

Rights Tip

Demographics Page in Encompass

8/1/08

Did you know . . .

The information on demographics page in Encompass is used by A LOT of different people. For example, mailing labels need to be printed for a mass mailing. The Rights Office also uses this page when we send Rights reports to consumers and their guardians.

Encompass is great because it can simply pull information from the demographics page to put an address on a letter or a label. Problems can arise when fields are incomplete on the demographics page. For example, if you enter guardian information in the “Emergency Contacts” section and then enter “see above” in the “Guardianship” section, any labels or letters to the consumer’s guardian will read “see above” instead of the guardian’s address.

Please be sure that you’re updating the Demographics page whenever you are aware of a change in your consumers’ or their guardians’ addresses. Also make sure all the fields are complete so that any letters or labels that are pulled from that information are complete as well! ☺

Nicole LaBrie

WCHO Office of Recipient Rights

555 Towner

Ypsilanti, MI 48197

ph::734.544.3000

fax::734.544.6732