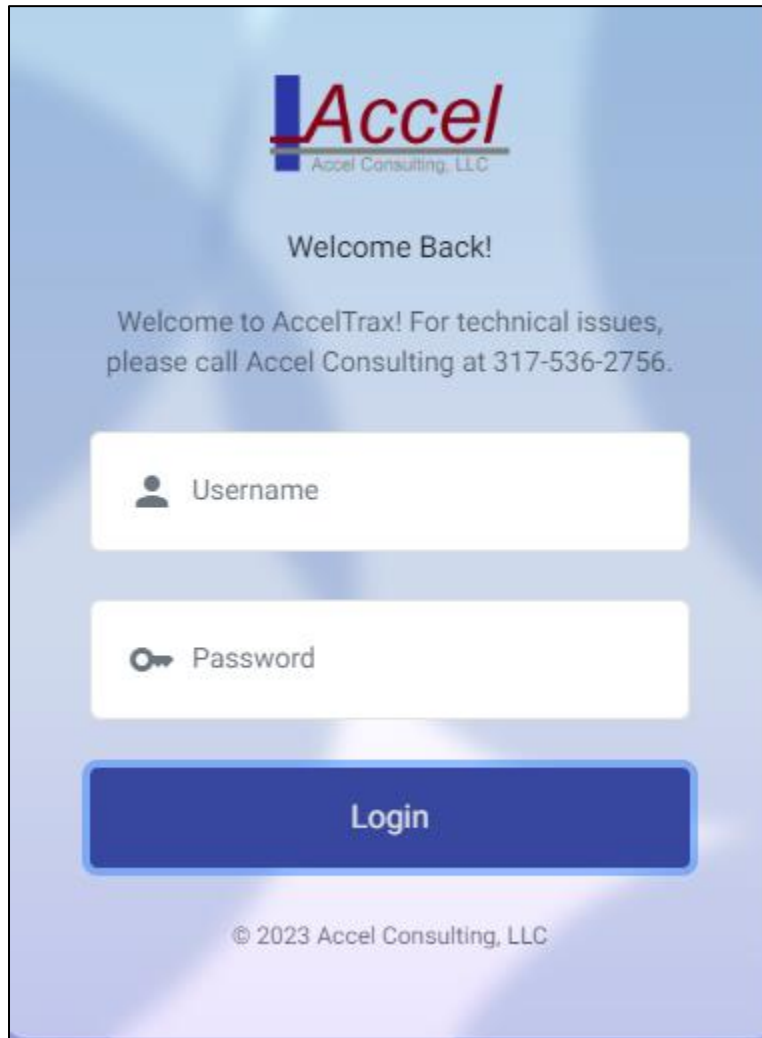


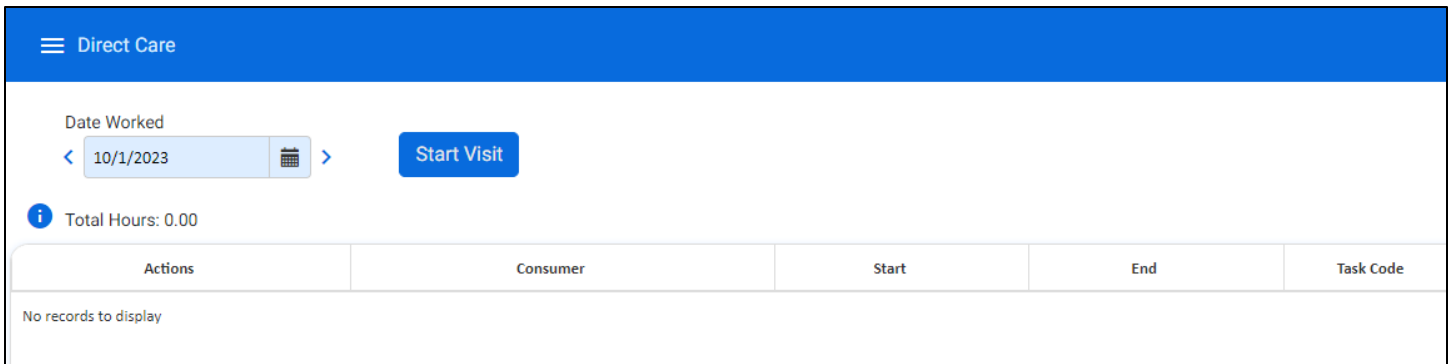
Reporting Work in AccelTrax V5

To log into AccelTrax, your User Name is your employee number and your password is the last four digits of your SSN.

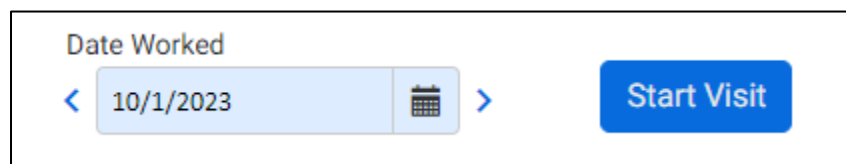


The image shows the login interface for AccelTrax V5. At the top center is the Accel logo, which consists of a blue vertical bar followed by the word "Accel" in red, with "Accel Consulting, LLC" in smaller blue text below it. Below the logo, the text "Welcome Back!" is displayed. Underneath that is a message: "Welcome to AccelTrax! For technical issues, please call Accel Consulting at 317-536-2756." The login form consists of three main elements: a white input field with a person icon and the label "Username", a white input field with a key icon and the label "Password", and a blue button with the text "Login". At the bottom center, there is a copyright notice: "© 2023 Accel Consulting, LLC".

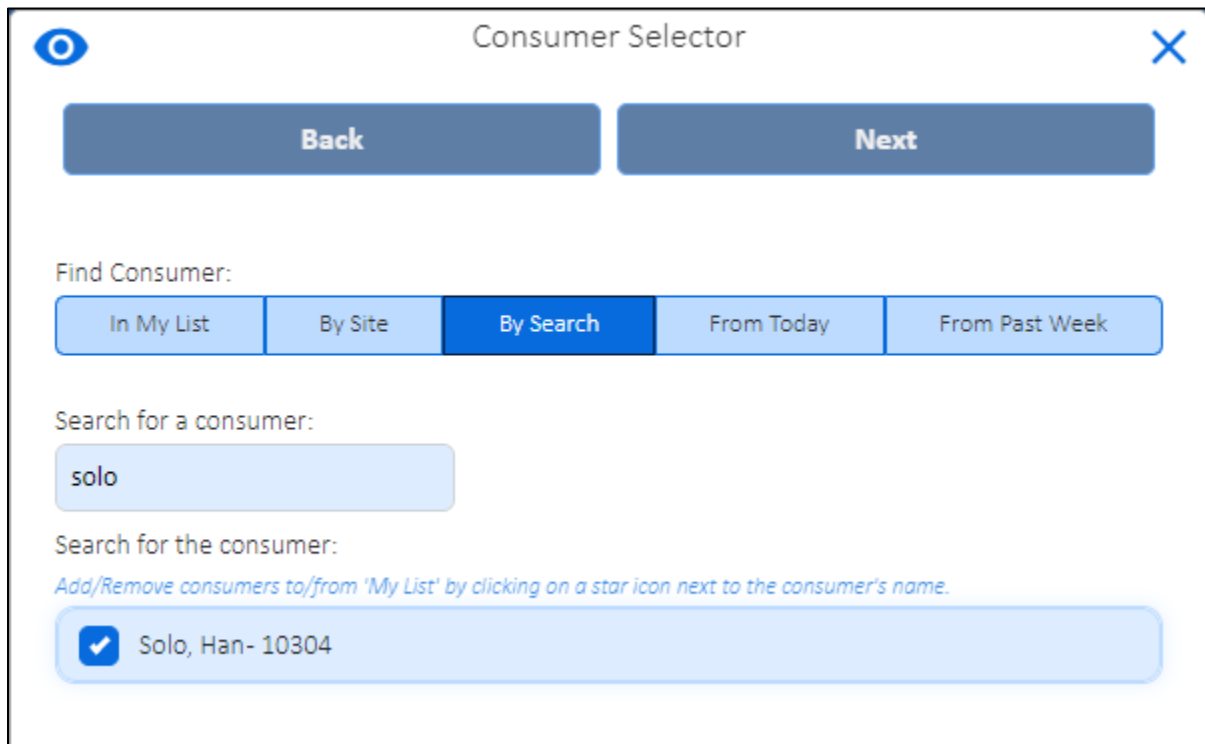
Upon logging into AccelTrax, you will be taken directly to the report work screen.



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



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.

6. Select the **Task** of the service that you are providing.
7. Click on h and mm to enter the time that your work started.
8. You may enter Notes, Department, and/or Non-Medical Transportation information.
 - a. **Note:** is a field where you report information that happened for all consumers selected for this work record. The Default Note is not client-specific.
 - b. **Department:** The department that you are reporting work for. If you have questions about which department to select, please contact your supervisor.
 - c. **Non Medical Transportation** indicates a trip that you provided for anything not medical related. One Trip (One Way) is for trips where you leave one location and arrive at another. More Than One Trip is for round trips.

9. 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.

Actions	Consumer	Start	End	Task Code	Dept	Goals	Note
   	Solo, Han	08:30 AM		6001		0 Selected 	Add Note

Steps 10 – 14 can be filled out during your shift or after.

10. 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.
11. 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

This consumer has no goals assigned for the selected task code.

Segment Information | **Service Note**

Time Started: :

Time Ended: :

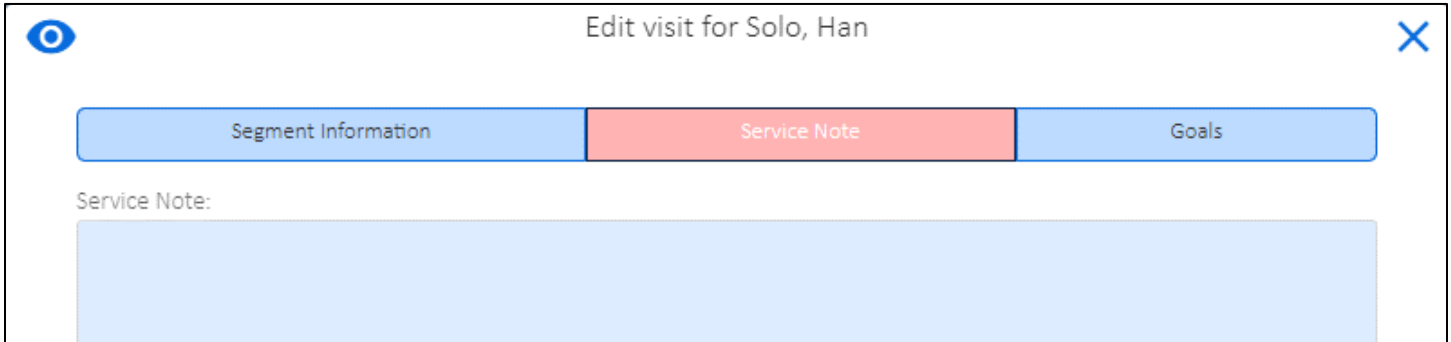
Task Codes

Department

Was non-medical transportation provided by company staff during this shift?*

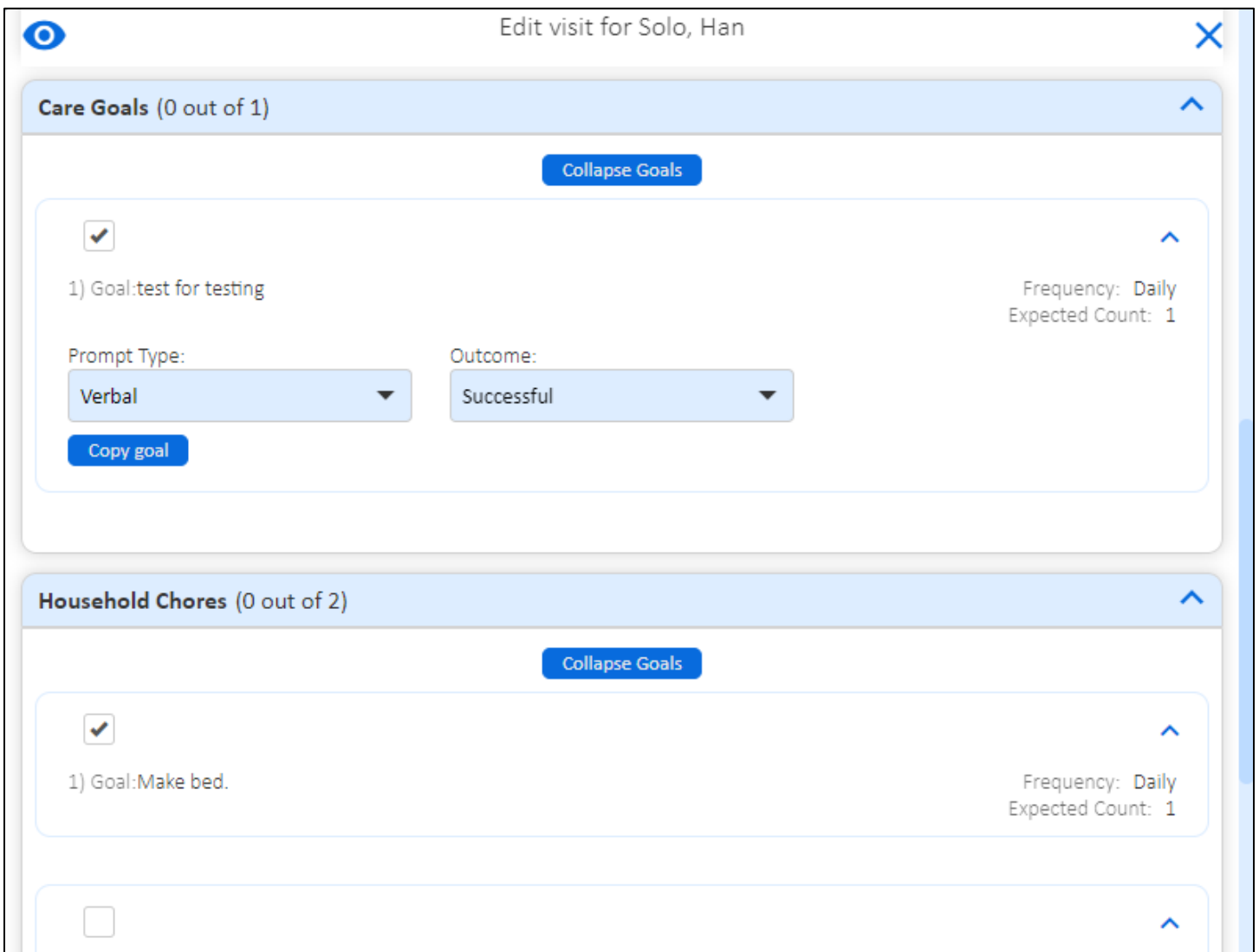
12. You may navigate through the work record from Segment Information to Service Note to Goal by clicking **Next** or **Back** at the bottom of the screen.

13. 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. Make sure to add the **Service Note** as this is a required field.



The screenshot shows a window titled "Edit visit for Solo, Han" with a close button in the top right corner. At the top, there are three tabs: "Segment Information", "Service Note" (which is highlighted in red), and "Goals". Below the tabs, the "Service Note" section is visible, featuring a label "Service Note:" and a large, empty light blue text area for entering the note.

14. Click the **Goals** button and complete information about the goals you worked on with the client. You only need to report goals that you worked on with the client within your shift.



The screenshot shows the "Edit visit for Solo, Han" window with the "Goals" tab selected. The window is divided into two sections: "Care Goals (0 out of 1)" and "Household Chores (0 out of 2)". Each section has a "Collapse Goals" button. Under "Care Goals", there is one goal listed: "1) Goal:test for testing". It has a checked checkbox, a "Frequency: Daily" and "Expected Count: 1" on the right, a "Prompt Type:" dropdown set to "Verbal", and an "Outcome:" dropdown set to "Successful". A "Copy goal" button is located below the goal. Under "Household Chores", there is one goal listed: "1) Goal:Make bed." with a checked checkbox, "Frequency: Daily" and "Expected Count: 1" on the right, and a "Copy goal" button below it. A second, empty goal entry is visible below the first one, with an unchecked checkbox.

Goal Reporting Features


Filtering Goals







To search the list of goals for key word, type the key word into the **Goal Filter** box at the top left of the goal list

Duplicating Goals

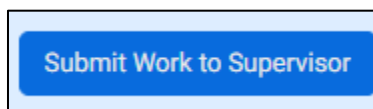
If you need to report on a goal more than once within the reported shift, click on **Copy Goal** beneath the original goal. This will make duplicate the goal so that you are able to enter prompts, notes, etc. more than one time.

Reporting Goals

- a. To report on a goal, click on the check box to the left of it.
 - b. You will see to the right of the goal a Frequency and Expected Count. Frequency is how often the goal should be completed. The expected Count is the number of times within the frequency that the goal should be completed.
 - c. Use the drop downs to select the Prompt, Count, Outcome, and/or Note. *This may differ from one goal to the next.*
 - **Prompt Types** are the stimuli of how the consumer was instructed to complete the task (e.g. Independent, Gesture, Verbal, Model, Physical).
 - **Outcomes** are the results of the prompt / how the task was completed or not (e.g. Attempted, Refused, Successful, No Opportunity).
 - **Count** indicates the number of times the consumer needed to be prompted to complete the task.
 - d. Type in any Notes on the goal, if needed.
 - e. Any goal information with a red **X** next to it is required prior to being able to save or submit your work.
 - f. Click on **Done**.
15. After you have entered all service notes and goals and verified other segment information, click **Done** at the bottom of the screen.
16. 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

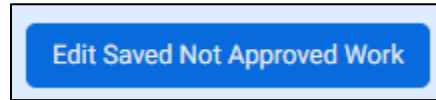
17. Once you have all of your work records for the day entered, click Submit Work to Supervisor in the bottom left corner of the screen.




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

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.