

## AFFILIATION CODES

Affiliation Codes are optionally used in MACSIS to link groups with common membership characteristics (SMD, SED) and to track funding sources. This can be accessed through the MEMBR screen or Diamond keyword AFFIL. Affiliation Codes must be defined in the Diamond keyword AFFCD. To get an Affiliation Code entered please refer to the Change Control Policy (<http://www.mh.state.oh.us/ois/macsis/policies/change.control.pdf>). A special Affiliation extract is created by the state. This is created by request only. To request an extract email the [MacsisSupport@mh.state.oh.us](mailto:MacsisSupport@mh.state.oh.us).

### Affiliation Screen

The screenshot shows a terminal window titled "VT320W/32 - [MHHIPAA (mhhipaa.odn.state.oh.us - 1)]". The menu bar includes "File", "Edit", "View", "Setup", "Execute", "Connect", and "Help". The toolbar contains various icons for file operations. The main window is titled "AFFIL Member Affiliation File". It is divided into sections: "Affiliation Information" and "Comments".

**Affiliation Information**

\*Member : [REDACTED]

\*Affiliation :

\*Effective Date :

Termination Date :

Affiliation No :

**Comments**

Comment 1 :

Comment 2 :

Security :

F2=Delete, F3=Overview

Enter subscriber number - <F5> for a list

The status bar at the bottom right shows "SCO-ANS 80 ONLINE 4 23 N".

#### To enter an Affiliation Code from MEMBR:

- If the client is already enrolled, enter the UCI and person number. Press the "end" key and type "F" for Affiliation. The client's UCI, person number and name will automatically be populated. Verify that the Affiliation Code has not already been entered by pressing "page down". Enter the appropriate Affiliation Code (or press F5 then the enter key to view the list of current Affiliation Codes). Enter the

effective date for the Affiliation Code. Enter your board's security code. Update the record (you will then be returned to the MEMBER screen).

- If this is a new client, enroll the client first. Once the client information has been entered, type "F" for Affiliation. The client's UCI, person number and name will automatically be populated. Enter the appropriate Affiliation Code (or press F5 then the enter key to view the list of current Affiliation Codes). Enter the effective date for the Affiliation Code. Enter your board's security code. Update the record (you will then be returned to the MEMBER screen).

**Note: To view an Affiliation record once you are in the Affiliation Screen, press "page down".**

**To enter an Affiliation Code from the main screen:** Enter the Diamond keyword AFFIL. Enter the client's UCI number and the person number of "00". The client's name will automatically be populated. Verify that the Affiliation Code has not already been entered by pressing "page down". Enter the appropriate Affiliation Code (or press F5 then the enter key to view the list of current Affiliation Codes). Enter the effective date for the Affiliation Code. Enter your board's security code. Update the record.

**To term an Affiliation record:** You enter the client's UCI number either in MEMBR or AFFIL keywords. Once the client's information has been retrieved, press "page down" to bring up the Affiliation record. Enter the termination date and update the record. You can only term Affiliation records that have your board's security code.

**To delete an Affiliation record:** Affiliation records should only be deleted if entered in error. If a client is no longer in the program (whether it's FAST or another program that is tracked with an affiliation record), the affiliation record should be termed. All requests for deletion of affiliation records should be directed to the MACSIS Support Desk.