



### ARMS Instruction – How to Add Units

**Home Screen**

**Your Agency name here**

**Click here to see the different services**

After you click the word “Services”, you should see a list of your agency services:

Index on County Name: [All] - A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W

County	Provider	Service	▲	▲	▲
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	CONGREGATE NUTRITION(180)	SRWs		Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	FC-CARE MANAGEMENT(823)	SRWs	Reimbursements	Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	FC-COMMUNITY/PROGRAM PLANNING(811)		Reimbursements	Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	FC-INFORMATION AND ASSISTANCE(822)	SRWs	Reimbursements	Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	FC-INSTITUTIONAL RESPITE(846)	SRWs		Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	FC-TRAINING PROGRAMS(835)	SRWs	Reimbursements	Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	HOME DELIVERED MEALS(020)	SRWs		Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	IN-HOME LEVEL 1 - HOME MANAGEMENT(041)	SRWs		Contributions
Montgomery	MONTGOMERY CO COUNCIL ON AGING(G065)	TRANSPORTATION(250)	SRWs		Contributions

Click on SRW to see the list of Routes or Locations in a particular service.

Provider: MONTGOMERY CO COUNCIL ON AGING(G065)  
 Region: PIEDMONT TRIAD REGIONAL COUNCIL  
 County: Montgomery  
 Service: HOME DELIVERED MEALS

SRWCode	Description	Details	Service Totals
406	HOME DELIVERY/STAR	Details	Service Totals
516	BISCOE	Details	Service Totals
517	CANDOR	Details	Service Totals
518	MT. GILEAD	Details	Service Totals
519	TROY	Details	Service Totals

Click on the Words “Service Totals” to open the area where units are entered.



Once Service Totals opens, you will see a list of clients.

1. Enter the all units by the client's name, by month.
2. Once all the units are entered, at the bottom of the screen you will see four buttons. Click Verify.
3. Double check your totals to make sure they match.
4. If they match, click Update.
5. If they do not match, find your error and correct it. Then click verify again.
6. Once you have verified and updated, you need to print a verification report.

## Verification Reports

In The lavender bar – click the word Reports



## Click Verification Reports





**Reimbursement Reports**

**Demographic Reports**

**Verification Reports**

Name	Description
<a href="#">ZGA542</a>	Units of Service Verification Report
<a href="#">ZGA542-1</a>	Service Totals Summary by State
<a href="#">ZGA542-2</a>	Service Totals Summary by Region
<a href="#">ZGA542-3</a>	Service Totals Summary by County
<a href="#">ZGA542-4</a>	Service Totals Summary by Provider
<a href="#">ZGA543</a>	Consumer Contributions/Program Income Verification Report
<a href="#">ZGA544</a>	Non-Unit Service Verification Report
<a href="#">ZGA300</a>	Site/Route/Worker Code Table
<a href="#">ZGA301</a>	Site/Route/Worker Code Information
<a href="#">ZGA546</a>	Information and Assistance Contacts Report
<a href="#">ZGA547</a>	Caregiver Unregistered I & A Contacts Report
<a href="#">ZGA548-1</a>	Legal Client And Unit Verification Report
<a href="#">ZGA548-2</a>	Family Caregiver Legal Client And Unit Verification Report
<a href="#">ZGA549</a>	Housing and Home Improvement Report
<a href="#">ZGA550</a>	Care Management Persons Served Report
<a href="#">ZGA551</a>	CONSUMER DIRECTED CARE (CDC) REPORTS
<a href="#">ZGA553</a>	PROJECT CARE REPORT- STATE RECURRING

**Financial Reports**

**Print the report, per Report Printing Instructions.**

**Keep a copy of the verification report with your unit log.**