



How to Enter Census Information in NextStep

Objective: Enter daily resident census information in NextStep

User Security Access Requirements: Must have specific form added to login's as needed by System Administrator

Beacon Role: District Directors, Home Managers, Direct Support Professionals, Admin Staff

Timeline: Daily entry

Motive: To ensure accurate census information is reporting to Vena/Finance for consumer billing purposes.

How To: Please see necessary steps below.

Go to <https://www3.nextstepms.com/beacon/>

Enter your credentials then click "Sign In"

A screenshot of the BEACON login interface. At the top left is the BEACON logo (a house with a sunburst) and the text "BEACON Specialized Living". Below the logo is a light blue login box containing three fields: "Login Name:" with the text "khaas" entered, "Password:" with a masked password of ten dots, and "Hide Reminders:" with an unchecked checkbox. To the right of the checkbox is a blue "Sign In" button. Below the login box, the text "NextStep Version: 9.6" is displayed in a blue, italicized font.



You are now at the NextStep Home Page

Under "Progress Notes" click on "Census Billing"

Select location name from the "Buildings" dropdown menu and enter appropriate "Date of Census"



NextStep will auto-populate a list of all clients in NextStep on the date selected.

Client Name	Activity	Authorization
All Clients	<input type="text"/>	
Altizer, Devin Scott	<input type="text"/>	<input type="text"/>
Harris, Joseph	<input type="text"/>	<input type="text"/>
Knapp, Joshua	<input type="text"/>	<input type="text"/>
Murray, Kevin Joseph	<input type="text"/>	<input type="text"/>
Novick, Jad	<input type="text"/>	<input type="text"/>
Williams, DeAllen	<input type="text"/>	<input type="text"/>

IF ALL CLIENTS PRESENT AT THE TIME OF CENSUS TAKING:

Click the dropdown menu next to “All Clients” and select “Present”.

Client Name	Activity
All Clients	<input type="text"/>

- Present
- Absent less than 24 hrs
- Absent for full 24 hrs
- Jail
- Hospital

All clients will populate with the “Activity Status” of “Present”.

Altizer, Devin Scott	Present
Harris, Joseph	Present
Knapp, Joshua	Present
Murray, Kevin Joseph	Present
Novick, Jad	Present
Williams, DeAllen	Present

Click “Seal Census”



IF CLIENTS ARE IN DIFFERENT LOCATIONS AT THE TIME OF CENSUS TAKING:

Click the dropdown menu next to EACH CLIENT'S NAME and select the appropriate "Activity Status".

Altizer, Devin Scott	<input type="text"/>
Harris, Joseph	Present
Knapp, Joshua	Absent less than 24 hrs
Murray, Kevin Joseph	Absent for full 24 hrs
Novick, Jad	Jail
	Hospital

Click "Seal Census"

Seal Census