

APRIL 29, 2025

VIVÉ REFERENCE GUIDE

OLDER ADULT CENTERS



Welcome to the Detailed VIVÉ Reference Guide on Older Adult Centers

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 Older Adult Centers 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.

- The VIVÉ Older Adult Center Reference Guide
 - Global Consent Program
 - Client Enrollment
 - More About Event Management
 - Older Adult Center Forms
 - Monthly Unit Summary
 - The Activity Tracker and Wellness Volunteers
 - Distributing Surveys
 - Client Notifications
 - Blank Forms
 - Transportation
 - Adult Day Care Programs
- The VIVÉ NYC.ID Reference Guide
 - Logging into VIVÉ
 - Accessing NYC.ID
- Using the VIVÉ Client Search Reference Guide
 - Client Search Overview
 - Client Search
 - New Client Entry
- Using the VIVÉ Consent Reference Guide
 - Consent Overview
 - Consent to Collect Data
 - Uploading Consent Documentation
 - Consent Notifications
 - Consent to Refer and Share
 - Consent Revocation
- The VIVÉ Client Profile Reference Guide

VIVÉ Knowledge Base – Older Adult Center

- Client Profile Overview
- Details Tab
- General Comments Tab
- Program History Tab
- Profile Update History Tab
- Inactivating a Client
- The VIVÉ Enrollments Reference Guide
 - Overview of Enrollments
 - Navigating Enrollments
 - Creating Enrollments
 - Enrollment Details Menu
 - Enrollment: Additional Features
 - Closing Enrollment
- VIVÉ Events Reference Guide
 - Creating Events
 - Signing up Clients for an Event
 - Event Unit Entry
 - Entering Anonymous Units for Events
 - Monthly Unit Summary
- The VIVÉ QR Codes Reference Guide
 - Overview of QR Codes
 - Locating & Printing QR Codes
 - Using QR Code to Search for Client
- The VIVÉ Unit Entry Reference Guide
 - 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
- The VIVÉ Case Notes Reference Guide
 - Case Notes Overview
 - Entering Case Notes
 - Editing Case Notes
 - Finalizing Case Notes

VIVÉ Knowledge Base – Older Adult Center

- Printing Case Notes
- Linking Case Notes to Units
- The VIVÉ Follow Up Reference Guide
 - Follow Up Overview
 - Receive a Follow Up Request
 - Edit a Follow Up Request
- The VIVÉ Referral Guide
 - Overview of Referrals
 - Viewing Referrals
 - Referral Details
 - Making a Referral
- The VIVÉ Contacts Reference Guide
 - Overview of Contacts
 - Navigating to Contacts
 - Entering in New Contacts
 - Editing Contacts
 - Inactivating Contacts
- VIVÉ Dashboard Reference Guide
 - A Dashboard Overview
 - My Enrollments
 - My Follow-Ups
 - My Tasks
- The VIVÉ Documents Reference Guide
 - Overview of Documents
 - Navigating to Documents
 - Adding Documents
 - Viewing / Editing Documents
- VIVÉ Admin Tools Reference Guide
 - Accessing Admin Tools
 - Viewing Users
 - Creating a New User
 - Editing a User
 - Inactivating a User from a Program Association

The VIVÉ Older Adult Center Reference Guide

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

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 a 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:

- Global Consent Program
 - Written consent is required by the Global Consent program.
- Client Enrollment
- More About Event Management
 - Event Signup
 - Unit Entry
 - Entering Anonymous Units
 - Entering Anonymous Units - Information and Referral
 - Entering Anonymous Units for Congregate Meals
- Older Adult Center Forms
 - List View Forms (NSI as an example)
 - Conditional Assessment Form (PHQ-9 as an example)
 - Single Page Assessment Form (Benefits & Entitlements as an example)
- Monthly Unit Summary
- The Activity Tracker and Wellness Volunteers
 - Entering a Wellness Volunteer
 - Entering an Activity
- Distributing Surveys
- Client Notifications
- Blank Forms
- Transportation
 - How to Manage Drivers & Vehicles
 - `_Toc196834277`

VIVÉ Knowledge Base – Older Adult Center

- Scheduled Trips
- Adult Day Care Programs

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

- Basic Navigation
- Case Notes
- Client Profile
- Client Search & Initial Day Entry
- Contacts
- Dashboard
- Enrollments
- Events
- Follow-Up
- Glossary
- Notifications
- NYC.ID Login
- QR Code Scanning
- Referrals
- Reports
- Unit Entry

Global Consent Program

When signing NYC Aging's Consent to Collect information, the older adult is granting all NYC Aging Older Adult Centers and Transportation programs permission to collect their information. With Global Consent older adults only have to sign the Consent to Collect Information form once.

This means when a client signs the Consent to Collect Information form at one center, once that is uploaded into VIVÉ, it is valid at all Older Adult Centers. Then when the client goes to another center, VIVE will recognize the client has already granted consent to collect data.

Consent to Refer and Share as well as Revocation of Consent are separate forms of consent and do not apply to the Global Consent Program. These consent forms must be signed and uploaded at each Older Adult Center. For more information on [Consent](#).

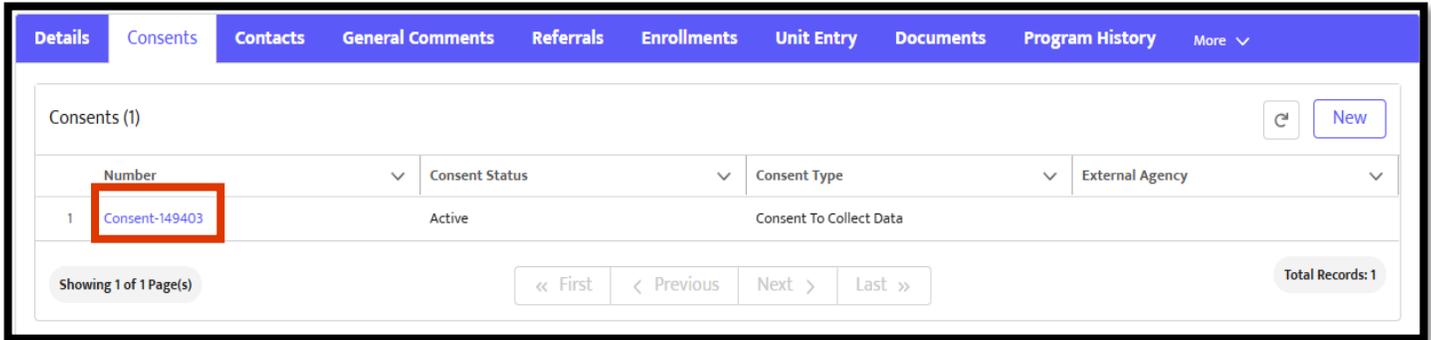
Written consent is required by the Global Consent program.

After verbal consent is received, the user must upload the signed Collect to Consent document.

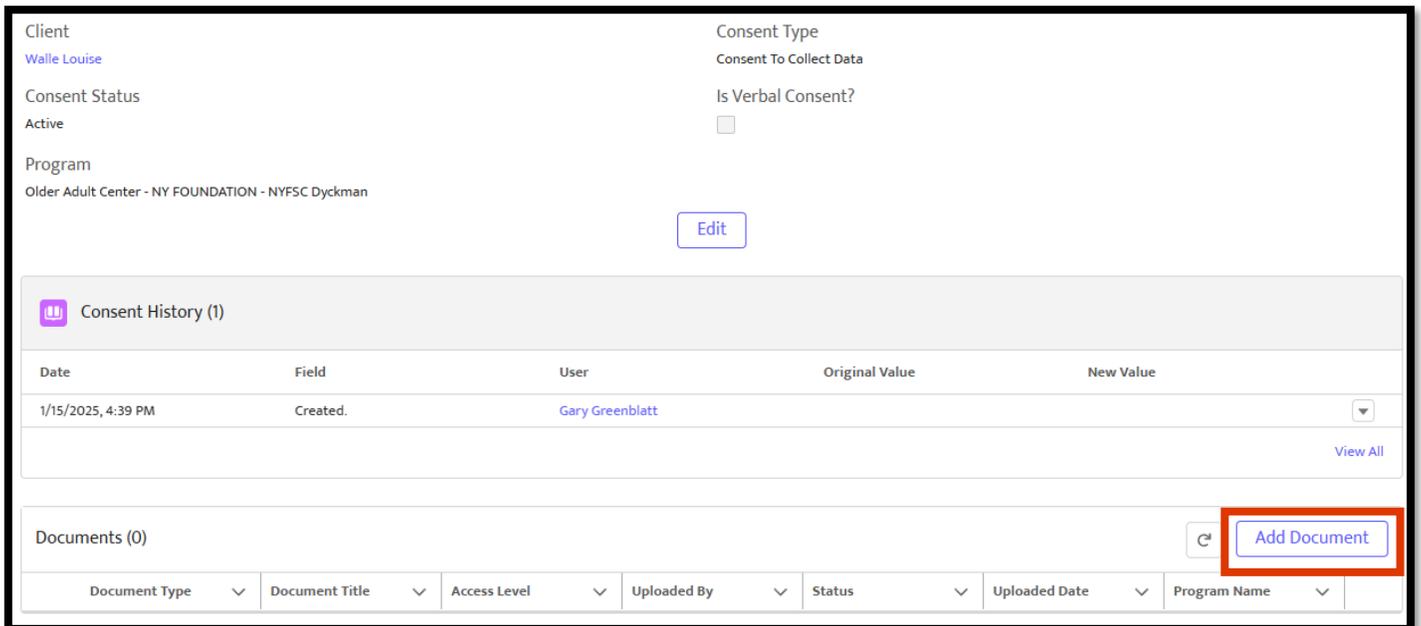
Step 1: From the **Top Menu**, click on **Client Search** to find the client.

Step 2: From the **Details Menu**, click the **Consents** tab

Step 3: Click on the Consent Number link.



Step 4: Select **Add Document** in the lower right corner. A pop-up window will appear to upload the signed Consent to Collect document.



There are three required fields on the **Add Document** pop-up window. They are:

- **Document Type** – Select from the drop-down list of multiple options.
- **Access Level** – There are two options: Program Level (where only your program has visibility of the document) or All Program (where all NYC Aging programs can view the document.) For Consent, select All Program.
- **Document Title** – Chose your own name for the uploaded document.

Select **Upload Files** to retrieve the document from your computer. After uploading, the name of the file will appear below the button.

Be sure to select **Save** before leaving the page.

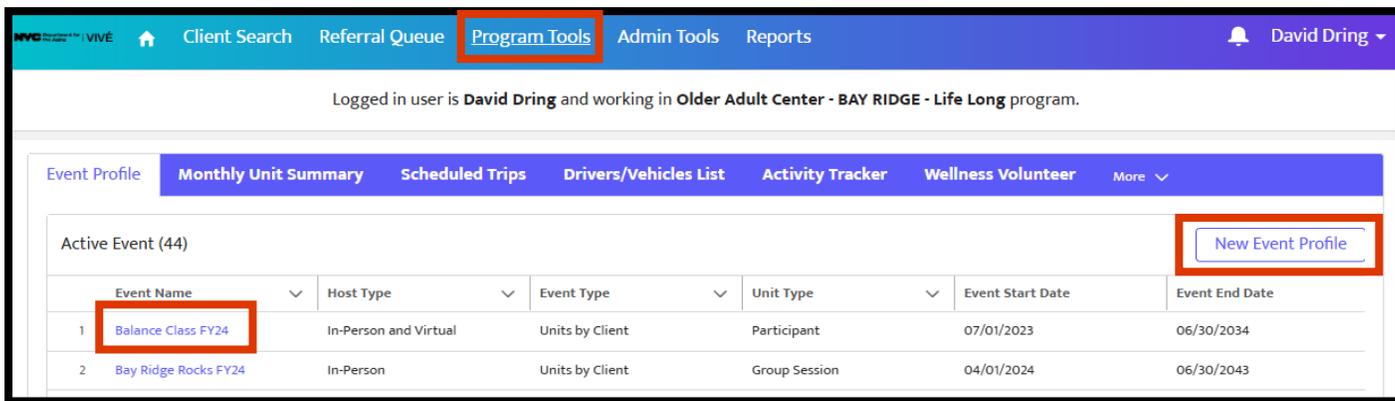
The screenshot shows a form titled "Add Document". It contains several fields: "Document Type" (dropdown menu with "Consent to Collect Data" selected), "Access Level" (dropdown menu with "All Program" selected), "Document Title" (text input with "Consent to Collect Info Signed" entered), "Status" (dropdown menu with "Active" selected), and "Description" (text area with "Janetta signed consent as part of her completion of the membership package."). Below these is an "Upload Document" section with a blue "Upload Files" button and a dashed box containing "Or drop files". Underneath, the filename "Consent to Collect.pdf" is displayed. At the bottom right, there are "Cancel" and "Save" buttons.

Client Enrollment

A client must be enrolled in a program. The process of enrolling a client is described within our reference guide on [Enrollments](#).

More About Event Management

In this guide, the focus is on the specific uses of Event Management for Older Adult Centers. For more information, refer to the [VIVÉ Knowledge Base](#), specifically Events and QR Code guides.

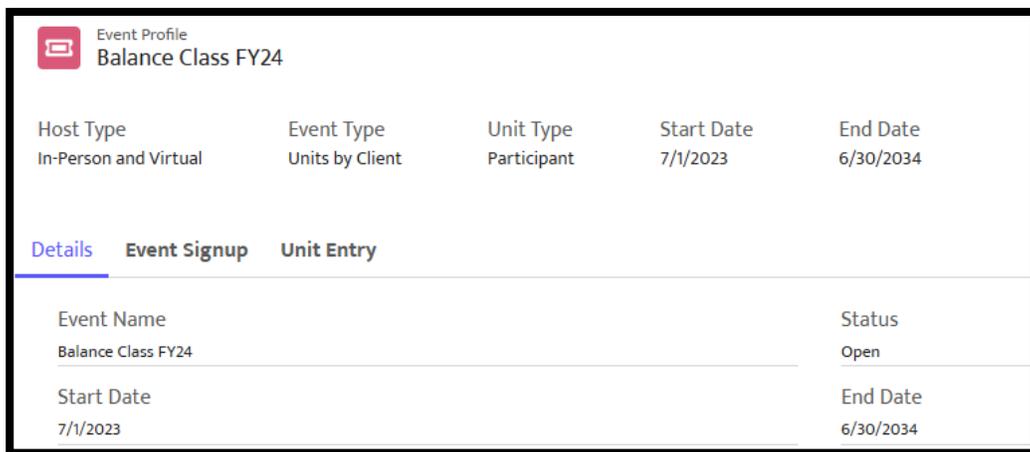


Event management is a critical function within Older Adult Centers. VIVÉ allows you to create and manage both one-time and recurring events and activities. It supports signing up members for these events, tracking their attendance, entering units, and accounting for contributions.

Step 1: Click on **Program Tools** to then click on **Event Profile** tab to access events.

Step 2: From here you can either click on an **Event Name** link or select the **New Event Profile**.

Step 3: Click on the **Event Name** link to view the event details, sign up as well as enter units for the event. These details include, the Unit Type, Start/End Dates, and Status, etc.



Event Signup

Before units can be entered for a client, the client must be signed up for the class.

Step 1: From the event details page, click on **Event Signup**.

Step 2: Either select the **Scan QR Code** or **Edit** buttons to find a client for that event. There is a list of active clients and a search box to search for clients.

Step 3: After selecting the **Edit** button, a list of enrolled clients appears. Check the box before their name to sign them up for the class. Check the box to the left of the **Client Name** tab and all the boxes next to every participant's name on the list will be checked simultaneously.

Event Profile
Balance Class FY24

Host Type: In-Person and Virtual | Event Type: Units by Client | Unit Type: Participant | Start Date: 7/1/2023 | End Date: 6/30/2034

Details | **Event Signup** | Unit Entry

Active Event Signup

Scan QR Code | Edit

Client Name	Enrollment Start Date	Enrollment Status	Event Signup Date	Event Signup End Date	Signup Status
Katie Client	11/07/2024	Active	02/26/2025		Active
Katie Zoolander	02/07/2025	Active	02/26/2025		Active

Unit Entry

Step 1: Click on **Unit Entry** to view the unit details in list view. There are three types of status for a Unit. They are: draft, final and voided. When the status is **Draft** it can be edited by either adding or removing clients from the event. The Final status is for auditing purposes. When an event is finalized within the Monthly Unit Summary (see more below), it can no longer be edited. The last status, Void, is when a unit is removed before a month has been finalized. A voided event or unit cannot be edited.

NOTE: *If you need to edit an event after it has been finalized, you must contact your program officer. They can unfinalize a month for you, if necessary.*

Step 2: Click on a Unit Entry number to edit a draft event.

Event Profile
Balance Class FY24

Host Type: In-Person and Virtual | Event Type: Units by Client | Unit Type: Participant | Start Date: 7/1/2023 | End Date: 6/30/2034

Details | Event Signup | **Unit Entry**

Unit Entry (3) New

Unit Entry #	Date of Occur...	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
1 UE-5349891	02/01/2025	Physical Health/...	2	2		David Dring	02/02/2025	Event	Draft
2 UE-5349890	01/29/2025	Physical Health/...	2	2		David Dring	02/02/2025	Event	Final
3 UE-5349889	01/15/2025	Physical Health/...		0		David Dring	02/02/2025	Event	Voided

Showing 1 of 1 Page(s) | << First | < Previous | Next > | Last >> | Total Records: 3

Step 3: Click on **New** to create a new unit for this event. Complete the required fields and select which of the signed-up clients attended. The **Status** will be **Draft** by default and will automatically change after a **Monthly Unit Summary** is finalized or if the unit is voided.

Step 4: Select the **Date of Occurrence** by either typing in a date or using the calendar icon. This date can be today or a previous date. It cannot be a future date.

Step 5: There are three ways to enter a unit:

Select the **Funding Source**, enter the number of **Units** and select **Auto Fill**. Then check the box for **Select All Attended**.

TIP: It can be helpful to use the *Auto Fill* or *Select All Attended*. Then view the list and uncheck anyone that didn't attend.

Select the **Scan QR Code** button and scan membership IDs. More information on [QR Code Scanning](#).

Check the **Attended** check box to add a unit and select the **Funding Source**.

Step 6: When your list of signed-up clients is long, you can search for and select members individually to add them to the unit. Note the name filter.

Name	Date of Birth	Gender	Home Address	Enrollment Status	Funding Source	Units	Amount	Attended?
Ani Bashar	01/06/1926		2 LAFAYETTE STREET, APT #700, MANHATTAN, NY 10007	Active	Discretionary Funded	1	0	<input checked="" type="checkbox"/>
Maura Smith	01/21/1941		7609 3RD AVENUE, BROOKLYN, NY 11209	Active	Discretionary Funded	1	0	<input checked="" type="checkbox"/>

Membership Cards

The Membership Card can include your member's picture which can be uploaded once you are in their profile. Only one membership card is needed. It is valid for any NYC Aging program. The card has only one side for easier printing.



Step 1: Click on **Program Tools**. Depending upon your window's width, you may have to select "More." Then click on **Print ID Card** tab.

Step 2: Use the **Search by Client Id or Name** to find specific clients or check the boxes to the left of the Clients name to select form whom you want to print ID cards. Or select "All Clients" to print them all. The **Search by Client ID or Name** uses type-ahead technology. As you type, a list of clients will appear.

Step 3: Once the member is within the list view, check the box to the left of the client's ID. Select as many members as you would like. All of those members' ID card will then be printed when the **Print ID Card** button is selected.

Step 4: After selecting the Print ID Card button, a PDF view of the ID Cards will be displayed. Select the three dots to view the Print option. Click on the Print option or press Ctrl-P to print the ID Cards

The screenshot shows a web application interface for printing ID cards. At the top, there is a navigation bar with tabs: Event Profile, Monthly Unit Summary, Scheduled Trips, Drivers/Vehicles List, Activity Tracker, Wellness Volunteer, Print ID Card, and More. Below the navigation bar, there is a search section with a dropdown menu labeled 'Clients to Print' (set to 'All Clients') and a search box labeled 'Search By Client ID and Name'. To the right of the search box, it says 'Selected Clients: 0'. Below the search section is a table of clients. The table has columns: Client ID, Name, Date of Birth, Phone, Email, Home Address, and ID Card Printed?. There are checkboxes in the 'Client ID' column. To the right of the table, there are two buttons: 'Mark as Not Printed' and 'Print ID Cards'. At the bottom of the table, there is a pagination control with buttons: '<< First', '< Previous', 'Next >', and 'Last >>'. The text 'Showing 1 of 104 Page(s)' is on the left, and 'Total Records: 520' is on the right.

<input type="checkbox"/>	Client ID	Name	Date of Birth	Phone	Email	Home Address	ID Card Printed?
<input type="checkbox"/>	000000101	Sonia Torres	12/22/1978		soni@yopmail.com	3 MERCER STREET, APT 1...	✓
<input type="checkbox"/>	000000103	Janetta Q Shields	03/23/1935	(212) 602-4459	dd@z4a.org	300 EAST 5TH STREET, M...	✓
<input type="checkbox"/>	000000105	Mark Chan	01/01/1952			2 LAFAYETTE STREET, MA...	✓
<input type="checkbox"/>	000000106	Steven Wilkinson	04/15/1959		swilkinson@aging.nyc.gov	520 EAST 90TH STREET, ...	✓
<input type="checkbox"/>	000000107	Test Client	01/08/1930		123@gmail.com	2 LAFAYETTE STREET, MA...	✓

Entering Anonymous Units

Anonymous units can only be entered for only two service types: **Information & Referral** or a **Congregate Meal**.

Entering Anonymous Units - Information and Referral

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

Step 2: Click on the Event Name link for Information & Referral (or whatever you named that "event".)

VIVÉ Knowledge Base – Older Adult Center

Event Profile
Information & Referral

Host Type: In-Person and Virtual
Event Type: Units by Client
Unit Type: Contact
Start Date: 2/2/2025
End Date:

Details | Event Signup | **Unit Entry**

Unit Entry (0) **New**

Unit Entry #	Date of Occurr...	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
--------------	-------------------	--------------	---------------	-------------	----------	------------	--------------	--------	--------

Step 3: Click on **Unit Entry** and then select **New**.

Event Profile | **Monthly Unit Summary** | Scheduled Trips | Drivers/Vehicles List | Activity Tracker | Wellness Volunteer | More

Active Event (28) **New Event Profile**

Event Name	Host Type	Event Type	Unit Type	Event Start Date	Event End Date
1 Arts and Creates	In-Person	Internal Group Session	Group Session	03/05/2024	
2 Attendance	In-Person	Units by Client	Participant	12/01/2022	
19 Health Management	In-Person	Units by Client	Participant	01/18/2023	
20 Information & Referral	In-Person and Virtual	Units by Client	Contact	02/02/2025	
21 JOKERCISE	In-Person	Units by Client	Group Session	04/15/2024	

Step 4: From the **Unit Entry Details**, enter the number of anonymous clients in the **Anonymous Units** field. When the status is draft, the units can be edited. The status changes once the Monthly Unit Summary is finalized.

Unit Entry Details

*Date of Occurrence: Feb 2, 2025

*Status: Draft

Total Units:

Anonymous Units:

Filter & Auto Fill

Name: **Filter** Funding Source: --None-- Units: 0 Amount: 0 **Auto Fill** Select all Attended? **Scan QR Code**

Client List

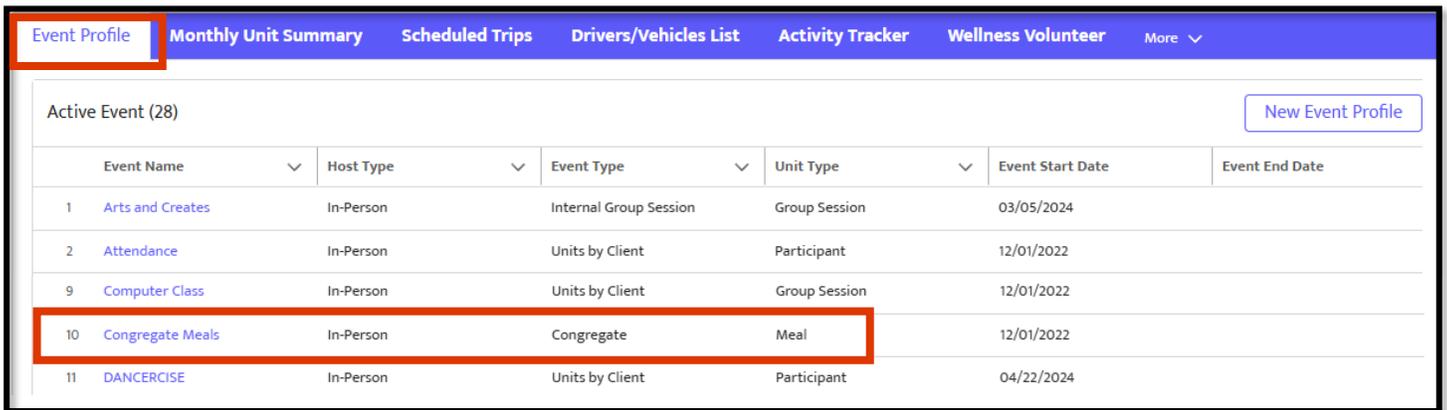
Name	Date of Birth	Gender	Home Address	Enrollment Status	Funding Source	Units	Amount	Attended?
------	---------------	--------	--------------	-------------------	----------------	-------	--------	-----------

Cancel **Save**

Entering Anonymous Units for Congregate Meals

Step 1: From the **Top Menu** click on **Program Tools**. Then click on the **Event Profile** tab.

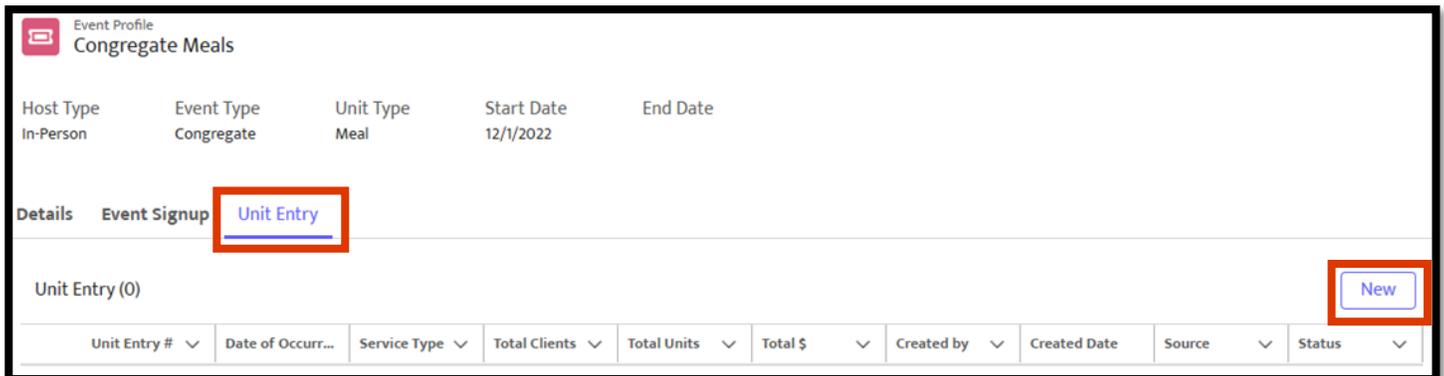
Step 2: Click on the Event Name link for Congregate Meal (or however you named the Congregate Meal event.)



The screenshot shows a navigation menu at the top with the following items: Event Profile, Monthly Unit Summary, Scheduled Trips, Drivers/Vehicles List, Activity Tracker, Wellness Volunteer, and More. Below the menu, there is a section titled "Active Event (28)" with a "New Event Profile" button. A table lists several events, with the row for "Congregate Meals" highlighted in red. The table has columns for Event Name, Host Type, Event Type, Unit Type, Event Start Date, and Event End Date.

Event Name	Host Type	Event Type	Unit Type	Event Start Date	Event End Date
1 Arts and Creates	In-Person	Internal Group Session	Group Session	03/05/2024	
2 Attendance	In-Person	Units by Client	Participant	12/01/2022	
9 Computer Class	In-Person	Units by Client	Group Session	12/01/2022	
10 Congregate Meals	In-Person	Congregate	Meal	12/01/2022	
11 DANCERCISE	In-Person	Units by Client	Participant	04/22/2024	

Step 3: Click on Unit Entry and then select New Event Profile



The screenshot shows the "Event Profile" for "Congregate Meals". It displays the following details: Host Type: In-Person, Event Type: Congregate, Unit Type: Meal, Start Date: 12/1/2022, and End Date: (blank). Below this, there are tabs for "Details", "Event Signup", and "Unit Entry", with "Unit Entry" selected and highlighted in red. Under the "Unit Entry" tab, there is a "Unit Entry (0)" section with a "New" button highlighted in red. Below this is a table with columns for Unit Entry #, Date of Occurr..., Service Type, Total Clients, Total Units, Total \$, Created by, Created Date, Source, and Status.

Unit Entry #	Date of Occurr...	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
--------------	-------------------	--------------	---------------	-------------	----------	------------	--------------	--------	--------

Step 4: From the **Unit Entry Details**, enter the number of meals provided to anonymous clients in the **Anonymous Units** field.

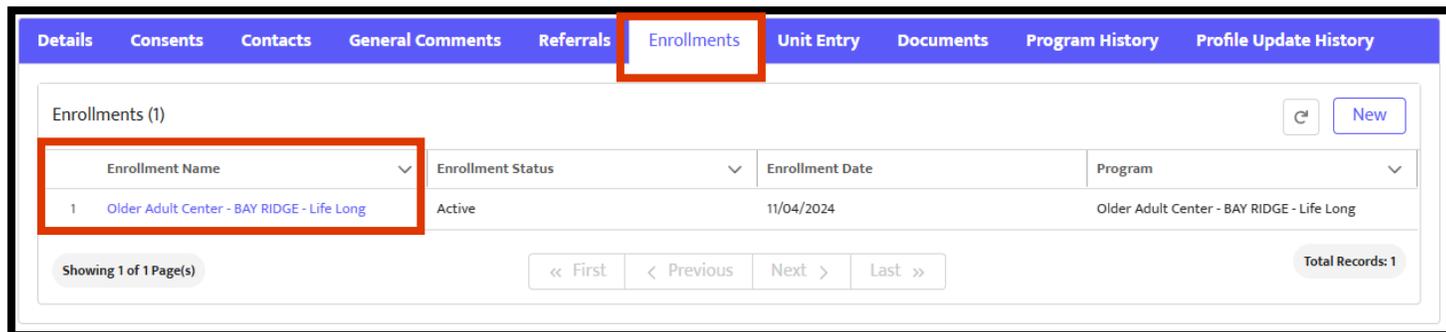
The image shows a screenshot of a web form titled "Unit Entry Details". The form is divided into two columns. The left column contains the following fields: "* Date of Occurrence" (with a date picker showing "Feb 2, 2025"), "Total Units" (text input), "Meals Ordered" (text input), and "Anonymous Units" (text input). The right column contains: "*Status" (dropdown menu showing "Draft"), "Total \$" (text input), and "Meals Received" (text input). Two red rectangular boxes are overlaid on the form: one around the "*Status" dropdown menu and another around the "Anonymous Units" text input field.

Older Adult Center Forms

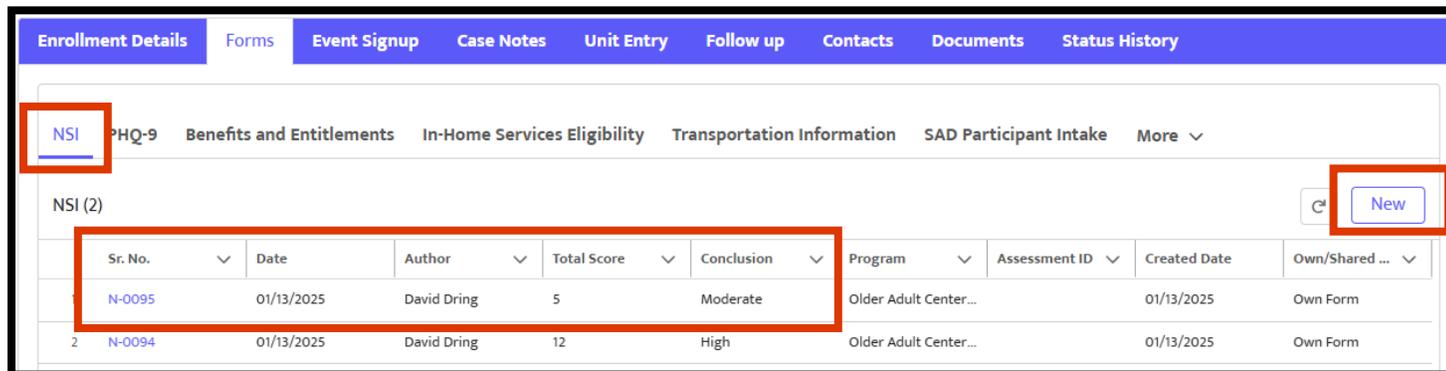
The forms available in the Older Adult Center module include the NSI, PHQ-9, Benefits & Entitlements, In-Home Eligibility, Transportation Information, SAD Participant Intake, Adult Day Care Plan, and Adult Day Care Task List. All of the assessment forms are accessed the same way:

Step 1: From the **Top Menu** select **Client Search** to find a client.

Step 2: From the Details Menu select the Enrollments Tab.



Step 3: Select the Enrollment Name link to access the **Enrollment Details Menu**. Then click on the **Forms** tab



Step 4: Select one of the forms. While the process of using the forms is similar, there are different styles. The first, is a list view, such as the NSI (displayed above), SAD Participant Intake, and Adult Day Care Plan. The second is a conditional process, such as the PHQ-9. The third, is a single page form, such as Benefits & Entitlements, In-Home Services Eligibility, Transportation Information, and Adult Day Care Task List.

List View Forms (NSI as an example)

The columns of list views provide information before getting into the form details. For example, the NSI list view provides a Total Score. The list view reports information over time.

Conditional Assessment Form (PHQ-9 as an example)

Before starting a conditional assessment, such as the PHQ-9, you must answer a trigger question. On the PHQ-9 it is “Was the PHQ-9 completed for this client.” If the answer is yes, the balance of the questions are revealed.

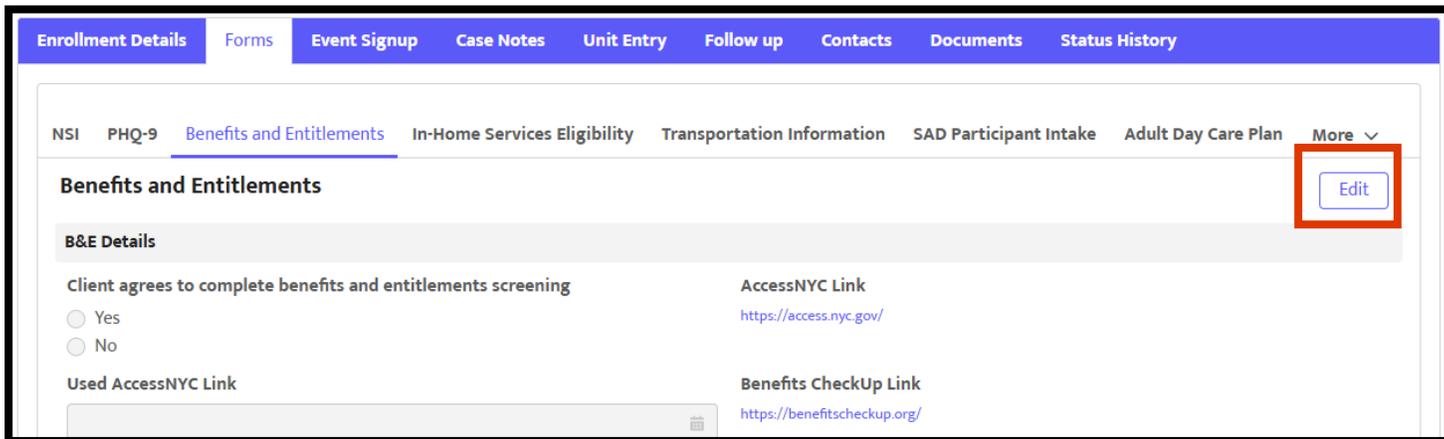
The screenshot shows the PHQ-9 form interface. At the top right are buttons for 'Save', 'Save & Exit', and 'Cancel'. Below the title 'PHQ-9', there is a 'Screening Date' field with the value '2/2/2025'. A dropdown menu is open for the question '* Was the PHQ-9 completed for this client?'. The dropdown options are 'Select an Option', 'Yes', 'No', and 'Refused to answer'. The 'Save' and 'Save & Exit' buttons are visible below the dropdown.

The PHQ-9 form when the triggering question is answered Yes.

The screenshot shows the PHQ-9 form with the triggering question answered 'Yes'. The dropdown menu for '* Was the PHQ-9 completed for this client?' is now set to 'Yes'. Below this, the main assessment questions are visible, each with a dropdown menu for the frequency of occurrence over the last 2 weeks. The questions are: 1. Little interest or pleasure in doing things (More than half the days), 2. Feeling down, depressed, or hopeless (Several days), 3. Trouble falling or staying asleep, or sleeping too much (More than half the days), 4. Feeling tired or having little energy (More than half the days), 5. Poor appetite or overeating (Several days), 6. Feeling bad about yourself - or that you are a failure or have let yourself or your family down (Several days), 7. Trouble concentrating on things, such as reading the newspaper or watching television (Not at all), 8. Moving or speaking so slowly that other people could have noticed. Or the opposite - being so fidgety or restless that you have been moving around a lot more than usual (Several days), 9. Thoughts that you would be better off dead or of hurting yourself in some way (Several days). Below the questions is the 'Score' section, which includes 'PHQ Total Score' (11), 'Depression Severity' (Moderate Depression), and a 'PHQ Comment' field. At the bottom are 'Edit' and 'Cancel' buttons.

Single Page Assessment Form (Benefits & Entitlements as an example)

Once you click on a single page assessment form, you're presented with that form. Before you start, select **Edit** and you can edit the form after you've completed it. On this form, you have the option to use the link to access the *Access/NYC or Benefits Checkup* sites. Fill out all the pertinent information, add any relevant comments, and then click the Save radio button.

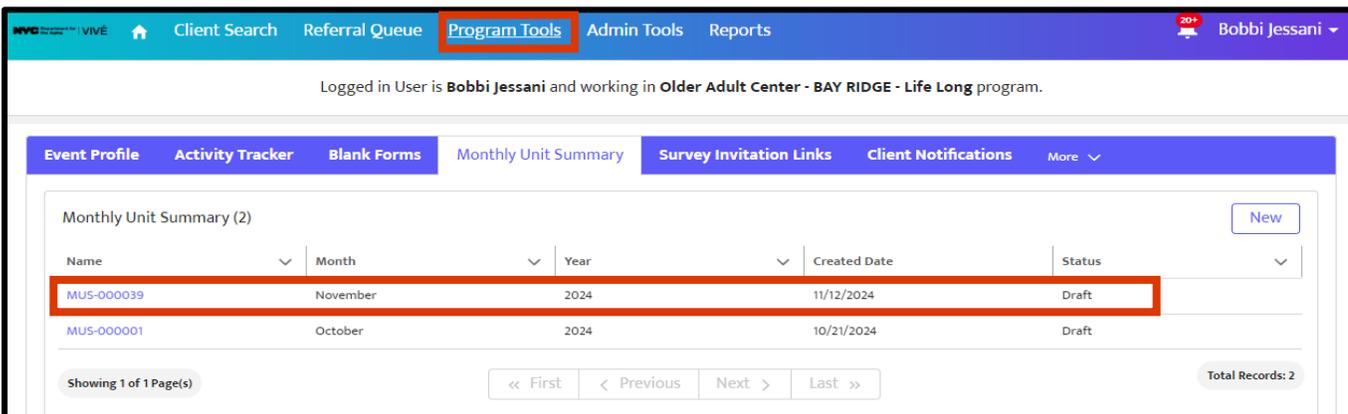


NOTE: You may not see all the forms you need to fill out listed on your menu. For additional forms, click the **More** button.

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 officer.

Step 1: From **Program Tools**, click on the **Monthly Unit Summary** tab. A list of the draft and final summaries will be displayed.



VIVÉ Knowledge Base – Older Adult Center

Step 2: Click on a draft **Monthly Unit Summary** name link. Confirm the **Month** and **Year**, which are required fields, then select **Recalculate Units**.

Step 3: The Balance of the **Monthly Unit Summary** will appear. Each **Cost Center Allocation** is totaled.

Step 4: Select **Save** to keep the **Monthly Unit Summary** in draft status. Once you have confirmed the units are correct, select the **Finalize** button.

The screenshot shows a web form titled "Monthly Unit Summary". At the top, there are two rows of dropdown menus: "Program" (set to "Older Adult Center - BAY RIDGE - Life Long") and "Status" (set to "Draft"); "Month" (set to "February") and "Year" (set to "2025"). Below these is a section for "Total Cost Center Amount" showing "\$0.00". A blue button labeled "Recalculate Units" is highlighted with a red box, with the text "Last Calculated Date: 02/04/2025" next to it. The main section is "Cost Center Allocation" and contains three sub-sections: "1. Assistance & Benefits" with a "Cost Amount" field set to "\$0.00" and a "Service Types" table with one row "Case Assistance" showing "Total Units: 0" and "Total Amount: \$ 0"; "2. Congregate Meals" with a "Cost Amount" field set to "\$0.00" and a "Service Types" table with one row "Congregate Lunch" showing "Total Units: 0" and "Total Amount: \$ 0"; and "12. Senior Center Education/Recreation" with a "Cost Amount" field set to "\$0.00" and a "Service Types" table with two rows: "Technology" showing "Total Units: 2" and "Total Amount: \$ 0", and "Arts and Culture" showing "Total Units: 0" and "Total Amount: \$ 0". At the bottom of the form, three buttons are visible: "Cancel", "Save", and "Finalize", with the "Save" and "Finalize" buttons highlighted by a red box.

TIP: It is important that you check, double check, and triple check before finalizing the report. Once finalized, the report can only be unlocked by your program officer.

From the Monthly Unit Summary list view select the **New** button to create a **Monthly Unit Summary** for another month. Then follow the above steps 3 and 4.

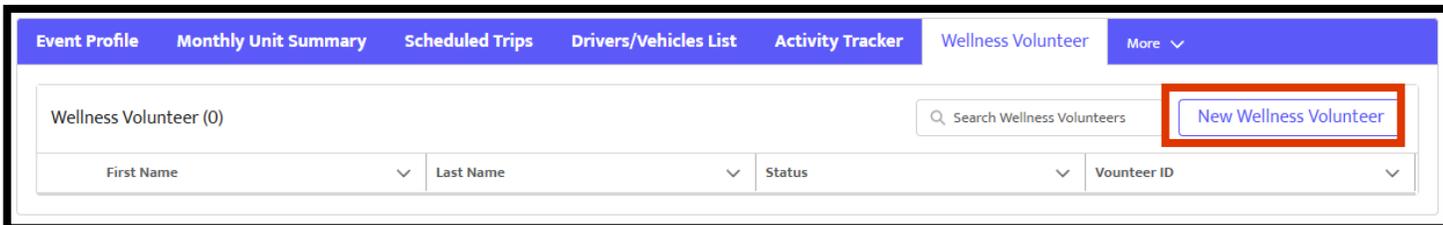
The Activity Tracker and Wellness Volunteers

The Activity Tracker collects information on Aging Wellness programs.

Entering a Wellness Volunteer

Step 1: Before you can enter an activity, you must first enter a wellness volunteer. 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.

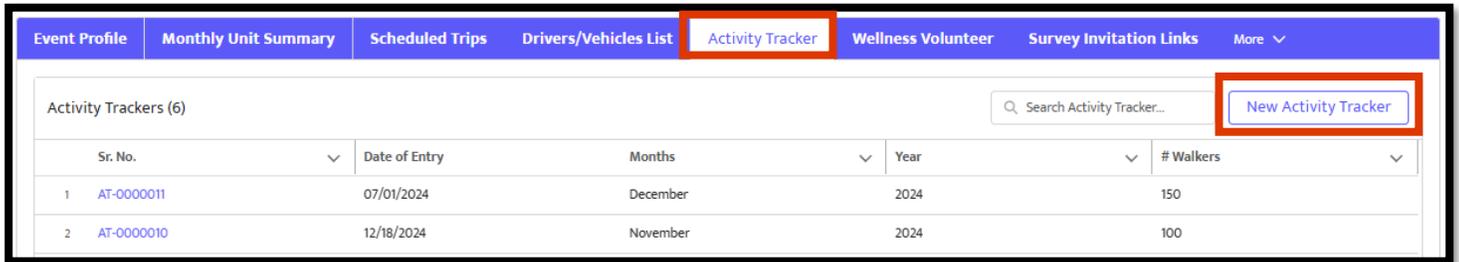
The **Is the volunteer?** dropdown asks if the volunteer is staff at the Center, a client or neither (none). If staff or a client, then the field to the right displays a dropdown list of either all program staff or clients (this screenshot displays the dropdown for clients). After selecting a volunteer, the **First Name**, **Last Name**, **DOB**, and **Home Address** will auto-fill.

If the volunteer is not a client or program staff, then you must enter the volunteer's first and last name.

Entering an Activity

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

Step 2: Select New Activity Tracker.



Step 3: On this pop-up window all the fields are required.

The 'New Activity Tracker' form contains the following fields:

- * Date of Entry: Feb 2, 2025
- * Program Site Name: Older Adult Center - CCNS - New Age
- * Totals for What Month: January
- * Year: 2024
- * Total Units: 10,000
- * Unit Type: Steps
- * Type of Activity: walking
- * # Participants: 100
- * Aging Wellness Volunteer who led the walk: Jannie Hudson

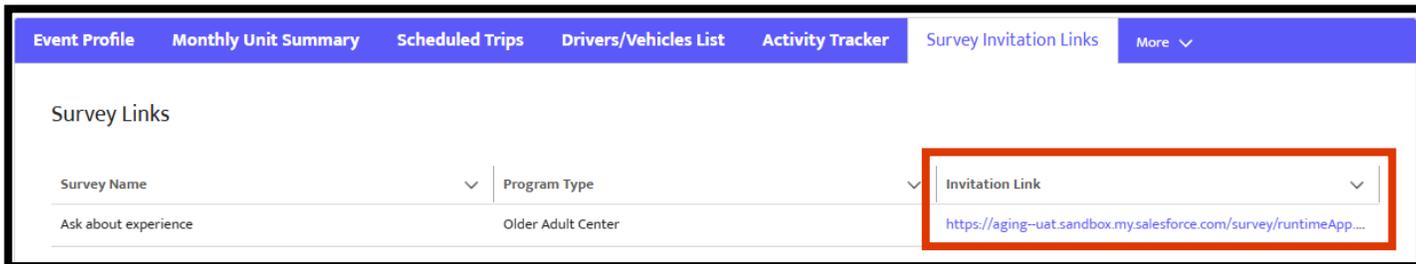
Buttons: Cancel, Save

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

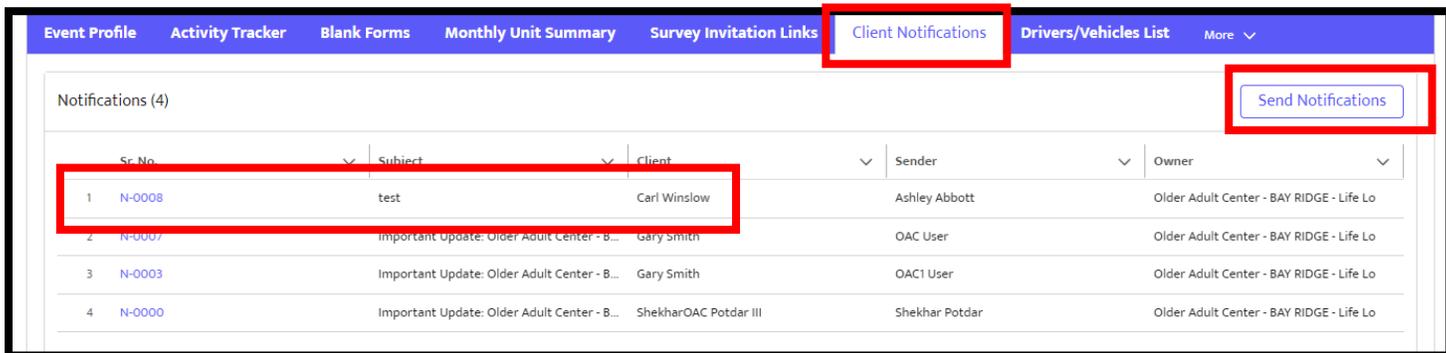
You can send an email to one client or many through the Client Notification service. You have the option to use an email template or create your own message.

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

TIP: Depending upon your window's width, the **Client Notifications** maybe within the **More Menu**.

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.

Send Notifications

Search Clients
Search enrolled clients Select all enrolled clients

* To

Select Email Template
Community Notification To Clients Template 1

* Subject
Important Update: (!Enrollment__c.Program_Name__c) Program Notification

* Body

Salesforce Sans 12 B I U I_x

Dear (!Enrollment__c.Contact__c),

We're writing to notify you of an important update that requires your immediate attention. You are in currently (!Enrollment__c.Program_Name__c) Program

If you have any questions or encounter any issues while completing the required action, please reach out to us.

Thank you for your prompt attention to this matter.
Regards
(!Enrollment__c.Program_Name__c) Team
NYC Dept of Aging STAR Program Gov Cloud Plus Checklist

Cancel Send

Blank Forms

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

Step 2: Click on the blue hyperlink under the **Action** column for the blank form you want to download.

	Form Name	Form Type	Uploaded Date	Action
1	Consent to Collect Data_URDU	pdf	1/30/2025	Download
2	Consent to Collect Data_CHINESE	pdf	1/30/2025	Download
3	Consent to Collect Data_KOREAN	pdf	1/30/2025	Download
4	Consent to Collect Data_SPANISH	pdf	1/30/2025	Download
5	Consent to Collect Data_ENGLISH	pdf	1/30/2025	Download

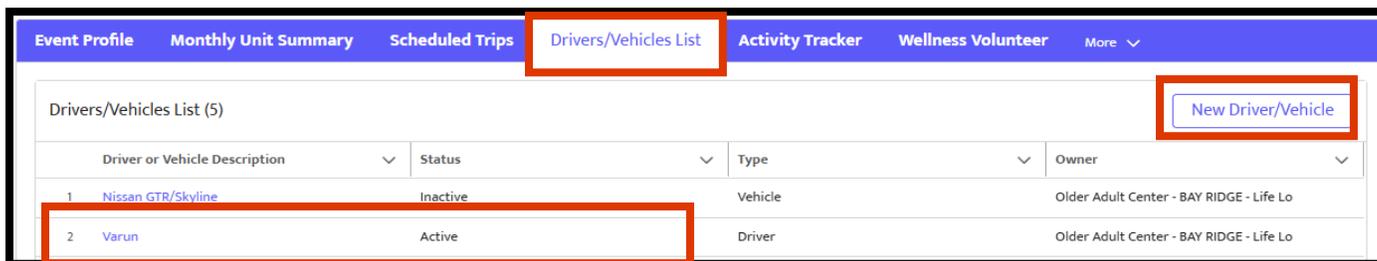
Transportation

The transportation section is used only to provide Individual Transportation services. For example, individual trips 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 drives 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 associate a description of a vehicle with the type of vehicle as 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 drives and vehicles. Either click on the hyperlink under the column **Scheduled Trip Number** for an existing entry or select **New Scheduled Trip** for a new one.

Schedul...	Driver/...	Client ID	Client N...	Phone	Home A...	Date/Ti...	Service ...	Pick-Up...	Drop-O...	Mileage	Status	
1	ST - 00005	/arun	1501531241	Matthew J Ri...	5658978990	14 BAY RIDG...	01/08/25, 01:...	Transportati...	220-01 LIND...	16601 LINDE...	18	Scheduled
2	ST - 00002	Joe Smith	0999001523	Gary Smith		312 DELANC...	10/01/24, 04:...	Cong. Weeke...	42 BROADW...	2 LAFAYETTE...	12	Scheduled

Step 3: **New Scheduled Trip** pop-up form. All data fields marked with an asterisk (*) are required. You will not be able to save unless all required fields are completed.

New Scheduled Trip

* Date Time: [Date Picker] [Time Picker] * Status: Scheduled

* Contact: Search Contact [Q] * Service Type: Select Service Type

* Pick-Up Address: Search Pick-Up Address [Q] * Drop-Off Address: Search Drop-Off Address [Q]
New Pick-Up Address New Drop-Off Address

* Driver/Vehicle: Search Driver/Vehicle [Q] Mileage: 0

Comments: type comments here...

Cancel Save

Adult Day Care Programs

There are some Older Adult Centers that are contracted to provide Social Adult Day Care services. These programs complete the ADC Participate Intake, Adult Day Care Plan, and the Adult Day Care Task List. For more information, [Adult Day Care](#).

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:

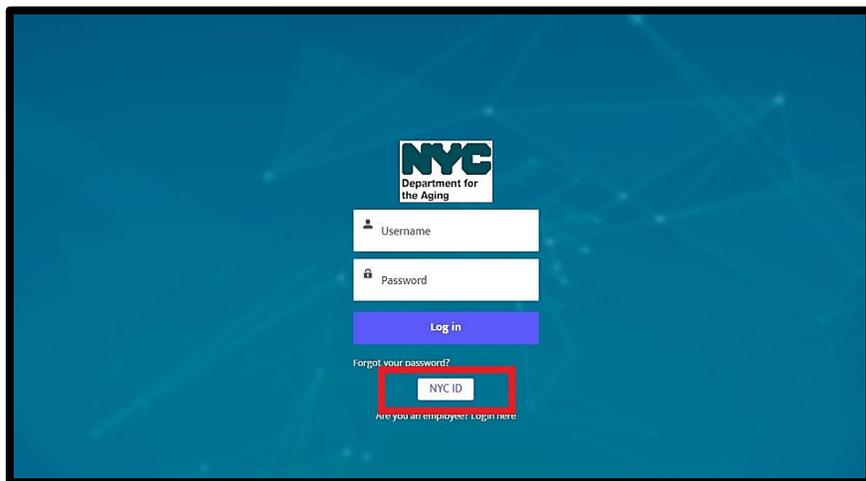
- Logging into VIVÉ
- Accessing NYC.ID

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.

The Official Website of the City of New York

NYC

Login

Log in using your NYC account

Email Address or Username *

Password *

Login

Log in using one of these options

NY Employees

Google

Microsoft

LinkedIn

Yahoo

or

[Forgot Password](#)

[Create Account](#)

[Report an Issue](#)

WARNING: This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

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

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](#)

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
 - From the dashboard, click 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

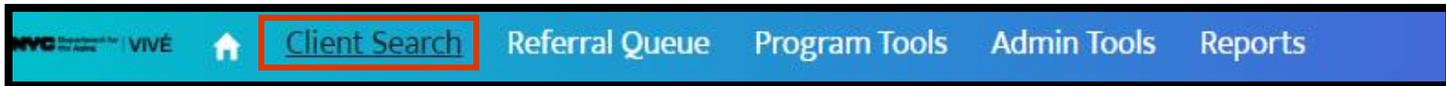
Client Search allows you to search for clients in VIVÉ. Starting with a client search is an important first step in preventing duplicate client records as well as inaccurate client data entry. VIVÉ offers several ways to search for clients, this guide will go over these different approaches and the next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

*** Contact Type**

Client Contact Professional

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](#))

*** Contact Type**

Client Contact Professional

First Name Last Name Date of Birth

Client ID Phone Email

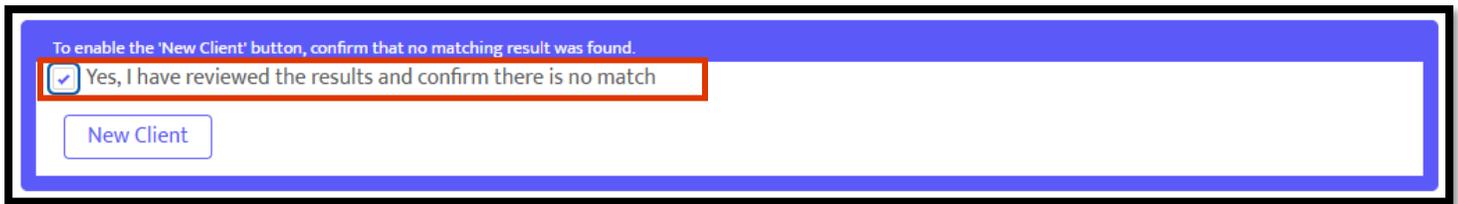
Search by address?

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...	

VIVÉ Knowledge Base – Client Search

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.



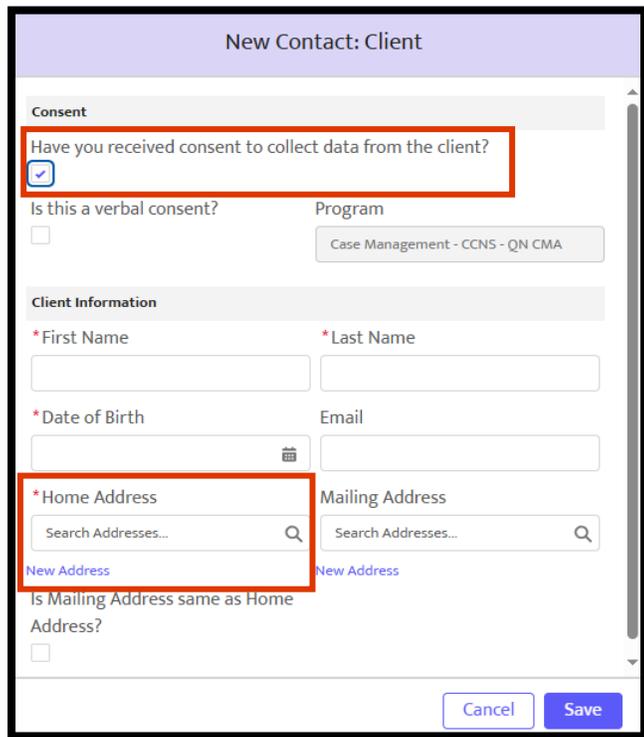
To enable the 'New Client' button, confirm that no matching result was found.

Yes, I have reviewed the results and confirm there is no match

[New Client](#)

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](#).)



New Contact: Client

Consent

Have you received consent to collect data from the client?

Is this a verbal consent? Program: Case Management - CCNS - QN CMA

Client Information

*First Name: *Last Name:

*Date of Birth: Email:

*Home Address: Mailing Address:

[New Address](#) [New Address](#)

Is Mailing Address same as Home Address?

[Cancel](#) [Save](#)

The First Name, Last Name, Date of Birth and Home Address are all required fields. These fields are used to check for duplicates. The preceding 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.

New Address

4 Pennsylvania Plaza, New York, NY 10001, USA

Details

*House Number Apt/Unit

4

*Street *State

Pennsylvania Plaza NY

Borough *City

Manhattan New York

*ZIP

10001

Latitude Longitude

40.7505627 -73.9934715

Cancel Save

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](#).)

New Contact: Client
Client profile successfully created.

Logged in user is Ron and working in Case Management - CCNS - QN CMA program.

Name Robert Marley

ID 0999006820 Status Active Contact Type Client

Details Consents Contacts General Comments Referrals Enrollments Unit Entry Documents

Basic Demographics Social Demographics Emergency Preparedness Financial NYSOFA Additional Info

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**.

VIVÉ Knowledge Base – Client Search

[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:

VIVÉ Knowledge Base – Consent

- 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:

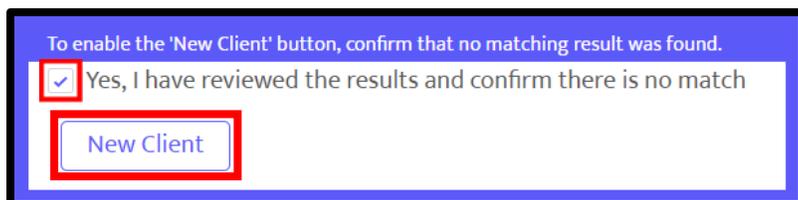
Accessing, updating, or editing information on a client with an existing profile in VIVÉ (e.g. a new client with your program who is/was a client of another NYC Aging-funded program).

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**.

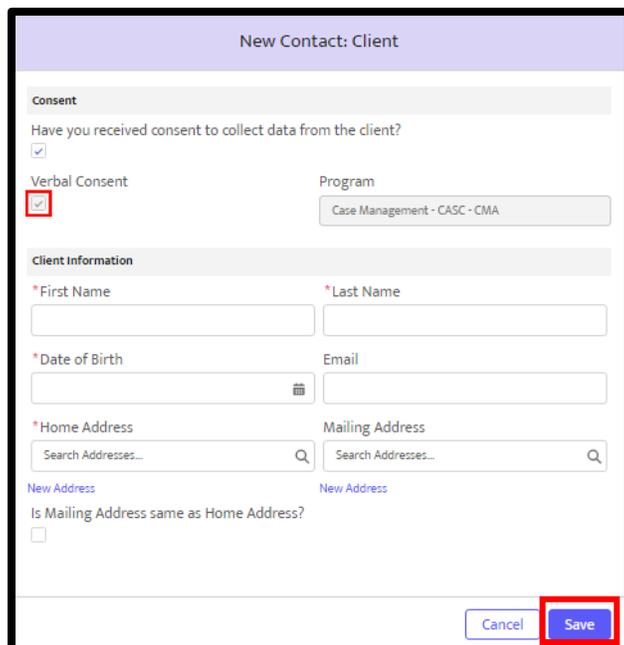


Step 3: In the **New Contact: Client** pop-up window you must first indicate that you have received consent to collect data from your client by checking the box.

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).*



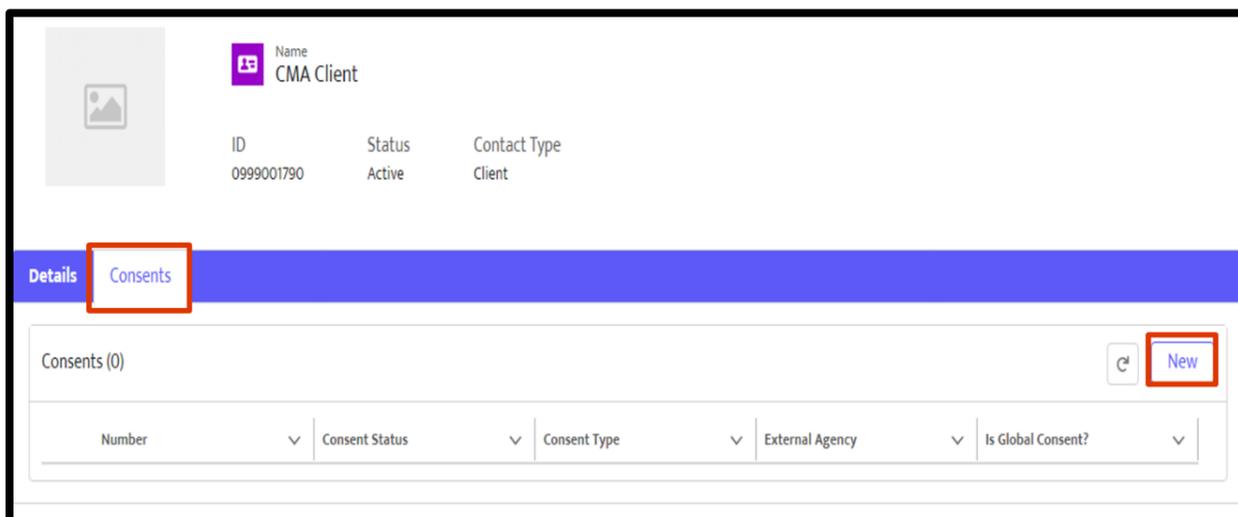
New Client with an Existing Profile in VIVÉ

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

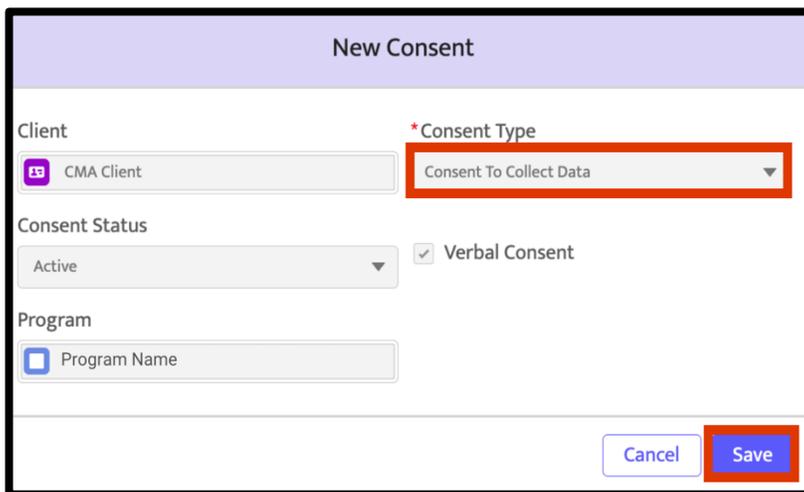
Step 1: Click on **Client Search** from the **Top Level Menu** to conduct your search.

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.

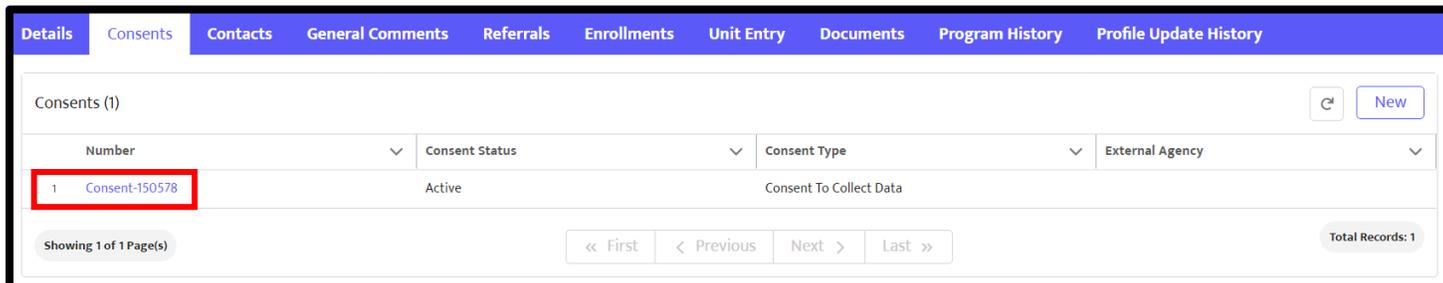
Uploading Consent Documentation

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

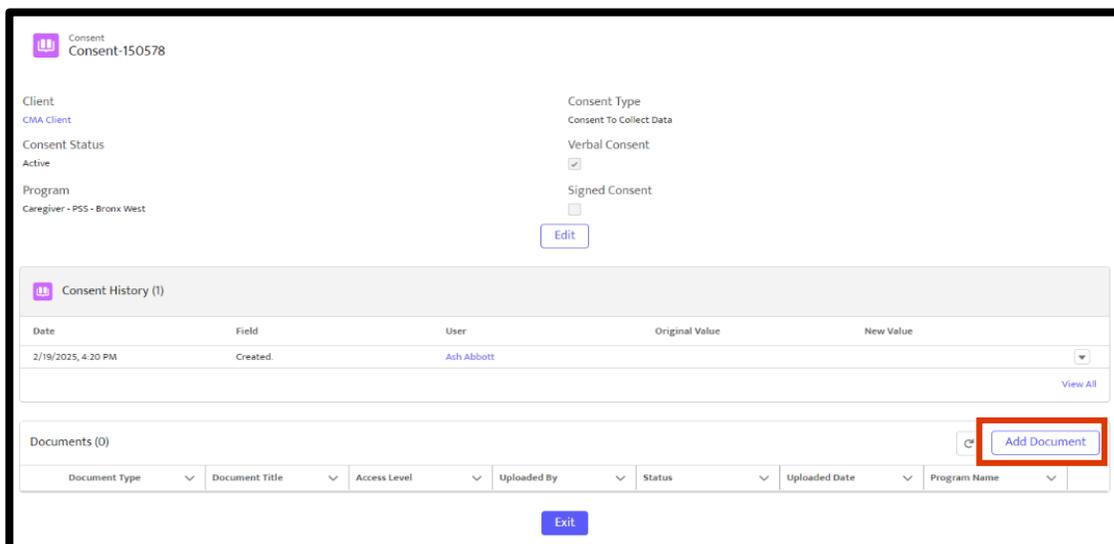
VIVÉ Knowledge Base – Consent

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.

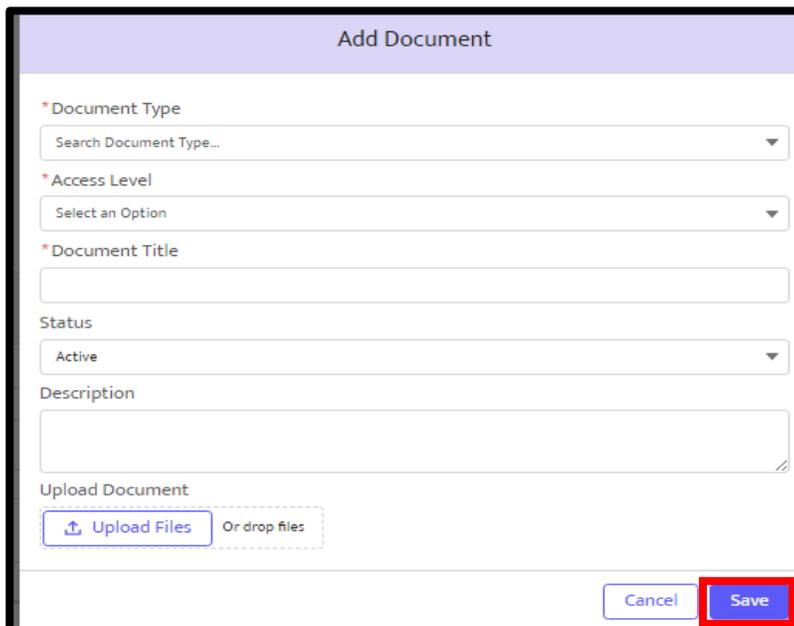
Pick an appropriate **Document Type**.

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.

Consent
Consent-151207

Client
New Client

Consent Status
Active

Program
Case Management - NSHOPP - CMA

Consent Type
Consent To Collect Data

Verbal Consent

Signed Consent

Edit

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.

Notifications [Mark all as read](#) ✕

Missing Signed Consent to Collect Data Form
A signed Consent to Collect Data Form is missing for "CMA Client"

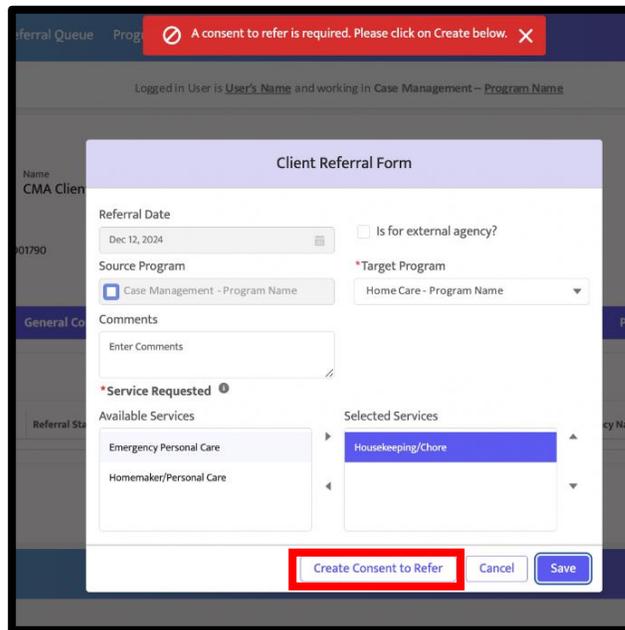
a day ago •

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.



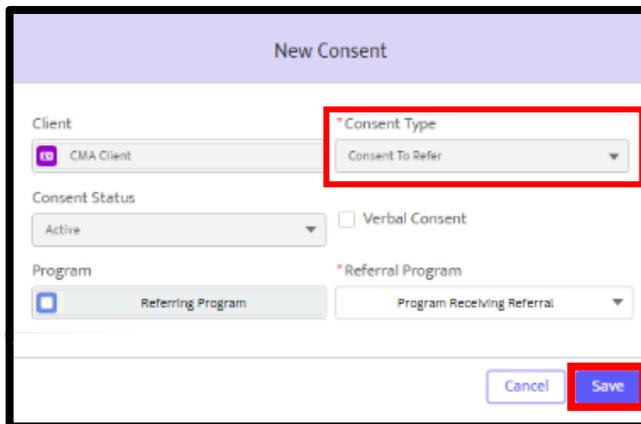
The screenshot shows the 'Client Referral Form' interface. At the top, a red error message states: 'A consent to refer is required. Please click on Create below.' The form includes fields for 'Referral Date' (Dec 12, 2024), 'Source Program' (Case Management - Program Name), 'Target Program' (Home Care - Program Name), 'Comments', and 'Service Requested'. Under 'Service Requested', 'Available Services' includes 'Emergency Personal Care' and 'Homemaker/Personal Care', while 'Selected Services' includes 'Housekeeping/Chore'. A red box highlights the 'Create Consent to Refer' button at the bottom of the form.

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.



The screenshot shows the 'New Consent' pop-up window. It includes fields for 'Client' (CMA Client), 'Consent Status' (Active), 'Program' (Referring Program), and 'Referral Program' (Program Receiving Referral). A red box highlights the 'Consent Type' dropdown menu, which is set to 'Consent To Refer'. Another red box highlights the 'Save' button at the bottom right of the form.

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.

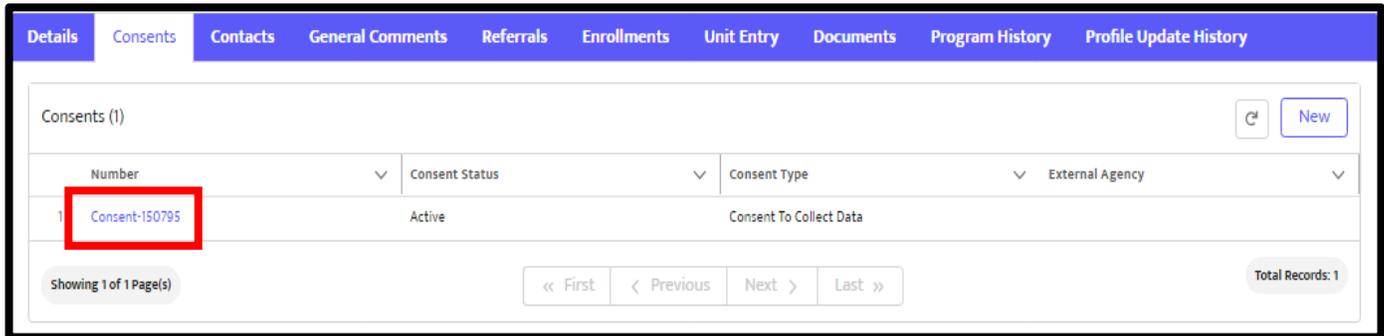
Consent Revocation

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

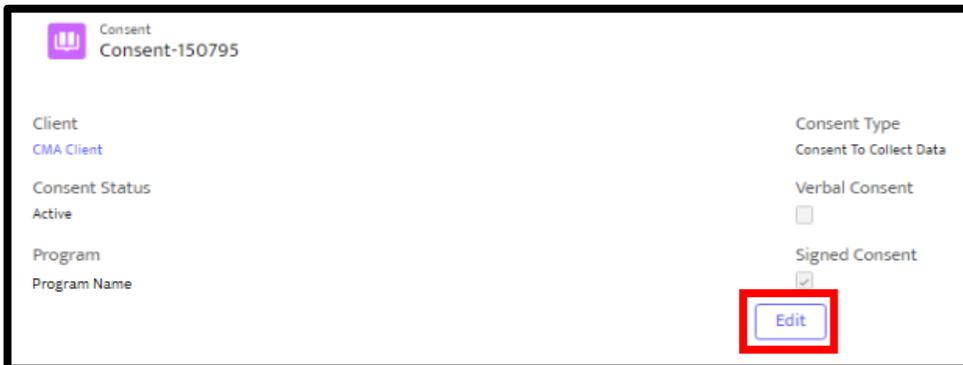
VIVÉ Knowledge Base – Consent

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.



The screenshot shows a navigation bar with tabs: Details, Consents, Contacts, General Comments, Referrals, Enrollments, Unit Entry, Documents, Program History, and Profile Update History. Below the navigation bar, there is a section titled "Consents (1)" with a "New" button. A table lists the consent records with columns: Number, Consent Status, Consent Type, and External Agency. The first record is highlighted with a red box: Number "Consent-150795", Consent Status "Active", Consent Type "Consent To Collect Data". Below the table, there are pagination controls: "Showing 1 of 1 Page(s)", navigation buttons ("First", "Previous", "Next", "Last"), and "Total Records: 1".

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

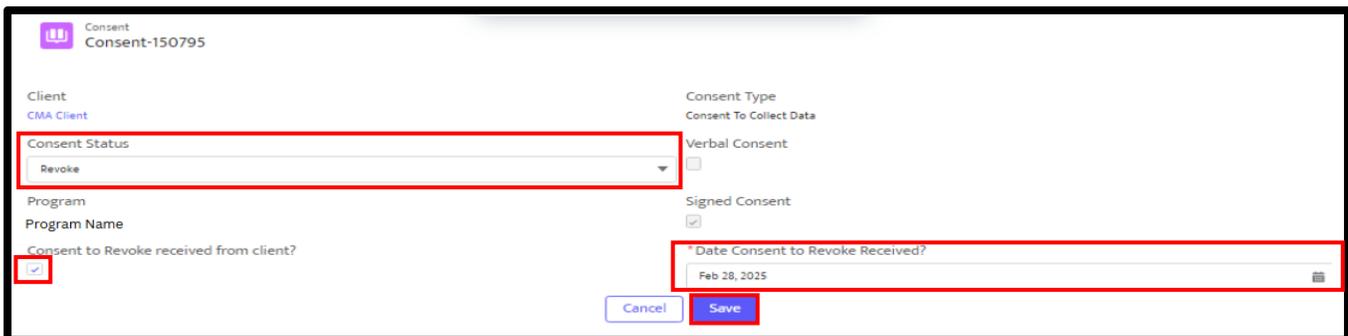


The screenshot shows the details for "Consent-150795". On the left, there are fields for Client ("CMA Client"), Consent Status ("Active"), and Program Name. On the right, there are fields for Consent Type ("Consent To Collect Data"), Verbal Consent (checkbox), and Signed Consent (checkbox). The "Signed Consent" checkbox is checked. An "Edit" button is highlighted with a red box.

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**



The screenshot shows the details for "Consent-150795" with updates. The "Consent Status" dropdown menu is set to "Revoke" and is highlighted with a red box. The "Consent to Revoke received from client?" checkbox is checked and highlighted with a red box. The "Date Consent to Revoke Received?" field is set to "Feb 28, 2025" and is highlighted with a red box. The "Save" button is highlighted with a red box.

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**.

VIVÉ Knowledge Base – Consent

[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 financial 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.

The screenshot displays the VIVÉ Client Profile for Janetta Q Shields. At the top left is a profile picture of an elderly woman with glasses, with an "Upload Picture" link below it. To the right of the picture, the name "Janetta Q Shields" is displayed next to a purple ID icon. A button labeled "Inactivate Client Profile" is in the top right corner. Below the name, fields for "Contact Type" (with a dropdown menu), "Date of Birth" (3/23/1935), and "Phone" ((212) 602-4459) are visible. A horizontal navigation bar contains tabs for "Details", "Consents", "Contacts", "General Comments", "Referrals", "Enrollments", "Unit Entry", "Documents", "Program History", and "Profile Update History". Under the "Details" tab, there are sub-sections: "Basic Demographics", "Social Demographics", "Emergency Preparedness", "Financial", and "NYSOFA Additional Info". The "Basic Demographics" section includes fields for ID (0000000103), Status (Active), *Last Name (Shields), Suffix, *First Name (Janetta), and Title (--None--).

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.

The screenshot shows the 'Basic Demographics' tab selected in a client profile system. The form contains the following information:

ID	000000103	Status	Active
* Last Name	Shields	Suffix	
* First Name	Janetta	Title	--None--
Middle Initial/Name	Q	Preferred Name	
* Date of Birth	Mar 23, 1935	Age	89
* Home Address	300 EAST 5TH STREET, MANHATTAN, NY 10003	Is Mailing Address same as Home Address?	<input checked="" type="checkbox"/>

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.

The screenshot shows the 'Social Demographics' section of a client profile. The navigation bar at the top includes 'Details', 'Consents', 'Contacts', 'General Comments', 'Referrals', 'Enrollments', 'Unit Entry', 'Documents', 'Program History', and 'Profile Update History'. Below the navigation bar, the 'Social Demographics' tab is highlighted. The section contains several fields: 'Current Marital Status' (dropdown menu with 'Widowed' selected), 'Frail and/or disabled' (dropdown menu with '--None--' selected), 'Lives With' (dropdown menu with 'Alone' selected), and 'Number of pets owned by client' (text input field). There is also a 'Type of pets owned by client' section with two columns: 'Available' (containing 'Cat', 'Dog', 'Fish') and 'Chosen' (containing 'No pets').

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.

The screenshot shows the 'Emergency Preparedness' section of a client profile. The navigation bar at the top includes 'Details', 'Consents', 'Contacts', 'General Comments', 'Referrals', 'Enrollments', 'Unit Entry', 'Documents', 'Program History', and 'Profile Update History'. Below the navigation bar, the 'Emergency Preparedness' tab is highlighted. The section contains a '* Date' field with a calendar icon and a 'Cancel' button. A dialog box is open, titled 'Consents to share emerg prep info', with a dropdown menu showing '--None--' selected, a 'Yes' option, and a 'Refuses to Provide' option.

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.

VIVÉ Knowledge Base – Client Profile

The screenshot shows the 'Emergency Preparedness' tab of the Client Profile form. The top navigation bar includes 'Details', 'Consents', 'Contacts', 'General Comments', 'Referrals', 'Enrollments', 'Unit Entry', 'Documents', 'Program History', and 'Profile Update History'. The sub-tabs are 'Basic Demographics', 'Social Demographics', 'Emergency Preparedness', 'Financial', and 'NYSOFA Additional Info'. The 'Emergency Preparedness' tab is highlighted with an orange box. The form contains the following fields:

- *Date: Jan 20, 2025
- Consents to share emerg prep info: Yes
- Revokes consent to share emerg prep info: (empty)
- Emergency Preparedness - Shelters require that pet owners have documentation verifying that all vaccinations are current.
- Age: 80
- Lives With: Alone
- Elevator and/or Steps: Elevator only
- Reliant on life-sustaining equip (LSE)?: No, no one in the home is reliant on LSE
- Client is dependent upon:
 - Available: Dialysis, Oxygen, Respirator, Wheelchair
 - Chosen: Insulin, Walker or cane
- Communication Needs:
 - Client's primary language: English
 - Client speaks English: Very Well

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.

The screenshot shows the 'Financial' tab of the Client Profile form. The top navigation bar is the same as in the previous image. The sub-tabs are 'Basic Demographics', 'Social Demographics', 'Emergency Preparedness', 'Financial', and 'NYSOFA Additional Info'. The 'Financial' tab is highlighted with an orange box. The form contains the following fields:

- Date: Dec 20, 2024
- *Client agrees to provide financial info? (dropdown menu open): --None-- (selected), --None-- (checked), Yes, Refuse to provide
- Cancel button

VIVÉ Knowledge Base – Client Profile

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.

The screenshot shows the 'Financial' tab selected in the client profile. The 'Household Size' dropdown menu is highlighted with a red box and contains the number '1'. Other visible fields include 'Date' (Oct 21, 2024), 'Client agrees to provide financial info?' (Yes), 'Total of Household Amount (Yearly)' (\$10,200.00), and 'Total of Expenses (Yearly)' (\$3,600.00).

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

The screenshot shows the 'Incomes' tab with a table of income sources. A 'New' button is highlighted with a red box. The table lists two income sources: Rental Income (750) and Interest (500).

Income ID	Monthly Income Info. compl...	Sources of income	Other source of income def...	Monthly Amount
1 HI-000100	Client	Rental Income		750
2 HI-000099	Client	Interest		500

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 window contains the following fields: 'Monthly Income Info. completed for' (dropdown: --None--), 'Sources of income' (dropdown: --None--), 'Other source of income defined' (text input), 'Monthly Amount' (text input), and '* Contact' (dropdown: Katie Client). 'Cancel' and 'Save' buttons are at the bottom.

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.

VIVÉ Knowledge Base – Client Profile

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.

Asset ID	Monthly Asset Info. comple...	Assets type	Other source(s) of assets de...	Value
1 FA-00046	Client		Primary Home	150000

New Asset

* Asset Info. completed for: --None--

* Assets type: --None--

Other source(s) of assets defined: [Text Field]

* Value: [Text Field]

* Contact: Walle Louise

[Cancel] [Save]

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.

New Expense

* Monthly Expense Info. completed for
Client

* Expense Type
Housing

* Sub Type
Rent

* Monthly Amount
500.00

* Contact
Janetta Q Shields

Cancel Save

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.

Income ID	Monthly Income Info. complete...	Sources of income	Other source of income defined	Monthly Amount
1 HI-000102	Spouse	Social Security		900
2 HI-000101	Client	Dividends		150
3 HI-000100	Client	Rental Income		750
4 HI-000099	Client	Interest		500
5 HI-000098	Client	Social Security		200

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**.

New NYSOFA Additional Info

*Date: Nov 29, 2024
*Contact: Katie Client

Client Receiving Eligible Meals

Under 60 Spouse of Eligible Senior: --None--
Disabled Person Living in Senior Housing: --None--
Disabled person lives with client: --None--
HDM for 10 consecutive days or less: --None--

Voter Registration

Initial/Change Date:
Are you a registered voter?: Yes

Buttons: Cancel, Save

- 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.

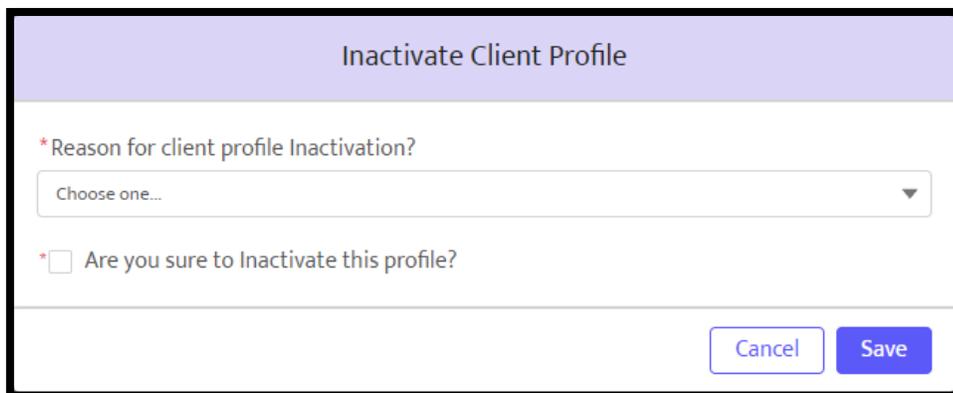
 <p>Upload Picture</p>	<p>Name Janetta Q Shields</p>	<input type="button" value="Inactivate Client Profile"/>	
	<p>ID 0000000103</p>	<p>Status Active</p>	<p>Contact Type Client</p>
Details Consents Contacts General Comments Referrals Enrollments Documents Program History Profile Update History			

VIVÉ Knowledge Base – Client Profile

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.



The screenshot shows a form titled "Inactivate Client Profile". It contains a dropdown menu labeled "* Reason for client profile Inactivation?" with the text "Choose one..." and a downward arrow. Below the dropdown is a checkbox labeled "* Are you sure to Inactivate this profile?". At the bottom right of the form are two buttons: "Cancel" and "Save".

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

VIVÉ Knowledge Base – Client Profile

- [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 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
- Navigating Enrollments
 - Determining Client Enrollment
- Creating Enrollments
 - Creating a new client enrollment
 - Enrollment Status In Review
- Enrollment Details Menu
 - Common features include:
 - Program specific features include:
- Enrollment: Additional Features
 - Approve a Client Enrollment
 - Reject Client Enrollment
 - Assign Worker
 - My Enrollments in Dashboard
 - Place an Enrollment On Hold
- Closing Enrollment
 - Closing an Enrollment: Past date
 - Closing Enrollment: Future Date

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.

Enrollment Name	Enrollment Status	Enrollment Date	Program
1 Caregiver - SUNNYSIDE - Queens West	Active	02/28/2025	Caregiver - SUNNYSIDE - Queens West
2 Caregiver - SUNNYSIDE - Queens West	Inactive	02/28/2025	Caregiver - SUNNYSIDE - Queens West

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.

Enrollment
Older Adult Center - BAY RIDGE - Life Long

Assign Worker
On Hold
Closing Enrollment

Contact [test-joe.client](#) Assigned To
Karyn Velez

Enrollment Details
Forms
Event Signup
Case Notes
Unit Entry
Follow up
Contacts
Documents
Status History

Enrollment Information

Enrollment Name Older Adult Center - BAY RIDGE - Life Long	Enrollment Status Active
---	-----------------------------

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.

Enrollment
Caregiver - SUNNYSIDE - Queens West

Assign Worker
On Hold
Closing Enrollment

Contact [Maybel Mayweather](#) Assigned To

Enrollment Details
Forms
Assessments
Event Signup
Case Notes
Unit Entry
Follow up
Contacts
Documents
Status History

Enrollment Information

Enrollment Name Caregiver - SUNNYSIDE - Queens West	Enrollment Status Active
Enrollment Date 2/19/2025	Program Caregiver - SUNNYSIDE - Queens West

Referral Information

Linked Referral	Referring Agency Name
Referring Worker Name	

On Hold Details

On Hold Start Date	On Hold End Date
On Hold Comments	

Enrollment Closing Details

Closing Date	Closing Code
Closing Reason	

System Information

Created By Jamie L Foronda	Last Modified By Jamie L Foronda
Created Date 2/19/2025, 1:26 PM	Last Modified Date 2/19/2025, 1:26 PM

Exit

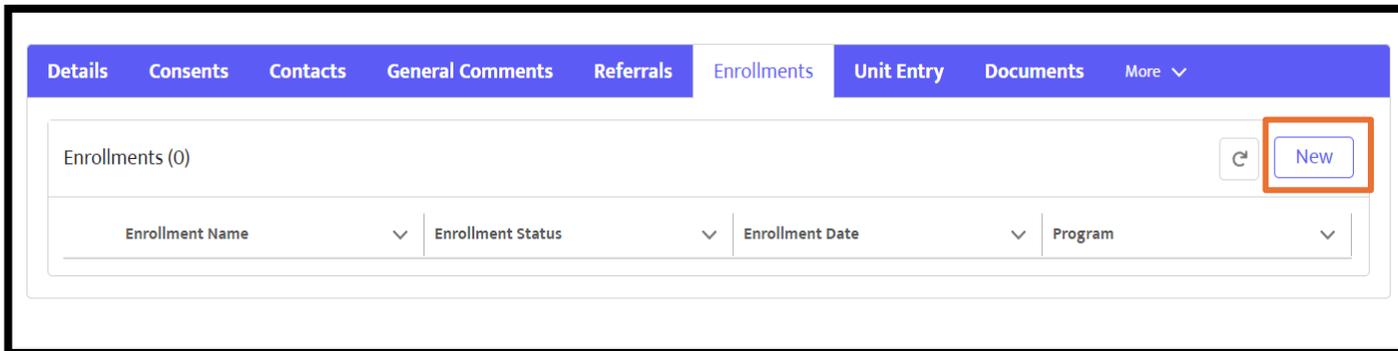
VIVÉ a Product of NYC Aging

58

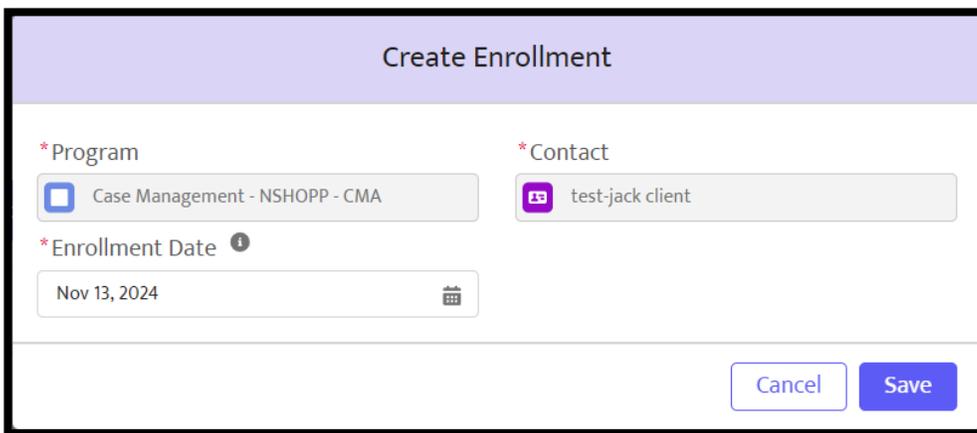
Last Updated: 4/29/2025

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 Case Management - NSHOPP - CMA

Assign Worker Approve Reject

Contact Assigned To test-jack.client

Enrollment Details Contacts Forms Assessments Documents Event Signup Unit Entry Follow up More

Enrollment Information

Enrollment Name	Case Management - NSHOPP - CMA	Enrollment Status	In Review
Enrollment Date	11/13/2024	Program	Case Management - NSHOPP - CMA

Referral Information

Linked Referral		Referring Agency Name	
Referring Worker Name			

On Hold Details

On Hold Start Date		On Hold End Date	
On Hold Comments			

Enrollment Closing Details

Closing Date		Closing Code	
Closing Reason			

System Information

Created By	Karyn Velez	Last Modified By	Karyn Velez
Created Date	11/13/2024, 11:12 AM	Last Modified Date	11/13/2024, 11:12 AM

Exit

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.

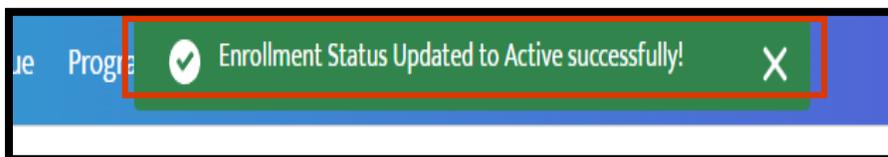
Enrollment: Additional Features

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

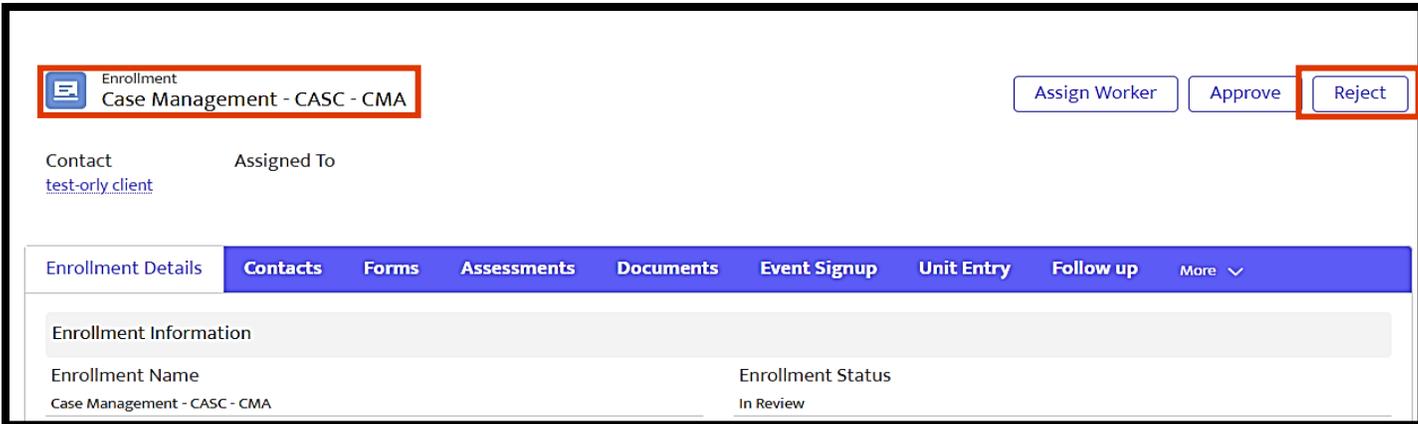
Programs who must **Approve** clients before the status of their enrollment can be updated from **In Review** to **Active** will see the **Approve** button displayed on the **Enrollment** screen. Once the **Approve** button is selected, a notification of successful activation will display. (See below)



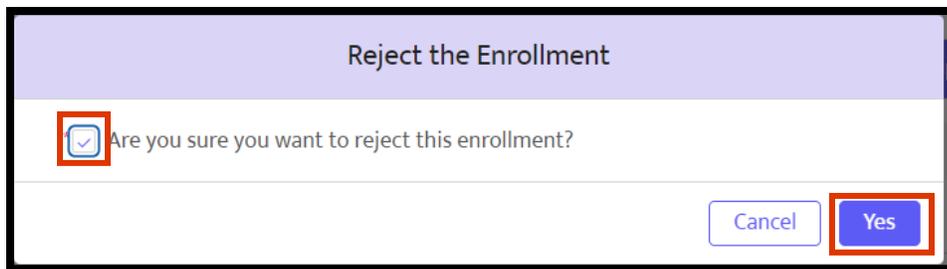
The **Approve** and **Reject** buttons from the **Enrollment Details** screen are replaced with a **Closing Enrollment** button. The status of the client’s enrollment updates to **Active**.

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?”



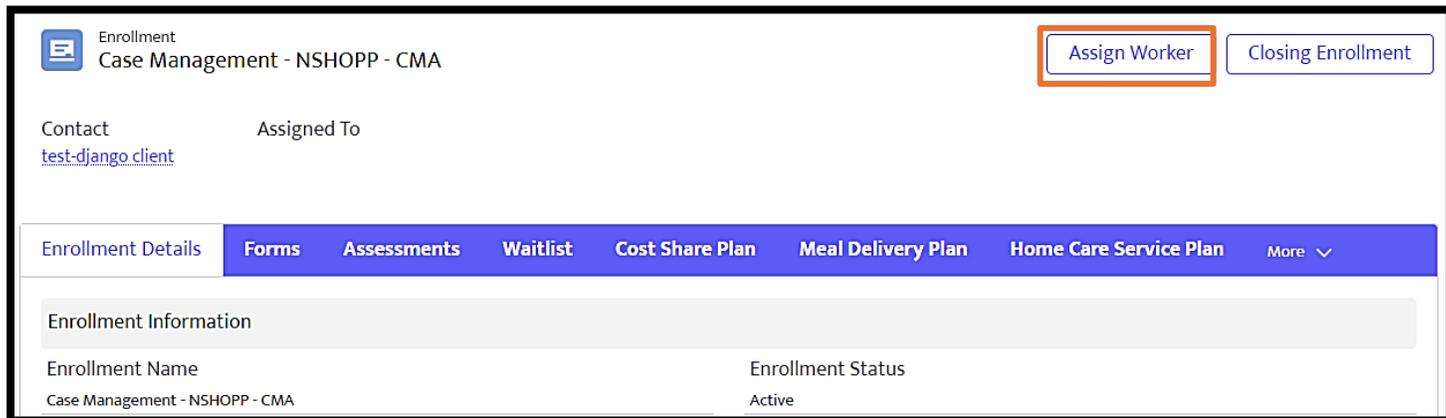
Step 3: Select **Yes**. The **Enrollment Status** will be set to **Inactive** on the **Enrollment Details** page.

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

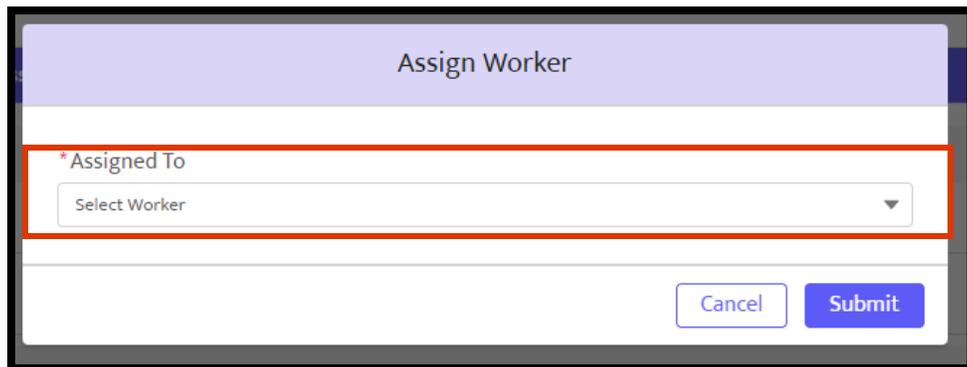
On the **Enrollment Details** screen, the **Assigned To** field will be left blank until a worker is assigned to the client enrollment.

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.



The screenshot shows the 'Enrollment Details' page for 'Case Management - NSHOPP - CMA'. At the top right, there are two buttons: 'Assign Worker' (highlighted with a red box) and 'Closing Enrollment'. Below the header, the 'Assigned To' field is empty. A navigation bar contains tabs for 'Enrollment Details', 'Forms', 'Assessments', 'Waitlist', 'Cost Share Plan', 'Meal Delivery Plan', 'Home Care Service Plan', and 'More'. The main content area shows 'Enrollment Information' with 'Enrollment Name' as 'Case Management - NSHOPP - CMA' and 'Enrollment Status' as 'Active'.

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 screenshot shows the 'Assign Worker' pop-up window. It has a title bar 'Assign Worker'. Below it is a dropdown menu labeled '*Assigned To' with the text 'Select Worker' and a downward arrow. At the bottom right, there are two buttons: 'Cancel' and 'Submit' (highlighted with a red box).

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.

Dashboard
Community User Dashboard
As of Dec 26, 2024, 2:52 PM - Viewing as Karyn Velez

My Enrollments

Contact ↑	Enrollment: Enrollment Name	Enrollment Status	Enrollment Date	Service Start Date
test-avis client	Case Management - NSHOPP - CMA	Active	12/3/2024	12/3/2024
test-brad client	Case Management - NSHOPP - CMA	Inactive	11/12/2024	11/12/2024
test-clarey client	Case Management - NSHOPP - CMA	Active	1/11/2024	12/16/2024
test-django client	Case Management - NSHOPP - CMA	Active	12/26/2024	12/26/2024
test-helen client	Case Management - NSHOPP - CMA	Inactive	10/10/2024	11/20/2024
test-hope client	Case Management - NSHOPP - CMA	Active	10/21/2024	10/21/2024

View Report (My Enrollments)

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](#))

Notifications [Mark all as read](#) ✕

New Client Assignment
You have been assigned to "test-django client (0999001988)".

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.

Enrollment
Older Adult Center - BAY RIDGE - Life Long

Assign Worker **On Hold** Closing Enrollment

Contact Assigned To
[test-rosemary client](#)

Enrollment Details **Forms** Event Signup Case Notes Unit Entry Follow up Contacts Documents Status History

Enrollment Information

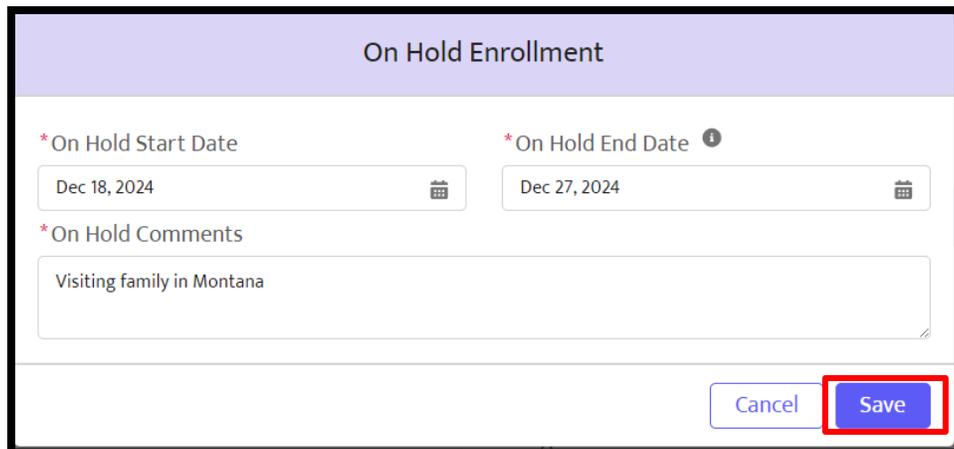
Enrollment Name Older Adult Center - BAY RIDGE - Life Long	Enrollment Status Active
---	-----------------------------

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

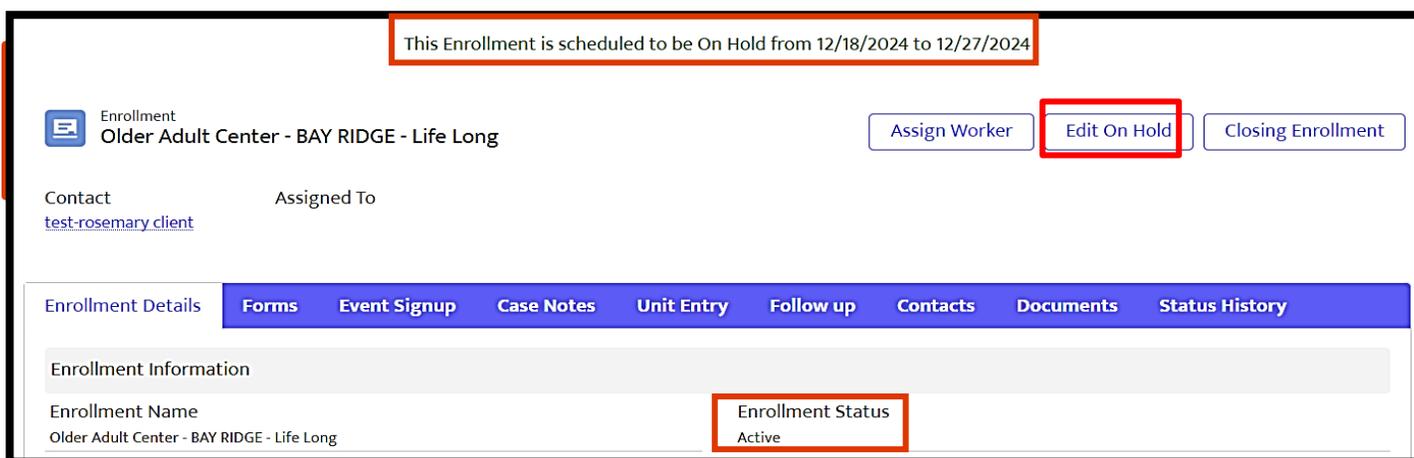
VIVÉ Knowledge Base – Enrollments

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**.

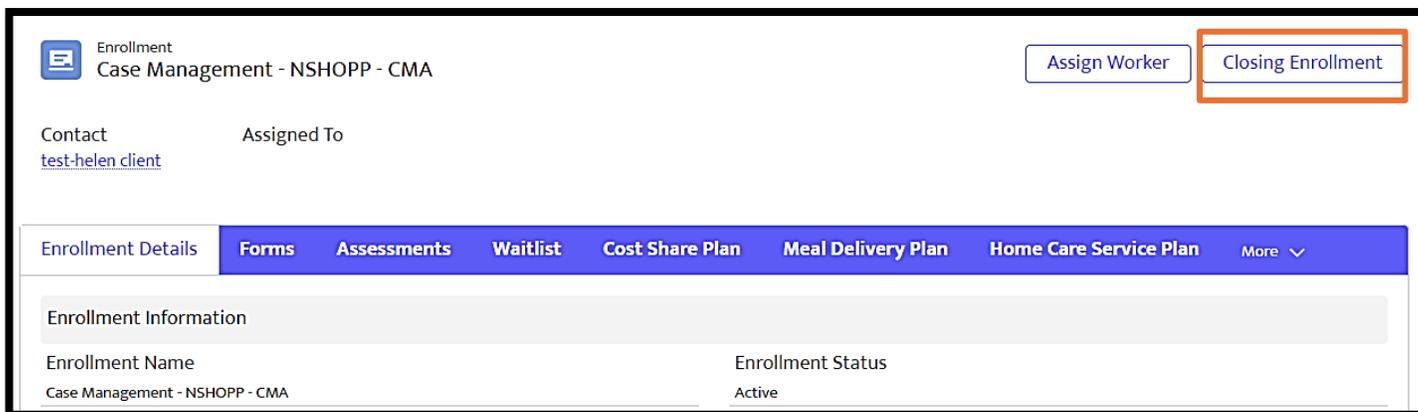


If the **On Hold** request requires editing, select the **Edit On Hold** button from the **Enrollment Details Menu** and make all necessary changes. These changes can be made prior to the start of the **On Hold** date or any time during the scheduled **On Hold** period.



Closing Enrollment

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

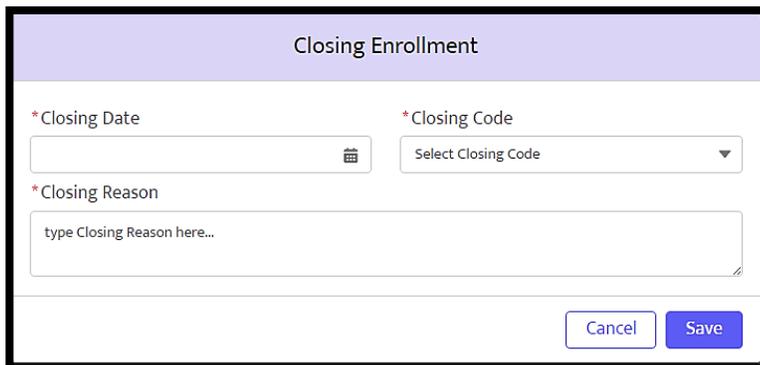


NOTE: Closing an enrollment only closes the client’s enrollment status with your program and does not close the client’s enrollment for any other NYC Aging programs. The client’s case remains **Active** at the **Client Profile** level until the **Inactivate Client Profile** process has been completed. 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)

VIVÉ Knowledge Base – Enrollments

This Enrollment was marked Inactive on 12/26/2024

Enrollment
Case Management - NSHOPP - CMA

Assign Worker

Contact
test-helen client

Assigned To

Enrollment Details | Forms | Assessments | Waitlist | Cost Share Plan | Meal Delivery Plan | Home Care Service Plan | More

Enrollment Information

Enrollment Name
Case Management - NSHOPP - CMA

Enrollment Status
Inactive

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

Name
test-helen client

Inactivate Client Profile

Upload Picture

ID
0999001639

Status
Active

Contact Type
Client

Details | Consents | Contacts | General Comments | Referrals | Enrollments | Unit Entry | Program History | More

Program History (3)

Program Name	Assigned To (Case Manag...)	Enrollment Status	Activation Date	Deactivation Date
1 Case Management - NSHOPP - C...		Inactive	12/26/2024	12/26/2024
2 Older Adult Center - BAY RIDGE ...		Active	11/14/2024	

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.

VIVÉ Knowledge Base – Enrollments

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**.

This Enrollment is scheduled to be closed on 1/6/2025 with the reason Moving to live with daughter in Queens.

Enrollment
Case Management - NSHOPP - CMA

Assign Worker Edit Enrollment Closure

Contact Assigned To
[test-joy.client](#) Karyn Velez

Enrollment Details Forms Assessments Waitlist Cost Share Plan Meal Delivery Plan Home Care Service Plan More ▾

Enrollment Information

Enrollment Name Case Management - NSHOPP - CMA	Enrollment Status Active
---	-----------------------------

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](#)

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.

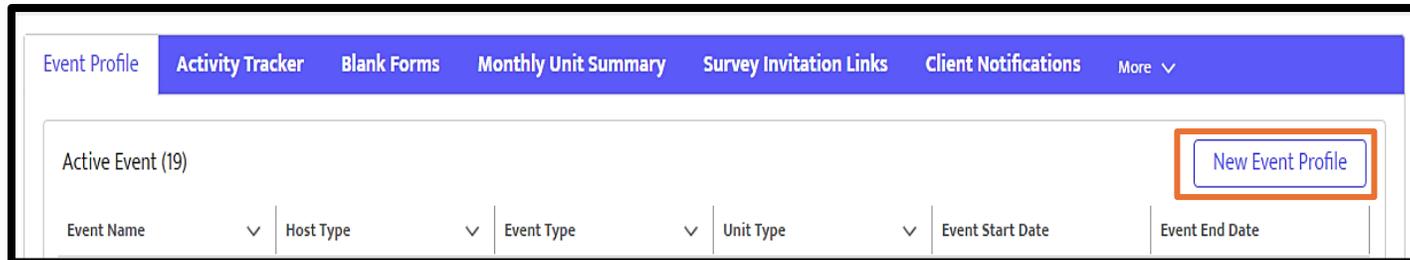
This guide provides navigational and functional instructions. For assistance with program operations or policy, please refer to your program officer or view [NYC Aging's Programs' Standards](#).

In this guide you will learn:

- Creating Events
- Signing up Clients for an Event
 - Signing up & Removing Clients via Event Profile
 - Sign up & Removing Clients via Enrollment Details Menu
 - Signing Up Client via QR Code Scan
- Event Unit Entry
 - Entering Units from the Events Profile
 - First, create a unit entry.
 - Editing an Existing Unit Entry
 - Enter Units By Scanning QR Codes
- Entering Anonymous Units for Events
 - Entering Anonymous Information & Referral Units
 - Entering Anonymous Meal Units
 - Entering Meals Provided for Other Eligible Seniors, Ineligible Meals and Eligible Volunteers
- Monthly Unit Summary

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 congregante 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).

The 'New Event Profile' form contains the following fields:

- * Start Date (text input with calendar icon)
- End Date (text input with calendar icon)
- * Event Name (text input)
- Status (dropdown menu, currently 'Open')
- Event Start Time (text input with clock icon)
- Event End Time (text input with clock icon)
- * Host Type (dropdown menu, currently '--None--')
- * Service Type (dropdown menu, currently '--None--')
- * Is this event happening at Program Site? (dropdown menu, currently 'No')
- Location (text input with search icon)
- * Unit Type (dropdown menu, currently '--None--')
- Event Capacity (text input)
- Fee Amount (text input)

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

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

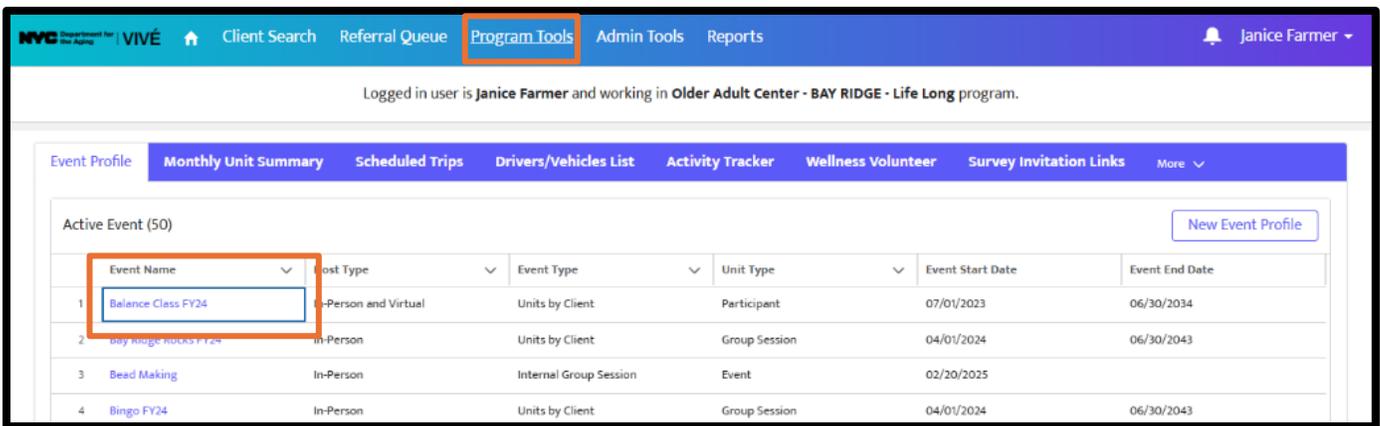
There are three ways to sign up a client enrolled in your program for an event.

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

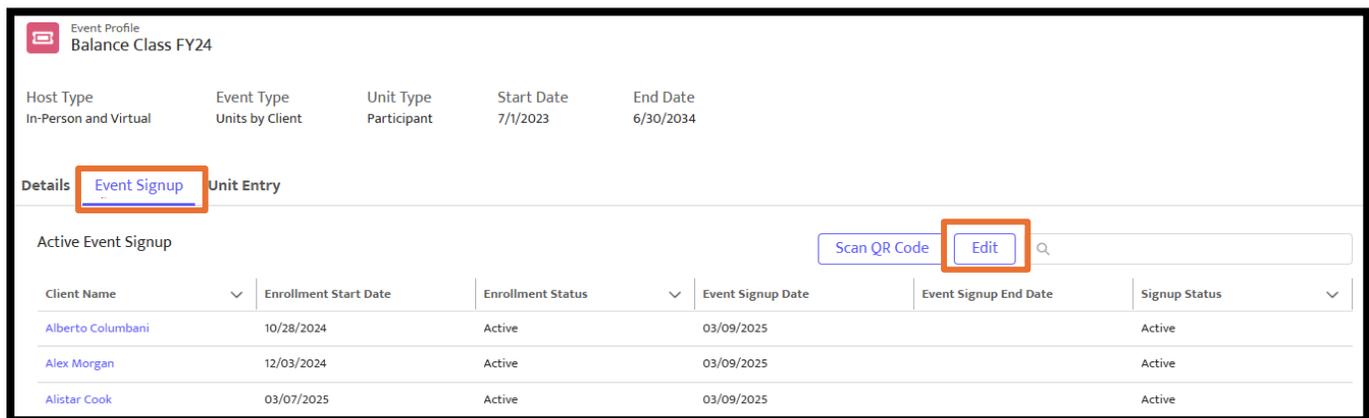
Signing up & Removing Clients via Event Profile

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.

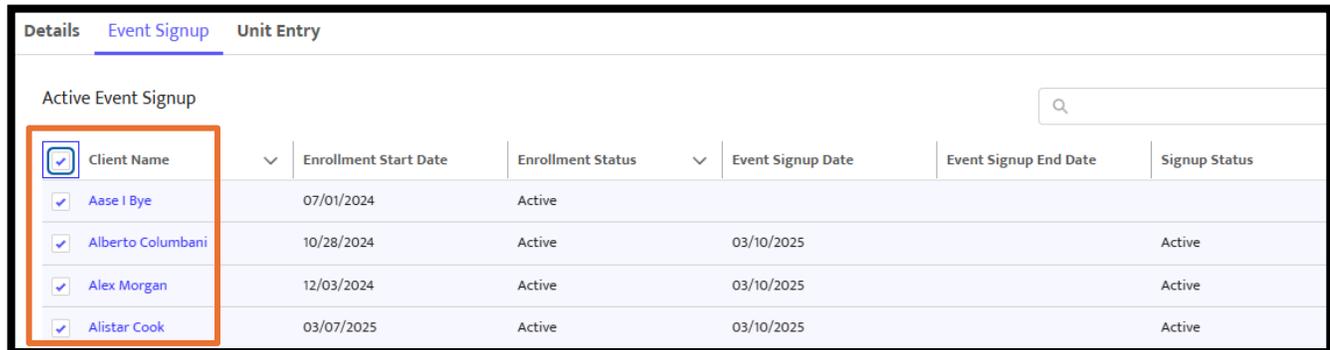


Step 3: Click **Event Signup**.



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.



<input type="checkbox"/> Client Name	Enrollment Start Date	Enrollment Status	Event Signup Date	Event Signup End Date	Signup Status
<input checked="" type="checkbox"/> Aase I Bye	07/01/2024	Active			
<input checked="" type="checkbox"/> Alberto Columbani	10/28/2024	Active	03/10/2025		Active
<input checked="" type="checkbox"/> Alex Morgan	12/03/2024	Active	03/10/2025		Active
<input checked="" type="checkbox"/> Alistar Cook	03/07/2025	Active	03/10/2025		Active

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.

Event Name	Host Type	Event Type	Unit Type	Event Start Date	Event End Date	Event Signup Date	Event Signup End Date	Signup Status
<input checked="" type="checkbox"/> Active Exercises FY24	In-Person	Units by Client	Participant	12/01/2024	06/30/2043			
<input checked="" type="checkbox"/> Afternoon Movies...	In-Person	Units by Client	Group Session	07/01/2024	06/30/2043			
<input checked="" type="checkbox"/> Art Pratt / MISC FY24	In-Person	Internal Group Ses...	Group Session	09/01/2024	06/30/2043			
<input checked="" type="checkbox"/> Arts and Crafts	In-Person	Internal Group Ses...	Event	03/11/2025				
<input checked="" type="checkbox"/> Balance Class FY24	In-Person and Virt...	Units by Client	Participant	07/01/2023	06/30/2034			

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

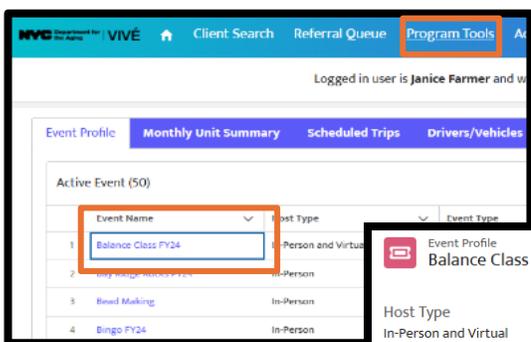
To remove a client from that event, uncheck the box to the left of their name.

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.

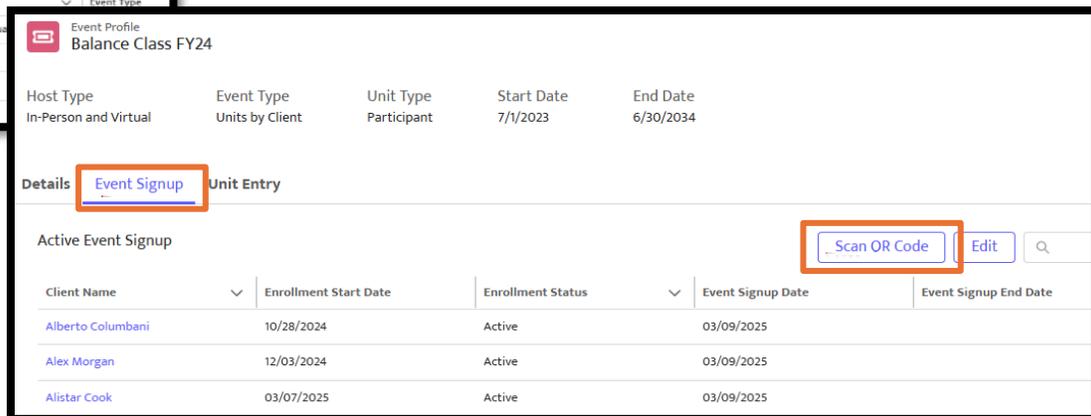
NOTE: *The client needs to be enrolled in your program before using the QR Code scanning.*

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.

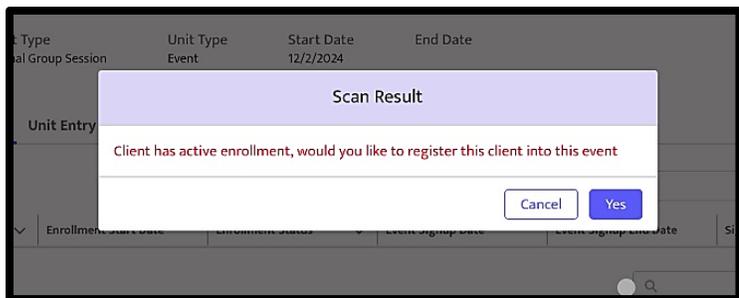
Step 3: Click **Event Signup** link. Then select **Scan QR Code** button. ([More information on QR Code Scanning](#))



VIVÉ Knowledge Base – Events

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:

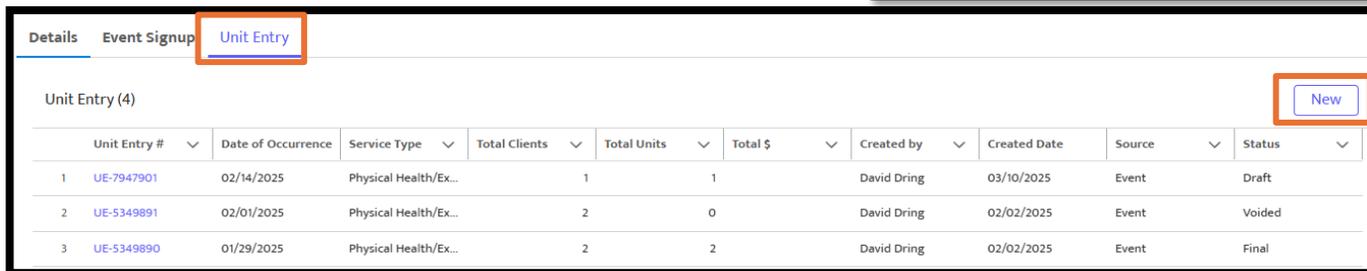
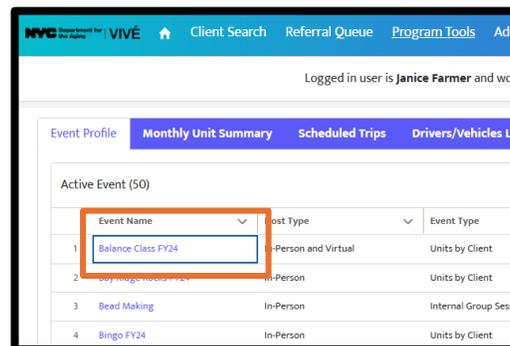
- Entering units from the **Events Profile** (good for entering units quickly for multiple clients).
- Entering a unit for a client from the **Enrollment Details Menu**.
- By using the **Scan QR Code** feature (most accurate way to enter units).

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.

Name	Date of Birth	Gender	Home Address	Enrollment Status	Funding Source	Units	Amount	Attended?
Alberto Columbani	02/19/1959		8402 4TH AVE, B-7, BROOKLYN, NY 11209	Active	NYC Aging Funded Service	1	0	<input checked="" type="checkbox"/>
Alex Morgan	12/31/1944		10 READE STREET, MANHATTAN, NY 10007	Active	Discretionary Funded	1	0	<input checked="" type="checkbox"/>
Alistar Cook	03/02/1944		455 GERARD AVENUE, 7, BRONX, NY 10451	Active	--None--	0	0	<input type="checkbox"/>
Amy Adams	12/31/1949		15 BAY RIDGE AVENUE, 58, BROOKLYN, NY 11220	Active	--None--	0	0	<input type="checkbox"/>
Katie Client	12/31/1949		541 EAST 20TH STREET, 38, MANHATTAN, NY 10010	Active	NYC Aging Funded Service	1	0	<input checked="" type="checkbox"/>

- 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.

Unit Entry #	Date of Occurrence	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
1 UE-7947901	02/14/2025	Physical Health/Ex...	1	1		David Dring	03/10/2025	Event	Draft
2 UE-5349891	02/01/2025	Physical Health/Ex...	2	0		David Dring	02/02/2025	Event	Voided
3 UE-5349890	01/29/2025	Physical Health/Ex...	2	2		David Dring	02/02/2025	Event	Final

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

- Draft: This unit is still editable.

VIVÉ Knowledge Base – Events

- 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.

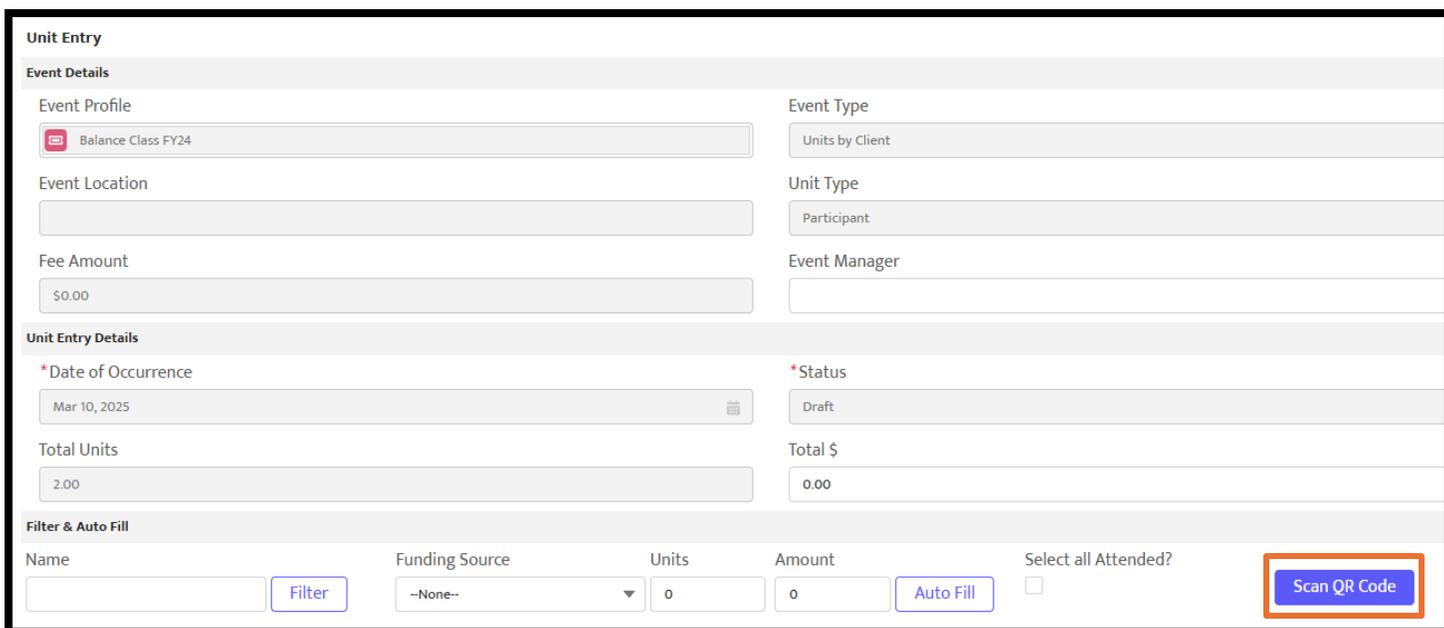


The screenshot shows a web interface with a navigation bar containing 'Details', 'Event Signup', and 'Unit Entry' (highlighted with a red box). Below the navigation bar is a section titled 'Unit Entry (5)' with a 'New' button (highlighted with a red box) in the top right corner. A table lists unit entries with columns: Unit Entry #, Date of Occurrence, Service Type, Total Clients, Total Units, Total \$, Created by, Created Date, Source, and Status. Two entries are visible: 1. UE-7947902, 03/10/2025, Physical Health/Ex..., 2 clients, 2 units, \$0.00, David Dring, 03/10/2025, Event, Draft. 2. UE-7947901, 02/14/2025, Physical Health/Ex..., 1 client, 1 unit, David Dring, 03/10/2025, Event, Draft. The 'UE-7947902' link in the first row is highlighted with a red box.

Unit Entry #	Date of Occurrence	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
1 UE-7947902	03/10/2025	Physical Health/Ex...	2	2	\$0.00	David Dring	03/10/2025	Event	Draft
2 UE-7947901	02/14/2025	Physical Health/Ex...	1	1		David Dring	03/10/2025	Event	Draft

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

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



The screenshot shows the 'Unit Entry' form. It is divided into several sections: 'Event Details' with fields for Event Profile (Balance Class FY24), Event Location, Fee Amount (\$0.00), Event Type (Units by Client), Unit Type (Participant), and Event Manager. 'Unit Entry Details' includes fields for Date of Occurrence (Mar 10, 2025), Status (Draft), Total Units (2.00), and Total \$ (0.00). At the bottom, there is a 'Filter & Auto Fill' section with input fields for Name, Funding Source (set to --None--), Units (0), Amount (0), and an 'Auto Fill' button. A 'Scan QR Code' button (highlighted with a red box) is located in the bottom right corner.

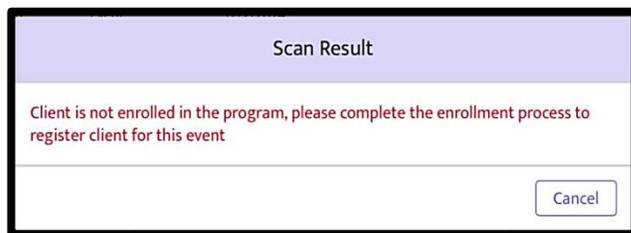
Step 6: A windowpane appears showing the image from the back facing camera. Maneuver the camera so that the member’s ID card is clearly within the windowpane.



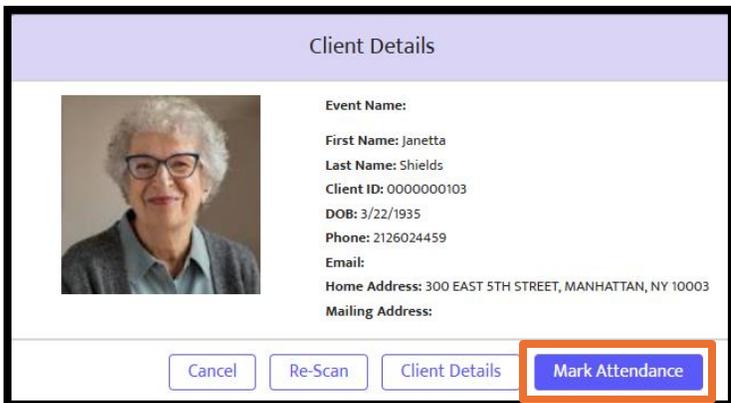
Step 5: If the client’s QR Code is recognized, a confirmation pop-up will appear. From this pop-up you can Cancel, Rescan, view the client’s details or Mark Attendance.

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.

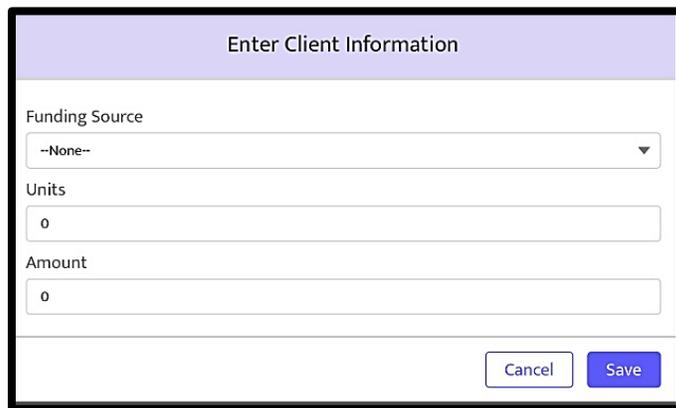


Step 7: If you select the **Mark Attendance** button, a pop-up will appear to finalize the unit entry.



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.

Unit Entry

Event Details

Event Profile: I&R - HEAP

Event Location: 15 BAY RIDGE AVENUE, BROOKLYN, NY 11209

Fee Amount: [Empty]

Event Type: Units by Client

Unit Type: Contact

Event Manager: [Empty]

Unit Entry Details

*Date of Occurrence: Mar 16, 2025

*Status: Draft

Total Units: [Empty]

Total \$: [Empty]

Anonymous Units: [Empty]

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.*

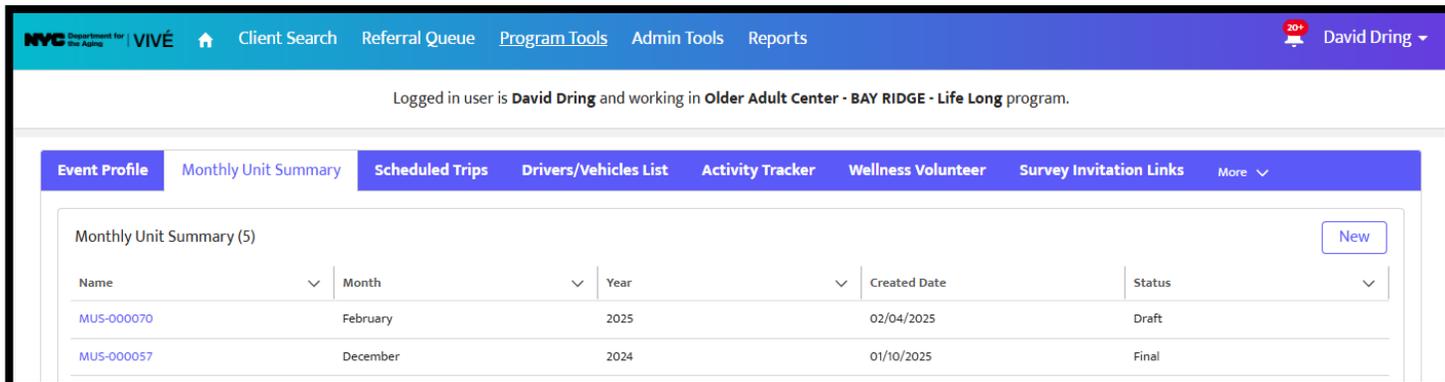
Entering Meals Provided for Other Eligible Seniors, Ineligible Meals and Eligible Volunteers

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.

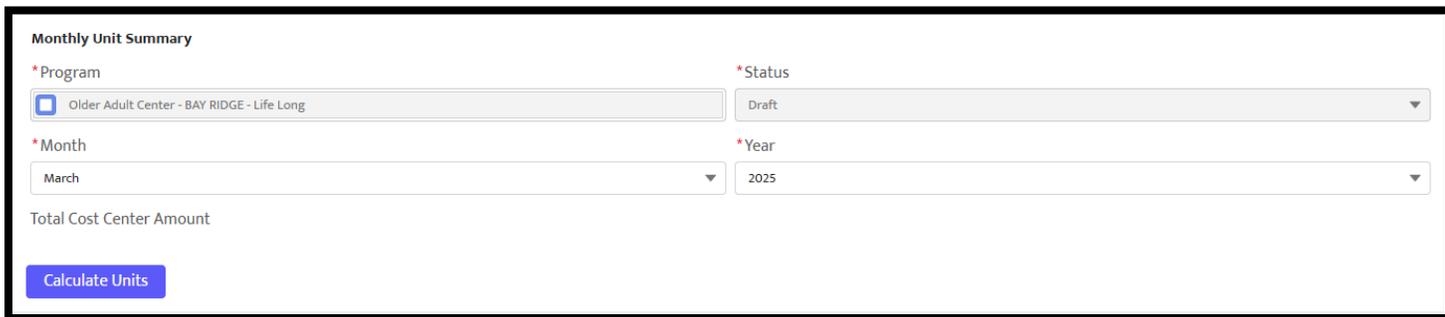
Monthly Unit Summary

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

- [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 QR Codes 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 **QR Codes**.

QR Codes 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's standards](#).

In this guide you will learn:

- Overview of QR Codes
- Locating & Printing QR Codes
- Using QR Code to Search for Client

Overview of QR Codes

VIVÉ uses **QR Codes** which streamlines client search, event sign-up, and unit entry. These codes are quick and easy to scan using a tablet, smartphone, or PC. When a client is entered into VIVÉ, a unique QR Code is automatically generated. This code stays with the client across all NYC Aging programs whether they are enrolled in one or multiple programs.

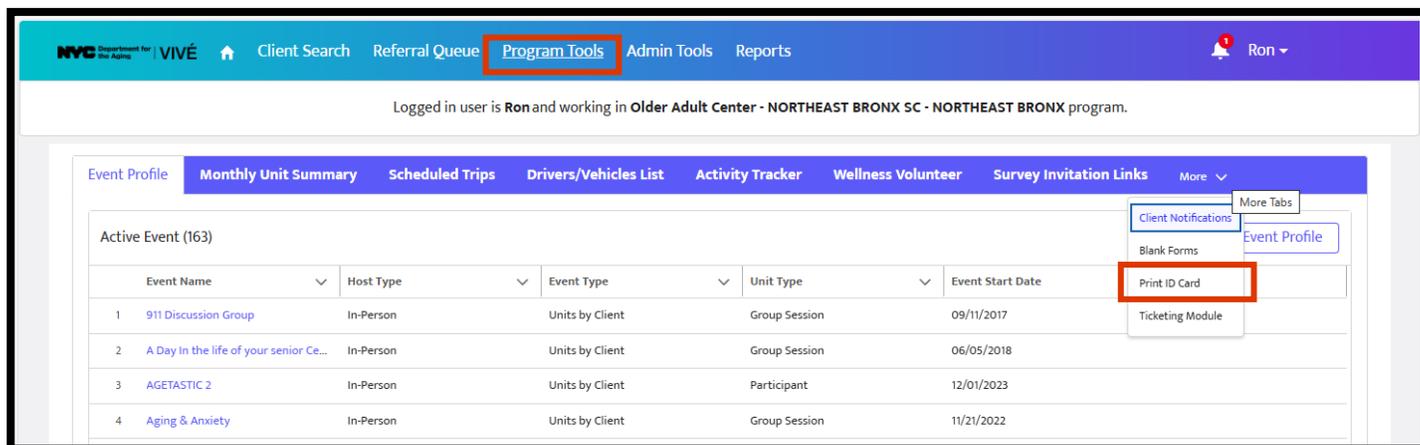
NOTE: *It is better for you to use a tablet, PC or laptop when using the QR Code scanning feature because of the amount of information that is displayed on the screen.*

Locating & Printing QR Codes

Each client has a unique QR Code. It is accessible at the bottom of the Basic Demographics page and when Printing an ID Card. Once a client is enrolled in a program, an ID card with their QR Code can be printed.

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

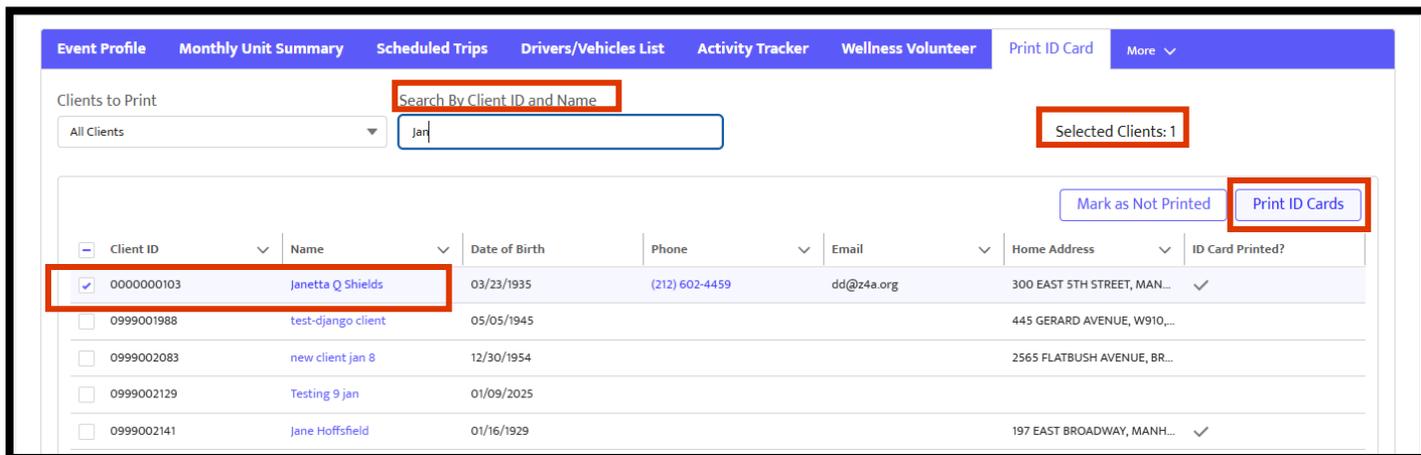
Step 2: Click the **Print ID Card** tab. Depending upon the width of your window, you may have to select **More** to access the **Print ID Card** tab.



Step 3: Either browse through the names of enrolled clients or use the **Search by Client ID or Name** to find those clients whom you want to print ID cards.

Step 4: Once a client has been identified, check the box to the left of their Client ID. You can select all clients or specific clients. .

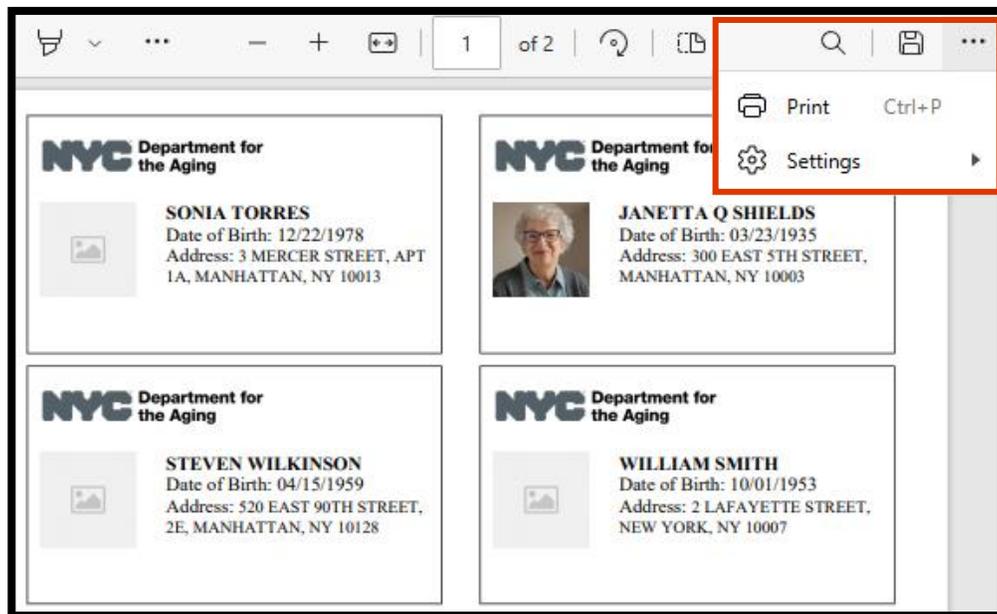
Step 5: You can see how many clients you have checked by the count from **Selected Clients**.



Step 6: Select the **Print ID Card** button to generate a PDF of all cards selected . Each card is one sided. The PDF is formatted to print ID Cards the size of business cards.

Step 7: After previewing the PDF, use the PDF viewer to print the cards. Select the three dots in the upper right corner to access the print function.

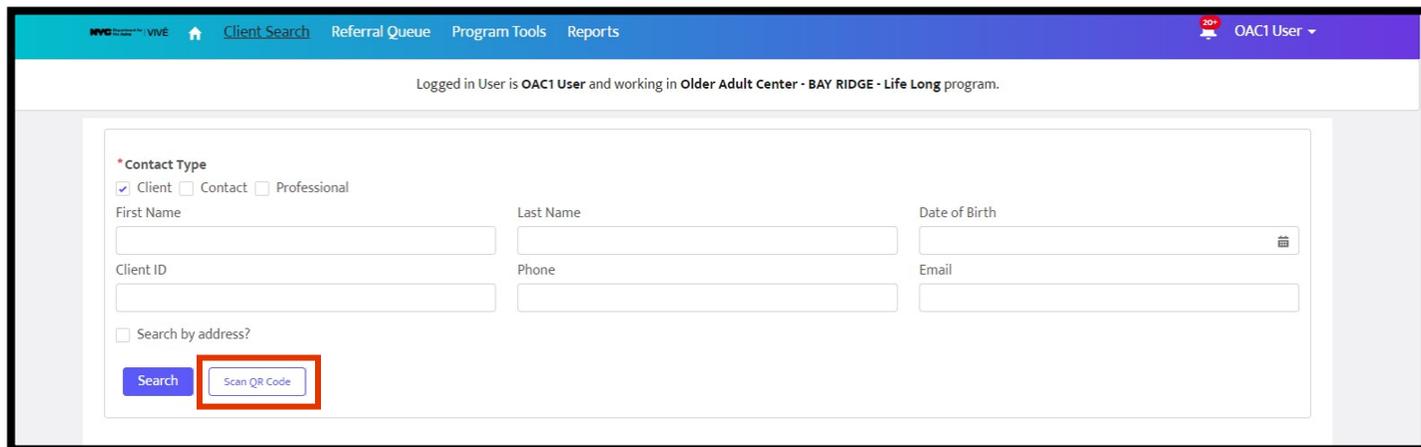
Step 8: Press print.



Using QR Code to Search for Client

When a client comes to your program ask them for their ID card which will have a **QR Code**. If they do not have a card, or do not have the card available, you can manually search for the client by typing in their name or address into **Client Search**. (for more information on [Client Search](#)).

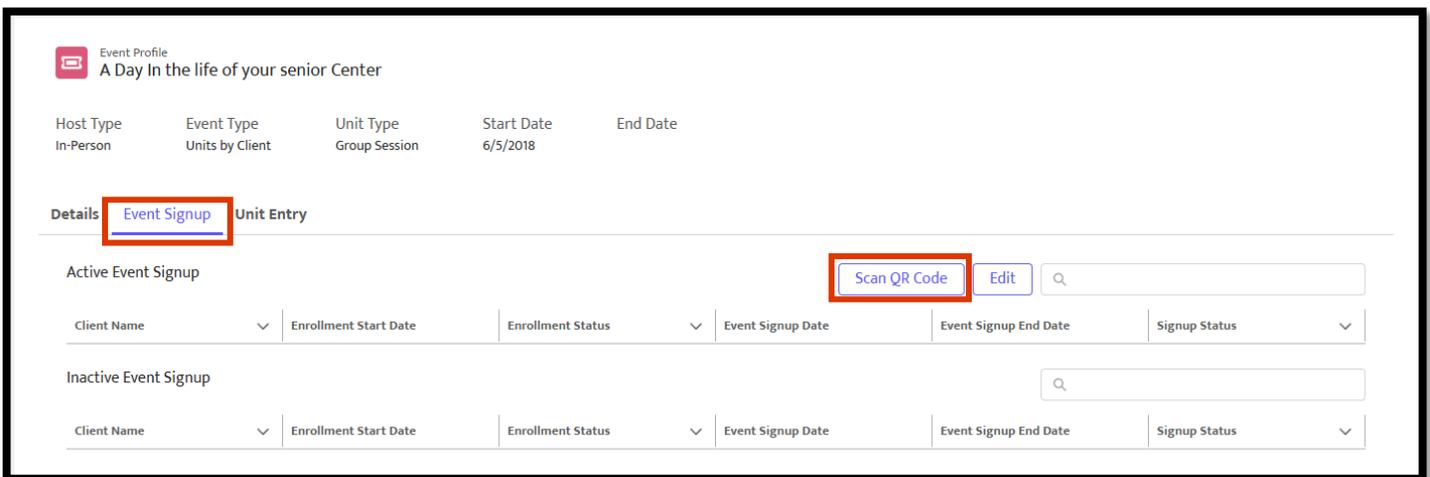
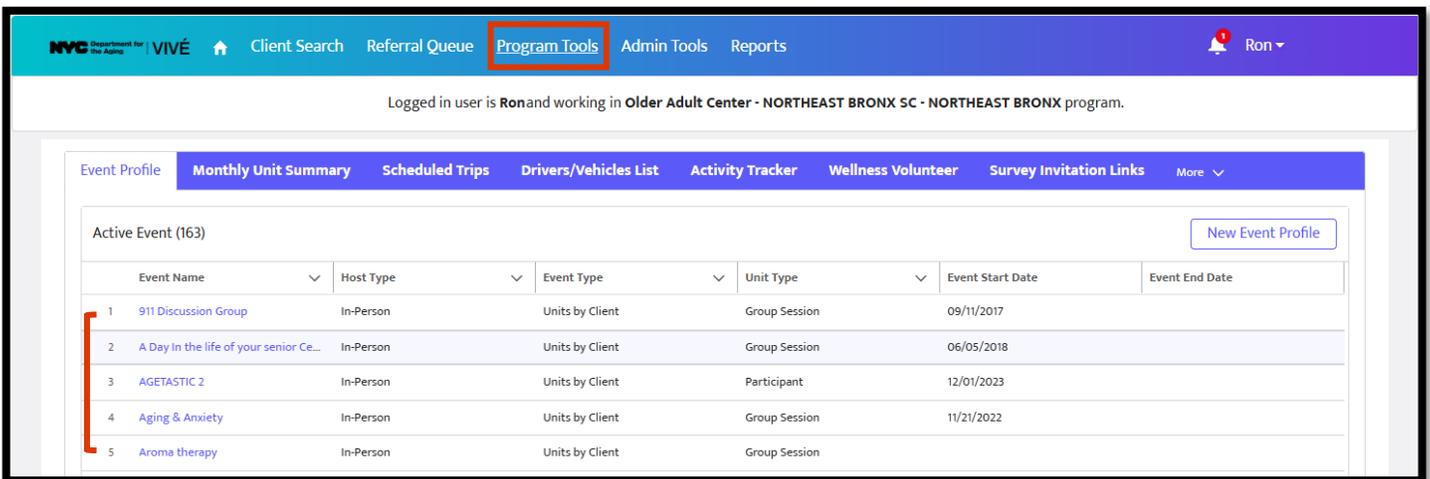
If the client has an ID card, click the Scan **QR Code** button.



The system will prompt you with a request to use your camera, choose **Allow**.

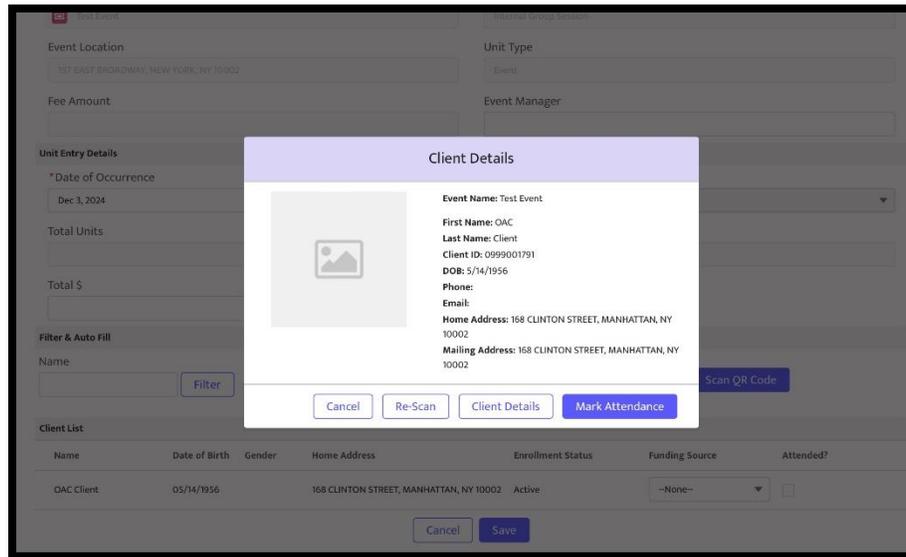
When Scanning the Client you can Sign Clients Up for Events:

- Click Program Tools.
- Under Event Profile use the hyperlink next to the Event name (in Program Tools, Event Profile).
- Click Event Signup.
- Click the Scan **QR Code** button.



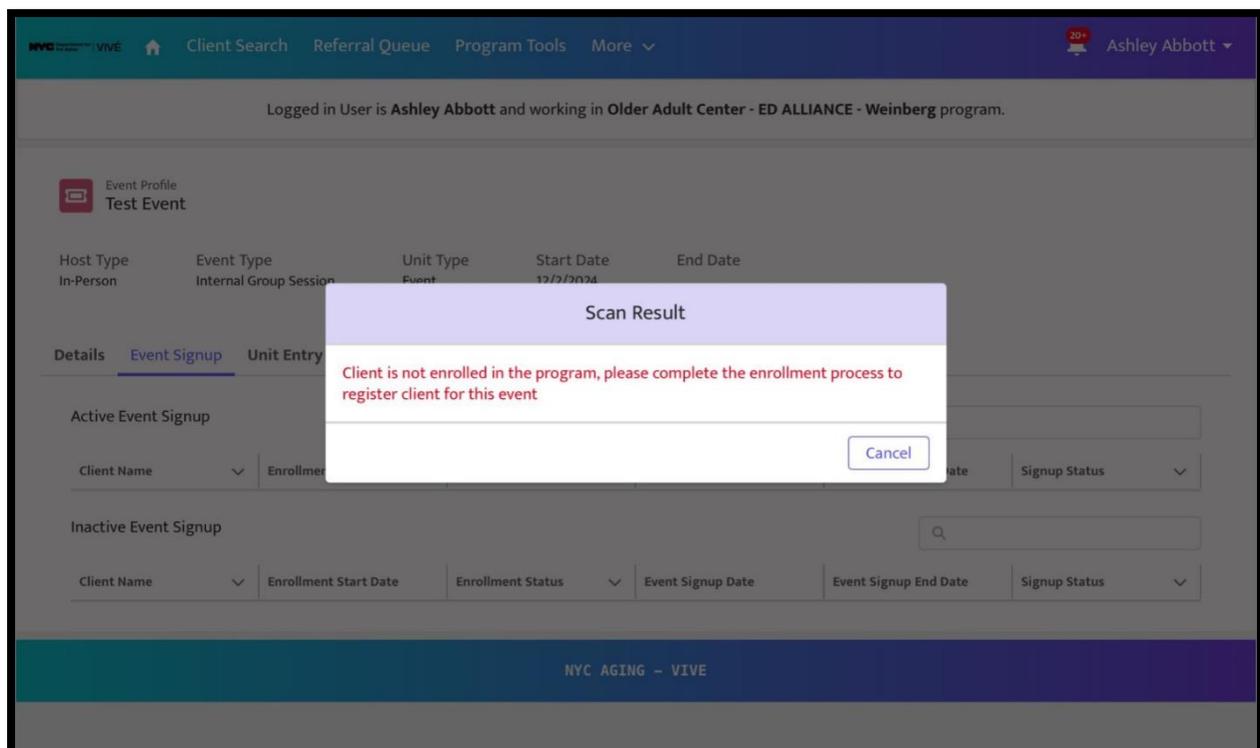
VIVÉ Knowledge Base – Unit Entry

- You will get a pop-up message asking for your permission to use your device's camera.
- Click Allow.
- Scan the client's **QR code** (on the ID card) and click Attended (to enable you to enter a unit).

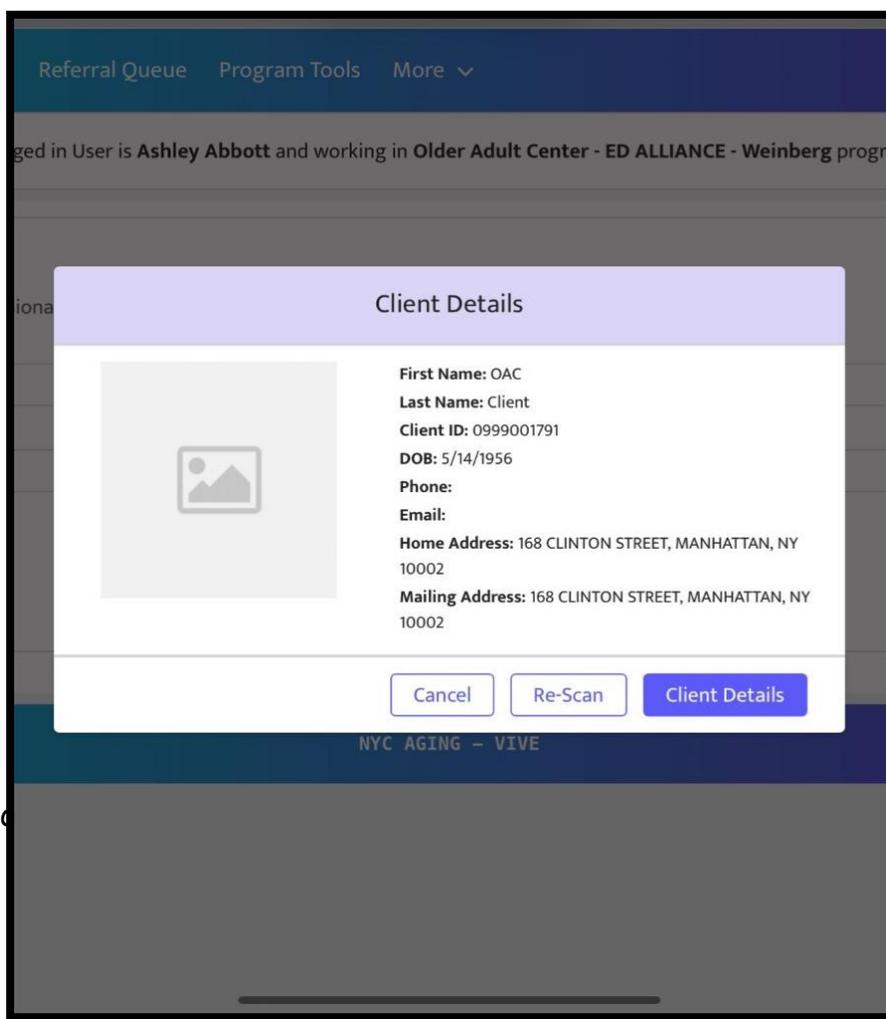


To Sign Clients Up for Events If the client is not enrolled in your program:

If a client is not enrolled in your program, you will get an error message (as seen below) when you try to sign the client up for an event.

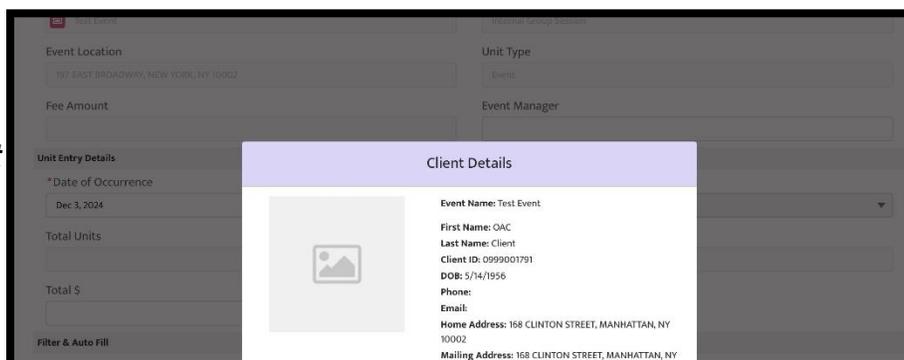
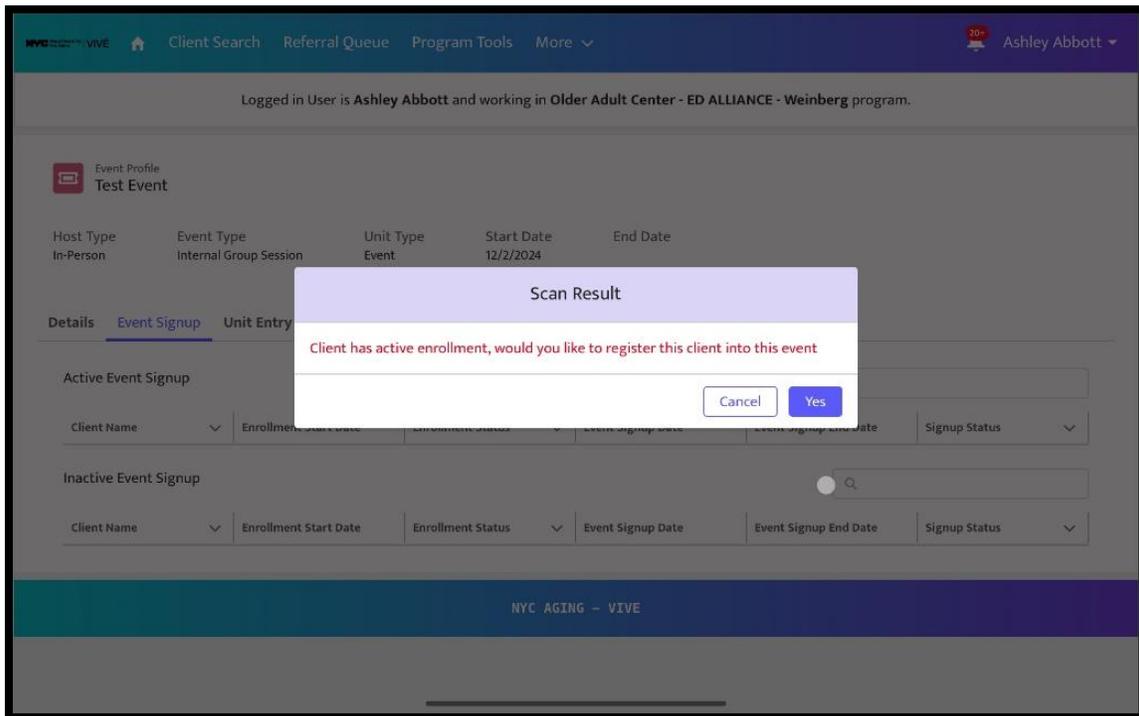


- To enroll the client, click the Cancel button.
- Go back to Client Search.
- Click Scan **QR Code** to find their record in VIVÉ.
- Click Client Details.
 - If the client is enrolled in an OAC you will see the full client profile where you can enroll the client in your program (by clicking the Enrollments tab and enrolling the client in your program as usual. (for more information on [Enrollments](#))
 - If the client is enrolled in a program that is not an OAC you will need to acknowledge Consent to Collect Data before you will be able to enroll them in your program. (for more information on [Consent](#))



Once the client is enrolled in your program, you can sign them up for the Event in Event Profile using the same steps as before:

- Use the hyperlink for the Event (which will bring you to the Event Details screen).
- Go to the Event Signup tab.
- Click the Scan **QR Code** button.
- You will get a pop-up message asking for your permission to use your device's camera.
- Click Allow.
- Re-scan the client's **QR code** (ID card), confirm request to register client for the event.
- Click the Mark Attendance button.



Marking Attendance and Entering Units

Once you have marked the person as “Attended” using the client’s **QR Code**, a screen will come up, and you can enter the Unit(s), Funding Source and Amount (if applicable). Then click Save.

The screenshot displays the 'Unit Entry Details' form with a modal window titled 'Enter Client Information'. The modal contains the following fields:

- Funding Source: A dropdown menu with '--None--' selected.
- Units: A text input field containing '0'.
- Amount: A text input field containing '0'.

Buttons for 'Cancel' and 'Save' are located at the bottom of the modal. The background form includes fields for Event Location, Fee Amount, Date of Occurrence (Dec 3, 2024), Total Units, Total \$, and a Client List table.

Name	Date of Birth	Gender	Home Address	Enrollment Status	Funding Source	Attended?
OAC Client	05/14/1956		168 CLINTON STREET, MANHATTAN, NY 10002	Active	--None--	<input type="checkbox"/>

Note: Users can choose not to enter the Unit at this time. The Save button can be selected to leave the available fields blank. The user will then be brought back to the Unit Entry screen where they can use the Autofill feature, or choose to enter units when they are ready to enter other units for the Event at the end of the day or month.

Marking Attendance and Entering Units for Clients Already Enrolled in an Event

VIVÉ Knowledge Base – Unit Entry

If clients are already signed up for an Event you can use their **QR Code** to track their attendance and enter units:

- Click the link underneath the Event.
- Click the Scan **QR Code** button and use the same procedure as above.

Access Assistance with VIVÉ and the VIVÉ Knowledge Base

- [VIVÉ Knowledge Base](#) contains reference guides, short videos and recorded trainings.
- Contact the VIVÉ Application Support Center via VIVESupport@aging.nyc.gov

[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.

VIVÉ Knowledge Base – Unit Entry

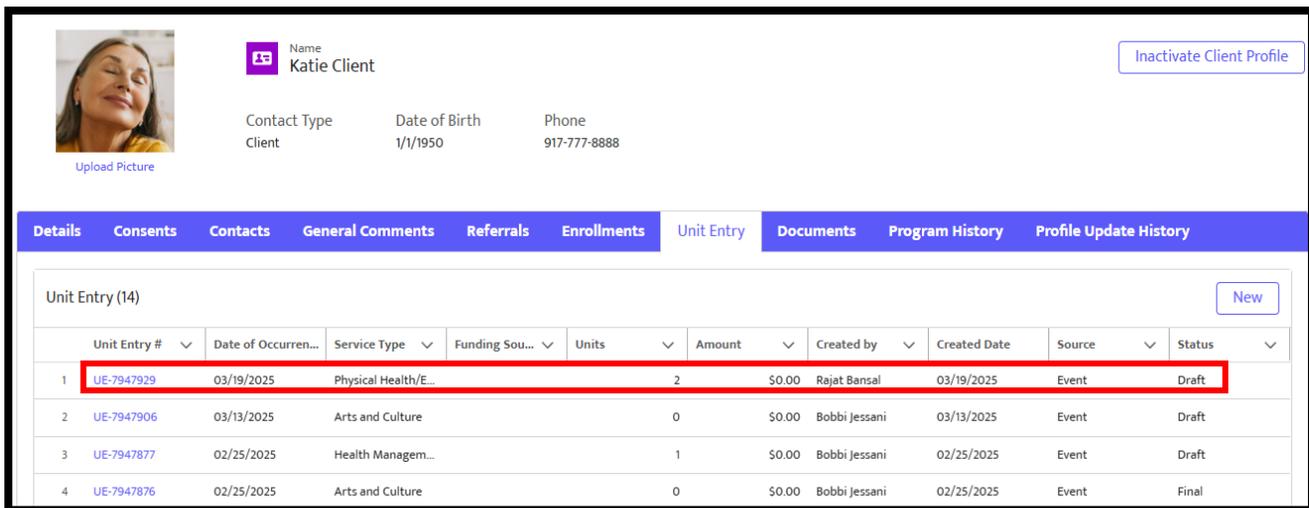
You can enter units in VIVÉ in three places: **Details Menu**, **Enrollment Menu**, or **Program Tools**. For more information on [Events](#).

Editing Existing Units from Details Menu

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

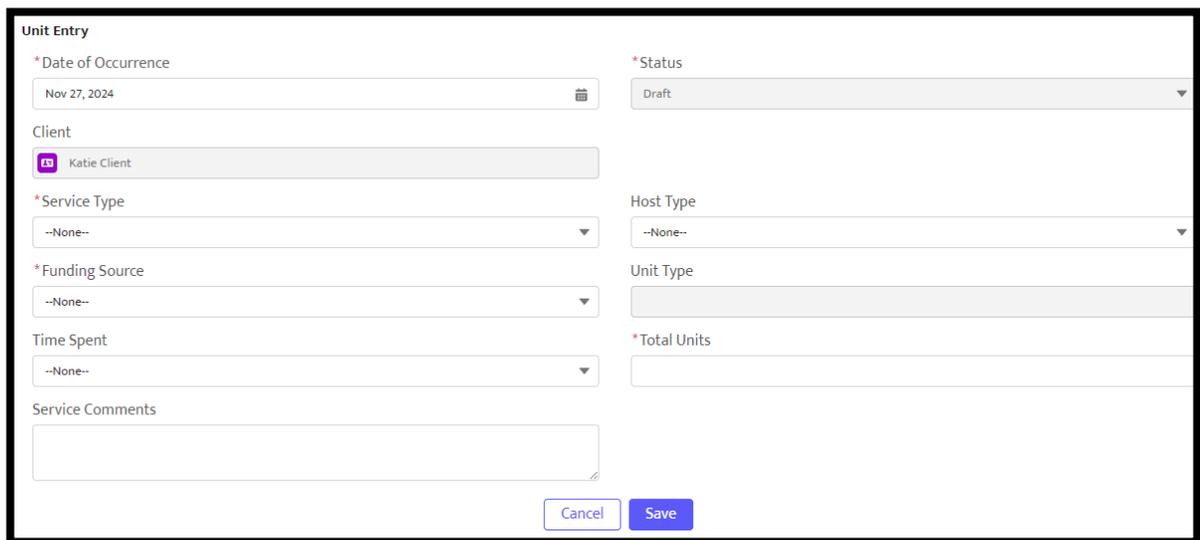
Step 2: From the **Details Menu** click the **Unit Entry** tab.

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



Unit Entry #	Date of Occurrence	Service Type	Funding Source	Units	Amount	Created by	Created Date	Source	Status
1	03/19/2025	Physical Health/E...		2	\$0.00	Rajat Bansal	03/19/2025	Event	Draft
2	03/13/2025	Arts and Culture		0	\$0.00	Bobbi Jessani	03/13/2025	Event	Draft
3	02/25/2025	Health Managem...		1	\$0.00	Bobbi Jessani	02/25/2025	Event	Draft
4	02/25/2025	Arts and Culture		0	\$0.00	Bobbi Jessani	02/25/2025	Event	Final

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



Unit Entry

*Date of Occurrence: Nov 27, 2024

*Status: Draft

Client: Katie Client

*Service Type: --None--

Host Type: --None--

*Funding Source: --None--

Unit Type:

Time Spent: --None--

*Total Units:

Service Comments:

Cancel Save

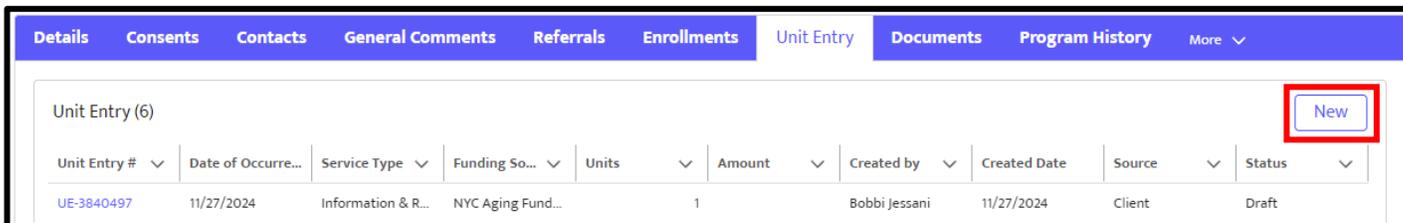
NOTE: Units are in draft status until the Monthly Unit Summary is finalized. More on that below.

Entering Units via the Details Menu

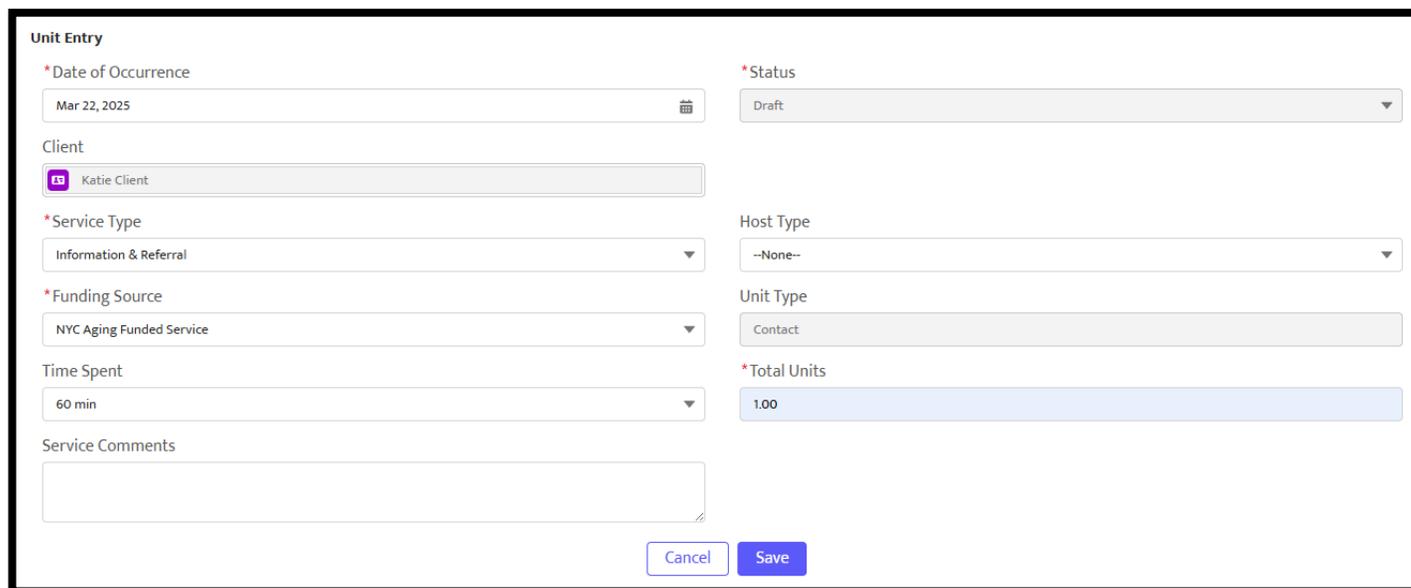
Certain service type units can be entered here entered from the **Details Menu** (also referred to as, Client Profile). For example, Information & Referral (I&R) unit types can be entered here. For other unit types for enrolled clients, access **Units Entry** from the **Enrollment Details Menu**.

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**.



The screenshot shows the 'Unit Entry' form. Fields marked with a red asterisk (*) are required. The form includes:

- * Date of Occurrence: Mar 22, 2025
- * Status: Draft
- Client: Katie Client
- * Service Type: Information & Referral
- Host Type: --None--
- * Funding Source: NYC Aging Funded Service
- Unit Type: Contact
- Time Spent: 60 min
- * Total Units: 1.00
- Service Comments: (empty text area)

Buttons for 'Cancel' and 'Save' are at the bottom.

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.

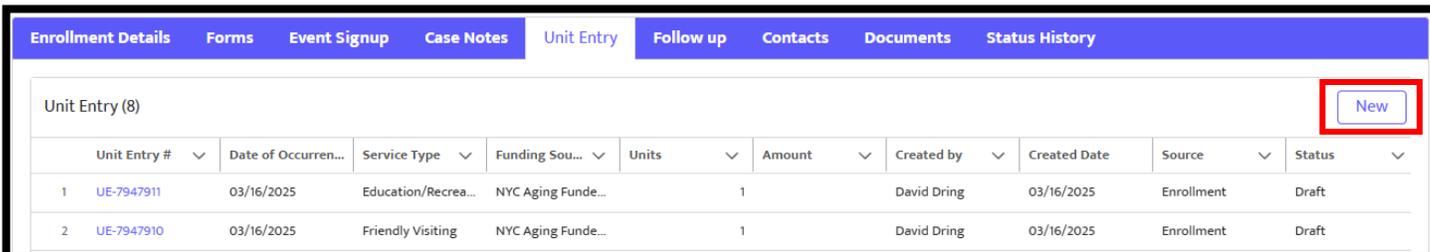
VIVÉ Knowledge Base – Unit Entry

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.



The screenshot shows a software interface with a blue navigation bar at the top containing tabs: Enrollment Details, Forms, Event Signup, Case Notes, Unit Entry (selected), Follow up, Contacts, Documents, and Status History. Below the navigation bar is a table titled "Unit Entry (8)". The table has the following columns: Unit Entry #, Date of Occurrence, Service Type, Funding Source, Units, Amount, Created by, Created Date, Source, and Status. Two rows of data are visible. A "New" button is highlighted with a red box in the top right corner of the table area.

Unit Entry #	Date of Occurrence	Service Type	Funding Source	Units	Amount	Created by	Created Date	Source	Status
1	03/16/2025	Education/Recreation	NYC Aging Funde...	1		David Dring	03/16/2025	Enrollment	Draft
2	03/16/2025	Friendly Visiting	NYC Aging Funde...	1		David Dring	03/16/2025	Enrollment	Draft

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.

Unit Entry

*Date of Occurrence

Enrollment

*Service Type

*Funding Source

Time Spent

Service Comments

*Status

Client

Host Type

Unit Type

*Total Units

Case Notes

<input type="checkbox"/>	Subject	Note Type	Contact Name	Service Date	Status	Created Date	Created Name
<input type="checkbox"/>	Client Called about Benefits	Phone Call	Janetta Q Shields	01/03/2025	Draft	01/21/2025	David Dring
<input type="checkbox"/>	Landlord	Phone Call	Janetta Q Shields	02/17/2025	Draft	02/17/2025	David Dring
<input type="checkbox"/>	Daughter	Phone Call	Janetta Q Shields	02/17/2025	Draft	02/17/2025	David Dring
<input type="checkbox"/>	Testing	Walk-In	Janetta Q Shields	03/20/2025	Draft	03/20/2025	David Dring

Showing 1 of 1 Page(s)

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.

Enrollment Details Forms Event Signup Case Notes Unit Entry Follow up Contacts Documents Status History										
Unit Entry (8)										New
Unit Entry #	Date of Occurrence	Service Type	Funding Source	Units	Amount	Created by	Created Date	Source	Status	
1	UE-7947911	03/16/2025	Education/Recreation	NYC Aging Funde...	1	David Dring	03/16/2025	Enrollment	Draft	
2	UE-7947910	03/16/2025	Friendly Visiting	NYC Aging Funde...	1	David Dring	03/16/2025	Enrollment	Draft	

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.

Unit Entry

* Date of Occurrence: Mar 16, 2025

Enrollment: Older Adult Center - BAY RIDGE - Life Long

* Service Type: Education/Recreation

* Funding Source: NYC Aging Funded Service

Time Spent: --None--

Service Comments:

* Status: Draft

Client: Janetta Q Shields

Host Type: --None--

Unit Type: Group Session

* Total Units: 1.00

Subject	Note Type	Contact Name	Service Date	Status	Created Date	Created Name
<input checked="" type="checkbox"/> Entered intake	Other	Janetta Q Shields	12/18/2024	Final	01/21/2025	David Dring
<input type="checkbox"/> Client Called about Benefits	Phone Call	Janetta Q Shields	01/03/2025	Draft	01/21/2025	David Dring

Entering Units from Program Tools

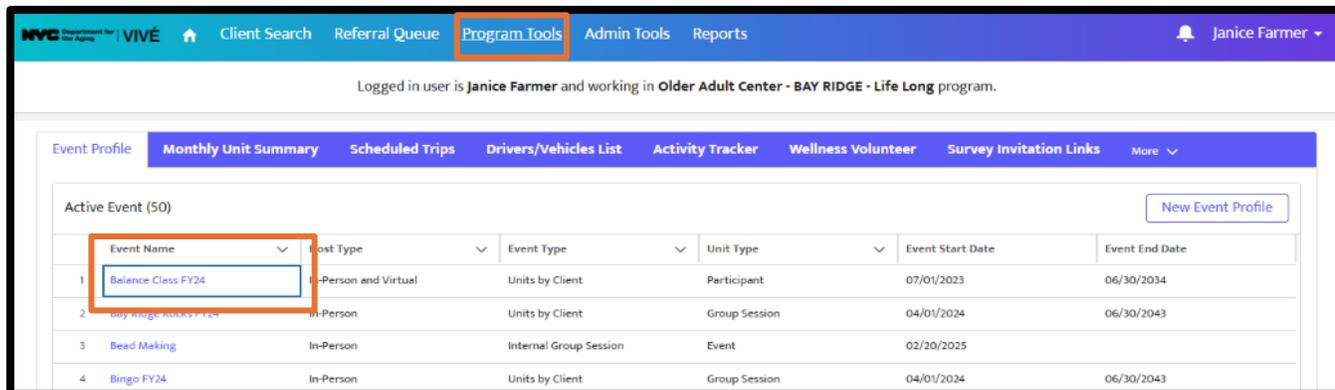
You enter event related units from Program Tools. This method is most often used when entering a group of clients to a unit, such as when they attend a class or support group. For more information on [Events](#).

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

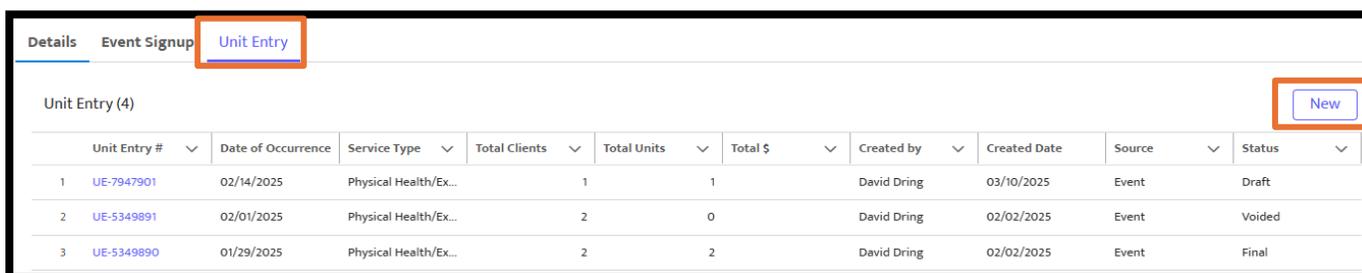
Step 2: From **Program Tools**, click the **Event Profile** tab.

VIVÉ Knowledge Base – Unit Entry

Step 3: Click a Event Name link.



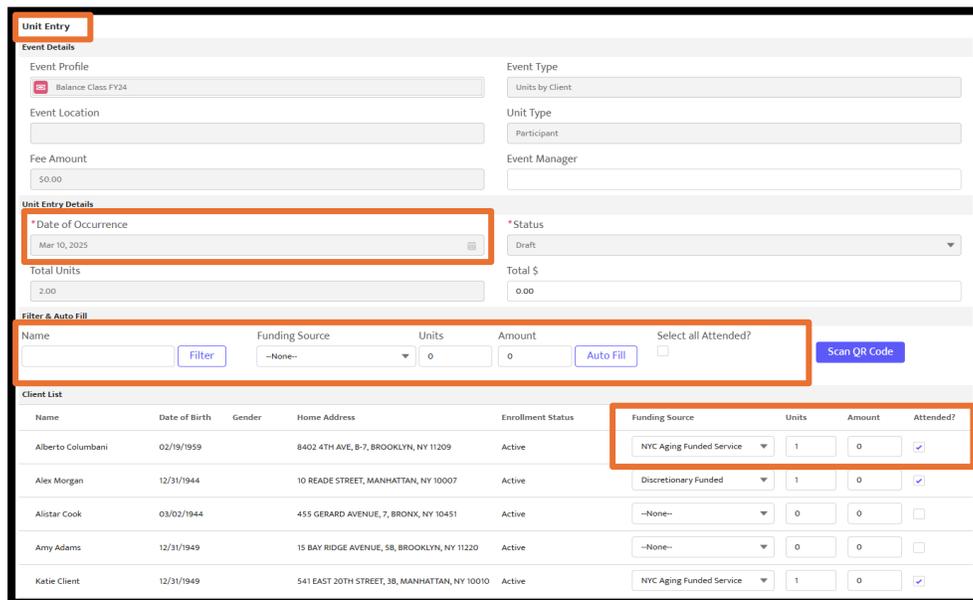
Step 4: Click the Unit Entry Link from the sub-menu. Select the **New** button.



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.
- 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 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.

Unit Entry #	Date of Occurrence	Service Type	Total Clients	Total Units	Total \$	Created by	Created Date	Source	Status
1 UE-7947901	02/14/2025	Physical Health/Ex...	1	1		David Dring	03/10/2025	Event	Draft
2 UE-5349891	02/01/2025	Physical Health/Ex...	2	0		David Dring	02/02/2025	Event	Voided
3 UE-5349890	01/29/2025	Physical Health/Ex...	2	2		David Dring	02/02/2025	Event	Final

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.

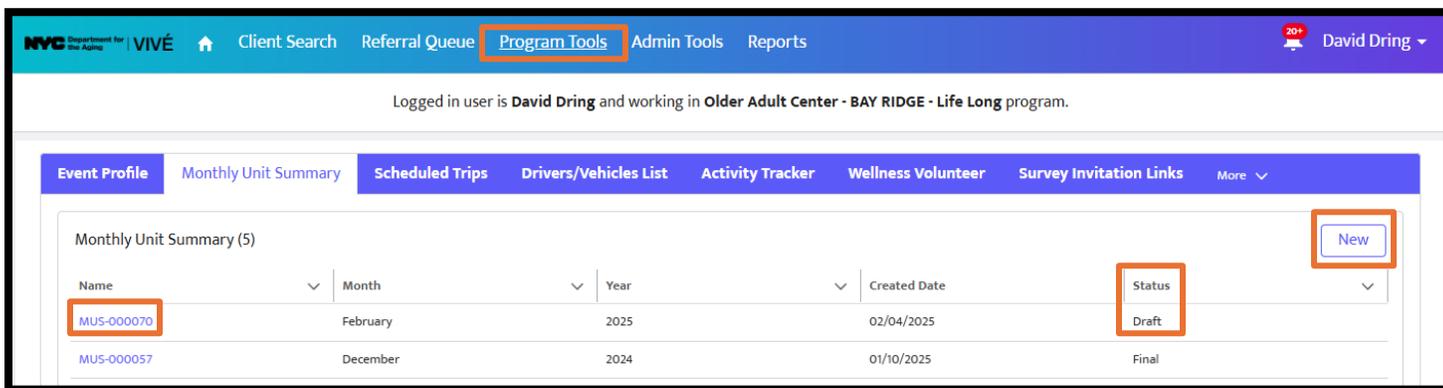


NOTE: Once a unit is voided it cannot be edited. Therefore, it cannot be un-voided. If you need that unit, a new one would need to be created.

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.**

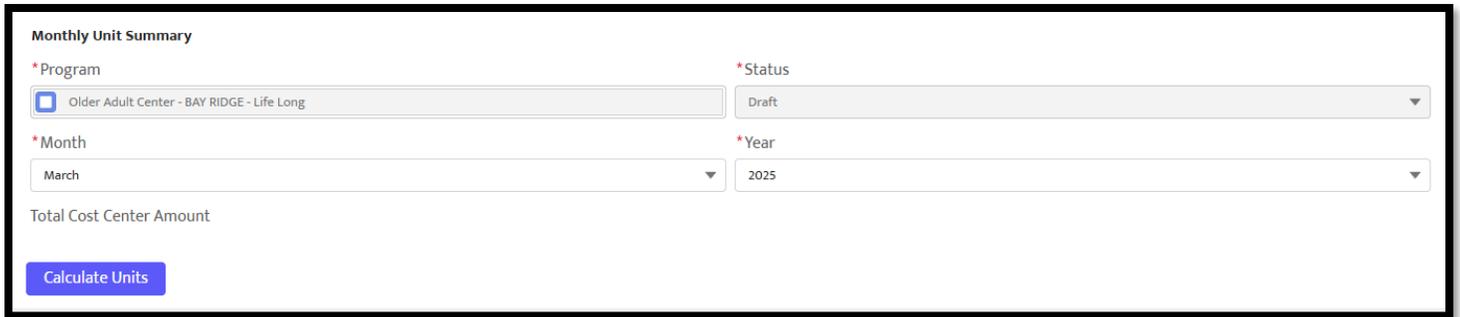
Step 1: From the **Top Menu**, click on **Program Tools**. Then click on **Monthly Unit Summary**.



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.

VIVÉ Knowledge Base – Unit Entry



The screenshot shows a web form titled "Monthly Unit Summary". It contains the following fields and controls:

- *Program**: A dropdown menu with "Older Adult Center - BAY RIDGE - Life Long" selected.
- *Status**: A dropdown menu with "Draft" selected.
- *Month**: A dropdown menu with "March" selected.
- *Year**: A dropdown menu with "2025" selected.
- Total Cost Center Amount**: A text input field, currently empty.
- Calculate Units**: A blue button located below the "Total Cost Center Amount" field.

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](#)

[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.

The screenshot shows the 'Case Notes' section of a software interface. At the top, there are navigation tabs: Enrollment Details, Forms, Event Signup, Case Notes (selected), Unit Entry, Follow up, Contacts, Documents, and Status History. Below the tabs, there are two date pickers labeled 'From' and 'To' with a 'Filter' button. A table titled 'Case Notes (2)' contains two rows of data. The 'New Case Note' button is highlighted with a red box. Below the table, there are pagination controls and a 'Total Records: 2' indicator.

	Subject	Note Type	Service Date	Status	Comments	Program Name	Own/Shared Note	Created By	Created Date
1	Discussed Living Situ...	Office Visit	01/12/25	Draft	Nat is experimenting ...	Older Adult Center - ...	Own	David Dring	01/26/25
2	Benefits Discussion	Office Visit	01/19/25	Final	Nat wanted an overvi...	Older Adult Center - ...	Own	David Dring	01/26/25

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:

The 'New Case Note' form includes the following fields: 'Service Date' (calendar icon, value: Nov 7, 2024), 'Contact With' (dropdown menu, value: Katie Client (Client)), 'Status' (dropdown menu, value: Draft), '*Note Type' (dropdown menu, value: Phone Call), '*Subject' (text input, value: Calling to check in on client), 'Comments' (text area, value: Client has not been at the center in two weeks which was unusual. Client reported she was in the hospital recently due to a fall at home. She is home now and feeling better and reports she plans to be back at the center next week. 232 / 10000 characters), and a checkbox for 'Share with Other Programs?'. At the bottom are 'Cancel' and 'Submit' buttons.

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**.

The screenshot shows a web interface with a top navigation bar containing tabs: Enrollment Details, Forms, Event Signup, Case Notes (selected), Unit Entry, Follow up, Contacts, Documents, and Status History. Below the navigation bar is a search area with 'From' and 'To' date pickers and a 'Filter' button. The main content area displays a table of Case Notes (2). The table has columns: Subject, Note Type, Service Date, Status, Comments, Program Name, Own/Shared Note, Created By, and Created Date. The second row is highlighted with a red box around the 'Subject' cell, which contains the text 'Benefits Discussion'. To the right of the table are buttons for 'New Case Note' and 'Print Case Notes'. At the bottom, there is a pagination control showing 'Showing 1 of 1 Page(s)' and navigation buttons for 'First', 'Previous', 'Next', and 'Last', along with a 'Total Records: 2' indicator.

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.

The screenshot shows the 'Details' view of a Case Note. The form is divided into two columns. The left column contains fields for Service Date (12/13/2024), Subject (Intake details), Program Name (Older Adult Center - BAY RIDGE - Life Long), Comments (Met with client and completed the intake in person. Still need to enter details into VIVE.), Created By (David Dring), and Owner (Older Adult Center - BAY RIDGE - Life Lo). The right column contains fields for Status (Draft), Note Type (Phone Call), Share with other programs? (checkbox), and Last Modified By (David Dring). A vertical red box highlights the pencil icons next to the Subject, Comments, and Status fields, indicating they are editable.

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.

Details

* = Required Information

Service Date
12/13/2024

*Subject
Intake details

Program Name
Older Adult Center - BAY RIDGE - Life Long

Comments
Met with client and completed the intake in person. Still need to enter details into VIVE.

Status
Final
--None--
Draft
Final
Inactive

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.

Enrollment Details Forms Event Signup Case Notes Unit Entry Follow up Contacts Documents Status History

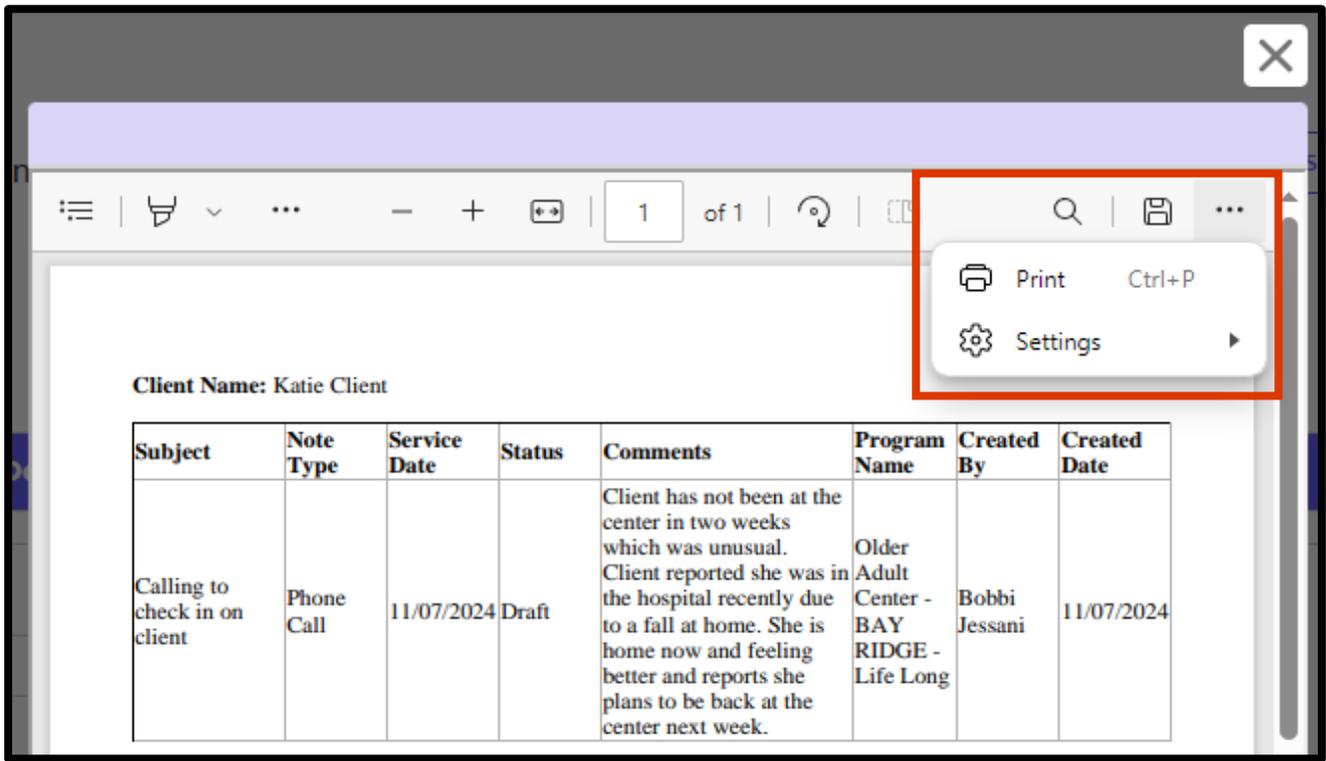
From To Filter

Case Notes (8) New Case Note Print Case Notes

	Subject	Note Type	Service Date	Status	Notes	Program Name	Own/Shared Note	Created By	Created Date
1	Calling to check in on...	Phone Call	02/23/25	Draft	Client has not been a...	Older Adult Center - ...	Own	David Dring	02/23/25
2	Follow up phone call ...	Phone Call	12/16/24	Draft	SNAP confirmed they...	Older Adult Center - ...	Own	Bobbi Jessani	12/16/24
3	Karyn's Case Note an...	Phone Call	11/26/24	Final	here is my case note	Older Adult Center - ...	Own	Karyn Velez	11/26/24

To make it 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.

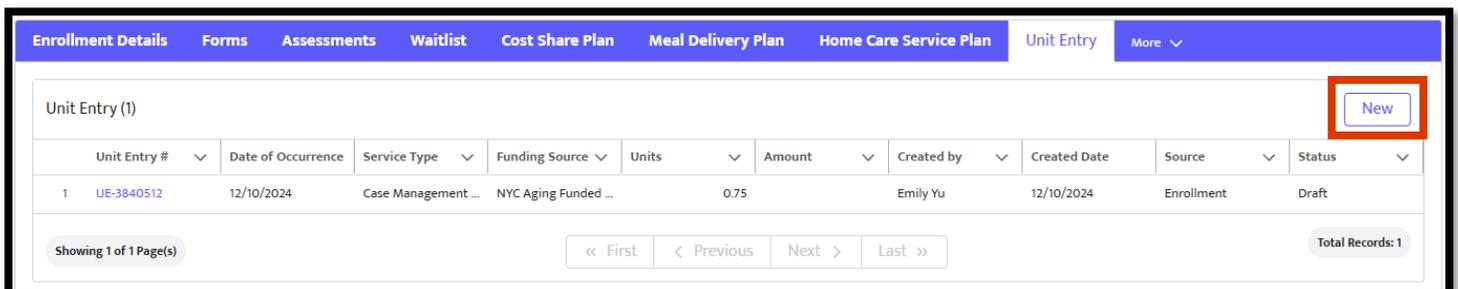


Linking Case Notes to Units

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.



VIVÉ Knowledge Base – Case Notes

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.

The screenshot displays the 'Unit Entry' form with various fields for data entry. At the bottom, a 'Case Notes' table is highlighted with a red border. The table has columns for checkboxes, Subject, Note Type, Contact Name, Service Date, Status, Created Date, and Created Name. One row is visible, showing a checked checkbox, the subject 'Spoke with Landlord on behal...', a note type of 'Phone Call', contact name 'Everything VIVÉ', service date '01/27/2025', status 'Final', created date '01/28/2025', and created name 'David Dring'. Below the table are navigation buttons for 'First', 'Previous', 'Next', and 'Last', along with 'Showing 1 of 1 Page(s)' and 'Total Records: 1'. At the very bottom are 'Cancel' and 'Save' buttons.

<input checked="" type="checkbox"/>	Subject	Note Type	Contact Name	Service Date	Status	Created Date	Created Name
<input checked="" type="checkbox"/>	Spoke with Landlord on behal...	Phone Call	Everything VIVÉ	01/27/2025	Final	01/28/2025	David Dring

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](#)

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](#).

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

In this guide you will learn to:

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**.

VIVÉ Knowledge Base – Follow Up

Enrollments (1)

Enrollment Name	Enrollment Status	Enrollment Date	Program
1 Case Management - RAIN - CMA	In Review	02/05/2025	Case Management - RAIN - CMA

Showing 1 of 1 Page(s) << First < Previous Next > Last >> Total Records: 1

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.

Follow up Requests (1)

Subject	Assigned To	Follow-Up Date	Status	Reason	Created Date	Created By ID
1 Benefits and Entitlem...	Karyn Velez	12/06/2024	Open	Clarification on Medi...	12/05/2024	Karyn Velez

Showing 1 of 1 Page(s) << First < Previous Next > Last >> Total Records: 1

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](#))

Follow-Up Request

*Assigned To
Karyn Velez

Follow-Up Date
*Date: Dec 6, 2024 *Time: 1:30 PM

*Subject
Benefits and Entitlements Questions

Reason
Clarification on Medicaid and SCRIE are requested.

Cancel Submit

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.

My Follow-Ups			
Enrollment: Enrollment Name ↑	Follow up Request: Subject	Status	Client Name
Case Management - NSHOPP - CMA	Caregiver Information for Daughter	Open	test-sandra client
Case Management - NSHOPP - CMA	test	Inactive	test-peter client
Case Management - NSHOPP - CMA	Benefits and Entitlements Questions	Open	test-maxine client

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.

Enrollment Details	Contacts	Forms	Assessments	Documents	Event Signup	Unit Entry	Follow up	More ▾
Follow up Requests (1)							New Follow up Request	
Subject ▾	Assigned To ▾	Follow-Up Date	Status ▾	Reason ▾	Created Date	Created By ID ▾		
Benefits and Entitle...	Karyn Velez	12/06/2024	Open	Clarification on Medi...	12/05/2024	Karyn Velez		
Showing 1 of 1 Page(s)							« First < Previous Next > Last »	
							Total Records: 1	

VIVÉ Knowledge Base – Follow Up

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

Follow up Request
Benefits and Entitlements Questions

Follow-Up Date
12/6/2024, 1:30 PM

Assigned To
Karyn Velez

Subject
Benefits and Entitlements Questions

Enrollment
[Case Management - NSHOPP - CMA](#)

Client Name
test-maxine client

Status
Open

Reason
Clarification on Medicaid and SCRIE are requested.

Created By
Karyn Velez

Last Modified By
Karyn Velez

Edit Assigned To

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](#)

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

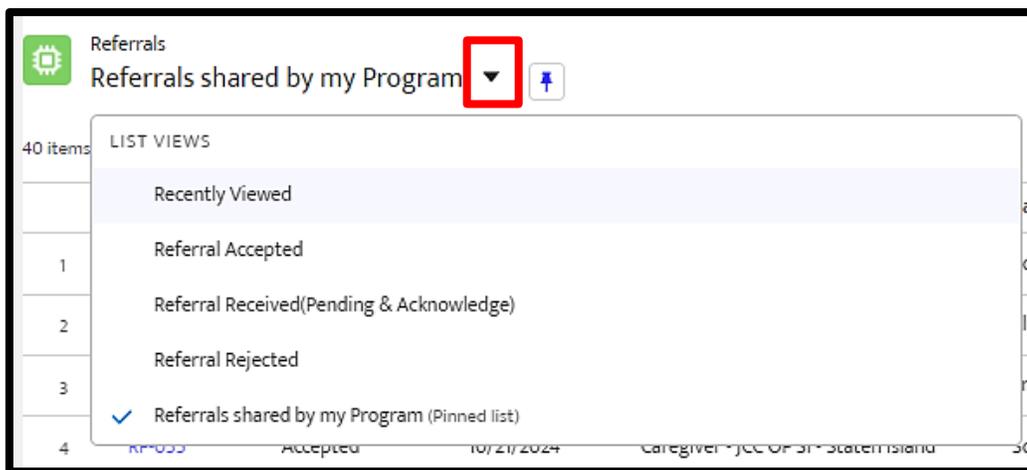
The **Referral Queue** enables users to view and manage referrals. Users are able to refer a client from one NYC Aging program to another. Each program has different places (targets) that they can refer a client. Referrals can be in various states: sent, pending, acknowledged (reviewed by the target 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.

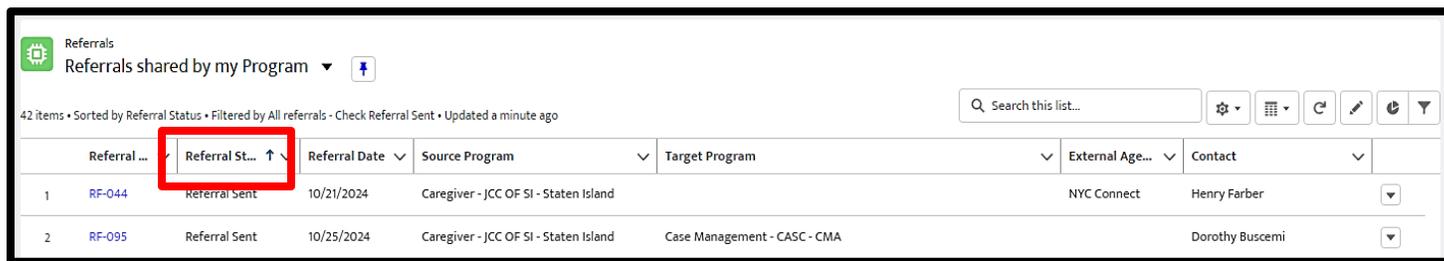


Users can narrow the referral search by filtering by the type or status of referral. These are the referral types in VIVÉ:

- **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.

VIVÉ Knowledge Base – Referral

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



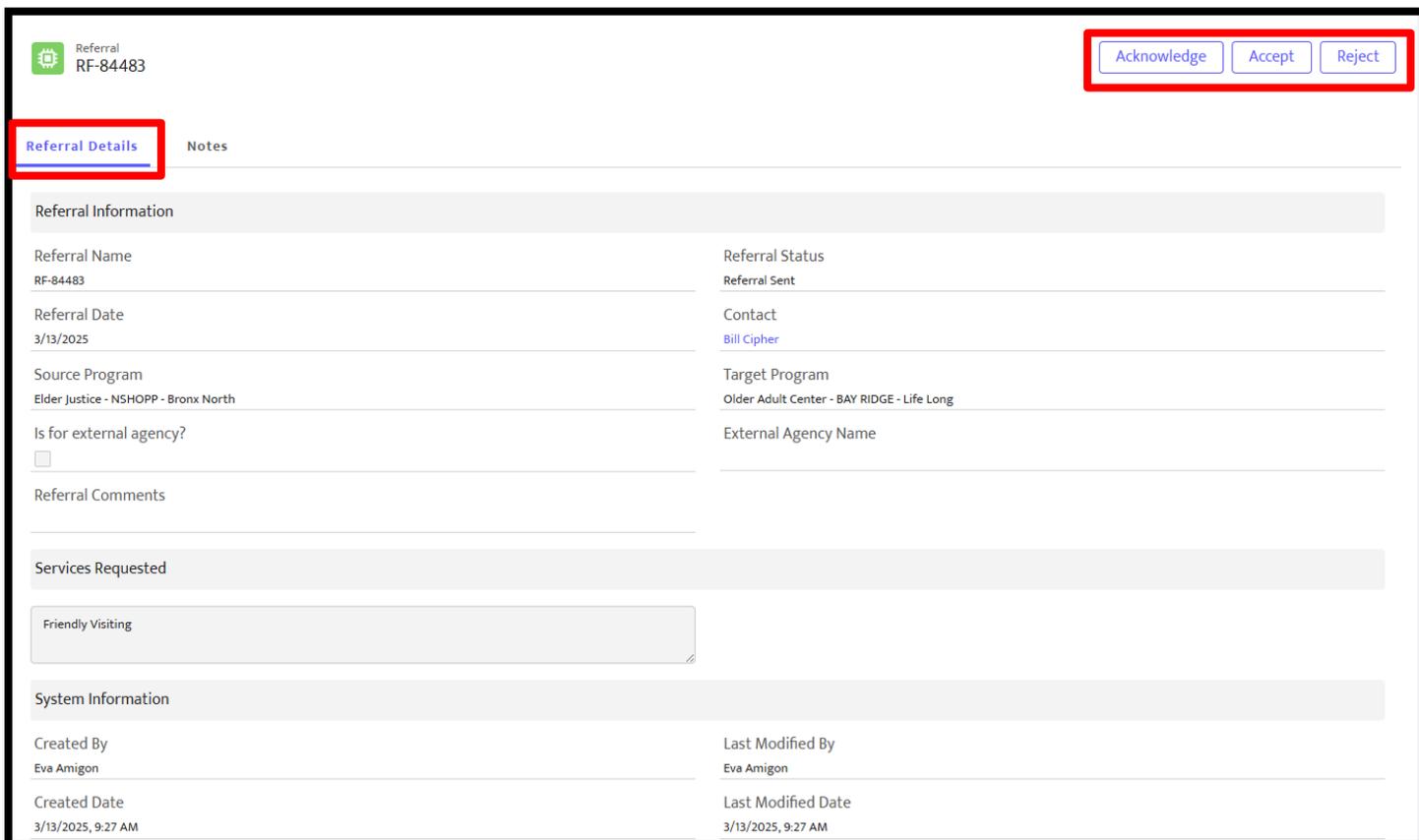
Referral ...	Referral St... ↑	Referral Date	Source Program	Target Program	External Age...	Contact
1	RF-044	Referral Sent	10/21/2024	Caregiver - JCC OF SI - Staten Island	NYC Connect	Henry Farber
2	RF-095	Referral Sent	10/25/2024	Caregiver - JCC OF SI - Staten Island	Case Management - CASC - CMA	Dorothy Buscemi

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.



Referral RF-84483

[Acknowledge](#) [Accept](#) [Reject](#)

Referral Details Notes

Referral Information

Referral Name RF-84483	Referral Status Referral Sent
Referral Date 3/13/2025	Contact Bill Cipher
Source Program Elder Justice - NSHOPP - Bronx North	Target Program Older Adult Center - BAY RIDGE - Life Long
Is for external agency? <input type="checkbox"/>	External Agency Name

Referral Comments

Services Requested

Friendly Visiting

System Information

Created By Eva Amigon	Last Modified By Eva Amigon
Created Date 3/13/2025, 9:27 AM	Last Modified Date 3/13/2025, 9:27 AM

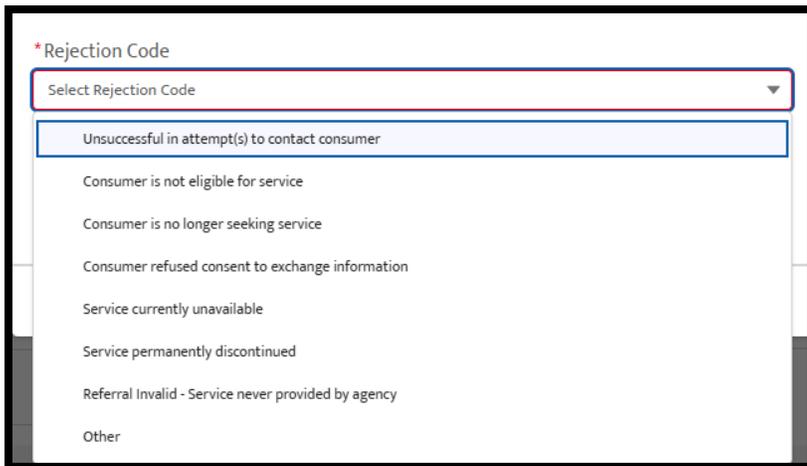
Accepting an Enrollment

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.

The screenshot shows the client profile for Janetta Q Shields. The 'Referrals' tab is active, and a 'New Referral' button is highlighted with a red box. The client's details are as follows:

Name	Contact Type	Date of Birth	Phone	Home Address
Janetta Q Shields	Client	3/23/1935	(212) 602-4459	300 EAST 5TH STREET, MANHATTAN, NY 10003

The 'Referrals' table below shows one existing referral:

Referral Name	Referral Status	Source Program	Target Program	External Agency Name	Referral Date
1 RF-84506	Referral Sent	Case Management - CASC - CMA	Home Delivered Meals - MOW OF ...		03/21/2025

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**.

The screenshot shows the 'Client Referral Form' with the following fields:

- Referral Date:** Apr 1, 2025
- Is for external agency?:**
- Source Program:** Case Management - CASC - CMA
- *Target Program:** Friendly Visiting - CASC - CMA (highlighted with a red box)
- Comments:** Enter Comments
- *Service Requested:** Information (highlighted with a red box)
- Available Services:** Information, Outreach
- Selected Services:** Assistance

Buttons for 'Cancel' and 'Save' are located at the bottom right.

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.

The screenshot displays the 'Client Referral Form' interface. At the top, a red error banner reads: 'A consent to refer is required. Please click on Create below.' The form fields include: 'Referral Date' (Apr 1, 2025), 'Source Program' (Case Management - CASC - CMA), 'Target Program' (Friendly Visiting - CASC - CMA), 'Comments' (Enter Comments), and 'Service Requested' (Information, Outreach). The 'Selected Services' list contains 'Assistance'. At the bottom, the 'Create Consent to Refer' button is highlighted with a red box, along with 'Cancel' and 'Save' buttons.

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](#)

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:

- Overview of Contacts
- Navigating to Contacts
 - First Check to See if the Contact Already Exists
 - Associating an Existing Client as Your Contact
 - _Toc196819919
 - Associating an Existing Contact
 - Associating an Existing Professional
- Entering in New Contacts
 - Entering a New Professional Contact
 - Enter a New Organization
- Editing Contacts
- Inactivating Contacts

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.

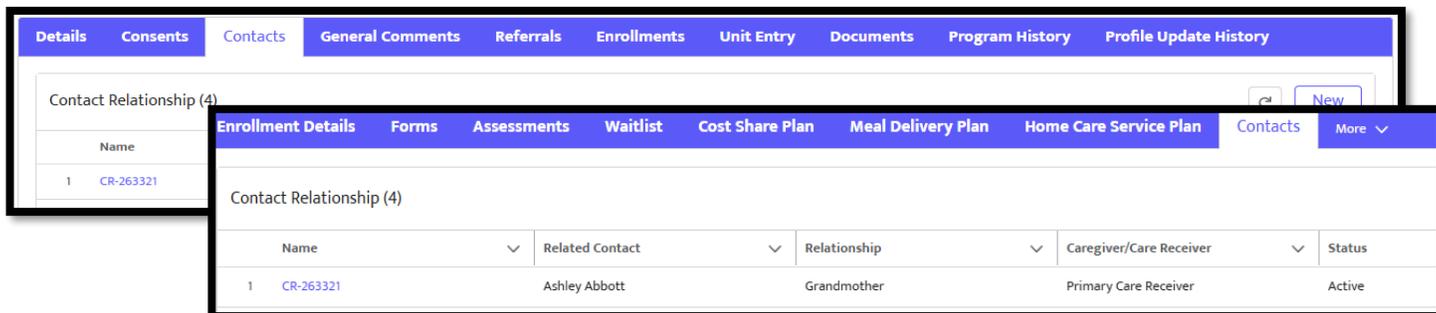


When you add a contact as the Client type, the relationship is reciprocal—the added client will also have the original client listed as their contact. The information captured varies based on the contact type.

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

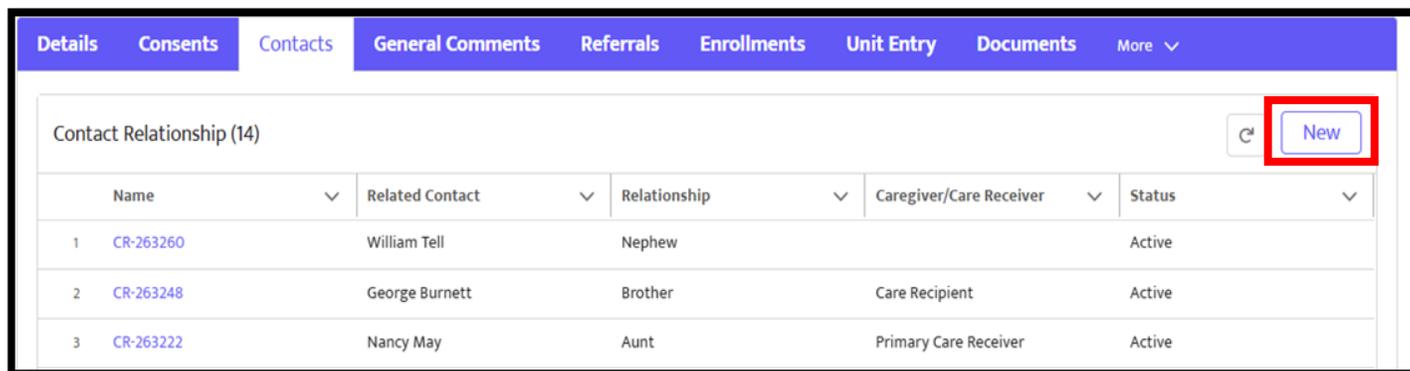
As there are three types of contacts, there are three pathways to associate them with your client. However, each of these pathways start the same way: searching for an existing contact.

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.



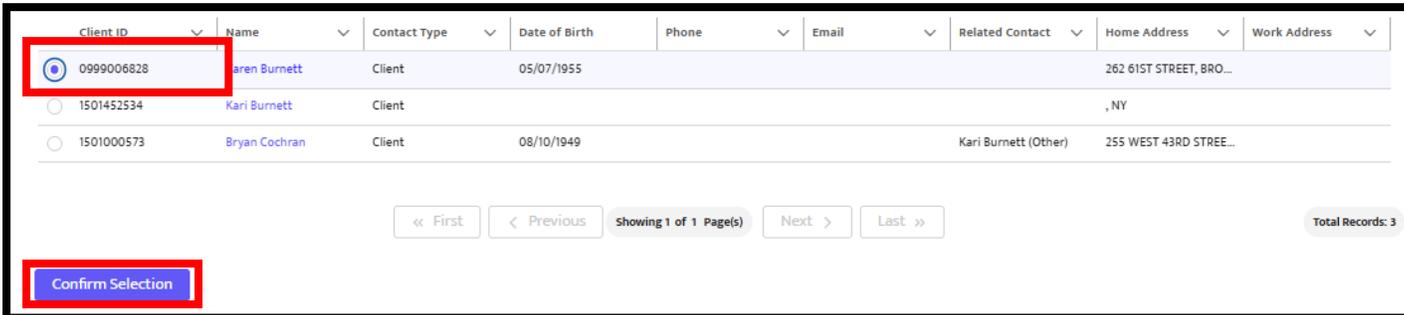
Step 3: Search to either find a match or confirm there isn't one to begin entering a new contact.

- 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.).

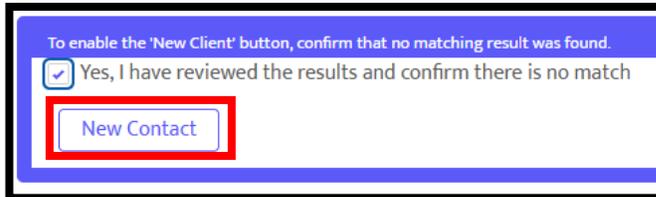
The screenshot shows a 'Contact Search' form. At the top, there is a section for 'Contact Type' with three radio buttons: Client, Contact (selected), and Professional. Below this are several input fields: First Name, Last Name, Phone, Email, and a checkbox for 'Search by address?'. There are also dropdown menus for Borough, Apt/Unit, State, and Country. A 'Search' button is located at the bottom left of the form.

- 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.

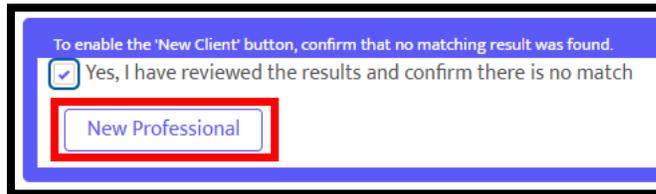
The search results for each type share the same selection process. There is a radio button to the left of an existing contact. Check that then select the **Confirm Selection** button to associate that person with your client. See below for more details on how existing contacts are associated with your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

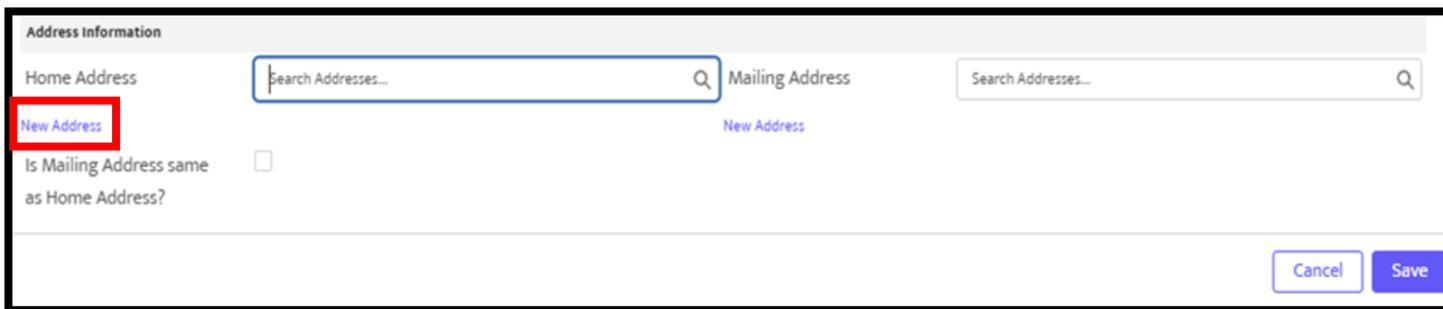
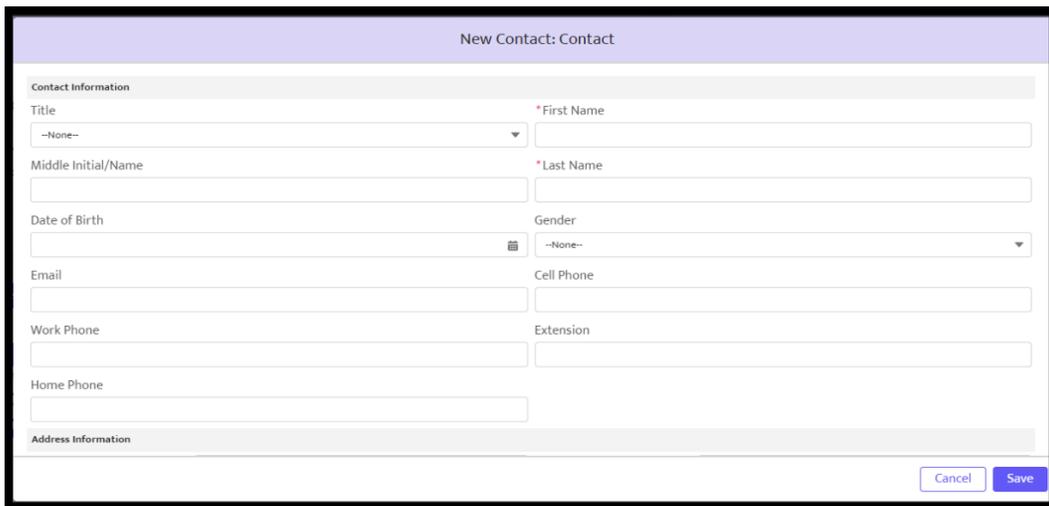
Yes, it can be confusing when talking about a contact type that is contact. We appreciate your understanding.

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**.



VIVÉ Knowledge Base - Contacts

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.

The 'New Address' form has a search bar at the top with the text '4055 Hylan Boulevard, Stat'. Below the search bar is a dropdown menu with two suggestions, each preceded by a location pin icon. The first suggestion is '4055 Hylan Boulevard, Staten Island, NY, United States' and is highlighted with a red border. The second suggestion is '4055 Hylan Place, Staten Island, NY, United States'. Below the dropdown are several input fields: '* Street' (Hylan Boulevard), '* State' (NY), 'Borough' (Staten Island), '* City' (Great Kills), and '* ZIP' (10308).

The 'New Contact Relationship' form has several fields. At the top, there are two dropdown menus: '* Client Name' (Ann Jane Burnett) and 'Related Contact' (Dolores Konko). Below these is a section titled 'Client Relationship to Contact' with a 'Search Contact' link. The main form has four dropdown menus: '* What is Contact relationship to Client?' (set to --None--), 'Contact Type' (set to --None--), 'Care support type' (set to --None--), and 'This contact' (set to --None--). There is also a '* Status' dropdown menu (set to Active) and a 'Comments' text area. At the bottom right, there are 'Cancel' and 'Save' buttons.

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.

	Name	Related Contact	Relationship	Caregiver/Care Receiver	Status
1	CR-278547	Dolores Herbert	Other		Active
2	CR-267861	Ginger Whitaker	Other	Not Applicable	Active
3	CR-267860	Allan Whiteman	Brother	Not Applicable	Active

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.

Information

Name: CR-267861

Client Name: [Ann Jane Burnett](#)

What is Contact relationship to Client?: Other

Care support type: Not Applicable

Comments: This is Ms. Burnett's Cardiologist.

Created By: [Nancy Nyberg](#), 2/3/2025, 10:31 AM

Status: Active

Related Contact: [Ginger Whitaker](#)

Contact Type: Primary Care Physician

This contact

Last Modified By: [Nancy Nyberg](#), 2/3/2025, 10:31 AM

Exit

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.

VIVÉ Knowledge Base - Contacts

- 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**.

Information

Name	CR-267861	Status	Active
Client Name	Ann Jane Burnett	Related Contact	Ginger Whitaker
What is Contact relationship to Client?	Other	Contact Type	Primary Care Physician
Care support type	Not Applicable	This contact	
Comments	This is Ms. Burnett's Cardiologist.	Last Modified By	Nancy Nybergh , 2/3/2025, 10:31 AM
Created By	Nancy Nybergh , 2/3/2025, 10:31 AM		

Exit

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 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](#).

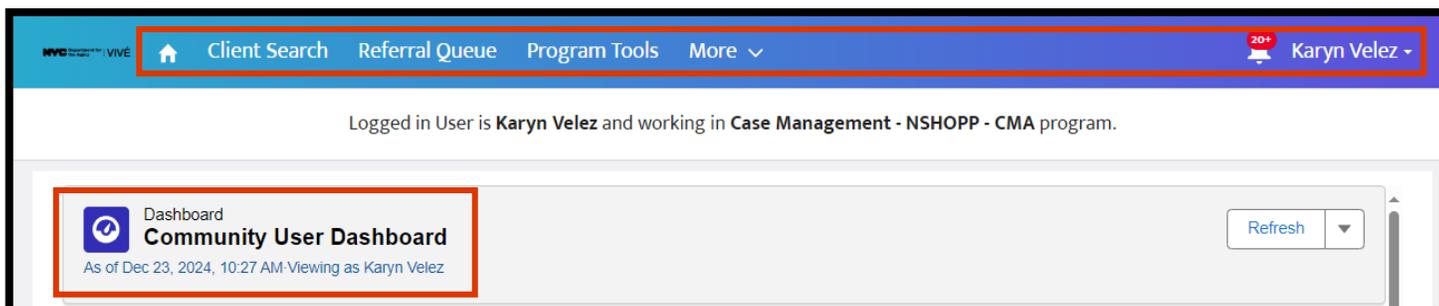
In this guide you will learn:

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.

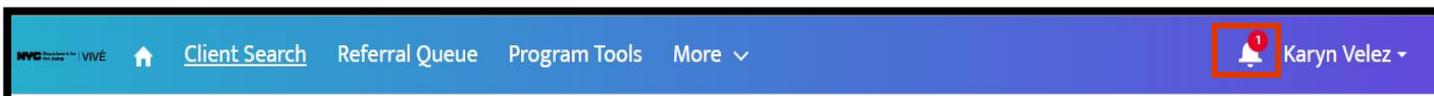


These are the critical links from the **Top Menu**:

- **[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 functionality 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.

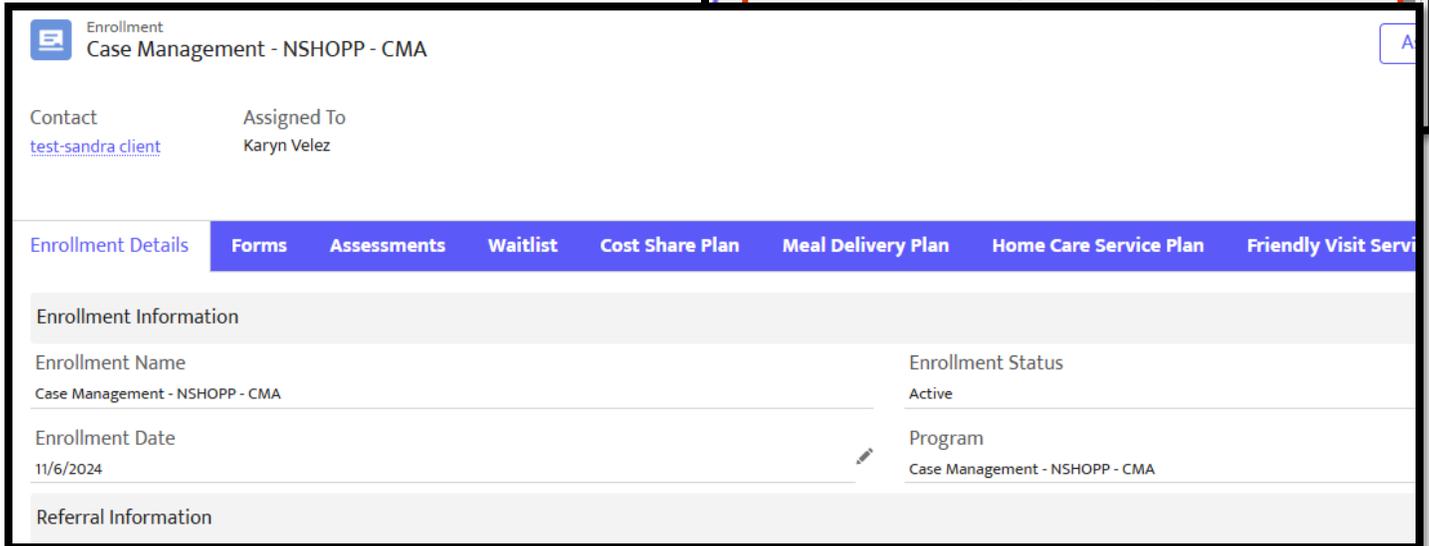
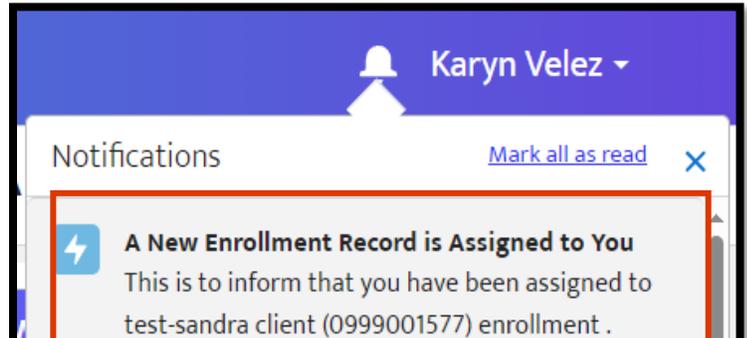


To view and access **Notifications**:

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.

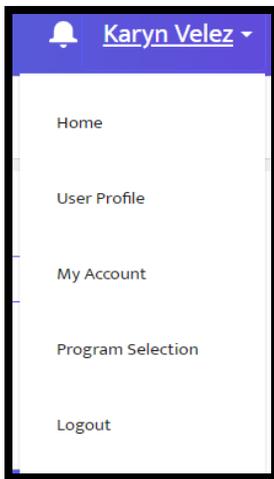


Notifications are ordered so that the most recent one appears at the top of the list. If you want to view others, scroll down.

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:



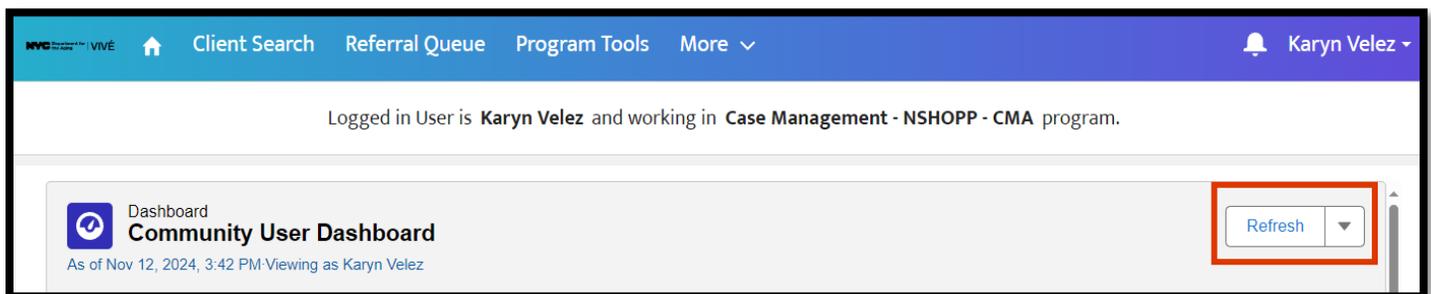
- **Home** – This functionality is used to bring you back to the **Dashboard** from any screen page in VIVÉ.
- **User Profile** – This functionality provides access to information about you including your 1) title, 2) supervisor’s name, 3) email address, 4) company name, telephone number and address 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 directly 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**).

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 \(My Enrollments\)](#)

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.

Name: test-sandra client

Inactivate Client Profile

Upload Picture

ID: 0999001577 Status: Active Contact Type: Client

Details | **Consents** | Contacts | General Comments | Referrals | Enrollments | Unit Entry | Documents | More ▾

[Basic Demographics](#) | Social Demographics | Emergency Preparedness | Financial | NYSOFA Additional Info

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

Contact [test-sandra client](#) Assigned To Karyn Velez

[Enrollment Details](#)
[Forms](#)
[Assessments](#)
[Waitlist](#)
[Cost Share Plan](#)
[Meal Delivery Plan](#)
[Home Care Service Plan](#)
[More](#)

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

My Follow-Ups

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 \(My Enrollments\)](#)

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.

Enrollment: Enrollment Name ↑	Follow up Request: Subject	Status	Client Name
Case Management - NSHOPP - CMA	Caregiver Information for Daughter	Open	test-sandraclient
Case Management - NSHOPP - CMA	Benefit and Entitlements Questions	Open	test-joeclient

[View Report \(My Follow-Ups\)](#)

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**.

Follow up Request
Benefit and Entitlement Call Edit Assigned To

Subject Benefit and Entitlement Call	Assigned To Karyn Velez
Reason Client interested in applying for certain programs.	Follow-Up Date 11/11/2024, 1:00 PM
Status Open	Enrollment Case Management - NSHOPP - CMA
Created By Karyn Velez	Last Modified By Karyn Velez

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

My Follow-Ups

Enrollment: Enrollment Name ↑	Follow up Request: Subject	Status	Client Name
Case Management - NSHOPP - CMA	Caregiver Information for Daughter	Open	test-sandraclient
Case Management - NSHOPP - CMA	Benefit and Entitlements Questions	Open	test-joeclient

[View Report \(My Follow-Ups\)](#)

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

Task: Task Number ↑	Subject	Program: Program Name	Task Status	Actions	Priority
T-00002	Client Re-assessment	Case Management - NSHOPP - CMA	Open	-	Normal
T-00003	Client Re-assessment	Case Management - NSHOPP - CMA	Open	-	Normal

[View Report \(My Tasks\)](#)

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.

Task: Task Number ↑	Subject	Program: Program Name	Task Status	Actions	Priority
T-00002	Client Re-assessment	Case Management - NSHOPP - CMA	Open	-	Normal
T-00003	Client Re-assessment	Case Management - NSHOPP - CMA	Open	-	Normal

[View Report \(My Tasks\)](#)

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

Task T-00002

Details

Task Number	T-00002	Subject	Client Re-assessment
Task Status	Open	Assessment	AS-00072
Priority	Normal	Actions	
Did you Speak with the client ?		Program	Case Management - NSHOPP - CMA
Created Date	12/18/2024, 1:11 PM	Last Modified Date	12/18/2024, 1:11 PM
Last Modified By	Tej Kum		

[Exit](#)

VIVÉ Knowledge Base – Dashboard

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.

Task T-00002

Details

* = Required Information

Task Number T-00002	Subject Client Re-assessment
Task Status Closed	Assessment AS-00072
Priority Normal	* Actions Re-Assessment completed
Did you Speak with the client ? Yes	Program Case Management - NSHOPP - CMA
Created Date 12/18/2024, 1:11 PM	Last Modified Date 12/18/2024, 1:11 PM
Last Modified By Tej Kum	

Cancel Save

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.”

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 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 VIVESupport@aging.nyc.gov.

Overview of Documents

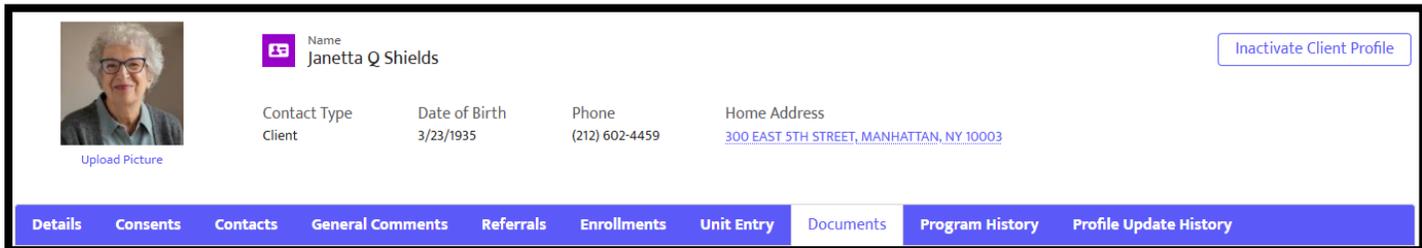
Documents featured in VIVÉ provides the ability for you to add, edit, and view a record of various document types associated with a client's file by uploading them into the database.

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



The screenshot shows the 'Details Menu: Client Profile' for Janetta Q Shields. It includes a profile picture, name, contact type, date of birth, phone, and home address. A navigation bar at the bottom contains tabs for Details, Consents, Contacts, General Comments, Referrals, Enrollments, Unit Entry, Documents, Program History, and Profile Update History. The 'Documents' tab is highlighted.

Enrollment Details Menu



The screenshot shows the 'Enrollment Details Menu' for 'Case Management - NSHOPP - CMA'. It includes a contact name (Janetta Q Shields) and an assigned worker (David Dring). A navigation bar at the bottom contains tabs for Enrollment Details, Forms, Assessments, Waitlist, Cost Share Plan, Meal Delivery Plan, Home Care Service Plan, Documents, and More. The 'Documents' tab is highlighted.

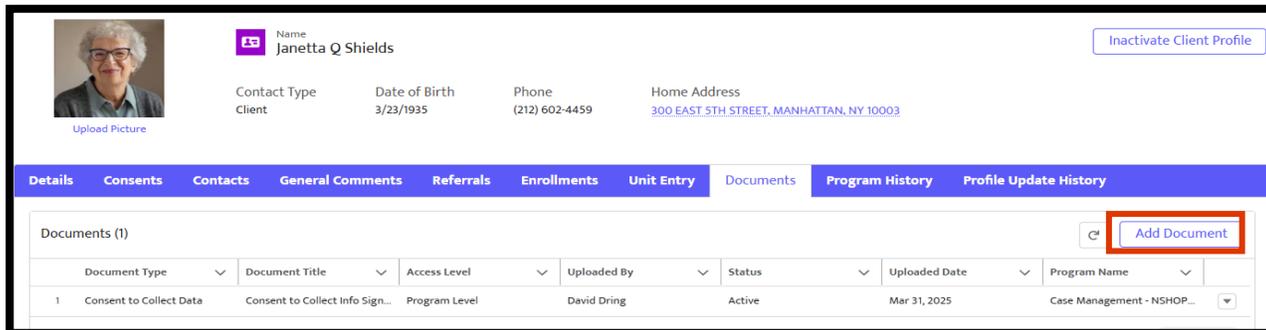
Adding Documents

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.



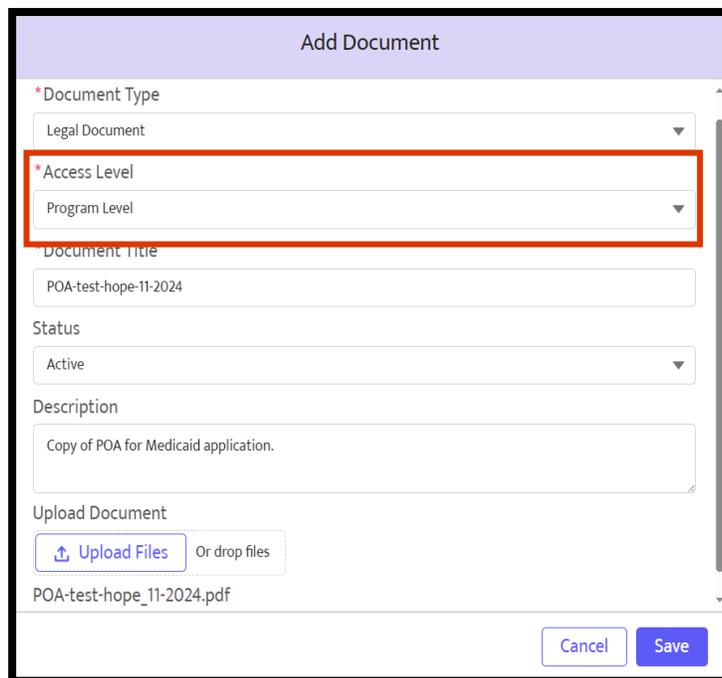
The screenshot shows the 'Documents (1)' list view for Janetta Q Shields. It includes a table with columns for Document Type, Document Title, Access Level, Uploaded By, Status, Uploaded Date, and Program Name. An 'Add Document' button is highlighted in a red box.

Document Type	Document Title	Access Level	Uploaded By	Status	Uploaded Date	Program Name	
1	Consent to Collect Data	Consent to Collect Info Sign...	Program Level	David Dring	Active	Mar 31, 2025	Case Management - NSHOP...

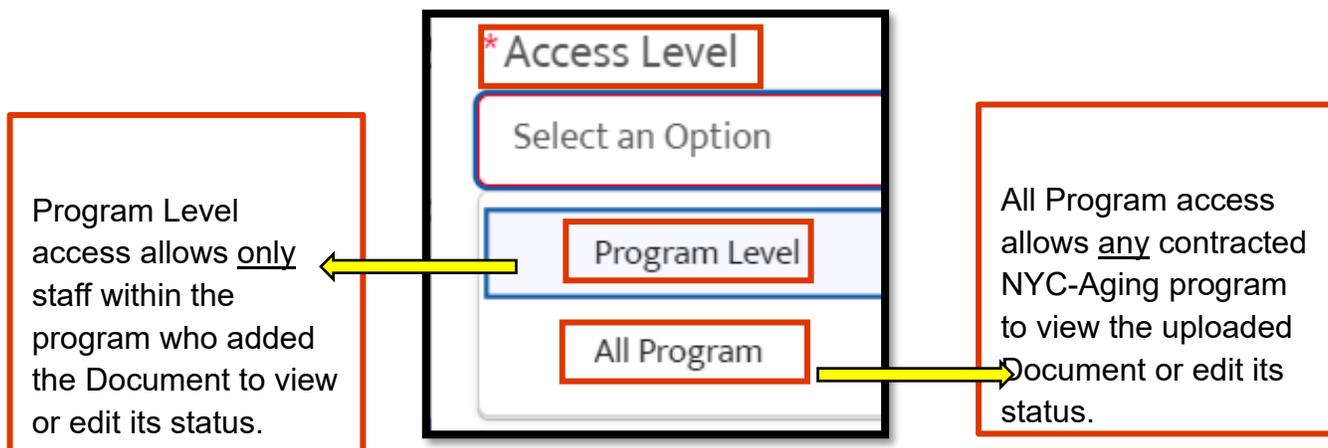
Step 4: On the **Add Document** pop-up, complete the required fields of **Document Type**, **Access Level** and **Document Title**. The **Status** field will automatically default to the status of **Active**. If needed, provide a **Description** of the documentation.

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**.



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.

The screenshot shows the 'Add Document' form with the following details:

- Document Type:** Legal Document
- Access Level:** Program Level
- Document Title:** POA-test-hope-11-2024
- Status:** Active
- Description:** Copy of POA for Medicaid application.
- Upload Document:** A red box highlights the 'Upload Files' button and the text 'Or drop files'.
- Filename:** POA-test-hope_11-2024.pdf
- Buttons:** Cancel and Save.

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.

The screenshot shows the 'Documents' List View with the following table:

	Document Type	Document Title	Access Level	Uploaded By	Status	Uploaded Date	Program Name	
1	Consent to Collect Data	Consent to Collect Info Si...	Program Level	David Dring	Active	Feb 23, 2025	Case Management	Edit Status
2	Client ID	Test.jpg	All Program	Sonia Torres Community	Active	Jan 31, 2025	Case Management	Download

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:

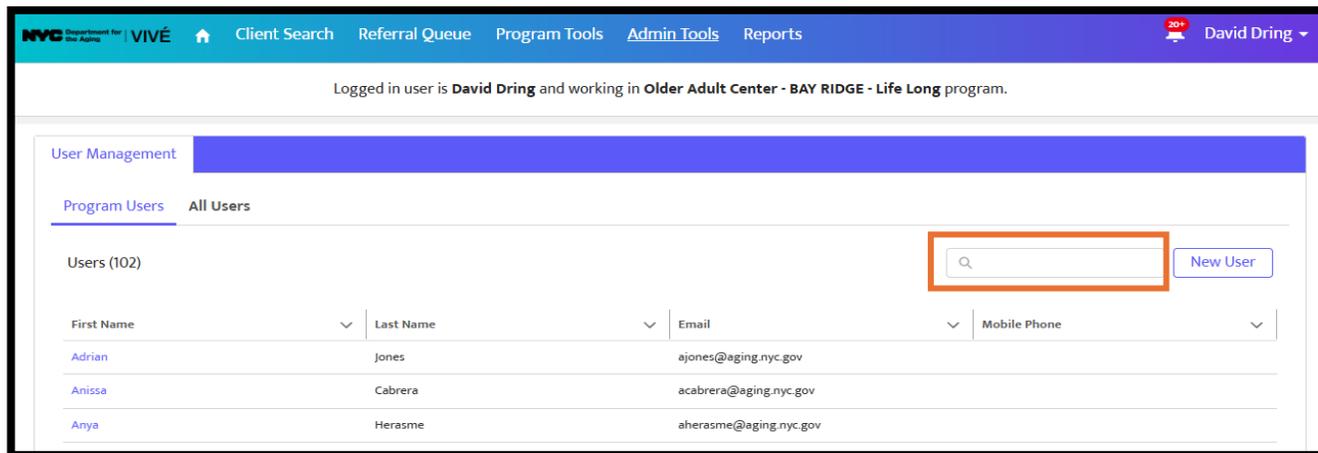
- Accessing Admin Tools
- Viewing Users
 - Searching for Users
- Creating a New User
- Editing a User
 - Editing Basic Information
 - Editing User Roles with Program Associations
- Inactivating a User from a Program Association

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.

Program Name	User Role	Status	Created Date	Deactivation Date
NORC - ED ALLIANCE - Co-Op Village	Program Admin	Active	03/20/2025	

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.

Program Name	User Role	Status	Created Date	Deactivation Date	
NORC - ED ALLIANCE - Co-Op Village	Program Admin	Active	03/20/2025		Edit

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

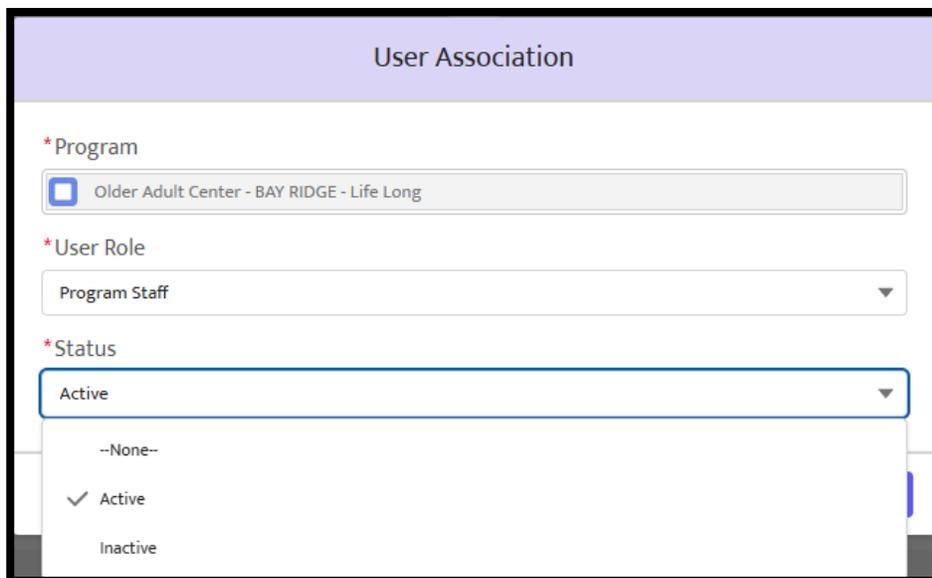
While users are never deleted from the system, they are inactivated from a program. In this way, they can be reactivated with another program later.

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**.



The screenshot shows a web form titled "User Association". It contains three required fields, each marked with a red asterisk:

- * Program:** A text input field containing "Older Adult Center - BAY RIDGE - Life Long".
- * User Role:** A dropdown menu with "Program Staff" selected.
- * Status:** A dropdown menu with "Active" selected. The dropdown is open, showing three options: "--None--", "Active" (with a checkmark), and "Inactive".

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](#)