DSS Real Time Attendance and Transportation

1. Go to **My Stuff** > **DSS Attendance**
2. On the **Attendance** tab (default)
3. Select the **Service Type –** this selection is based on the service codes that an individual is authorized to receive services for.
4. Select the **Location –** this selection is based on your processes.
5. Click **Search**
6. Scroll or search for the individual
   a. If a client is not in the list for this location
      i. Verify the service type and/or the location
      ii. Reach out to your supervisor to have them added to this location
7. **Attendance**
   a. Present - Tap to the right of the toggle clocking them in for services
   b. Absent – Tap to the left of the toggle and select an absent reason, add notes and Add
8. **Transport** – click the + to add the number of trips and click **Update**
   a. If applicable you can change the number of trips and click update
9. **Notes** – if applicable add notation for the day to empower your team members
10. **Save Notes** – click after entering notes.
    a. Notes will disappear from the screen but can be seen by clicking the ⓘ information icon
11. **Clock Out** – click to spot the clock at the end of day or throughout the day as necessary
    a. Submitting the records is done automatically when clocked out
12. **Information icon** – click to edit the clock in, clock out, see notes
13. **Editing clock in and out** – click the pencil icon. Edit the time and select the correct AM/PM. Click **Update**

Reviewing/Editing Submitted Attendance and Transportation

It is best practice to review attendance and trips that were submitted prior to a supervisor approving the records for sending claims.

1. Go to **My Stuff** > **My Approvals**
2. Click on **DSS Attendance** tab
3. Select a **Location**, **From Date** and **To Date**
4. Click **Search**
5. In **Submitted** card click the column button
   a. Select **Served Hours and Transportation**
6. Review the Served Hours and number of Tranports for each record, if applicable click the pencil icon in **Actions** to make edits, click **Update** when finished
7. Records will remain in the **Submitted** card until a supervisor approves the records from **Care Management** > **Approve Attendance** area

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