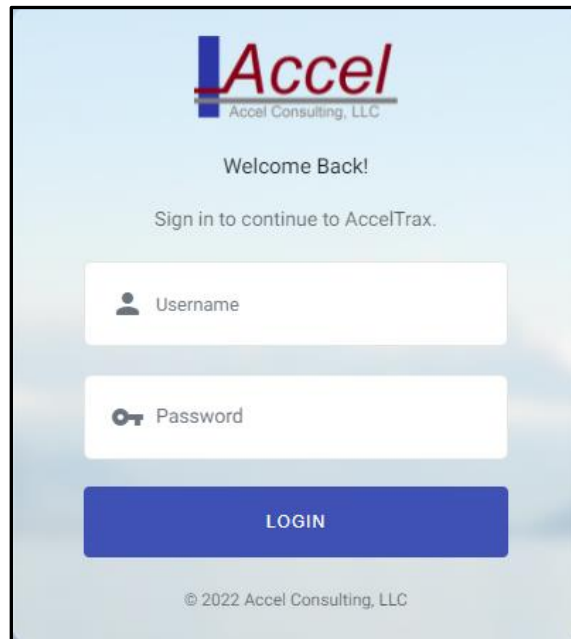


Reporting Work in AccelTrax V5 – Choices EVV


To log into AccelTrax, enter your Username (your employee number) and Password (the last four digits of your SSN.)



The login screen features the Accel Consulting, LLC logo at the top. Below the logo, it says "Welcome Back!" and "Sign in to continue to AccelTrax." There are two input fields: "Username" with a person icon and "Password" with a key icon. A blue "LOGIN" button is positioned below the fields. At the bottom, it says "© 2022 Accel Consulting, LLC".

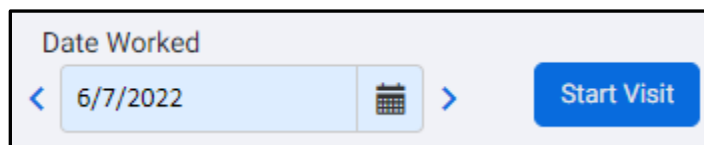
Upon logging into AccelTrax, you will be taken directly to the report work screen.

For EVV time it is important to Start and End your visit in real time in AccelTrax.



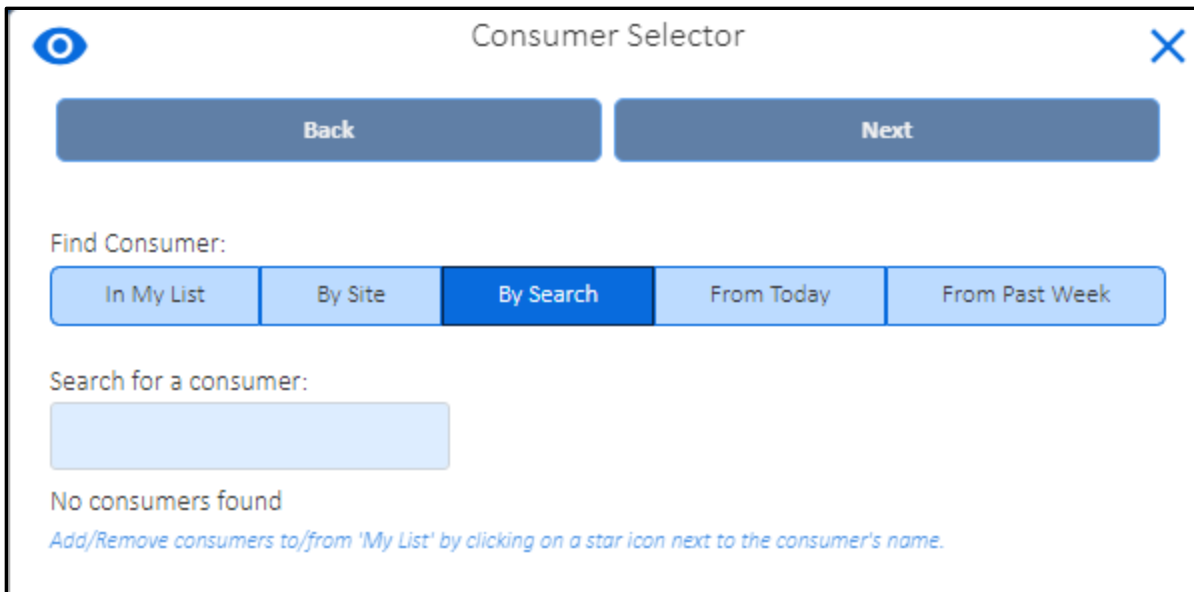
The report work screen shows a "Date Worked" section with a date picker set to 6/7/2022 and a "Start Visit" button. Below this, it displays "Total Hours: 0.00". A table with columns "Actions", "Consumer", "Start", and "End" is shown, with "No records to display" below it.

1. Select the **Date Worked** at the top of the screen. This will default to the current date. You are able to change it by clicking on the calendar icon.



A close-up of the "Date Worked" section, showing the date 6/7/2022, a calendar icon, and the "Start Visit" button.

2. Click the **Start Visit** button.



Consumer Selector

Back Next

Find Consumer:

In My List By Site **By Search** From Today From Past Week

Search for a consumer:

No consumers found

Add/Remove consumers to/from 'My List' by clicking on a star icon next to the consumer's name.

3. In the Consumer Selector, click on the name of the consumer(s) that you are working with. You may select by your User List, By Site, by Search, by people that you have worked with Today, or people that you have worked with in the past week.
 - a. **In My List** is a list of consumers that you work with on a regular basis. To add consumers to My List, click on the **Search** option. Enter the first three letters of the consumer's last name, or the Consumer Number to populate the consumers who fit that criterion. Once you have found your client, click on their name and then, where they are listed at the bottom of the screen, click on the star to the right of their name. They will then appear under In My List. *Note: you are only able to add clients to My List from the Search tab.*
 - b. **By Site** – Use the drop-downs to select the Site Type and Site Name. This will populate a list of consumers within the chosen site.
 - c. **Search** – Enter the consumer's last name or Consumer Number, then click **Search**. The consumers that match your information will be listed below the Search box.
 - d. **Today** – This displays the consumers that you have worked with on the current date.
 - e. **Past Week** – This displays a list of the consumers that you have worked with in the past week.
4. The consumers that you have chosen will appear in the Already Selected list at the bottom of the window.
5. Once you have selected your consumer(s), click **Next** at the top of the window.

Default Information

Back

Next

Task:

1000 - Residential Services ▼

EVV Task Selected

Start Time: **8/31/22, 9:29 AM**

6. Select the **Task** of the service that you are providing. A time stamp for the start time of your visit will automatically populate.
7. Once you have your default information entered, click **Next** at the top of the window. This will take you back to the Report Work screen where you will see a work record for each of the consumers selected.

You now have a work record started for EVV time.

Total Hours: 0.00						
Actions	Consumer	Start	End	Task Code	Goals	Note
	Solo, Han	11:30 AM	<div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">End Visit</div>	1000	0 Selected	Add Note

Steps 9 – 13 can be filled out during your shift or up to 24 hours past the end of your shift.

8. Click on the pencil icon to the left of the work segment, or double click on the record, to edit, add, or change information in the work record.
9. If any red **X**'s or red boxes appear, this is required information that you must enter before submitting your work.

Edit visit for Solo, Han

Segment Information Service Note Goals

Exceptions: 4-Visit Without Out Call
No GPS Found

EVV Time In: 9:32 AM

EVV Time Out: Not ended yet

Time Started:

9 : 30 AM

End Visit

Task Codes

1000 - Residential Services

10. You may navigate through the work record from Segment Information to Service Note to Goal by clicking **Next** or **Back** at the bottom of the screen.
11. Enter the Service Note, or the detailed information on what happened during this time, by clicking on the **Service Note** tab at the top of the window.

Edit visit for Solo, Han


Segment Information Service Note Goals









Service Note:

12. To report Goals, click on the Goals header at the top of the window.

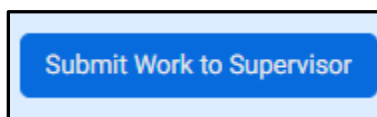
13. Click on the check box to the left of the goal to indicate that this is something that you worked on during your shift. If you do not need to report goals leave the boxes unchecked.

14. **At the end of your shift click on End Visit to capture the time stamp.** If the time stamps do not capture what you actually worked you are able to change the time by clicking on the hour or minutes displayed.

15. Once you have created a work record, you are able to **Copy** it rather than going through the process of selecting a new consumer, task, etc. To do this, click on the paper icon  to the left of the work line in the Actions column. This will create a new work record with the same consumer and task. The ending time of the previous work record will be the start time of the new one.

Total Hours: 2.25 (2 hours and 15.00 minutes)							
Actions	Consumer	Start	End	Task Code	Goals	Note	
  	Solo, Han	08:00 AM	10:15 AM	5002	1 Selected 	test note	
  	Solo, Han	10:15 AM		5002	0 Selected 	Add Note	

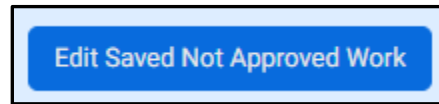
16. Once you have all of your work records for the day entered, click Submit Work to Supervisor in the bottom left corner of the screen.




17. You will get a notification that your work has been submitted successfully and the work record will be blue.

Editing Unapproved Saved Time

If you need to edit work once it has been saved and before it has been approved, click on **Edit Saved Not Approved Work** in the bottom left of the screen.



Make sure to Submit your work again so that your supervisor has access to it for approval.

You can tell if a work record has been approved by hovering over the  icon to the left of the line or if the line is green.