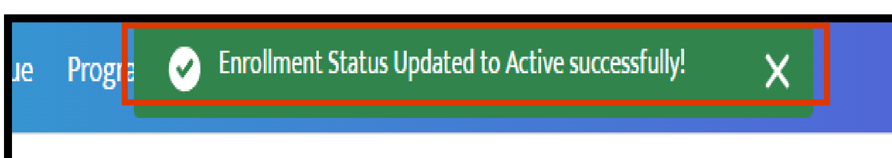
Enrollment: Additional Features

There are five additional features that are available to programs on the **Enrollment** level: **Approve, Reject, Assign Workers, On Hold** and **Closing Enrollment**. The display and use of these features will depend on your program type. Please see the chart below for more information on which features are available for your program type. How to navigate each of these features – **Approve**, **Reject**, **Assign Workers**, **On Hold** and **Closing Enrollment** – then follows.

Program Type	Approve	Reject	Assign Workers	On Hold	Closing Enrollment
Caregiver			✓	✓	✓
Case Management	✓	✓	✓		✓
Elderly Crime Victims			✓	✓	✓
Foster Grandparents			✓	✓	✓
HIICAP			✓	✓	✓
Nutrition			✓	✓	✓
Senior Employment			✓	✓	✓
TESS			✓	✓	✓
Volunteer Resource			✓	✓	✓
Elder Justice			✓	✓	✓
Friendly Visiting			✓	✓	✓
Geriatric Mental Health			✓	✓	✓
Home Care			✓	✓	✓
Legal			✓	✓	✓
NORC			✓	✓	✓
Social Adult Day			✓	✓	✓
Transportation			✓	✓	✓

Approve a Client Enrollment

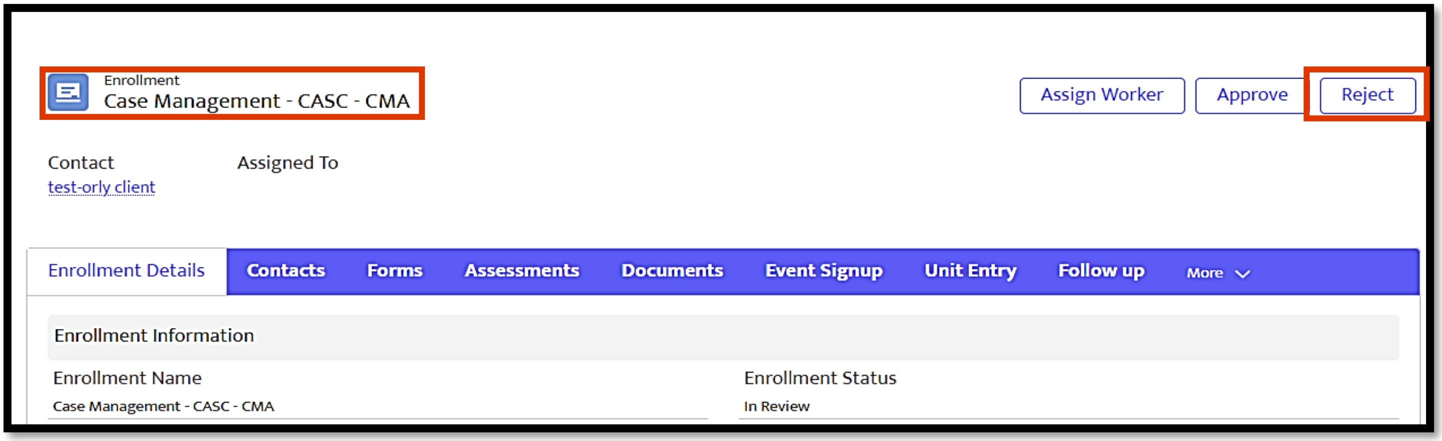
Programs who must **Approve** clients before the status of their enrollment can be updated from **In Review** to **Active** will see the **Approve** button displayed on the **Enrollment** screen. Once the **Approve** button is selected, a notification of successful activation will display. *(See below)*



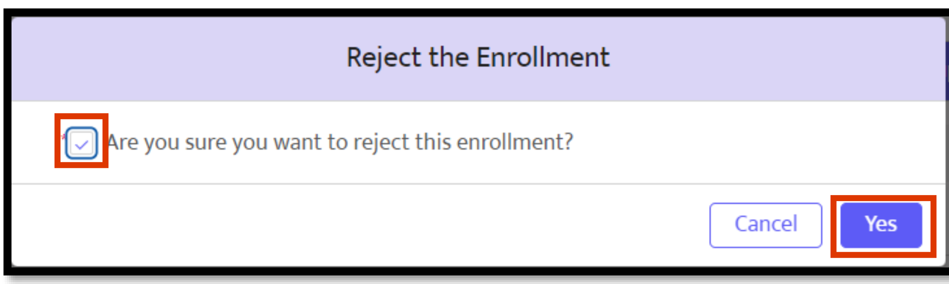
The **Approve** and **Reject** buttons from the **Enrollment Details** screen are replaced with a **Closing Enrollment** button. The status of the client's enrollment updates to **Active**.

Reject Client Enrollment

Step 1: If a client's **Enrollment Status** is **In Review** and the program does not wish to enroll the client into their program, select the **Reject** button.



Step 2: The **Reject the Enrollment** pop-up will display. You will be prompted to select the checkbox to confirm the rejection. Check the box marked, "Are you sure you want to reject this enrollment?"



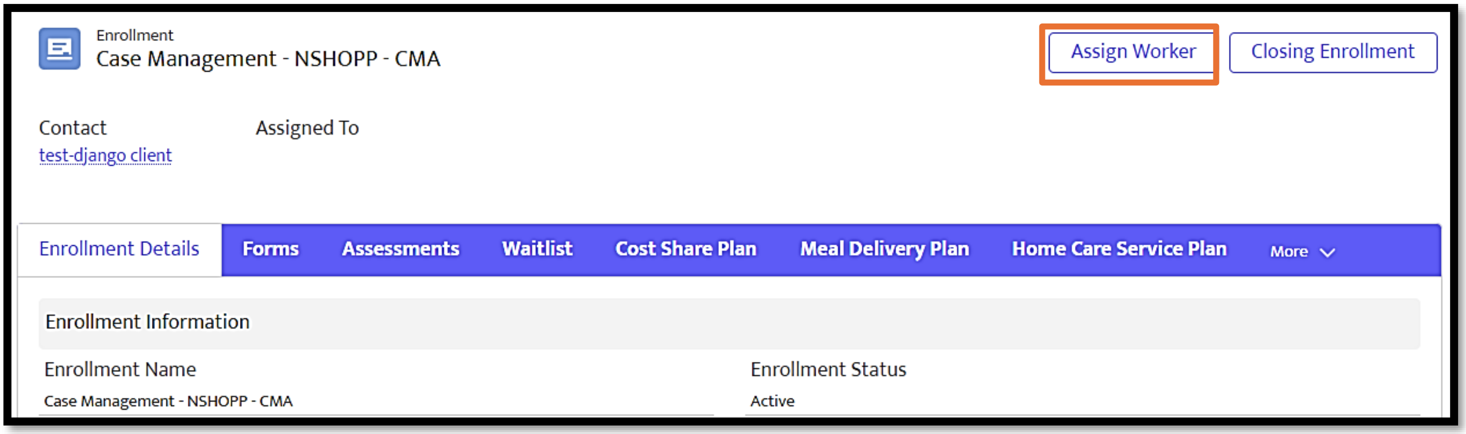
Step 3: Select **Yes**. The **Enrollment Status** will be set to **Inactive** on the **Enrollment Details** page.

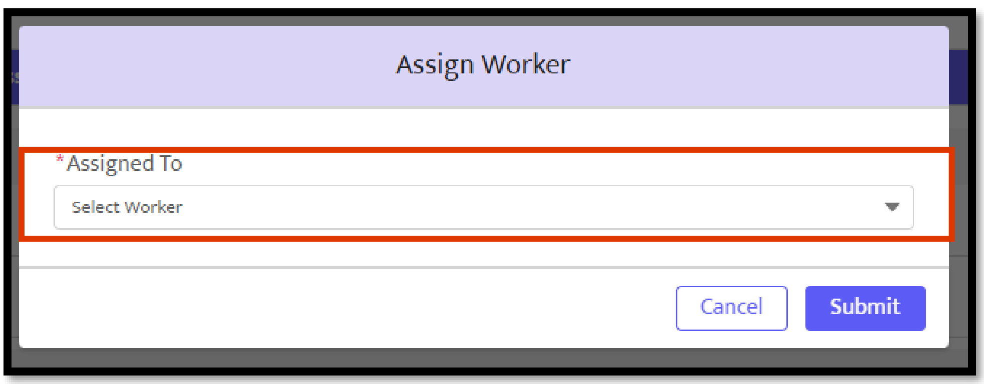
NOTE: *If the **Reject** button is selected, the client's enrollment will be **Inactivated**. To "reactivate" the client's enrollment, a new **Enrollment** will need to be created.*

Assign Worker

On the **Enrollment Details** screen, the **Assigned To** field will be left blank until a worker is assigned to the client enrollment.

Step 1: Select the **Assign Worker** button. The **Assign Worker** window will pop-up displaying an **Assigned To** dropdown list of all workers associated with the program.



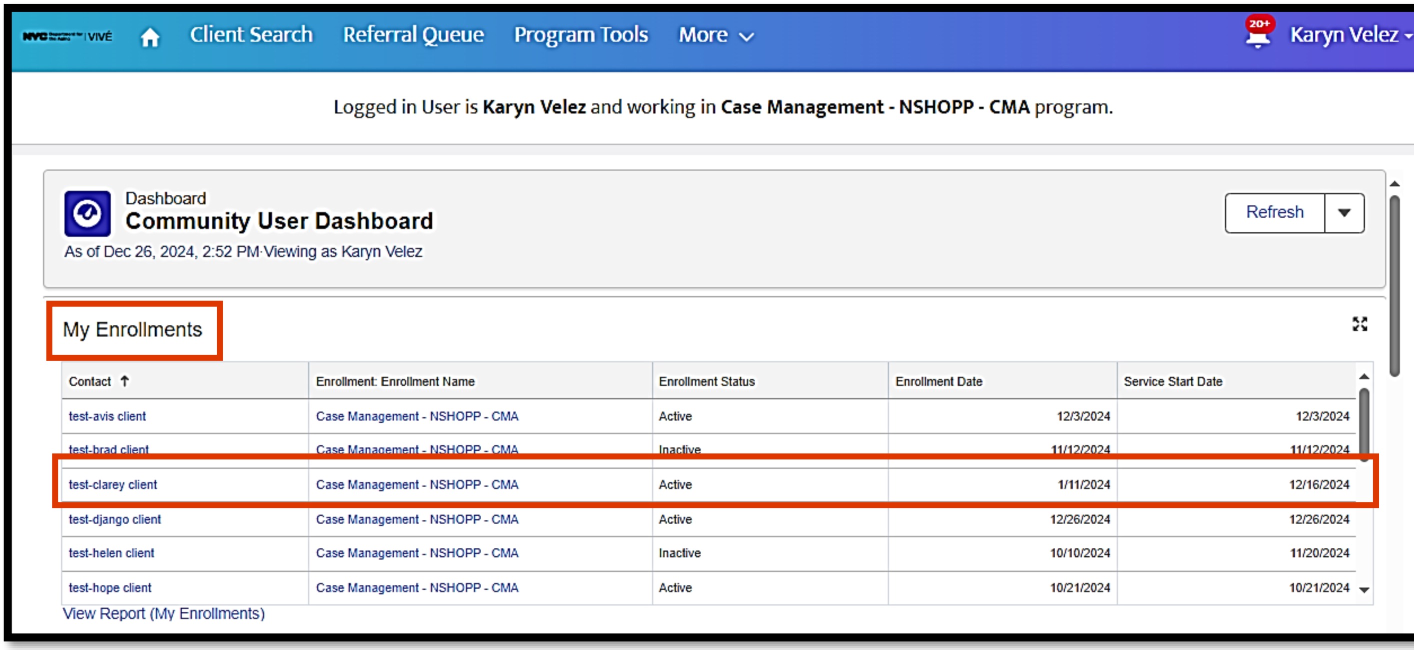


Step 2: Pick the worker's name who will be assigned to the client and select **Submit**. The worker's name will be added to the **Enrollment** screen's **Assigned To** field. A user can also view their assigned enrollment(s) through the **Dashboard** in the **My Enrollments** section.

The **Assign Worker** button will continue to be available. If the **Assigned Worker** needs to be changed, repeat the steps.

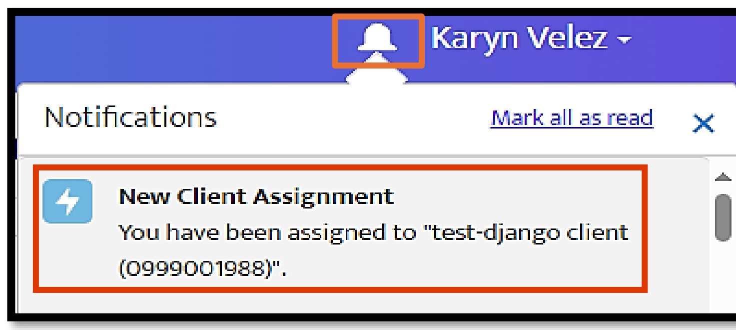
My Enrollments in Dashboard

Enrollments assigned to a user are listed on the **Dashboard** to streamline access. The client's name, which program enrolled them, the enrollment status, the enrollment date as well as the service start date are listed.



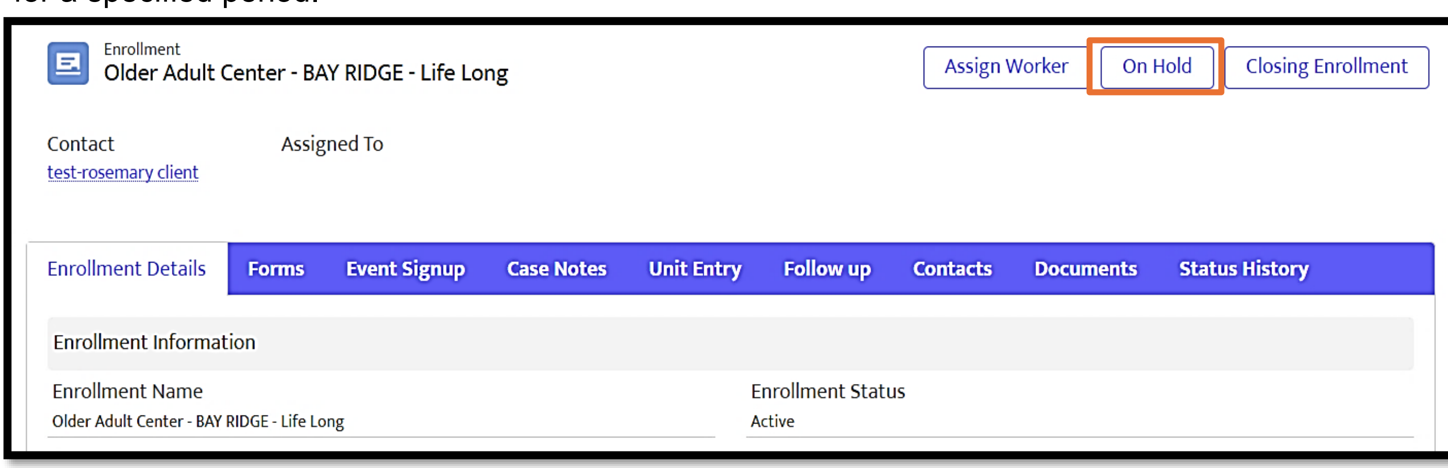
In addition, a notification prompt regarding the recently assigned Enrollment will display in Notifications. To view this request, select the Bell Icon.

(For more information on Dashboard)



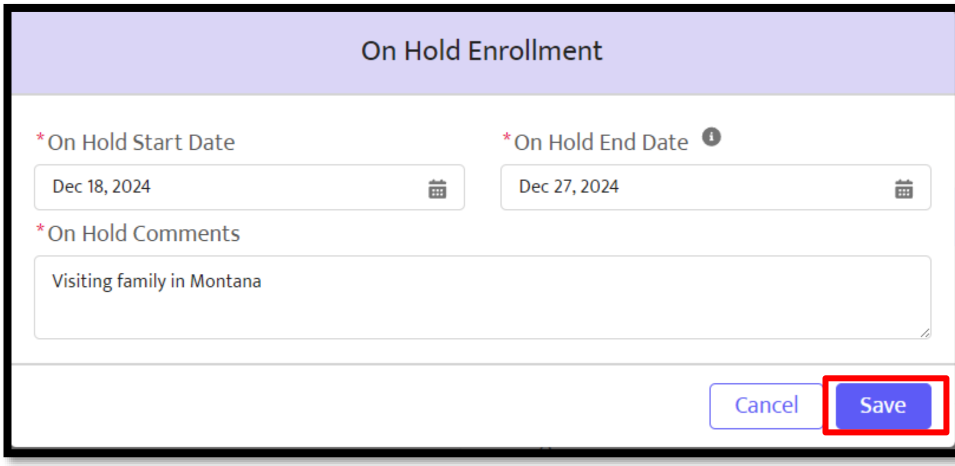
Place an Enrollment On Hold

On the **Enrollment Details** screen, the **On Hold** button places an active client's enrollment **On Hold** for a specified period.



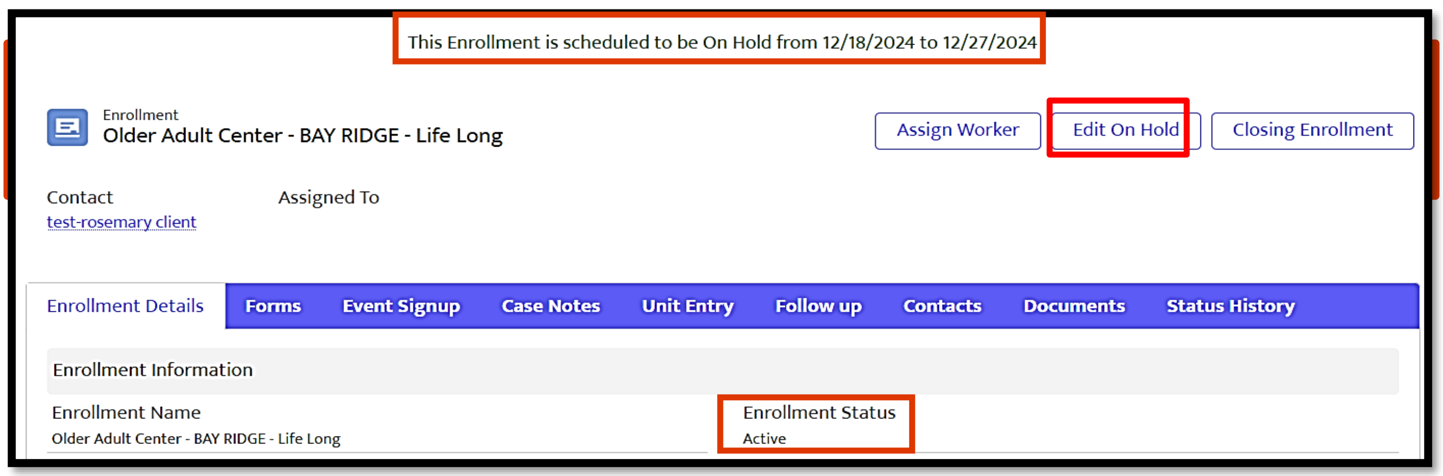
Step 1: Select the **On Hold** button. The **On Hold Enrollment** pop-up will display.

Step 2: Complete the required fields and select the **Save** button. A notification that the **Enrollment** has been scheduled to be placed on hold successfully will display. On the **Enrollment** screen, the dates for the **On Hold** will also appear at the top of the screen. Note that the **Enrollment** itself will remain **Active** during this **On Hold** period.



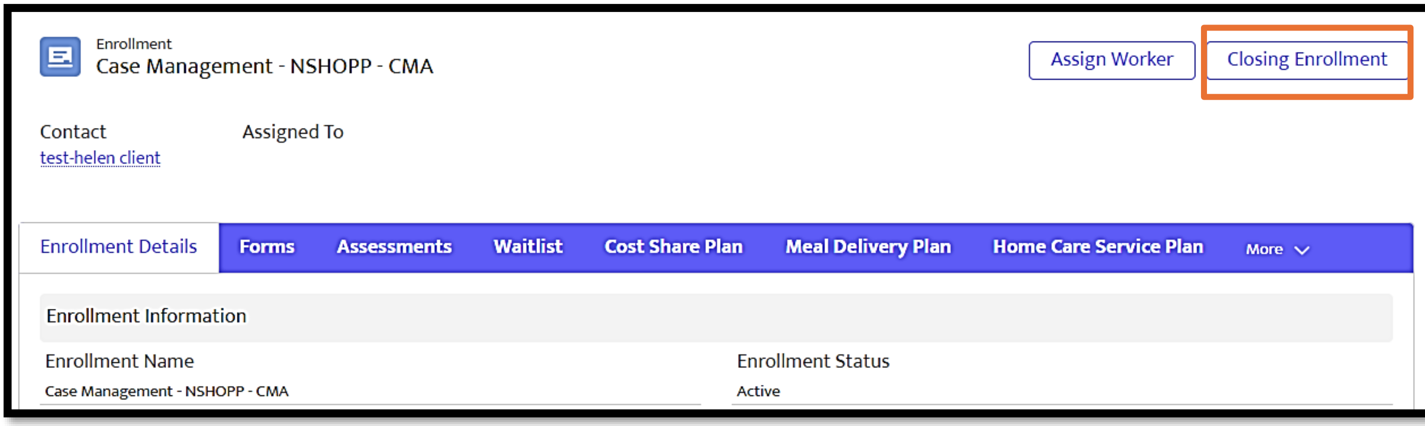
Fill in all required fields in the **On Hold Enrollment** form. Fields with a red asterisk (*) are required. Select **Save.**

If the **On Hold** request requires editing, select the **Edit On Hold** button from the **Enrollment Details Menu** and make all necessary changes. These changes can be made prior to the start of the **On Hold** date or any time during the scheduled **On Hold** period.



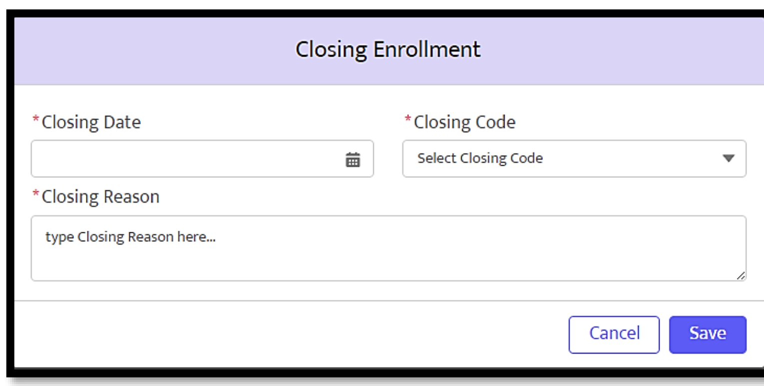
Closing Enrollment

On the **Enrollment** screen, the **Closing Enrollment** button is available to close a client's record in your specific program.



NOTE: *Closing an enrollment only closes the client's enrollment status with your program and does not close the client's enrollment for any other NYC Aging programs. The client's case remains **Active** at the **Client Profile** level until the **Inactivate Client Profile** process has been completed. This process closes the client's file for all NYC Aging programs they are associated with, and the client then becomes "inactive" in the system. Careful to not inactivate a client, because that client maybe enrolled in other programs. (For more information on Client Profile)*

Recording an **Enrollment** closure is not bound by whether the closure date has passed, or if the closure has been scheduled for the future. Let us look at the process for both.

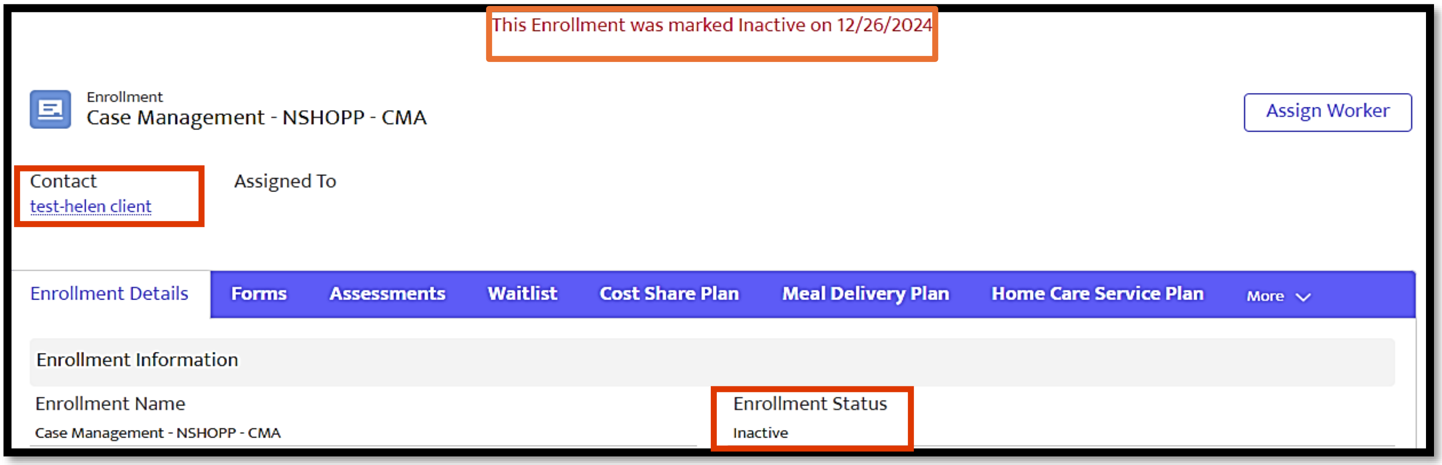


Closing an Enrollment: Past date

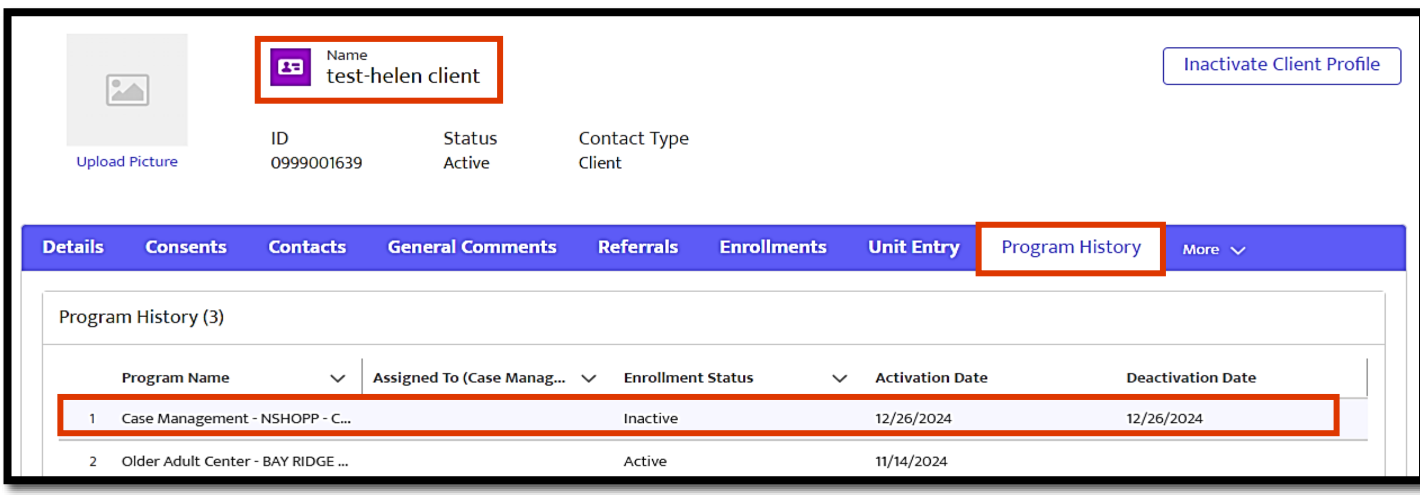
Step 1: Select the **Closing Enrollment** button. The **Closing Enrollment** pop-up will appear with the required fields **Closing Date**, **Closing Code** and **Closing Reason**.

Step 2: The **Closing Date** field can be completed either by choosing a date from the calendar icon or by typing in the date. The **Closing Code** field provides a dropdown list of possible categories associated with why an enrollment needs to be closed. The **Closing Reason** field is a comment box that provides for a more detailed reason about the closure. Once all fields are updated select the **Save** button.

The system will return to the **Enrollment** screen where a notification will display the **Inactive** status of the **Enrollment** at the top of the page. This **Inactive** status will also be noted under the **Enrollment Status** heading on the **Enrollment Details** page. (See below)



The status of an enrollment can be viewed on the list located in **Program History** on the **Client Details** section.

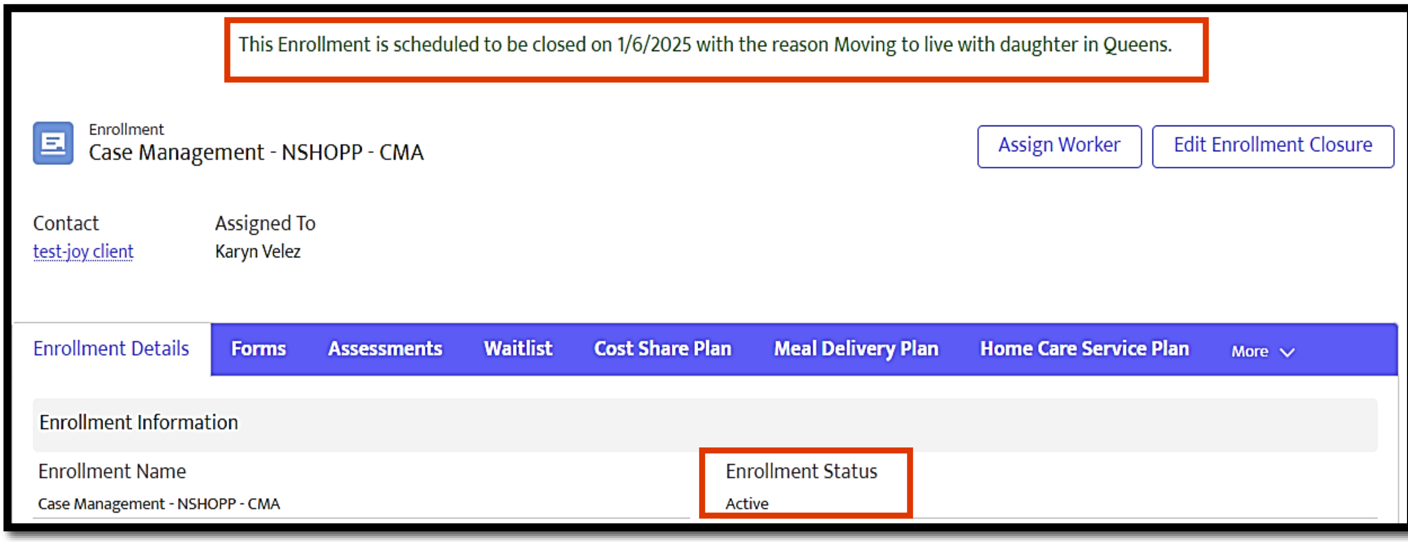


NOTE: *To protect client confidentiality, there are four programs that will never display the client's enrollment status on Program History. These programs are Elder Justice, Geriatric Mental Health, Elderly Crime Victims Center and Legal Services.*

Closing Enrollment: Future Date

Similar to the process of **Closing an Enrollment** for a past date, an enrollment can be closed with a future date. Once closed, the **Enrollment Details** page will display a message with the date and reason for the closure. The **Enrollment Status** will remain active until the scheduled closing date occurs.

On the date that the enrollment is scheduled to close, a message located on the top of the client's profile will appear confirming the status has been changed to **Inactive**. This updated status will also be noted under **Enrollment Status**.



NOTE: On the **Program History** List View, the **Enrollment Status** for the client will also remain **Active** until the closure date occurs.

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos, and recorded trainings.
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

VIVÉ Events Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating, enrolling, removing and other features of **Events**.

Events is a common, core functionality within VIVÉ. There may be some functionality specific to your program, such as entering anonymous units. Guidance on that functionality is within your program's reference guide.

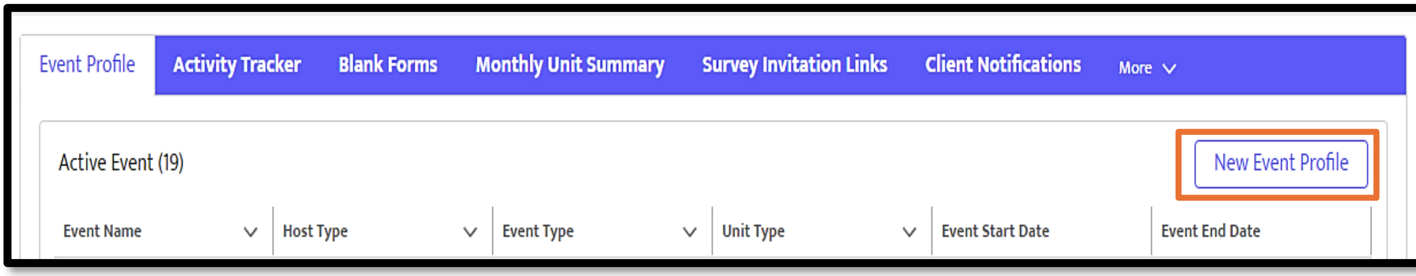
You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. You can also use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Programs' Standards.

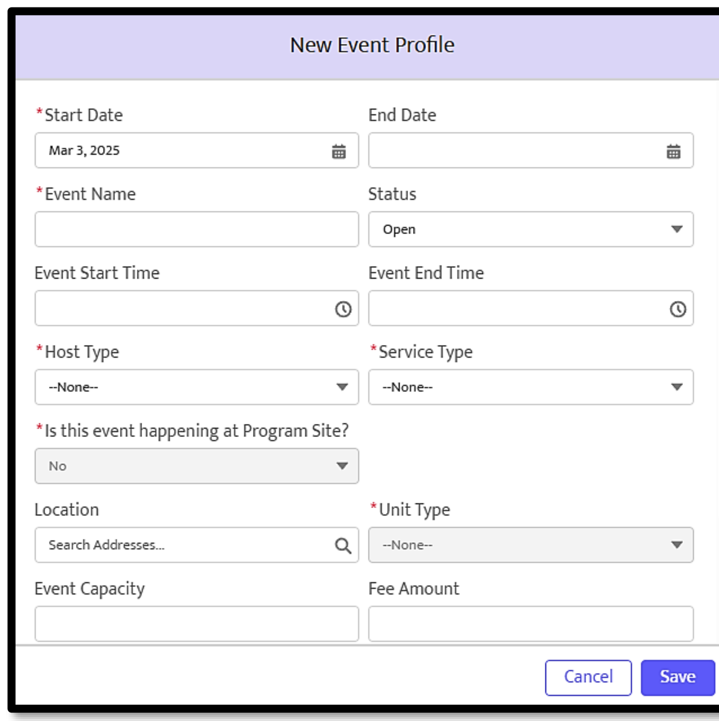
In this guide you will learn:

Creating Events

Step 1: From the **Top Menu**, click **Program Tools**. Then click the **Event Profile** tab. Then select the **New Event Profile** button.



Step 2: Complete the **New Event Profile** pop-up. The required fields are marked with a red asterisk (*).



- **Start Date** can be typed in or you can use the calendar icon to select a date.
- **End Date** is entered when the event will no longer be offered.
- **Event Name** Use clear, yet general, and concise names, e.g. weekday congregate meals.
- **Event Start Time** and **Event End Time** are optional.
- **Host Type** describes where the event took place.
- **Service Type** is critical as it defines the event's unit type.
- **Is this event happening at Program Site?** (*) auto fills the **Location** field when the response is Yes.
- **Location** is auto filled.
- **Unit Type** (*) is auto filled based upon your Service Type selection.
- **Event Capacity** is helpful when hosting an event in a small venue or when a large turnout is expected.

- **Fee Amount** is optional and occasionally used by programs that have a cost associated with an event (i.e. Discounted Broadway tickets).

NOTE: ***Unit Type*** *will vary depending on the* ***Service Type****. For example, if "Arts and Culture" is selected for* ***Service Type****, then the* ***Unit Type*** *will default to "Event".*

Signing up Clients for an Event

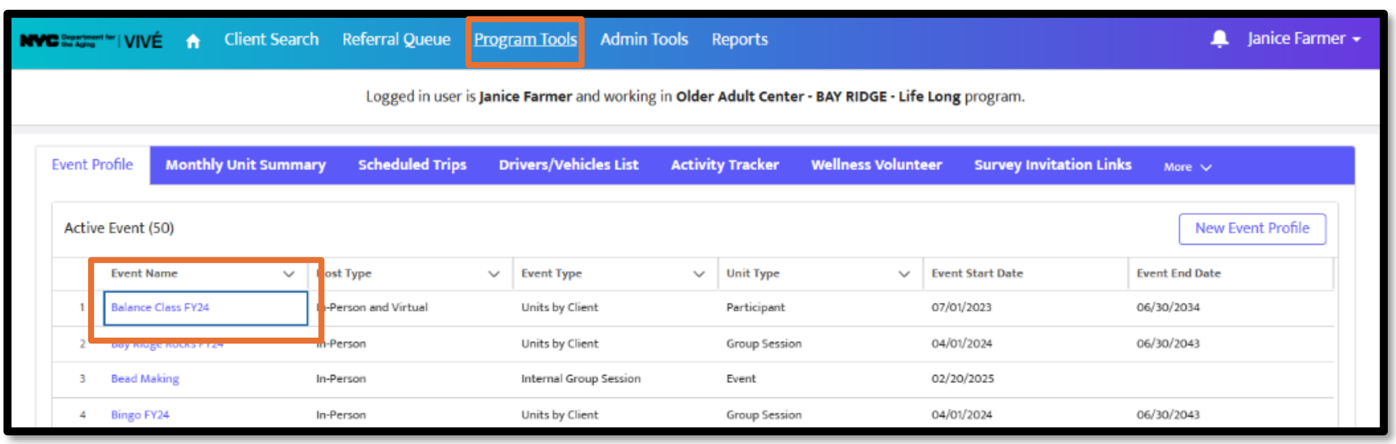
There are three ways to sign up a client enrolled in your program for an event.

- **Events Profile**
- **Enrollment Details** Menu
- **Scan QR Code** feature

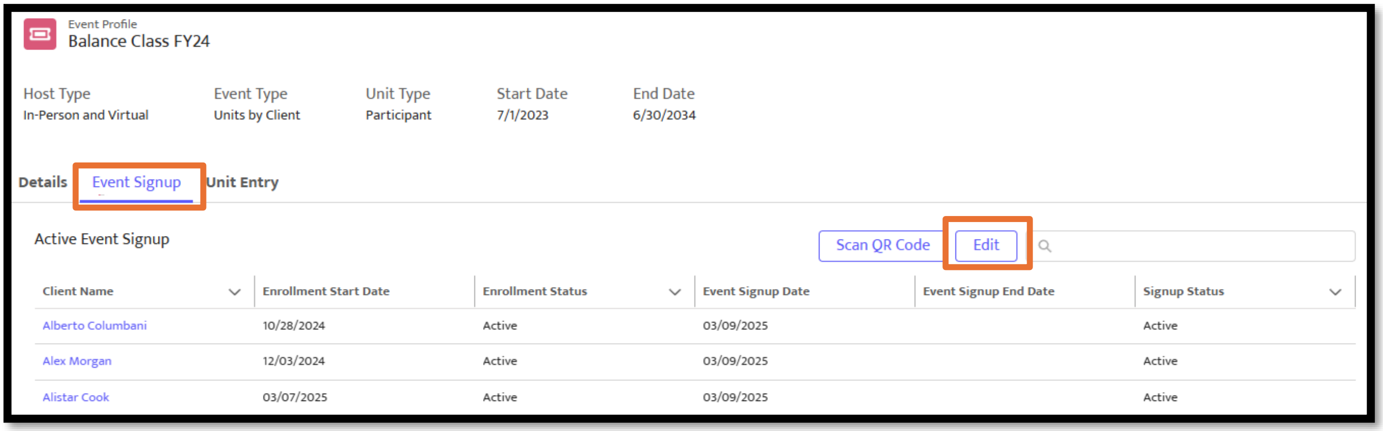
Signing up & Removing Clients via Event Profile

Step 1: From the **Top Menu**, click on **Program Tools**

Step 2: From **Program Tools**, click the **Event Profile** tab. Then click the link to the name of event you wish to manage.

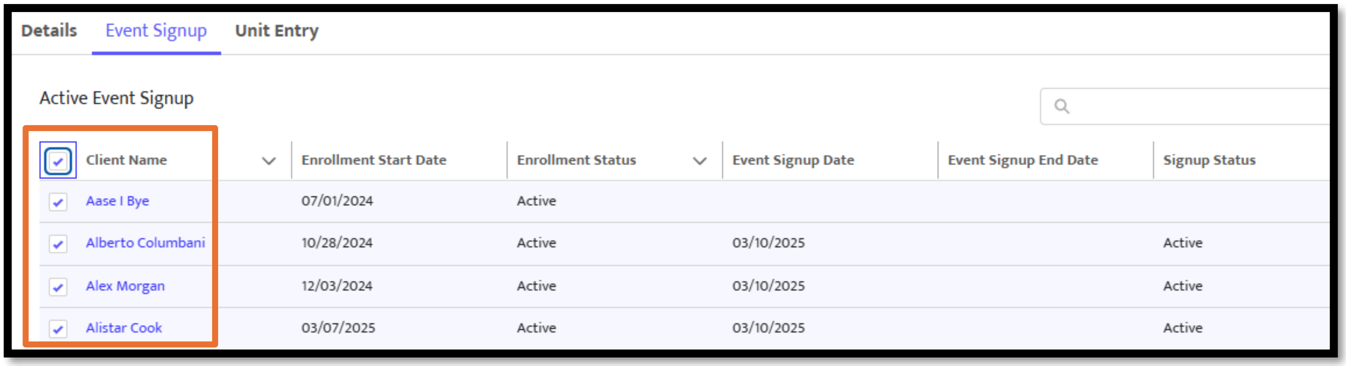


Step 3: Click **Event Signup**.



Step 4: On the right you will see two buttons: **Scan QR Code** and **Edit**. Click on **Edit**

Step 5: You will see all the clients that are enrolled in your program with blank boxes to the left of their names. Clients who have already signed up for an event will have their boxes checked. Check the boxes for clients that you would like to sign up for this event.



Step 6: To sign all the members up for an event at the same time, click the box next to **Client Name**

Step 7: When you are done adding clients to the event, click **Save**

- You will return to the **Event Signup** screen. You should be able to view the names of the clients you selected for the events on the **Active Event Signup** list.

Remove Client via Event Profile

To remove a client from that event, uncheck the box to the left of their name.

TIP *You can always go back into the client's record to add, remove, or make updates to an event.*

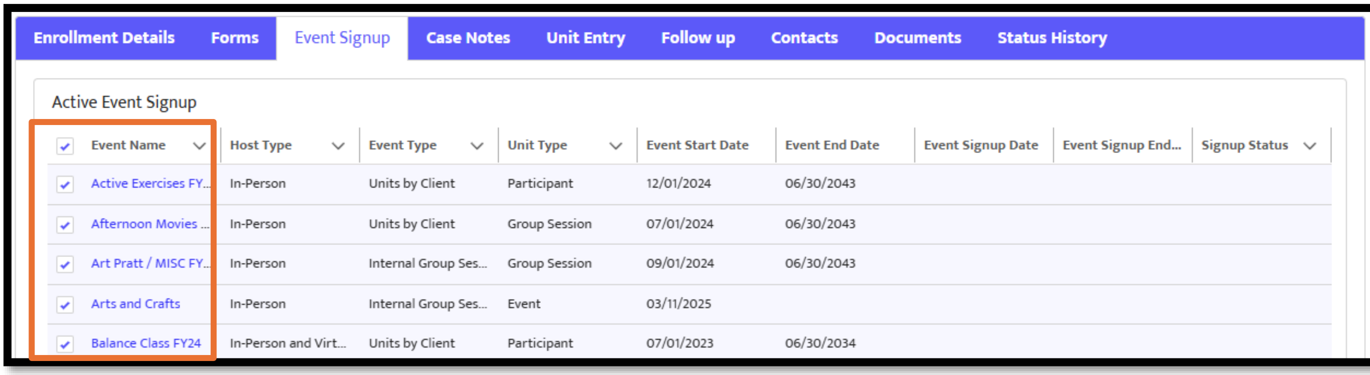
Sign up & Removing Clients via Enrollment Details Menu

Step 1: From the **Top Menu**, click **Client Search**, find the desired client and click their name link. Click the **Enrollments** tab and then the desired Enrollment Name link.

Step 2: From the **Enrollments Details Menu**, select **Event Signup**. Then click the **Event Signup** tab. A list will appear displaying the events the client is actively signed up for and those that have been inactivated.

Step 3: Click the **Edit** button to start the signup process.

Step 4: A list of all your **Events** created (both **Active** and **Inactive**) will display with boxes to the left of each event name. Check the box to the left of Event Name to select all events.



If the client is signed up for an event, the box to the left of the event name will be checked.

Step 5: Click the check box to sign a client up for the event. Select **Save** at the bottom of the page.

Removing Client via Enrollment Details

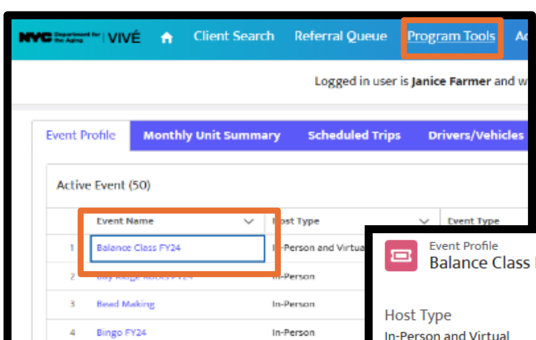
To remove a client from that event, uncheck the box to the left of their name.

Signing Up Client via QR Code Scan

Scanning a client's QR Code using a mobile device with a camera, such as a tablet, streamlines the process. QR Code scanning is done via a browser; Chrome or MS Edge are best.

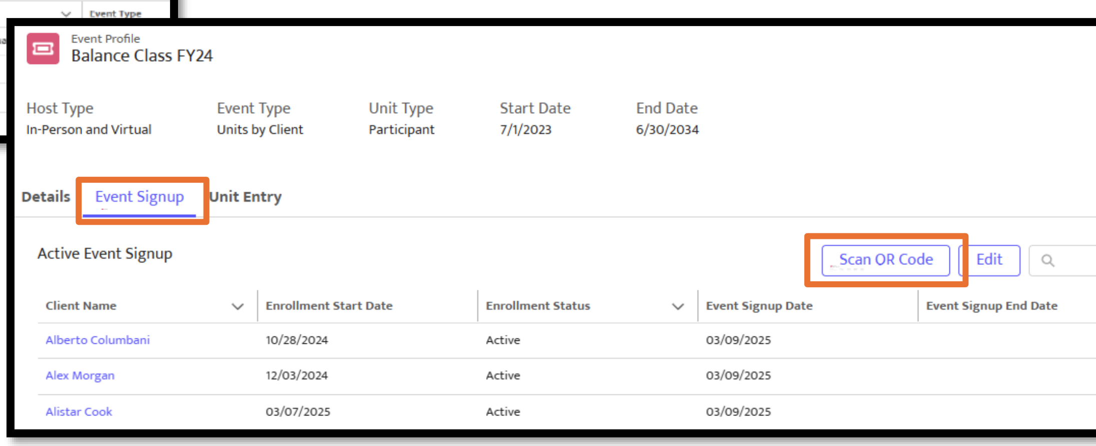
NOTE: *The client needs to be enrolled in your program before using the QR Code scanning.*

Step 1: From **Top Menu**, click on **Program Tools.**



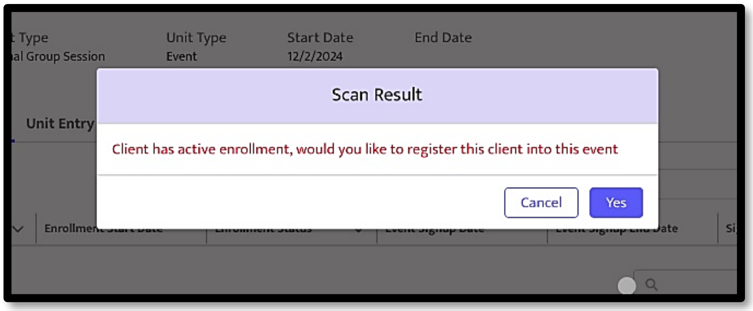
Step 2: From **Program Tools**, click **Event Profile**. Then click the link to the name of the event you wish to view.

Step 3: Click **Event Signup** link. Then select **Scan QR Code button.** ([More information on QR Code Scanning](#))



Step 4: A window pane appears showing the image from the back facing camera of your device. Maneuver the camera so that the member's ID card is clearly within the windowpane.

Step 5: From the **Scan Result** pop-up, confirm signing client up for this event by selecting **Yes**.



Event Unit Entry

Once you have created and signed clients up for an event, you will be able to enter units for clients who have attended the event. (For more information see guide Unit Entry).

There are three ways to add units to an event:

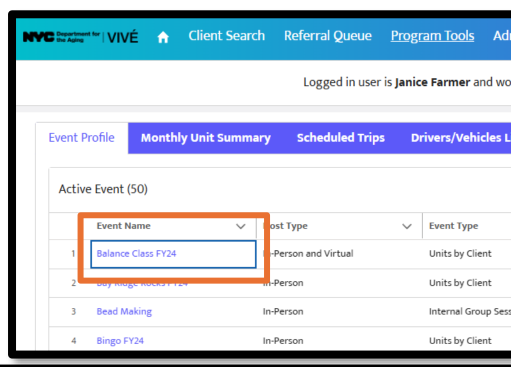
- Entering units from the **Events Profile** (good for entering units quickly for multiple clients).
- Entering a unit for a client from the **Enrollment Details** Menu.
- By using the **Scan QR Code** feature (most accurate way to enter units).

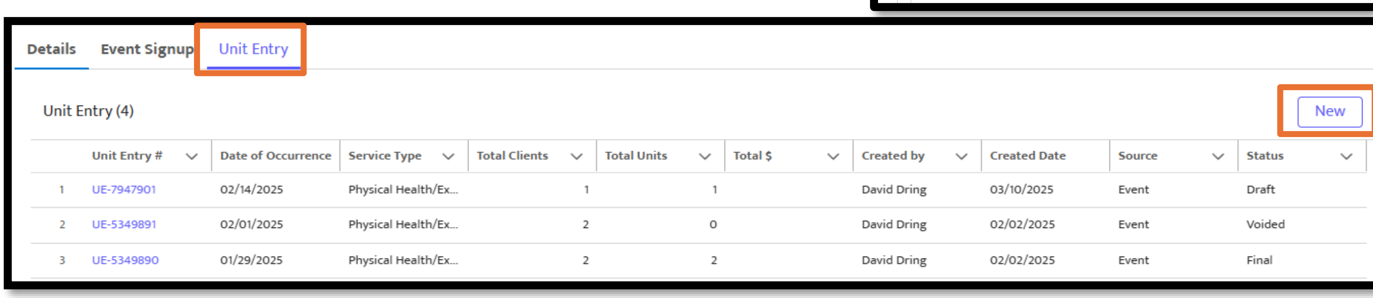
Entering Units from the Events Profile

First, create a unit entry.

Step 1: From the **Top Menu**, click on **Program Tools.**

Step 2: From **Program Tools**, click **Event Profile**. Then click the link to the name of event you wish to manage.



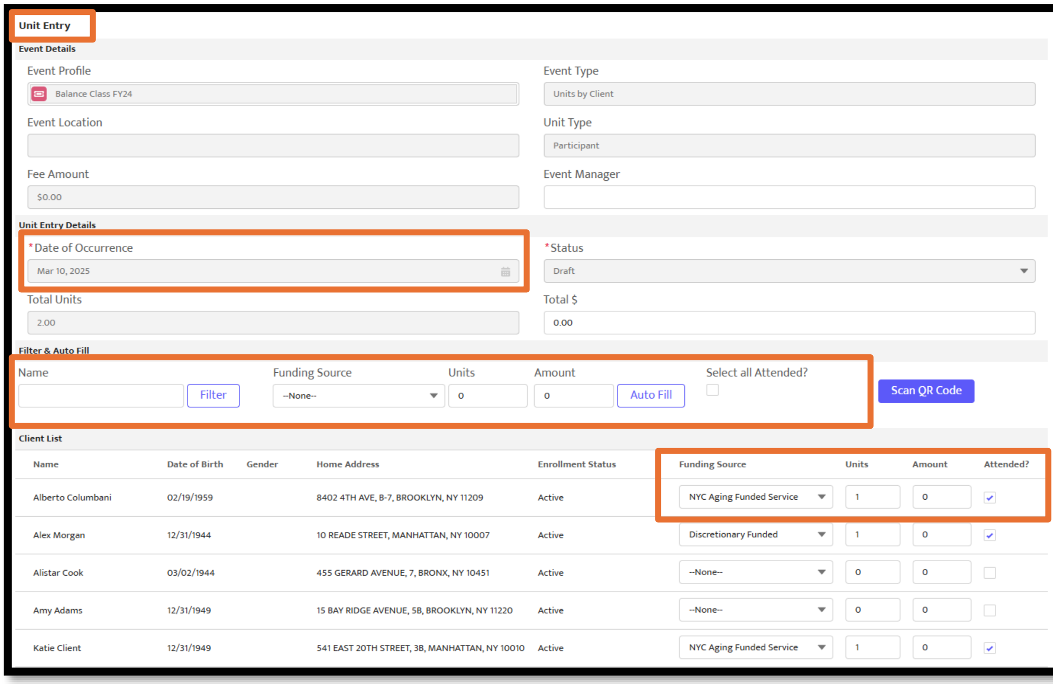


Step 3: Click **Unit Entry**. Then select the **New** button.

Step 4: From the **Unit Entry** Details page, add the date the event occurred. This can be backdated.

Step 5: Either browse through the list of signed up clients or use the filter to find the client you want to check attended.

Step 6: Either enter the units using the Auto Fill or individually by client.

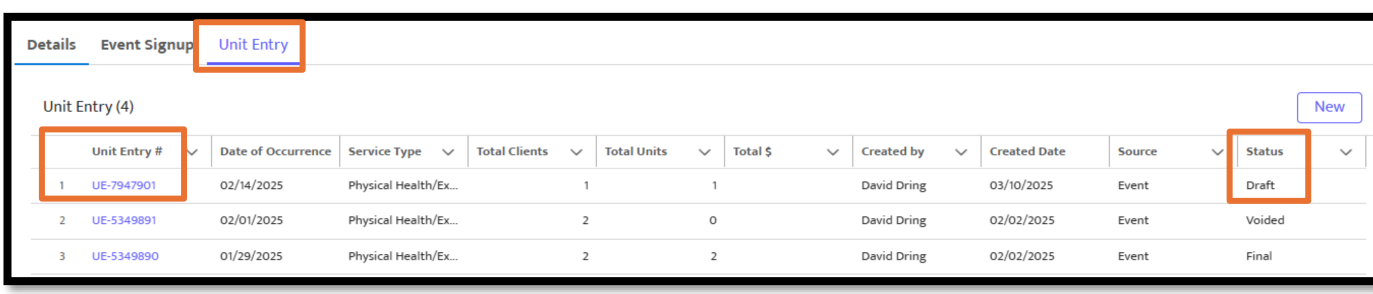


- Enter Funding Source, Units and Amount (optional) then select **Auto Fill** if it is the same for everyone. Also, check the Select all Attended to mark each attended box.
- Enter the Funding Source, Units, Amount (optional) and check the attended box for each client.

NOTE: *The units will not be counted if the attended box(es) are unchecked.*

Editing an Existing Unit Entry

The process of editing an existing unit is similar to creating a new unit. The key difference is on the Unit Entry List view. When editing , select the Unit Entry # Link. That will take you to the Unit Entry Details page. From there you can change the details, add or delete clients to the event. A Unit Entry can be changed only while its status is Draft.



This list view displays the Status of a Unit Entry. There are three different Status types:

- Draft: This unit is still editable.

- Final: The month that unit was entered has been finalized in the **Monthly Unit Summary**. Therefore, it cannot be changed. If it is essential to unlock the **Monthly Unit Summary** to edit units, contact your Program Officer.
- Voided: This is like deleting a unit. It cannot be edited and will no longer be counted.

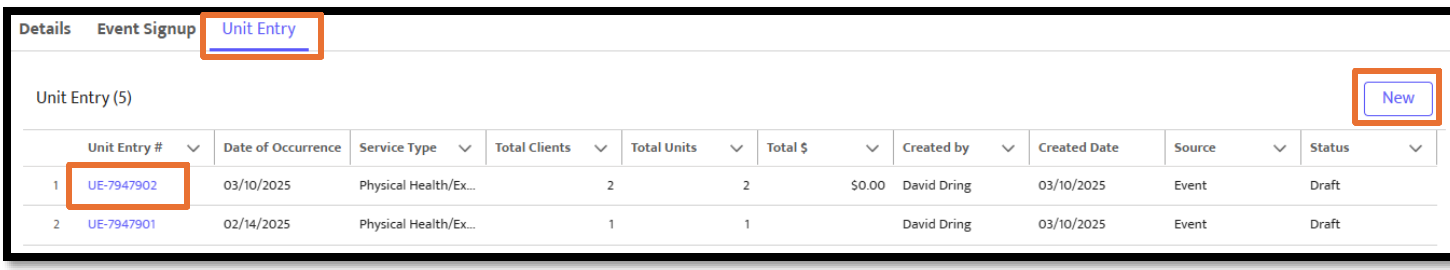
Enter Units By Scanning QR Codes

QR Code scanning allows real-time access to information on the clients participating in your activities. The process of scanning a client into a pre-selected event, confirming them and then associating the funding and unit value reduces discrepancies with unit reconciliation.

Step 1: From the **Top Menu**, click **Program Tools**, then the **Event Profile** tab.

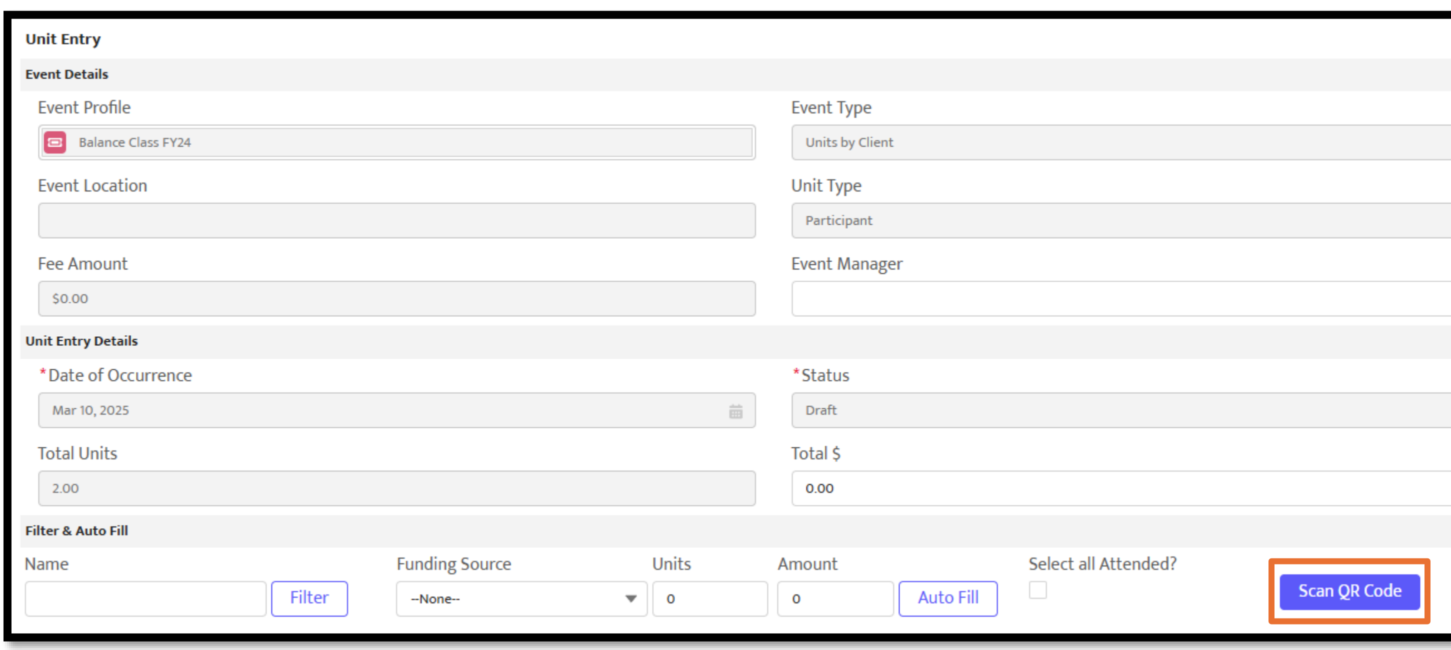
Step 2: Click on the event you want to scan clients into.

Step 3: From the Event details page, click on Unit Entry.



Step 4: Click on a Unit Entry # link or select the **New** button.

Step 5: Select the Scan QR Code button to initiate scanning.

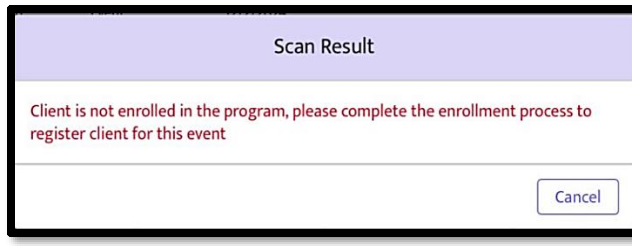


Step 6: A windowpane appears showing the image from the back facing camera. Maneuver the camera so that the member's ID card is clearly within the windowpane.

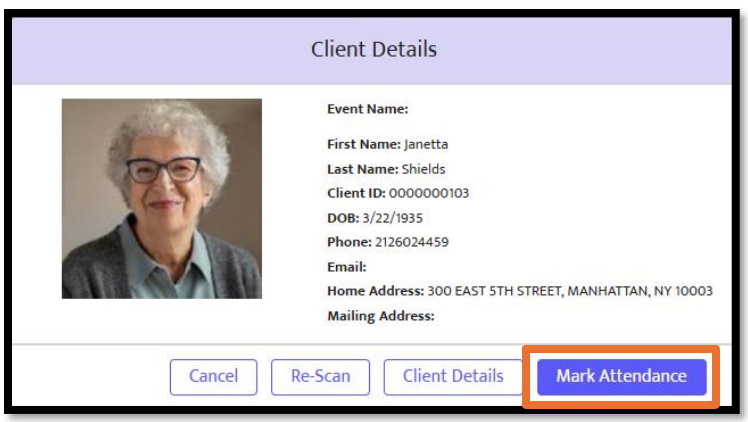
Step 5: If the client's QR Code is recognized, a confirmation pop-up will appear. From this pop-up you can Cancel, Rescan, view the client's details or Mark Attendance.

TIP: *It is best to use a tablet, PC, or laptop to enroll a client to an event when utilizing the Scan QR Code feature due to the large amount of information that will display on the screen.*

If the Client's QR Code is not recognized because the client is not enrolled in the program, a pop-up will appear telling the user to complete the enrollment process.

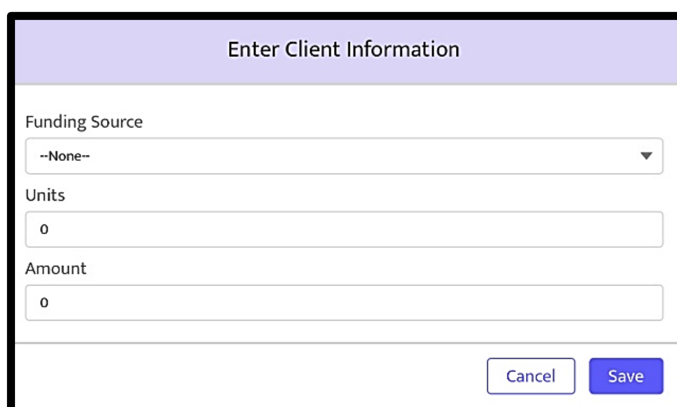


Step 7: If you select the **Mark Attendance** button, a pop-up will appear to finalize the unit entry.



Step 8: Either enter the Funding Source, Units and Amount here and select Save; or select Save and enter this information on the Unit Entry page.

Tip: If the client is not enrolled in your program, you have the option to create a new enrollment. Once client enrollment is created, you can sign the client up for an event.



Entering Anonymous Units for Events

There are two Service Types for which you can enter anonymous units: Information & Referral and Congregate Meals. As such, you will only see an Anonymous Units field on these screens. ***Creating Anonymous clients is no longer allowed.***

TIP: *You may want to name your Information Referral events like I&R Housing or I&R SCRIE to differentiate the types of I&R you provide.*

Entering Anonymous Information & Referral Units

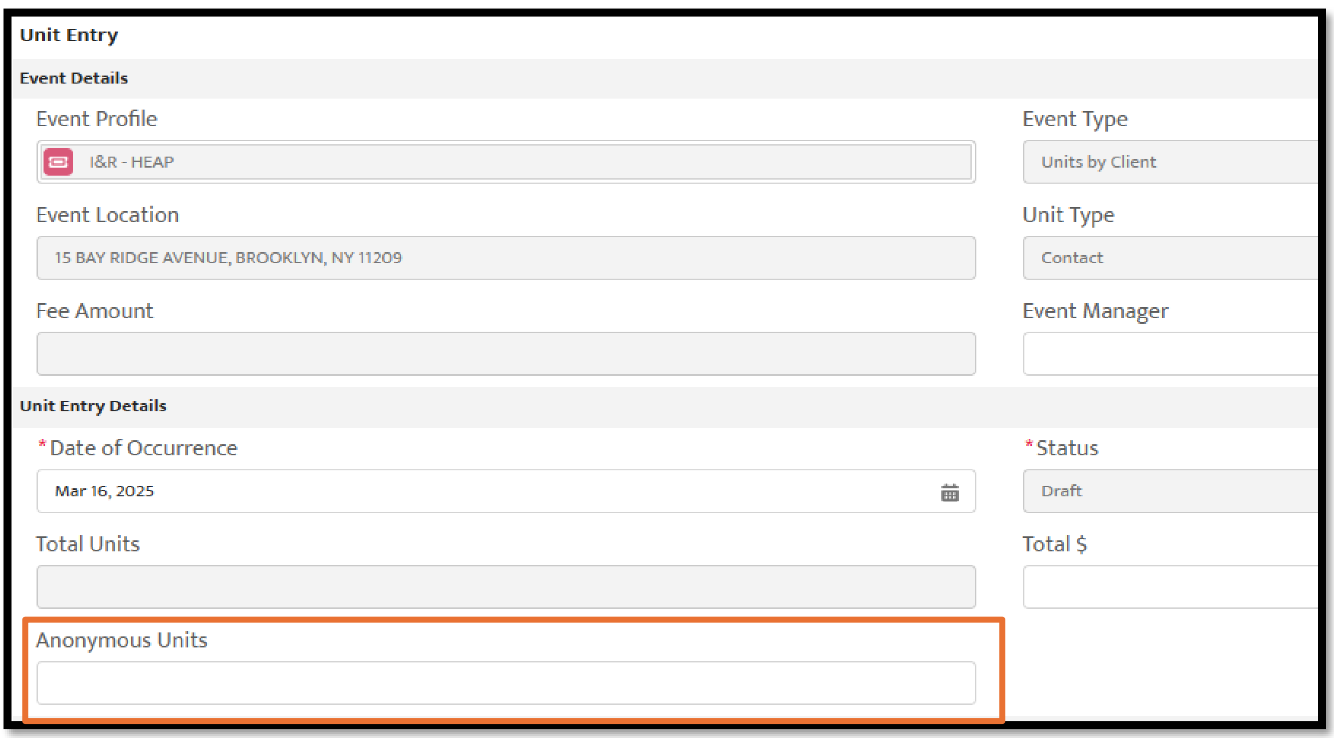
Step 1: From the Top Menu, click Program Tools. From Program Tools, click the Event Profile tab.

Step 2: Click on the event you created for Information Referral.

Step 3: From the event details, click on the Unit Entry link.

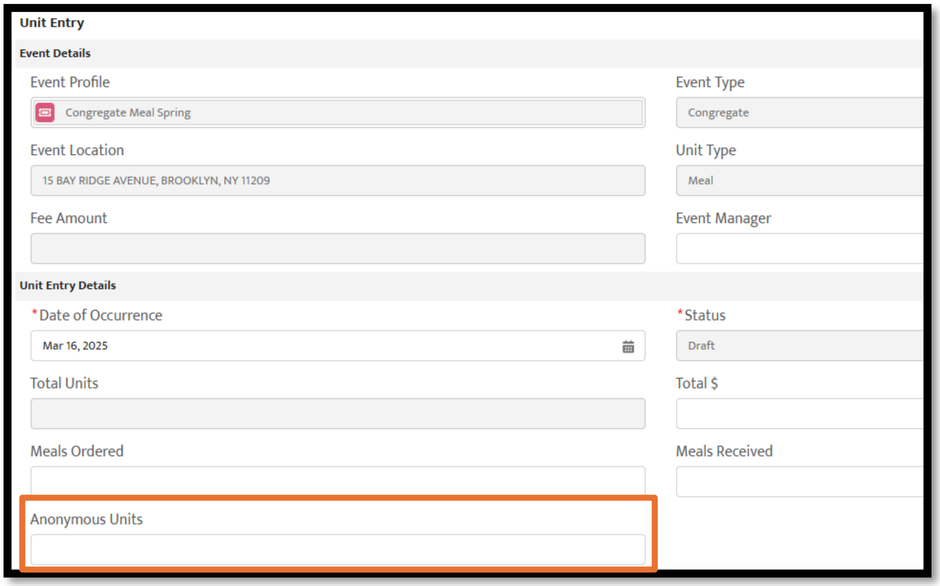
Step 4: Select the New button.

Step 5: Enter the number of Anonymous units provided that day.



Entering Anonymous Meal Units

Step 1: From the Top Menu, click Program Tools. From Program Tools, click the Event Profile tab.



Step 2: Click on the event you created for meals, such as Congregate Meals.

Step 3: From the event details, click on the Unit Entry link.

Step 4: Select the New button.

Step 5: Enter the number of Anonymous units provided that day.

> **NOTE:** *There are no anonymous clients allowed.*

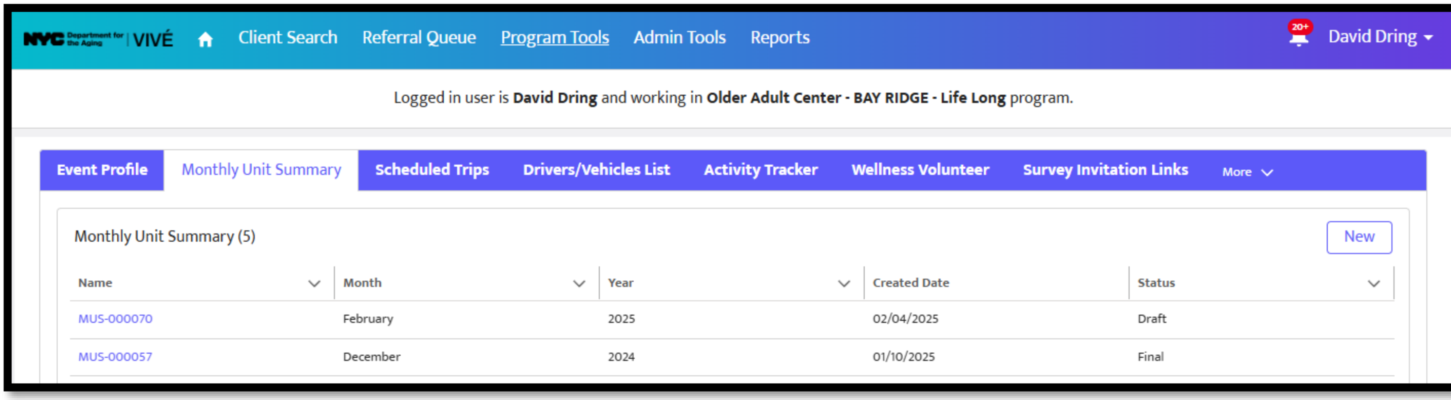
Entering Meals Provided for Other Eligible Seniors, Ineligible Meals and Eligible Volunteers

Keeping Track of Other Types of Meals Provided: When entering units for a congregate meal event, you are able to enter the number of meals provided to volunteers, other eligible seniors and guests and staff under 60 by filling in those fields.

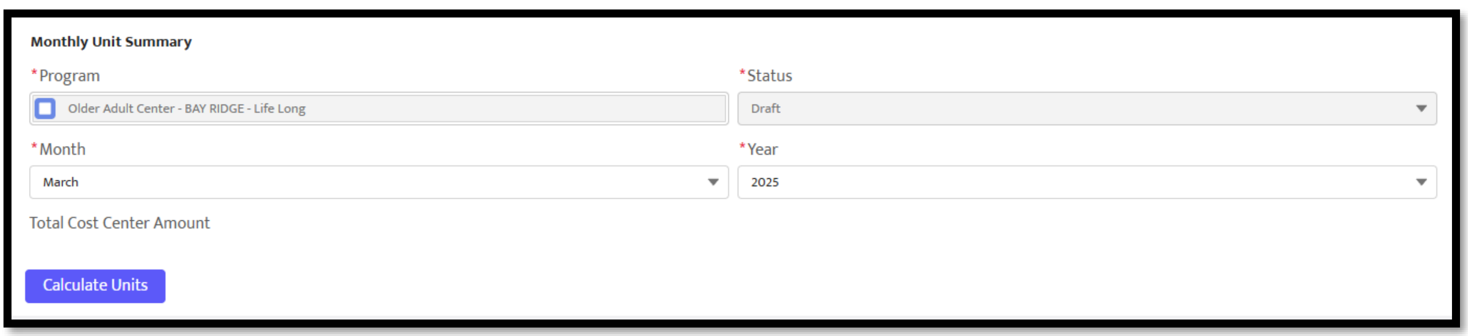
Monthly Unit Summary

The Monthly Unit Summary summarizes units recorded by service type in a month. Once you have confirmed these amounts, you must finalize the report. ***Once a report is finalized, units can no longer be entered or edited. If you need to unlock the Monthly Unit Summary, contact your program officer.***

Step 1: From the **Top Menu**, click on **Program Tools**. Then click on **Monthly Unit Summary**.



Step 2: Click on either a Name link or the **New** button. **Step 3:** If you select the **New** button, you must select the month and year. Then click **Calculate Units** for that period.



If you select an existing Monthly Unit Summary, you'll be able to see the units entered for that period. If additional units are added, there is a Recalculate button, to confirm that all recent entries are included in that month's totals.

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

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- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Unit Entry Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating, voiding, and other features of **Unit Entry**.

Unit Entry is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program's Standards.

In this guide you will learn:

- Overview of Unit Entry
- Editing Existing Units from Details Menu
- Entering Units via the Details Menu
- Entering Units from the Enrollment Details Menu
- Editing Units from Enrollment Details Menu
- Entering Units from Program Tools
- Editing an Existing Unit Entry via Program Tools
- Entering Units by QR Code Scanning
- Anonymous Unit Entry
- Voiding a Unit
- Monthly Unit Summary

Overview of Unit Entry

Unit Entry is where you record your events and services. This could be for services provided on an individual client level or at a group or event level.

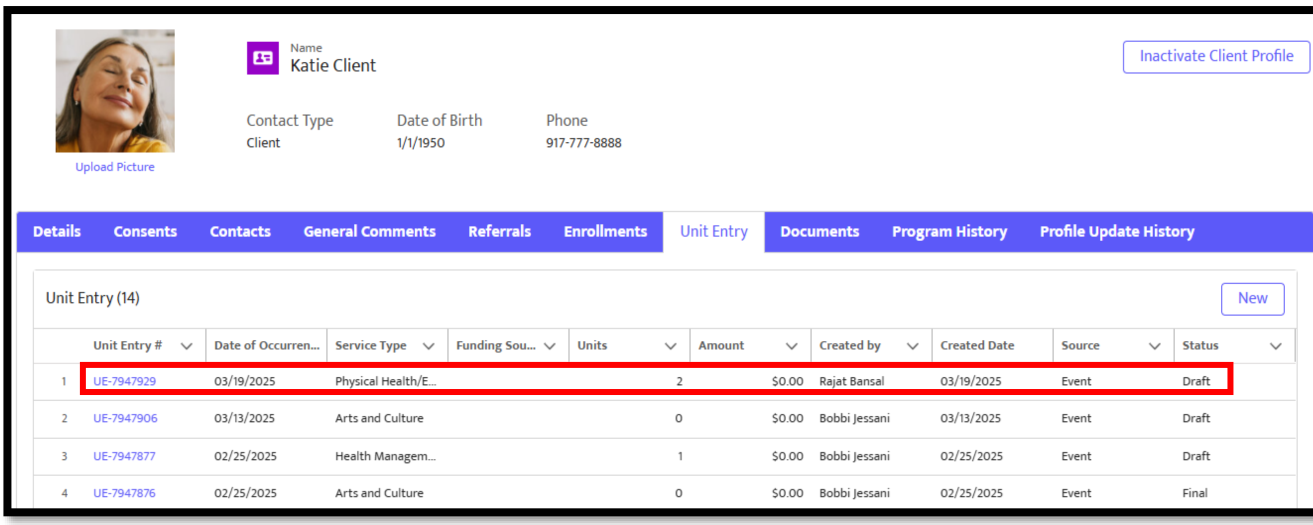
You can enter units in VIVÉ in three places: **Details Menu**, **Enrollment Menu**, or **Program Tools**. For more information on Events.

Editing Existing Units from Details Menu

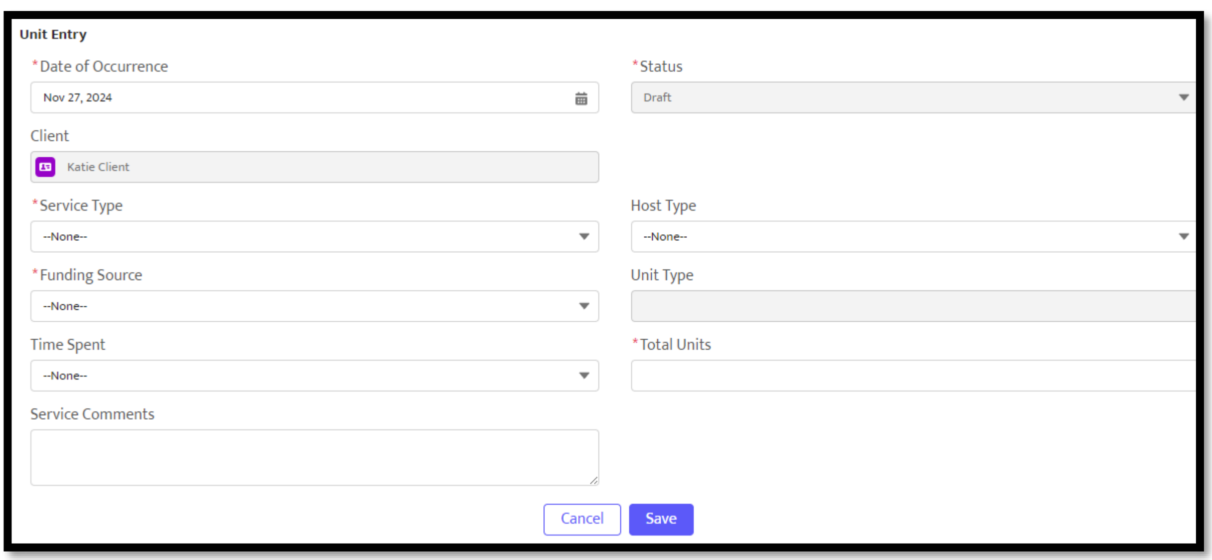
Step 1: From the **Top Menu**, click **Client Search**, find the desired client and click their name link.

Step 2: From the **Details Menu** click the **Unit Entry** tab.

Step 2: From the **Unit Entry** tab. Click on a Unit Entry # link to view details.



Step 4: Edit the unit entry details, then **Save**.



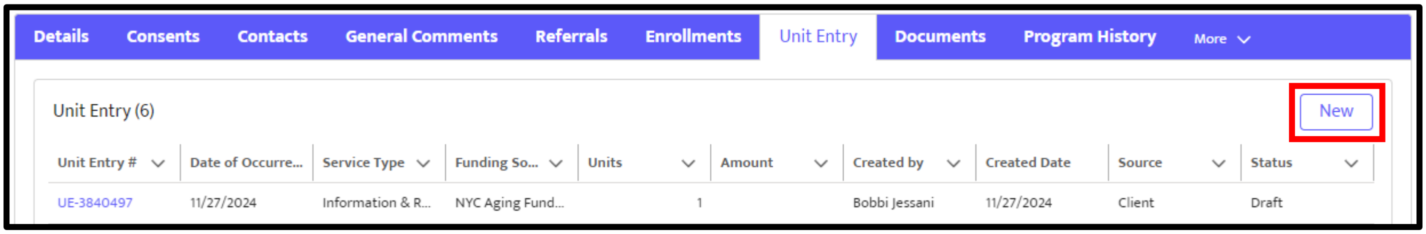
NOTE: *Units are in draft status until the Monthly Unit Summary is finalized. More on that below.*

Entering Units via the Details Menu

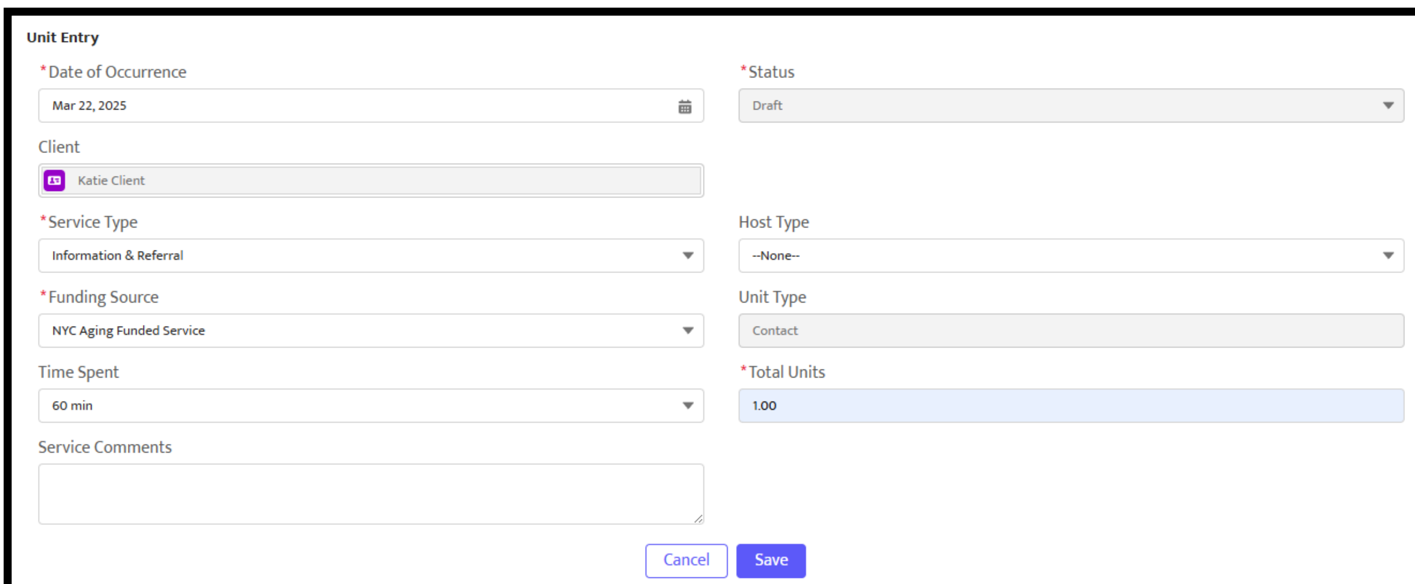
Certain service type units can be entered here entered from the **Details Menu** (also referred to as, Client Profile). For example, Information & Referral (I&R) unit types can be entered here. For other unit types for enrolled clients, access **Units Entry** from the **Enrollment Details Menu**.

Step 1: From the **Top Menu**, click **Client Search**, and click desired client's name.

Step 2: From the **Details Menu**, click **Unit Entry,** and select **New**.



Step 3: Complete the fields - those marked by red asterisk (*) are required and needs to be completed before selecting **Save**.



NOTE: *Service Type and Unit Type are inter-related. Based upon the Service Type selected, VIVÉ will automatically populate the appropriate Unit Type.*

Entering Units from the Enrollment Details Menu

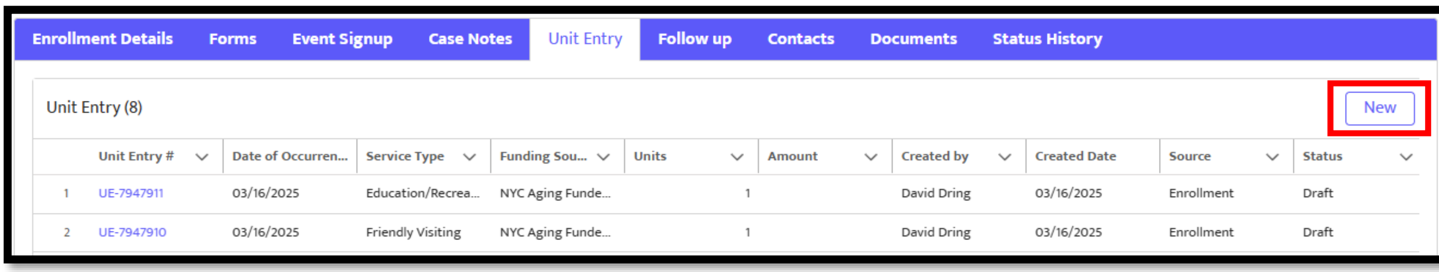
Enrollment units are specific to your programs and services. From the **Enrollment Details Menu** you are entering units specific to your client.

Step 1: From the **Top Menu**, click **Client Search**, and click desired client's name.

Step 2: From the **Details Menu**, click **Enrollment**.

Step 3: From the **Enrollment Details Menu**, click the **Unit Entry** tab. Depending upon your window's width, you may have to select More to access Unit Entry from that dropdown menu.

Step 4: Select the **New** button.

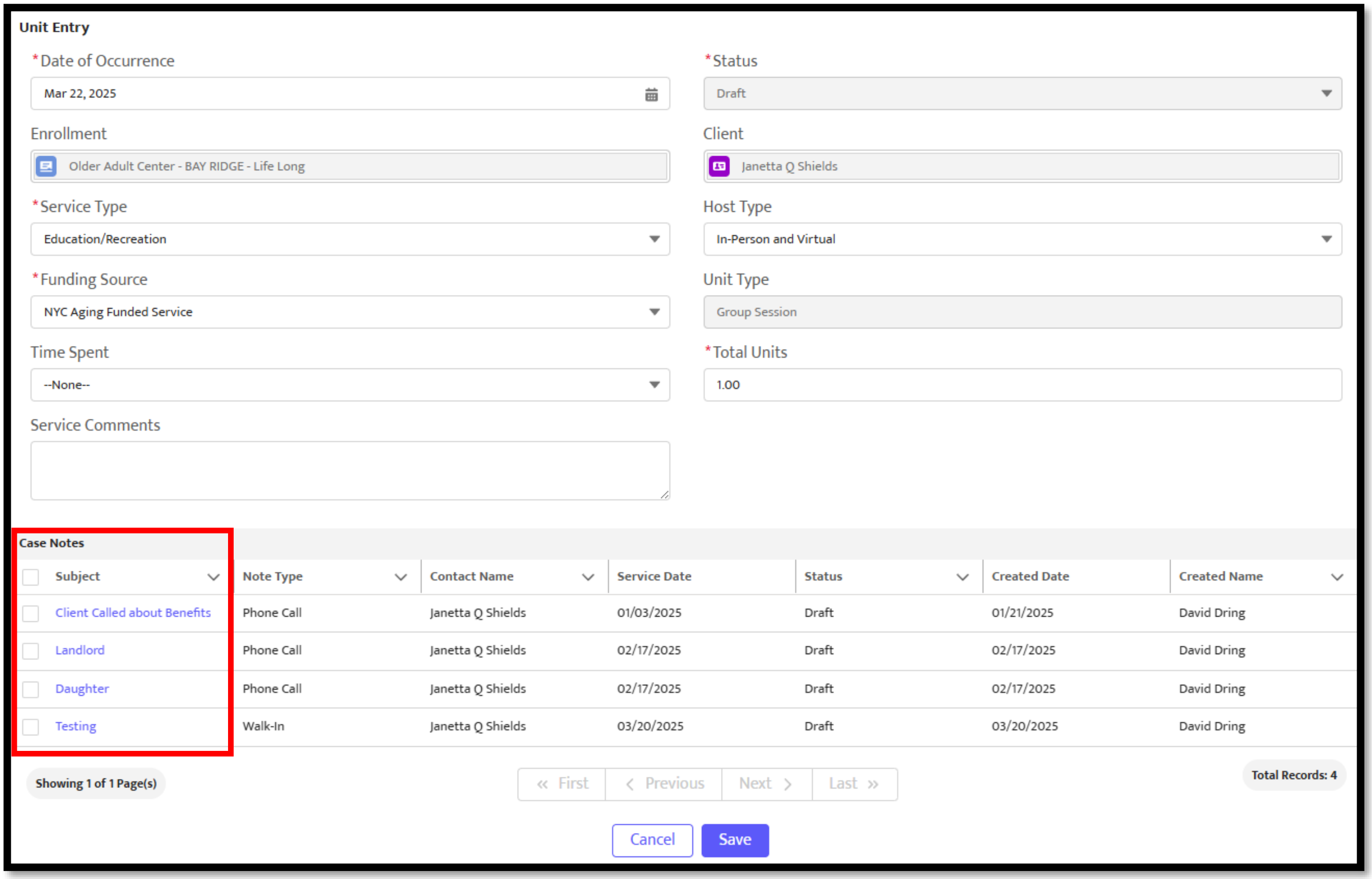


Step 5: Enter the details, especially the required fields of your unit.

Step 6: If desired, check the box of a case note (at the bottom of the details page) to associate one or more case notes to the unit.

Step 7: Select **Save**.

TIP: *Service comments are optional; however they can be helpful details when reconciling units.*



Editing Units from Enrollment Details Menu

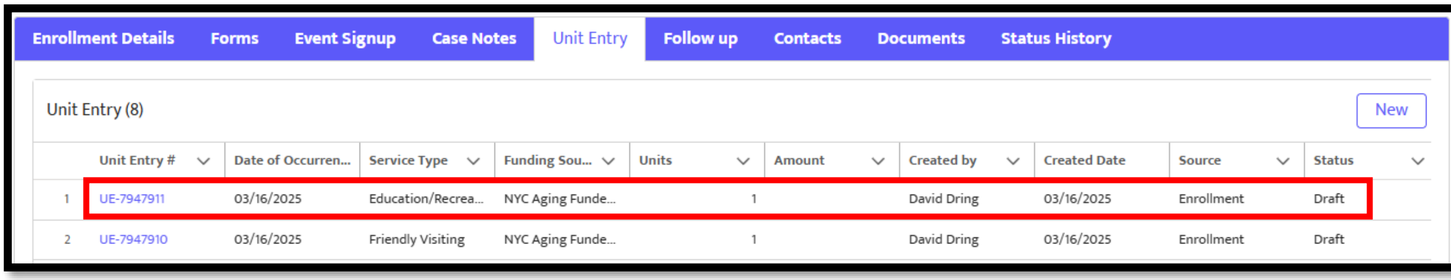
From the **Enrollment Details Menu** you are editing units specific to your client. You can only edit draft units. When units are finalized on the Monthly Unit Summary, all unit entry fields will be locked and can no longer be edited. . To unlock the Monthly Unit Summary after it has been finalized, please contact your Program Officer.

Step 1: From the **Top Menu**, click **Client Search**, and click desired client's name.

Step 2: From the **Details Menu**, click **Enrollment**.

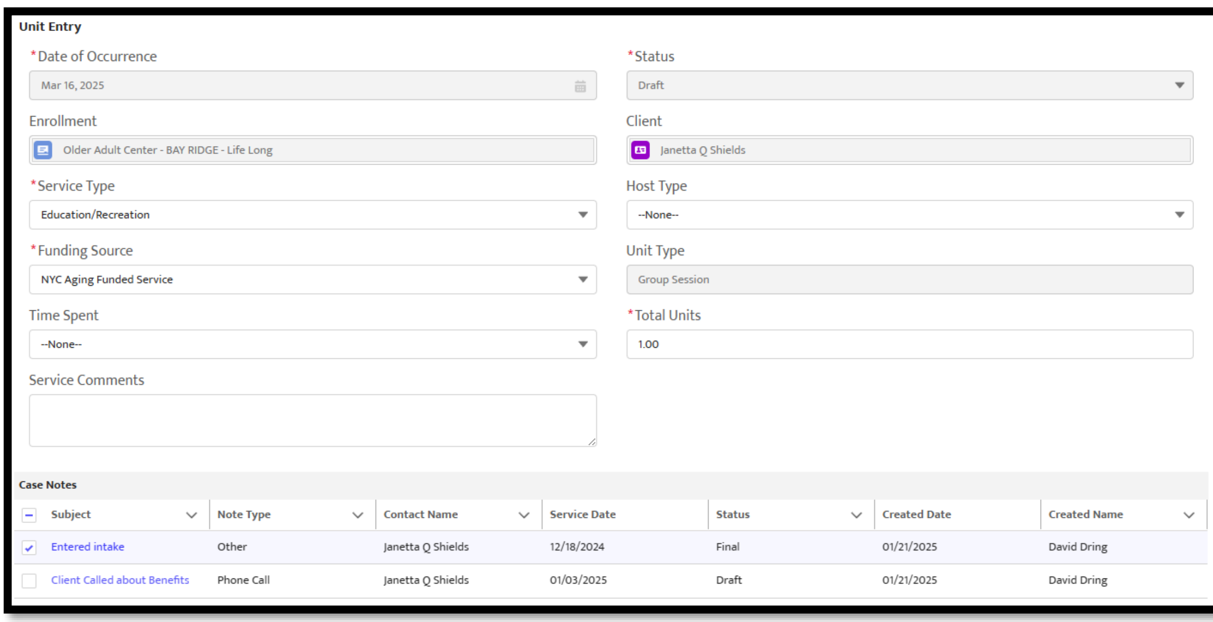
Step 3: From the **Enrollment Details Menu**, click the **Unit Entry** tab. Depending upon your window's width, you may have to select More to access Unit Entry from that dropdown menu.

Step 4: Click the Unit Entry # link of a draft unit to view the details.



Unit Entry details from the Enrollment Details Menu also includes case notes that have been written about the client. Check the box to the left of the Case Note Subject to associate the case note with this unit.

Step 5: Select the fields to edit or check /uncheck case notes to associate them with the client. Then select **Save** at the bottom of the page.



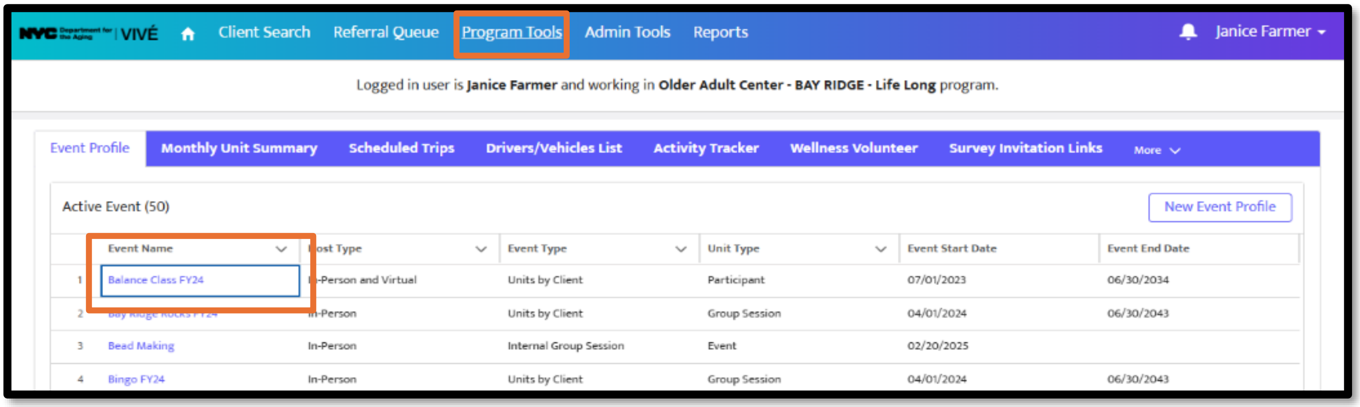
Entering Units from Program Tools

You enter event related units from Program Tools. This method is most often used when entering a group of clients to a unit, such as when they attend a class or support group. For more information on Events.

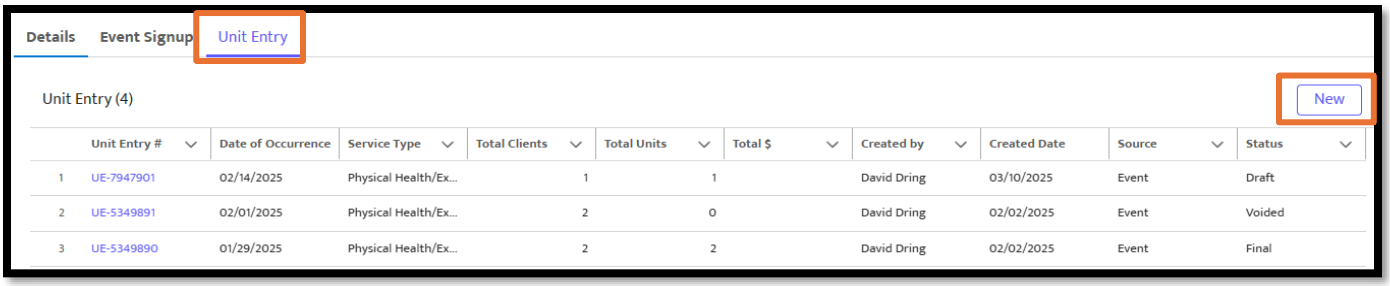
Step 1: From the **Top Menu**, click **Program Tools**.

Step 2: From **Program Tools**, click the **Event Profile** tab.

Step 3: Click a Event Name link.



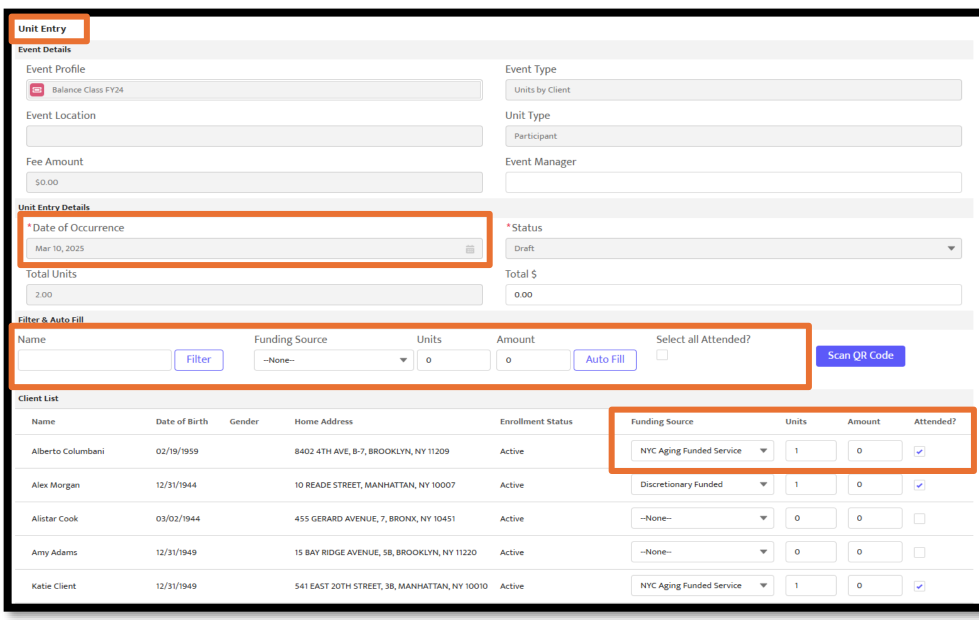
Step 4: Click the Unit Entry Link from the sub-menu. Select the **New** button.



Step 5: From the **Unit Entry** Details page, add the date the event occurred. This can be backdated.

Step 6: Either browse through the list of signed-up clients or use the filter to find the client you want to check attended.

Step 7: Either enter the units via the Auto Fill or individually for each client in attendance.



- Enter Funding Source, Units and Amount (optional) then select **Auto Fill**. Also, check the Select all Attended to mark each attended box.

NOTE: *The units will not be counted if the attended box(es) are unchecked.*

- Enter the Funding Source, Units, Amount (optional) and check the attended box for each client.

Editing an Existing Unit Entry via Program Tools

The process of editing an existing unit is similar to creating a new unit. The key difference is on the Unit Entry List view. When editing an existing, draft unit, select the Unit Entry # Link. That will take you to the above Unit Entry Details page. From there you can change the details and/or add or delete clients to the event. A Unit Entry can be changed only while its status is Draft.

This list view displays the Status of a Unit Entry. There are three different types:

- Draft: This unit is still editable.
- Final: The month that unit was entered has been finalized by the **Monthly Unit Summary**. Therefore, it cannot be changed. If it is essential to unlock the **Monthly Unit Summary** to edit this unit, contact your Program Officer.
- Voided: This is like deleting a unit. It cannot be edited and will no longer be counted.

Entering Units by QR Code Scanning

When entering units for events within Program Tools, you can use scan QR Codes to improve accurate unit reporting. For more information on QR Code Scanning.

Anonymous Unit Entry

Only Information & Referral and Meals can be entered anonymously through the **Event Profile** feature (see the VIVÉ Reference Guide: Event.**) DO NOT CREATE ANONYMOUS CLIENTS**.

Voiding a Unit

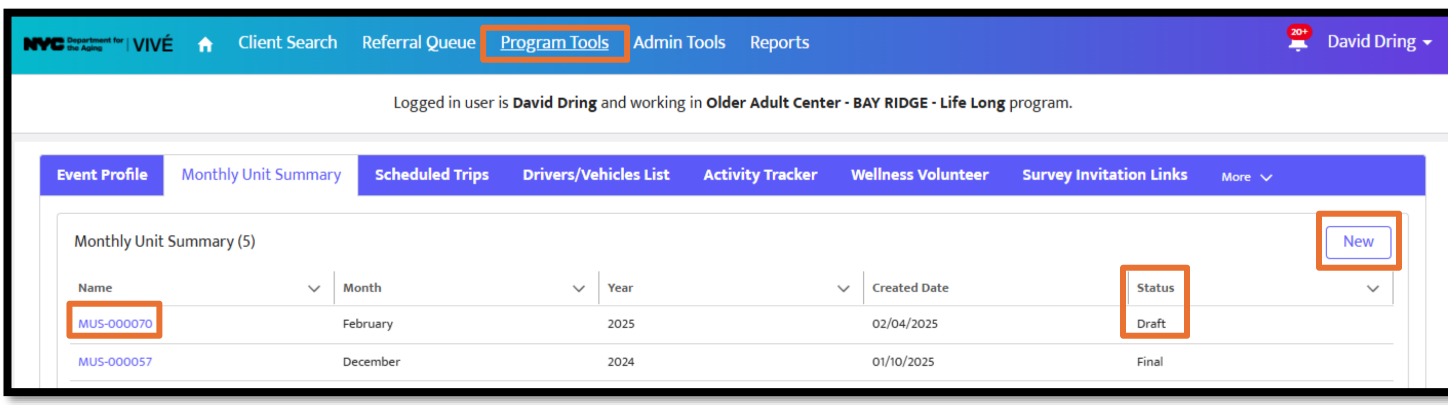
The process of voiding a unit is similar for all three pathways to unit entry. However, units can only be voided if they are in the draft status. Once a Monthly Unit Summary is finalized units cannot be voided. At the bottom of each Unit Entry details page, is a **Void Unit** button. Select it and the unit is voided.

NOTE: *Once a unit is voided it cannot be edited. Therefore, it cannot be un-voided. If you need that unit, a new one would need to be created.*

Monthly Unit Summary

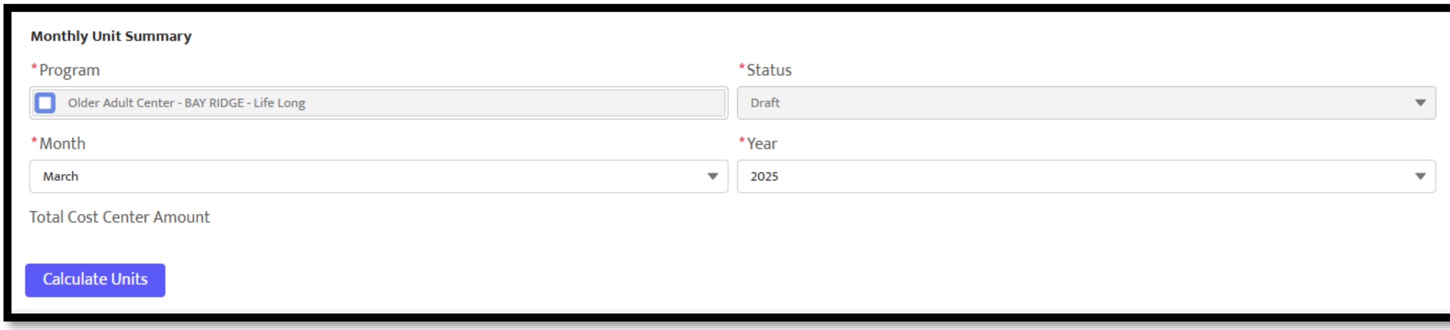
The Monthly Unit Summary reports the summary of units recorded in a month. Once you have confirmed these amounts, then you must finalize the report. ***Once a report is finalized, units can no longer be entered or edited. If you need to unlock a Monthly Unit Summary, contact your program officer.***

Step 1: From the **Top Menu**, click on **Program Tools**. Then click on **Monthly Unit Summary**.



Step 2: Click on either a draft Name link or the **New** button.

Step 3: If you select the **New** button, you must select the month and year. Then calculate the units for that period.



If you select an existing Monthly Unit Summary, then you'll be able to see the units collected for that period. If there are additional units that need to be added, there is a Recalculate button, to confirm that all recent entries are included in that month's totals.

NOTE: *Once a report is finalized, there can be no more additions, deletions or other changes. If you need to make any changes, contact your program officer.*

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings.
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

The VIVÉ Case Notes Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating and viewing, editing, and finalizing **Case Notes**.

Case Notes is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Users can also use their browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

In this guide you will learn:

- Case Notes Overview
- Entering Case Notes
- Editing Case Notes
- Finalizing Case Notes
- Printing Case Notes
- Linking Case Notes to Units

Case Notes Overview

Case Notes detail interactions with clients and record important client information. They are an opportunity to provide a deeper understanding of your client and their situation. **Case Notes** document what is happening with your client: what are the client's needs, how they are addressed, explanation and record of services provided, and if there are any outstanding issues. Additionally, they are a vehicle for supervision and oversight.

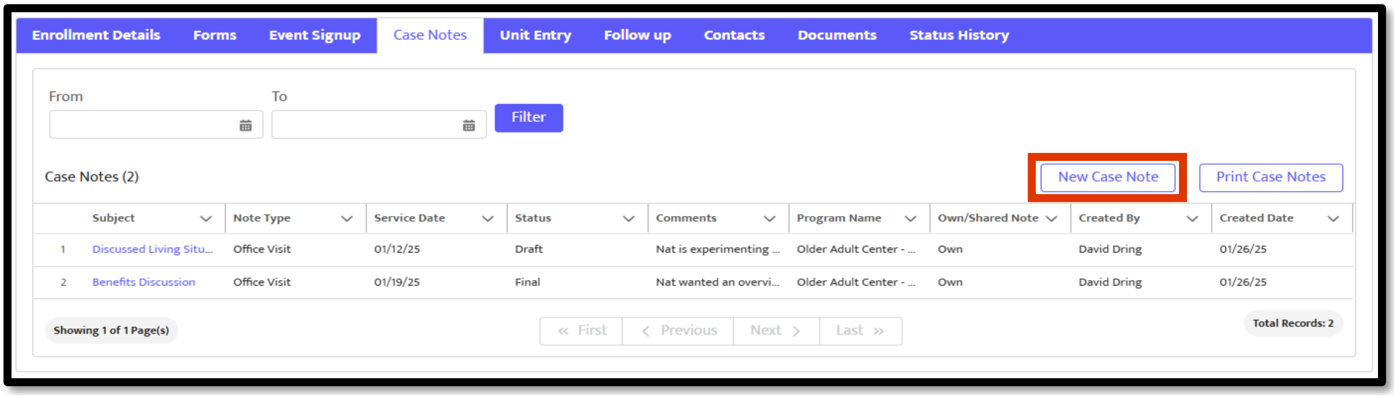
***TIP**: Be considerate and careful when writing case notes. They are legal documentation, which maybe reviewed during audits, assessments, and legal proceedings.*

Entering Case Notes

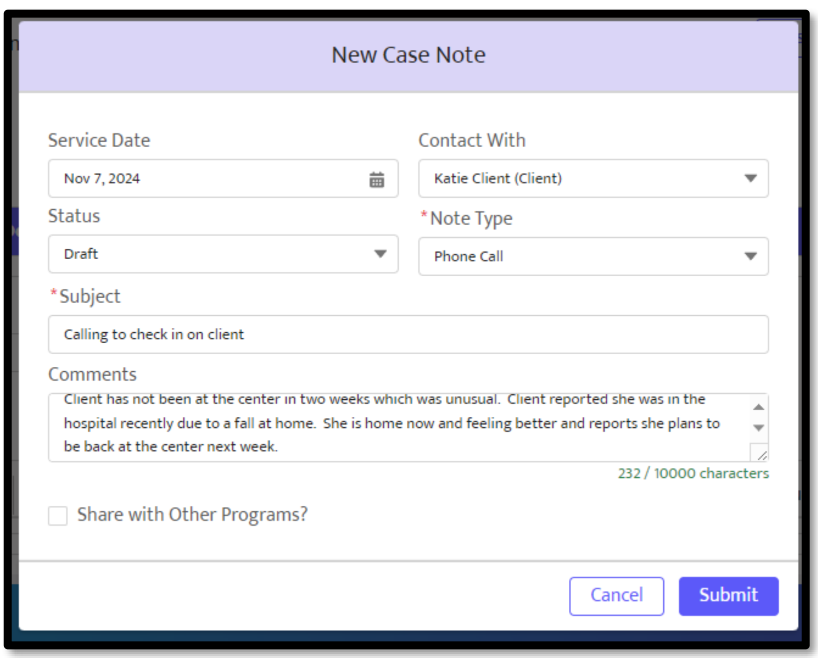
Step 1: From the **Top Menu**, click **Client Search**, find the desired client and click on their name link.

Step 2: From the **Details** menu, click on the **Enrollment** tab and your program enrollment link.

Step 3: From the **Enrollment Details** menu, click on the **Case Notes** tab section and select **New Case Note** button.



Step 4: A pop-up menu will appear to enter the notes. Keep in mind fields preceded by a red asterisk (*) are required. Follow these instructions when entering the fields:



Service Date defaults to today's date. It can be a previous date, but not one in the future. **Contact With** can be either the client or one of the client's contacts. **Status** defaults to draft until finalized. **Note Type** varies depending upon your program (required). **Subject** is a title for the note (required). **Comments** (the actual Case Note) allows up to 10,000 characters for your note.

Select **Submit** to save the note.

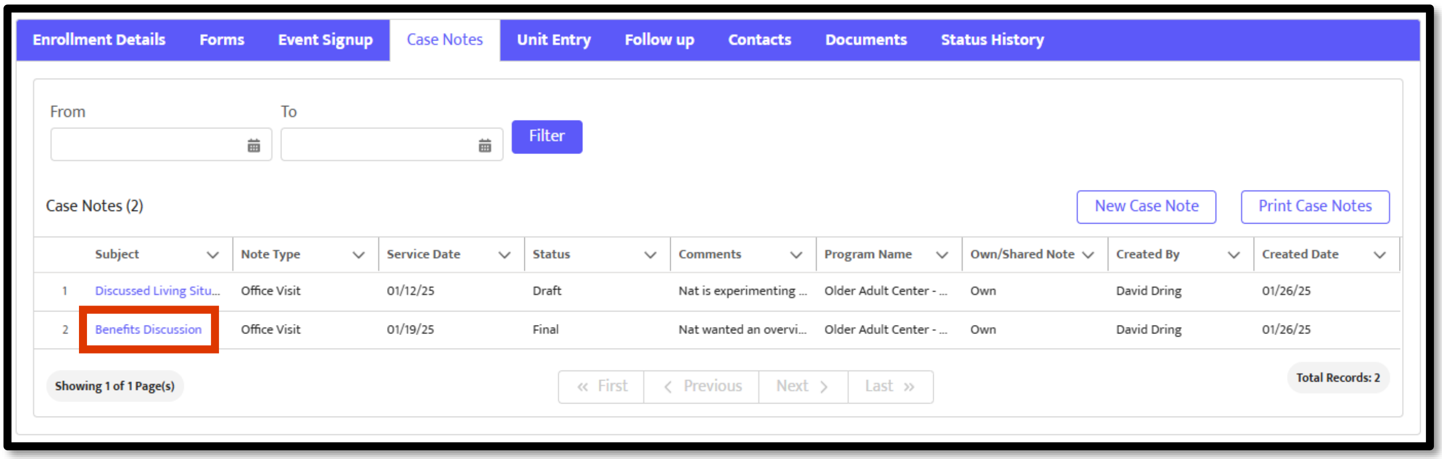
TIP: *The system will become inactive, and you could lose your work, if you do not click/type for 20 minutes. Clicking or typing within the text area within that 20 minutes will start the clock over.*

Editing Case Notes

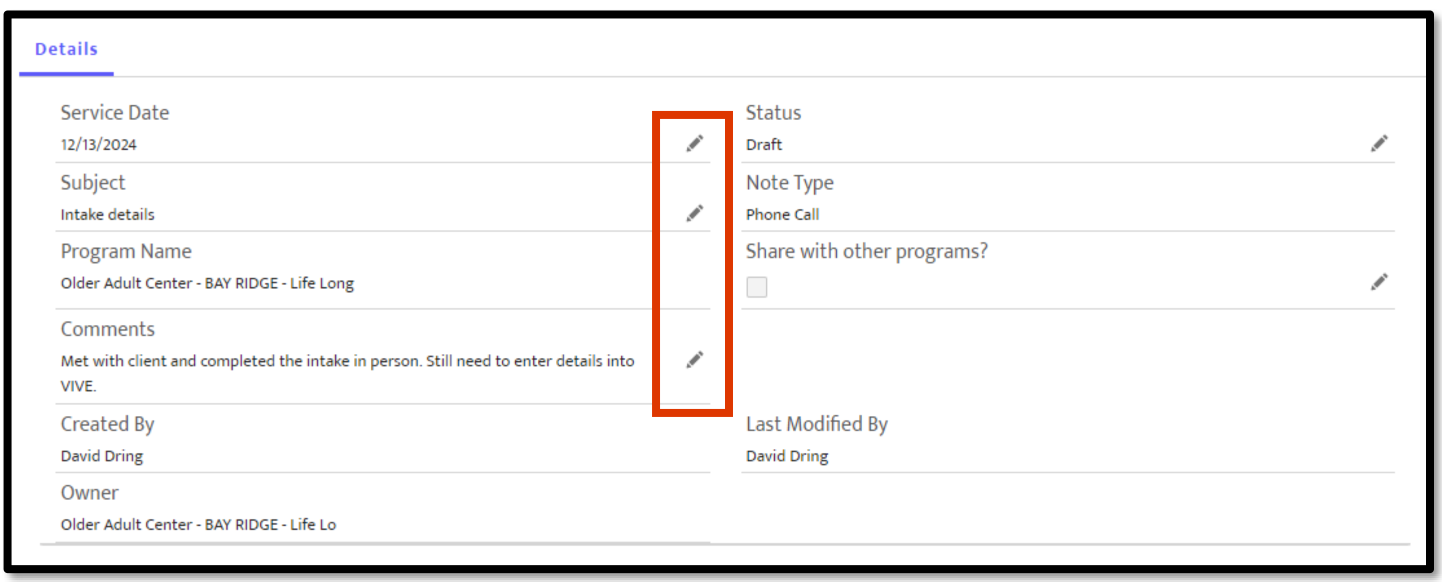
Step 1: From the **Details** menu, click on the **Enrollment** tab and your program enrollment link.

Step 2: From the **Enrollment Details** menu, click on the **Case Notes** tab.

Step 3: Click on the Subject name link to access the details of the **Case Note**.



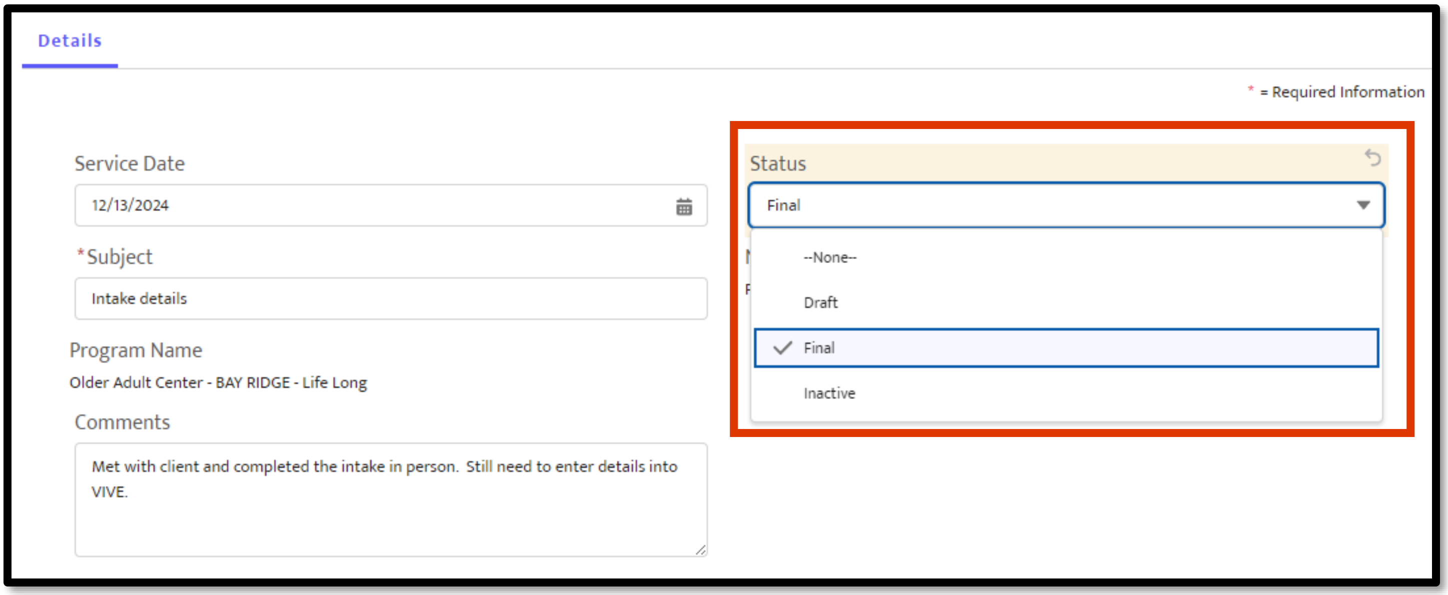
Step 4: Click on the pencils within the **Case Note** details to edit the fields. Once finished select **Save** located at the bottom of the form.



TIP: When editing the note (comments), you can drag the lower right corner down to expand the window and view more of the note.

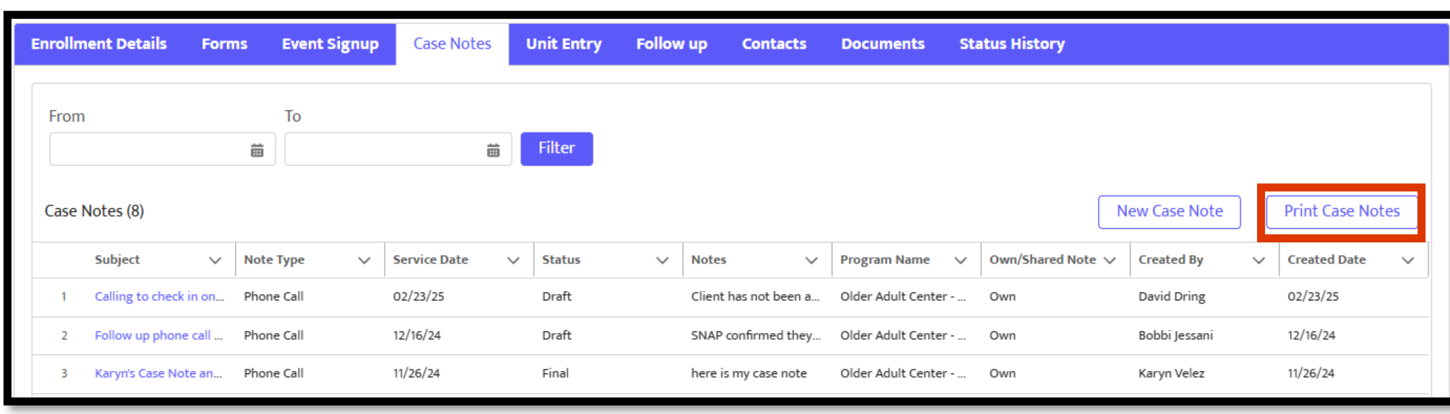
Finalizing Case Notes

To complete the note taking process, Case Notes must be finalized. The pathway for this process is to access the details of the **Case Notes**. There all the information about the note can be reviewed and the status can be changed to final. Once final, the case note can no longer be edited.



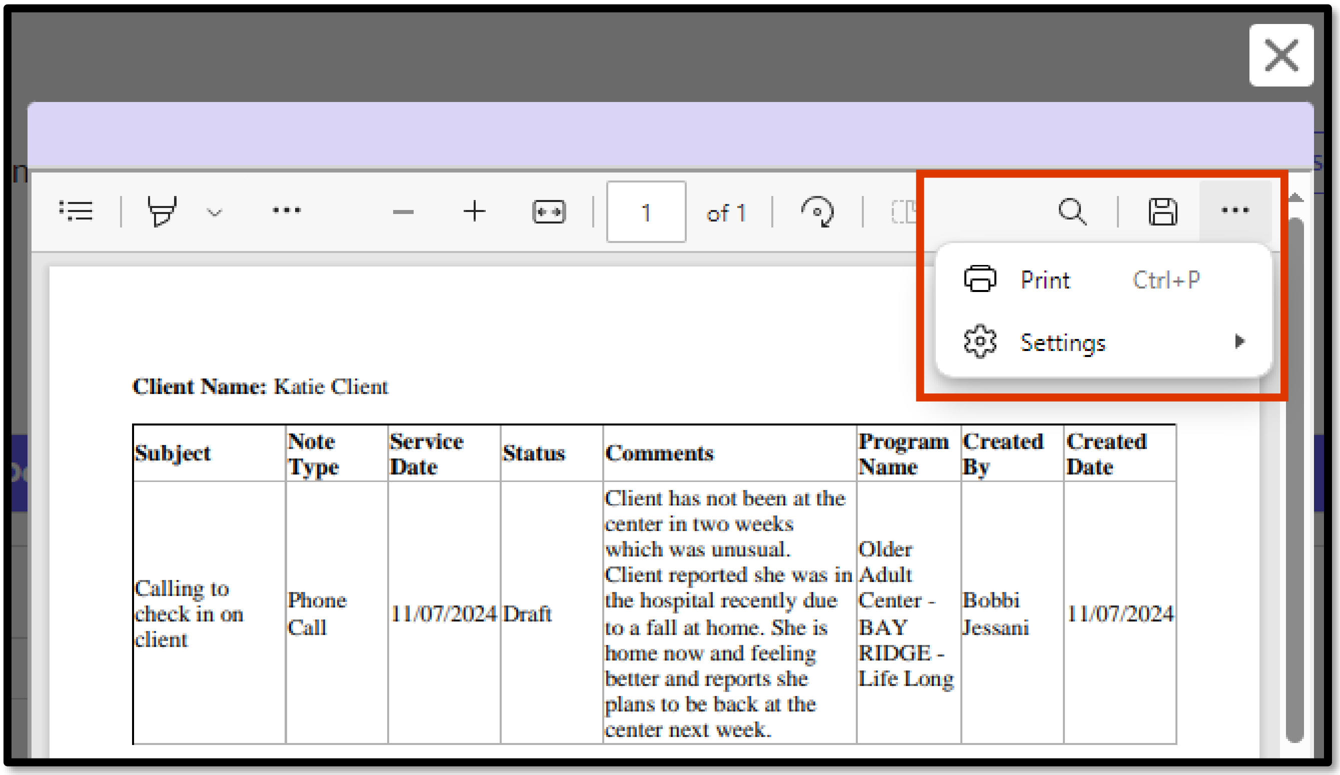
Printing Case Notes

Step 1: There is a button to **Print Case Notes** from the list view of the **Case Notes** section. Click this button to initiate a print view of all the case notes for this client. The notes will be printed as a PDF file.



To make is easier to find a particular note you can enter a date range in the “From” and “To” fields.

Step 2: A PDF print pop-up window will appear. Use your local printer's settings to print the notes.

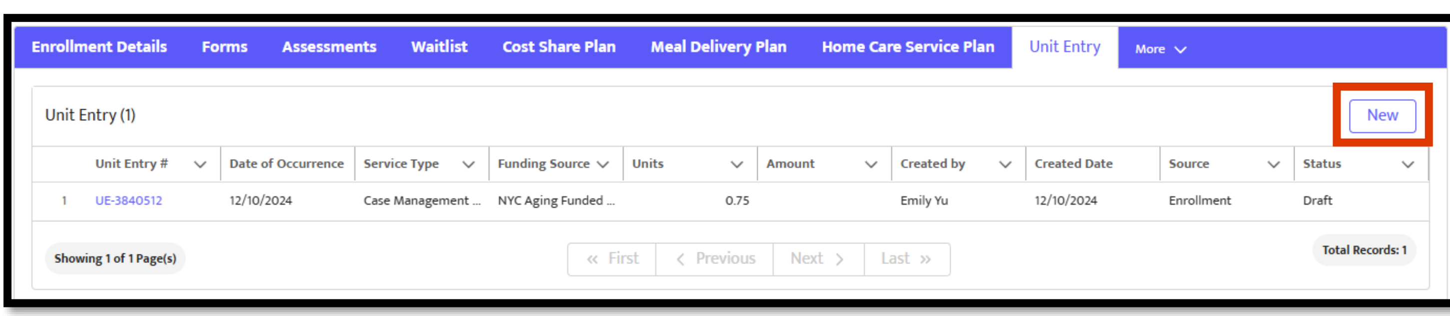


Linking Case Notes to Units

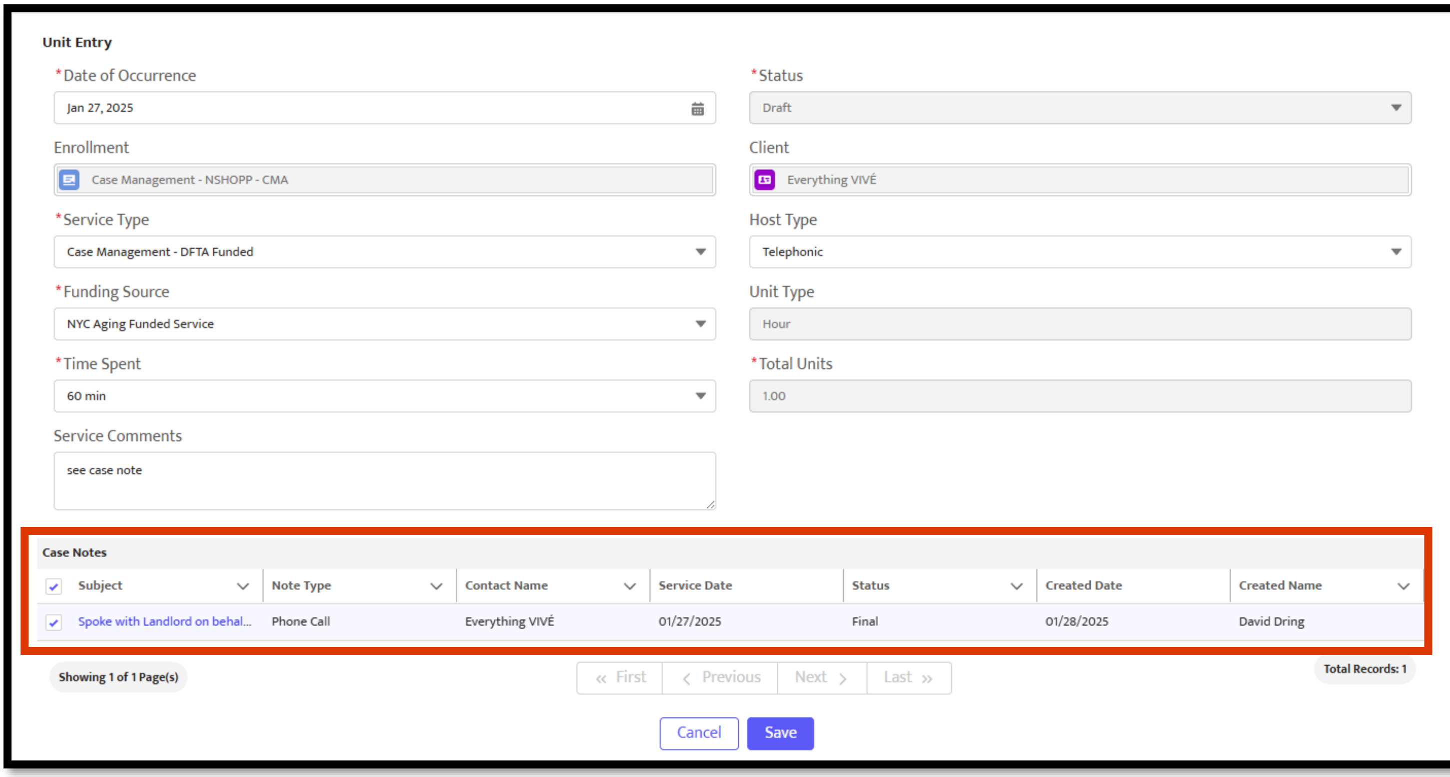
For those programs where it applies, case notes can be attached to units to track agency activities. At the bottom of the **Unit Entry** form, there is a list of the finalized case notes.

Step 1: Access **Unit Entry** from **Enrollment Details Menu.**

Step 2: Select **New** to enter a new unit.



Step 3: At the bottom of the **Unit Entry** form, is a list of finalized case notes. Use the check box to the left of the row to indicate the related case note. There can be more than one case note linked to a unit.



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings.
- Direct toward ticketing vs email: If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Follow Up Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating, editing, viewing, and assigning **Follow Up**.

Follow Up is a common functionality within VIVÉ that provides the ability for you to either assign to yourself or be assigned by others follow up assistance notifications for clients. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

In this guide you will learn to:

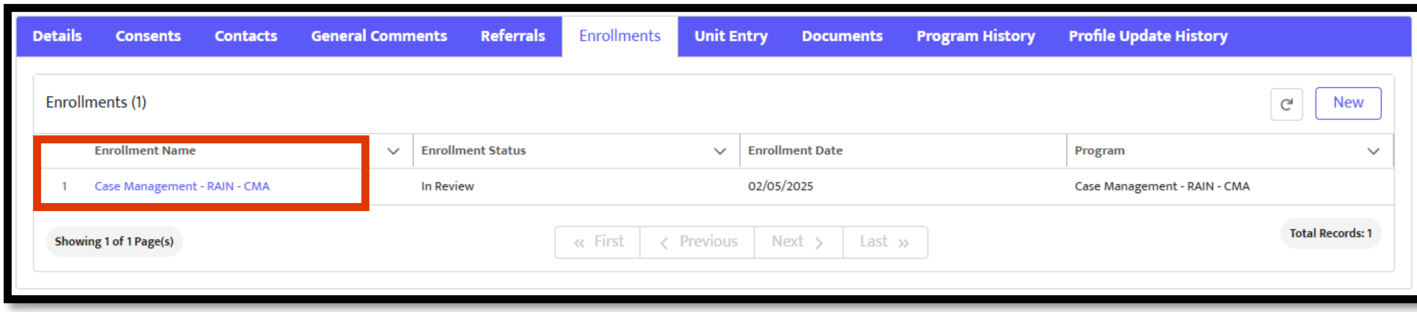
- Follow Up Overview
  - Create a Follow Up Request:
- Receive a Follow Up Request
- Edit a Follow Up Request

Follow Up Overview

The **Follow Up** task that can be assigned varies in terms of client need. You can create a **Follow Up** request once a client is enrolled. Access the **Follow Up** tab from the **Enrollment Menu**. (For more information on Enrollment.)

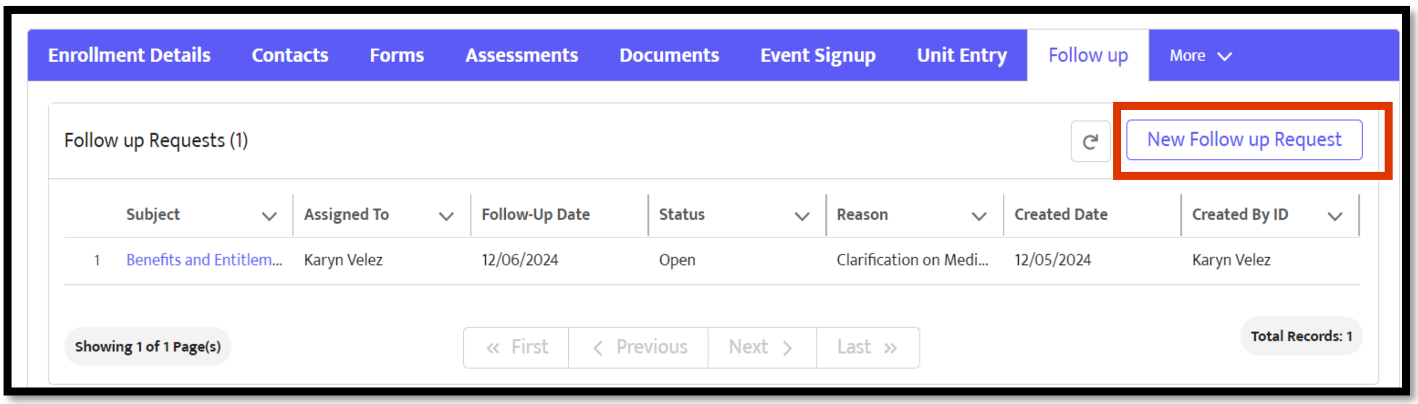
Create a Follow Up Request:

Step 1: From the **Details Menu** click on the **Enrollments** tab. Then click on the **Enrollment Name** link to see the **Enrollment Details Menu**.



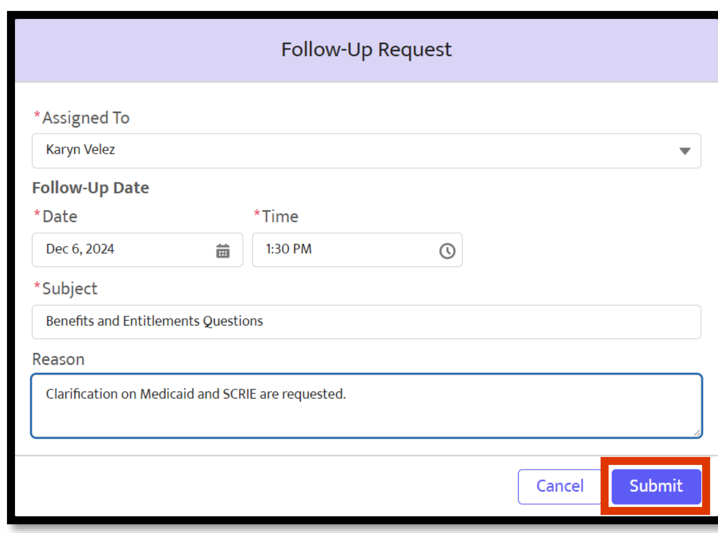
Step 2: Click the **Follow Up** tab. This tab displays the follow-ups that are associated with this contact.

Step 3: Click the **New Follow Up Request** button. A pop-up will appear.



Step 4: Complete the required fields. You can assign this **Follow Up** request to anyone within your program. The request's due date must be in the future – either regarding date and/or time. The **Reason** field is a space to provide more information than the subject field allows. Select **Submit**.

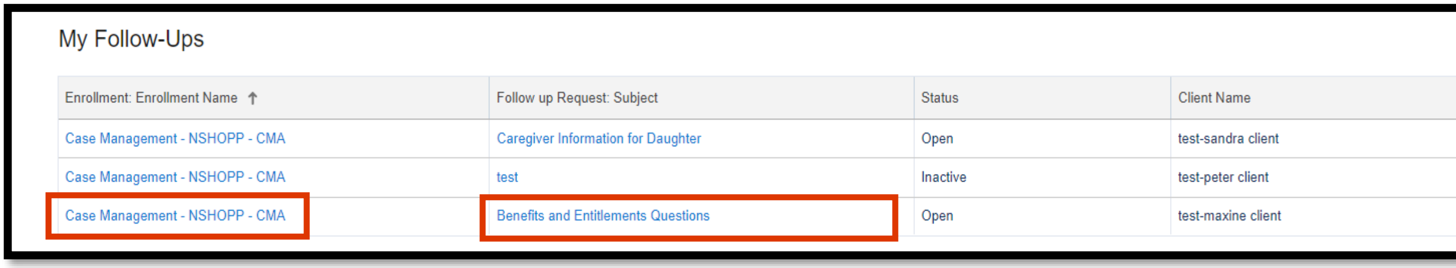
NOTE: *The **Follow Up** request will prompt a notification to the assignee and the details will appear on their Dashboard. (For more information on the Dashboard)*



Receive a Follow Up Request

Follow Up requests will appear on the assignee's **Dashboard** under **My Follow-Ups** for easy access.

There will be two links for each row of the **Follow Up** requests. The first link under **Enrollment Name** leads to the client's enrollment details. The second link under **Follow up Request Subject** leads to the details of the **Follow Up** request.



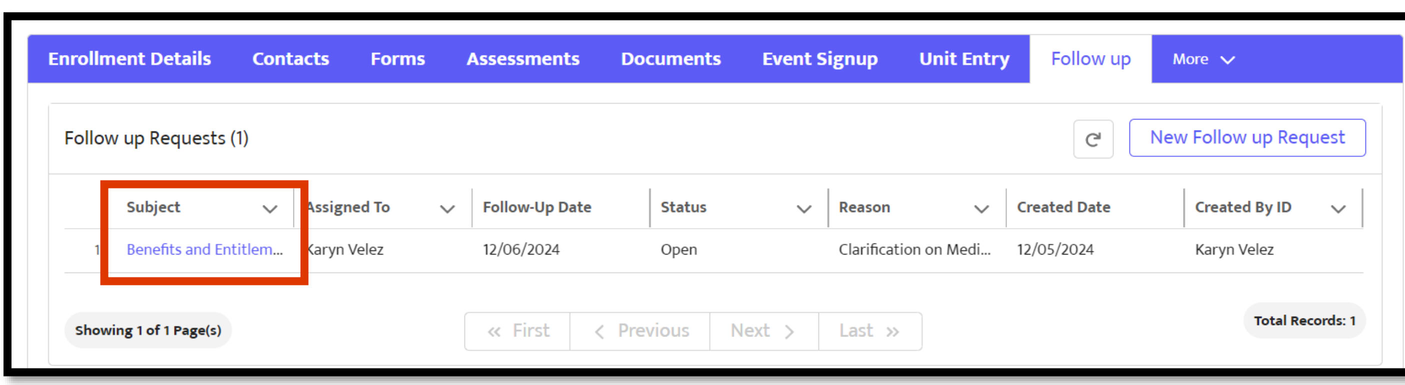
In addition, a notification prompt will be displayed in the assigned worker's **Notifications.** To view this request, the worker can select the **Bell Icon** on the **Top Menu**. Key information about the **Follow Up** will be included in the notification.

Edit a Follow Up Request

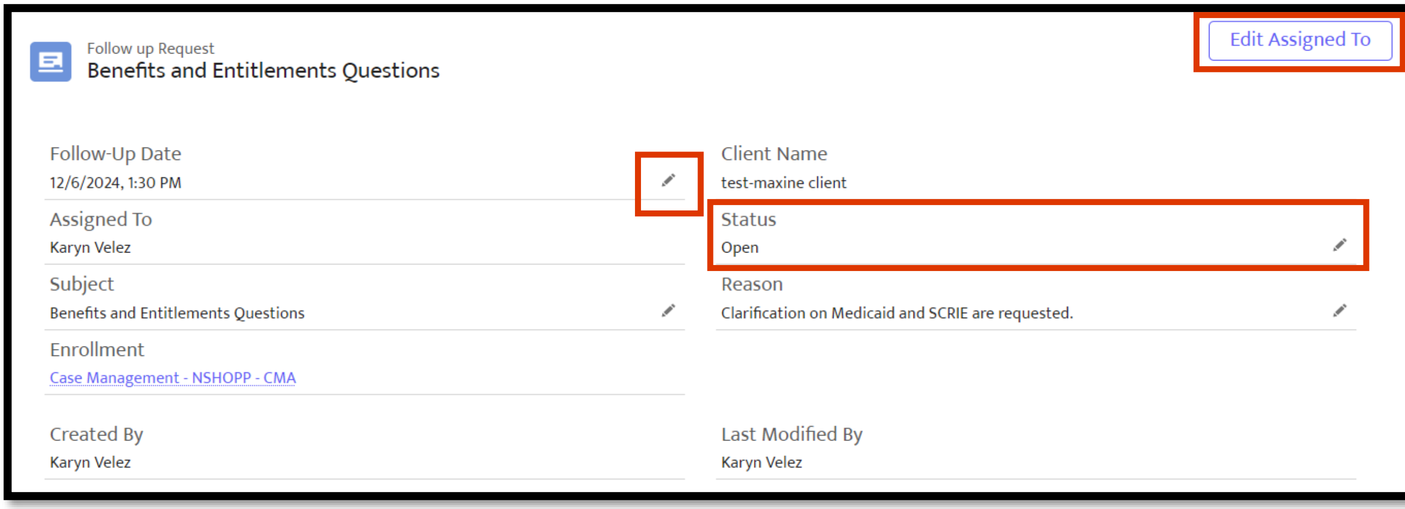
Information details in the **Follow Up** request can be edited prior to the request's **Follow Up** due date or after the request has been completed.

Step 1: Click the **Follow Up** tab on the client's **Enrollment Details Menu**.

Step 2: Click the **Subject** link to access information on the desired request.



Step 3: Click the pencil icons to edit those fields or select the **Edit Assigned To** button to change the assignee.



If the status of the **Follow Up** is marked completed, it will be removed from the **Dashboard**. All **Follow Up** requests are listed, with their status, within the client's **Follow Up** section.

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Referral Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on navigating, accessing and managing Referrals.

Referrals is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. You can also use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging Programs' Standards.

In this guide you will learn:

- Overview of Referrals
- Viewing Referrals
- Referral Details
  - Accepting an Enrollment
  - Rejecting an Enrollment
  - Cancelling a Referral
  - Referral Notes
- Making a Referral
  - Completing Consent to Refer

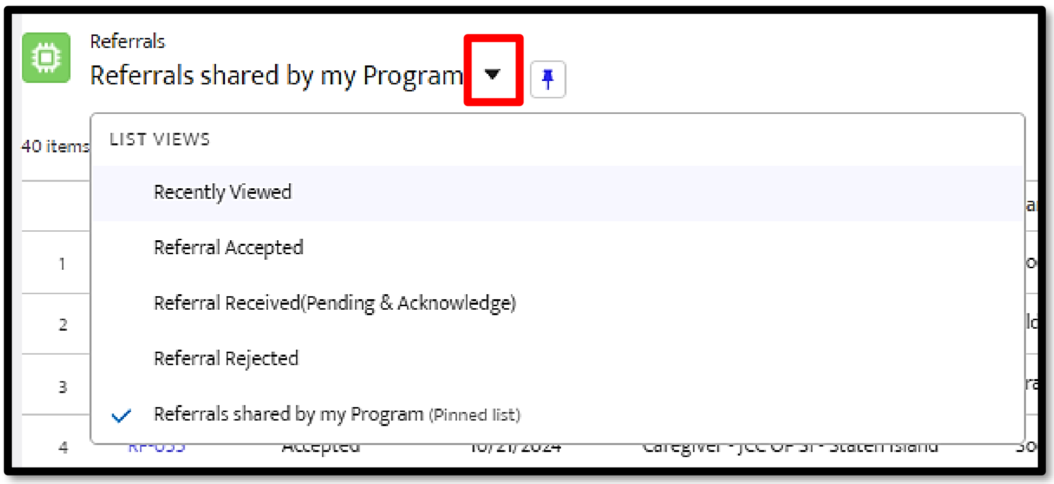
Overview of Referrals

The **Referral Queue** enables users to view and manage referrals. Users are able to refer a client from one NYC Aging program to another. Each program has different places (targets) that they can refer a client. Referrals can be in various states: sent, pending, acknowledged (reviewed by the target program, but not yet approved), approved or rejected.

Viewing Referrals

The referral queue can be accessed from the **Top Menu**.

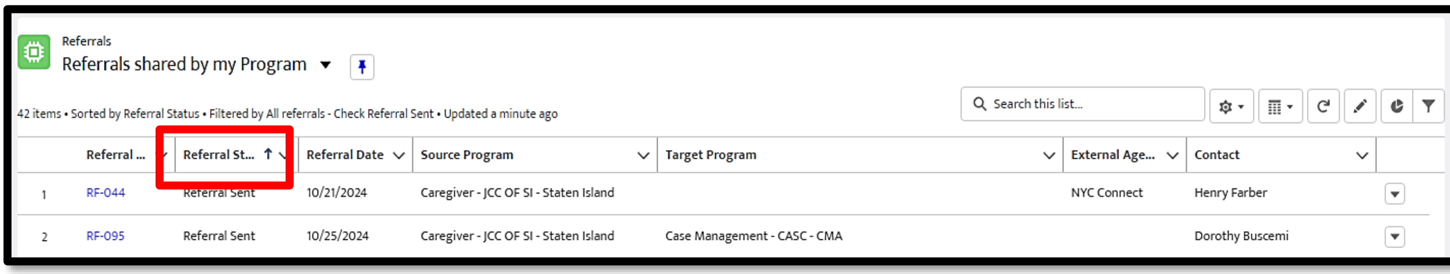
The Referral Queue displays referrals based upon status. You can pin your default view.



Users can narrow the referral search by filtering by the type or status of referral. These are the referral types in VIVÉ:

- **Recently Viewed** referrals have been opened and viewed by the receiving program. However, no action has been taken on the referral.
- **Referral Accepted** indicates that the receiving program has viewed the referral and determined that the client will receive services.
- **Referral Received** (Pending & Acknowledge) has not been opened or viewed by the receiving program, and no action has been taken.
- **Referral Rejected** indicates that the receiving program has viewed the referral and determined that the client will not receive services.
- **Referrals Shared by my Program** (Pinned List) are filtered by Program only, which helps to further narrow the search.

Once a list view is selected, referrals can be sorted by column headings. Note the upward arrow next to the Referral Status.



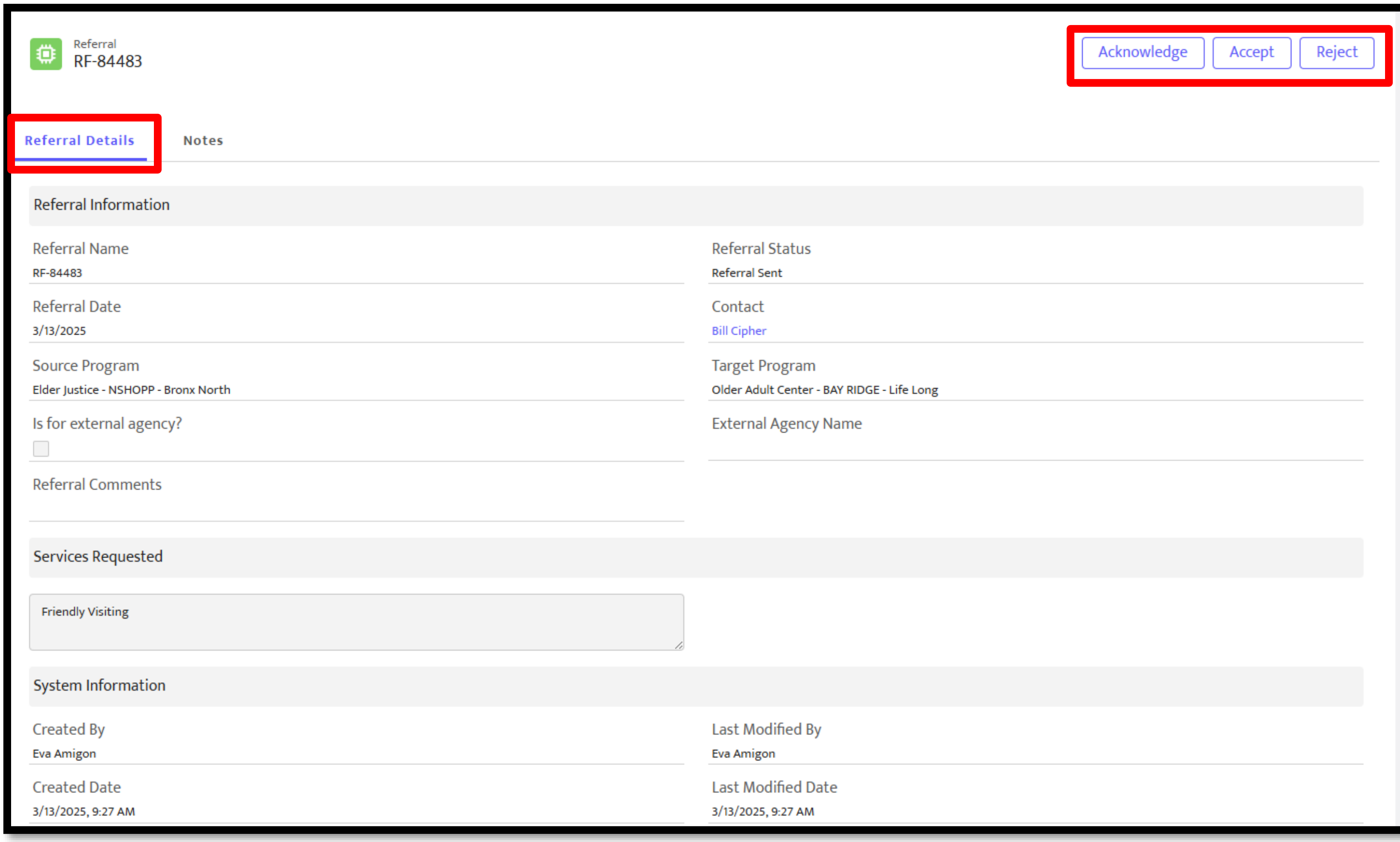
Referral Details

The **Referrals Details** page displays information such as Referral Status, Source Program, Services Requested and who created the referral.

Upon receiving a new referral, the program can Acknowledge, Accept or Reject a referral.

- **Acknowledge**: the user acknowledges the referral.
- **Accept**: the user accepts the referral for services.

- **Reject**: the user rejects the referral, and the client will not receive services.

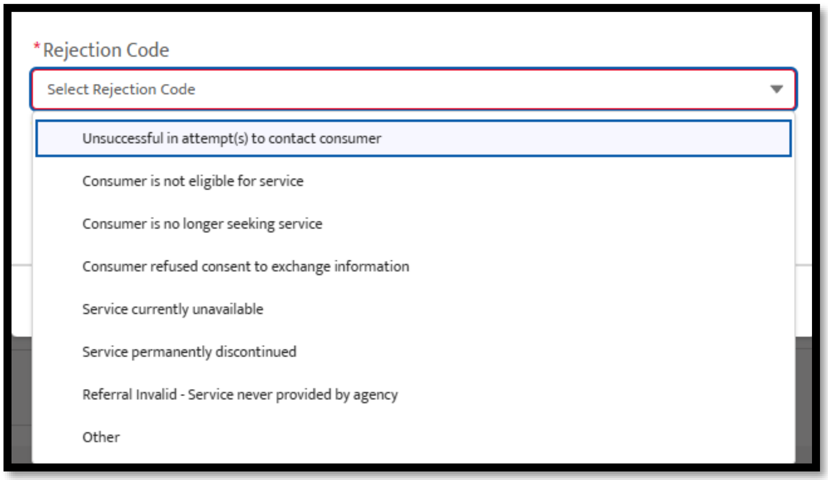


Accepting an Enrollment

If the user selects the **Accept** button, the user is prompted to enroll the client into their program. The button changes to **Go to Enrollment.**

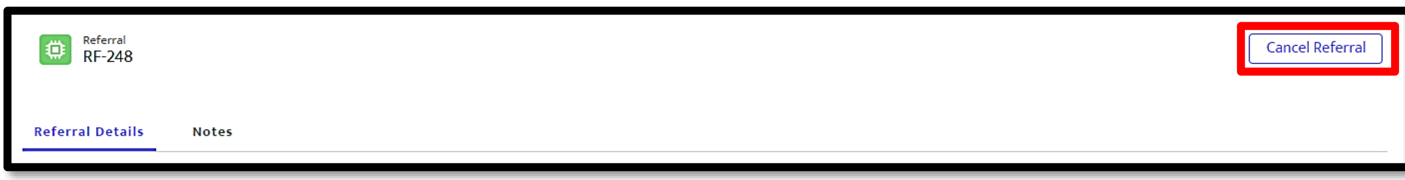
Rejecting an Enrollment

If the target program is unable to provide the requested services, then after selecting the **Reject** button the user must indicate the rejection code and reason.



Cancelling a Referral

Referrals that have not yet been accepted/rejected may be cancelled by the source program.



Referral Notes

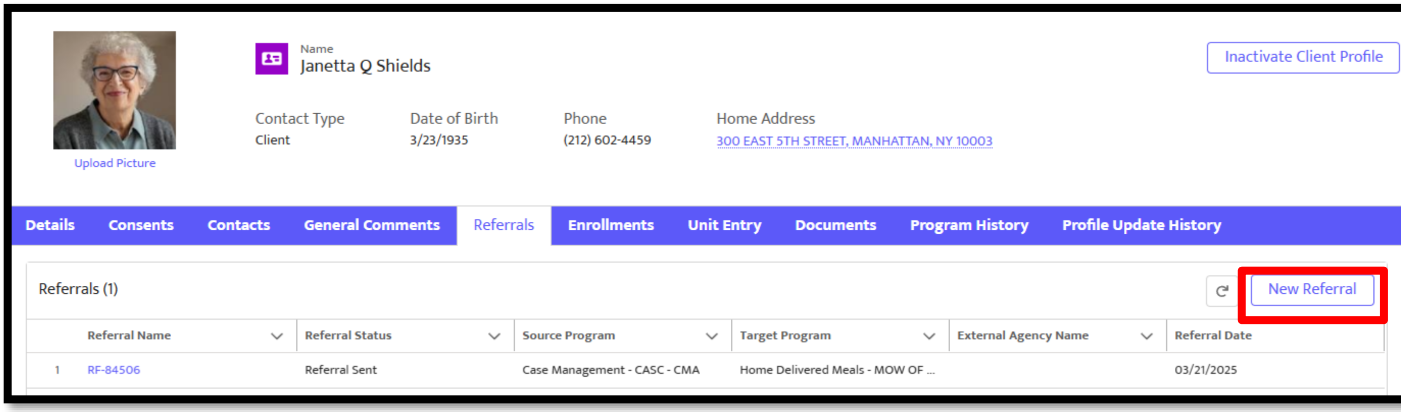
All referrals have a **Notes** tab. These notes are seen by both the source and target programs. A user may search and filter the notes of this specific referral.

Making a Referral

Referrals are made from the **Details** menu.

Step 1: From the **Top Menu**, click **Client Search** and click link of desired client.

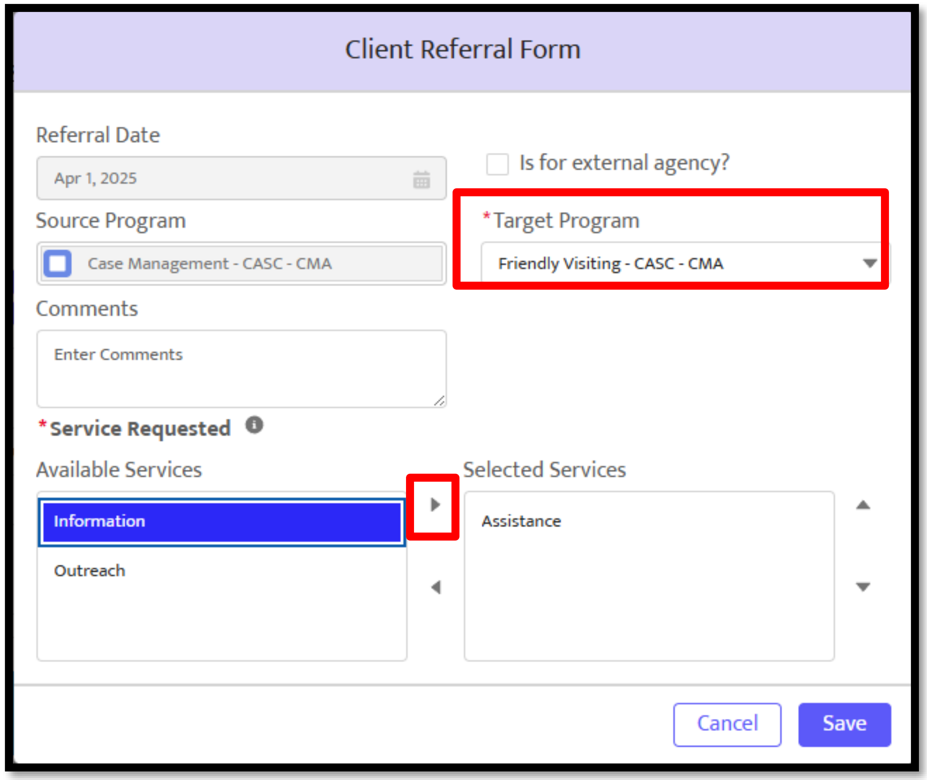
Step 2: Select the **New Referral** button.



Step 3: From the **Client Referral Form**, select the Target Program first. Depending upon the Target Program, the Available Services will be populated with program specific options.

Step 4: Click on a desired Available Service and then select the right facing triangle to inform the Target Program of client's needs.

Step 5: Select **Save**.



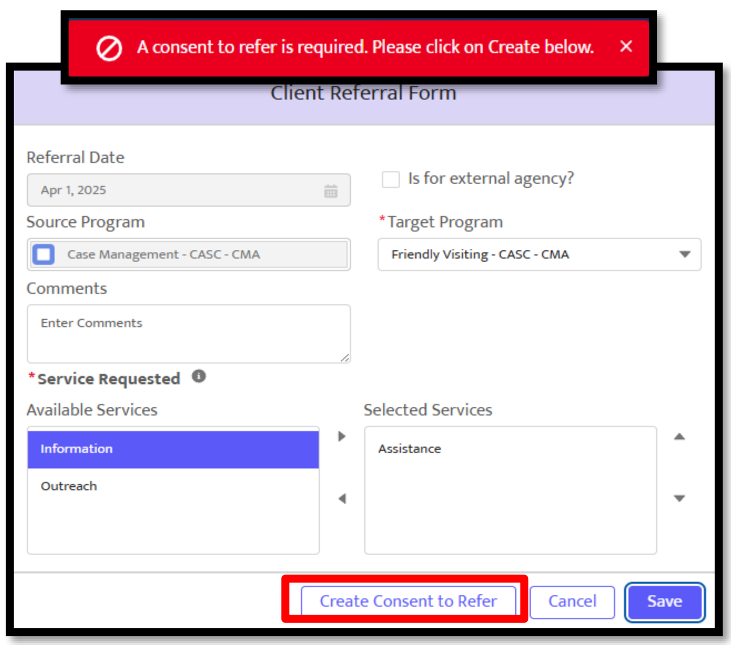
Completing Consent to Refer

If the client has not been referred to a Target program before, then a Consent to Refer document must be signed and uploaded. The Consent to Refer document only needs to be completed once per agency.

When there is no consent, then an error message will appear as well as a button to complete the Consent to Refer process.

You will be sent to the **New Consent** pop-up and the Consent Type will be prepopulated with Consent to Refer.

Click **Save** and return to the **Client Referral** pop-up to click Save and submit the referral.



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded training.
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

VIVÉ Dashboard Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on navigating the **Dashboard**.

Dashboard is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

In this guide you will learn:

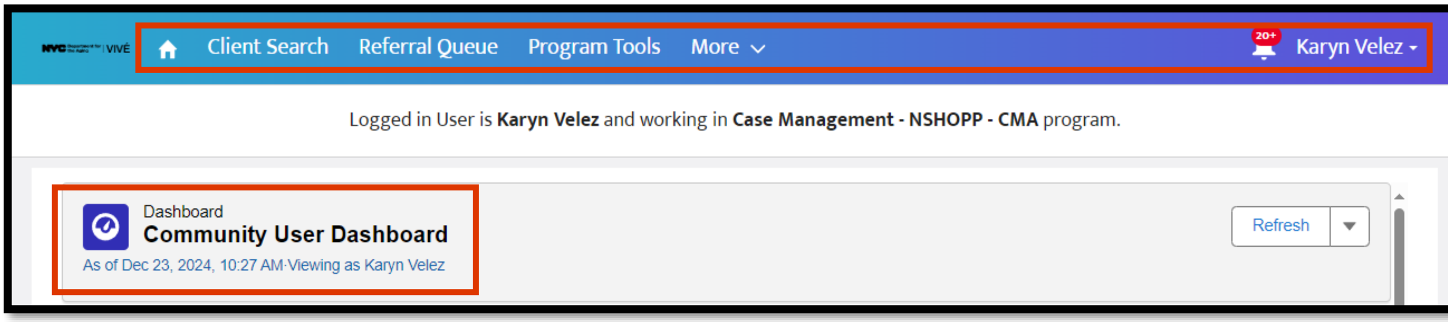
- A Dashboard Overview
  - The Top Menu Navigation
    - Notifications
    - User Name Profile
    - Refresh Button
- My Enrollments
  - Accessing the Client Profile
  - Accessing Enrollment Menu
- My Follow-Ups
  - Accessing the Follow-Up Request Screen
- My Tasks
  - Accessing the Task Details

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

A Dashboard Overview

The **Community User Dashboard** or **Dashboard** is your home page. Here you will have access to the **Top Menu**, as well as hyperlinks associated with enrolled clients, pending follow-ups for clients, and tasks that are to be completed.

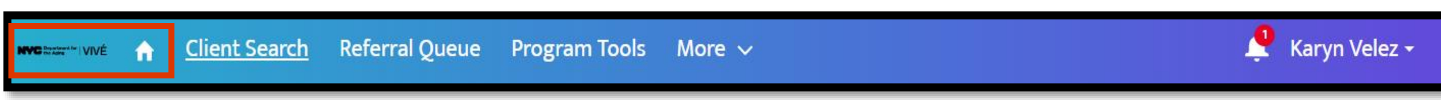
The **Dashboard** will be the first page to appear once you have logged into VIVÉ. Below are details of key navigational elements and details of their features.



The Top Menu Navigation

The **Top Menu** is displayed on every screen in VIVÉ streamlining access to critical navigational tools.

From any screen within VIVÉ you can return to the **Dashboard** home page by selecting either the **NYC Aging VIVÉ** logo or the **Home** icon.



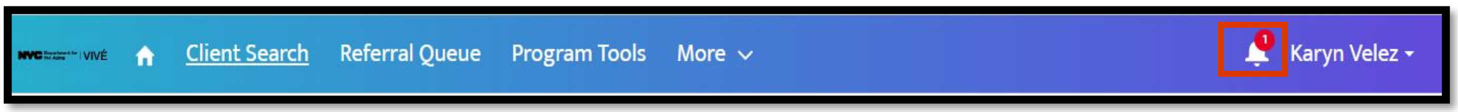
These are the critical links from the **Top Menu**:

- Client Search – This functionality conducts a search of clients, contacts or professionals. It includes an intelligent search. For example, it can search nicknames, such as Bob, and return results for Robert.
- Referral Queue – This functionality provides access to referrals that are either created, sent, or received by your program
- **Program Tools** – This functionality varies by program. Universally, users are able to access event profiles and the monthly unit summary**.** Depending upon the program, one or more of the following are available: ability to download blank forms, access links to surveys, print ID cards. manage wait lists for services, and send notifications to enrolled clients via email or text messaging.

- **Admin Tools** – This functionality is only available to Program Administrators who manage users, such as adding new users or making edits to current user details. For certain programs, this functionality will also manage staff who deliver meals.
- **Reports** – This functionality provides users with access to their program specific reports.
- **Field Service** – This funtionality is specific to route management of Home Delivered Meals programs.

Notifications

The **Bell Icon** alerts you to your **Notifications.** There is a number with a red background indicating how many notifications you have not yet reviewed. These notifications alert you to client related issues such as being assigned as the worker for a specific client or requests to follow-up on certain client issues.

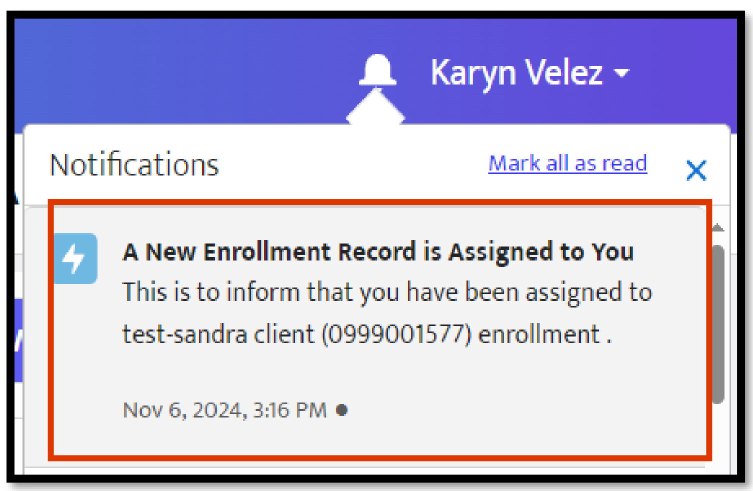


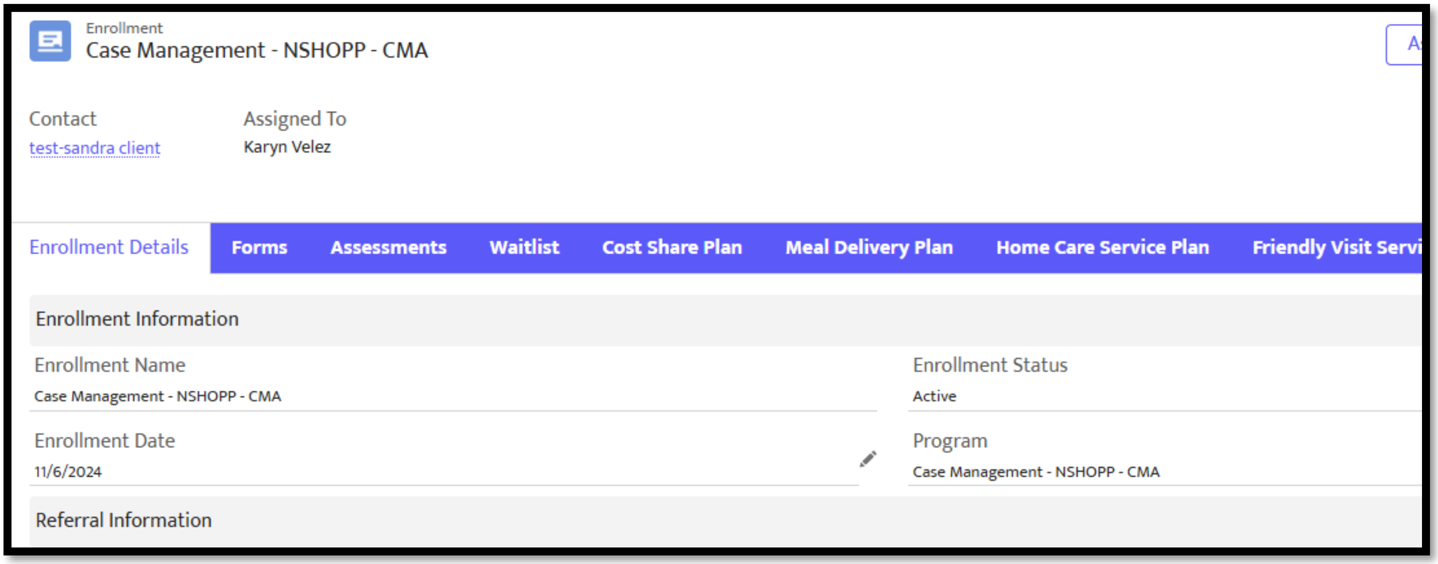
To view and access **Notifications**:

Step 1: Click the **Bell Icon** to view **Notifications**. A pop-up displaying all **Notifications** will appear. **Notifications** that are pending will be greyed out. The selection will also remove any numbers that previously were displayed on the **Bell Icon**.

Step 2: Once displayed, **Notifications** can be accessed by selecting the desired notification. This selection will bring you to the page associated with that specific notification.

In the example below, the notification was for a new **Enrollment** assigned to you for the client, Test-Sandra. Once the notification is selected, you will be directed to Test-Sandra's **Enrollment Details** (see graphic). You can now decide to either review information about this client or begin work on Test-Sandra's case file.



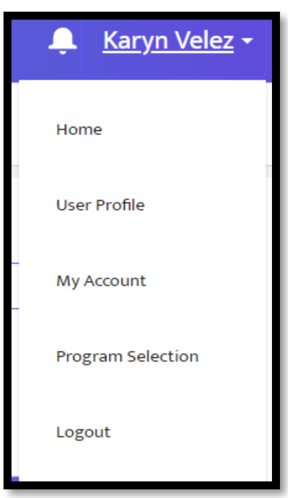


Notifications are ordered so that the most recent one appears at the top of the list. If you want to view others, scroll down.

NOTE: *Once a notification has been selected, it will no longer have a grey background.*

User Name Profile

User Name Profile is located on the **Top Menu** ribbon to the right of the **Bell Icon**. Clicking this link displays the options associated with your account. These include:



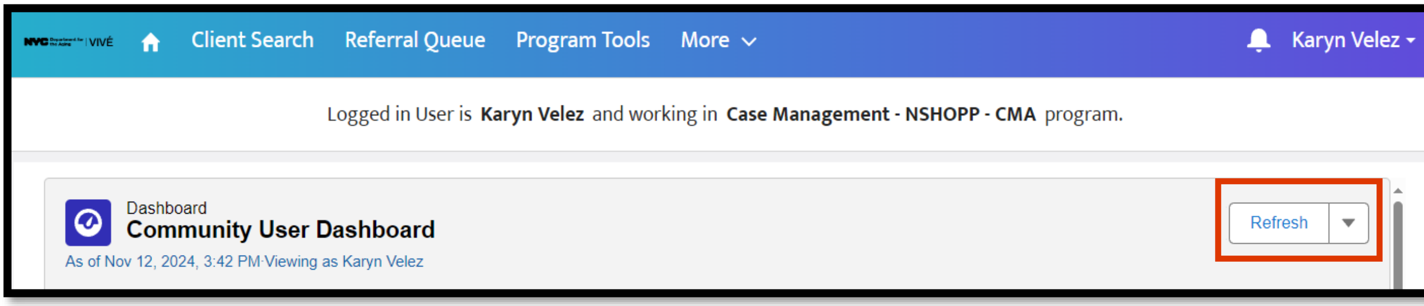
- **Home** – This functionality is used to bring you back to the **Dashboard** from any screen page in VIVÉ.
- **User Profile** – This functionality provides access to information about you including your 1) title, 2) supervisor's name, 3) email address, 4) company name, telephone number and address and 5) mobile number.
- **Program Selection** – If you are associated with more than one program, this functionality provides the means to switch among those programs.
- **My Account** – This functionality for **My Account** is basic information on your account in VIVÉ.
- **Logout** – This functionality enables you to log out of VIVÉ.

NOTE: *For a non-administrative user, this drop down list will default to their specific program and they will not have access to any other programs. On the **Dashboard** home page, your name as well as the program you are logged into will be displayed dircetly under the **Top Menu**.*

Refresh Button

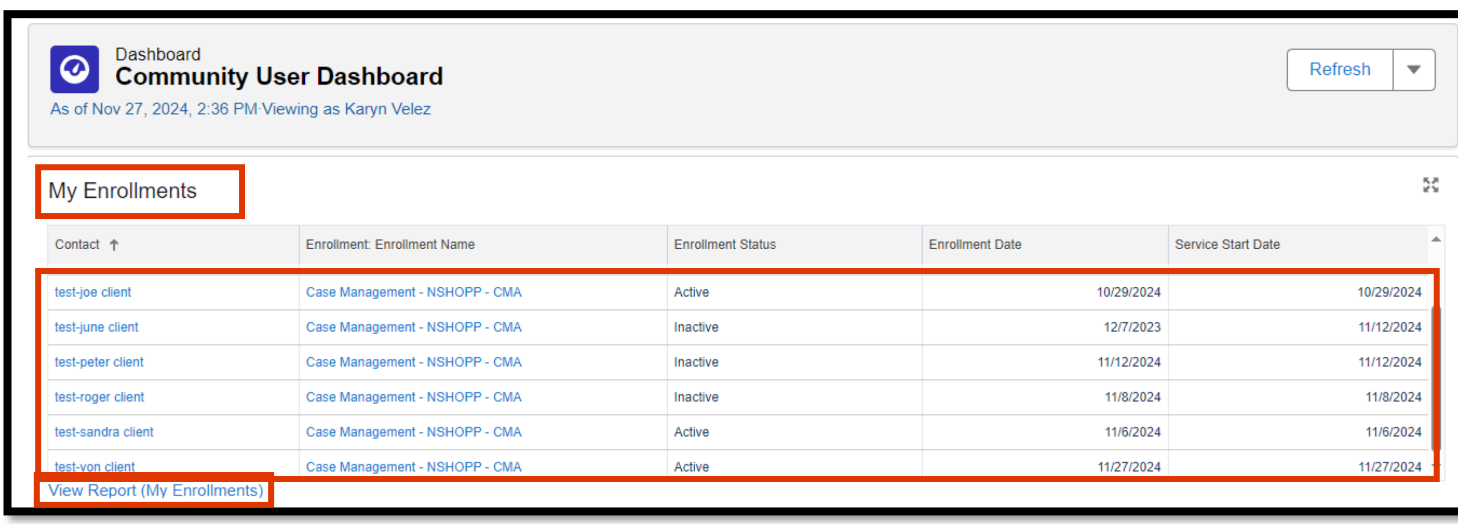
The **Refresh** button is used to "refresh" the various sections of the **Dashboard** page – **My Enrollments**, **My Follow-Ups** or **My Tasks**. Updates could include a listing of a newly assigned client or follow-up request. Also, the **Refresh** button will update any status changes with an enrolled client or follow-up request.

To update the **Dashboard**, select the **Refresh** button.



My Enrollments

All clients assigned to you will be displayed under **My Enrollments** on the **Dashboard**. This section includes information such as the client's name, the date the client was enrolled in the program, and the status of the enrollment (**Active** or **Inactive**).

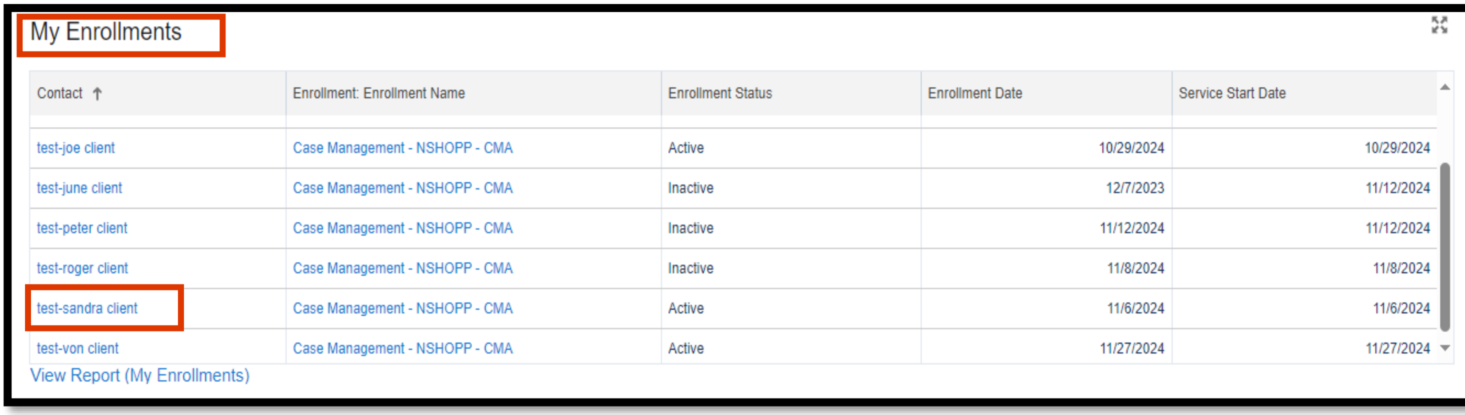


You can also review any reports associated with assigned clients on this portion of the page by clicking the hyperlink **View Report (My Enrollments)** at the bottom left. Finally, you can also access client files directly from **My Enrollments**.

When accessing a client file from **My Enrollments**, you have the option to access information on the **Client Profile** level or the **Enrollment** level for your program type.

Accessing the Client Profile

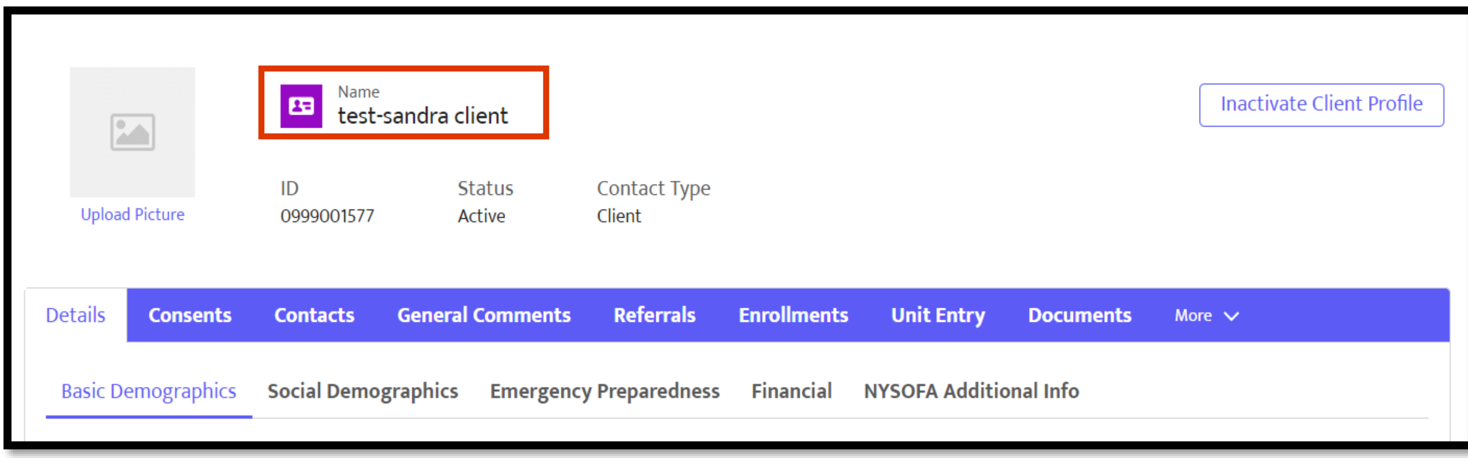
On **My Enrollments**, click the **Contact** link associated with the client's name. Once clicked, the **Details Menu** will appear.



My Enrollments

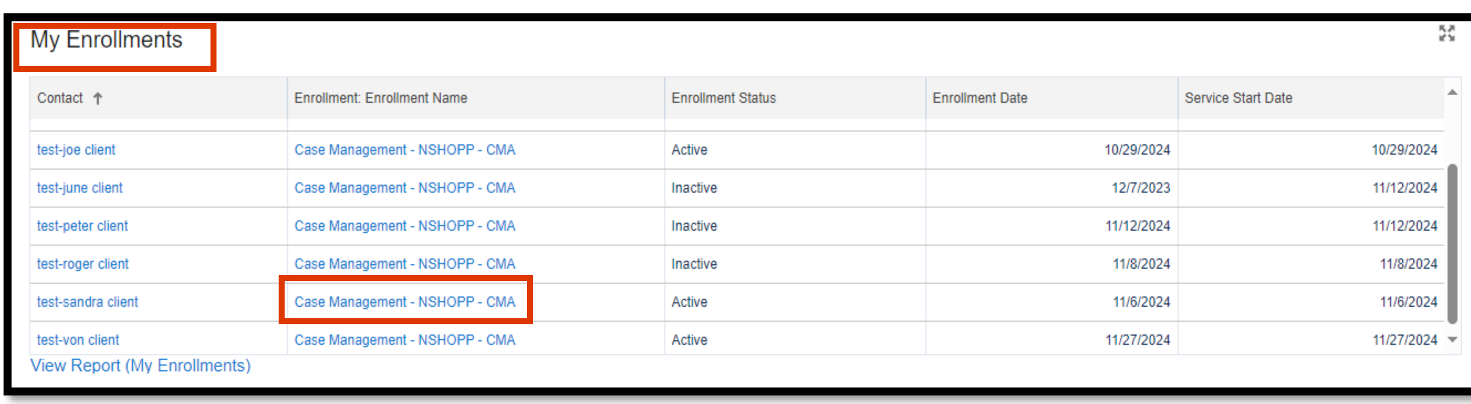
Contact	Enrollment: Enrollment Name	Enrollment Status	Enrollment Date	Service Start Date
test-joe client	Case Management - NSHOPP - CMA	Active	10/29/2024	10/29/2024
test-june client	Case Management - NSHOPP - CMA	Inactive	12/7/2023	11/12/2024
test-peter client	Case Management - NSHOPP - CMA	Inactive	11/12/2024	11/12/2024
test-roger client	Case Management - NSHOPP - CMA	Inactive	11/8/2024	11/8/2024
test-sandra client	Case Management - NSHOPP - CMA	Active	11/6/2024	11/6/2024
test-von client	Case Management - NSHOPP - CMA	Active	11/27/2024	11/27/2024

View Report (My Enrollments)



Accessing Enrollment Menu

On **My Enrollments**, click the **Enrollment: Enrollment Name** link associated with the desired client. Once clicked, the **Enrollment** screen for your program type will appear for the client with the



My Enrollments

Contact	Enrollment: Enrollment Name	Enrollment Status	Enrollment Date	Service Start Date
test-joe client	Case Management - NSHOPP - CMA	Active	10/29/2024	10/29/2024
test-june client	Case Management - NSHOPP - CMA	Inactive	12/7/2023	11/12/2024
test-peter client	Case Management - NSHOPP - CMA	Inactive	11/12/2024	11/12/2024
test-roger client	Case Management - NSHOPP - CMA	Inactive	11/8/2024	11/8/2024
test-sandra client	Case Management - NSHOPP - CMA	Active	11/6/2024	11/6/2024
test-von client	Case Management - NSHOPP - CMA	Active	11/27/2024	11/27/2024

View Report (My Enrollments)

default for the tab of **Enrollment Details**. On this tab page, an overview of the client's enrollment can be found.

My Follow-Ups

The section on the **Dashboard** directly underneath **My Enrollments** is **My Follow-Ups**. This section provides you with a List View of follow-up requests assigned to you for various clients. For each follow-up request you will be able to see overview information including the follow-up request type, its status (Open, Completed or Inactive) and the client associated with the request.

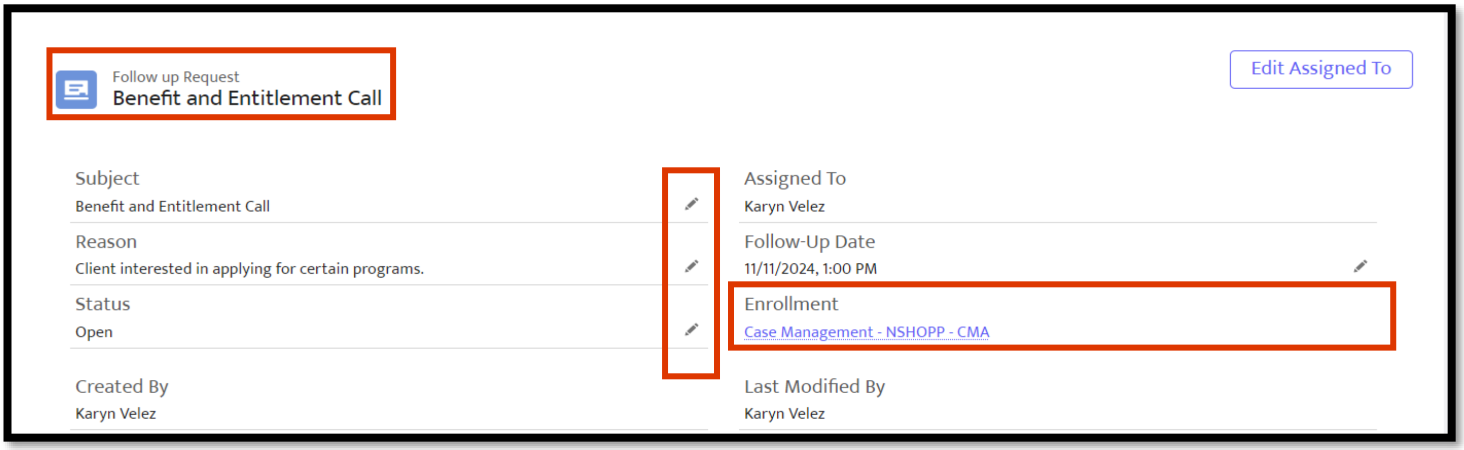
You can also review any records associated with assigned requests on this portion of the page by clicking the **View Report (My Follow-Ups)** link at the bottom left of this section.

Accessing the Follow-Up Request Screen

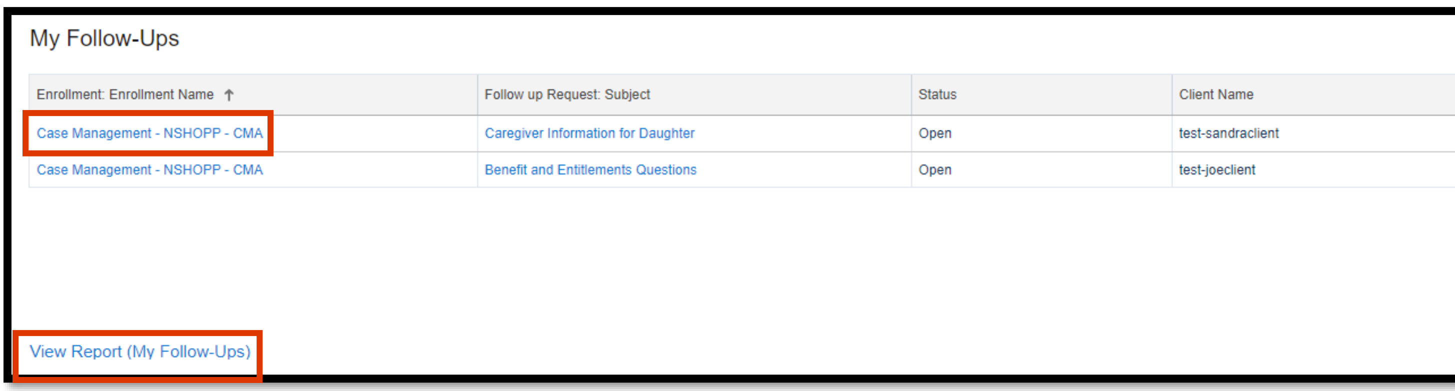
From the Dashboard's **My Follow-Ups** section, click the **Follow-Up Request Subject** link.

Once clicked, the **Follow-Up Request** screen will appear providing additional information, such as the reason for the request, the date and time the request is asked to be completed by and the person who created the request.

Use the pencil icons to edit the **Subject**, **Reason**, **Status** and/or **Follow-Up Date**.

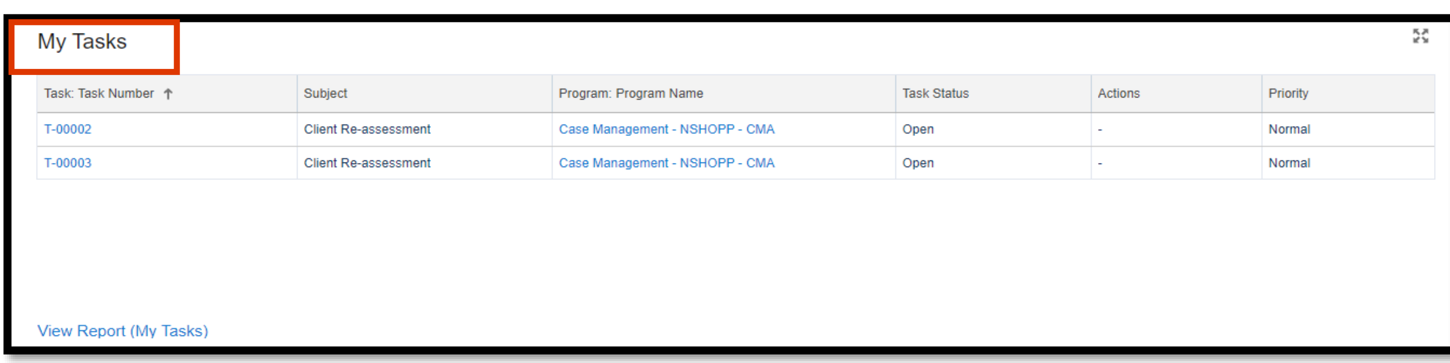


Also available from **My Follow-Ups** on the **Dashboard** is a link to the client's **Enrollment Menu**.



My Tasks

My Tasks is a program specific "tickler" for yearly client profile updates such as the Annual Client Enrollment Update or Reassessments. Unlike **My Enrollments** or **My Follow-Ups**, **My Tasks** will automatically alert all your VIVÉ program users of the clients who need their records updated.

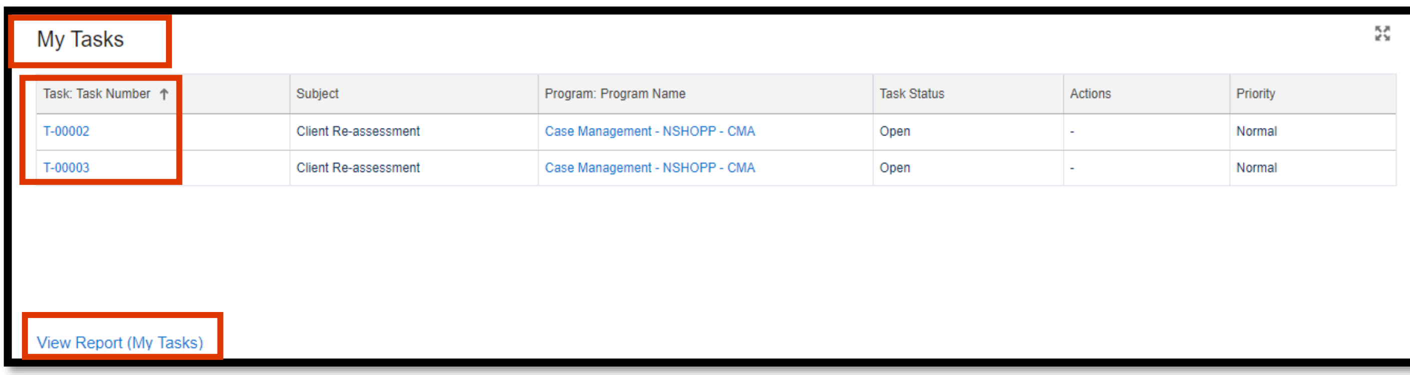


My Tasks displays information such as the type of client profile update needed, the **Task Status** (Open, In Progress or Closed), any **Actions** that have been taken regarding the task and the task's **Priority** level (Normal, Medium or High). In addition, under the heading **Task: Task Number**, upcoming tasks are given an identification number that can be sorted as needed.

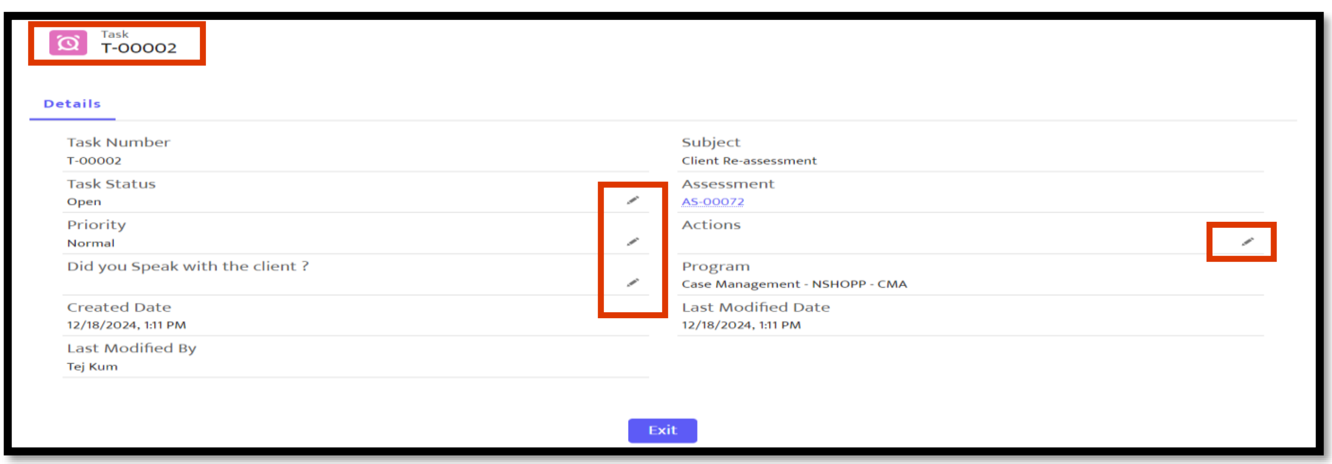
VIVÉ program users can also review a report on their **My Tasks** by clicking the link **View Report (My Tasks)** on the bottom left.

Accessing the Task Details

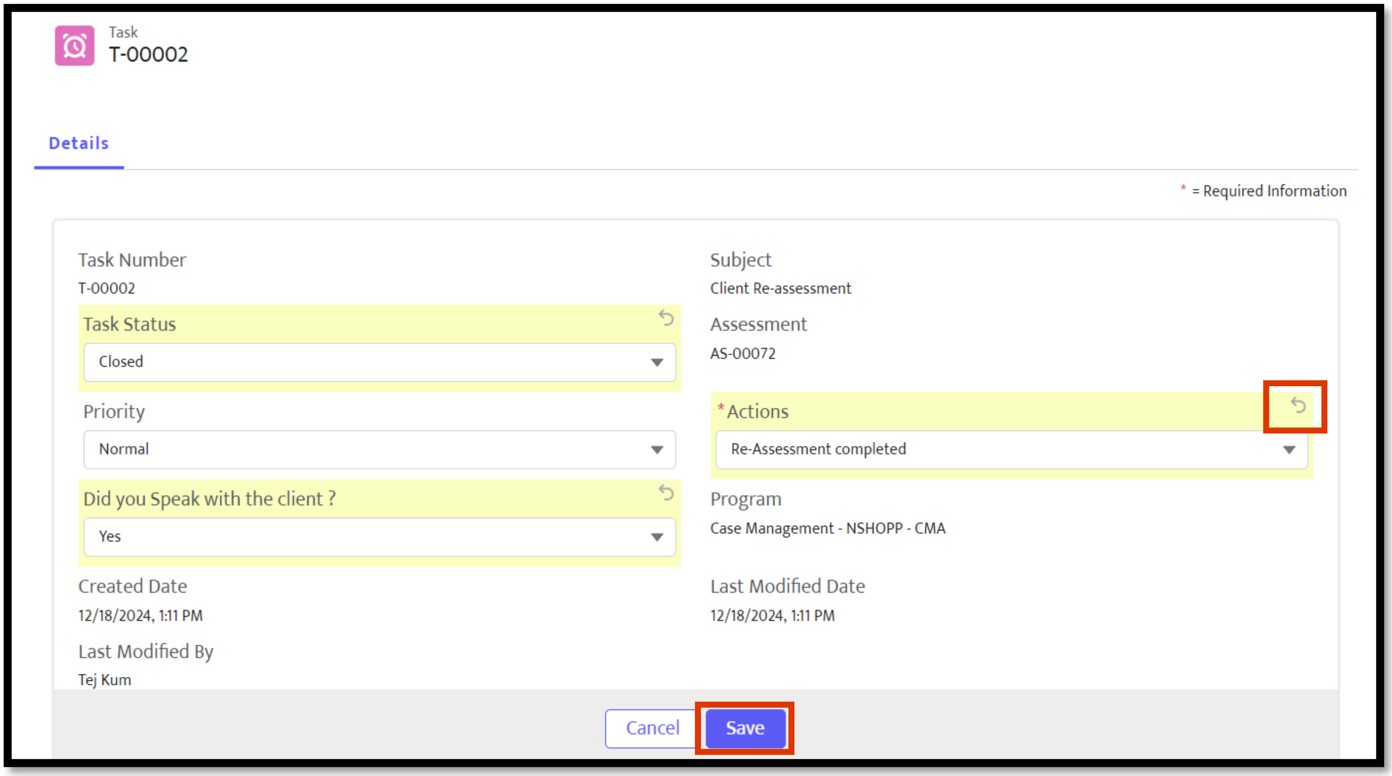
Step 1: From **My Tasks**, click the **Task: Task Number** link for the desired task. Once clicked, the **Task Details** screen will display related task information such as a hyperlink that directs you to the last Client Enrollment or **Assessment** created for the client. You will also be able to edit the screen by selecting any of the pencil icons.



Step 2: Select pencil icons to make the task details editable.



After making an edit, the area around the edited field is highlighted and there is an undo icon that appears. Clicking the undo icon returns the value to the last time the page was saved.



Saving the screen will bring you back to the **Task Details** screen where your updates will be noted.

Note: *The Exit button returns you to the* ***Dashboard****. Any updates made will not be seen on the* ***My Tasks*** *list view until the* ***Dashboard*** *is "refreshed."*

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Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

The VIVÉ Documents Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on adding, viewing, and editing documents.

Documents is a common functionality within VIVÉ. You may access this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. Or you can use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Program Standards.

In this guide you will learn:

- Overview of Documents
- Navigating to Documents
    - Details Menu: Client Profile
    - Enrollment Details Menu
- Adding Documents
    - Access Level
    - Upload Files
- Viewing / Editing Documents
    - View Documents
    - Edit Document Status

If you have any questions, please contact the VIVÉ Application Support Center via VIVÉSupport@aging.nyc.gov.

Overview of Documents

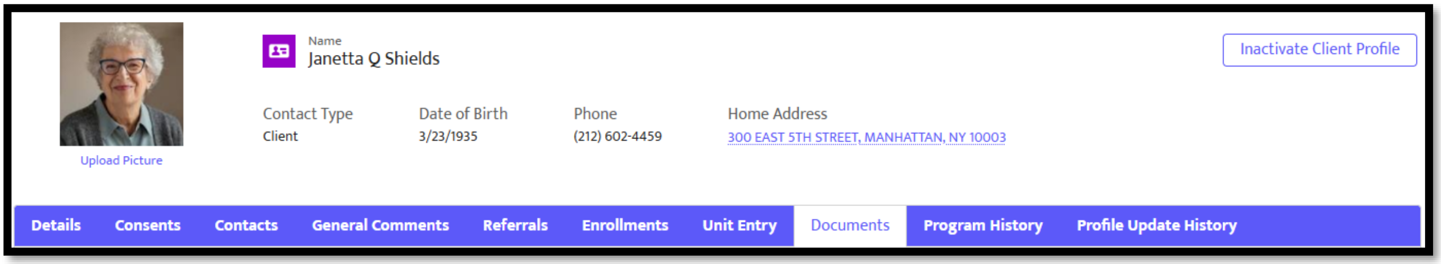
Documents featured in VIVÉ provides the ability for you to add, edit, and view a record of various document types associated with a client's file by uploading them into the database.

Navigating to Documents

The **Documents** tab is located on the **Details Menu: Client Profile** and **Enrollment Details Menu**.

Step 1: Click **Documents** tab from **Details Menu: Client Profile** or **Enrollment Details Menu**.

Details Menu: Client Profile



Enrollment Details Menu

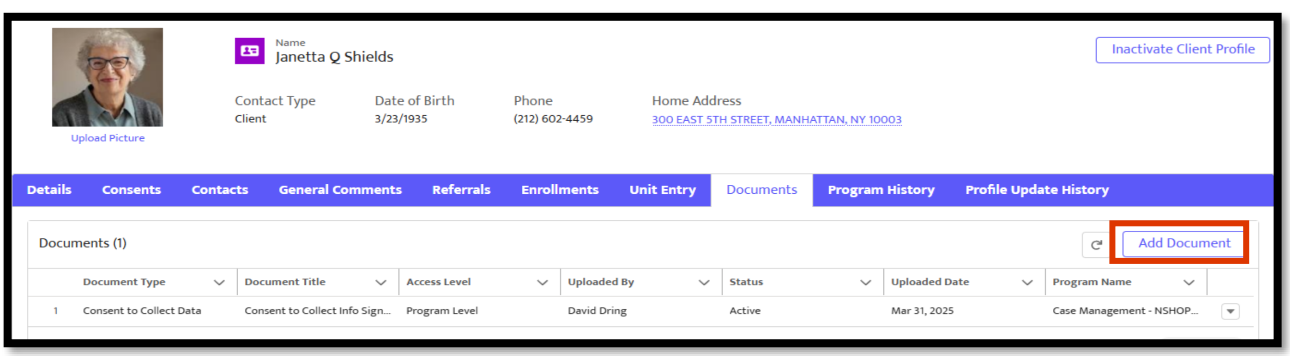
Adding Documents

Adding client documentation follows the same procedure whether the upload is being done on the **Client Profile** or **Enrollment Details Menu**. Let's take a closer look at how to upload Documents to a client's file from the **Client Profile**. (For more information on Client Profile and Enrollments.)

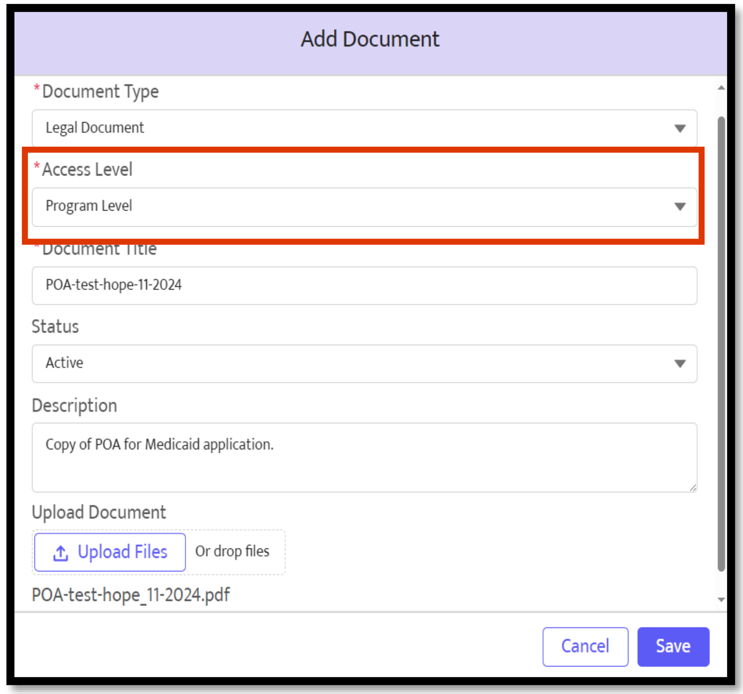
Step 1: From the **Top Menu**, click **Client Search**, click the client's name link.

Step 2: From the **Details Menu: Client Profile**, click the **Documents** tab. The **Documents** List View will appear denoting the number of documents that have been uploaded to the client's file.

Step 3: Select the **Add Document** button to bring up a pop-up to enter document details.



Step 4: On the **Add Document** pop-up, complete the required fields of **Document Type, Access Level** and **Document Title**. The **Status** field will automatically default to the status of **Active**. If needed, provide a **Description** of the documentation.

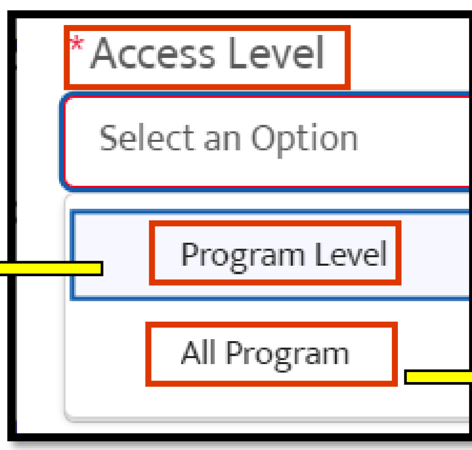


Access Level

Access to viewing **Documents** that are added to a client's file can either be viewed only by the program that uploaded the documentation or by any program that is contracted with NYC-Aging. Use the **Access Level** dropdown to pick the appropriate level.

The two **Access Level** options are: **Program Level** and **All Program**.

Program Level access allows <u>only</u> staff within the program who added the **Document** to view or edit its status.

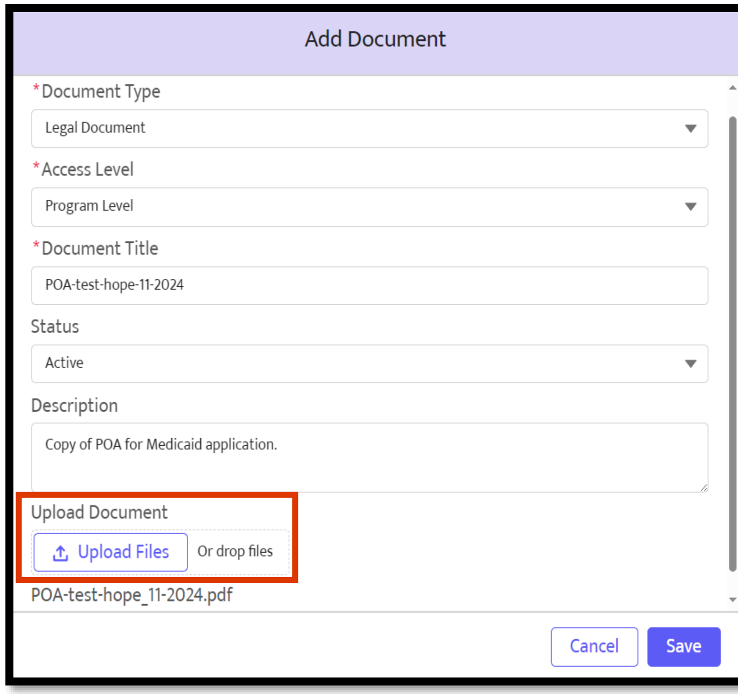


All Program access allows <u>any</u> contracted NYC-Aging program to view the uploaded **Document** or edit its status.

TIP: *For sensitive client documentation, add material on the **Enrollment** level with the **Access Level** of **Program Level**. This will ensure that your program will be the only program that can view and edit the status of the documentation uploaded.*

Upload Files

Step 5: Finally, select the **Upload Files** button to add the documentation. Select the **Save** button to complete the process.



After selecting **Save**, you will return to the **Documents** List View where general information regarding the recently added documentation is displayed.

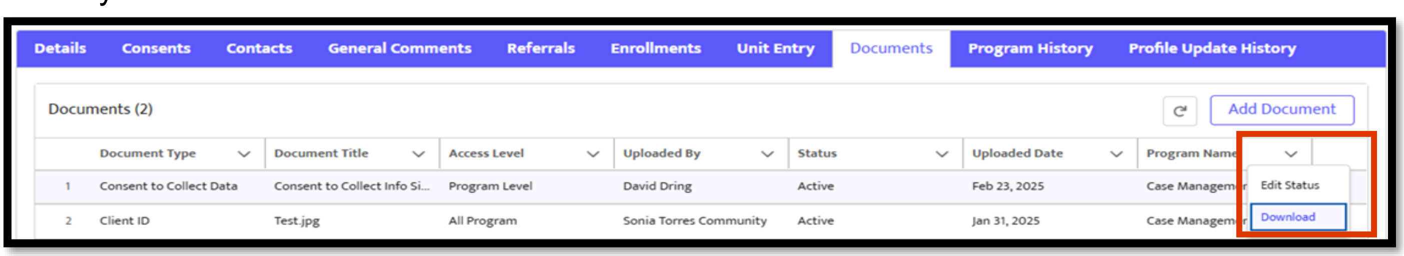
TIP: *Keeping various client documentation in one central location can be helpful when the need to access documents arises. Deciding to upload a client's documentation to the **Documents** feature on either the **Details** level or the **Enrollment** level, not both, may prove useful.*

Viewing / Editing Documents

View Documents

While you cannot select and open documentation directly from the **Documents** tab List View, you can download and print a pdf copy of the file by using the List View dropdown. This dropdown feature can be found to the far-right of the List View row. To download the document for viewing or printing:

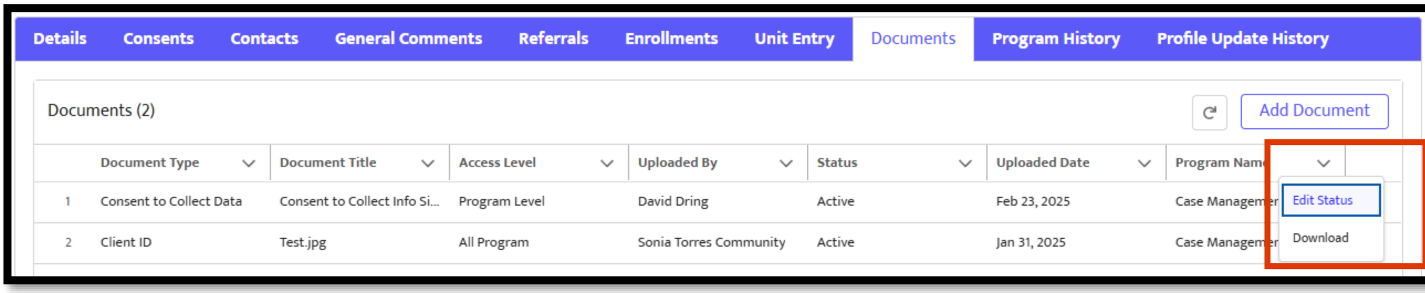
Step 1: Select the dropdown arrow and pick **Download**. Using the browser, the document is placed within your local Downloads folder.



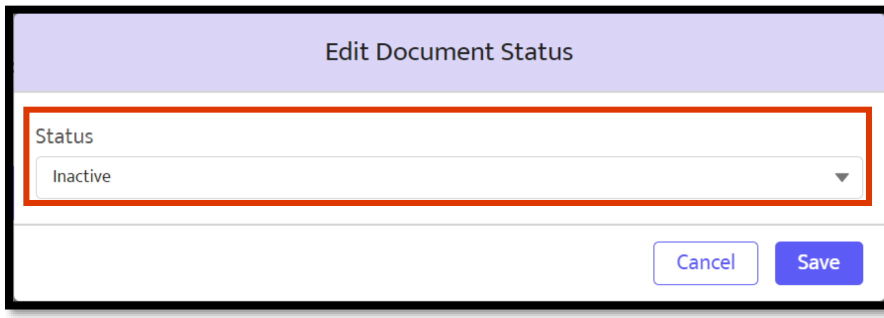
Edit Document Status

The same dropdown arrow feature provides the ability to edit the status of a document.

Step 1: Select the dropdown arrow and pick **Edit Status**. The **Edit Document Status** pop-up will appear. The status of **Active** will be the default in the **Status** dropdown list.



Step 2: If the document is no longer applicable for the client, pick **Inactive** from the dropdown list and select the **Save** button.



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Return to VIVÉ Knowledge Base

Return to VIVÉ Knowledge Base

VIVÉ Admin Tools Reference Guide

VIVÉ is a customized client management system designed by NYC Aging. This system supports NYC Aging contractors in managing their client interactions and reporting on services provided. This reference guide provides instructions on creating, enrolling, disenrolling and the features of Admin Tools.

Admin Tools is a common, core functionality within VIVÉ, which is described within this guide. There is some functionality specific to Home Delivered Meal programs, such as administrating their drivers, is not described here; only within their Program Guide.

You may have accessed this guide from the VIVÉ Knowledge Base or from a program specific reference guide. At the beginning and end of this document is a link to return to the VIVÉ Knowledge Base. You can also use your browser's back button to return to the program reference guide.

This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view NYC Aging's Programs' Standards.

In this guide you will learn:

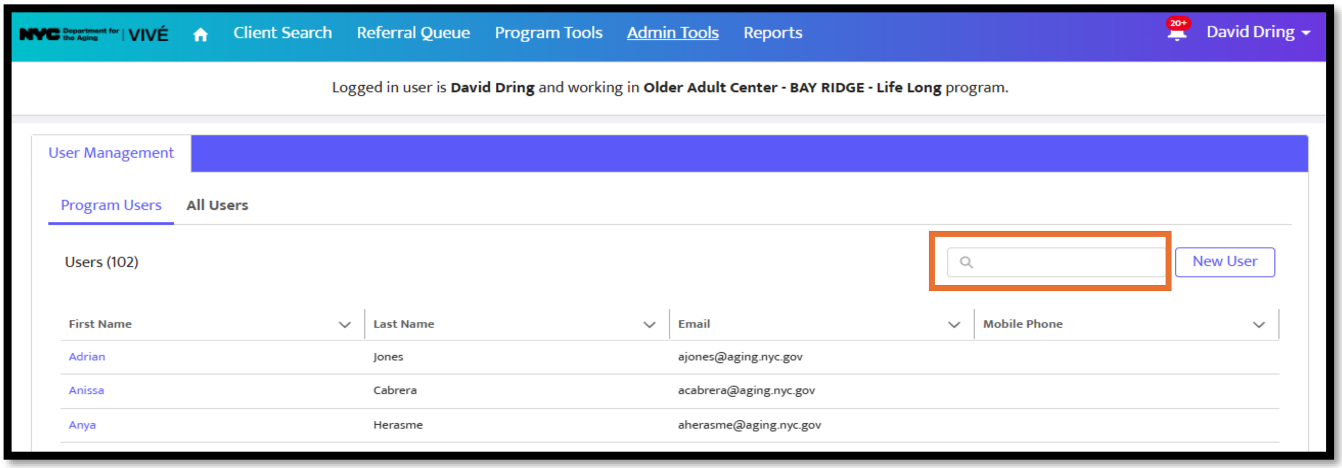
- Accessing Admin Tools
- Viewing Users
  - Searching for Users
- Creating a New User
- Editing a User
  - Editing Basic Information
  - Editing User Roles with Program Associations
- Inactivating a User from a Program Association

If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Accessing Admin Tools

The core function of Administrative Tools is managing users. This is where users are viewed, created, and edited.

From **Top Menu**, click **Admin Tools**. The **User Management** tab will be displayed by default. This page lists all the users within your program.

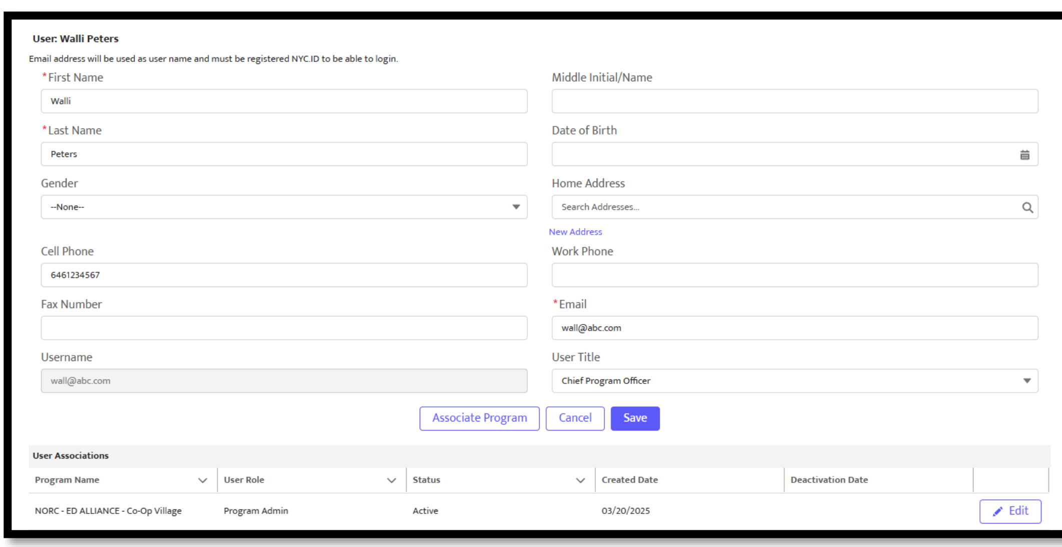


Viewing Users

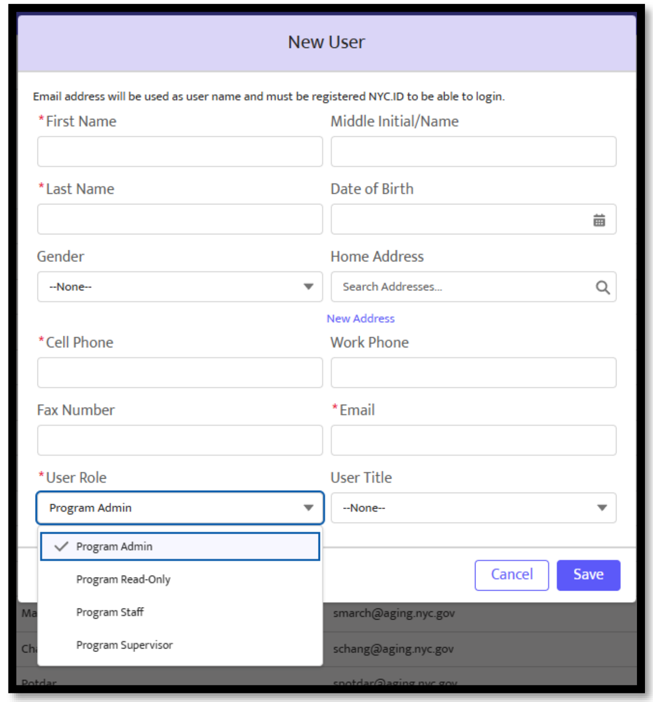
There are two types of users within VIVÉ. The first are Program Users, those users who are associated with your program. The second are all other users. These include every user within VIVÉ. You have access to them should you ever need to associate them with your program.

Searching for Users

There is a search box on **User Management** page. Enter either in part of or a complete user name to retrieve a list matching your search criteria. Clicking on a user's name link displays the user's details, including what programs they are associated with.



Creating a New User



Step 1: From the **Top Menu**, click on **Admin Tools**.

Step 2: From the **User Management** list view, select the **New** button.

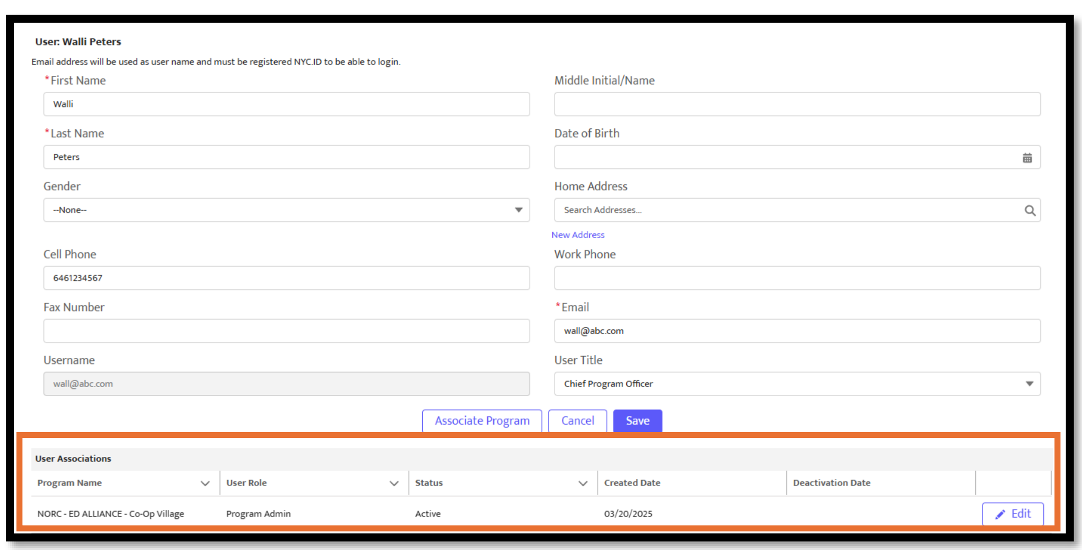
Step 3: From the **New User** pop-up, enter the required fields, such as Name, Phone #, Email and User Role.

***NOTE**: The Email Address must be the same one associated with their NYC.ID.*

There are four User Roles:

- **Program Admin**: has the ability to manage users of associated programs.
- **Program Read-Only**: can view but not make any edits to select programs.
- **Program Staff**: the primary users of the system
- **Program Supervisor**: the people responsible for approving and finalizing staff activities. For example, Program Supervisors approve, reject or close a client's enrollment into a program.

Step 3: Once the user's information is saved, the user details page appears to associate the user with their program(s). There is no limit to the number of programs a user can be associated with.



Editing a User

There are two primary edits to a user's details: basic information and user roles with program associations.

Editing Basic Information

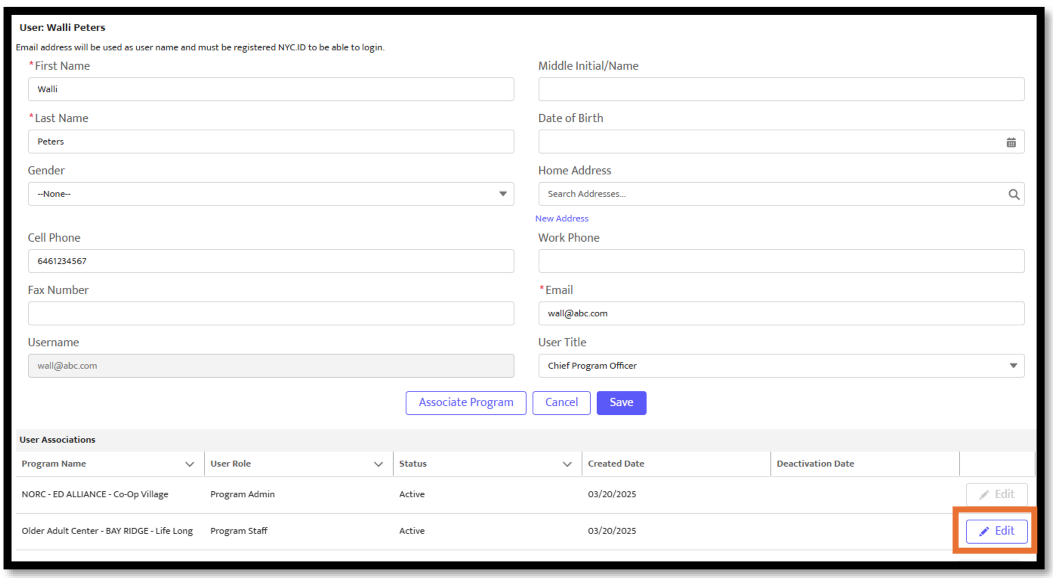
Step 1: From the Top Menu, click on Admin Tools.

Step 2: From the User Management list view, click the user's name link.

Step 3: From the user details page, edit information within any field. Select Save when finished.

Editing User Roles with Program Associations

A user can have different roles with their different program associations. For example, Walli is associated with a NORC as a Program Admin and with the OAC as Program Staff.

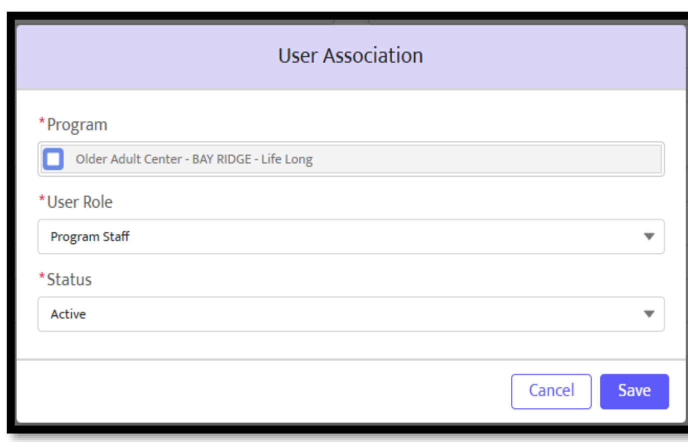


Step 1: From the Top Menu, click on Admin Tools.

Step 2: From the User Management list view, click the user's name link.

Step 3: From the user details page, select the Edit button to manage program association details.

Step 4: Within the User Association pop-up, change either User Role or Status. In this way, you establish the user's role for that particular program.



***NOTE**: You may see a person is associated with other programs, but you can only edit those associations where you are a Program Admin.*

Inactivating a User from a Program Association

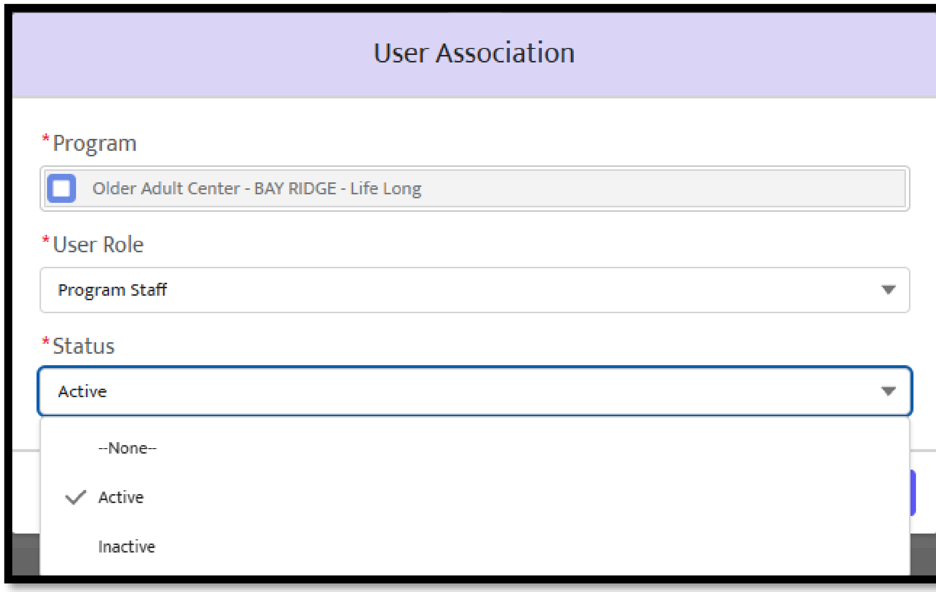
While users are never deleted from the system, they are inactivated from a program. In this way, they can be reactivated with another program later.

Step 1: From the **Top Menu**, click on **Admin Tools**.

Step 2: From the **User Management** list view, click the user's name link.

Step 3: From the user details page, **select the Edit** button to manage program association details.

Step 4: Select the Status drop-down to change the user's status. Then **Save**.



Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- VIVÉ Knowledge Base contains reference guides, short videos and recorded trainings
- If you have any questions, please contact the **VIVÉ Application Support Center** by submitting a ticket through the **Ticketing Module** under **Program Tools.**

Return to VIVÉ Knowledge Base