

## Code Glossary

The FDM website uses a lot of unfamiliar terms. Below is a glossary with definitions of Worker code, agency code and client ID.

**Worker Code** - The worker code is just the initials of your first and last name. Adding them after the ELMS ID will help you scan and locate your families in the database later on.

The screenshot shows the 'My Agency' dashboard. A red circle highlights the text 'Worker Code = Your initials' with a red arrow pointing to the 'Limit by Two Digit Worker Code' input field. Another red circle highlights the initials 'DC' in the client ID '4BP1091111DC' in the table below. A third red circle highlights the initials 'JK' in the client ID '1BM20064739JK' in the table. A red arrow also points from the 'Worker Code = Your initials' text to the 'USE CODE' button.

My Agency Worker Code = Your initials

✦ Add your initials to make it easier to find families later on

DEL

Limit by Two Digit Worker Code:  USE CODE CLEAR CODE

GENERAL STATISTICS

Total Clients: 45  
Open Clients: 7  
Indicators: 21  
Interventions: 35

ALL CLIENTS WITH INCOMPLETE ASSESSMENTS

Client	Date	To Be Completed
<a href="#">4BP1091111DC</a>	09-11-2015	<input type="text" value="Empowerment"/>
<a href="#">1BM20064739JK</a>	09-09-2015	<input type="text" value="Checklist"/>

**Agency Code** - The Agency code is the child's ELMS ID together with your initials. See below.

The screenshot shows the 'Case Management' form. A red box highlights the 'Agency Code' field, which is divided into two parts: 'Child's ELMS ID' and 'The Initials of Your First & Last Name'. A red circle highlights the initials 'DC' in the 'Agency Code' field. A red arrow points from the 'Worker Code = Your initials' text in the previous screenshot to the 'The Initials of Your First & Last Name' part of the 'Agency Code' field.

Case Management

New Clients

FDM Pathways Client ID codes should begin with 6 positions which specify the differential response, ethnicity, household, and number and ages of the children as specified below. Each organization may add additional positions to the end of the Client ID to signify other significant characteristics of the c

\* Differential Response \* Ethnicity

Agency Code Enter additional cl You may need to add an extra se

\* Required fields

Agency Code

Children Ages 0-5 \* Children Ages 6-12 \* Children Ages 13-18 \*

Create Client

**Client ID** – The Client ID is all family’s demographic codes together with their Agency Code (aka ELMS ID plus initials).

\* [Differential Response](#) \* [Ethnicity](#) \* [Household](#) Children Ages 0-5 \* Children Ages 6-12 \* Children Ages 13-18 \*

4 code for ethnicity Code for household type # # #

Agency Code Enter additional characters relevant to your organization in the Agency Box. You may need to add an extra set of characters here to make sure each client's ID is unique. Agency Code  
**ELMS ID & Initials**

\* Required fields

**4DF01112345cs**  
= Client ID

Existing Clients

External ID: Search:  Show Inactive  Hide Inactive

Client	First Contact Date	Status	Assessments
<a href="#">Ext</a> 4DF01112345cs	11-12-2015	Active	- <input type="button" value="+"/>
<a href="#">Ext</a> 4BP120123455KK	10-21-2015	Active	- <input type="button" value="+"/>
<a href="#">Ext</a> 4FP21012345DC	11-09-2015	Active	No Assessments <input type="button" value="+"/>