

Chapter 23 – Organization Member

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Important The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

 The information that is required due to policy may be different from those that are system required.

Organization Members - Overview

Introduction

The Organization Members page within KAMIS is used to search for, display, add, edit, and terminate members of KAMIS organizations.

Many KAMIS forms (assessments, plans of care/service authorizations, etc.) require an Assessor, Case Manager, or Options Counselor be selected from a drop-down list on the form. These lists are populated from information found in Organization Members.

Assessor drop-down list:

KAMIS ID: 41509 Name: TWOFER, TEDDY Customer Status: ACTIVE More Person Info...
Primary PSA JAYHAWK AREA AGENCY ON AGING No Secondary PSAs
MCO AMERIGROUP - MCO

Abbreviated UAI - Nutrition Assessment
Assessment Nbr:
Customer Functional Nutrition Service Plan Release Print View
Main Demographics

Person's Original Effective Date 01/01/1997
Form Status WORK IN PROGRESS
PSA 4 - JAYHAWK AREA AGENCY ON AGING

Assessor Search (Last, First) [cat]
Assessor: CAT, BILL - 30000122 - JAYHAWK AREA AGENCY ON AGING
CATES, LENDORA - 4672 AMER RED CROSS-GNNP
CATLETT, LORRIE - 3294 NEWMAN MEMORIAL COUNTY HOSP
CATRON, ANITA - 7563 SENIOR SERVICES OF SEK

Assessor Phone
Assessment Date (mm/dd/yyyy)
Reassessment Date (mm/dd/yyyy)

Save

Case Manager drop-down list:

POC - PLAN OF CARE Assessment Unmet Needs Unlock & Close
Customer Information Tab Line Items Entry Multi Line Items Entry Print View

Customer SMURF, PAPA Address 34343 GARGOMEL LANE County DG
SSN 898989898 Phone# 7856756758

Emergency Contacts
Person's Original Effective Date 10/20/2014
Customer's Current Status ACTIVE

Assessment Type ABBREVIATED UNIFORM ASSESSMENT INSTRUMENT
Assessment Date 09/01/2015 Reassessment Due Date 08/31/2016
POC Version 1 POC Status INCOMPLETE - FOLLOW-UP NEEDED

Case Mgr HILL, PEGGY - JAYHAWK AREA AGENCY ON AGING

Effective Date 09/01/2015

Save

Options Counselor drop-down list:

KAMIS ID: 41509 Name: TWOFER, TEDDY Customer Status: ACTIVE More Person Info...
Primary PSA JAYHAWK AREA AGENCY ON AGING No Secondary PSAs
MCO AMERIGROUP - MCO

ADRC Options Counseling
Assessment Nbr:

ADRC Organization: 4 - JAYHAWK AREA AGENCY ON AGING
Form Status: WORK IN PROGRESS

Session Date:

Time Start: [] Military Time Use calendar icon to select
Time End: [] Military Time Use calendar icon to select
Session Length: (In Minutes)

Options Counselor: CAT, BILL - JAYHAWK AREA AGENCY ON AGING 30000122

Create

This chapter provides instructions for searching for and creating an organization member, associating the person with an organization, editing administration information of organization members, and terminating organization members.

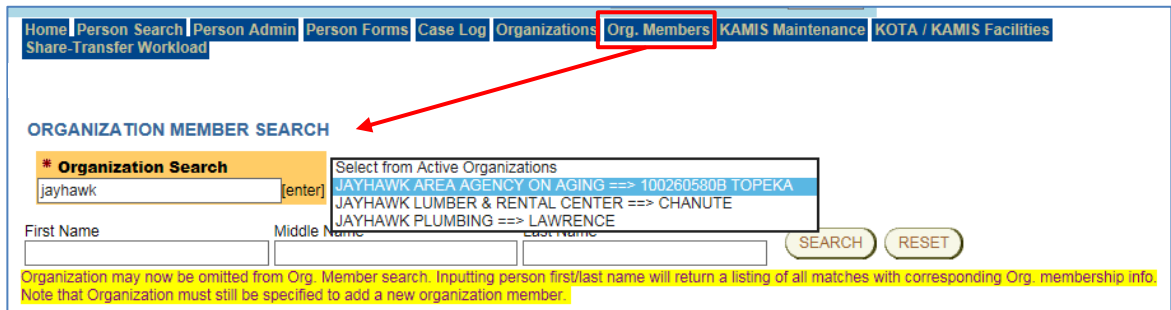
Organization Members – Overview, continued

Organization Member Search Page

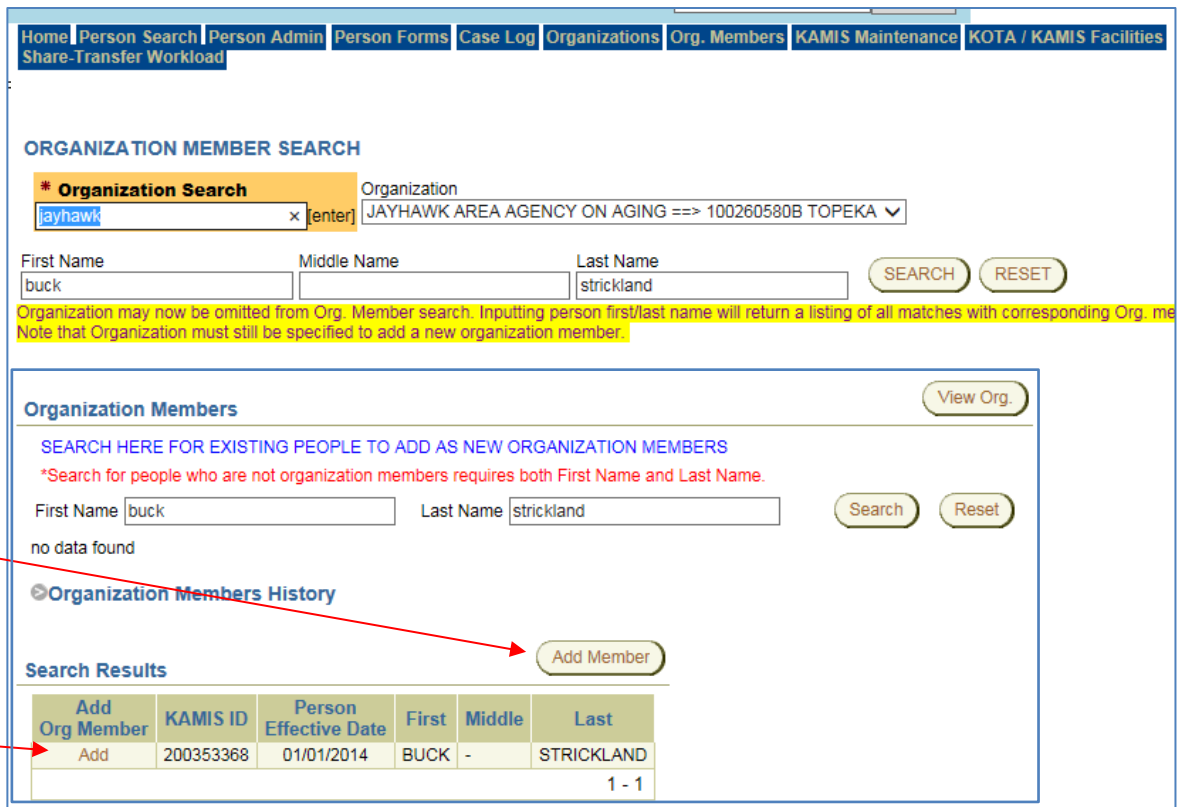
The Organization Member Search page is accessed via the **Org. Members** button on the navigation menu bar.

Organizations can be searched for all current and former members, or for a specific member name. If the person does not exist in KAMIS, the person can now be created and associated to an organization from the Organization Member Search page.

The initial Organization Member Search page contains fields for searching an organization for all of its members, or for a specific member.



When searching for a specific organization member, or adding a new member, additional fields display for completing these actions.



Organization Members View Org.

SEARCH HERE FOR EXISTING PEOPLE TO ADD AS NEW ORGANIZATION MEMBERS

*Search for people who are not organization members requires both First Name and Last Name.

First Name Last Name Search Reset

no data found

Organization Members History

Add Member

Search Results

Add Org Member	KAMIS ID	Person Effective Date	First	Middle	Last
Add	200353368	01/01/2014	BUCK	-	STRICKLAND

1 - 1

Organization Member Search

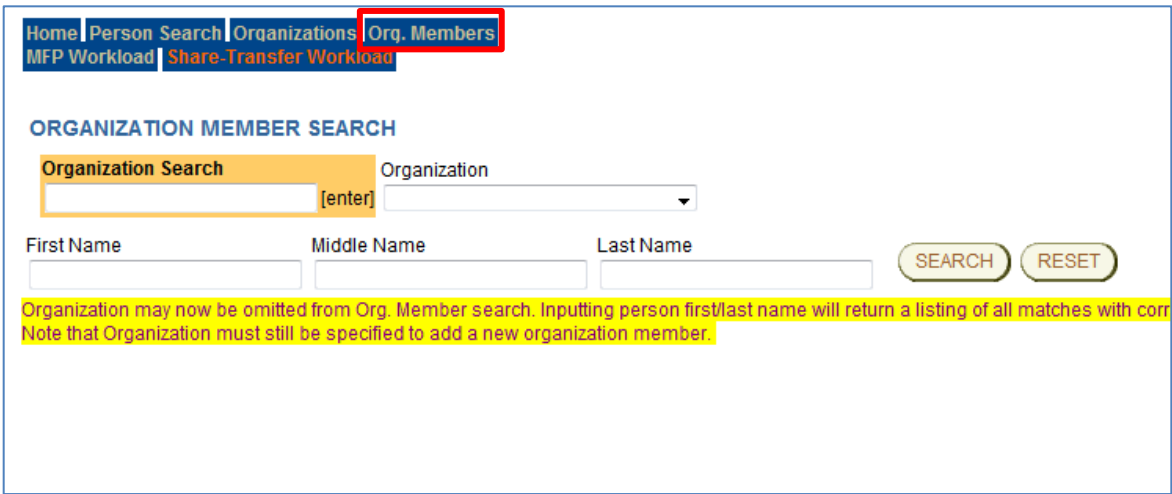
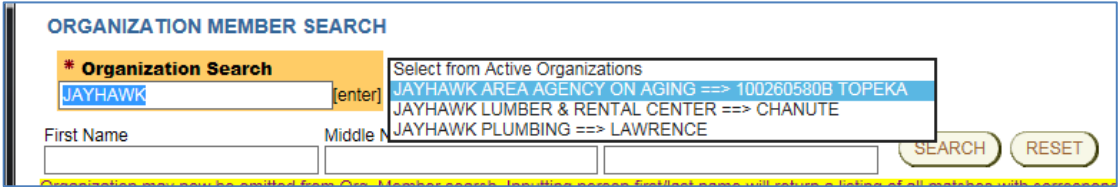
Introduction

There are two ways to search for Organization Members – global, and detailed. The global search is performed by simply choosing an organization, leaving the member name search fields empty, and clicking on the SEARCH button. The detailed search requires a specific organization member name be entered (full or partial name.)

Global search results display all organization members for the selected organization. Detailed search results display all individuals that match the name and the selected organization.

How To Complete a Global Search

Follow the steps in the table below to complete a global Organization Member search.

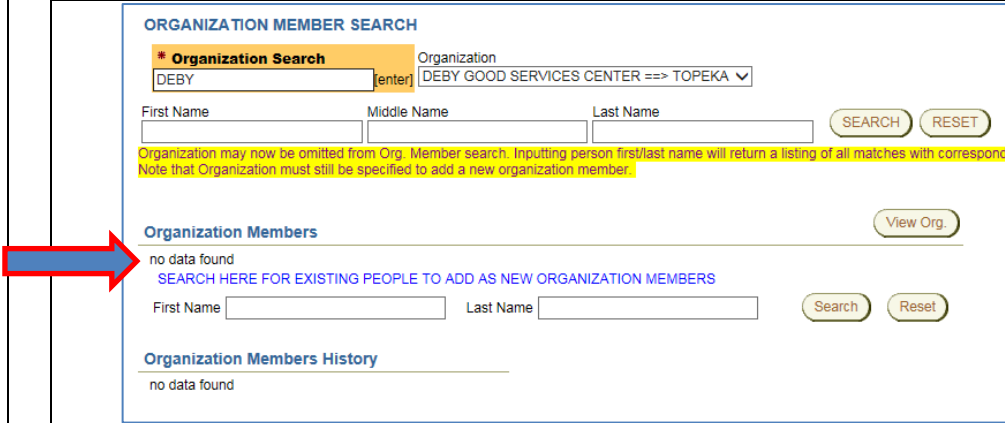
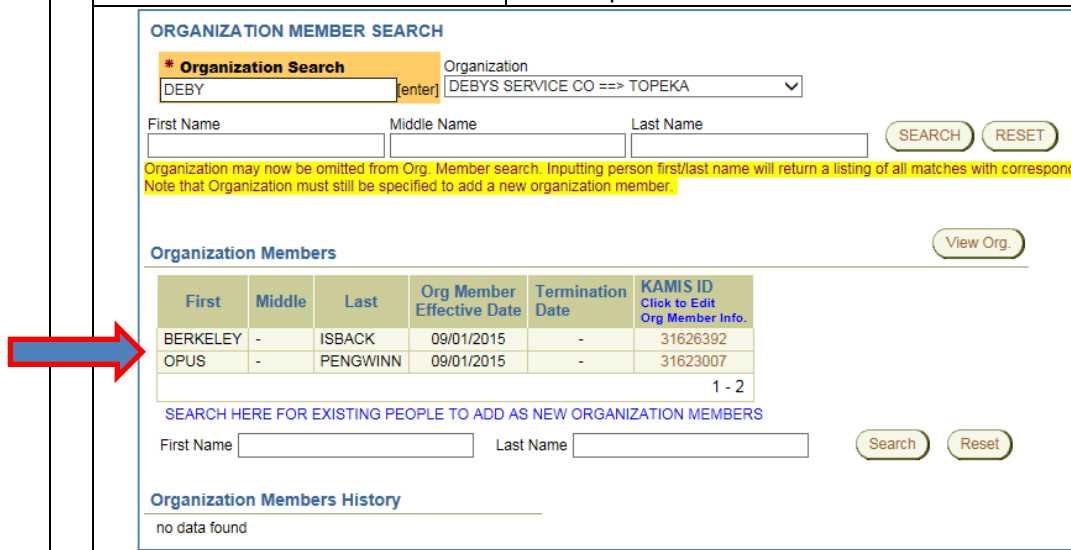
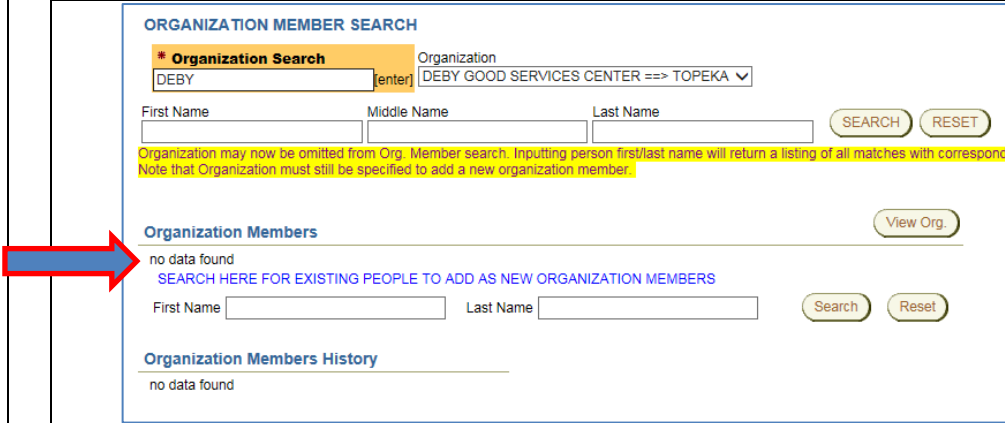
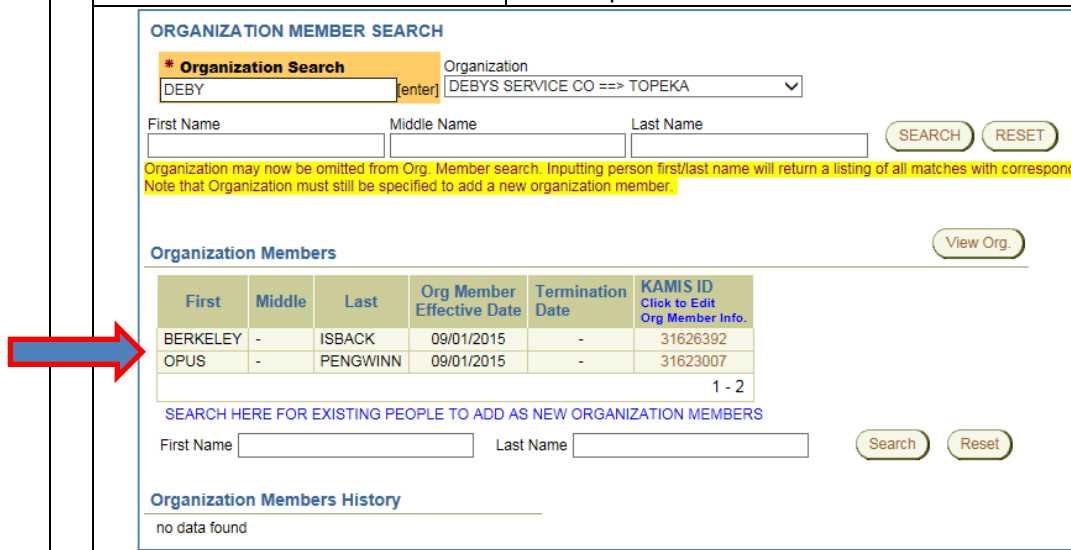
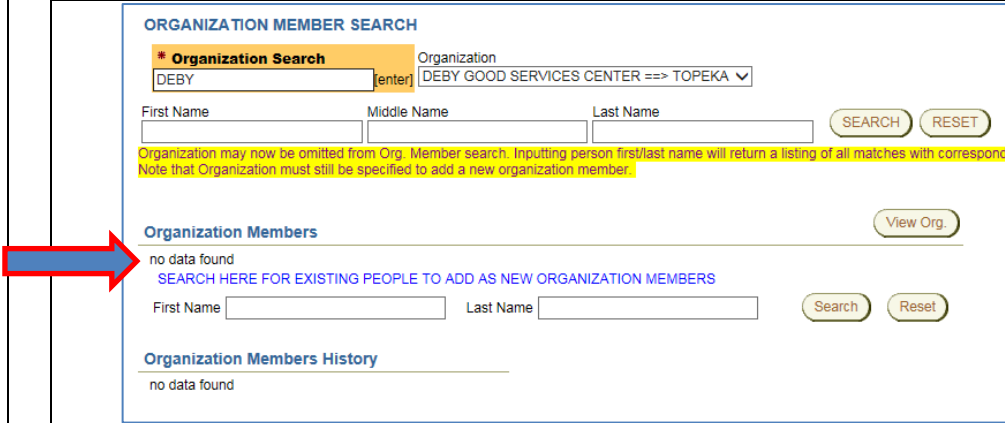
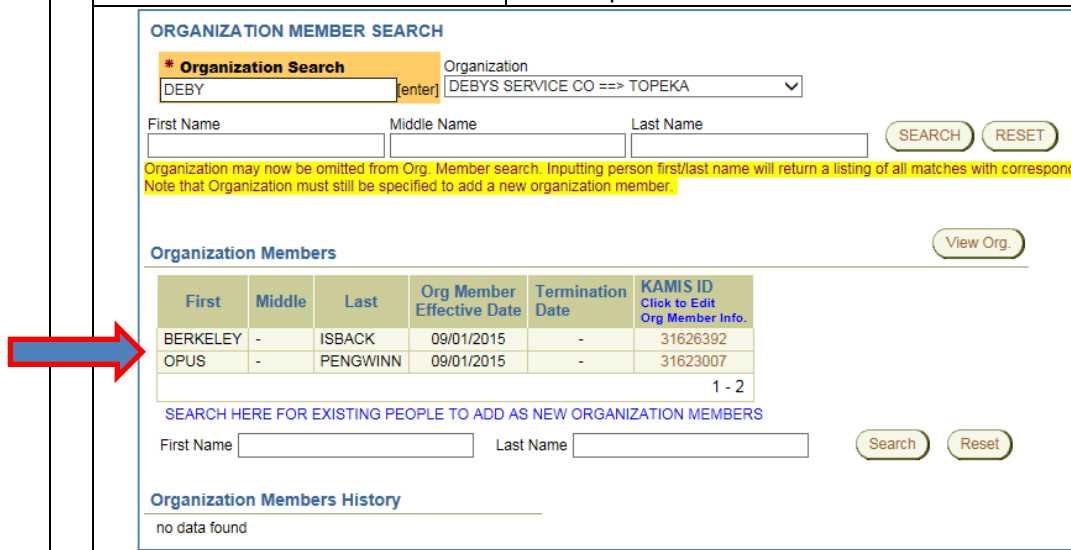
Step	Action	Result
1.	Click on the Org. Members link from the navigation menu bar.	The Organization Member Search page displays.
		
2.	Enter the organization name in the Organization Search field and press Enter. Note: You can enter a partial name if you do not know the exact spelling of the organization.	All organizations matching the entered name (or that start with the entered name) will populate the Organization drop-down list.
3.	Select the correct organization from the Organization drop-down list.	The selected organization name displays and remains highlighted.
		

Continued on next page

Organization Member Search, continued

Complete the Search

continued

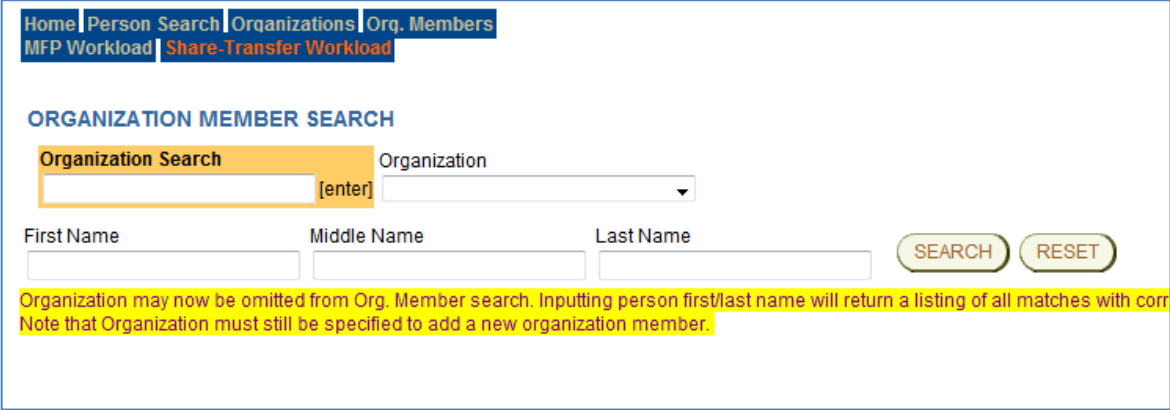
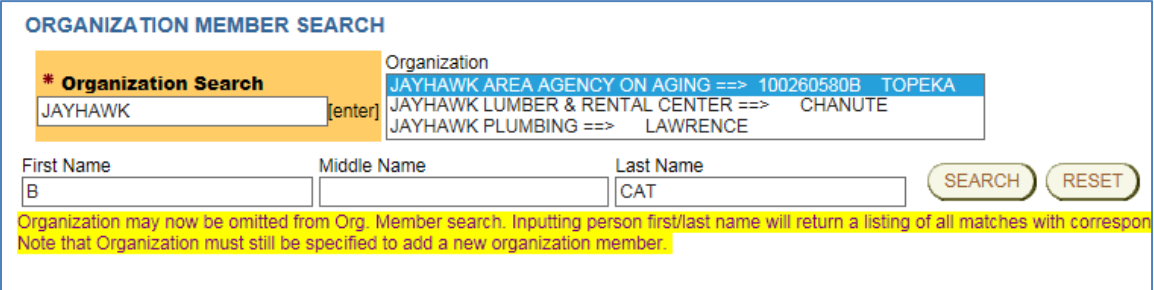
Step	Action	Result										
4.	Click the SEARCH button	The information displays as described in the table below, depending on the search results.										
	<table border="1"> <thead> <tr> <th>If Organization</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>has no active members</td> <td> <p>A “no data found” message displays under the Organization Members region.</p> <p>Note: Organization Members that have been terminated from the organization display in the Organization Members History region.</p> </td> </tr> <tr> <td></td> <td>  </td> </tr> <tr> <td>has active members</td> <td> <p>The Organization Members for the selected organization display. Instructions for adding and terminating organization members and updating member person information are covered later in this chapter.</p> </td> </tr> <tr> <td></td> <td>  </td> </tr> </tbody> </table>	If Organization	Then	has no active members	<p>A “no data found” message displays under the Organization Members region.</p> <p>Note: Organization Members that have been terminated from the organization display in the Organization Members History region.</p>			has active members	<p>The Organization Members for the selected organization display. Instructions for adding and terminating organization members and updating member person information are covered later in this chapter.</p>			
If Organization	Then											
has no active members	<p>A “no data found” message displays under the Organization Members region.</p> <p>Note: Organization Members that have been terminated from the organization display in the Organization Members History region.</p>											
												
has active members	<p>The Organization Members for the selected organization display. Instructions for adding and terminating organization members and updating member person information are covered later in this chapter.</p>											
												

Continued on next page

Organization Member Search, continued

How To Complete a Detailed Search

A detailed search finds organization members that match the name and organization that was entered in the search. Follow the steps in the table below to complete a detailed Organization Member search.

Step	Action	Result
1.	Click on the Org. Members link.	The Organization Member Search page displays.
		
2.	Enter the organization name in the Organization Search field and press Enter.	A partial name can be entered – the drop-down list will populate with all organizations that at least start with the org search entry.
3.	Select the correct organization from the Organization drop-down list.	The selected organization name displays and remains highlighted.
4.	Tab to or click in the First Name field and enter the first name of the organization member.	A partial first name can be entered if unsure of the spelling. This field is not required.
5.	Tab to the Middle Name field and enter a middle initial or name if the original entry contained it.	This field is not required.
6.	Tab to the Last Name field and enter the last name of the organization member.	At least two characters must be entered for a name search.
		

Continued on next page

Organization Member Search, continued

How To
Complete a
Detailed Search

continued

Step	Action	Result
7.	Click on the SEARCH button.	Individuals that match the name entered, and that are members of the selected organization, display in the Organization Members table. Instructions for adding and terminating organization members and updating member person information are covered later in this chapter.

ORGANIZATION MEMBER SEARCH

*** Organization Search** Organization

JAYHAWK [enter] JAYHAWK AREA AGENCY ON AGING ==> 100260580B TOPEKA
 JAYHAWK LUMBER & RENTAL CENTER ==> CHANUTE
 JAYHAWK PLUMBING ==> LAWRENCE

First Name Middle Name Last Name SEARCH RESET

Organization may now be omitted from Org. Member search. Inputting person first/last name will return a listing of all matches with correspondance. Note that Organization must still be specified to add a new organization member.

Organization Members

First	Middle	Last	Org Member Effective Date	Termination Date	KAMIS ID <small>Click to Edit Org Member Info.</small>
BILL	T	CAT	09/01/2015	-	31410552

1 - 1

SEARCH HERE FOR EXISTING PEOPLE TO ADD AS NEW ORGANIZATION MEMBERS

First Name Last Name Search Reset

Organization Members History

no data found



Add an Organization Member (Existing Person) to an Organization

Introduction

Sometimes a person to be added as a new organization member already exists in KAMIS. For example, they may have been added to KAMIS while working for one organization, then left and started working at a different organization.

This section provides the steps for adding an existing KAMIS person as an Organization Member. If the person record already exists in KAMIS, the person can be found via Org. Members, added to the organization, and then the appropriate organization roles can be assigned.

Complete the following steps to add an existing person as a new Organization Member.

Complete the Search

Find the existing person record:

Step	Action	Result
1.	Complete a detailed Organization Member Search for the new org member.	The Organization Members region displays. New Search fields display, populated with the name from the initial detailed search. A 'no data found' message displays below the search fields. The 'no data found' message indicates this person is not an active member of the organization.
2.	In the Organization Members region, click on the Search button.	This search looks beyond existing organization members and searches for matches for persons that are not members of this organization.

ORGANIZATION MEMBER SEARCH

*** Organization Search** Organization
 [enter] JAYHAWK AREA AGENCY ON AGING ==> 100260580B TOPEKA

First Name Middle Name Last Name

Organization may now be omitted from Org. Member search. Inputting person first/last name will return a listing of all matches with correspond. Note that Organization must still be specified to add a new organization member.

Organization Members

SEARCH HERE FOR EXISTING PEOPLE TO ADD AS NEW ORGANIZATION MEMBERS
 *Search for people who are not organization members requires both First Name and Last Name.

First Name Last Name

no data found → **Buck Strickland is not an active member of the selected organization.**

Organization Members History

Search Results

Add Org Member	KAMIS ID	Person Effective Date	First	Middle	Last
<input type="button" value="Add"/>	200353368	01/01/2014	BUCK	-	STRICKLAND

1 - 1

Buck Strickland does exist in KAMIS, so he can be added to the organization without having to create him first.

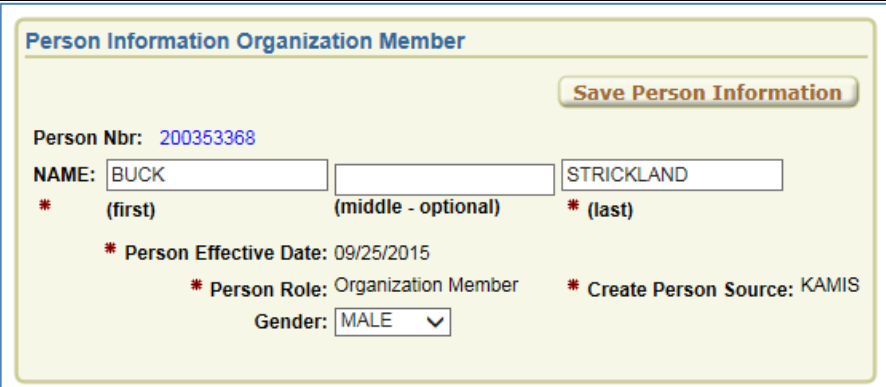
3.	Find the matching person record in the Search Results table.	
4.	Click on the Add button located in the Search Results table.	The Organization Member Administration page displays.

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Add an Organization Member (Existing Person) to an Organization

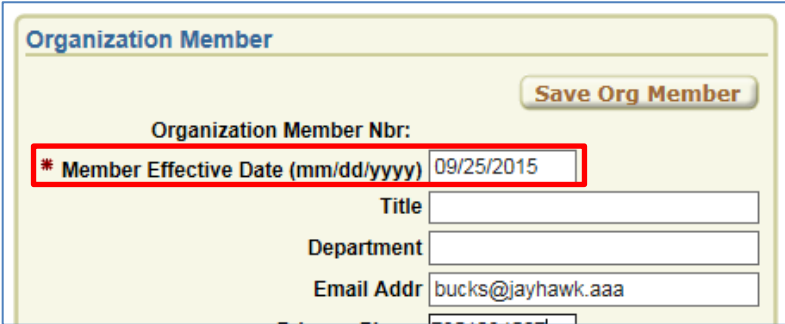
Update Person Information Organization Member

Update the organization member's name and/or gender if necessary. If no changes are needed, this step can be skipped.

Step	Action	Result
5.	Make any necessary changes in the Person Information Organization Member region, and click on the Save Person Information button.	If no changes are made, the region does not need to be saved.
		

Update Organization Member

These steps are required to create the association between the person and the organization.

Step	Action	Result
1.	In the Organization Member region, enter the Member Effective Date .	This field is required.
		
2.	Complete any other Organization Member region fields as desired.	This field is not required.

Continued on next page

Add an Organization Member (Existing Person) to an Organization

Update
Organization
Member

continued

Step	Action	Result
3.	Click on the Save Org Member button.	The Organization Member information is saved, and an Organization Member Number is assigned to the member.

Organization Member **Save Org Member**

Organization Member Nbr: 2007949

* Member Effective Date (mm/dd/yyyy)

Member Termination Date (mm/dd/yyyy)

Title

Department

Email Addr

Primary Phone

Alternate Phone

Fax

Hire Date (mm/dd/yyyy)

Has Degree?

Previous Experience Comment
0 of 2000

Education Comment
0 of 2000

Has License? License Comment
0 of 2000

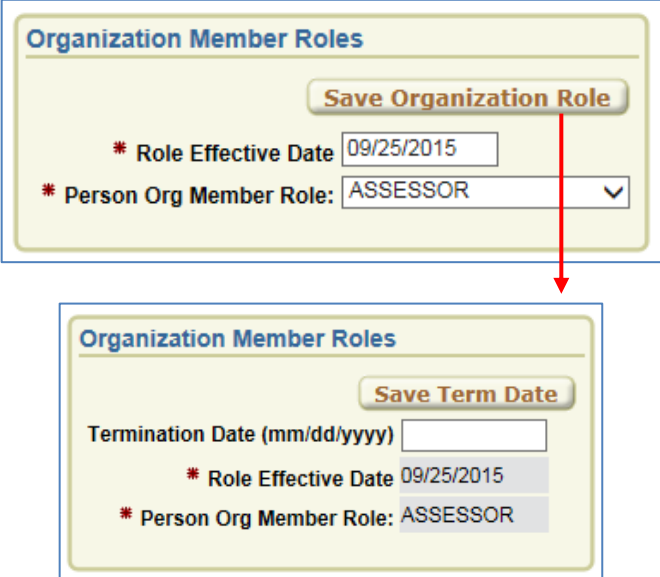
Discharge Date (mm/dd/yyyy) Discharge Comment
0 of 2000

Continued on next page

Add an Organization Member (Existing Person) to an Organization

Update Organization Member Roles

The required Organization Member Roles must be assigned to the member so he/she will show up in the appropriate drop-down lists in KAMIS forms.

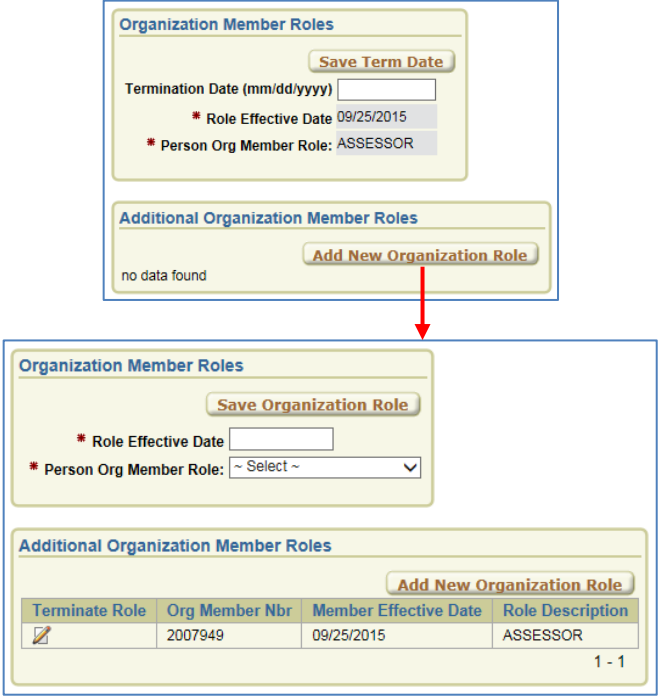

Step	Action	Result
1.	In the Organization Member Roles region, enter the Role Effective Date.	Required field.
2.	Select the appropriate Person Org Member Role from the drop-down list.	Required field.
		
3.	Click on the Save Organization Role button.	The selected role is saved and both fields become read only. A 'Termination Date' field and 'Save Term Date' button displays. Instructions for terminating an individual org member role are covered later in this chapter.

Continued on next page

Add an Organization Member (Existing Person) to an Organization

Add Additional Org Member Roles

If the member will have more than one org member role assigned, the **Additional Organization Member Roles** region is used to add the additional roles:

Step	Action	Result
1.	In the Additional Organization Member Roles region, click on the Add New Organization Role button.	The existing role assignment moves to the Additional Organization Member Roles region and displays in a table, and the Organization Member Roles region resets to allow for a new role assignment.
		
2.	Enter the Role Effective Date , select the next role for assignment, and click on the 'Save Organization Role' button.	The role is saved and the Organization Member Roles region is again read only.
 <p>This org member is an Assessor and an Options Counselor.</p>		

Continued on next page

Add an Organization Member (Existing Person) to an Organization

Add an Address (if none exists)

If the **Address Information List** contains a 'no data found' message, a new address can be entered in the **Address Information Organization Member** region:

Step	Action	Result
1.	Select an Address Type from the drop-down list. Note: Do not choose the DCF Address type. It is used only by the nightly upload and is read only. If you select it, an error will display upon saving the address.	Required field.
2.	Enter the Effective Date for this address.	Required field.
3.	Enter either the Street address or 'UNKNOWN' if the street address is unknown, or another descriptive term if only entering an address for a phone number.	Required field.

4.	Click on the Save Address button.	The new address is saved and the Address Information List region updates to display the new address in a table.
----	--	--

Add an Organization Member (Existing Person) to an Organization

Update an Existing Address

If an address is already associated with this member, but it needs to be updated, follow the steps below.

Step	Action	Result
1.	If an address in the Address Information List needs to be updated or terminated, click on the View/Modify link to access the address.	The address will move from the Address Information List region to the Address Information Organization Member region, where it can be updated or terminated.

The screenshot illustrates the process of updating an existing address. It is divided into two main sections:

- Address Information List:** A table with columns: View/Modify, Type, Address, City, County Name, Primary Phone, Alternate Phone, Cell Phone, E-Mail Address, Effective Date, and Termination Date. A red box highlights the 'View/Modify' link for the first row, which contains the address details: Type: BUSINESS, Address: UNKNOWN, County Name: NOT ENTERED, Cell Phone: 785-123-7654, Effective Date: 09/25/2015. A red arrow points from this link to the form below.
- Address Information Organization Member:** A form with a 'Save Address' button and a note: "Please Note: Enter address information if known. Enter Unknown if you do not know the street address." The form contains the following fields:
 - Termination Date (mm/dd/yyyy): []
 - * Address Type: BUSINESS
 - * Effective Date: 09/25/2015
 - * Street: UNKNOWN
 - City: []
 - County: []
 - State: []
 - Zip: []-[]
 - Primary Phone: []
 - Alternate Phone: []
 - Cell Phone: 7851237654
 - Email: []

Add an Organization Member (Existing Person) to an Organization

Update an Existing Address

continued

Step	Action	Result
2.	To terminate an address that is no longer needed or valid, enter the Termination Date for the address.	This terminates the address and does not add a new entry to the Address Information List.
3.	To update an address (fix an error or change the whole address), make the desired changes to the address fields. Note: The Address Type and Effective Date cannot be updated. If this address should have a different Address Type, terminate the address and enter a new one with the correct Address Type.	This terminates the existing address and adds the updated information in a new entry in the Address Information List.
4.	Click on the Save Address button.	The Address Information List updates to show the original address entry terminated, and if changes were made, a new address entry displays with the updated information:

Address Information List											
View/Modify	Type	Address	City	County Name	Primary Phone	Alternate Phone	Cell Phone	E-Mail Address	Effective Date	Termination Date	
	BUSINESS	UNKNOWN	LAWRENCE	DOUGLAS	--	--	785-123-7854		09/28/2015		
	BUSINESS	UNKNOWN		NOT ENTERED	--	--	785-123-7854		09/25/2015	09/28/2015	

row(s) 1 - 2 of 2

5.	Click on the Return button at the top left of the page.	The Organization Member Search page displays, with the Organization Member table displaying the org member just added.
----	--	--

ORGANIZATION MEMBER SEARCH

* **Organization Search** Organization
 x [enter]

First Name Middle Name Last Name

Organization may now be omitted from Org. Member search. Inputting person first/last name will return a listing of all matches with corresponding organization. Note that Organization must still be specified to add a new organization member.

Organization Members

SEARCH HERE FOR EXISTING PEOPLE TO ADD AS NEW ORGANIZATION MEMBERS

*Search for people who are not organization members requires both First Name and Last Name.

First Name Last Name

First	Middle	Last	Org Member Effective Date	Termination Date	KAMIS ID Click to Edit Org Member Info.
BUCK	-	STRICKLAND	09/25/2015	-	200353368

1 - 1

[Organization Members History](#)

Add an Organization Member (New Person) to an Organization

Introduction

If the person being added as a new organization member does not yet exist in KAMIS, the person record must be created before any other steps are completed.

This section provides the steps for creating the person record in KAMIS. Because Person Search only finds *customer* records in KAMIS, creating a new organization member person record can now be done directly from the Organization Member Search page.

Complete the Search

As with Person Search and customer records, an initial search for the organization member must be completed before the new record can be created.


Step	Action	Result
1.	Complete a detailed Organization Member Search for the new org member.	<p>The Organization Members region displays. New Search fields display, populated with the name from the initial detailed search. A 'no data found' message displays below the search fields.</p> <p>The 'no data found' message indicates this person is not an active member of the organization.</p>
2.	To determine whether this person exists in KAMIS outside of the organization being searched, click on the Search button located next to the name search fields in the Organization Members region.	<p>The Search Results region displays at the bottom of the page with another 'no data found' message and a new Add Member button.</p>

Continued on next page

Add an Organization Member (New Person) to an Organization

Create New Person Record (Add Member)

The following steps create the new person record so he/she can be added as an Organization Member.

Step	Action	Result
1.	In the Search Results region, click on the Add Member button. 	The ORGANIZATION MEMBER ADMINISTRATION – ADDING NEW MEMBER page displays.
2.	Complete all required fields in all regions, and any optional fields as desired.	Detailed instructions for completing any individual region can be found in the section of this chapter for adding an existing person as an organization member.
3.	Click on the Save button at the top left of the page.	When creating a new person, all regions are saved at the same time with one 'Save' button.

ORG ID: 4 Name: JAYHAWK AREA AGENCY ON AGING Effective: 01/01/1997 Org Status: Active

ORGANIZATION MEMBER ADMINISTRATION - ADDING NEW MEMBER

Save **Return**

Person Information Organization Member

Person Nbr: _____

NAME: _____

* (first) (middle - optional) * (last)

* Person Effective Date: * Create Person Source:

Gender:

Address Information Organization Member

Please Note: Enter address information if known.
Enter Unknown if you do not know the street address.

* Address Type:

* Effective Date:

* Street:

City:

County:

State:

Zip:

Primary Phone: Alternate Phone:

Cell Phone:

Email:

Organization Member Roles

* Role Effective Date:

* Person Org Member Role:

Additional Organization Member Roles

no data found

Organization Member

Organization Member Nbr: _____

* Member Effective Date (mm/dd/yyyy):

Title:

Department:

Email Addr:

Primary Phone:

Alternate Phone:

Fax:

Hire Date (mm/dd/yyyy):

Has Degree?

Previous Experience Comment:

Education Comment:

Has License? License Comment:

Discharge Date (mm/dd/yyyy): Discharge Comment:


* Indicates Required

Continued on next page

Add an Organization Member (New Person) to an Organization

Create New Person Record (Add Member)

continued

Step	Action	Result
3.	(continued)	<p>When the new person record is created, the Person Nbr field located in the <i>Person Information Organization Member</i> region will show the newly assigned KAMIS ID number for this person, and each region will have its own 'Save' button.</p> <p>Note that the Customer Header Information contains the organization that the person is a member of, the KAMIS ID number and name of the new person. The Org. Status indicates the organization is active (has not been terminated.)</p> 

Customer Header Information for newly created person

Add Additional Organization Roles (Optional)

Use the **Additional Organization Member Roles** region to add more roles to the new organization member.

Step	Action	Result
1.	If more than one role is to be assigned to the organization member, use the Additional Organization Member Roles region to add additional roles.	The person can be an Assessor, Case Manager, and/or Options Counselor by assigning each of these roles.

Continued on next page

Add an Organization Member (New Person) to an Organization

Add Additional Organization Roles (Optional)

continued

Step	Action	Result
2.	Click on the Add New Organization Role button.	The existing role assignment moves to the Additional Organization Member Roles region and displays in a table, and the Organization Member Roles region resets to allow for a new role assignment.
3.	Enter the Role Effective Date , select the next role for assignment, and click on the 'Save Organization Role' button.	The role is saved and the 'Organization Member Roles' region displays in read only status.

This org member is an Assessor and an Options Counselor:

4.	Click on the Return button in the upper left corner of the page when all information has been entered/added.	The main Organization Member Search page displays, with the newly created org member displayed in the Organization Members table.
----	---	---

Terminate an Organization Member

Introduction

If a person leaves an organization, their organization membership should be terminated. Terminating a person's organization membership automatically terminates the organization member roles that were assigned to the person.

With the new Organization Member functionality, it is no longer necessary to terminate an organization member's role(s) prior to terminating their organization membership. It is now done as part of the organization membership termination.

Important

If an organization member is a CARE Assessor, make sure the ADRC responsible for entering and terminating Assessor Pricing terminates the member's assessor pricing before you terminate the person's organization membership.

How To

Follow the steps in the table below to terminate an Organization Member (and automatically terminate their organization member roles.)

Step	Action	Result
1.	Complete the Organization Member Search .	The Organization Member displays in the Organization Members table.

ORGANIZATION MEMBER SEARCH

*** Organization Search** Organization
 x [enter] JAYHAWK AREA AGENCY ON AGING ==> 100260580B TOPEKA ▾

First Name Middle Name Last Name SEARCH RESET

Organization may now be omitted from Org. Member search. Inputting person first/last name will return a listing of all matches with corresponding organization. Note that Organization must still be specified to add a new organization member.

View Org.

Organization Members

SEARCH HERE FOR EXISTING PEOPLE TO ADD AS NEW ORGANIZATION MEMBERS
 *Search for people who are not organization members requires both First Name and Last Name.

First Name Last Name Search Reset

First	Middle	Last	Org Member Effective Date	Termination Date	KAMIS ID <small>Click to Edit Org Member Info.</small>
BIANCA	-	BLANCA	09/28/2015	-	200353577

1 - 1

[Organization Members History](#)

Continued on next page

Terminate an Organization Member, continued

Add Additional Organization Roles (Optional) *continued*

Step	Action	Result
2.	Click on the KAMIS ID edit link of the organization member.	The Organization Member Administration page displays.
<p>The screenshot displays the 'Organization Member Administration' page. At the top, it shows 'ORG ID: 4 Name: JAYHAWK AREA AGENCY ON AGING Effective: 01/01/1997 Org Status: Active' and 'KAMIS ID: 200353577 Name: BLANCA, BIANCA'. Below this is the 'ORGANIZATION MEMBER ADMINISTRATION' header with a 'Return' button. The main content area is divided into several sections: <ul style="list-style-type: none"> Person Information Organization Member: Includes fields for 'Person Nbr: 200353577', 'NAME: [BIANCA] [] [BLANCA]' (with sub-labels for first, middle, and last), 'Person Effective Date: 09/28/2015', 'Person Role: Organization Member', 'Create Person Source: KAMIS', and 'Gender: FEMALE'. A 'Save Person Information' button is present. Address Information List: Shows 'no data found'. Address Information Organization Member: Includes a 'Save Address' button, a 'Please Note' section, and fields for 'Address Type', 'Effective Date', 'Street', 'City', 'County', 'State', 'Zip', 'Primary Phone', 'Alternate Phone', 'Cell Phone', and 'Email'. Organization Member Roles: Includes a 'Save Term Date' button, 'Termination Date (mm/dd/yyyy)', 'Role Effective Date: 09/28/2015', and 'Person Org Member Role: ASSESSOR'. Additional Organization Member Roles: Shows 'no data found' and an 'Add New Organization Role' button. Organization Member: Includes a 'Save Org Member' button, 'Organization Member Nbr: 2007956', 'Member Effective Date (mm/dd/yyyy): 09/28/2015', and a 'Member Termination Date (mm/dd/yyyy)' field which is highlighted with a red border. Other fields include Title, Department, Email Addr, Primary Phone (7855550000), Alternate Phone, Fax, Hire Date, Has Degree?, Previous Experience Comment, Education Comment, Has License?, License Comment, Discharge Date, and Discharge Comment. </p>		
3.	In the Organization Member region, enter the Member Termination Date .	Required field.

Continued on next page

Terminate an Organization Member, continued

How To

continued

Step	Action	Result
4.	Click on the Save Org Member button to complete the termination of the organization membership.	<ul style="list-style-type: none"> Termination message displays at the top of the page. <i>Organization Member Roles</i> is blank and read only (roles were automatically terminated) <i>Additional Organization Member Roles</i> is blank with 'no data found' message <i>Organization Member</i> region is read only, and the 'Add Organization Member' button displays again. The <i>Person Information</i> and <i>Address Information Organization Member</i> regions remain active. While the Organization Membership has been terminated, the person record itself is still active.

ORGANIZATION MEMBER ADMINISTRATION

[Return](#)
This Organization Member Record has been terminated as of 09/28/2015.

Person Information Organization Member [Save Person Information](#)

Person Nbr: 200353577
 NAME: [BIANCA] [] [BLANCA]
 * (first) (middle - optional) * (last)
 * Person Effective Date: 09/28/2015
 * Person Role: Organization Member * Create Person Source: KAMIS
 Gender: [FEMALE v]

Organization Member Roles
 * Role Effective Date
 * Person Org Member Role: []

Additional Organization Member Roles
 no data found

Address Information List
 no data found

Address Information Organization Member [Save Address](#)

Please Note: Enter address information if known.
 Enter Unknown if you do not know the street address.

* Address Type: [~ Select ~ v]
 * Effective Date
 * Street
 City
 County
 State
 Zip
 Primary Phone
 Cell Phone
 Alternate Phone
 Email

Organization Member [Add Organization Member](#)

Organization Member Nbr: 2007956
 * Member Effective Date (mm/dd/yyyy) 09/28/2015
 Member Termination Date (mm/dd/yyyy) 09/28/2015
 Title
 Department
 Email Addr
 Primary Phone 7855550000
 Alternate Phone
 Fax
 Hire Date (mm/dd/yyyy)
 Has Degree? []
 Previous Experience Comment
 Education Comment
 Has License? [] License Comment
 Discharge Date (mm/dd/yyyy) Discharge Comment

Continued on next page

Terminate an Organization Member, continued

How To

continued

Step	Action	Result												
5.	Click on the Return button.	The Organization Member Search page displays.												
6.	Open the Organization Members History region by clicking on the 'open' icon next to the region label.	The arrow points down and the history region displays.												
<p>All organization members that have been terminated from the specified organization will display in the Organization Members History table:</p> <table border="1"> <thead> <tr> <th>First</th> <th>Middle</th> <th>Last</th> <th>Org Member Effective Date</th> <th>Termination Date</th> <th>KAMIS ID</th> </tr> </thead> <tbody> <tr> <td>BIANCA</td> <td>-</td> <td>BLANCA</td> <td>09/28/2015</td> <td>09/28/2015</td> <td>200353577</td> </tr> </tbody> </table>			First	Middle	Last	Org Member Effective Date	Termination Date	KAMIS ID	BIANCA	-	BLANCA	09/28/2015	09/28/2015	200353577
First	Middle	Last	Org Member Effective Date	Termination Date	KAMIS ID									
BIANCA	-	BLANCA	09/28/2015	09/28/2015	200353577									