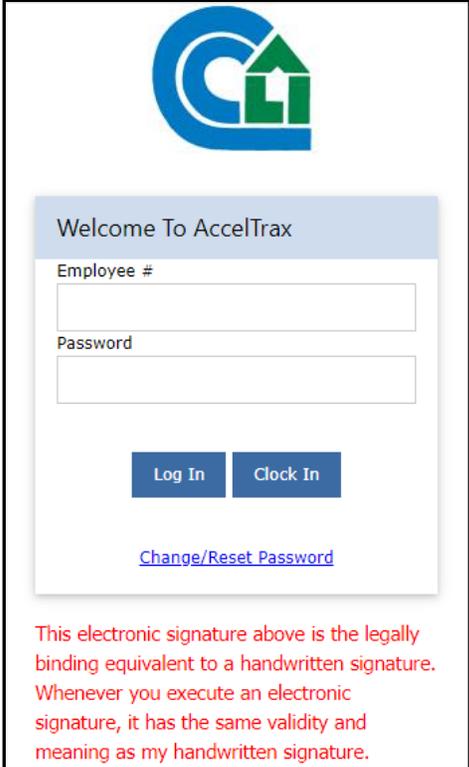


## AccelTrax Time Reporting

You will want to login to AccelTrax as close to the start of your shift as possible so that your time and location can be tracked correctly.

When you first arrive at the AccelTrax website, log in with Employee # and Password. If you do not know your password you are able to change it by clicking on [Change/Reset Password](#) and filling out the required fields.



Welcome To AccelTrax

Employee #

Password

Log In Clock In

[Change/Reset Password](#)

This electronic signature above is the legally binding equivalent to a handwritten signature. Whenever you execute an electronic signature, it has the same validity and meaning as my handwritten signature.

1. From the blue bar at the top of the screen, use the **Report Time** drop-down to select **Report Work/EVV**.



Date Worked		Views	
	03/18/2020	Start Visit	
		In Progress (0)	Saved (0)

No progress has been found for the selected day.

2. The **Date Worked** will default to the current date. If you need to change this click on the displayed date and then click on the correct date on the calendar.
3. Click on the **Start Visit** button.

Back
Next

Select Consumers:

My List	By Site	Search	Today	Past Week	Current Selections (1)
Abdou, Sofia - 3681					Remove
Anderson, Luke - 784					Remove
Claus, Santa - 10301					Remove
Group, 111 W. Main Street - 5286					Remove
Hammack, Miranda - 1968					Remove

4. To select the consumers with whom you worked during the work segment, click on their name so that it is highlighted in blue. There are multiple ways to search for the consumer(s) that you worked with:
  - a. **My List** is a list of consumers that you work with on a regular basis. To add consumers to My List, click on the **Search** option. Enter the consumer's last name or Consumer Number, then click **Search**. Once you have found your client, click on the **Add** button to the right of their name. They will then appear under My List. *Note: you are only able to add clients to My List from the Search tab.*
  - b. **By Site** – Use the drop-downs to select the Site Type and Site Name. This will populate a list of consumers within the chosen site.
  - c. **Search** – Enter the consumer's last name or Consumer Number, then click **Search**. The consumers that match your information will be listed below the Search box.
  - d. **Today** – This displays the consumers that you have worked with on the current date.
  - e. **Past Week** – This displays a list of the consumers that you have worked with in the past week.
5. Once you have the consumer(s) selected, click **Next** at the top of the screen. *You can verify the consumers that you have selected by clicking on the **Current Selections** tab.*
6. This will take you to the Default Information screen. Default information will go through for each of the selected consumers, but may be changed on the next step.
7. Use the drop-down to select the **Task**, or service, that you are providing.

Back
Next

Select default information:

**(You must select a task code before you may continue)**

**Task:**

1000 - Residential Services ▼

**Start:**

03/18/2020 01:33 PM

8. Click **Next** at the top of the default information box. This will bring you back to the main Report Work screen.

Total Hours: 0	Consumer	Start/End	Task	Documentation
12:00 AM to 01:33 PM - No Time				
 	Anderson, Luke	 01:33 PM 	 1000	 Goals: 0 Selected  Note: No Comment 
01:33 PM to 12:00 AM - No Time				

9. You will now see an In Progress work line for each of the consumers that you are reporting work for. A red X  indicates that this is a required field that must contain information prior to being able to save your work. This is also true of any button that is red instead of green.
10. Click on the pencil icon to the left of the row.  This will bring up the work segment information.
11. You are able to modify the Start Time, End Time, or Task. You are unable to change the consumer. If you do need to change the consumer, you will need to delete the work segment and start over.
12. Click on the **Service Note** button to add or edit any notes about this period of time. You will want your notes to be as detailed as possible.
13. Click on the **Goals** button and complete information about the goals that you worked on during this time with the client.

Direct Care

Goal Filter

 You are required to select at least one goal from any category

- Uncategorized

**Goal:**  Luke will have the opportunity to explore the community and participate in fun activities he is interested in, per scheduled outing of his choosing throughout the year, as re... [Click To Show More](#)

**Frequency:** As Needed  
**Expected Count:** 1

[Copy Goal](#)

## Goal Reporting Features

### Filtering Goals

To search the list of goals for key word, type the key word into the **Goal Filter** box at the top left of the goal list.

### Duplicating Goals

If you need to report on a goal more than once within the reported shift, click on **Copy Goal** beneath the original goal. This will make duplicate the goal so that you are able to enter prompts, notes, etc. more than one time.

## Reporting Goals

- a. To report on a goal, click on the check box to the left of it. *If the entire goal is not displayed, click on **Click to Show More** in order to view the complete wording of the goal.*
  - b. You will see on the right of the goal a Frequency and Expected Count. Frequency is how often the goal should be completed. The expected Count is the amount of times within the frequency that the goal should be completed.
  - c. Use the drop downs to select the Prompt, Count, Outcome, and/or Mood. *This may differ from one goal to the next.*
    - Prompt Types are the stimuli of how the consumer was instructed to complete the task (e.g. Independent, Gesture, Verbal, Model, Physical).
    - Outcomes are the results of the prompt / how the task was completed or not (e.g. Attempted, Refused, Successful, No Opportunity).
    - Count indicates the amount of times the consumer needed to be prompted to complete the task.
  - d. Type in any Notes on the goal, if needed.
  - e. Any goal information with a red X next to it is required prior to being able to save or submit your work.
  - f. Click on **Done**.
14. After you have entered all service notes and goals and verified other segment information, click **Done** at the bottom of the screen.
  15. Any work segment with a red X  next to it does not have all of the required information and you will not be allowed to submit this work to your supervisor.
  16. You have the ability to **Copy** a work record by clicking on the Copy icon.  This will create a new work segment for the same consumer with the same task code. The start time of the new record will be the end time of the copied record. Any of the information within the segment can be edited as needed.
  17. You might see a yellow exclamation point  next to the Task Code in the work segment. This means that another employee has entered a work segment for the same consumer with the same task code in a time that overlaps. If you hover over the exclamation point you will be able to see the other employee claiming work. This is for information purposes and will not prevent you from saving your work.
  18. Once all of the information for this work record has been entered and it is the end of your shift, click on **End Visit** in the edit window.

Direct Care ▾
✕

**Consumer Name:**  
Anderson, Luke

✔ **Start:**

01

:

33

PM

✘ **End:**

:

✔ **Task:**

1000 - Residential Services ▾

Service Note

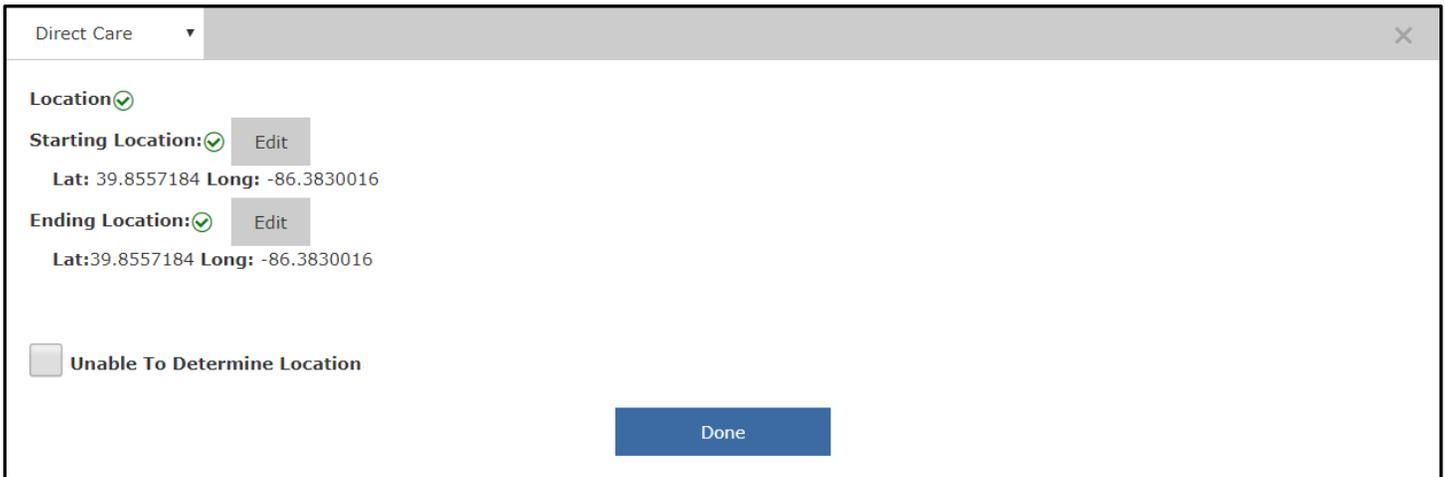
Goals

Do not press until you are ready to end your visit

End Visit

Done

19. You will see the Starting Location and Ending Location. If you do not have internet access and the locations do not appear, click on the check box next to **Unable to Determine Location**.



The screenshot shows a window titled "Direct Care" with a close button in the top right corner. Below the title bar, the word "Location" is followed by a green checkmark icon. There are two location entries: "Starting Location:" and "Ending Location:", each with a green checkmark icon and an "Edit" button. Below each entry, the coordinates "Lat: 39.8557184 Long: -86.3830016" are displayed. At the bottom left, there is a checkbox labeled "Unable To Determine Location". At the bottom center, there is a blue button labeled "Done".

20. Click **Done** and then **Done** again in the next screen.
21. This will take you back to the In Progress work screen. Once all of your work for the day has been entered, click on the green **Save Work** button.
22. You will now see that the work has gone from In Progress to Saved. If you need to make any changes before the work has been approved by your supervisor, click on **Edit Not Approved Saved Work** to move the time back into In Progress work records.
23. Make your changes and then be sure to re-save your work.