

How to fix an invalid Grant # in CIMS

Purpose:

If you have recorded data in CIMS under the wrong Grant # follow these instructions to correct the invalid Grant # in those records.

Step 1 : Start CIMS from your desktop or start menu shortcut and click on your Grant # to verify or change your current Grant #.

The screenshot displays the CIMS Main Switchboard interface. At the top, it shows the User ID as 'HF', the date as 'Tuesday, January 20, 2015', and the version as 'CIMS Rel. 9.2H'. The main title is 'Client Information Management System'. Below the title, there are four input fields: 'Program:', 'Director:', 'Grant #:', and 'Locality:'. The 'Grant #' field contains the value '15-S9275VW14' and is highlighted with a red arrow pointing to it, with the word 'Click' written in red next to the arrow. Below the input fields, there are several buttons: 'Reattach Data Base', 'Check Data Base Links', 'Database Tools', 'Program/Grant Information Entry', 'Custom Reports/Other', 'Progress Report', and 'Client and Services'. At the bottom, there are sections for 'DCJS LINKS' and 'CIMS Documentation'. The 'DCJS LINKS' section includes links for 'DCJS:' (<http://www.dcjs.virginia.gov/>) and 'Download CIMS:' (<http://www.dcjs.virginia.gov/victims/cims/>). The 'CIMS Documentation' section includes links for 'CIMS User's Manual.doc' and 'DCJS Codebook.doc'. At the very bottom, there are buttons for 'About MS Access/System Info' and 'Exit CIMS'.

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Step 2 : Make sure your current grant # is correct in section E3 at the bottom of the Program and User Information form. If it is not correct then update it now as shown below:

The screenshot shows the 'Program and User Information' window. The 'Active Grant #' is 15-S9275VW14. Section E3, 'Change Grant Number Options', is highlighted with a red box. It contains the following fields and instructions:

- Current GRANT Number:** 15-S9275VW14 (labeled 1)
- New GRANT Number:** [Empty field]
- Change Grant #:** [Button labeled 'Change Grant #'] (labeled 2)
- Instructions:**
 - Step #1: Enter FY and Grant Number. (Ex: 08-A9999) from your DCJS assigned grant number.
 - Step #2: Enter the two characters - "VW", "VG", etc. from your assigned DCJS grant number.
 - Step #3: Press the "Change Grant #" button. Last two numbers will be included automatically.

Red arrows and numbers 1, 2, and 3 point to the current grant number, the 'Change Grant #' button, and the instructions below, respectively.

How to fix an invalid Grant # in CIMS

Step 3 : Back on the CIMS main screen click on the 'Database Tools' radio button.

The screenshot displays the CIMS Main Switchboard interface. At the top, it shows the user ID as 'MP', the date as 'Friday, November 07, 2014', and the version as 'CIMS Rel. 9.2H'. The main title is 'Client Information Management System'. Below the title, there are several input fields: 'Program:', 'Director:', 'Grant #:' (containing '15-S9263VG14'), and 'Locality:'. A red horizontal line is drawn below the input fields. Below this line, there are four radio buttons: 'Reattach Data Base', 'Check Data Base Links', 'Database Tools' (which is selected and circled in red with a pink arrow pointing to it), and an unlabeled one. To the right of these radio buttons are four buttons: 'Program/Grant Information Entry', 'Custom Reports/Other', 'Progress Report', and 'Client and Services'. Another red horizontal line is drawn below the radio buttons. Below this line, there are two sections: 'DCJS LINKS' and 'CIMS Documentation'. The 'DCJS LINKS' section contains two links: 'DCJS:' pointing to 'http://www.dcjs.virginia.gov/' and 'Download CIMS:' pointing to 'http://www.dcjs.virginia.gov/victims/cims/'. The 'CIMS Documentation' section contains two links: 'CIMS User's Manual.doc' and 'DCJS Codebook.doc'. At the bottom, there are two buttons: 'About MS Access/System Info' and 'Exit CIMS'.

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Step 4: From the database tools screen select your invalid grant # from the drop down list in Box #4 as shown.

Data Base Fixes

Progress Report may be incorrect if any of these conditions are present for the fiscal year

System will display records - you have to fix

1 Display Invalid Referral Dates

2 Display Blank Referral Dates and correct other DB problems

3 Display Grant Numbers with invalid referral date
Select Fiscal Year Start Date

4 Check for Invalid Grant # - drop down displays all of your Database Grant #'s

Data Base Fixes

Select Invalid Grant #

Miscellaneous

5 Reassign Case Manager Cases

8 Assign Case Manager

6 Fix Restitution Payment records with invalid defendant ID

9 15-S9263VG14

7 For Future Use

9A New Client Audit Trail
Deleted Client Audit Trail

ARCHIVE/RESTORE

10 Client/Case Completion Dates
Press to Enter/Change

11 Archiving By Completion Date

Option 1: Start Date (mm/dd/yyyy) 1/1/1900 End Date (mm/dd/yyyy) 1/1/1900

Option 2: Grant #:

12 Restore

Option 1: Start Date (mm/dd/yyyy) 1/1/1900 End Date (mm/dd/yyyy) 1/1/1900

Option 2: Grant #:

Option 3: Select Individual Records:

Press to Restore

Shows all of the database Grant #,s - if you see invalid grant # you can select and change it

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Step 5: On the Invalid Grant # screen you will see a list of client names, with their referral date and the grant # you selected previously. Go through each record and correct the invalid grant # in the Grant Number column by keying in the correct grant #. When finished press the 'Close' button in the top left of the window as indicated below to save your changes.

Grant Number that may be Invalid

Note: You can use the replace button on the toolbar (top of form), if needed, for mass changes

First two positions of the Grant # should be the fiscal year (03,04, 05, etc.). Last two Positions should be the fiscal year minus one. When you are finished changing the Grant # it should be formatted like this: 08-J9999VW07, 07-J9999VW06, 05-J9999VW04, etc. v replacing the '9999'. Recommend: first sort on 'Referral Date' in ascending order, then in descending order. Dates should be 7/1/YYYY and 6/30/YYYY based on the fiscal year of the grant number.

Grant Number	Referral Date	Client Name	Client First Name
15-S9263VG14	8/27/2014	Williams	
15-S9263VG14		Brandon	
15-S9263VG14	8/27/2014	Robinson	
15-S9263VG14	8/25/2014	Elliot	
15-S9263VG14	8/25/2014	Johnson	
15-S9263VG14	8/22/2014	Perkins	
15-S9263VG14	8/20/2014	Farrar	
15-S9263VG14	8/19/2014	Powell	
15-S9263VG14	8/19/2014	Carson	
15-S9263VG14	8/19/2014	Farrar	
15-S9263VG14	8/18/2014	Davis	
15-S9263VG14	8/18/2014	Rivera	
15-S9263VG14	8/18/2014	Scott	
15-S9263VG14	8/18/2014	Perkins	
15-S9263VG14	8/14/2014	Russell	
15-S9263VG14	8/14/2014	Dorbeck	
15-S9263VG14	8/14/2014	Arthur	
15-S9263VG14	8/14/2014	Lucy	
15-S9263VG14	8/14/2014	Arthur	
15-S9263VG14	8/14/2014	Wells	
15-S9263VG14	8/14/2014	Townes	

Record: 1 of 47 | Unfiltered Search

Step 6: Now press the 'Close Tools' button on the Database Tools window.

Close Tools

ARCHIVE/RESTORE

10 Client/Case Completion Dates

Press to Enter/Change

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Step 7: Regenerate your progress report in CIMS as normal and submit / email it to DCJS.

CIMS Main Switchboard

User ID: MP Friday, November 07, 2014 CIMS Rel. 9.2H

Client Information Management System

Program: [Bar Chart]

Director: [Bar Chart]

Grant #: **15-S9263VG14**

Locality: [Bar Chart]

Reattach Data Base

Check Data Base Links

Database Tools

Program/Grant Information Entry

Custom Reports/Other

Progress Report

Client and Services

DCJS LINKS

DCJS: <http://www.dcjs.virginia.gov/>

Download CIMS: <http://www.dcjs.virginia.gov/victims/cims/>

CIMS Documentation

CIMS User's Manual.doc

DCJS Codebook.doc

About MS Access/System Info

Exit CIMS