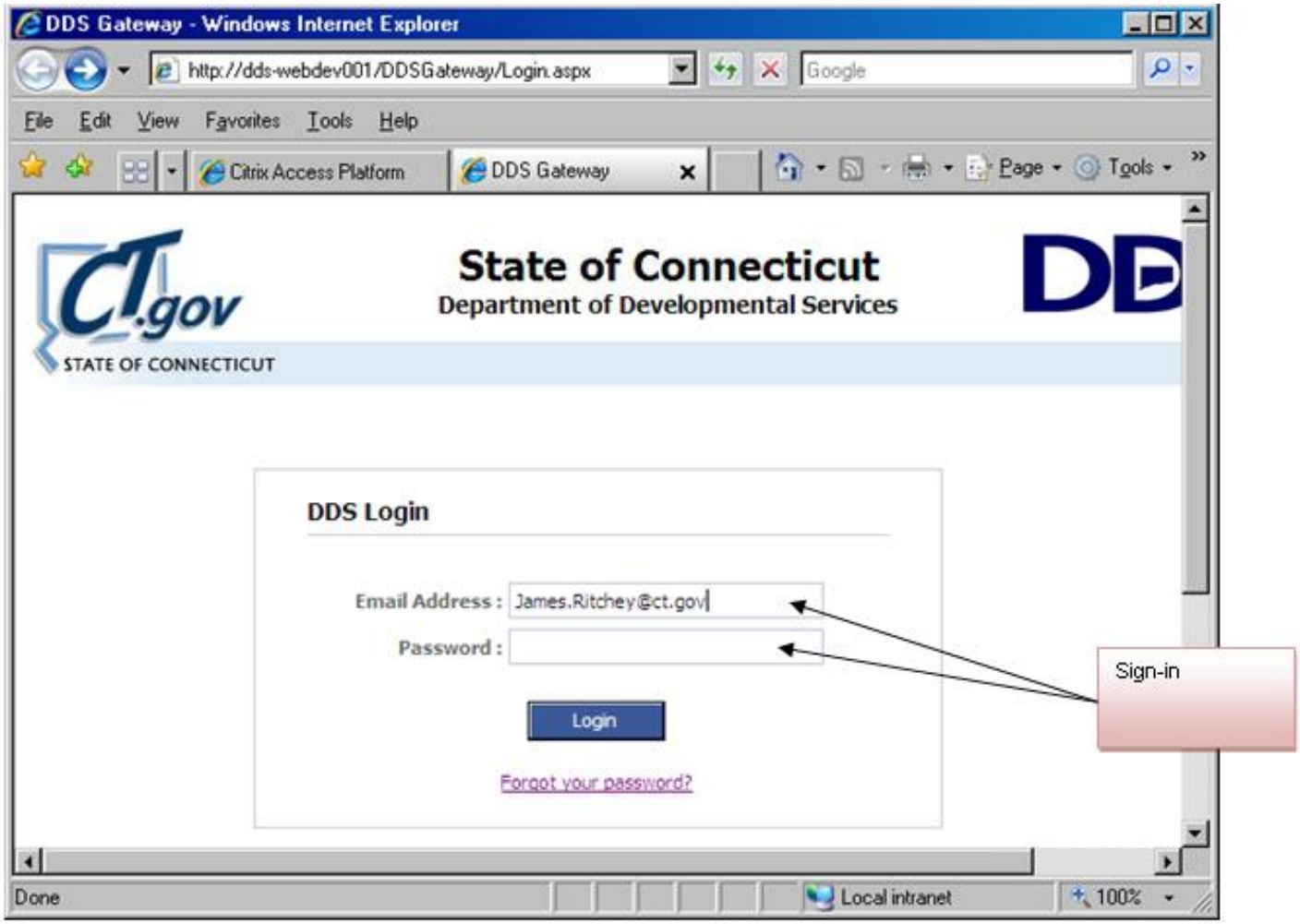
Web Res Day

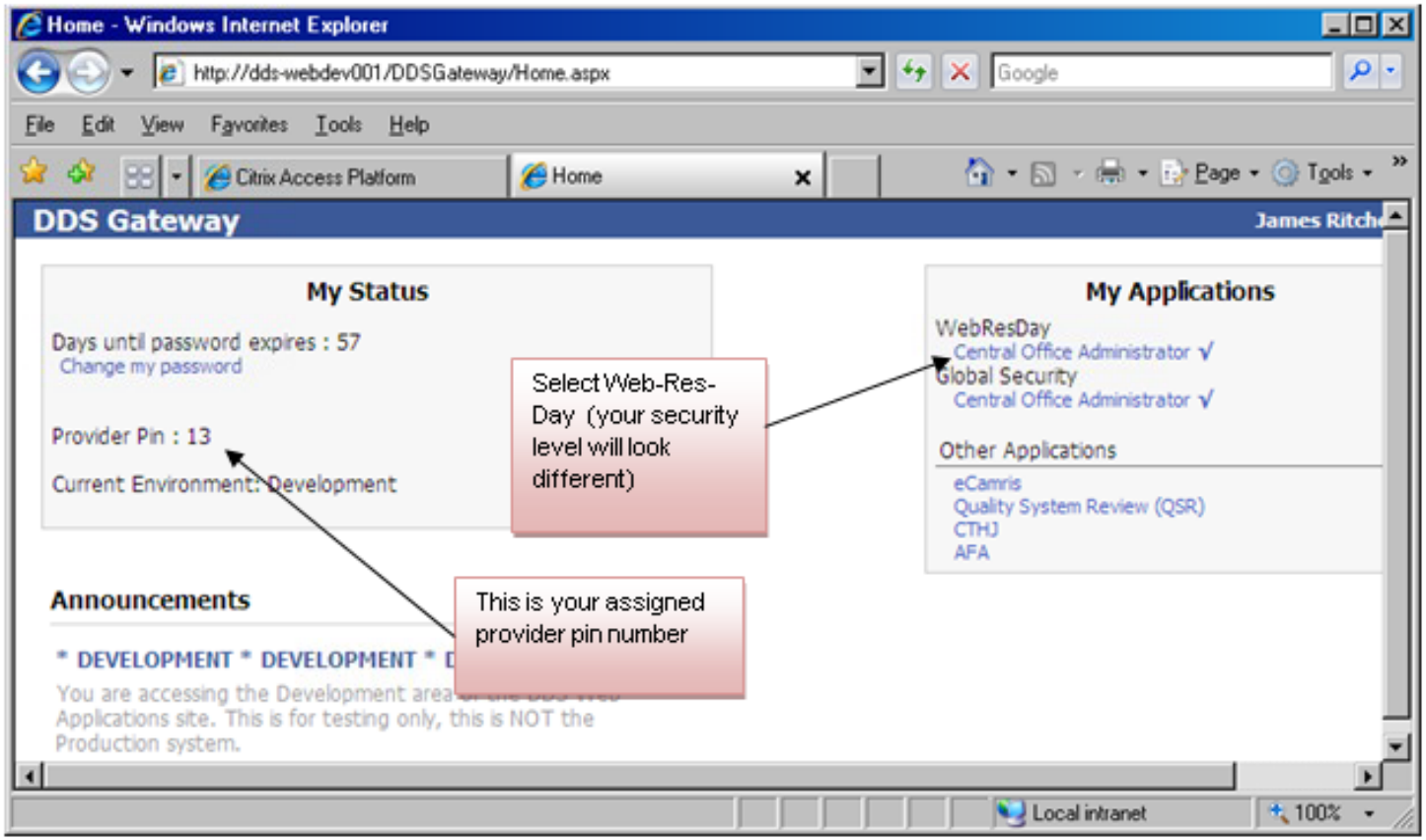
Attendance Data Input and Corrections

4/2010

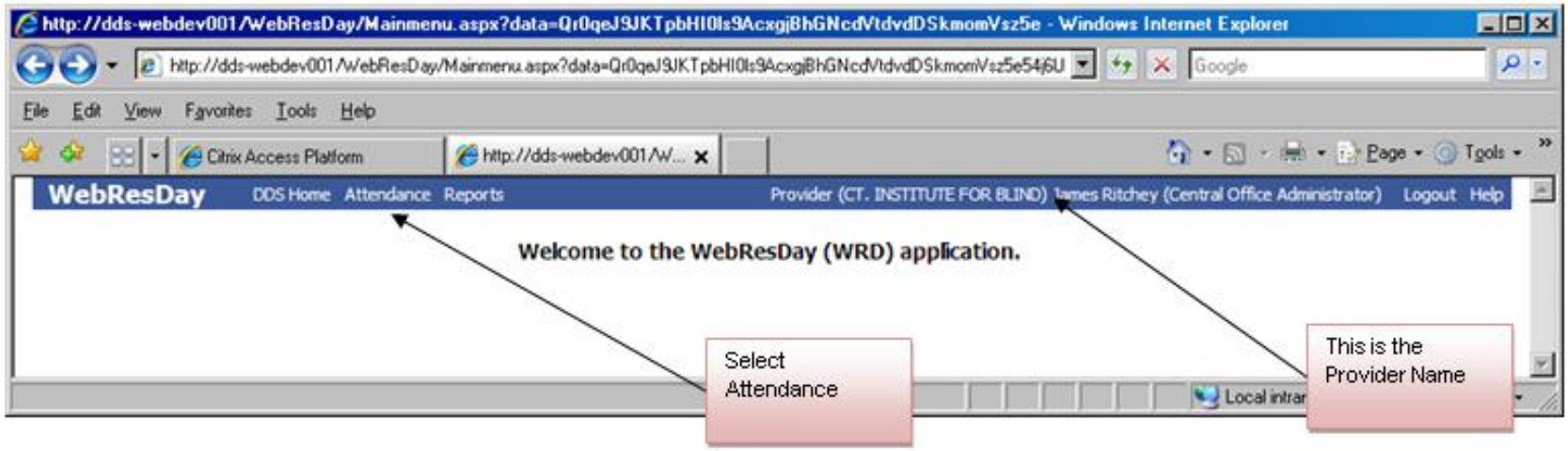
To login Enter Email Address and Password. Select Login.



To go to the Web Res Day application.
Select your security level under Web Res Day.



Next select Attendance in upper left corner to display provider attendance information.



Now select Program Type and Month. Select the RDID for a specific Program. The individuals placed in that Program (RDID) for the month selected are displayed.

http://dds-webdev001/WebResDay/Attendance.aspx - Windows Internet Explorer

WebResDay | DDS Home | Main Menu | Provider (CT. INSTITUTE FOR BLIND) James Ritchey (Central Office Administrator) | Logout | Help

Program Type: DAY SUPPORT OPTIONS

Month of: 12/2009

Select Program Type and Month

Programs

Search:

RIID	Program	Alpha Type	Status	City	Region
PD20300396SR	CIB***/ANSONIA-DSO	DSO	A	ANSONIA	SR
PD20300254SR	CIB***/HAMDEN-DSO	DSO	A	HAMDEN	SR
PD20300253SR	CIB***/HOME BOUND/LTC	DSO	A	HARTFORD	SR
PD20300335SR	CIB***/SEYMOUR-DSO	DSO	A	SEYMOUR	SR
PD20300407SR	CIB***/WEST HIGH-DSO	DSO	A	EAST HAMPTON	SR

Select RDID or the program

Showing 1 to 5 of 15 entries

First | Previous | 1 | 2 | 3 | Next | Last

This is the RDID selected above

These are the individuals at the RDID (for the Month selected)

Selected RDID : PD20300254SR

1 2 3

Gr	X	Client	DDSNum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SO	Lk
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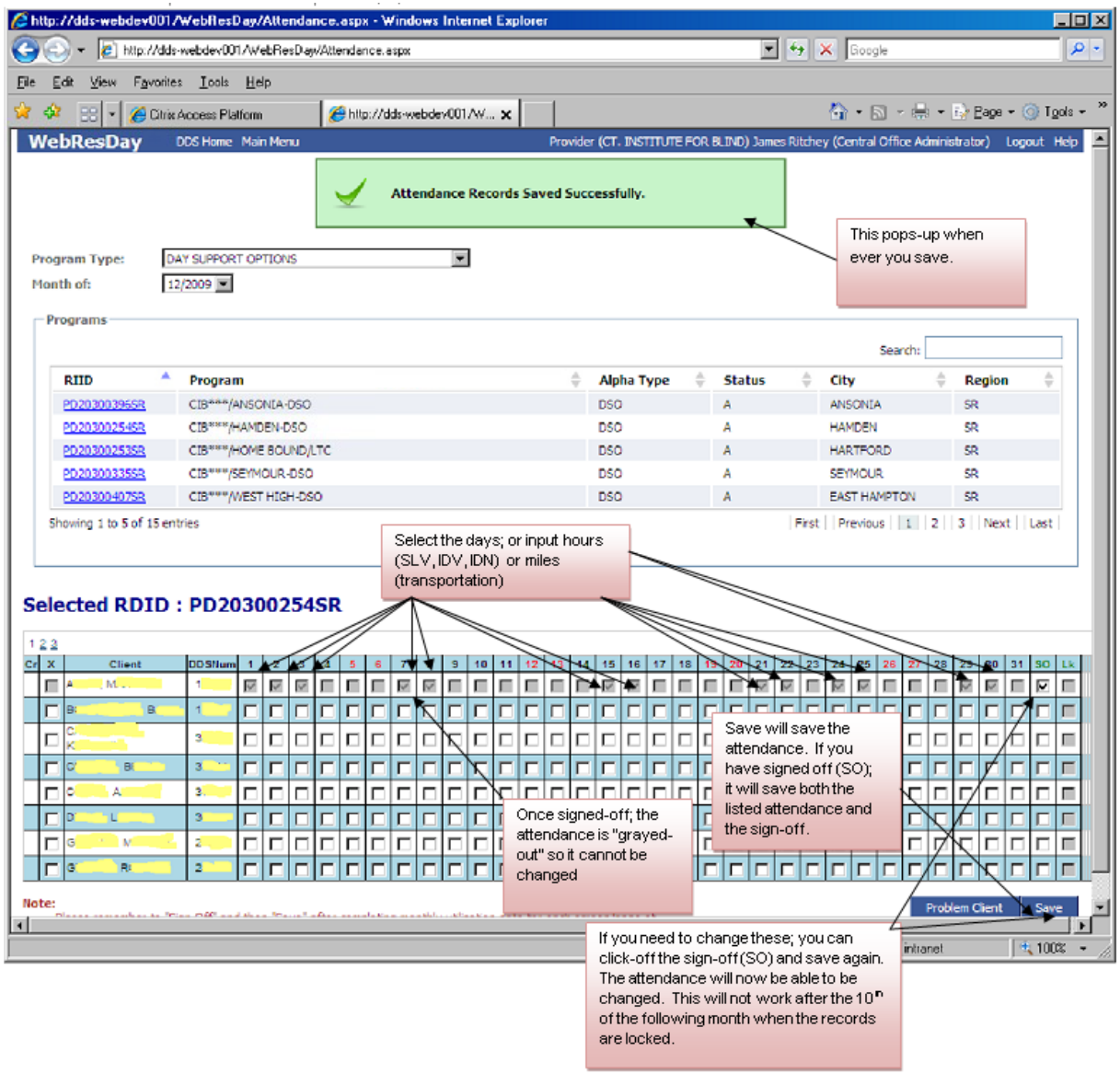
Note:
Please remember to "Sign Off" and then "Save" after completing monthly utilization data for each screen/page of

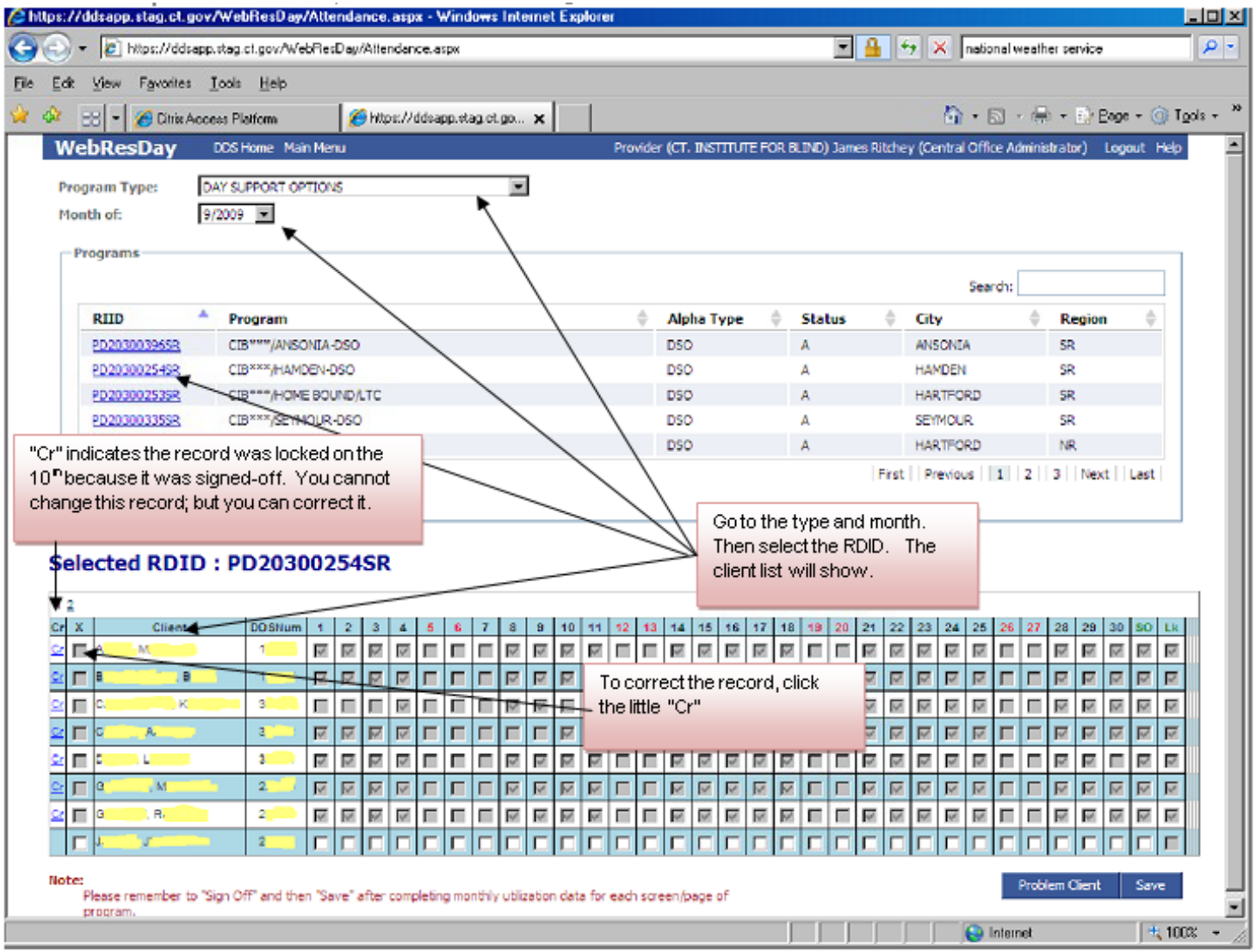
Problem Client | Save

Local intranet | 100%

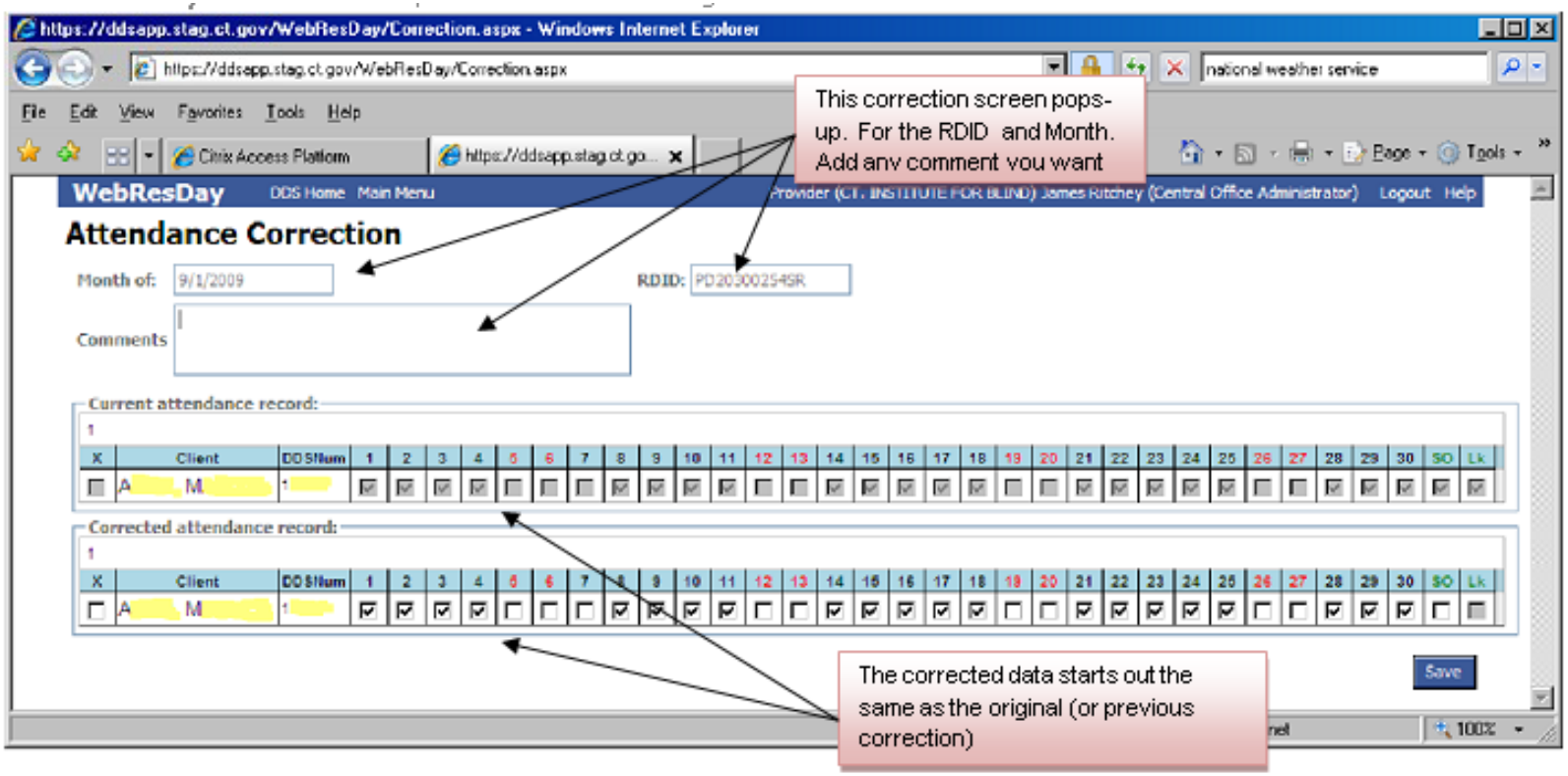
Now you can check-off days, or input hours or miles as needed. You can select Save at any time to save progress. When data is entered correctly for an individual select SO (sign-off). Once saved or signed-off, you may change by clicking off the SO box, selecting Save, and re-entering data.



To Correct data locked on the 10th of a previous month (because it was signed-off) select the program type and month. Select the RDID. Select the Cr box next to the individual record you wish to change.



The Attendance Correction screen appears, add your comment. Data previously signed-off on for the individual selected is viewable, as is the Corrected data (which matches the original).



Make changes and select Save.

https://ddsapp.stag.ct.gov/WebResDay/Correction.aspx - Windows Internet Explorer

WebResDay | DDS Home | Main Menu | Provider (CT. INSTITUTE FOR BLIND) James Ritchey (Central Office Administrator) | Logout | Help

Attendance Correction

Correction Records Saved Successfully.

Month of: 9/1/2009 RDID: PD20300254SR

Comments

Change the data to the correct values

Current attendance record:

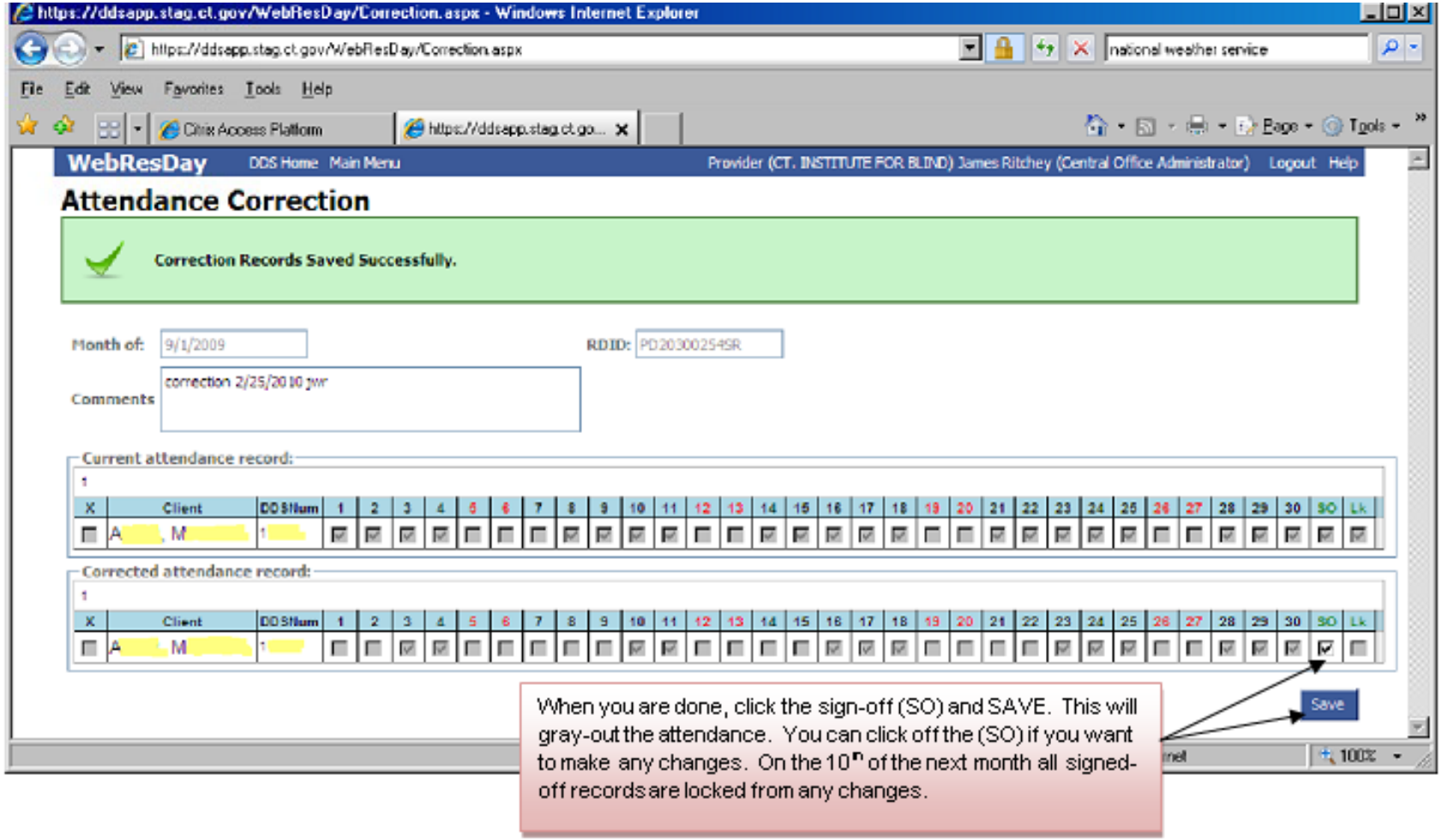
Corrected attendance record:

Then save

Save

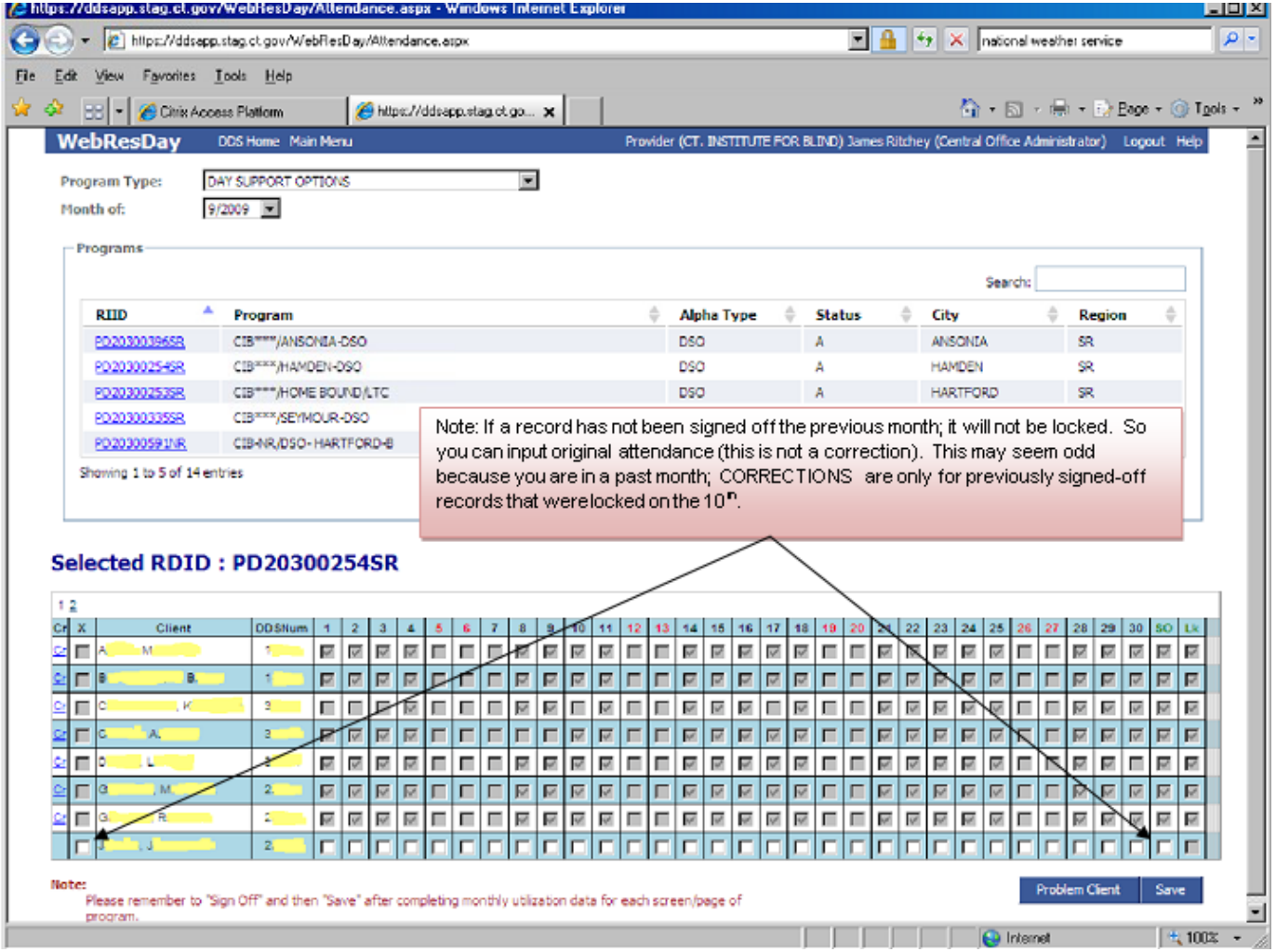
When done correcting the record select the sign-off box (SO), and Save.

Note: on the 10th of the next month all signed-off records are locked.



Note: if after the 10th you again find that the last correction was wrong, you can "correct" again following the same method. This is a "correction-of-a-correction". A future report will show the history of these more complex corrections.

If a record was not signed-off in a previous month it is not locked. Input attendance for records not signed-off in the original month. Remember to sign-off for zero attendance when an individual attends zero days in a month.



If a participant is not listed for the selected RDID <u>or</u> there is someone incorrectly listed select the Problem Client button at the lower right of page next to Save.

http://dds-webdev001/WebResDay/Attendance.aspx - Windows Internet Explorer

WebResDay | DDS Home | Main Menu | Provider (CT. INSTITUTE FOR BLIND) James Ritchey (Central Office Administrator) | Logout | Help

Attendance Records Saved Successfully.

Program Type: DAY SUPPORT OPTIONS

Month of: 12/2009

Programs

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PD20300335SR	CIB***/SEYMOUR-DSO	DSO	A	SEYMOUR	SR
PD20300407SR	CIB***/WEST HIGH-DSO			EAST HAMPTON	SR

Showing 1 to 5 of 15 entries

First | Previous | 1 | 2 | 3 | Next | Last

If you have an extra client who is not in your RDID or there is a missing client, click here

Selected RDID : PD20300254SR

1 2 3

Cr	X	Client	DDSHum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	SO	Lk
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Note:

Problem Client | Save

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Now Search by entering the DDS# or Name (not both), then select the individual you wish to report on.
Add an explanation and select Send Email.

http://dds-webdev001/WebResDay/MissingClient.aspx - Windows Internet Explorer

File Edit View Favorites Tools Help

WebResDay DDS Home Main Menu Provider (CT. INSTITUTE FOR BLIND) James

Problem Client

Find Consumer(s) By

DDS Number

Last Name g First Name

Search

Select the dds# or name to search (not both)

Consumers

DDS #	Last Name	First Name	DOB
4	G	J	04/01/19
3	G	M	03/14/19
4	G	E	09/19

Click on the dds# you are reporting

Selected RDID : PD20300254SR, Program Type : DSO

Selected DDS Number : 31988

The dds# pops-down here. Add a comment explaining the problem, then click send email

Comments

Send Email

Note:
Email will be set to Resource Manager for verification; with the above said Program RDID and DDS Number along with your comments.

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