

# (Service) Locations

## Overview

This file contains basic information regarding the unique relationship of a given service provider within a building to a particular service. There may be more than one staff person associated to a given service and these are differentiated by staff type.

## Uniform Data Entry Procedure

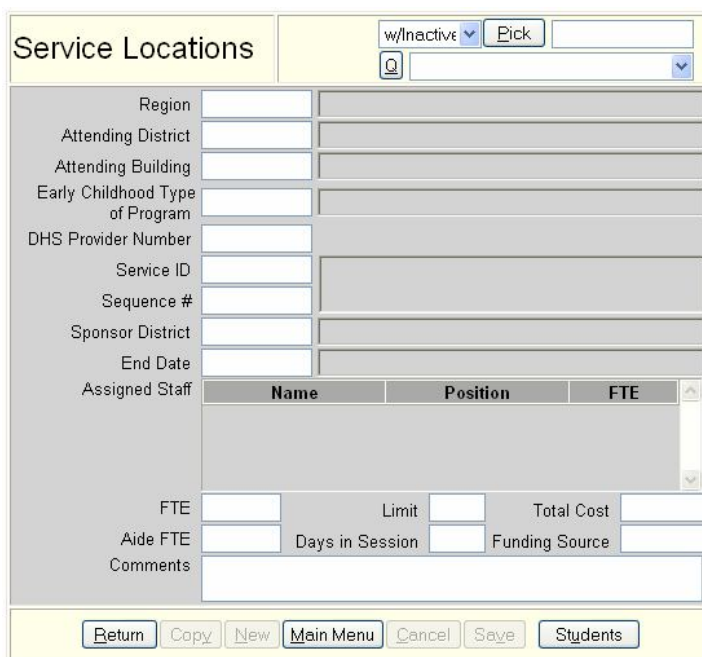
At this time, the following Uniform Data Entry Procedure is related to the Service Location screen:

- Early Childhood Type of Program

If an AEA believes there is a reason to diverge from a Uniform Data Entry Procedure, please contact the DE before initiating any changes.

## Access to Screen

From the Main Menu, select Locations under the Services section.



## Select Locations for Services

1. Click on Locations under the Services section on the Main Menu.
2. Type in the service information in the pick field and use the Pick button to find the service to be edited.
3. Click on the New button to create a new record for a service to which location data is to be added.
4. If a program has been identified where the IEP of at least one preschool child will be implemented, the field "Early Childhood Type of Program is required.

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5. If the Early Childhood Type of Program is one of the following, then the DHS Provider number must be entered:

- Child Care Center – DHS Licensed
- Preschool – DHS Licensed
- Child Development Home – DHS Registered

Note:

- The Q button allows the data entry person to type part of the service and show all of the services within the selection through a pull-down.
  - Use the arrow keys on the keyboard to move from service to service.
  - There is an area on the screen that displays the staff assigned to the Service. Click on the staff person's name and the Staff Assignment screen will appear.
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