

## Aging Resource Management System

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Home Clients Export Reports Import ARMS/SIS

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Code	Agency	Status	Address	City	▲	▲
G046	PIEDMONT TRIAD REGIONAL COUNCIL	A	2216 W MEADOWVIEW RD, #201	GREENSBORO	<a href="#">Details...</a>	<a href="#">Clients...</a>

To add a client to the waitlist, first you must search for the client. Click on the word “client”. This will open up your agency’s client list.

**Add Client** Providers

**Client List**

Provider Code : G046  
Agency Name : PIEDMONT TRIAD COC

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SSN4	Last Name ▲	First Name	Sex	Date Of Birth	Provider
9155	BAKER	CHRIS	M	4/9/1948	Active
0000	BLAND	THOMAS	M	4/2/1939	Active
0000	CARMON	BILL	M	2/15/1928	Active
2865	CARTER	JAMES	M	7/9/1933	Active
0206	DAVIS	RUBY	F	2/6/1926	Active
7954	HARRISON	MARY	F	4/19/1938	Active
9981	MCDONALD	NANCY	F	9/17/1934	Active
6894	PATTERSON	JOSEPH	M	9/26/1926	Active
4663	PATTERSON	RUTH	F	5/6/1927	Active

Click the “Add Client” button.

This will open up the search for *existing* clients in the ARMS Database.

### Provider Client Assessment

Provider Code : G046 Agency Name : PIEDMONT TRIAD COC

Click the radio button for ‘search existing’

Search for a client that has already been added to the ARMS system OR...  
Add a brand NEW client that does not exist in the ARMS system at all

Search for existing Client  Register New Client

**Search client**

Last Name\* :

First Name\* :

Sex :

Date Of Birth :  /  /

## Provider Client Assessment

Provider Code : G046 Agency Name : PIEDMONT TRIAD COG

Search for a client that has already been added to the ARMS system OR...  
 Add a brand NEW client that does not exist in the ARMS system at all  
 Search for existing Client  Register New Client

**Search client**

Last Name\* :

First Name\* :

Sex :

Date Of Birth :

Add your client's details and search.

Even though you do not *have* to add all the details for this search, it does give better search results if you add all the details.

Click the box beside your client's name, and click the "Next" at the bottom of the screen.

**List of Clients**

Legend:  is currently a client of this provider (use update services instead).

	Last Name	First Name	MI	SSN4	Sex	Date Of Birth	Status
<input type="checkbox"/>	SMITH	JOHN	W		M	12/9/	A
<input type="checkbox"/>	SMITH	JOHN	W		M	8/17/	A
<input checked="" type="checkbox"/>	SMITH	JOHN	M		M	4/26/	A
<input type="checkbox"/>	SMITH	JOHN			M	4/15/	I
<input type="checkbox"/>	SMITH	JOHN			M	5/2/1	I
<input type="checkbox"/>	SMITH	JOHN	A		M	3/22/	A

This will bring up your agency's budgets. Choose which service the client will be added to the waitlist for and check the box to the left of it.

## Provider Client Assessment

Provider Code : G091 Agency Name : PTRC COMMUNITY DEVELOPMENT  
 Last 4Digits of SSN : 5273 Date Of Birth : 12/9/1949  
 First Name : JOHN Last Name : SMITH

Service Code	Name	Service Status
<input type="checkbox"/> 140	HOUSING AND HOME IMPROVEMENT	Active
<input checked="" type="checkbox"/> 942	ARPA-HOUSING & HOME IMPROVEMENT	Active

'Active' is automatically going to be showing in the dropdown list. Click the arrow-down located beside the work 'Active' and a dropdown menu will show up. Highlight the word 'Waiting' and click 'Next'.

## Provider Client Assessment

Provider Code : G091 Agency Name : PTRC COMMUNITY DEVELOPMENT  
 Last 4Digits of SSN : 5273 Date Of Birth : 12/9/1949  
 First Name : JOHN Last Name : SMITH

Service Code	Name	Service Status
<input type="checkbox"/> 140	HOUSING AND HOME IMPROVEMENT	Active
<input checked="" type="checkbox"/> 942	ARPA-HOUSING & HOME IMPROVEMENT	Waiting

The screen will now go back to the client record and show the client 'waiting' for service.

Provider Client Services				
Date	Service Code	Service Name	Service Status	Allow Care Recipients
10/21/2024	942	ARPA-HOUSING & HOME IMPROVEMENT	W	No

Add/Update Services

Provider Client Assessments

To run a report of clients waiting for service, go to the Reports tab in ARMS. Click 'Client/Waiting Lists'.

**Reimbursement Reports**

**Demographic Reports**

**Verification Reports**

**Financial Reports**

**Client/Waiting Lists**

**NAPIS Reports**

**Other Reports**

**ARPA Reimbursement Reports**

**Federal Reports**

The ZGA600 report will list clients by name and service.

The ZGA625 report will list a total number of clients by service.

**Client/Waiting Lists**

Name	Description
ZGA100	Client Master List- Active by County
ZGA101	Client Master List - Provider Clients Served
ZGA102	Client Master List- Inactive by Provider
ZGA103	Client Master List -Emergency Contact -Active by County
ZGA104	Client Master List -Emergency Contact -Active by Provider
ZGA105	Registered Client Master List by County
ZGA106	Client Master List - Provider Clients Service Status
ZGA110	Client Master List
ZGA111	Client Master List - Missing Functional Status
ZGA600	Clients Waiting for Service Grouped by Service
ZGA600-1	Client Waiting For Service Totals by Service Sort By Service Code
ZGA600-2	Client Waiting For Service Totals by Service Sort By Region/Provider/County
ZGA625	Clients Waiting for Service Grouped by Provider

The above Screenshot of reports menu may differ between Provider User and Regional User. This is a Regional User screenshot, which has options for Regional totals versus Provider only totals.