

How to add a Time Entry in Anywhere

1. Go to "Time Entry" on left hand menu
2. Select "New Entry"
3. Select "Work Code" from drop down (HPC or MTA)
4. Go to person icon in bottom right corner and select all clients who live at the site. After all clients have been selected click 'Done' at bottom
5. Start time will automatically be filled in. If time is later than start of your shift, go in and put the time your shift begins (example: if you are working 8-4 and time was automatically put at 8:06, change to 8:00)
6. Select "Save" at bottom of screen
7. At the end of your shift, go into "Time Review" and put end time of your shift (should match actual shift; if it's 4:05 and your shift ends at 4:00, put 4:00)
8. Select "Save and Submit" at bottom of screen after ensuring entries are correct
9. Return to your Dashboard, go to three dots on top right-hand side of screen and select "Log Out"

How to add mileage in Anywhere

1. Go to "Time Entry" and select "Add Transportation"
2. Select "Company" under "Transportation Type"
3. Leave the start time and end time blank.
4. Enter the odometer start/end. The total miles will automatically be calculated; you do not need to do the math yourself.
5. Add the license plate number
6. Add the origination (your site) and destination. If you are making multiple stops, add them all under destination.
7. Add a reason.
8. Select "save"

If you are currently clocked in with everyone at the site but aren't taking everyone in the vehicle:

1. Clock out of your current punch. Save and submit the punch if the information is correct. If it is not correct, please correct it, and then save and submit it.
2. Clock in again, but only with the individuals you will be providing services to. Follow the steps above to add mileage.
3. When you return to the site, clock out, and then clock back in with everyone at the site.

Example 1: DSP 1 works 12p-8p at Dover house. At 2pm, they receive a call from the supervisor on call to take Jane Doe to the pharmacy. That DSP drives Jane Doe to the pharmacy and back, arriving back to Dover house at 3:30pm. That DSP finishes their shift at 8pm.

In this scenario, DSP 1 would clock in at 12pm and select all the individuals at Dover House. They would clock out at 2pm and then start a new clock in at 2pm selecting only Jane Doe. They would add the mileage during/after the trip and then clock out when they got back to the site at 3:30. Then, they would punch back in at 3:30 with everyone at the site. So, the punch ins should look like this: 12p-2p with all 4 people punched in, 2p-3:30p with only Jane Doe punched in, 3:30-8 with all 4 people punched in.

If providing services on behalf of an individual (services being provided while they are not physically in the vehicle) please note in the "Reason" section that the services were provided on behalf of the individual.

How to document services and outcomes on Anywhere

1. Select 'OUTCOMES' from the menu on the left.
2. Select the individual for whom you are entering outcomes/experiences and supports/services by clicking on their photo.
3. To document outcomes/experiences and supports/services provided, select 'NEW' in the appropriate 'Outcomes and Experiences' or 'Supports and Services' box.
4. Select from the drop-down menu in the red box marked 'RESULTS'- when selecting 'Not Completed' or 'Declined', you will need to enter a note in the red 'NOTE' box.
5. You may need to enter outcomes/experiences and supports/services in multiple sections- Select 'NO FREQUENCY', 'DAILY', 'WEEKLY', 'MONTHLY', and 'YEARLY' and enter outcomes/experiences and supports/services as appropriate in each section.
6. Select 'SAVE' to save your entry.

How to add Incident Tracking in Anywhere

1. Go to "Incident tracking"
2. Select "New Incident"
3. Enter Date and Time of Incident
4. Select appropriate "Incident Category" from drop down menu
5. Provide "Location" from Location detail drop down menu
6. Type in a brief description of the Incident
7. Type in the "Immediate Action" you took following the Incident
8. Type in the Prevention Plan
9. Type in Cause of Incident and any Contributing Factors
10. Enter your name as "Employee Involved"
11. Select your "Involvement Type" from the drop-down menu
 - a. If there were multiple staff involved select "+Add new employee" and repeat above directions.
 - b. Do not check 'notify'
12. Select a Consumer from the Icon in the lower right corner of page
13. If anyone other than Staff or Client was involved in Incident select "+Add new Person" under "Other People Involved"
14. When all information has been entered you must click "Save" at bottom left of page.

How to document 'Site Funds' on Anywhere

1. Select 'MONEY MANAGEMENT' from the menu on the left.
2. Select 'Account Register' and select the site by clicking on their photo.
3. Choose the correct account from the 'Account' drop-down menu.
4. Create a new entry by clicking 'New Entry' (top right of page).
5. Enter the date.
6. Enter the amount. Some establishments are rounding pennies- PLEASE BE SURE TO ENTER THE AMOUNT TENDERED IF IT IS DIFFERENT FROM THE TOTAL DUE TO ROUNDING.
7. Select 'Expense' or 'Deposit'.
8. Use the 'Payee' drop-down menu to choose the correct payee. (If entering site money received from the office, select 'SITE')
9. Use the 'Category' drop-down menu to select the category on which the money was spent.
10. Enter a detailed description in the 'Description' box.

EXAMPLES:

"Grocery money- week of 3/8/26. Receipt reflects rounding

"Supply money- week of 3/8/26 spent on groceries"

"Parking funds spent on groceries"

"Supply money- week of 3/8/26"

"Unspent money returned to office"

11. Attach receipt.

- Click 'ATTACHMENTS'
- Select 'CHOOSE FILE'
- Select 'TAKE PHOTO'

- Take a picture of the receipt (be sure to write the site name on all receipts and from where the funds came from (supply money/parking funds/grocery money/staff))

12. Click 'USE PHOTO'.
13. Click 'SAVE' to save the photo.
14. Select 'SAVE' to complete the ledger entry.

How to document 'Cash on Hand', 'Checking Account', and Savings Account' ledgers on Anywhere

1. Select 'MONEY MANAGEMENT' from the menu on the left.
2. Select 'Account Register' and select the client by clicking on their photo.
3. Choose the correct account from the 'Account' drop-down menu.
4. Create a new entry by clicking 'New Entry' (top right of page).
5. Enter the date.
6. Enter the amount. Some establishments are rounding pennies- PLEASE BE SURE TO ENTER THE AMOUNT TENDERED IF IT IS DIFFERENT FROM THE TOTAL DUE TO ROUNDING.
7. Select 'Expense' or 'Deposit'.
8. Use the 'Payee' drop-down menu to choose the correct payee. (If giving cash to the client, choose 'Self')
9. Use the 'Category' drop-down menu to select the category on which the money was spent.
10. Enter a detailed description in the 'Description' box.

EXAMPLES:

"Client allowance received"
"Given \$20 spending cash"
"Bought arts and crafts supplies"
"Went out to dinner/ordered takeout"
"Bank deposit"
"Bank withdrawal"

11. Attach receipt.
 - Click 'ATTACHMENTS'
 - Select 'CHOOSE FILE'
 - Select 'TAKE PHOTO'
 - Take a picture of the receipt (be sure to write the client's name on all receipts, and make sure that handwritten receipts include both the client's and the staff's signature)
12. Click 'USE PHOTO'.
13. Click 'SAVE' to save the photo.
14. Select 'SAVE' to complete the ledger entry.

Progress Notes

- 1) Go to Roster (on lefthand side of screen)
- 2) Choose FILTER (blue button top left)
- 3) Choose site location and 'apply'
- 4) Select client
- 5) Select 'Progress Notes' on box that pops up on right side of screen
- 6) Select 'New'
- 7) Write progress note in message box
- 8) Select SEND

SLEEP CHARTS

in eMar

To access sleep charts:

- 1) Go to eMar
- 2) Go to PASS ADL
- 3) Select Name
- 4) Click hourly box for sleep chart during hour noted for check
- 5) If awake click 'next' button at bottom of the page, then click 'add notes'. Add note as to what client was doing while awake and click 'save', then click 'complete'. Click 'ok' to confirm.