



An Integrated Approach to the Delivery of Community Health Services

QuikTip: Administrative Features of the Automated EOD/BOD Process

Each Cornerstone site has the ability to designate when the automated end of day / beginning of day (EOD/BOD) process is run. This feature allows each site to coordinate the EOD/BOD process with its specific days of operation. For example, if a site is closed for a holiday, the auto BOD process can be set to run on the next business day. Furthermore, if a site is only open one day a week, staff can manually set the next BOD setting appropriately. Agencies are encouraged to utilize this feature, as coordinating the EOD/BOD process to run in conjunction with the site's days of operation minimizes the chance of creating duplicate participants by ensuring the agency has the most current updates from the Central Office and ensures all BOD messages and reports are received.

To demonstrate how this process works, consider an agency that is only open on Wednesdays. When the designated staff person (operator) is ready to leave on Wednesday evening, he or she must activate the end of day process via the Automated EOD/BOD screen (AD00). In the "Start BOD Date" field of AD00, the operator enters the date of the following (next) Wednesday. This informs Cornerstone to not run the BOD process until next week.

The operator then completes the screen, and the end of day processing will begin. When the process is complete, the system will sit in a "wait" state until the date entered in the "Start BOD Date" field. In this case, the following Wednesday (early) morning, the beginning of day process will kick off. At this time, all data from the Central Office will be transmitted to the agency, including all BOD messages, reports, etc. that the agency would have received had they ran the EOD/BOD process daily.

To Set the BOD Start Date:

1. Make sure all staff are logged out of the Cornerstone system.
2. Make sure the laser printer has an adequate paper supply in the tray for printing the EOD/BOD reports.
3. Access the Automated EOD/BOD Process screen (AD00).
4. The "Start BOD Time" field displays the time Central Office has set for that particular site's BOD process to begin. This field is not editable.
5. Press <F6> to edit.
6. The "Start BOD Date" field displays the date that the BOD process executes. This field defaults to the next business day. The operator can **edit this field to reflect a future date up to 2 weeks from the current date**. These sites would schedule the BOD process to run the next day that the site IS OPEN
7. The "Ready to run EOD/BOD?" pop-up box is displayed. Type "Y" for yes.
8. If the operator would like to change the date that the BOD process runs, press <Enter> until the cursor is on the "Start BOD Date" field.
9. Press <F4> to save.

For more information, please refer to the Administrative Screens section of the electronic Cornerstone User's Manual, or contact the Cornerstone Call Center® at toll-free 1-877-447-4221.