Lutheran Social Services of New England SmartCare Database Application

Welcome to the Lutheran Social Services of New England SmartCare Database Application. We hope that this Zubuk.Com developed and hosted application will prove beneficial to your employees and clients, and improve your company's profitability and efficiency.

1.0 INTRODUCTION

The SmartCare Database Application is a powerful but simple web-based Database application. It only needs an Internet browser and Internet connection to use. The SmartCare Database Application runs using MS Internet Explorer and can be used from anywhere there is an Internet connection giving real-time access. The server application is hosted in Zubuk.Com servers.

2.0 BENEFITS

Using the SmartCare Database Application can increase the Profits of your company by increasing management and employee productivity, and lowering your administrative costs. It will also collect data that can be used to improve project management, and to formulate and develop business strategy. At the minimum, it will solve your payroll and billing problems.

3.0 FEATURES OVERVIEW

The SmartCare Database Application has four main functions, namely,

1. Database entry wherein one inputs data into the application
2. Database reports wherein the user can extract useful information from the application
3. Database processing wherein the user can process the Timesheet data
4. Database administration wherein the Administrator can define the settings of the application

The main features of the Application are:

1. Simple User Interface promotes employee acceptance and compliance
2. Web-based solution makes information available as soon as it has been entered

3. Track historical data accurately among different activity and task descriptions
4. Eliminate multiple entry errors through online approval routing and integration
5. Work durations are entered quickly and easily from any work location using the Web
6. SmartCare Database Application data are all accessible in a single Web interface
7. Up to date information on your consumers, workers, case managers, and representatives
8. Increase productivity through the elimination of multiple data entry by entering SmartCare Database Application information only once

4.0 USING SMARTCARE DATABASE APPLICATION

If you are already a registered user, you can access Zubuk SmartCare Database Application at https://www.zubuk.com/SmartCare Database Application.asp, or through the URL specified by your Company. Using Zubuk SmartCare Database Application is very simple, as simple as checking your web email.

4.1 LOGGING IN

The user logs in at http://web02.zubuk.com/lss-db.

The application has automatic report generation for all successful and failed log ins. This enables the management to monitor the use of the application by the different personnel of the organization.
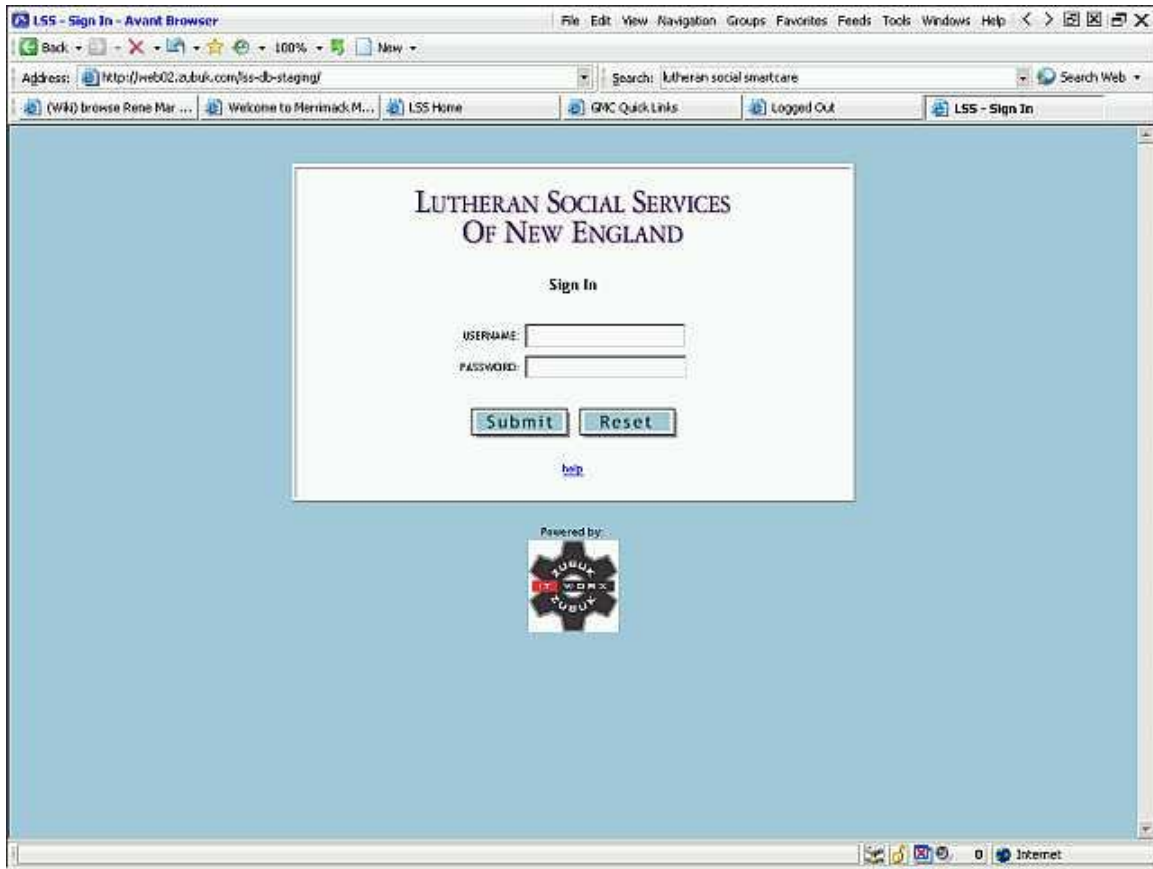
To log-in, type in your "USERNAME" and "PASSWORD" then either click the "Submit" button, or press the "Enter" key.

4.2 THE HOME PAGE

After logging in, you will be directed to the 'Home' page where you can go
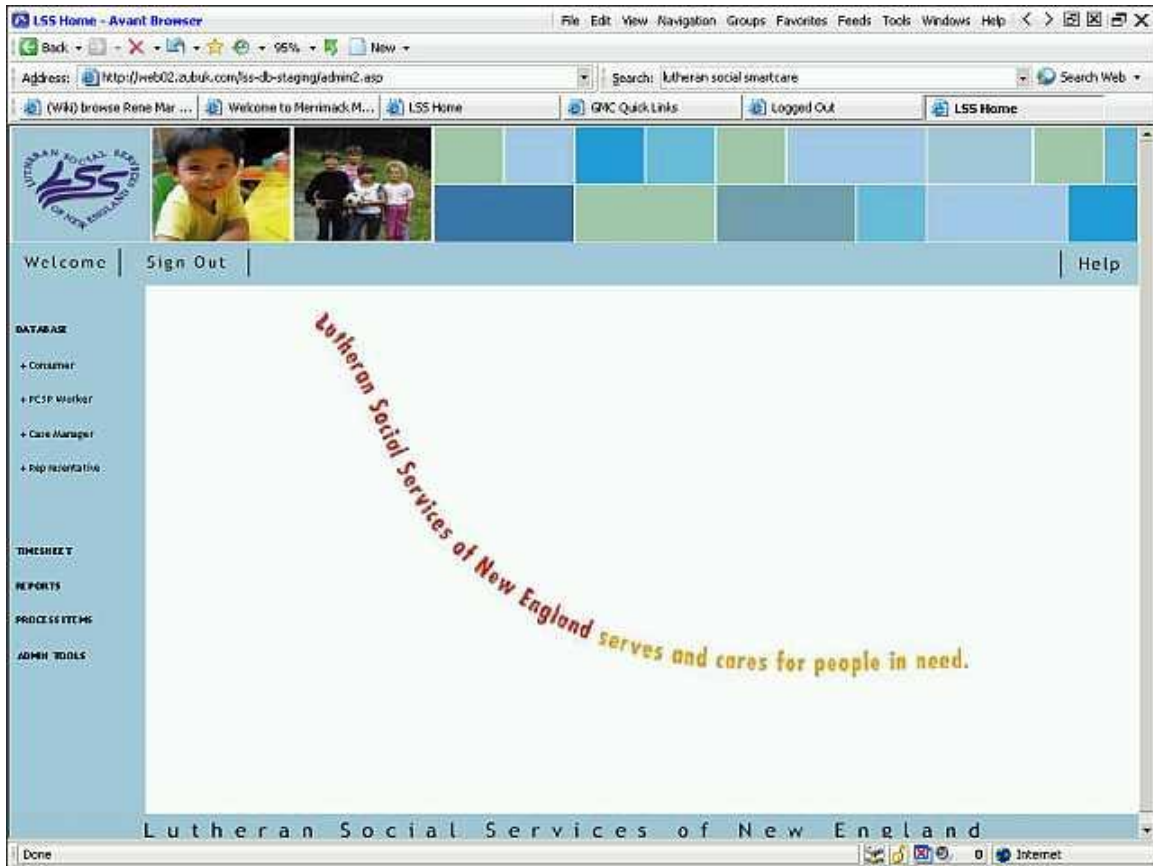
to the following areas:

1. DATABASE entries for Consumers, PCSP Workers, Case Managers, and Representatives.
2. TIMESHEET entries for PCSP Workers
3. REPORTS for General Reports, and Advance Reports
4. PROCESS ITEMS for Payroll and Medicaid

The functions and operations of these four main area of the application is explained below.

4.3 DATABASE

The DATABASE pages are where you can view, create, input and save details on the different Consumers, PCSP Workers, Case Managers, and Representatives. Each of these four account types have their own specific links and webpages, as can be seen on the left hand side menu. Clicking on these links will lead you to the specific account type webpages and details.

NOTES:

1. It is important that no space is written before entries as this will affect alphabetical orders in many reports like 'Consumer by Town report', 'Active Consumers Sorted by Project Manager And Town report', 'Active Consumers with no log report', 'Active Consumer with PCSP Worker and Hours report', etc.
2. It is important that no zero is written before numeric and date entries as this will affect chronological orders in many reports like 'Consumer Date Of Birth report', 'Consumer Start Date report', 'PCSP Worker by Insurance Expiration Date report', etc.

4.3.1 Consumer

The Consumers' webpages starts with the 'Consumer List' webpage at http://web02.zubuk.com/lss-db/Admin2.asp?choice=Consumer, that appears when you click on the 'Consumer' link on the left hand side menu.
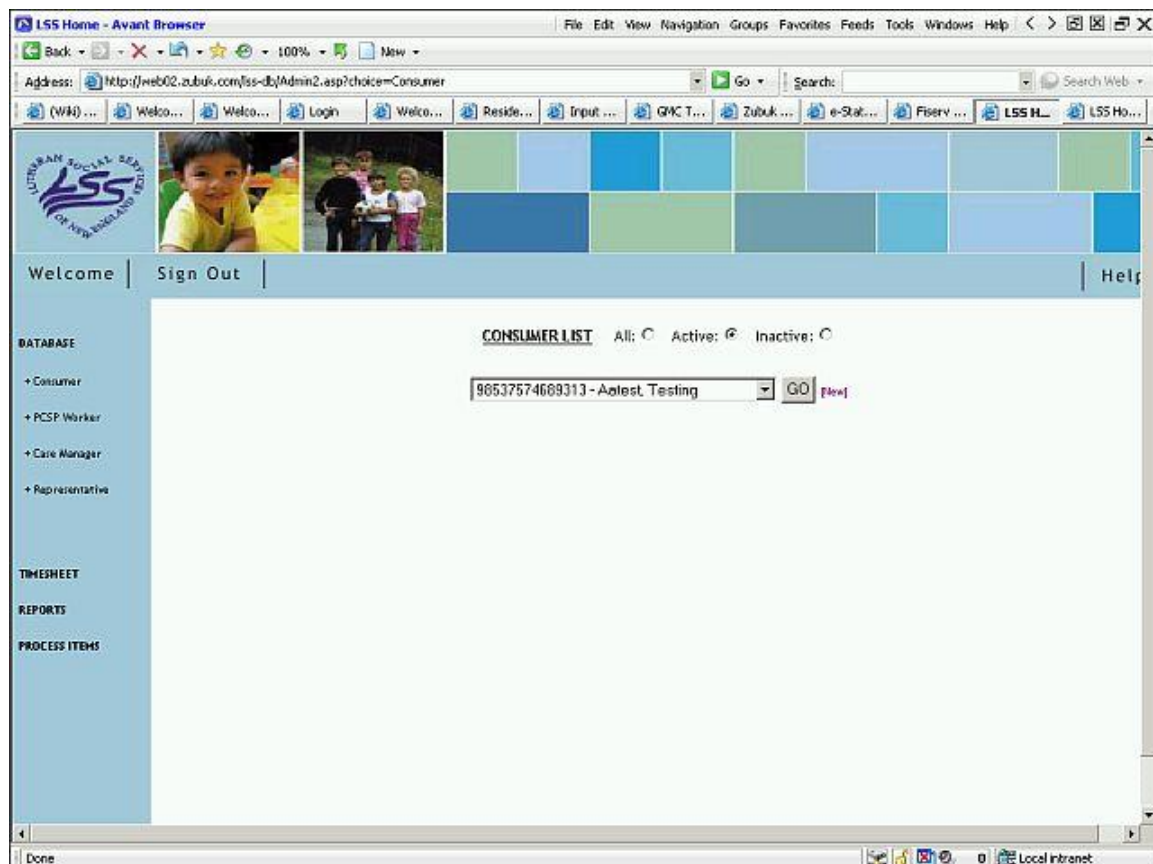
In this webpage you can do the following:

1. Display and Edit a specific Consumer's details by selecting the specific Consumer's name from the pulldown menu then clicking on the 'GO' button.
2. Create a new Consumer's account by clicking on the blue-colored 'New' link located to the right of the 'GO' button.
3. Change the names of Consumers listed on the pulldown menu by selecting through mouse click on the select button from among 'All', 'Active', or 'Inactive' Consumers.

4.3.1.1 Displaying and Editing a specific Consumer's details

Displaying a specific Consumer's details is done by selecting the specific Consumer's name from the pulldown menu then clicking on the 'GO' button. This action takes you to the 'Consumer Details' webpage in http://web02.zubuk.com/lss-db/Admin2.asp?choice=Consumer shown next.

In this webpage you can view and edit the following Consumer details:

1. Medicaid Number
2. SSN
3. Name (Last Name, First Name)

4. Address including City, State, Zip Code
5. Phone No
6. Date Of Birth (mm/dd/yyyy)
7. Gender
8. Directions
9. Referral Date (mm/dd/yyyy)
10. Start Date (mm/dd/yyyy) and Termination Date (mm/dd/yyyy)
11. Ammendment Signed (mm/dd/yyyy) and Ammendment Received (mm/dd/yyyy)
12. Driving Part of Care Plan
13. Max Hours
14. Project Manager
15. Comments
16. PCSP Worker(s)
17. Case Manager
18. Representative

In all the Consumer details in this webpage, you can edit and save by changing the letters in the entry boxes, checking/unchecking checkboxes, and selecting from pulldown menus; then clicking on the 'Save' button located at the bottom of the webpage.

The process of CREATING a 'New' Consumer (by clicking on the blue-colored 'New' link located to the right of the 'GO' button in the 'Consumer List' webpage at http://web02.zubuk.com/lss-db/Admin2.asp?choice=Consumer), is similar to the above process of "Displaying and Editing a specific Consumer's details".

Do not click on the 'Delete' button located at the bottom of the webpage unless you want to remove the Consumer from the database. Taking this action will delete all the database record of the displayed Consumer from the database. And it is not reversible.

For the application to function with full capability, every Consumer must at least be "related" to a PCSP Worker, a Case Manager, and to a Representative. A Consumer can have more than one PCSP Worker related to it, but only one Case Manager, or Representative.

To "relate" either a PCSP Worker, a Case Manager, and/or a Representative to the Consumer, go to the box at the bottom of the webpage. Select a name from each of the pulldown menus by clicking on the 'down arrow' button and selecting from the displayed names. Use the navigation bar to the right of the names to go up or down among the list of names. After you have selected the names, click on the 'Save List' link on the upper left part of the box to save your choices.

To remove the relationship of either a PCSP Worker, a Case Manager, and/or a Representative to the Consumer, check the checkbox to the left of the name of the selected person to 'unrelate', then click on the 'Delete Checked List' link on the upper left part of the box to complete the process. You can do this for more than one PCSP Worker.

4.3.1.2 Displaying and Editing a specific 'Consumer's Details - Status'

Displaying a specific 'Consumer's Details - Status' is done by clicking on the 'Status' link on the upper part of the Consumer Details webpage shown above. This action takes you to the 'Consumer Details- Status' webpage in http://web02.zubuk.com/lss-db/A_C_Status.asp?M shown next.

In this webpage you can view and edit the following 'Consumer's Details - Status' details:

1. Name (you cannot edit this here)
2. 'Inactive' checkbox that activates Inactive Date (mm,dd,yyyy); the checkboxes for 'Enter Nursing Home or Other Setting', 'Unable to Self-Direct', 'Unable to Find Suitable Worker', and 'Death'; and the 'Other' comment entry box.

3. 'Services Temporarily on Hold' checkbox that activates 'From' and 'To' date entry box (mm,dd,yyyy); the checkboxes for 'In Hospital/Rehab/Nursing Home' and 'Needs New Worker'; and the 'Other' comment entry box.

For numbers 2 and 3 above, you need to check the respective checkboxes in order to be able to input entries in their respective areas. To remove related details in the areas, just uncheck the checkboxes.

In this webpage, you can edit and save by changing the letters in the entry boxes, and checking/unchecking checkboxes; then clicking on the 'Save' button located at the bottom of the webpage.

4.3.1.3 Displaying and Editing a specific 'Consumer's Details - Health'

Displaying a specific 'Consumer's Details -Health' is done by clicking on the 'Health' link on the upper part of the Consumer Details webpage shown above. This action takes you to the 'Consumer Details'- Health' webpage in http://web02.zubuk.com/lss-db/ A_C_health.asp?MNum= shown next.

In this webpage you can view and edit the following 'Consumer's Details - Health' details:

Name (you cannot edit this here)
Rating (system-generated, cannot be edited)
Age (you cannot edit this here)
Ambulation – Independent, Cane, Walker, Walk/Wheel, WheelChair
ADL – Independent, Monitor, Min. Assistance, Assistance, Complete Care
Other Qualifying Conditions – O2 Use, Mental Health, Drug Use/Abuse, Isolation,
       Dementia/Alzheimer's, Terminal/Hospice, Tobacco Use, Obesity,
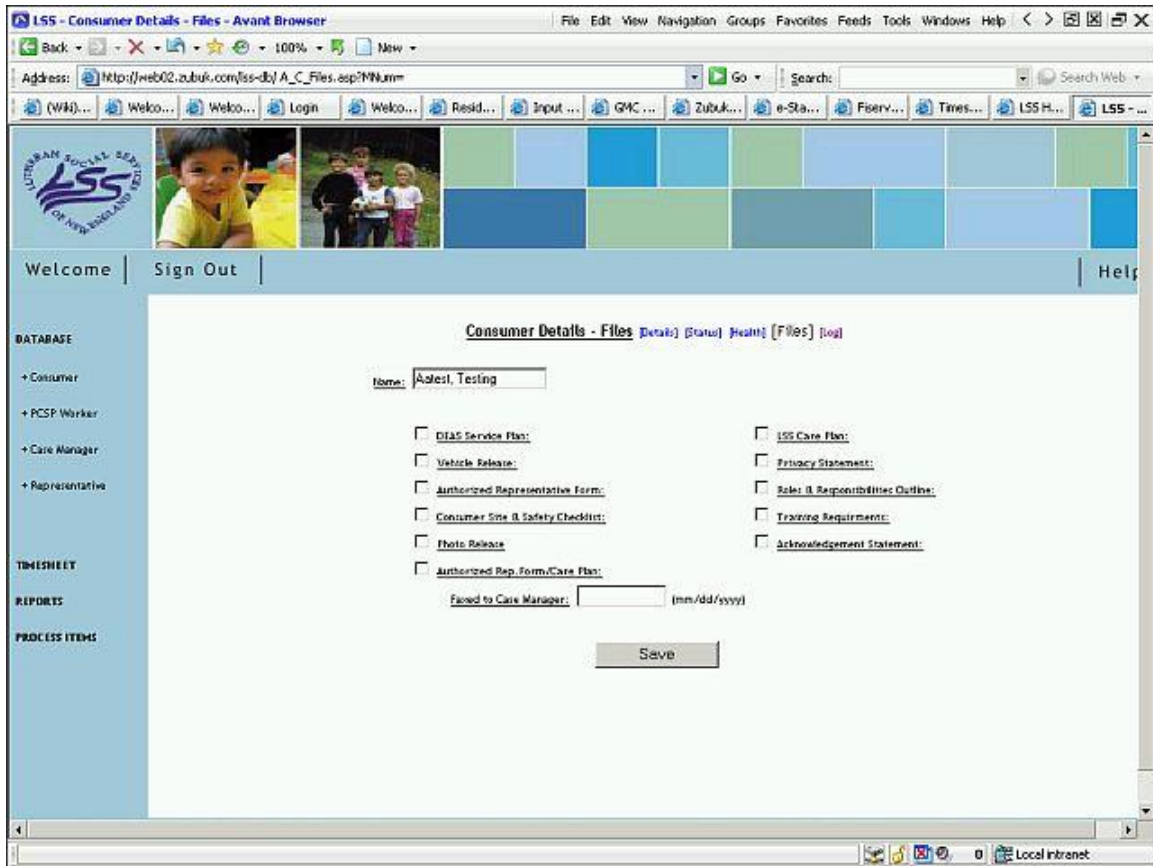   Paralysis, Quadriplegic
Main Diagnosis

In this webpage, you can edit and save by changing the letters in the entry box, clicking/unclicking buttons and checking/unchecking checkboxes; then clicking on the 'Save' button located at the bottom of the webpage.

'Main Diagnosis' can have more than one entry. If there's a need to remove an entry in this area, check the checkbox to the left of the entry then click on the '[Delete]' link located to the right of 'Main Diagnosis'.

4.3.1.4 Displaying and Editing a specific 'Consumer's Details -Files'

Displaying a specific 'Consumer's Details -Files' is done by clicking on the 'Files' link on the upper part of the Consumer Details webpage shown above. This action takes you to the 'Consumer Details'-Files' webpage in http://web02.zubuk.com/lss-db/ A_C_Files.asp?MNum= shown next.

In this webpage you can view and edit the following 'Consumer's Details - Files' details:

Name (you cannot edit this here)
DEAS Service Plan
LSS Care Plan
Vehicle Release
Privacy Statement
Authorized Representative Form
Roles & Responsibilities Outline
Consumer Site & Safety Checklist
Training Requirments
Photo Release
Acknowledgement Statement
Authorized Rep.Form/Care Plan
Faxed to Case Manager (mm/dd/yyyy)

     In this webpage, you can edit and save by changing the letters in the entry box, and checking/unchecking checkboxes; then clicking on the 'Save' button located at the bottom of the webpage.

4.3.1.5 Displaying and Editing a specific 'Consumer's Details -Log'

Displaying a specific 'Consumer's Details -Log' is done by clicking on the 'Log' link on the upper part of the Consumer Details webpage shown above. This action takes you to the 'Consumer Details'-Log' webpage in http://web02.zubuk.com/lss-db/ Log.asp shown next.

In this webpage you can view and edit the following 'Consumer's Details - Log' details:

Name (you cannot edit this here)
Site Visit, Date, Comment
Phone Call, Date, Comment

In this webpage, you can enter new Site Visit and Phone Call Log Entries by writing in the 'New Log Entries' area at the bottom of the webpage. Input 'Date' entry in (mm/dd/yyyy) form in the smaller date entry box on the left, and input 'Comments' in the taller comment entry box on the right. Site Visit and Phone Call has separate columns for entry. You can then save the entries by clicking on the 'Save Log Entry' button on the bottom area of the webpage.

Simultaneous Site Visit and Phone Call entries is possible. The listing is automatically arranged from the latest to the oldest entry.

To delete one or more entries, check on the corresponding checkboxes on the left, then click on the 'Delete Checked Log Entry' button on the bottom area of the webpage.

4.3.2 PCSP Worker

The PCSP Workers' webpages starts with the 'PCSP Worker List' webpage at http://web02.zubuk.com/lss-db/Admin2.asp?choice=Worker, that appears when you click on the 'PCSP Worker' link on the left hand side menu.
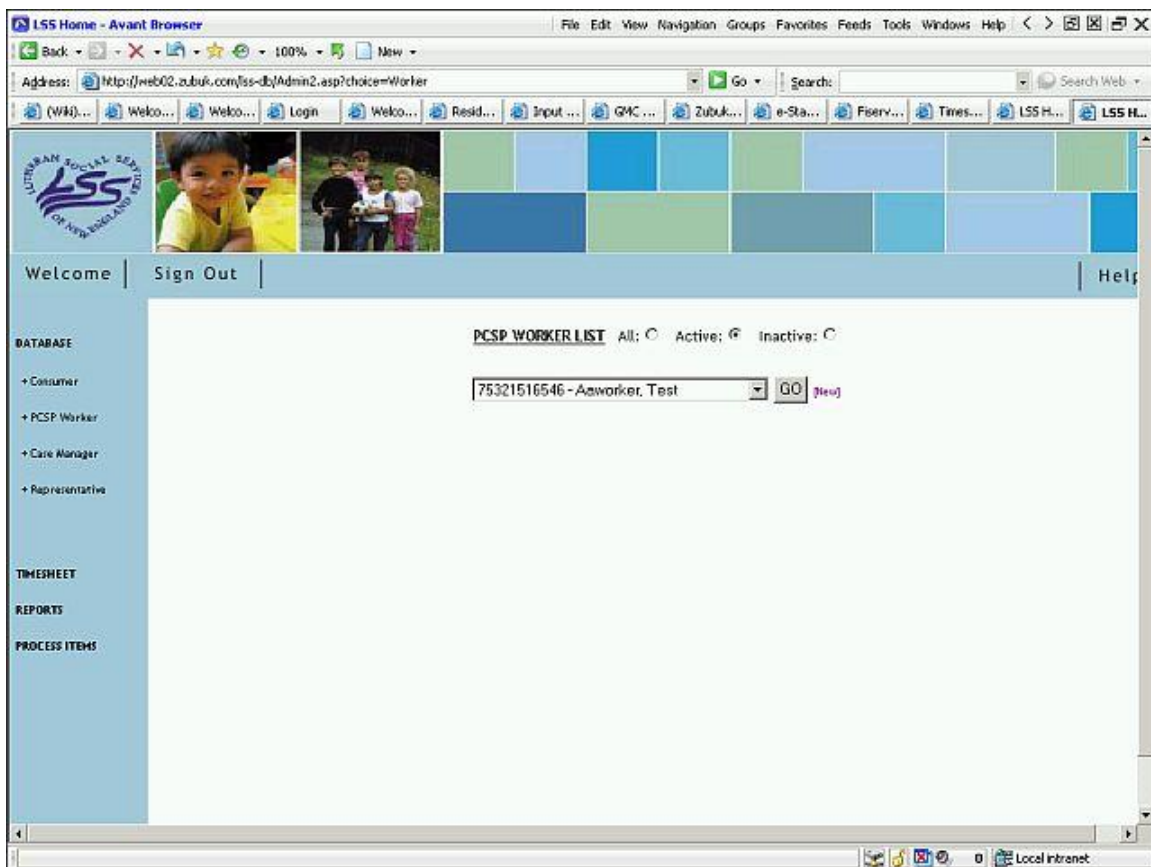
In this webpage you can do the following:

1. Display and Edit a specific PCSP Worker's details by selecting the specific PCSP Worker's name from the pulldown menu then clicking on the 'GO' button.
2. Create a new PCSP Worker's account by clicking on the blue-colored 'New' link located to the right of the 'GO' button.

3. Change the names of PCSP Workers listed on the pulldown menu by selecting through mouse click on the select button from among 'All', 'Active', or 'Inactive' PCSP Workers.If a PCSP Worker is listed as Status=Potential Applicant, his name is not listed in either Active or Inactive list. It can only be listed by choosing 'All'.

4.3.2.1 Displaying and Editing a specific PCSP Worker's details

Displaying a specific PCSP Worker's details is done by selecting the specific PCSP Worker's name from the pulldown menu then clicking on the 'GO' button. This action takes you to the 'PCSP Worker Details' webpage in http://web02.zubuk.com/lss-db/A_Worker.asp shown next.

In this webpage you can view and edit the following PCSP Worker details:

1. SSN
2. Name (Last Name, First Name)
3. Address including City, State, Zip Code
4. Gender
5. Date Of Birth (mm/dd/yyyy)
6. Phone No

7. Cell No
8. Date of Hire (mm/dd/yyyy) and Termination Date (mm/dd/yyyy)
9. Status
10. Separation Code
11. Driver – Copy of License on File(checkbox), License #, License Expiration Date (mm/dd/yyyy), Copy of Auto Insurance (checkbox), Insurance Expiration Date (mm/dd/yyyy)
12. Interested in Working with More Consumer (checkbox) – Towns

In all the PCSP Worker details in this webpage, you can edit and save by changing the letters in the entry boxes, checking/unchecking checkboxes, and selecting from pulldown menus; then clicking on the 'Save' button located at the bottom of the webpage.

The process of CREATING a 'New' PCSP Worker (by clicking on the blue-colored 'New' link located to the right of the 'GO' button in the 'PCSP Worker List' webpage at http://web02.zubuk.com/lss-db/A_Worker.asp), is similar to the above process of "Displaying and Editing a specific PCSP Worker's details".

Do not click on the 'Delete' button located at the bottom of the webpage unless you want to remove the PCSP Worker from the database. Taking this action will delete all the database record of the displayed PCSP Worker from the database. And it is not reversible.

NOTE:
1. PCSP Workers must be instructed not to check 'Interested in Working with More Consumer' then placing 'no' in the entry box. This will clutter the 'PCSP Worker Interested in More Consumer report'.

4.3.2.2 Displaying and Editing a specific 'PCSP Worker Details - Files'

Displaying a specific 'PCSP Worker Details - Files' is done by clicking on the 'Files' link on the upper part of the PCSP Worker Details webpage shown above. This action takes you to the 'PCSP Worker Details - Files' webpage in http://web02.zubuk.com/lss-db/A_W_Files.asp?MNum= shown next.

In this webpage you can view and edit the following 'PCSP Worker Details - Files' details:

Name (you cannot edit this here)
Statement of Knowledge & Experience
Roles & Responsibilities
Confidentiality
Alcohol & Drug Free Workplace Staement
Sexual Harassment Statement
Training Requirments
Hepatitis B Immunization Consent Form
New Employee Form
W - 4
I - 9
Copy of 2 Forms of ID
Criminal Check
Application
Drivers Check
Job Description
Consumer Site & Safety Checklist
Driver - Vehicle Release Form – Copy of Insurance, Driver's Registration Form
WT & C (checkbox to activate Mailed to PCSP Worker (mm/dd/yyyy))

In this webpage, you can edit and save by checking/unchecking checkboxes and entering the date; then clicking on the 'Save' button located at the bottom of the webpage.

4.3.2.3 Displaying and Editing a specific 'PCSP Worker Details -List'

Displaying a specific 'PCSP Worker Details -List' is done by clicking on the 'List' link on the upper part of the PCSP Worker Details webpage shown above. This action takes you to the 'PCSP Worker Details – List' webpage in http://web02.zubuk.com/lss-db/WorkCon.asp?ID= shown next.
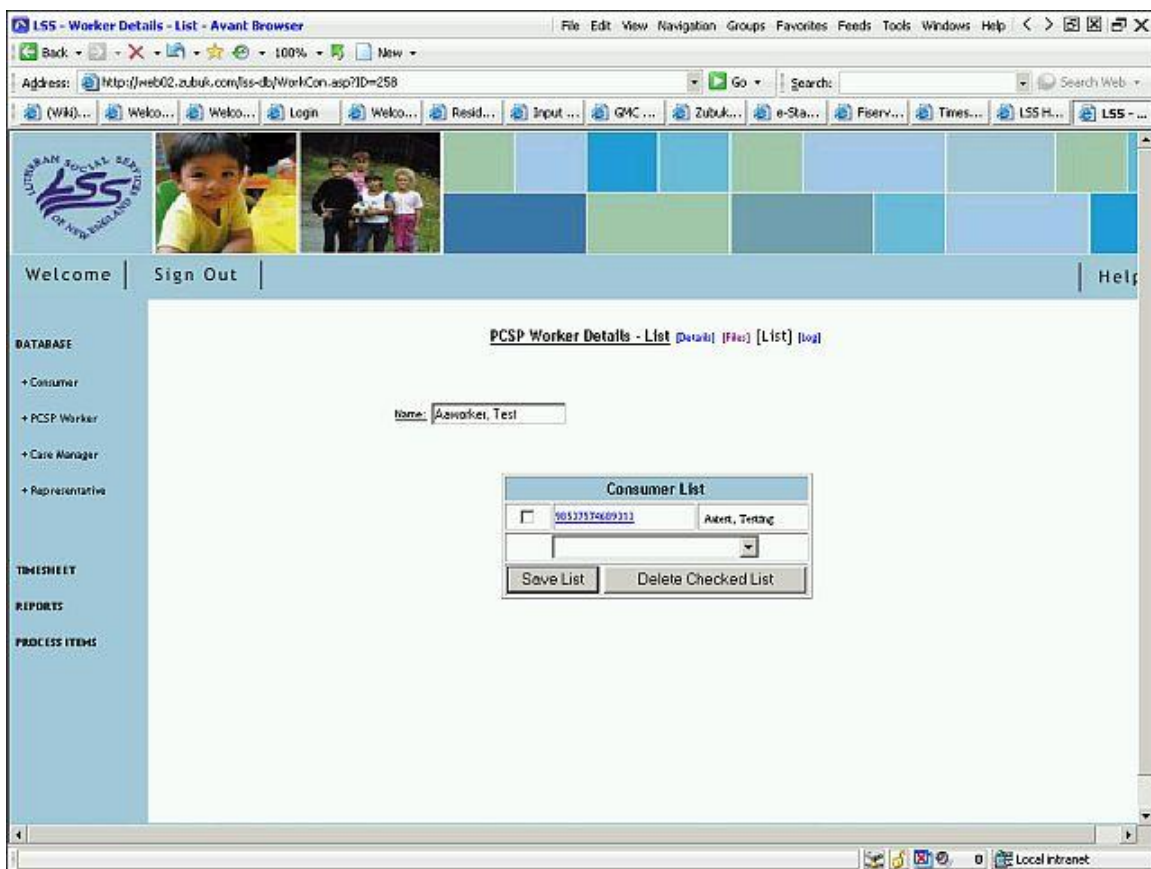
For the application to function with full capability, every Consumer must be "related" to at least one PCSP Worker. One can do this at the Consumer webpages, and it can also be done in this webpage.

To "relate" the current PCSP Worker displayed to a Consumer, select a name from the pulldown menus by clicking on the 'down arrow' button and selecting from the displayed Consumer names. Use the navigation bar to the

right of the names to go up or down among the list of names. After you have selected the name, click on the 'Save List' button on the bottom part of the webpage to save your choice.

To remove the relationship of the current PCSP Worker to a listed Consumer, check the checkbox to the left of the name of the selected Consumer to 'unrelate', then click on the 'Delete Checked List' button on the bottom part of the webpage to to complete the process. You can do this for more than one Consumer.

4.3.2.4 Displaying and Editing a specific 'PCSP Worker Details - Log'

Displaying a specific 'PCSP Worker Details - Log' is done by clicking on the 'Log' link on the upper part of the PCSP Worker Details webpage shown above. This action takes you to the 'PCSP Worker Details - Log' webpage in http://web02.zubuk.com/lss-db/A_W_log.asp shown next.

In this webpage you can view and edit the following 'PCSP Worker Details - Log' details:

Name (you cannot edit this here)
Site Visit, Date, Comment
Phone Call, Date, Comment

In this webpage, you can enter new Site Visit and Phone Call Log Entries by writing in the 'New Log Entries' area at the bottom of the webpage. Input 'Date' entry in (mm/dd/yyyy) form in the smaller date entry box on the left, and input 'Comments' in the taller comment entry box on the right. Site Visit and Phone Call has separate columns for entry. You can then save the entries by clicking on the 'Save Log Entry' button on the bottom area of the webpage. Simultaneous Site Visit and Phone Call entries is possible. The listing is automatically arranged from the latest to the oldest entry.

To delete one or more entries, check on the corresponding checkboxes on the left, then click on the 'Delete Checked Log Entry' button on the bottom area of the webpage.

4.3.3 Case Manager

The Case Managers' webpages starts with the 'CASE MANAGER' webpage at http://web02.zubuk.com/lss-db/Admin2.asp?choice=Case, that appears when you click on the 'Case Manager' link on the left hand side menu.
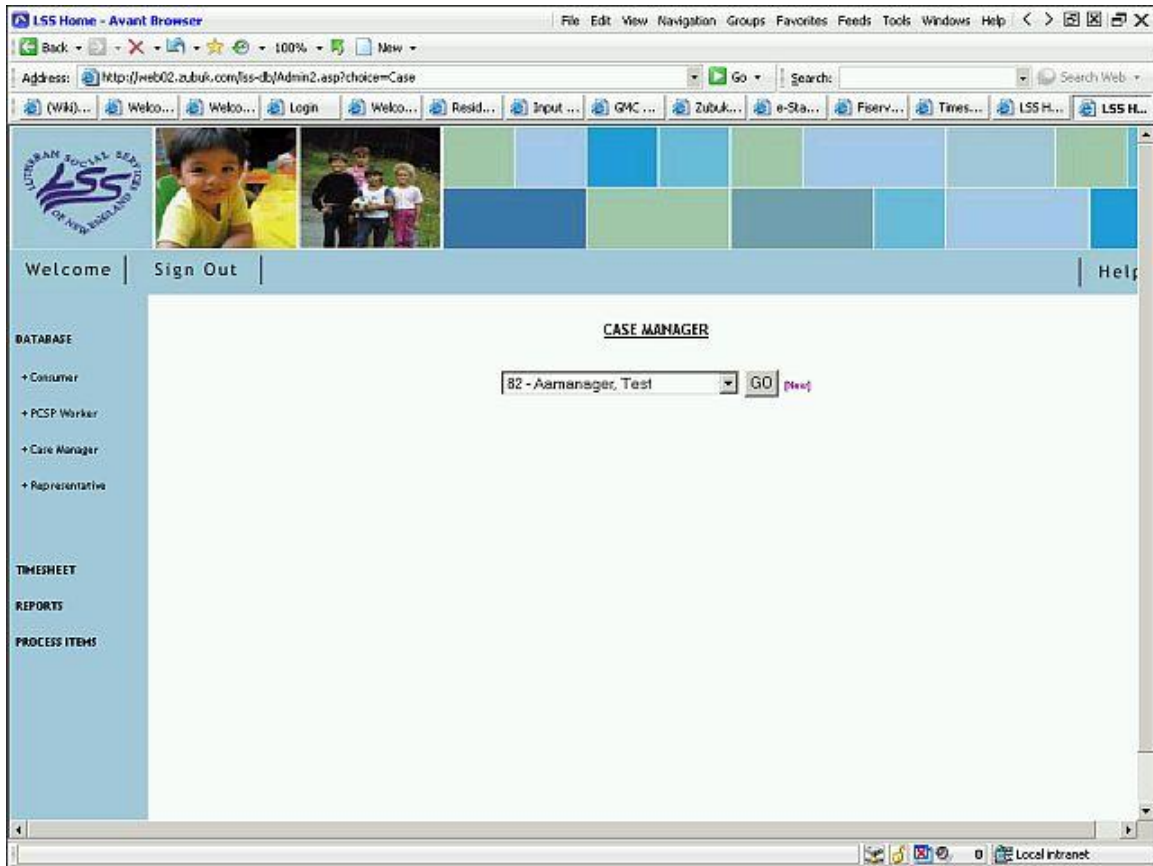
In this webpage you can do the following:

1. Display and Edit a specific Case Manager's details by selecting the specific Case Manager's name from the pulldown menu then clicking on the 'GO' button.
2. Create a new Case Manager's account by clicking on the blue-colored 'New' link located to the right of the 'GO' button.

4.3.3.1 Displaying and Editing a specific Case Manager's details

Displaying a specific Case Manager's details is done by selecting the specific Case Manager's name from the pulldown menu then clicking on the 'GO' button. This action takes you to the 'Case Manager - Details' webpage in http://web02.zubuk.com/lss-db/A_Case.asp shown next.

In this webpage you can view and edit the following Case Manager details:

Name (Last Name, First Name)
Address including City, State, Zip Code
Agency
Office No and Ext
Cell No
Fax No

In all the Case Manager details in this webpage, you can edit and save by changing the letters in the entry boxes then clicking on the 'Save' button located at the bottom of the webpage.

The process of CREATING a 'New' Case Manager (by clicking on the blue-colored 'New' link located to the right of the 'GO' button in the 'Case Manager List' webpage at http://web02.zubuk.com/lss-db/A_Case.asp), is similar to the above process of "Displaying and Editing a specific Case Manager's details".

Do not click on the 'Delete' button located at the bottom of the webpage unless you want to remove the Case Manager from the database. Taking this

action will delete all the database record of the displayed Case Manager from the database. And it is not reversible.

4.3.3.2 Displaying and Editing a specific 'Case Manager - List'

Displaying a specific 'Case Manager - List' is done by clicking on the 'List' link on the upper part of the Case Manager webpage shown above. This action takes you to the 'Case Manager - List' webpage in http://web02.zubuk.com/lss-db/CMCon.asp?ID= shown next.
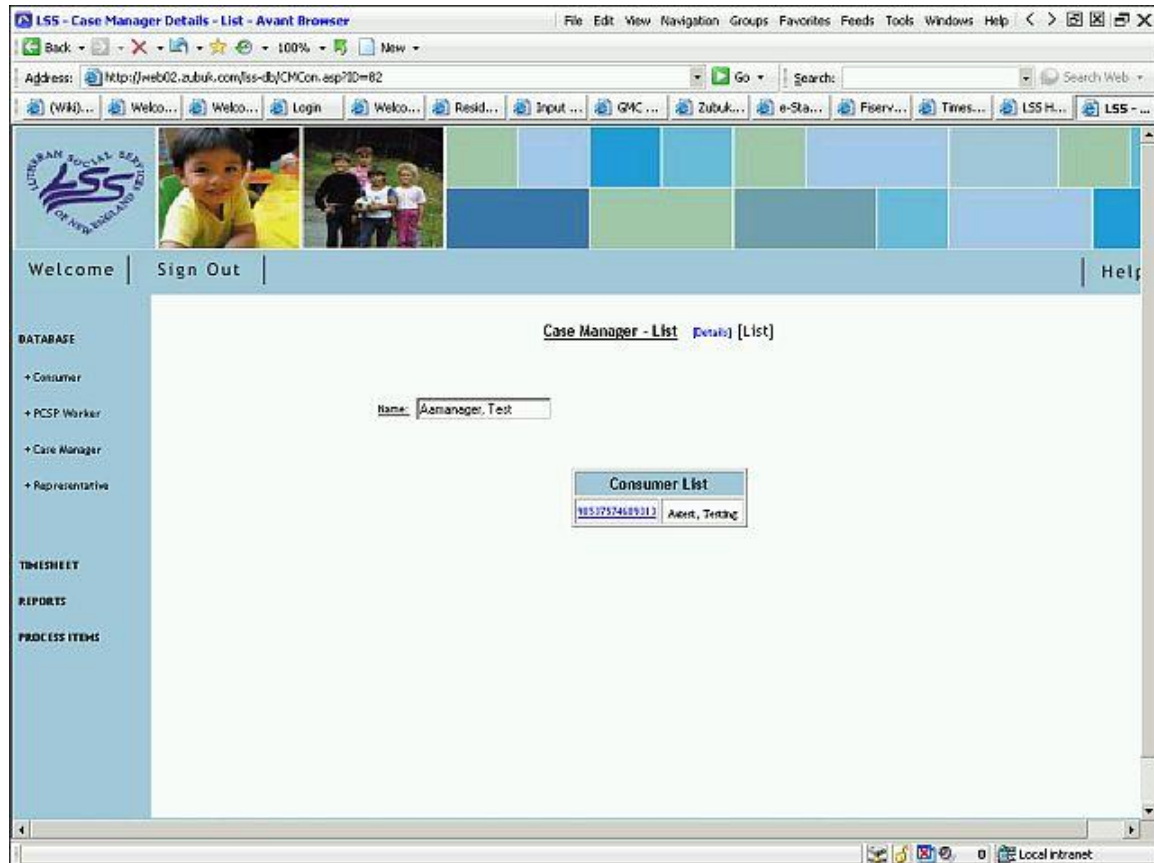

For the application to function with full capability, every Consumer must be "related" to one Case Manager and one can do this at the Consumer webpages.

This webpage just lists down the Consumers "related" to the displayed Case Manager with hyperlinks to each Consumer's 'Consumer Details' webpage.

4.3.4 Representative

The Representatives' webpages starts with the 'REPRESENTATIVE' webpage at http://web02.zubuk.com/lss-db/Admin2.asp?choice=Rep, that appears when you click on the 'Representative' link on the left hand side menu.
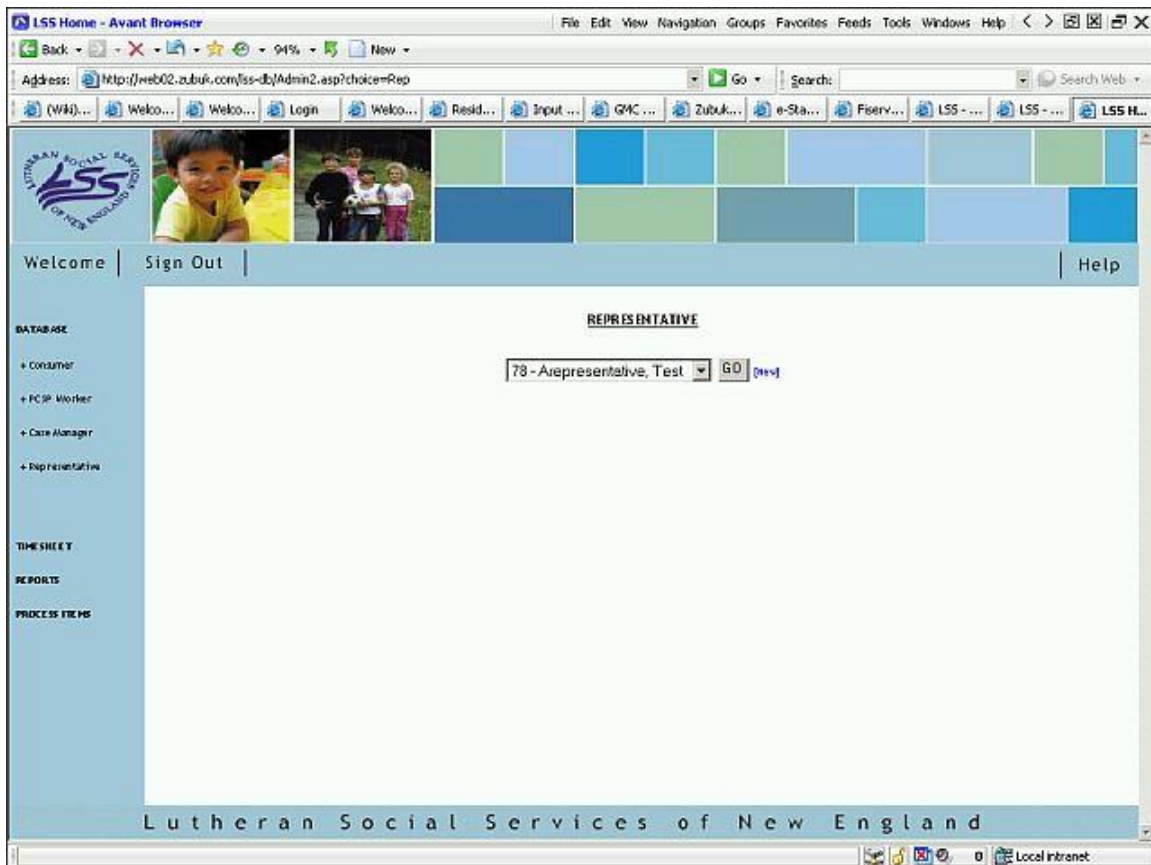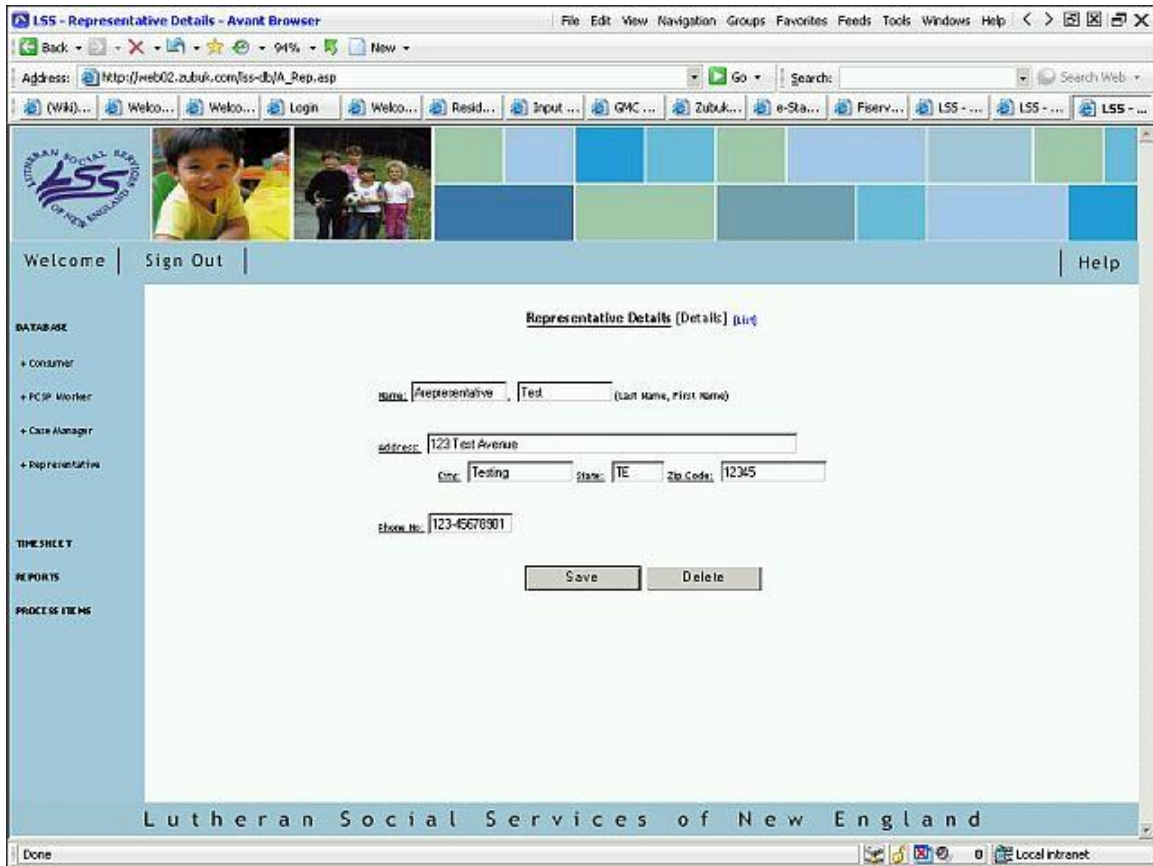

In this webpage you can do the following:

1. Display and Edit a specific Representative's details by selecting the specific Representative's name from the pulldown menu then clicking on the 'GO' button.
2. Create a new Representative's account by clicking on the blue-colored 'New' link located to the right of the 'GO' button.

4.3.4.1 Displaying and Editing a specific Representative's details

Displaying a specific Representative's details is done by selecting the specific Representative's name from the pulldown menu then clicking on the 'GO' button. This action takes you to the 'Representative - Details' webpage in http://web02.zubuk.com/lss-db/A_Rep.asp shown next.

In this webpage you can view and edit the following Representative details:

Name (Last Name, First Name)
Address including City, State, Zip Code
Phone No:

In all the Representative details in this webpage, you can edit and save by changing the letters in the entry boxes then clicking on the 'Save' button located at the bottom of the webpage.

The process of CREATING a 'New' Representative (by clicking on the blue-colored 'New' link located to the right of the 'GO' button in the 'Representative List' webpage at http://web02.zubuk.com/lss-db/A_Rep.asp), is similar to the above process of "Displaying and Editing a specific Representative's details".

Do not click on the 'Delete' button located at the bottom of the webpage unless you want to remove the Representative from the database. Taking this action will delete all the database record of the displayed Representative from the database. And it is not reversible.

4.3.4.2 Displaying and Editing a specific 'Representative - List'

Displaying a specific 'Representative - List' is done by clicking on the 'List' link on the upper part of the Representative webpage shown above. This action takes you to the 'Representative - List' webpage in http://web02.zubuk.com/lss-db/RepCon.asp?ID= shown next.
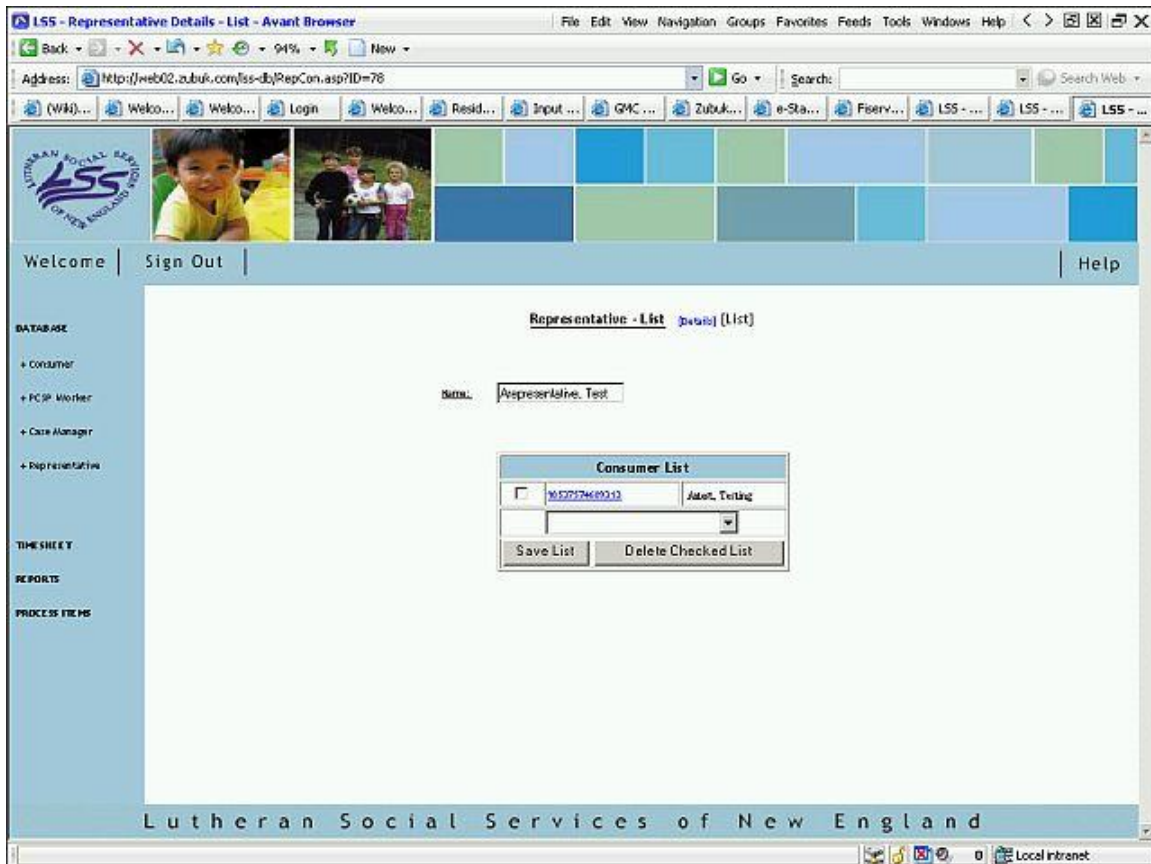
For the application to function with full capability, every Consumer must be "related" to one Representative and one can do this at the Consumer webpages.

To "relate" the current Representative displayed to a Consumer, select a name from the pulldown menus by clicking on the 'down arrow' button and selecting from the displayed Consumer names. Use the navigation bar to the right of the names to go up or down among the list of names. After you have selected the name, click on the 'Save List' button on the bottom part of the webpage to save your choice.

To remove the relationship of the current Representative to a listed Consumer, check the checkbox to the left of the name of the selected Consumer to 'unrelate', then click on the 'Delete Checked List' button on the bottom part of

the webpage to to complete the process. You can do this for more than one Consumer.

4.4 TIMESHEET

The Timesheet pages are where you can view, input, save and submit PCSP Worker work duration details, on the individual Consumers assigned to each. The webpage can be accessed by clicking on the 'TIMESHEET' link at the lefthand menu that will take you to http://web02.zubuk.com/lss-db/view.asp, shown below.

From the Timesheet webpage, you can go to the other parts of the application by going first to the 'HOME' webpage by clicking on the 'Home' link on the upper left hand corner of the Timesheet webpage.

4.4.1 Filling Up the LSS Timesheet

Select the PCSP Worker that you want his timesheet details entered into the database from the PCSP Worker pulldown menu located on the upper left

hand corner of the webpage. Select by clicking on the down arrow button and click on the required name. Upon selection of the specific PCSP Worker, the names of the Consumers "related' to him are automatically loaded by the application to the 'Consumer' pulldown menu. These "related" Consumers were "connected" to him in these sections above:

4.3.1.1 Displaying and Editing a specific Consumer's details
4.3.2.3 Displaying and Editing a specific 'PCSP Worker Details -List'

The timesheet displays a two week period. If you need to go to other time periods, you can either:

1. Fill up the entry box for 'Go To Date' on the upper right hand corner of the webpage in mm/dd/yyyy format, then click on the 'Go To Date' button. This will bring you to the two week period around the specified date for the selected PCSP Worker. This method is better for long-off dates from the displayed date.
2. Another method that is easier for nearby dates from the displayed date is to use the double arrow directional buttons in the 'From – To' area, also on the upper right hand corner of the webpage below the 'Go To Date' area. Just click on the left double arrow directional button to go to the prior two week period, or the right double arrow directional button to go to next two week period.

To enter hours work done by the PCSP Worker, select first the "related" Consumer from the pull down menu located under the column 'Consumer' on the left side of the row. Double click with your mouse on the box for the day you want to enter the number of job hours done, then enter the number. For part hours only, you have to enter the extra minutes in decimal form, say 5 hours and 30 minutes will be 5.5 hours, or 4 hours and 15 minutes will be 4.25 hours, or 7 hours and 45 minutes will be 7.75 hours. To compute exactly the decimal part for any extra minutes, divide the extra minutes by 60. For example if you have 47 extra minutes, it will be 47/60 or 0.78 hour.

After every entry of hours for a specific day, the application will automatically compute the total number of hours for that week. You can add any remarks, notes or comments in the 'Notes' box to the right end of the row. This box will accept all the characters in the keyboard. You can now save the contents of the timesheet to the database by clicking on the 'Add/Save Row button at the upper lefthand side of the webpage.

If you would like to change anything in a row you have already "saved", you can go to that row, click on the check box located on the left side of that row, change the entries that need changing, then click on the 'Add/Save Row' button. This will input the new values into the database. However, 'processed' timesheets having 'checked' Payroll and Medicaid checkboxes cannot be edited.

It can only be edited after the 'Administrator' has 'untagged' the specific timesheet.

If you want to change completely a specific row , you just click the checkbox to the leftmost side of the selected row, then click on the 'Delete Row(s)' button. This will remove the values of the specific row from the database.

You can do the same above process to enter values for Week 2 on the lower timesheet area containing the next week's entry area.

4.4.2 Extended Hours

The timesheet automatically limits the number of hours of service that an individual Consumer can be credited, by not accepting beyond 'Max Hours' in total hours for the Consumer. This is based on the entry in 'Max Hours' in the Consumer Details webpage.

To take into consideration extended hours of service given to a specific Consumer by a PCSP Worker beyond 'Max Hours'(of the Consumer), the 'Extd Hrs' option is used. This option is located just below the 'normal' row. To enter values in this area, you have to check first the 'Extd Hrs' checkbox for the selected Consumer. You can then enter 'hour' values as usual. However, for the values to be accepted by the application, there must be entries in the related 'Notes' area.

Saving the entries in the Extended Hours area is similar to the saving process of the "normal" row.

NOTES:

1. If no "related" Consumer is selected from the pulldown menu, entered 'hours' in the timesheet will not be saved to the database.
2. Consumers that already have entries for a specific week is automatically removed from the pulldown list of Consumers. If all Consumers "related" to the PCSP Worker have already their 'hours' for the specific week, the lowest row for that week will be disabled and no entries can be entered.
3. The 'Submit' button of the webpage acts in the same way as the 'Add/Save Row button, except for a popup showing the total hours in the timesheet and a chance to cancel 'submit.
4. Weekly timesheets that display either a "checked" 'Payroll' and/or 'Medicaid' checkboxes can only be viewed but not edited.
5. Clicking on 'Go to Date' button with empty date entry box goes to 'today' date with the same 'worker'

6. If Extended Hours is activated by checking the 'Extd Hrs' checkbox, tabbing in a row goes to alternate between normal hour box then extended hour box, and so on.

4.5 REPORTS

The application can generate template reports for the management. This feature can be accessed in the 'HOME' webpage through the 'REPORTS' link on the left hand side menu. Clicking on this link will put you to the REPORTS webpage http://web02.zubuk.com/lss-db/SpecRep.asp, shown below. There are two types of reports – General Reports, and Advance Reports, with the Advance Reports initially displayed.
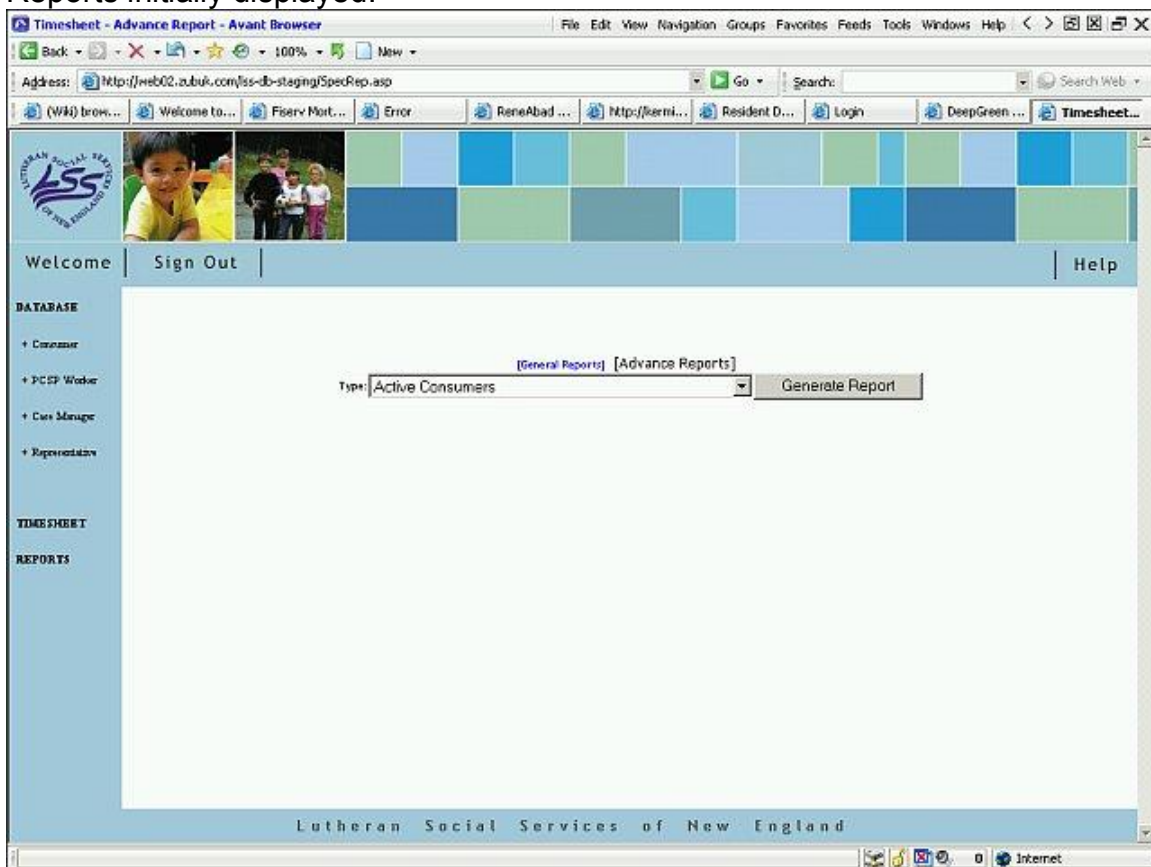
4.5.1 Advance Reports

To generate a particular report from the application, select the desired report from the pulldown menu then click on the 'Generate Report' button. Some of the reports need to have additional data inputs like dates, and the program presents the needed entry boxes for these. In another specific report, it needs additional choice from a pulldown menu (Payroll or Medicaid).

The application will then generate and display selected report. You can then either print the table and/or export to CSV (Comma Separated Values) depending on the report. The CSV file is saved in export folder in the LSS DB folder in your server.

As of now, the following reports are processed:

1. Active Consumers
2. Active PCSP Workers
3. Census Information
4. Consumer Date Of Birth
5. Consumer Health
6. Consumer Start and Termination Date
7. Consumer Start Date
8. Consumers with PCSP Worker and Hours
9. Consumers by Town
10. Consumer with No Log
11. Consumers Sorted by Project Manager And Town
12. Inactive Consumers with PCSP Worker and Hours
13. PCSP Worker by Insurance Expiration Date
14. PCSP Workers by Town
15. PCSP Workers Date of Hire
16. PCSP Workers Interested in More Consumers
17. PCSP Workers Sorted by Project Manager And Town
18. PCSP Workers (Inactive) Termination Date
19. PCSP Workers Total Hours
20. PCSP Workers with No Consumer
21. PCSP Workers with No Log
22. Phone Contact for Consumers
23. Phone Contact for PCSP Worker
24. Referrals
25. Site Visit for Consumers
26. Site Visit for PCSP Worker
27. * History - Timesheet / Medicaid

NOTES:

1. Those new consumers whose 'Consumer Details - Health' page have not yet been gone into will not appear in 'Consumer Health report'.
2. 'Consumer Date Of Birth report' sorts by month then day, year is disregarded.
3. 'PCSP Worker with No Consumer report' includes all workers including inactive.

4. In 'PCSP Worker by Insurance Expiration Date report' only workers who have their 'Driver' detail selected or checked are reported out.
5. In 'PCSP Worker with No Consumer report', it includes all workers including 'Potential Applicant'.
6. In 'Active PCSP Workers with no log report', it reports out only 'Active PCSP Workers' with related 'Consumer' that has a 'Project Manager'; and without both 'site' and 'phone' log.
7. In 'Active Consumers with no log report', it only reports out consumers without both 'site' and 'phone' log.
8. In 'Phone Contact for PCSP Worker report', a worker will appear as many times as the number of different 'Project Managers' are related to the consumers he is "related" to.
9. In 'Active Consumers with no log report', Consumer will only appear if there is already an assigned 'Project Manager'.
10. In 'Active PCSP Workers with no log report', Worker will only appear if there is already an assigned 'Consumer'.

Sample report below.

4.5.2 General Reports

To go to the General Reports webpage, click on the blue General Reports link above the 'Type' pulldown menu. This will put you to the General Reports webpage http://web02.zubuk.com/lss-db/Report.asp, shown below.

In General Reports, the application generates reports showing the following:

1. All the hours worked by a specific PCSP Worker within the specified date period with all his "related" Consumers.
2. All the hours provided to a specific Consumer within the specified date period with all his "related" PCSP Workers.
3. All the hours worked by a specific PCSP Worker within the specified date period with a specified Consumer.
4. All the hours provided to a specific Consumer within the specified date period by a specified PCSP Worker.
5. All of the four reports above inclusive of Extended Hours.

To generate a particular report from the application, select from the pulldown menus either

1. a specific PCSP Worker and a specific Consumer

2. a specific PCSP Worker and 'For Each Consumer', or
3. a specific Consumer and 'For Each PCSP Worker'

Put the date period required in mm/dd/yyyy format in the 'From To' area then click on the 'Generate Report' button. The application will then generate and display selected report. You can then either print the table, export to Payroll and/or export to CSV (Comma Separated Values). The CSV file is saved in export folder in the LSS DB folder in your server.

Default settings are:

1. With no date period entered, the application will display all related data irregardless of date period, from the oldest to the latest entries
2. With either only a specific PCSP Worker or a specific Consumer selected only, with no selection on the other column, all the "related" PCSP Workers or Consumers will displayed
3. With the 'Extended Hours' checkbox unchecked, only normal hours will be displayed

Sample report below.

4.6 PROCESS ITEMS

The application can process the timesheet entries for Payroll and Medicaid purposes. This program feature is only available to 'Finance' and 'Administrator' accounts, and not available to 'SmartCare' accounts. This feature can be accessed through the 'PROCESS ITEMS' link on the left hand side menu. Clicking on this link will put you to the REPORTS webpage http://web02.zubuk.com/lss-db/Process.asp, shown below.

To process the timesheet entries either for Payroll or Medicaid purposes, enter the desired date in the 'Last Payroll Day' entry box in mm/dd/yyyy format, select either the Payroll or Medicaid click button as required then click on the 'Process' button.

The application will then mark all the timesheet weekly checkboxes for either Payroll or Medicaid, as selected, from the oldest unmarked up to the week of the entered 'Last Payroll Day'. The timesheet weekly rows that are marked will now be only for viewing and cannot be edited already.

The resulting processed items are displayed and can either be printed and/or exported to CSV (Comma Separated Values), as shown below. The CSV file is saved in the LSS DB folder in your server.
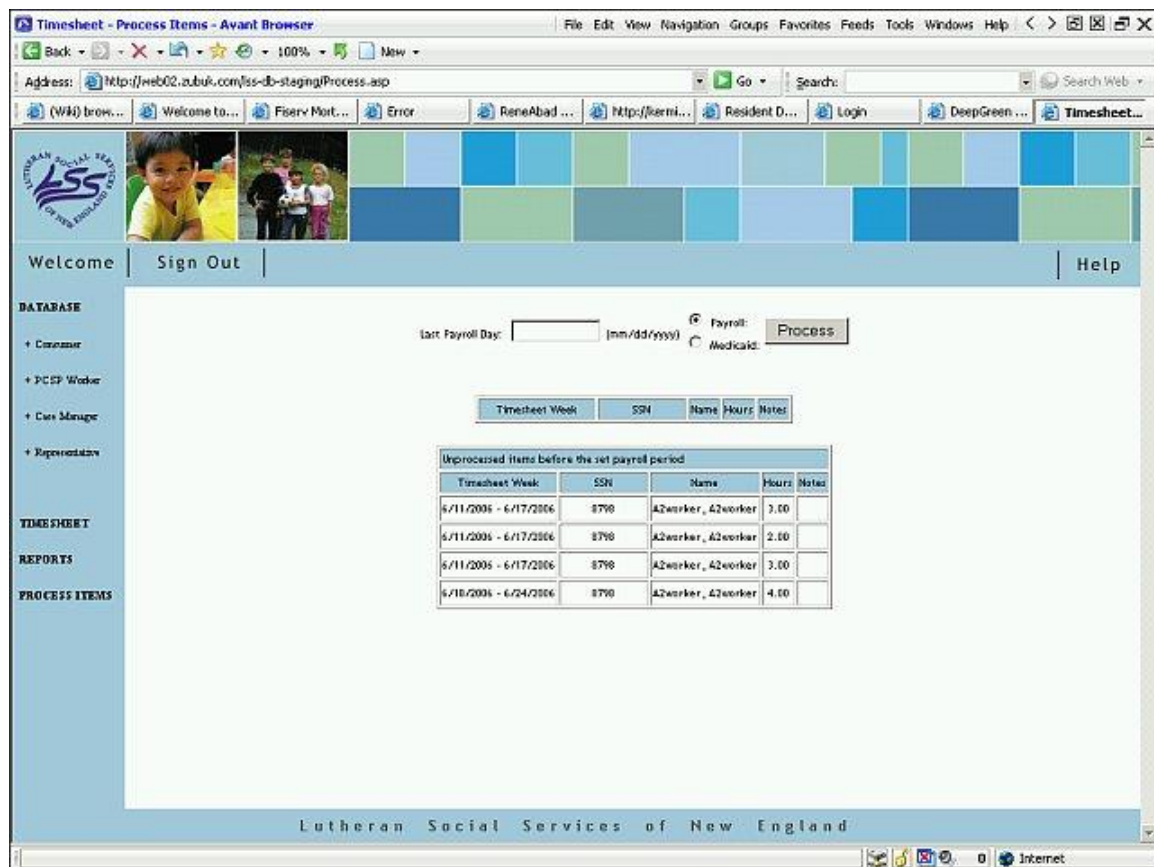
4.7 ADMINISTRATOR TOOLS

The ADMINISTRATOR TOOLS webpage is only available to the accounts that are given 'Administrator' privileges, that are also defined in this webpage. This webpage can be accessed from the ADMIN TOOLS link that appears on the left hand side menu if an account with 'Administrator' privileges logs in. When a non-'Administrator' account logs in, this link is not present. The webpage is shown below.

The Administrator enters the following data for the different accounts:

1. Employee Number
2. Last Name
3. First Name
4. Username
5. Password

6. Admin (checkbox)

If the Admin checkbox is checked, it gives that account administrator privileges.

The administrator can create a new account by entering the 6 data entries at the lowest row and then clicking on the 'Save' button. He can remove an account by checking on the checkbox at the leftmost part of the row of the account to be removed, and clicking on the 'Delete' button on the right side.

To edit an account, he changes the contents of the account's row, check on the checkbox at the leftmost part of the row, and then click on the 'Save' button.

In order to give protection to the passwords of the employees, these are displayed in encrypted form in "Administrator Tools".

4.7.1 ADMINISTRATOR TOOLS – Timesheet Untagging

A person logged on as an Administrator also has the privilege or ability to untag Payroll and/or Medicaid checkboxes in the Timesheet, http://web02.zubuk.com/lss-db/view.asp. (see 4.6 PROCESS ITEMS). By untagging the specific week timesheet table, the hours entered and 'Notes' can again be editable.

4.8 LOGGING OUT

After you have finished all the needed tasks, you can log-out by clicking on the "Log-out" button. You will then be returned to the Log-in page. One can log-out anywhere in the application by clicking on the "Log-out" button.

5.0 SUPPORT

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