

## Install Closing Codes in AIM

For the services involved in the VDA Productivity Measure (Adult Day Care, Checking, Chore, Home Delivered Meals, Personal Care, and Homemaker) we have developed a set of closing codes to identify the conditions under which a client exits the program. These codes will be available in AIM on the client assessment.

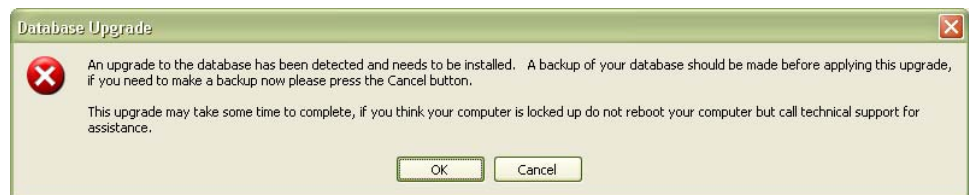
In order to collect the data, the AIM administrator at the Area Agency on Aging will first need to perform the following steps on the agency's AIM machine.

Download the Closing Codes script (dated 4/30/2009) from the VDA web site at: <http://vda.virginia.gov/aimscripts.asp> .

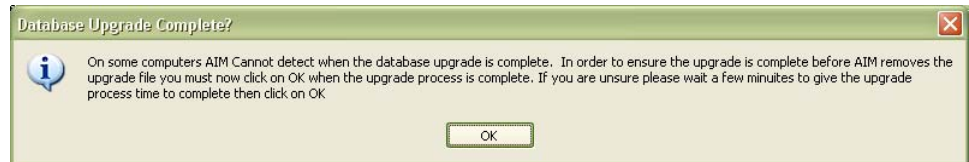
Place the downloaded file in the C:\Program Files\Saber\AIM9 (or other location of your AIM application if you're not using the default) directory on your AIM pc.

Open AIM and login.

After entering your username and password, you will be prompted to acknowledge that an upgrade needs to be installed. Answer OK. Wait a few seconds; you may see a popup quickly flash on and off of your screen.



Then another popup will appear prompting "Database Upgrade Complete?". Answer OK and AIM will open.



To confirm that the script was successful, go into Assessment Criteria Maintenance (through Screens / Maintenance / Assessment Criteria) and in the Assessment Categories, look for "VDA Productivity Closing Codes".

If the automated process did not work, you must copy the SQL code from the downloaded file and manually run it using dbiSQLc. Contact Deb if you run into this issue and need assistance. (804-662-9323)

