Care Provider (QRG)



<u>SUPP</u>ORT SERVICES

Respite Group Service Punch Entry

This quick reference guide (QRG) will aid care providers when punching for group services. Please note that group services can only be reported through the portal and not the app. Also, group service punch entries are approved by the office, every Monday.

1. Click Add Entry.				🖂 Help 🛿 Site M	ap be	ll.train 💄 🛛	inglish 🗸		
							Add Entry		
2. In the Account Type select Group Service.	Add New Entry							×	
3. Type the Group Service Name.	i/	Entry Type: * Punch						~	
Note: Names should be listed as <u>(Clients First</u> <u>Initials of (All siblings)</u> +Last Name+ Group		Employee Name: Bell Train			Train				
		Account Type	*	Group Service					
	Grou	Group Service Name: * AA Anna Sibling Respite Group Service						×	
<u>Service)</u>	IF.	Service Date: * 09/11/2023							
Example of Client Names:		Check In	n: *	8:00 AM	©	Check	5:00 PM	©	
Sibling Client: John, Doe Sibling Client: Sally, Doe		Check Out Da	te:	09/11/2023		Out: *			
Example of Group Service Name:		Note	es:	Add Notes for Punch	1			li	
JS Doe Sibling Respite	Attachment: Choose File								
Group Service		Clien	nts: 🔽	Ave Anna (Respite Group Service)		2	Ave Anna (Respite Group Service)		r
4. Select the Service Date.	I			,					
5. Select the Check In and Check Out							Cancel		Save
6. Select all Clients names.									



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SUPPORT SERVICES



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