

SVdP Database Overview

The SVdP database is an Internet based application that can be used by SVdP conferences to manage the data and processes associated with helping those in need. Using the Internet gives access 24/7 to anyone anywhere in the world – as long as they are authorized. It is highly configurable because there is a lot of variation from conference to conference. All transactions are secure (HTTPS), and many fields are encrypted. Access to the database requires a password as well as a record defined in the database. Passwords can be shared, one password for each level of access, or there can be a password for each member.

The software currently runs on a Virtual Private Server (VPS) housed within a secure facility somewhere in Arizona. The computer is dedicated to this application which results in consistently good response time. The data is backed up once a day in case there is a hard disk failure on the server. Each conference pays \$8 / month, billed semiannually, to pay for the VPS.

The SVdP database is more effective than a spreadsheet because the database supports a base record that contains information that is needed one time like contact information, and history records for each transaction with a client (friend or neighbor). Functions like tracking donations, food delivery and volunteer time / miles are additional examples of why using a database is a better solution than a spreadsheet.

Data access depends on the authorization of the user: Owner, Member, and Read Only.

Read Only – user can see the data, but can not make changes

Member – user can view data, create new records and edit data.

Owner – in addition to Member access, user can change configuration parameters, manage donor records, edit minutes, and set SEP status. Normally the president, secretary, and treasurer would be owners, but the list of owners depends on the conference.

The owners of the database have access to the following parameters or functions:

- Cookie names and passwords (shared and individual)
- Conference specific data fields in base and history records
- Definition of schedule roles (help line, advocate, translator) used for schedule function
- Days of operation for the conference – used for schedule function
- Navigation buttons for 1 click execution
- Definition of other functions in the Functions drop down list
- Templates for how to display records
- Access list (list of owners)
- Display field definition for search, search history, and case reports
- List of email address for send ER (emergency Request)
- List of special reports
- Definition of additional reports

There are several “canned” reports and a text area to define additional reports. There is no practical limit to the number of reports that can be added by an owner. Canned reports include: Aid Report, Apartment / Client, Apartment Summary, Case Report, Donor Report, Interview Report, Volunteer Report, Awaiting Delivery and Food Report.

A file can be attached to a record and added in such a way that it can be accessed as a special report. This gives any member the option of communicating a file of data with other members in an easy and secure manner. For example the president may want to share a spreadsheet with the current financial status.

The SVdP application supports English and Spanish. Additional languages could be added.

When a user first executes the software, the parameters are checked, and a query is made for a cookie. If no cookie is defined, the login screen is displayed. If a cookie is defined, the software checks to make sure a record (that is not inactive or deleted) is present with the name in the cookie which is the name of the member. Assuming there is a record, the A to Z screen is displayed.



The application manages the following types of records:

- Client – base record for a client, member, apartment, conference or resource
- History – transaction records associated with a base record
- Food – tracks food deliveries
- Donations – tracks donations
- Files – tracks files attached to a base record
- Event – tracks sign up events
- Minutes – tracks conference meeting minutes
- Schedule – schedule for members
- Volunteer – tracks volunteer hours and miles

The conference record is useful for tracking twinning transactions. The Apartment record is used to define the drop down for Apartments.

The functions include the following:

- Global search – displays any record that contains the search string
- My Cases – displays the cases associated with an advocate
- Add New Record – adds a new base record (client, member, conference, resource, apartment)
- Find – search for a record based on last name, first name, DOB, phone number, or case number
- Reports – execute a named report
- Minutes – display conference meeting minutes
- Schedule – view schedule, add name or delete name
- Home or A to Z – return to the home display

- Display All – display all records
- Search / Email – search for base records given up to 3 criteria, send email (optional)
- Search History – search for history records given up to 3 criteria
- Help Form – process an online help form
- Merge Records – merge duplicate records
- Find Dup. Records – find duplicate records
- Undelete record – undelete a record that has been deleted
- Delete cookie / Log off – delete the authorization cookie
- Help – online database help
- Web page – go to the conference web page
- Council Map – (Dallas only) go to the council map program (find a conference given an address)

Record functions include the following:

Modify, Save, Attach File, Delete Record, Transfer History, Print, Intake, Prev. Rec, Next Rec and Send ER

The ability to attach a file to a record is very useful. The attached file is encrypted. This can include a signed release form for a client, picture of a driver’s license, or a special report.

The Send ER function composes a message from three fields of the latest history record for a client and sends it to the list of people defined in the Config. Function. This is handy for sending a request to the officers for approval when the need can not wait for the next conference meeting.

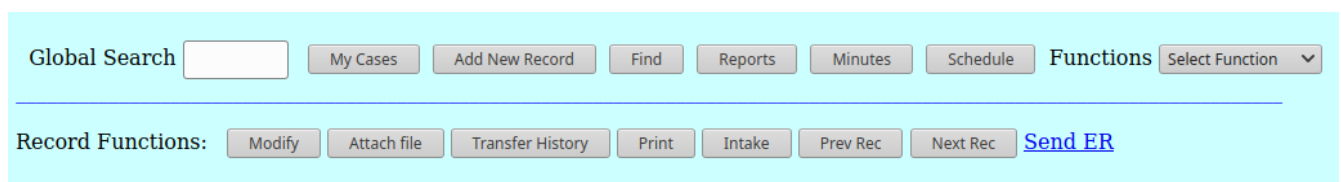
Tutorials are available for the database and the configuration function (owner mode).

The database application works in conjunction with a directory for each conference where a home page and appropriate files can be managed. Files like the resource book, forms, definition of the conference processes, and other aids for the members can be uploaded from a PC to this dedicated directory by one or more members who are authorized.

There is a Demo database that anyone can use to “kick the tires”. Login name is New Member and password is Member. Both fields are case sensitive. This is a public database, so it is not a good idea to enter “real” data.

https://parishplus.com/cgi-bin/DB_SVDP.cgi?P=Demo&U=M

Typical display of functions:



This is part of a client record. Note the number of history records and total amount of financial aid.

Record: 32 Last update: 04/11/2021 12:09:24, **Record 32 has been saved.**

First Name * Middle Last *

DOB: Age Marital Status: Spouse:

Total # in household # Children: Ages: Other Adults:

Num. hist. recs. Total amount

Advocate: Help Line:

Language spoken at home:

Home Phone: Cell Phone: Email address

Referred by: Other referred by:

Address: Homeless:

Apartment: Apt Phone: Apt #

City: ZIP

Parish Registered:

ID Verify: Employer:

Process Status: Status: Release Form:

Example of a food record and a history record. Food records only used if the conference includes a food ministry. The data values are not meaningful as the example is taken from the Demo database.

Record ID	1 Modify Record Delete Record Generated on 04/07/2020, Last updated on 04/07/2020
Requested Date	01/10/2020
Date Delivered	01/11/2020
Delivered By	Good driver
Number of Boxes	2
TEFAP signed	Yes
Comments	lost job in Dec.

History

[Add New History](#)

Record ID 78 [Modify Record](#) [Delete](#)

Date:	<input type="text" value="10/29/2020"/>		Advocate:	<input type="text" value="Russ Admin"/>
Comments:	<input type="text" value="Can I modify the comments?"/>			
Need:	<input type="text" value="rent and utilities"/>			
Action:	<input type="text"/>	Recommend:	<input type="text"/>	
Helpers	<input type="text"/>	Organization Help:	<input type="text"/>	
Amount of SVDP Assistance:	<input type="text" value="0.00"/>			
Payment Request				
<input type="text" value="check #"/> <input type="text" value="check date:"/> <input type="text" value="Amount:"/> <hr/> <input type="text" value="Client account #"/> <input type="text" value="Payee information"/> Name: <input type="text" value="address:"/> Contact name: Contact Phone #: <input type="text" value="Special payment instructions:"/> 				

Sample of part of a conference home page:

Database

[SVDP database - member](#)

[SVDP database - owner](#)

[Database tutorial \(PDF\)](#)

COVID/Coronavirus Information

[COVID-19 resources & information](#)

Resources

[SEAS resource book](#)

[Submit a new resource](#)

[Homeless resource quick-reference](#)

[Plano Homeless Prevention program](#)

[Plano Overnight Warming Station summary](#)

[North Central Texas Agency on Aging: services brochure](#)

Code for [10% discount at Motel 6](#): CP2JKZUY

[FEMA Disaster Checklist](#)

Forms

[Client release form](#)

[Partial rent payment form](#)

[IRS Sales Tax Exempt letter for conference](#)

[MLP referral form](#)

[Seton receipt](#)

[SVdP prayer card](#)

[W-9 Cover Letter and Form](#)

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