***Agencies***

NCAtrak On-line Help

Click a link or scroll down to locate the information you need.

**Description**

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**Description**

The Agencies page provides CACs with a way to maintain a list of all of the agencies that are a part of the CACs multidisciplinary team. It also includes agencies that are a part of community and that make referrals to the CAC. The agencies list on this page will be available in the case record any place where a referral source or MDT agency information is needed.

**Tips about setting up agencies**

      List all of the agencies that are part of your Multidisciplinary team.

      You can also list the MDT itself if your MDT makes referrals or recommendations for services as a team.

      Individual Practitioners can be grouped. For example, you can add an Agency called “Mental Health Providers” or “Private Practitioners” instead of listing each one separately. You will also list the actual name of the provider in Administration-Personnel and that information will be entered into the case record.

      Add “Non-Professional” or “Anonymous Reporter” as a referral source where the identity is confidential.

**Add an Agency**

1. Type the Agency Name in the open data entry field.
2. Click the appropriate checkboxes to identify the type of work the agency does for your cases. Some agencies have more that one type of work. Select all the types of work that the agency provides:

         CPS - Child Protective Services

         LE - Law Enforcement

         Med - Medical

         FI - Forensic Interviews

         MH - Mental Health Services

         VA – Victim Advocacy

         Pros - Prosecution of Alleged Offenders

1. Click ‘Save’ in that same row to save your edits.
2. Click ‘Details’ to add the agency address and phone number.
3. Click ‘Save.’

**Edit an Agency Name**

1.       Locate the agency you wish to edit in the agency table.

2.      Click ‘Edit’ in the action column on that agency’s row.

3.      Type over the Agency Name, and/or change the checkbox selections.

4.      Click ‘Save’ in that same row to save your edits.

**Edit Agency Details**

1. Locate the agency you wish to edit in the agency table.
2. Click ‘Details’ in the action column on that agency’s row.
3. Make you changes.
4. Click ‘Save’.

**Delete an Agency**

Deleting an agency would make that agency name unavailable for previously entered cases therefore deleting an agency name is not an option. However, you can remove an agency from the case record pick lists so that it is not available for future selection by clicking the ‘Remove from Pick Lists’ check box in the same row.

1.       Locate the agency you wish to remove in the agency table.

2.      Click ‘Edit’ in the action column on that agency’s row.

3.      Click the ‘Remove from Pick Lists’ checkbox.

4.      Click ‘Save’ in that same row.

**Filter the list of Agencies**

Use either of the two filter options to find an agency in the list. You can enter a word in the agency name, or search by agency type.

**Display Removed Agencies**

To display all agencies that have been removed from the pick lists, click the ‘Display Removed Agencies’ box.