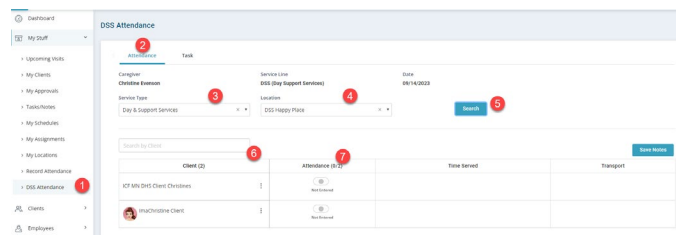


## DSS Attendance and Transportation Best Practices

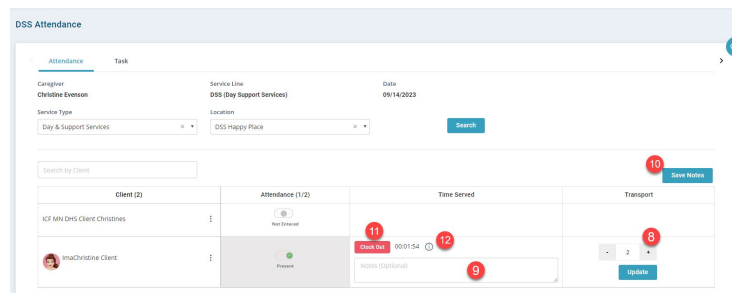
This guide is Pavillio best practices guide to capture attendance and transportation using the DSS Attendance feature every day.

### DSS Real Time Attendance Capture

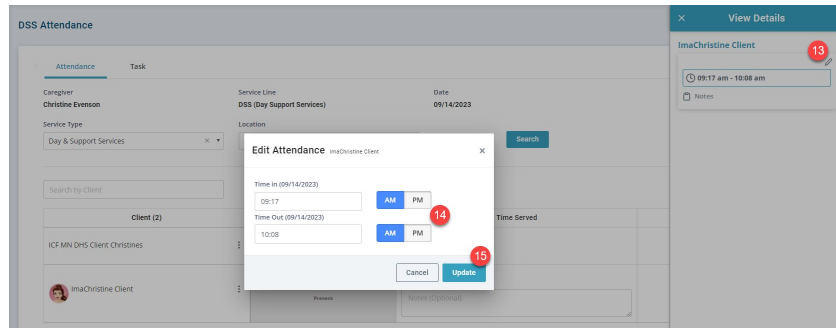
1. Go to **My Stuff > DSS Attendance**
2. On the **Attendance** tab (default)
3. Select the **Service Type** – this selection is based on the service codes that an individual is authorized to receive services for.
4. Select the **Location** – this selection is based on your agency’s setup and processes.
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** – in the **View Details** slide out click the pencil icon
14. Edit the time and select the correct AM/PM
15. Click **Update**



### Reviewing/Editing Submitted Attendance and Trips

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 Tranzports 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

