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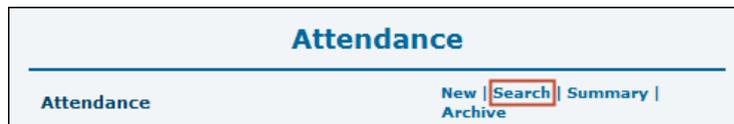
2. The **Attendance Data Search** page will open. Use the fields 'Start Date' and 'End Date' to select the Service date range for which you would like to enter Attendance Data. Then, select the 'Attendance Type Name' field, 'Service Description (Code)' and 'Program (Site)'.

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.

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.

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

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.