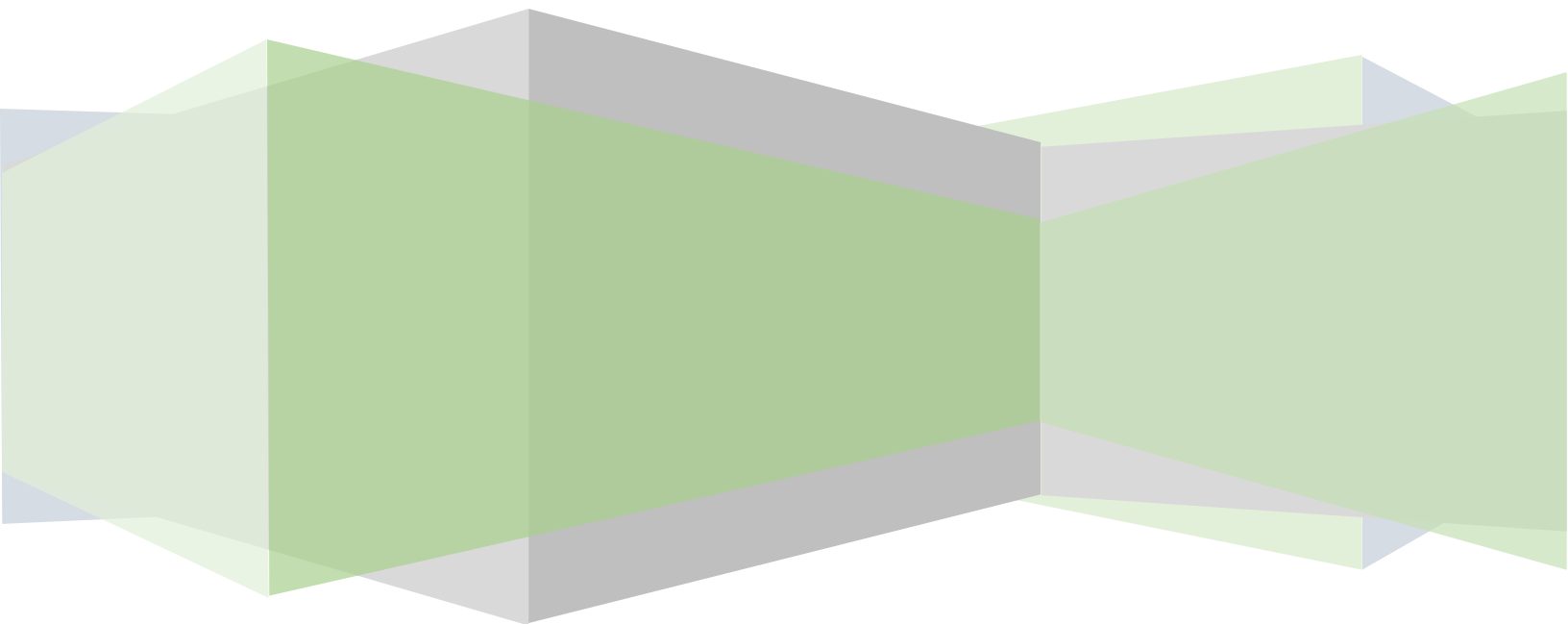


Senior Living Communities, LLC

Vision

Guide to Vision for Home: Care Daily Schedules, Visit logs and Time Sheets

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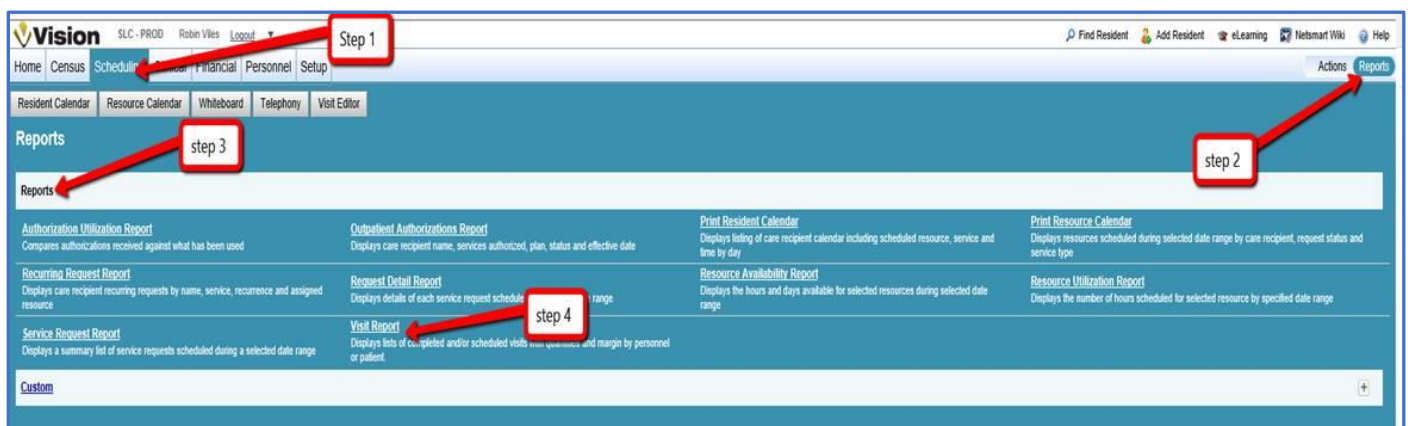
Introduction

Until we do not need paper schedules, time sheets or visit logs. By March 12th, there will no longer be manual time sheets or Visit logs accepted. In order for us to be successful and monitor, project and ensure all services are billed and employees paid correctly we must use Vision as our tool and guide. Please follow the instructions below within Vision:

Daily Schedules, Visit logs and time sheets

1. All visit schedules and staff coordinator time must be entered into Vision. Please remember, you can set up recurring schedules and not need to re-enter into Vision every day or week. This is one of the efficiencies of Vision.
2. Daily or weekly you will print Visit report for each employee to have their schedule and to document their time.

a. To print Visit report you click on Schedule tab<reports<reports<Visit Report



As shown below:

- Enter date range for schedules to be printed
- Click visit status box
- Check box to the left of Page Break by resident/personnel
- Click the radial button to the left of Personnel
- Click Submit

**EXAMPLE
Visit Report**

Print Date: 02/26/2018

Organizations: CorpLLWCISC LLWCLLWC of CV
 Date Range: 02/16/2018 - 02/22/2018
 Group By: Resident
 Personnel: 1 personnel selected

Visit Status	Employee	Resident	Plan	Visit Date	Visit Day	Start Time	End Time	Service	Hours
Completed	Abercrombie, Morgan M	[REDACTED]		02/17/2018	Sat	10:00 AM	10:00 PM	Private Duty Services	12.00
Completed	Abercrombie, Morgan M	[REDACTED]		02/18/2018	Sun	10:00 AM	10:00 PM	Private Duty Services	12.00
Confirmed	Abercrombie, Morgan M	[REDACTED]		02/19/2018	Mon	5:00 PM	10:00 PM	Private Duty Services	5.00
Completed	Abercrombie, Morgan M	[REDACTED]		02/19/2018	Mon	5:14 PM	10:00 PM	Private Duty Services	4.77
Confirmed	Abercrombie, Morgan M	[REDACTED]		02/20/2018	Tue	5:00 PM	10:00 PM	Private Duty Services	5.00
Completed	Abercrombie, Morgan M	[REDACTED]		02/21/2018	Wed	4:53 PM	10:05 PM	Private Duty Services	5.20
In Progress	Abercrombie, Morgan M	[REDACTED]		02/22/2018	Thu	5:00 PM		Private Duty Services	
Total For:	Crane, Stewart		Visits: 7						Hours: 43.97

RELIAS 2.0 HRS
 MILEAGE 12.0
 ADMIN 0.5
 5:00 PM 10:00 PM

ADDITIONAL VISIT
 2/22/18 MARY SMITH

*10:10 PM MORGAN
 *05:00 PM MORGAN
 SMA

b. Employee can pick up daily or weekly, however your office works

c. Employee is to turn in at the end of each day

- d. Employee will add any changes or additions to schedule and write training time, PTO or administration time on the Visit report
 - e. CSM or designee will update Visit editor daily for the previous day, save and create batch
 - f. CSM or designee will make sure any training time, PTO time or administration time is entered into Vision into the batch daily and saved (**DO NOT CLICK ON POST**)
 - g. Send to Pat Fesko daily when completed
3. CSM or designee will enter recurring schedule in calendar for Staff coordinator.
- a. This is non-billable labor
 - b. Admin time
 - Go to scheduling tab<resource calendar
 - Enter staffing coordinators last name
 - Click on submit
 - On the right side column of the screen, click on add a request

As shown below:

- Enter date to start schedule
- Enter start time
- Click on binoculars
- Choose the service type _LLWC Non Billable Labor
- Apply filters
- Click on select for Administrative time
- Enter duration of hours
- Enter recurring every weekday or whatever the schedule is
- Click on save

Save

Add Request

Begin Date: 02/28/2018 Time: 8:00 AM Status: Confirmed

Resident: [Select](#)

Service: Plan/Authorization Service Type Service ID Service

Recurrence

Time/Duration Time: 8:00 AM Duration: 30 Minutes Quantity: 0.5

Resource

Note Address Cost

Enter notes for this request here

Filters

Service ID Service Type Service Description

enter date and start time

you do not need a client

click on binoculars

find _LLWC Non Billable Labor and then click on apply filters

Filters

Service ID Service Type Service Description

Search Results

	Service ID	Service Type	Service Description
<input type="button" value="Select"/>	LLWC_AD	_LLWC Non Billable Labor	Administrative Time
<input type="button" value="Select"/>	LLWC_OR	_LLWC Non Billable Labor	Orientation Time
<input type="button" value="Select"/>	LLWC_TR	_LLWC Non Billable Labor	Training Time
<input type="button" value="Select"/>	LLWC_TT	_LLWC Non Billable Labor	Travel Time

Save ←

Add Request

Begin Date: 02/28/2018 | Time: 8:00 AM | Status: Confirmed

Resident: [Select](#)

Service: [Administrative Time \(LLWC_AD\)](#)

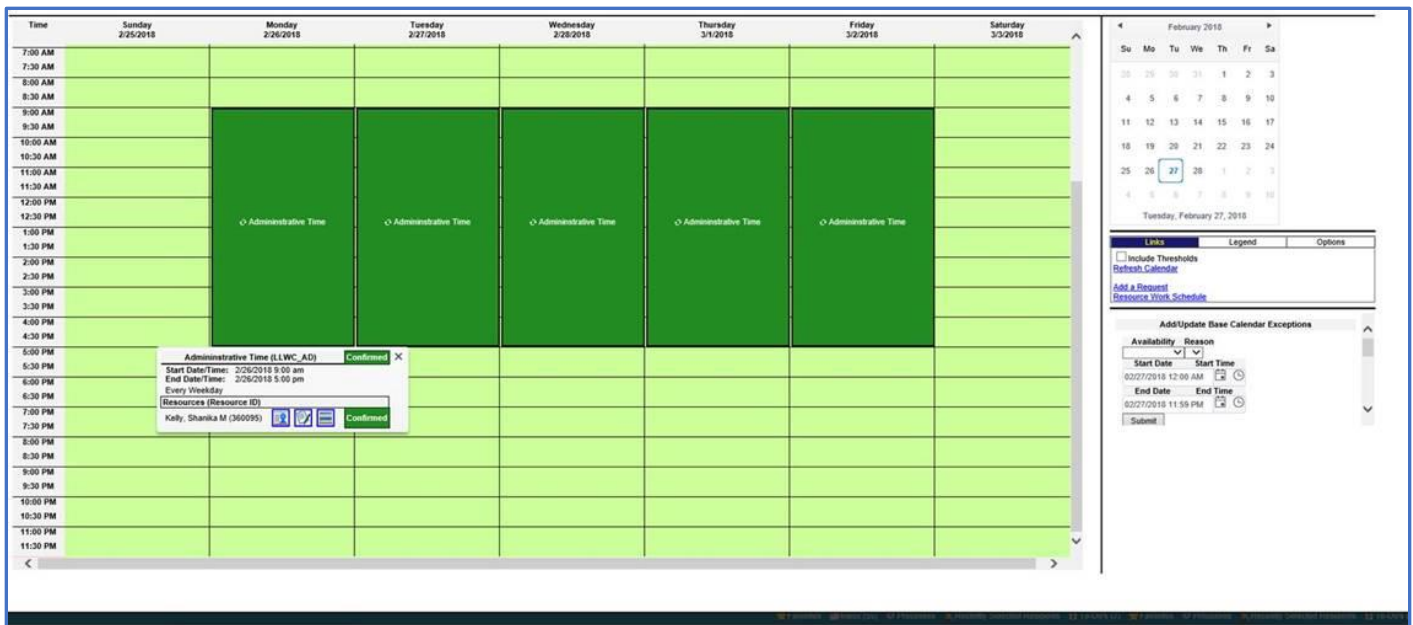
Recurrence:

Time/Duration: Time: 8:00 AM | Duration: 8 Hours | Quantity: 8

Type Needed	Name	Status
	Kelly, Shanika M (360095)	Payable Confirmed

Note | Address | Cost

Enter notes for this request here



- c. To print resource calendar you click on Schedule tab <reports<reports<resource calendar

Home Census Scheduling Clinical Financial Personnel Setup Actions Reports

Resident Calendar Resource Calendar Whiteboard Telephony Visit Editor

Step 1 → **Step 2**

Step 3 → **Step 4**

Reports

Reports

Authorization Utilization Report Compares authorizations received against what has been used	Outpatient Authorizations Report Displays care recipient name, services authorized, plan, status and effective date	Print Resident Calendar Displays listing of care recipient calendar including scheduled resource, service and time by day	Print Resource Calendar Displays resources scheduled during selected date range by care recipient, request status and service type
Recurring Request Report Displays care recipient recurring requests by name, service, recurrence and assigned resource	Request Detail Report Displays details of each service request scheduled by specified date range	Resource Availability Report Displays the hours and days available for selected resources during selected date range	Resource Utilization Report Displays the number of hours scheduled for selected resource by specified date range
Service Request Report Displays a summary list of service requests scheduled during a selected date range	Visit Report Displays lists of completed and/or scheduled visits with quantities and margin by personnel or patient		

Custom +

Print Resource Calendar

Organization Selection
LLWC*all Display To: Facility

Select Request Dates/Team(s)
Request Range
Start Date: 02/28/2018 Start Time:
End Date: 03/07/2018 End Time:

Select Personnel/Request Status

Select Service Types/Services To Include
Other Options
Group By: Team
 Show summary
 Only print week(s) within request date/time range
Order by: Team Then by: Resident

Display Fields
Available Items: Resident Name, Location, Service Desc, Time Due, Status
Selected Items: Resident Name, Location, Service Desc, Time Due, Status

Resource Teams
ADM Password Reset

Statuses
Completed, Confirmed, Unconfirmed, Unassigned, Rescheduled, On Hold, Cancelled, In Progress

Annotations:
 - "enter date and time for schedule to be printed" points to Start Date, Start Time, End Date, and End Time fields.
 - "enter personnel name" points to the personnel selection input field.
 - "last step is to click on submit" points to the Submit button.

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				February 1	February 2	February 3
February 4	February 5	February 6	February 7	February 8	February 9	February 10
February 11	February 12	February 13	February 14	February 15	February 16	February 17
February 18	February 19	February 20	February 21	February 22	February 23	February 24
					Administrative Time (NB) 8:00 AM to 4:00 PM Confirmed	
February 25	February 26	February 27	February 28			
	Administrative Time (NB) 8:00 AM to 4:00 PM Confirmed	Administrative Time (NB) 8:00 AM to 4:00 PM Confirmed	Administrative Time (NB) 8:00 AM to 4:00 PM Confirmed			

Staff coordinator schedules

- d. At a minimum weekly this time is to be completed in Vision and batched
- e. Send to Pat when completed with any changes made, minimum weekly