

# Agencies

## Overview

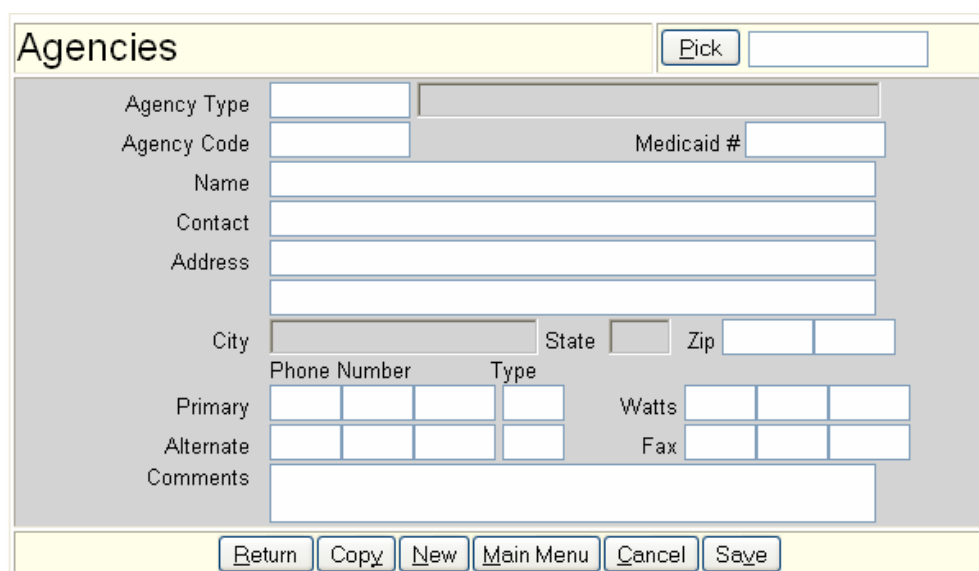
This file tracks the relationship between a child/youth and an agency service provider other than an AEA, region/sector/zone, district or building. It will also specify the service provider's agency and the plan type that is directing his/her involvement (e.g. IEP, IFSP).

## Uniform Data Entry Procedure

At this time, there are no Uniform Data Entry Procedures related to Agencies.

## Access to Screen

From the Main Menu, select Other Agency under the Agencies section.



The screenshot shows a web-based form titled "Agencies". At the top right is a "Pick" button next to a search box. The form fields are as follows:

- Agency Type:
- Agency Code:  Medicaid #:
- Name:
- Contact:
- Address:
- City:  State:  Zip:
- Primary:  Phone Number:  Type:  Watts:
- Alternate:  Fax:
- Comments:

At the bottom of the form are buttons for "Return", "Copy", "New", "Main Menu", "Cancel", and "Save".

## Add an Agency

1. Select Other Agencies, *not* AEA Profile, from under the Agencies column.
2. Click on the New button to add a record or use Search to edit an existing Agency.
3. Enter the Agency Type.
4. Create a code for the Agency. Use the first two characters of the Agency Type code and a two-digit number. For example, to add an Iowa Hospital, choose Agency Type of "Health Agency" (coded HEAA) and Agency Code of HEO1 for Iowa Hospital.

### Note:

- To delete a record, once in the Search window, click on the record to be deleted and press the "Delete" key on the keyboard. In deleting an Agency, there is the risk of losing all existing associations with this agency's staff and/or children/youth.

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- If an AEA is contracting with an outside agency for services, the agency on the Staff Assignment screen (found under Service/Assigned staff) would be Agency Type and the Employer would be the Agency Code.
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