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BEACON 3 Features

Programs

- Setup multiple, custom designed program and/or service types in the same database, i.e., Drug Abuse, individual counseling, Parenting, Intake Evaluations, Anger Management, Domestic Violence and more.
- Setup dozens of special properties for each program type independently of each other, i.e., agency report formats generated, assigned classes, absence violation limits, various fees, etc.

Classes

- Setup Classes for each Program with any recurring time frame, i.e., once per week, three times per week, every other month, etc.
- Generate class rosters that are automatically updated in three different formats with optional field display capabilities, i.e., fees, outstanding balance, and enter facilitator notes for any client.
- Schedule a client into any combination of classes and monitor attendance.
- Setup clients into open classes, i.e., must attend x number of classes by a set date
- Generate post class receipts or pre-class passes for an entire class at one time with two formats to choose from.
- Enter class topics and link to client progress note.
- Optionally, display classes on the scheduling calendar.
- Quickly determine who missed a class for a given time period.
- Enter attendance for an entire class with one mouse click; three models of attendance entry available.

Client Data

- Collect over 270 data categories/fields for each client.
- Assign a client to any number of programs and classes concurrently.
- Group clients by any one of the primary categories
- Easily monitor a clients
    - scheduled classes, attendances, absences, class hours, etc
    - transaction history, charges, payments, notes
    - drug testing history
    - process notes/chart
    - progress reporting
    - community service hours
    - program costs, planned and incurred
    - session notes
- Enter a client photo for added security on reports and during class check in
- Scan and store vital documents for each client, i.e., pay check stubs, court docs, etc.
- Place clients in (and monitor) completion suspension when specific activities must be addressed as a requirement to complete a program.

Financial and Billing

- Monitor and print income sources and outstanding balances by major categories.
- Monitor and print enrollment, completion and dismissal activity and present data so you can identify sources of business growth and/or losses
- Send statements to clients for outstanding balances.
- Generate consolidated billing statements for agencies clearly identifying each transaction for each client.
- Display duration/aging of each outstanding balance.
- Print various reports regarding aging, invoices send and past due and much more.

Transaction Entries

- Setup your own transaction types with associated charges and insurance codes
- Auto sense technology incorporated to reduce entry time and errors when common activates such as sessions and absences selected.
- Special form design to allow rapid entry of an entire class attendance record in moments with auto receipt generation capabilities.

- Special form design to allow rapid entry of a single client attendance for those times when 'real time' data entry is rushed. Optionally provides auto receipt generation capabilities. Increased security incorporated to display client photo when required.
- Display, print or create a pdf file for email with clients transaction history in a customizable format.
- Absence, Dismissal, Reinstatement and other status change transactions are linked to auto generation of letters and agency reports.
- Scheduled transactions such as sessions, drug tests and individual counseling appointments are linked and displayed on the scheduling calendar

Scheduling

- Schedule appointments for potential clients pending enrollment and monitor no shows.
- Setup your own scheduling categories. Link these and all major categories to each appointment scheduled.
- In addition to classes, schedule any appointment type for clients and later complete the appointment in the transaction form.
- Filter your calendar display to show appointments for all or any combination of the major categories.
- Schedule and monitor staff time as desired.
- Schedule and monitor client event compliance, i.e., perform an activity by a set date.
- Schedule agency progress reports for each Client and monitor due dates ensure they are not missed.

Charting

- Enter client group progress notes for each class. Entries are linked to the class topic using your custom designed text.
- Enter session notes for any transaction activity desired.
- Keep and print an on-going progress chart.
- Keep a separate progress log for each client.
- Generate and archive extensive progress reports in several different formats based on the type of program using your own custom desinged Likert scales.
- Display the clients history of evaluation ratings for several evaluation categories.

Drug Testing

- Incorporates an extensive drug test scheduling and monitoring system.
- Schedule a single client for tests or assign clients to a test group and schedule all at once, i.e., colors
- Monitor and print a clients test history with several vital fields of data.
- Custom setup your own substance list
- Tests are linked to the transaction form for continuity
- Monitor all tests scheduled and completed (with completion data) on a master form.

Victim Contacts

- Link victims to clients in a Victim Contact Log.
- Monitor elapsed time between contacts and time since last contact
- Easily determine victims due for contact and enter compliance in moments. .
- Victim letter templates linked to each contact entry
- Record and print dates of contact, elapsed time between contacts, date since last contact, contact method and notes regarding the contact.

Agency Monitoring and Reporting

- BEACON automatically monitors reports due and notifies the user on the main screen. Options to set the number of days for notification for each program
- Access the log of scheduled report due to ensure a report is never overlooked.
- Several different formats available for different program types plus you can custom design your own Likert scales.
- Reports can be archived and recalled in moments for any client.
- Print reports (some with client Photos) or create a pdf file and email the report in moments.
- Setup an agencies absence violation limits and easily monitor for compliance.
- Setup agency referral fees and link to a clients group fee.
- Setup a list of your agencies and the agencies contacts and officials.
- Display clients assigned to or referred by an agency and print reports containing several fields of client status data for the agency.
- Set up multiple "Report To" Agencies for each Client.

Security

- Multiple layers of security incorporated.
  - Database can only be opened by the BEACON application.
  - Opening BEACON can be password protected
  - Users can be required to log on so their initials are recorded with each transaction.
  - Various forms can be password protected to prevent opening
  - Groups of forms can be assigned to a password.
- Incorporation of Client Photos for identification
- Special security options incorporated for transaction entries to ensure cash transactions are auditable and reconcilable.

Reporting

- Incorporation of special reporting capabilities that allow us to custom design queries on you database on demand. Data can be extracted in endless combinations and printed directly or exported to Microsoft Excel for further analysis. Great for obtaining grants and other funding.
- Custom design your own form in Microsoft Word and link Client data to the Word document. Identify your configuration and save it as a standard report.
- Built in custom report builder allows you to design client reports with over 50 fields of client data available for display.
- Setup your own form letters and groups. Send these letters to clients and/or victims self addressed and formatted based on the type of letter.
- Generate client summary reports by program, location, client status, class, facilitator and time and include up to 24 fields of client specific data, i.e., sessions attended, absences, class hours attended, total charges and payments, community service hours, etc.
- Print a report of activities such as enrollments, completions, absences, charges, attendances, payments and more by time slices to monitor progress for any time period, i.e., each element by month for last 12 months.

Miscellaneous

- Scan in static forms and store for batch printing, i.e., client enrollment packages.
- Built in database backup utility to allow single button click backups.
- Ability to connect to multiple databases.
- Built in database and file compression utility to optimize storage requirements.
- Database access is multi-user and accessable via a network. No additional fees for multiple users or locations since our single fee is based on your ability to generate income, i.e., the number of active clients in the database.