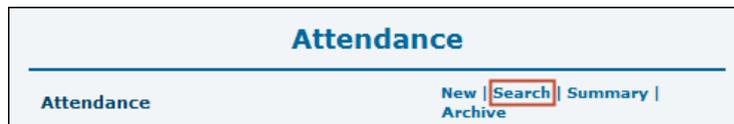


## Entering Attendance Data for Multiple Days- for Nebraska Providers

Please follow the steps below to enter attendance data for multiple days:

1. Click on the 'Search' link beside the Attendance section under the Attendance area on the Billing tab on your Dashboard.



2. The **Attendance Data Search** page will open. Use the fields 'Start Date' and 'End Date' to select the Service date range for which you would like to enter Attendance Data. Then, select the 'Attendance Type Name' field, 'Service Description (Code)' and 'Program (Site)'.

The screenshot shows the "Attendance Data Search" form. It is divided into "Required" and "Optional" sections. In the "Required" section, the "Start Date" and "End Date" fields are highlighted with a red box. Below these are three dropdown menus for "Attendance Type Name", "Service Description (Code)", and "Program (Site)". The "Service Authorization Status" is set to "Approved". In the "Optional" section, there are input fields for "Individual First Name" and "Last Name".

3. Once you have selected all the parameters (as appropriate), click on the 'Search' button to view the **Attendance** Grid.



4. Clicking on the 'Search' button will open up the **Attendance** page. The attendance grid will display the particular date range that you entered in the **Attendance Data Search** page.

- The 'Individual Name' list will contain all the individuals having Service Authorizations under the selected Program with the specific Service Description Code. You can enter Attendance information for multiple individuals at the same time.

### Attendance

Program(Site):a-124901(a-31805)  
 Service Description (Code): Adult- Day Hab Daily(7090)  
 Attendance Type Name: Daily Billing  
 Start Date: November, 01, 2015, End Date: November, 04, 2015  
**November, 2015**

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New
Attendance Type Details

Input
Update
Approve
Generate Billing Data

New

Incomplete

\* Attendance Options: - Please Select -

General Comment:

350 characters left

Time In:  « Now

Time Out:  « Now

Service Provider: - Please Select -

Non Billable:

Select All Attendance
Show All:  Incomplete  In Prep  Approved  Submitted for Billing

Individual Name	<input type="checkbox"/>	1 Sun	2 Mon	3 Tue	4 Wed
<input type="checkbox"/> Active, Mary	<input type="checkbox"/>				
<input type="checkbox"/> Smith, Jane	<input type="checkbox"/>				

5. New Attendance Data can be entered from the New section under the **Input** tab of the Attendance Grid.



6. On the **Attendance** page, select the 'Attendance Option' (Present, Absent etc), 'Time In/Time Out' and select the Individuals for whom you require to enter data.

- To enter attendance for all individuals, check the 'Select All Attendance' box.

### Attendance

**Program(Site):** a-124901(a-31805)  
**Service Description (Code):** Adult- Day Hab Daily(7090)  
**Attendance Type Name:** Daily Billing  
**Start Date:** November, 01, 2015, **End Date:** November, 04, 2015  
**November, 2015**

Incomplete  In Prep  Approved  Submitted for Billing  New
[Attendance Type Details](#)

Input
Update
Approve
Generate Billing Data

**New** ▶

**Attendance Options:** Present

**General Comment:**

350 characters left

**Time In:** 9:00 am « Now

**Time Out:** 12:00 pm « Now

**Service Provider:** - Please Select -

**Non Billable:**

Select All Attendance
Show All:  Incomplete  In Prep  Approved  Submitted for Billing

Individual Name	✓	1 Sun	✓	2 Mon	✓	3 Tue	✓	4 Wed
✓ Active, Mary	✓	☺	✓	☺	✓	☺	✓	☺
✓ Smith, Jane	✓	☺	✓	☺	✓	☺	✓	☺

7. Once you have selected all the fields as appropriate, click on the 'Submit New' button to submit the entries.

« Back
Cancel
➔
Submit New

8. Once the attendance entries have been submitted, you will see a message stating that the entries were successfully saved. These entries will be now be in 'In Prep' status.

X
**Successfully Saved**

**Attendance**  
 Program(Site):a-124901(a-31805)  
 Service Description (Code): Adult- Day Hab Daily(7090)  
 Attendance Type Name: Daily Billing  
 Start Date: November, 01, 2015, End Date: November, 04, 2015  
**November, 2015**

Incomplete  
  In Prep  
  Approved  
  Submitted for Billing  
  New
 Attendance Type Details

**Input**
Update
Approve
Generate Billing Data

New

Incomplete

\* Attendance Options: - Please Select -  
 General Comment:  
350 characters left

Time In:  « Now  
 Time Out:  « Now  
 Service Provider: - Please Select -  
 Non Billable:

Show All:  Incomplete  
  In Prep  
  Approved  
  Submitted for Billing

Individual Name	1 Sun	2 Mon	3 Tue	4 Wed
<input checked="" type="checkbox"/> Active, Mary	P <span style="color: red; font-weight: bold;">1</span>			
<input checked="" type="checkbox"/> Smith, Jane	P <span style="color: red; font-weight: bold;">1</span>			

« Back
Cancel
Submit New