

For Community Support Management: Takes the Administrative Stress Out of Supporting Others



Supporting others is hard enough without having to be buried in administration, compliance and accountability. Take our management software for a test run and see how it gives you back time to spend with your clients.

For Community Support Management is a powerful admin support tool to help you get on task with your clients.

Entry Date	Type	Details
24/04/2008	Type 1A	
10/05/2008		

Use it straight out of the box

The straight 'out-of-the-box' version of *For Community Support Management* is ready to help you manage details around:

- Clients, documents and emails.
- Projects and groups.
- Organisational policies & procedures.
- Other organisational details - assets, staff, referrals and marketing.
- Government compliance reporting.

Budget Databases, a member of the OST Database Group, specialises in products using our unique template system and offers:

- Standard and easy to use sorting, searching and filtering facilities.
- Standard screen types - list, detail and admin list screens.
- Easy customisation by our experienced team of developers.

Or have *For Community Support Management* customised to suit your organisations' requirements

Customise *For Community Support Management* in accordance with the needs of your community support group.



Address: 9 Koola St, Wishart, QLD 4122
Ph: (07) 3420 5457 **Fax:** 3420 5458
Email: contact@ostdatabasegroup.com.au
Web: www.ostdatabasegroup.com.au

Please call us on (07) 3420 5457 if you would like to try out a free demo version of *For Community Support Management*.

For a list of the services we provide please visit our website at: www.ostdatabasegroup.com.au
OST Database Group is an amalgamation of Budget Databases and Major Software & Text Publishing

Managing Clients

Your relevant client details can be recorded, edited, sorted, filtered and reviewed:

- General contact details - phone, email, addresses, etc.
- Background details - referrer, school, year, group, cultural background, gender, etc.
- Ongoing support details - case notes, emergency and support details, evaluation, etc.
- Client specific documents and emails.

Customise the components for your community support group.

• Documents

Your client related template documents, organised within a template folder, can be copied into the current clients' document folder. From there, such documents can be renamed, opened, viewed, edited, printed and or emailed.

• Email

You may wish to utilize the in-built email component to make contact with, or to forward documents to, your clients or to their related contacts. (Emails are sent out through your installed copy of Microsoft Outlook).

You may wish to establish and save a range of standard email messages, usable by your whole team.

Managing Projects & Groups

Details relating to your various groups, projects, activities, camps, and such like, can be managed within the *Projects* and the *Groups* components:

- General project and group details - name, dates, description, etc.
- Stakeholder details including: participants and facilitators, medical and emergency details.
- Ongoing Management - File notes, documents, emails and evaluation.

The functionality of the document and email components reflect their counterparts in the client section.

Keep your information organised within one management tool

Policies & Procedures

• Policies

Organisational policies can be brought together and grouped in a summative format, linkable to primary policy documents, and printable as a brief listing.

• Procedures

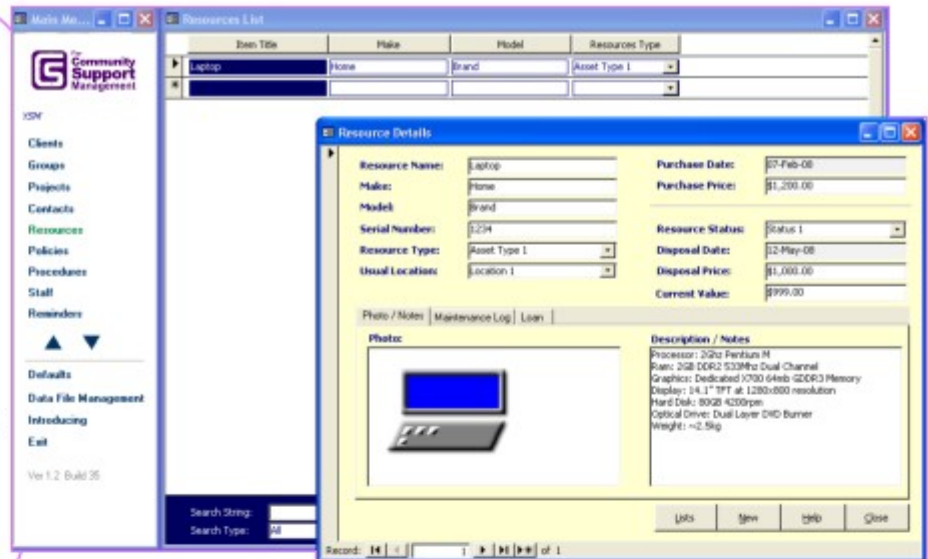
Organisational procedures can also be summarised within one component providing the facility to record titles, responsible persons, notes and grouped by business area.

Procedural steps can be titled and detailed as required, with each step linkable to existing administrative and/or procedural documentation.

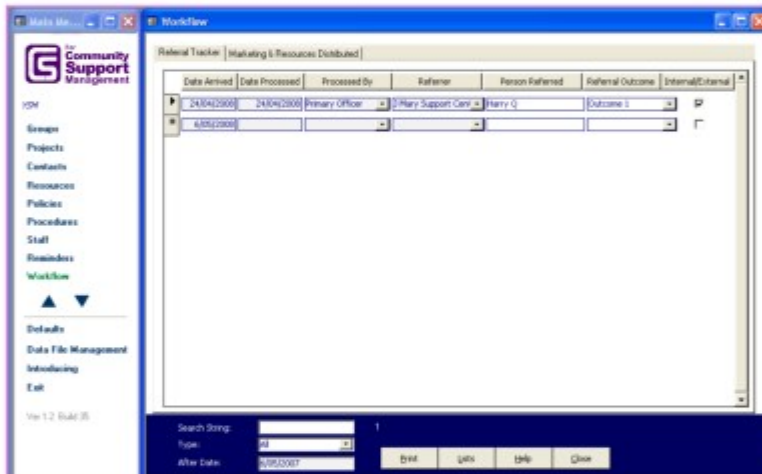
Resources

For Community Support Management lets you manage and track centre resources by:

- Allowing item descriptions, serial numbers, values and locations to be stored.
- Providing a maintenance log to track how each item has been maintained.
- Displaying whether an item is on loan or if it has been returned.
- Providing the ability to upload photographs for each item.



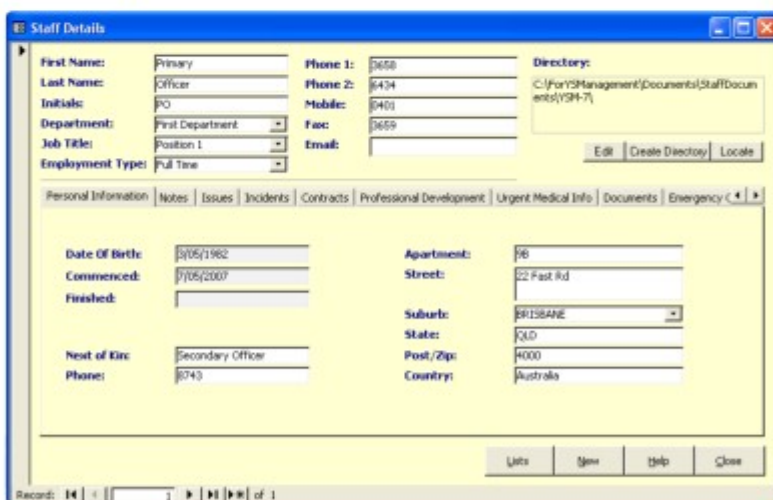
Print statistical reports to assist with your government compliance obligations.



Workflow Referrals

For Community Support Management manages referrals from external agencies by offering fields for recording the:

- Referrer.
- Person referred.
- Staff member processing the referral.
- The referral outcome.
- All relevant referral dates.



Staff

For Community Support Management provides the ability to better manage staff and associates:

- Add/edit/delete staff members.
- Record and monitor issues, incidents, contracts & professional development.
- Store urgent medical information & emergency contacts.
- Link documents specific to each particular staff member..



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System Requirements

The following specifications are required in order to run this application:

- Pentium PC or better (with mouse)
- 16 MB of RAM or higher (depending on Microsoft® Access version)
- SuperVGA monitor, 800 x 600 pixel resolution, 16 colours or better
- Approximately 25 MB of free hard drive space (not including the space required for the Microsoft® Office or Microsoft® Access)
- Microsoft® Windows® 95 or later