

Add Transportation to Punches

1. Sign into the Day Program
2. Check-In client(s) from one of the following:
 - a. Entries->Actions->Check-In
 - b. Clients->Actions->Check-In
 - c. Clients->Client Detail->Check-In
3. Check the box next to "Used provider transportation"

Check - In

Check - In Type:

Client Name:

Day Program Funding Source:

Service Code:

Used provider transportation

4. Transportation Funding Source and Transportation Service Code will appear and be filled out for you.

Check - In

Check - In Type:

Client Name:

Day Program Funding Source:

Service Code:

Used provider transportation

Transportation Funding Source:

Transportation Service Code:

5. Click Check-In, then Yes on the confirmation page.
6. Use the same process for Check-Out.
7. Pending entries will show attendance punches for both the service and transportation. Approve all pending attendance entries.

PARENTING PROGRAMS Showing 30 out of 47 records

COST CENTERS

PENDING ENTRIES

Approve	Id	Service Date	Start Time	End Time	Account Type	Ref.	Cost Center	Client/Program Name	Employee/Program Name	Service Code	Units
<input type="checkbox"/>	19148	Feb 25, 2016	07:53 AM	07:53 AM	Transportation	19145	AIM - UT-643	Maz Kanata	AIM Program	MTP - Site Based	1.00
<input type="checkbox"/>	19146	Feb 25, 2016	07:50 AM	07:50 AM	Transportation	19145	AIM - UT-643	Maz Kanata	AIM Program	MTP - Site Based	1.00
<input type="checkbox"/>	19145	Feb 25, 2016	07:50 AM	07:53 AM	Day Program		AIM - UT-643	Maz Kanata	AIM Program	After School - Site Based	1.00

Notes:

If checking in/out multiple clients, select the checkbox in the Trans. column to add transportation:

Home > Clients > Check - Out

Check - Out

Check - Out Type:

<input type="checkbox"/>	Client Name	Funding Source	Service Code	Trans.	Trans. Funding Source	Trans. Service Code
<input checked="" type="checkbox"/>	Maz Kanata	UT DCFS	After School - Site	<input checked="" type="checkbox"/>	UT DSPD	MTP - Site Based
<input checked="" type="checkbox"/>	Anakin Skywalker	Davis Behavioral	After School - Site	<input type="checkbox"/>	Select Trans. Funding	Select Trans. Serv

If adding attendance entries from your Personal Profile->Day Programs->Day Program Details->Actions->New Entry, select the checkbox next to "Used provider transportation" at the bottom of the entry form. Select Check In, Check Out, or both depending on when provider transportation was used.

- DASHBOARD
- ENTRIES
- ACCOUNTS
- CLIENTS
- EMPLOYEES
- RESIDENTIAL PROGRAMS
- DAY PROGRAMS
- CASE WORKERS
- GROUP SERVICES
- PARENTING PROGRAMS
- COST CENTERS
- PENDING ENTRIES

Home > Day Programs > AIM Program

Add New Entry ✕

Entry Type: Attendance ▼

Day Program Name: AIM Program -

Account Type: Day Program ▼

Client: Maz Kanata - 115 ✕

Service Code: After School - Site Based ▼

Funding Source: UT DCFS ▼

Service Date: 02/01/2016 📅

Service Time: 3:00 PM ⌚ 5:00 PM ⌚

Reason: Client Forgot to Punch ▼

Used provider transportation Check In Check Out

Check In

Funding Source: UT DSPD ▼

Service Code: MTP - Site Based ▼

Cancel
Save

From (MM/DD/YYYY) 📅 To (MM/DD/YYYY) 📅 Select Account Type ▼ Cal