

Quick Guide: Daily Billing Using Attendance

Enter Attendance Data

Please follow the steps below to enter attendance data:

1. Click on the [New](#) link beside the Attendance section under the Attendance area on the Billing tab on your Dashboard.



2. Select all the parameters (as appropriate) and click on the 'Search' button to view the Attendance Grid.
 - To enter attendance data for one day, the 'Start Date' and 'End Date' must be same.

Attendance Data Search

Required

Start Date **End Date**

Attendance Type Name

Service Description (Code)

Program (Site)

Service Authorization Status

Optional

Individual First Name

Last Name

→

- Clicking on the 'Search' button displays the Attendance Grid.

Attendance
 Program(Site):a-26867(a-21985)
 Service Description (Code): Adult Dental Services(D0160)
 Attendance Type Name: Day Services
 Start Date: April, 01, 2015, End Date: April, 01, 2015
April, 2015

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New

Attendance Options: - Please Select -

 General Comment:
 350 characters left

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

Select All Attendance

Show All: Incomplete In Prep Approved Submitted for Billing

Individual Name	
<input type="checkbox"/> Active, Mary	<input type="checkbox"/> 1 Wed
<input type="checkbox"/> Adams, David	<input type="checkbox"/>
<input type="checkbox"/> Baker, Ella	<input type="checkbox"/>

3. New Attendance Data can only be entered from the New section under the 'Input' tab of the Attendance Grid.

Attendance
 Program(Site):a-26867(a-21985)
 Service Description (Code): Adult Dental Services(D0160)
 Attendance Type Name: Day Services
 Start Date: April, 01, 2015, End Date: April, 01, 2015
April, 2015

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New

Attendance Options: - Please Select -

 General Comment:
 350 characters left

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

Select All Attendance

Record Data from here

- 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.

Attendance
 Program(Site): 1st Street Group Home
 Service Description (Code): Adult Dental Services(D0160)
 Attendance Type Name: Day Services
 Start Date: April, 01, 2015, End Date: April, 01, 2015
April, 2015

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New

Input | Update | Approve | Generate Billing Data

* Attendance Options: Present
 General Comment: 350 characters left

Time In: 10:00 am « Now
 Time Out: 11:01 am « Now
 Service Provider: - Please Select -
 Non Billable:

Select All Attendance

Individual Name	<input type="checkbox"/>	1 Wed
<input checked="" type="checkbox"/> Active, Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adams, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Baker, Ella	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Attendance
 Program(Site): 1st Street Group Home
 Service Description (Code): Adult Dental Services(D0160)
 Attendance Type Name: Day Services
 Start Date: April, 01, 2015, End Date: April, 01, 2015
April, 2015

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New

Input | Update | Approve | Generate Billing Data

* Attendance Options: Present
 General Comment: 350 characters left

Time In: 10:00 am « Now
 Time Out: 11:01 am « 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 Wed
<input checked="" type="checkbox"/> Active, Mary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Adams, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Baker, Ella	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Once the attendance entries have been submitted, these entries will be in 'In Prep' status.

Attendance

Program(Site): 1st Street Group Home
 Service Description (Code): Adult Dental Services(D0160)
 Attendance Type Name: Day Services
 Start Date: April, 01, 2015, End Date: April, 01, 2015
April, 2015

Incomplete
 In Prep
 Approved
 Submitted for Billing
 New

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:

Individual Name	7 Tue
<input checked="" type="checkbox"/> Active, Mary	P <input type="checkbox"/> 1
<input checked="" type="checkbox"/> Adams, David	P <input type="checkbox"/> 1
<input checked="" type="checkbox"/> Ella, Baker	P <input type="checkbox"/> 1

Submitted Attendance Entries with In Prep status

Approve Attendance Data

- On the Approve tab select the appropriate attendance entries that needs to be approved and click on the 'Approve' button.

Attendance
 Program(Site): AT Home Res Hab(Culver IRA)
 Service Description (Code): Community Habilitation(4722)
 Attendance Type Name: Community Hab
 Start Date: April, 01, 2015, End Date: April, 30, 2015
 April, 2015

Incomplete In Prep Approved Submitted for Billing New

Attendance Type Details

Input Update **Approve** Generate Billing Data Change Service: Community Habilitation

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

Individual Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat
Active, Mary	P 1					
Baker, Ella	P 1					

Select the Individual(s)

« Back Cancel Approve

Attendance Report Statistics Report

- Once an Attendance Data is approved, a success message will appear at the top of the Attendance page and the data is shown in Green color. Approved Attendance Data can be updated by users having Attendance Data Update Role.

Successfully Approved

Attendance
 Program(Site): AT Home Res Hab(Culver IRA)
 Service Description (Code): Community Habilitation(4722)
 Attendance Type Name: Community Hab
 Start Date: April, 01, 2015, End Date: April, 30, 2015
 April, 2015

Incomplete In Prep Approved Submitted for Billing New

Attendance Type Details

Input Update **Approve** Generate Billing Data Change Service: Community Habilitation

Show All: Incomplete In Prep Approved Submitted for Billing

Individual Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat
Active, Mary	P 1					
Baker, Ella	P 1					

« Back Cancel Approve

Attendance Report Statistics Report

Generate Billing Data

You can only generate Billing Data from Approved Attendance Data. Once Billing Data is generated from Attendance Data, it will be shown in Orange color.

- On the Generate Billing Data tab select the Individuals for whom you require to generate billing data.

Attendance
 Program(Site): AT Home Res Hab(Culver IRA)
 Service Description (Code): Community Habilitation(4722)
 Attendance Type Name: Community Hab
 Start Date: April, 01, 2015, End Date: April, 30, 2015
 April, 2015

Legend: Incomplete In Prep Approved Submitted for Billing New

Attendance Type Details

Input Update Approve **Generate Billing Data** Change Service: Community Habilitation

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

Individual Name	1 Mon	2 Tue	3 Wed	4 Thu	5 Fri	6 Sat
<input checked="" type="checkbox"/> Active, Mary	<input checked="" type="checkbox"/> P 1					
<input type="checkbox"/> Baker, Ella	<input type="checkbox"/> P 1					

Buttons: « Back Cancel Generate Billing Data

Attendance Report Statistics Report

- A success message will appear on generating the Billing Data. Click on the 'OK' button to get back to the Attendance page. The Attendance data box will be marked orange to indicate that it has been submitted for Billing.

Therap :: Attendance

Successfully Submitted For Billing [BILL-BILLNNY-B8J2YFA384ME7]

OK

Individual Name	1 Mon
<input checked="" type="checkbox"/> Active, Mary	<input type="checkbox"/> P 1

Changing Attendance Data status from “Submitted for Billing” to “In-Prep”

- Attendance data that has been submitted for Billing can be changed back to ‘In Prep’ if no billing data was generated for that particular day.

The screenshot shows the 'Attendance Data Update' interface. At the top, there are tabs for 'Input', 'Update', 'Approve', and 'Generate Billing Data'. Below these are fields for 'Time In', 'Time Out', and 'Service Provider'. A table below shows attendance data for 'Active, Mary' from Sunday to Thursday. A callout box points to the Thursday entry, stating 'Submitted for Billing but No Bill Data generated'.

- At the bottom of the Attendance Data Update page, users can click on the Reset Status to In Prep button to change the status of the Attendance Data that was Submitted for Billing to In Prep.

The screenshot shows the 'Attendance Data Update' page with a system message: 'System Message: No Billing Data was generated since the Billable Unit is zero (0)'. A red arrow points to this message. Below the message is a form with fields for 'Status', 'Submitted For Billing', 'Program', 'Service Description/Code', 'Individual Name', 'Service Date', 'Entered By', 'Entered Date', 'Approved By', 'Approve Date', 'Bill Submitted By', 'Bill Submission Date', 'Attendance Type Name', and 'Attendance Options'. There is a table for 'Time In - Time Out' with a dropdown for 'Service Provider'. Below this is a 'Comments' section with a text area and a 'Non Billable Section' with an 'Add Time In/Out' button. At the bottom, there are 'Back', 'Cancel', and 'Update' buttons, and a 'Reset Status to InPrep' button highlighted with a red box.

- Once the status of an attendance data has been changed from 'Submitted for Billing' to 'In Prep', the Attendance Grid will display that Attendance Data in 'In Prep' status.

The screenshot shows the 'Attendance Grid' interface. At the top, there are tabs for 'Input', 'Update', 'Approve', and 'Generate Billing Data'. Below the tabs are input fields for 'Time In', 'Time Out', 'Service Provider', and a 'Non Billable' checkbox. A 'Select All Attendance' checkbox is also present. The main grid shows columns for days of the week (Sun, Mon, Tue, Wed, Thu) and rows for individuals. The row for 'Active, Mary' shows attendance for Sun (A), Mon (P), Tue (P), Wed (P), and Thu (R). A callout bubble points to the 'P' in the Wednesday column, stating 'Status of Attendance Data changed to In Prep'.

- For Attendance data that has been updated to In Prep status (from 'Submitted to Billing' status), on the respective Attendance Data Update page users will view the message "Attendance Status was changed from Submitted for Billing to In Prep".

The screenshot shows the 'Attendance Data Update' page. At the top, it displays the title 'Attendance Data Update' and the form ID 'ATT-DEMO-CA92DYVFNXYRX'. Below this is a yellow system message box that reads: 'System Message: Attendance Status was changed from 'Submitted for Billing ' to 'InPrep''. Below the message is a table with the following data:

Status	In Prep
Program	1st Street Group Ho
Service Description/ Code	Service 1
Individual Name	Active, Mary

A callout bubble points to the 'In Prep' status, stating: 'Message generated to reflect that the status of this Attendance Data was changed from Submitted for Billing to In Prep'.