## **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

) Deshboard	DSS Attendance					
My Stuff ~	0					
Upcoming Visits	Attendance Task					
My Clients	Caregiver Christine Evenson	Service Li		Date 09/14/2023		
My Approvals	Service Type 3	Location	Support Services)	01/14/2023		
Tasks/Notes	Day & Support Services		ppy Place	·	Search 5	
My Schedules						
My Assignments						
MyLocations		6	7			Save Notes
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DSS Attendunce	ICF MN DHS Client Christines	1	Not Erdand			
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- 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 (1) 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

aregiver thristine Evenson		ne Support Services)	Date 09/14/2023	
ervice Type Day & Support Services	Location × •	opy Place	Search	
				10
				Save Notes
Search by Client Client (2)		Attendance (1/2)	Time Served	Save Notes Transport
	I	Attendance (1/2)	Time Served	



- 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

Attendance Task	(S) 09:17 am - 10:08 am
Caregiver Service Une Date	] Notes
Christine Evenson DSS (Day Support Services) 09/14/2023	
Service Type Location	
Day & Support Services x • Edit Attendance inschusine Sterr x	
Search by Client Time in (9/14/2023)   09:17 AM	
Client (2) Time Out (09/14/2023) 14 Time Served	
ICF MN DHS Client Christines	
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## **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 Tranports for each record, if applicable click the pencil icon in **Actions** to make edits, click **Update** when finished
- Records will remain in the Submitted card until a supervisor approves the records from Care Management > Approve Attendance area

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My Stuff ~				2						
> Upcoming Visits		Timecards (0)	Chartings Only (0)	DSS Attendance	DSS Task M	Ion-Billable Timecards				,
> My Clients		Service Type		Location		-	om Date		To Date	
> My Approvals		All		C * DSS Happy	Place	× •	99/01/2023	8	09/14/2023	8
> Tasks/Notes		Client							4 Search	Add Manual Attendance
> My Schedules										AND MEIGH AIREIDHIKE
> My Assignments		Su	abmitted: 2		Approved: 0					
> My Locations										
> Record Attendance										<b>(5)</b>
> DSS Attendance		Attendance Date 🔱	Client 🛧	Attendance	Service Type	Time in	Time Out	Served Hours (hh:mm)	Transport	Actions
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A Employees		09/14/2023	ImaChristine Client	Present	Transportation				2	∞ 26
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