

aims

lasa

advice + information management system

AIMS is the database and information management system for voluntary and statutory advice organisations of all sizes

AIMS will enable your service to accurately record and report on all the issues, work and outcomes relating to your client services. It is an essential tool in the effective management of your organisation and client casework.

key features:

- + **Effective and affordable database solution**
- + **Straightforward and clear data entry screens that follow the work process**
- + **Flexible modular design, providing you with a highly personalised and tailored system**
- + **A versatile and extensive reporting module that gives easy access to all your client information for social policy, funder and management reporting requirements**
- + **Built in functions that assist advisors and managers in their work including diaries, action lists, mail merge letters and room booking**

Starting at less than £300 it is also very affordable.



which version?

CORE

- + Client Contact details and profile information (e.g. ethnicity)
- + Subject record detailing case type and nature of problem
- + Work Details capturing client contacts, case notes, work activity including time spent
- + Outcomes and financial details
- + Standard reports and create your own report writing tool
- + Easy to use Search and Find Client tools

EXTRA includes all Core functions, plus...

- + Action Manager provides reminders and personalised action lists for each caseworker
- + Individual and Organisation wide diary incorporating client contact information and room booking facility
- + Mail merge facility to write to one client or selected groups of clients at the same time
- + Conflict of Interest searches, referrals database, 3rd Party Contact details and many other features.

You can upgrade from Core to Extra at any time, taking all your existing client records with you when you upgrade



The screenshot shows the AIMS software interface. At the top is a navigation bar with icons and labels for 'Welcome', 'Diary', 'Actions', 'Client History', '+? Add Subject', '+ Add Client', and 'Client Search'. Below the navigation bar is a header area with 'AIMS Tuesday 20 December 2005' on the left and 'Phil Woodall' on the right. The main content area is divided into two panels: 'Diary' and 'Action Manager'. The 'Diary' panel shows a list of events for Tuesday 20 December, Wednesday 21 December, and Thursday 22 December. The 'Action Manager' panel shows a list of actions for Tuesday 20 December and Thursday 22 December.

Diary	Action Manager
Tuesday 20 December 12:00 - 13:30 Interview - Ms Sonya Smith	Tuesday 20 December Customer Care Letter Ms Sonya Smith WEL.CON.B
Wednesday 21 December 09:30 - 11:00 Supervision	Thursday 22 December FOLLOW UP REFERRAL Duncan Payne GDS.PUB.F
Thursday 22 December 10:00 - 10:30 Interview - Mr John O'Farrell 13:00 - 14:30 Home visit - Mr Arthur Smith	

AIMS Welcome screen: With Diary and Action Manager reminders providing easy access case management information for every user



A small group training event

training:

We run a series of one-day courses throughout the year designed for front line advisors, and organisation administrators. The training is clear and accessible, with courses covering basic usage, system administration and report writing.

We only train small groups of users at any one time and are happy to discuss your local in-house training requirements.

support and consultancy:

The helpline provides practical non-technical guidance on using AIMS, and is backed up by comprehensive guides and web based information. Your support contract entitles you to free upgrades and to email and telephone assistance.

AIMS can be designed to meet your particular requirements for reporting to funders, making social policy and improving your case work management. We offer a consultancy service to help you design and successfully implement your database to match your unique work requirements.

reporting:

AIMS has a versatile and extensive reporting module that provides you with access to all your data for funding and social policy reporting.

Age broken down by Ethnicity		# Client
Code	Ethnicity Description	
Age Banding 25-34		
A	White	2
B	Black or Black British	1
C	Asian or Asian British	1
Z	Not Answered	1
Sub Total		5
Age Banding 35-44		
A	White	1
A2	Scottish	1
B	Black or Black British	2
B1	Caribbean	1
Sub Total		5
Overall		10

Subject area	# Subject	
ACC - ACCOMMODATION/HOUSING	5	
EMP - EMPLOYMENT (PAID)	7	
FM - FAMILY & OTHERS	3	
G - GOODS & OTHERS	4	
PERSONAL & SERVICES	1	
TAXATION	1	
WELFARE RIGHTS	1	
Sub Total		19

for more information:

Visit our website at www.lasa.org.uk/aims, or contact the team directly:

Demo CD

For a free trial of AIMS, please email aims@lasa.org.uk to request an AIMS Demo CD

Pricing

For current pricing information please visit our website www.lasa.org.uk/aims

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