



At CIL Suite, we thank you for your service to our sisters and brothers with disabilities. We welcome you to join our family of 190+ centers that use CIL Suite across 39 states and territories.

CIL Suite provides the following:

- Cloud-based accessibility from any desktop, laptop, tablet, or phone
- Easy to navigate user experience for all levels of tech-abilities
- Daily backups of all data with bank level encryption
- Documentation that helps centers meet the ACL's COMP standards

and...

- Complete accessibility, including screen readers such as JAWS
- Robust reporting features – PPR/704, CARES Act PPR, state reports, custom reports & more
- At-a-glance stats on the dashboard for consumers, I&Rs, services, and goals
- Free same day live phone and email support

Here is a little more info for you:

### **Consumer Database**

Beyond tracking a consumer's basic personal information such as name, date of birth, address, etc., CIL Management Suite allows you to write case notes about each consumer and track their goals, disabilities, and services used. Consumers can be searched for by first name, last name, city, phone number, etc. Safeguards are in place to ensure that duplicate entries don't occur and that crucial information for reporting is included. That way, you don't have to spend precious time figuring out why your numbers are incorrect!

Specifically, the consumer section tracks:

- Start Date
- Date of Birth
- Age & Gender
- Race & Ethnicity
- Marital, Housing and Employment Status
- Education Level
- Contact Method and notes
- Income Level & Sources

- Veteran & Voting Status
- Consumer Surveys
- Goals
- Disabilities
- Services
- AT Loans
- Consumer Programs
- ILP Status (Independent Living Plan)
- ILP Target Date

### **Robust Reporting**

CIL Management Suite includes a rich set of general reports, to allow you to check on the number of services requested and received, goals set or met, records opened or closed, etc. It also includes the ability to create your own custom spreadsheet, including any fields you need from consumer records. You'll never have to wonder which consumers are receiving what services, or how many new I&R records were opened last month!

Specifically, we report:

- Programs
- Goals
- Disabilities
- Disability Types
- Services
- Group Events
- Community Activities
- Stages
- Incoming/Outgoing
- Demographics
- Referral Types
- Custom Fields

### **Accessibility**

CIL Suite is intentionally built and maintained to be compatible with screen reader technologies such as JAWS. It also works well with Dragon and other voice dictation software. We have multiple user interfaces that make viewing and navigating CIL Suite more friendly, such as varying font sizes and high contrast modes in black on white and white on black.

### **Document Center**

The Document Center acts as a digital filing cabinet that multiple staff members can have access to. The Director can set up each staff member so that they can add or delete documents, only view documents, or not have any access to the Document Center. Additionally, each document can be set to be viewed by certain staff members based on the staff member's user authority. Documents can also be organized by topic, such as: Human Resources, Policies and Procedures, Services, etc. Since documents can be viewed at any time by users that have access to the Document Center, this feature is extremely beneficial to Satellite Center locations or when a staff member is off-site.

### **Free White Glove Support And Training**

Many software companies charge you extra fees to access their support, and even the support you pay for is inconsistent at best. With CIL Management Suite you get white glove support and training that makes sure your center runs at its greatest potential. Your entire staff is welcome to access our tech support team. We have a dedicated team that will help you solve any problem related to CIL Management Suite. There is one more, great perk: our excellent training is NO EXTRA COST. When you first purchase CIL Management Suite you and your staff will receive a one-on-one training session with one of our support representatives to get you started! In addition, a weekly training call takes place Thursdays at 1:00 PM Mountain. The call lasts about an hour and is your opportunity to ask questions and listen in to see what else you can learn about your database. This training call is available to all CIL Management Suite users, free of charge.

### **Cloud Based**

Because CIL Management Suite is a web-based solution, you don't have to stress about managing databases. All your information is securely stored and backed up by us, for you! You and your staff don't have time to figure out how to be computer geniuses -- that's why we're here! All that is needed with CIL Management Suite is computers with internet access. That's it. (and we won't hold it against you if you access the database in your pajamas!)

### **Security**

All information recorded through CIL Management Suite is treated with the highest level of security. Sensitive information, such as passwords and Social Security Numbers, are encrypted to make it unreadable as it transfers from your Center to our servers via the internet. All information recorded through CIL Management Suite is sent from the Independent Living Center to multiple servers in geographically diverse locations. That way, even in the event of a natural disaster or terrorist attack, your data is there for you. Backups are performed daily, so that you don't have to! You will never have to worry about your database going M.I.A.

### **And Much More!**

- Verified Address Auto-Complete
- Legislative Advocacy
- Internal Inventory
- Home Modifications
- Unlimited Documents Storage
- Complaints
- Center Calendar to Center Website plug-in
- Human Resource module
- Track Health Professionals
- Personal Attendants
- Older Blind
- Community Activities
- Group Events
- Data Audits
- Time Tracking
- And so much more! We are always looking to improve CIL Suite to make it exactly what you need. Please do not hesitate to let us know what we can do to make this better.