# What AWARDS Does

AWARDS INFORMATION SHEET

The AWARDS application is broken down into three main components:

- General Information
- Chart Records
- Administration

Each component is comprised of several related modules that are used to perform various tasks. Each module is represented by a button on the *AWARDS Opening Menu* page, as shown here.

The AWARDS components and modules available to each user on the AWARDS Opening Menu page are determined by his or her permissions. As a result, not all users will see the same opening menu. For more information on permissions, please see AWARDS Online Help.

Additionally, because AWARDS is a highly flexible application that can be configured to meet an agency or continuum's particular needs, not all users will see all of the features documented here. For more information on any features you do not see in your AWARDS database, please contact your local Help Desk or your Foothold Client Services representative.
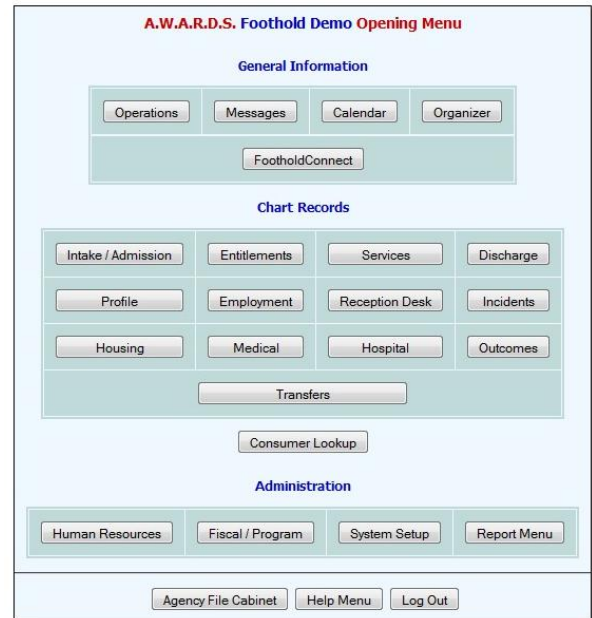
ABOUT THIS DOCUMENT

This document is intended to provide you with a reference guide for AWARDS and its features. It contains information on the uses of each AWARDS module, and describes the many features contained within those modules. Specific topics covered are:

GENERAL INFORMATION

The General Information component of AWARDS typically contains the five modules shown here.

These modules are used to maintain property management information, maintain transportation schedules, read and send messages, maintain employee attendance records and work schedules, schedule meetings and appointments for staff and consumers, and more.

CALENDAR MODULE

The AWARDS Calendar provides users with a comprehensive scheduling system for staff, consumer, program, and provider appointments / events that is linked with other parts of the application. Within that system users can find a wide variety of viewing and data entry options that will help them meet their individual scheduling needs.

FOOTHOLDCONNECT MODULE

The AWARDS FootholdConnect module enables users with the "Announcement Center Upload/Edit" permission to post agency announcements. Once posted, users with employee logins can access the FootholdConnect module to view those agency announcements, as well as any announcements posted by Foothold Technology. Foothold-posted announcements will include notices about new features and functionality, optional enhancement offerings, upcoming events, and AWARDS tips and tricks.

MESSAGES MODULE

The AWARDS Messages module is an internal messaging system for AWARDS users. It is used to send and receive internal messages to and from other AWARDS users, as well as to view system generated messages regarding events, changes to important information (including chart records), and more. These tasks are performed using the following module features:

- **Address Book –** Access the address book from which messages can be composed and sent to selected users.

- **Compose –** Compose and send messages to other AWARDS users.

- **Custom Lists –** Create and maintain lists of multiple like users for use when selecting message recipients.

- **Helpdesk –** Report problems or questions to the Help Desk.

- **Inbox –** Open, view, reply to, forward, or delete messages sent by other AWARDS users.

- **Inbox Folders –** Create inbox sub-folders in which to store messages.

- **Sent –** Open, view, forward, or reply to messages previously sent to other AWARDS users.

- **Trash –** Open, view, or restore deleted messages.

OPERATIONS MODULE

The AWARDS Operations module is used to maintain and view property management, transportation, and fiscal forms information. These tasks are performed using the following module features:

- **COA Departments –** Maintain and view chart of accounts department codes for use with fiscal forms.

- **COA Expenses –** Maintain and view chart of accounts expense codes for use with fiscal forms.

- **Fiscal Forms –** Maintain and view check requests, requisitions, purchase orders, and vendor information.

- **Leases –** Maintain and view private landlord lease information.

- **Property Maintenance –** Maintain and view maintenance work orders and apartment painting records.

- **Rent & Utilities –** Create rent payables records and track rent balances.

- **Resident Information –** View basic information on program residents and generate vacancy reports.

- **ResourceTracker –** Create and track service tickets or requests that use agency resources.

- **Ride Billing –** Print transportation billing information.

- **Ride Requests –** Maintain, view, and approve transportation ride requests.

- **Ride Sheets –** Update and print transportation run schedules.

ORGANIZER MODULE

The AWARDS Organizer module is used as a personal organizer for AWARDS users, including a phone/address book and attendance tracker. These tasks are performed using the following module features:

- **Attendance –** Enter and maintain timesheets, work schedules, time off requests, and absences.

    - **Absences Report –** View reports of a selected employee's absences over a specified period of time.

    - **Time Off Requests –** Enter, view, and approve/disapprove employee time off requests.

    - **Timesheets –** Enter and view employee timesheets.

    - **Work Schedules –** Enter and view employee work schedule information.

- **Calculator –** Use a standard pop-up calculator with standard memory storage features.

- **Preferences –** Set text color, font, and size for data entry / report modes, and create your electronic signature.

- **Rolodex –** Enter, update, delete, and view personal and public address and phone records.

CHART RECORDS

The Chart Records component of AWARDS typically contains the fourteen modules / features shown here.

These modules are used to maintain and review consumer chart records and to report on their contents.

CLIENT / CONSUMER LOOKUP

The AWARDS Client/Consumer Lookup module is used to search for consumers anywhere in the database, view consumer history, and quickly access important data entry modules. These tasks are performed using the following module features:

- **Census Search –** Search for past or current consumers by name or other identifying information.

- **Client History Report –** View all activity for a particular consumer over a certain date range.

DISCHARGE MODULE

The AWARDS Discharge module is used to enter, maintain, and review consumer discharge records. These tasks are performed using the following module features:

- **Follow Up Notes –** Enter, update, delete, and view follow up progress notes.

- **Pre-Discharge Status –** Enter, update, and view pre-discharge status records.

- **Process Discharge –** Process consumer discharges, update discharge records, and view discharge reports.

- **Referrals Out –** Enter, update, and view service referral records.

EMPLOYMENT MODULE

The AWARDS Employment module is used to enter, maintain, and view consumer employment records, employer records, and other employment and education related information. These tasks are performed using the following module features:

- **Contacts Log –** Enter, update, delete, and view employment-related contacts log records.

- **Group Notes –** Enter, update, delete, and view employment-related group notes.

- **Jobs –** Enter, update, delete, and view information related to client job history and efforts.

  - **Earnings Report –** View consumer earnings reports.

  - **Employers –** Enter, update, delete, and view employer/supervisor and available positions information.

  - **Employment Verifications –** Enter, update, delete, and view employment verification records.

  - **Job Bank –** Perform Job Bank searches for available positions.

  - **Job Interviews –** Enter, update, delete, and view job interview records.

- □ **Job Placements –** Enter, update, delete, and view job placement records.

  - □ **Job Retention Milestones –** View job retention milestone reports.

  - □ **Vocational Rehabilitation Assessment –** Work with vocational rehabilitation assessments.

  - □ **Worker Bank –** View reports of employed and/or unemployed consumers.

  If you see an additional button on the Jobs menu, it is a FormBuilder form created by your agency.

- ▪ **Progress Notes –** Enter, update, delete, and view employment-related progress notes.

- ▪ **Training –** Enter, update, delete, and view consumer educational/training history and efforts.

  - □ **Course Completion Milestones –** View consumer course completion milestones.

  - □ **Educational History –** Enter, update, delete, and view consumer education history records.

  - □ **Test Scores –** Enter, update, delete, and view consumer test score records.

  - □ **Training Placements –** Enter, update, delete, and view consumer training placement records.

ENTITLEMENTS MODULE

The AWARDS Entitlements module is used to maintain and review consumer entitlements records, to generate fee agreement forms, and to work with monthly allowances information. These tasks are performed using the following module features:

- ▪ **Certified Entitlements –** Enter, update, and view entitlement and eligibility records, as well as bank information.

- ▪ **Entitlement Checks –** Enter the date, amount, and check number for entitlements checks.

- ▪ **Entitlements Notes –** Enter, update, and view notes about consumer entitlements.

- ▪ **Homeless Verification –** Enter, update, and view homeless verification information.

- ▪ **Income Verification –** Enter, update, delete, and view income verification information.

- ▪ **Money Management –** Generate, reprint, and view fee/money management/allowance agreements.

- ▪ **Monthly Allowances –** Enter, update, and view personal needs allowance minimums and reports.

  - □ **Allowances Report –** Run the CR Monthly Allowances Report.

  - □ **Create Pending Checks Using Certified Entitlements** – Generate entitlements accounts receivables.

  - □ **Entitlements Checks Data** – Enter entitlements checks.

  - □ **Housing Fees & PNA Amounts –** Enter and view annual personal needs allowance minimum amounts.

  - □ **Monthly Statements –** View entitlements income, fees, and allowance monthly statements.

HOSPITAL MODULE

The AWARDS Hospital module is used to maintain and review hospitalization records and a hospitals list, to monitor ER utilization, and to generate hospitalization referral letters. These tasks are performed using the following module features:

- **Advance Directives –** Maintain and review consumer advance directives information.

- **Episodes –** Maintain and review hospitalization records.

- **ER Utilization –** View ER utilization reports.

- **Hospitalization Referral Letter –** Generate and print hospitalization referral letters for consumers.

- **Hospitals –** Maintain and review the hospitals list.

HOUSING MODULE

The AWARDS Housing module is used to maintain and review consumer housing information for both agency and external residences, as well as to monitor residential census status and vacancies. These tasks are performed using the following module features:

- **Housing Information –** Maintain and review consumer residence and phone number information.

- **Housing Utilization Report –** Measure program capacity and utilization over a period of time.

- **Residential Census Status Report –** Monitor recent admissions, discharges and other consumer information.

- **Vacancy Report –** Monitor residence program vacancies.

INCIDENTS MODULE

The AWARDS Incidents module is used to enter and view incident records and reports, including internal investigation findings and measures taken to avoid incident repetition. These tasks are performed using the following module features:

- **Incident Report –** Record basic incident information observed by general staff.

- **Incident Review –** Record assessments and findings for action as determined by senior staff or committee.

INTAKE / ADMISSION MODULE

The AWARDS Intake / Admission module is used to create and modify referral records, process applicant intake and admission, and monitor referral activity. These tasks are performed using the following module features:

- **Delete Consumer –** Enter, update, delete, and view personal and public address and phone records.

- **Merge Duplicate Consumer –** Merge duplicate consumers that do not have overlapping housing history.

- **Merge Duplicate Sources –** Merge duplicate referral sources.

- **Process Admission –** Process applicant admission into agency programs.

- **Process Intake –** Process intake into agency programs.

- **Referral Information –** Enter, update, delete, and view referral information records and activity summary reports.

MEDICAL MODULE

The AWARDS Medical module is used to maintain and review consumer medication, insurance, disability, diagnoses, immunization, and diet information. These tasks are performed using the following module features:

- **Consents Form –** Generate consent for release of information forms.

- **Diagnoses –** Enter, update, delete, and view diagnoses information.

- **Diagnostic Test Information –** Enter, update, delete, and view diagnostic test information.

- **Diet Information –** Enter, update, delete, and view diet information.

- **Immunization Records –** Enter, update, delete, and view immunization information.

- **Insurance –** Maintain and view consumer insurance and/or subsidized payments records and notes.

- **Medical Appointment Form –** Enter, update, and print medical appointment forms.

- **Medical Care Providers –** Enter, update, delete, and view support service provider contacts information.

- **Medical Encounters –** Enter, update, delete, and view medical encounters with diagnosis codes.

- **Medication Lookup –** Search for information on a medication in the www.rxlist.com information database.

- **Medications –** Enter and update consumer prescription information, and view medication reports.

- **Medications Monitoring –** Enter print medication monitoring forms.

- **Verification of Disability –** Maintain and view consumer disability verification records.

OUTCOMES MODULE

The AWARDS Outcomes module is used to monitor agency operation in areas such as population trends and goal outcomes through the viewing of read-only reports, and to create and administer assessment tools. These tasks are performed using the following module features:

- **Assessment Data –** Enter, update, and view data for charting timetable assessment events.

- **Assessment Reports –** Generate reports of information entered in FormBuilder forms.

- **Census Report –** Monitor census information through custom census reports.

- **Dashboard –** View at-a-glance graphs and tables of consumer and data entry counts and trends.

- **Discharge Levels –** View reports of outcome categories from consumer discharge records.

- **FormBuilder –** Configure custom assessment forms and run reports on data collected via those forms.

- **Hospitalization –** Monitor hospitalization rates through the viewing of hospitalization reports.

- **Population Trends –** Monitor population trends through the viewing of population trends reports.

- **QR Assessments –** Monitor goal outcomes through the viewing of goal outcome evaluations reports.

- **Services Utilization Reports –** Monitor service utilization though the viewing of reports.

PROFILE MODULE

The AWARDS Profile module is used to maintain and review consumer face sheets, to view roster and census profile reports, and to maintain consumer household information. These tasks are performed using the following module features:

- **Face Sheet –** Enter, update, and view consumer face sheets.

- **Household Information –** Enter and update consumer household information, including children.

- **Monthly Profile –** Monitor monthly profile information through the viewing of monthly census profile reports.

- **Program Profile Report –** Monitor program profile information through the viewing of roster profile reports.

- **ReportBuilders –** Generate user-customized consumer demographics data, household, and HMIS reports.

RECEPTION DESK MODULE

The AWARDS Reception Desk module is used to maintain and review reception desk and program log book information for day and housing programs. These tasks are performed using the following module features:

- **Permitted Users –** Assign and revoke Reception Desk permissions to those without chart access.

- **Program Attendance –** Enter, update, delete, and view reception desk information for day programs.

- **Program Log Book –** Enter and view program log book information for residential programs.

SERVICES MODULE

The AWARDS Services module is used to maintain and review both individual and group services records, including those for contacts, progress and group notes, service plans, service coordinators, and activities. It is also used to maintain a calendar of program, consumer, and staff appointments. These tasks are performed using the following module features:

- **Activities –** Enter, update, delete, and view group attendance information and configure activities lists.

- **Assessment Data –** Enter, update, and view data for charting timetable assessment events.

- **Calendar –** Schedule, update, and view program, consumer, and staff appointment records.

- **Charting Timetable –** Enter, update, delete, and view charting timetable events.

- **Consumer Alerts –** Enter, update, delete, and view consumer alerts.

- **Contacts Log –** Enter, update, delete, and view contact log records.

- **Group Notes –** Enter, update, delete, and view group notes.

- **Group Schedule Setup –** Configure and maintain schedules and membership for re-occurring groups.

  - **Configure Activities –** Maintain and review a list of available activities.

  - **Configure Types –** Maintain and review a list of group types.

  - **Group Attendance Form –** Create a printable group attendance form for sign-in.

  - **Group Member Status –** Enter, update, delete, and view group member status settings.

  - **Group Schedules –** Enter, update, delete, and view group schedules.

  - **Individual Client Schedule –** Enter, update, delete, and view a specific consumer's group schedule.

- **Outreach Mailing –** Enter, update, and view outreach mailing records.

- **Patient Characteristics Survey –** View a patient characteristics survey report.

- **Progress Notes –** Enter, update, delete, and view progress note records, including service plan-linked notes.

- **Reachout–** Enter, update, delete, and view clubhouse reachout records.

- **Service Coordinators –** Change consumers' service coordinators, reassign caseloads, and view assignments.

- **Service Plans –** Enter, update, and view admission notes, initial service plans, and periodic reviews.

- **Service Referrals –** Enter, update, and view service referrals.

- **Staff Training –** Enter, update, delete, and view staff training session records and reports.

- **Toxicology–** Enter, update, delete, and view results of toxicology screenings.

- **Utilization Reports –** View reports recording the utilization of services in a selected program.

  - **Contacts Log Report –** View the Contacts Log report.

  - **Last Progress Note Audit –** View the number of days since a progress note was written for each client.

  - **Medicaid Services Report –** View the Monthly Medicaid Reimbursable Restorative Services report.

  - **Caseload Activity Report** – View information on a worker's entire caseload including events and due dates.

  - **Progress Notes Report –** View Progress Notes reports.

TRANSFERS MODULE

The AWARDS Transfers module is used to transfer consumers between programs of the same type without having to discharge them from the first program and admit them into the second.

ADMINISTRATION

The Administration component of AWARDS typically contains the following four modules for users who have administrative rights.

| Administration |
| Human Resources | Fiscal / Program | System Setup | Report Menu |
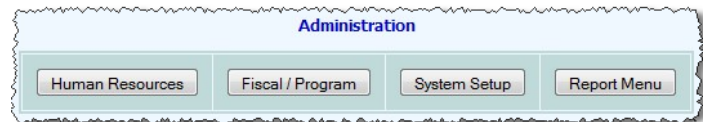
These modules are used to maintain and review human resources and fiscal/program information, to perform system setup and maintenance tasks, and to access all AWARDS reports from a central location.

FISCAL / PROGRAM MODULE

The Fiscal / Program module is used to enter various fiscal and billing information, and then to run reports for internal use and for reporting to funders. These tasks are performed using the following module features:

- **A/R Menu –** Enter, update, and view consumer payments information and accounts receivable ledger.

  - **Aged Receivables Report –** Configure and view the Aged A/R report.

  - **A/R Ledger –** View the A/R Ledger report.

  - **Consumer History Report –** View the Consumer History report.

  - **Expiring Receivables –** View the Expiring Receivables report.

  - **Payments/Adjustments –** Enter, update, and view consumer payments and adjustments.

- **AHAR –** View AHAR report for a selected Continuum of Care, county, or GEO code .

- **Bed Day Analysis Report –** View a bed day cost analysis report.

- **Billing Menu –** Maintain all agency billing information and generate Medicaid bills and claim files.

  - **Setup: Billing Rates –** Enter, update, delete, and view billing rates for each procedure code.

  - **Setup: Configure Billing Types –** Enter, update, delete, and view billing types.

  - **Setup: Configure Payers –** Enter, update, and view payer address, contact information, and NPI.

  - **Setup: Program Billing Information –** Enter, update, and view billing information for each program group.

  - **Setup: Program Groups –** Enter, update, delete, and view billing program groups.

  - **Processing: Create Insurance Claims –** Use an invoice batch to create insurance claim files.

  - **Processing: Edit Invoice Batch –** Update, delete, and view invoices within a batch.

  - **Processing: Future Billings –** View invoices to be re-billed.

  - **Processing: Generate Invoice Batch –** Generate invoice batches or error reports by program.

  - **Processing: In Person Payments –** Enter, update, and view consumer in person payments.

  - **Processing: Pending Billings –** View pending Medicaid billings.

  - **Processing: Post Billings to A/R –** Use an invoice batch to post a billing to A/R.

- □ **Processing: Remittances/Responses –** Enter, update, and view staff information records.

- □ **Reports: Billing Services Report –** Configure and view Insurance Billable Services and Revenue Report.

- □ **Reports: CR Medicaid Loss Analysis –** Configure reimbursements and view Medicaid Billing Loss Analysis.

- □ **Reports: Medicaid Services Report –** View Monthly Medicaid Reimbursable Restorative Services report.

- ▪ **CDT Billing Report –** View continuing day treatment billing reports.

- ▪ **CFR Rosters–** View CFR program rosters reports.

- ▪ **Clinic Services Report –** View clinic services reports.

- ▪ **Comprehensive System Overview Reports –** View various reports on client demographics and services.

  - □ **Agency Daily Transactions –** View counts of client and service information added by each program.

  - □ **Client Service Records –** View counts of service information added for each client.

  - □ **Data Coverage –** View counts and percentages of fields left blank at intake/admission.

  - □ **Program Service Records –** View counts of service information added in each program.

  - □ **Unduplicated Client Demographics –** View counts of clients by demographic category.

  - □ **Unduplicated Clients by Program/Program Type** – View counts of unduplicated clients.

- ▪ **CSS Quarterly Clubhouse Roster –** View CSS Quarterly Clubhouse Roster reports.

- ▪ **DHS Drop In Monthly Report –** View DHS Drop In Monthly reports.

- ▪ **DHS SPD Monthly –** View DHS Shelter Placement Division Tenant Roster reports.

- ▪ **DHS SRO Monthly –** View DHS SRO Monthly Program reports.

- ▪ **DMH Stable Housing Performance –** View DMH SRO / Supported Stable Housing Performance reports.

- ▪ **DMH Unique Individuals Served –** View an unduplicated count of individuals served.

- ▪ **DVPHA CR Census –** View DVPHA Monthly CR Housing Census reports.

- ▪ **In-House Accounts –** Manage consumer in-house accounts.

  - □ **Funder Accounts Management –** Create and edit accounts; maintain and view contract balances.

  - □ **Transaction Codes –** Enter, update, delete, and view Transaction Codes.

  - □ **Transaction Data Entry –** Add transactions for consumers.

  - □ **Transaction History Report –** View transaction history reports and account balances.

- ▪ **G/L Menu –** Maintain agency general ledger information.

  - □ **Fiscal Periods –** Create, update, delete, and view G/L fiscal periods.

  - □ **G/L Accounts –** Create, update, delete, and view G/L accounts information.

  - □ **G/L Configuration –** Enter and update default G/L account numbers for A/R and billing purposes.

- □ **General Ledger Report –** View a General Ledger report.

- □ **Journal Entries –** Make general ledger journal entries.

- □ **Program G/L Accounts –** Enter, update, and view program billing information.

- **HASA Comprehensive –** View HASA weekly and monthly reports.

- **HRA/HPD Rosters –** View HRA/HPD SRO Unit Programs Rosters.

- **HUD APR –** View HUD Annual Progress Report data, and audit required information.

- **LS3 Reports –** View LS3 Unit of Service and Summary History reports, and LS3-6 Status Change reports.

- **Medicaid Eligibility –** Create, upload, and read Medicaid eligibility inquiry and response files.

- **MRDD IRA Services Daily Checklist** – View HCBS Waiver Service Documentation IRA RES HAB Daily Checklists.

- **NY/NY Clubhouse Monthly Active Roster –** View NY/NY Funded Clubhouse Monthly Active Client Rosters.

- **NY/NY Clubhouse Quarterly 599C –** View NY/NY Clubhouse Quarterly Data reports.

- **NY/NY Monthly TRD –** View NY/NY Monthly Housing reports.

- **OASAS Menu –** View PAS-44, PAS-45, PAS-47, data file, and LOCADTR reports.

- **PATH Annual Report Survey –** View PATH annual report survey.

- **PATH QCMRS and Data Export –** View PATH QCMR Level of Service, Client Movement, and DataFile reports.

- **POCC Form –** Enter, update, delete, and view client registration information.

- **Quarterly Contract Monitoring Report –** View the quarterly contract monitoring/client movement report data.

HUMAN RESOURCES MODULE

The AWARDS Human Resources module is used to perform various human resources data entry and report viewing tasks. These tasks are performed using the following module features:

- **Accruals / Time Off –** Monitor employee accruals/time off through read-only absences reports.

- **Credentialing –** Enter, update, delete, and view staff credentials records.

- **Employee Demographics Report –** View employee demographics reports.

- **Employee ReportBuilder –** Generate user-customized reports of employee data.

- **Holiday Schedule –** Enter, update, and delete holidays and generate holiday timesheet records.

- **Organization Chart –** View agency staff organization charts.

- **Payroll Status –** Enter, update, delete, and view payroll status records.

- **Salary History–** Enter, update, delete, and view employee compensation and funder contract records.

- **Staff Information –** Enter, update, and view staff information records.

- **Staff Training–** Enter, update, delete, and view staff training records.

- **Work Schedules –** Enter, update, view, and delete employee work schedule information.

PASSWORD MODULE

The AWARDS Password module is used to change one's own password, or the password of supervisees

Users with access to the System Setup module will see not see the Password button on the opening menu, but will instead access the Password Module via the System Setup module's Login Maintenance feature.

REPORT MENU MODULE

The AWARDS Report Menu module is used to access all reports found within AWARDS. This module has the following module features:

- **Report Selection –** Locate and run reports from alphabetical or categorical report lists.

- **Search by Title Keyword –** Locate and run reports using a title keyword search.

- **Search by Descriptive Phrase –** Locate and run reports using a description keyword search.

- **List Reports –** Locate and run reports using a complete list of reports with descriptions.

SYSTEM SETUP MODULE

The AWARDS System Setup module is used to perform various system setup and maintenance data entry and report viewing tasks. These tasks are performed using the following module features:

- **Agency Program Information –** Set up and maintain agency programs.

  - **Add/Edit Entire Program –** Enter, update, and view program information.

  - **Configure Administration –** Enter, update, delete, and view program directors, deputies, and addresses.

  - **Configure Locations –** Enter, update, delete, and view a locations list used throughout AWARDS.

  - **Discontinued Programs Status –** Discontinue programs and specify users who will have continued access.

  - **PATH Information –** Enter, update, and view PATH Contract data.

- **Business Rules –** Enter settings for each program's note editing, and specify an agency timeout value.

- **Data Bridge Files –** Export AWARDS data into a Microsoft Excel file for reporting and data manipulation.

- **Local Help Desk Staff –** Maintain the list of agency employees who are members of the "local help desk team."

- **Login Maintenance –** Create logins, change passwords, update user group assignments, and run audit reports.

  - **Agency Summary Report –** View Division Summary Report.

- ▫ **Audit Trail –** View audit trail for selected worker(s), date range, and client(s).

- ▫ **Create New Login –** Create or change logins, including initial passwords and user group assignments.

- ▫ **Password –** Update your password or the password of a supervisee.

  Users without access to the System Setup module will see a Password module in its place. That module can be used to reset your password and/or the passwords of your supervisees (when applicable).

- ▫ **Update User Group –** Update User Group, and view reports of users that include last login dates.

- ▪ **One Time Startup Data Upload –** Upload startup client information.

- ▪ **Permissions Maintenance –** Update and view user permissions and configure user groups.

- ▪ **Residence Units –** Enter, update, close out, and view the units in residence programs.

ADDITIONAL FEATURES

In addition to the buttons found in the General Information, Chart Records, and Administration components of AWARDS, there are other useful features accessible in the application.

AGENCY FILE CABINET

The Agency File Cabinet feature enables users with the proper authority to attach DOC, XLS, PDF, JPG, and BMP files to the *AWARDS Opening Menu* page, as well as to the first page displayed upon entering each AWARDS modules. Once attached, those files can be viewed by all users.

HELP MENU

The AWARDS Help Menu is available at the bottom of every page (except on reports). It has five components:

- ▪ **Frequently Asked Questions –** View frequently asked questions (FAQs) on the module/feature you're in.

- ▪ **Help Desk –** Contact the Help Desk to ask an AWARDS-related question or to report a problem.

- ▪ **Online Help –** A searchable system with FAQs and step-by-step instructions for using AWARDS features.

- ▪ **Startup Information –** Access information that can help with your initial roll-out of AWARDS.

- ▪ **Training Information –** View descriptions of instructor-led trainings, and access free instruction sheets.

PRINT

The agency logo in the upper right hand corner of every AWARDS page provides quick and easy access to printing. When the logo is clicked, the *Print* dialog box is displayed. You can use its various settings to specify how the current AWARDS page should be printed.