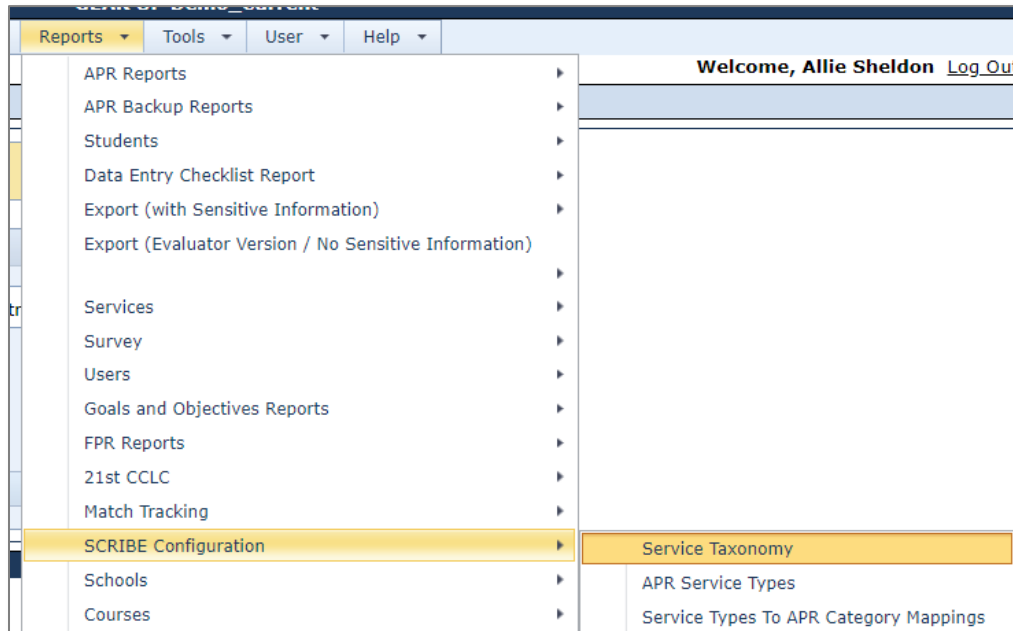


Service Taxonomy

The Service Taxonomy is a SCRIBE export that displays information about the services that can be created in SCRIBE including the service type and person type assigned to each service. The information on the Service Taxonomy can be useful when creating services, naming services, adding participation to services and running participation reports.

Export the Service Taxonomy

1. From the SCRIBE main menu, click **Reports > SCRIBE Configuration > Service Taxonomy**.



2. Select the **Program Type(s)** and/or **Person Type(s)**, if applicable. If you do not select a Person Type, services for all person types will be displayed in the Service Taxonomy export.

Select the **Report Format**. Click **Generate Report**.

A screenshot of the 'Service Taxonomy' report generation interface. The title bar reads 'SCRIBE Home > Service Taxonomy'. Below the title is a yellow header bar with the text 'Service Taxonomy'. The main area is titled 'Report Filters' and contains three sections: 'Program Type(s):' with checkboxes for 'GEAR UP' and 'General (Use for Programs not tracked in SCRIBE)'; 'Person Type(s):' with checkboxes for 'Student', 'Parent/Guardian', and 'Staff', and a 'Select All' option; and 'Report Format: *' with radio buttons for 'EXCEL' (selected) and 'PDF'. A 'Generate Report' button is located at the bottom right of the form.

Service Taxonomy

Sample Service Taxonomy Export

	A	B	C	D	E
1	Service Taxonomy				
3					
4	Service Types				
5	Tutoring/homework assistance (ID = 1)				
6	Service Type	Service Type Id	Person Types	Program Types	
7	T - Tutoring	185	Student	GEAR UP	
8					
9	Rigorous academic curricula (ID = 2)				
10	Service Type	Service Type Id	Person Types	Program Types	
11	STEM - STEM Time	663	Student	GEAR UP	
12					
13	Comprehensive mentoring (ID = 3)				
14	Service Type	Service Type Id	Person Types	Program Types	
15	MEN - Mentoring	527	Student	GEAR UP	
16	MPS - Peer	484	Student	GEAR UP	
17					
18	Financial aid counseling/advising (ID = 4)				
19	Service Type	Service Type Id	Person Types	Program Types	
20	FAC - Financial Aid Counseling / Advising	421	Student, Parent/Guardian	GEAR UP	
21	PFC - Parent/Family Financial Aid Counseling	620	Student, Parent/Guardian	GEAR UP	
22					
23	Counseling/advising/academic planning/career counseling (ID = 5)				
24	Service Type	Service Type Id	Person Types	Program Types	
25	CAP - Counseling/ Advising/ Academic Planning	422	Student, Parent/Guardian	GEAR UP	
26	FCA - Family Counseling/ Advising	431	Student, Parent/Guardian	GEAR UP	
27					
28	College Exposure - College visit/college student shadowing (ID = 6)				
29	Service Type	Service Type Id	Person Types	Program Types	
30	CSS - College Student Shadowing	414	Student	GEAR UP	
31	PCV - Parent/ Family College Visit	432	Student, Parent/Guardian	GEAR UP	

Service Taxonomy

82		
83	Service Timings	
84	N/A (ID = 8)	
85		
86	Service Timing	Service Timing Id
87	N/A	27
88		
89	Service Deliveries	
90	Virtual (ID = 8)	
91		
92	Service Delivery	Service Delivery Id
93	Virtual service delivery method	25
94		
95	Real (Not Virtual) (ID = 9)	
96	Service Delivery	Service Delivery Id
97	Real service delivery method	26
98		
99	Telephonic (ID = 10)	
100	Service Delivery	Service Delivery Id
101	Telephonic service delivery method	27

Common ways to use the Service Taxonomy:

- When getting ready to create a service in SCRIBE, viewing all the possible types of services can help determine which Service Type you should categorize your service as.
- The letter codes under the **Service Type** are used in the service type section of the service name (e.g, “T” for Tutoring, “MEN” for Mentoring, etc.). See the SCRIBE Manual in your grant’s Google folder for more info on service naming conventions.
- The **Peron Type** (Student, Parent/Guardian and Staff) indicates who can participate in each service and have participation recorded in SCRIBE.
- Find the numeric codes required when creating a Service import file (see [How to Create a Service via Import](#) for a detailed breakdown of all codes).

Additional Resources

[How to Create a Service Manually](#)

[How to Create a Service via Import](#)

[Notes on Virtual Services](#)

[How to Run a Service List Export](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.