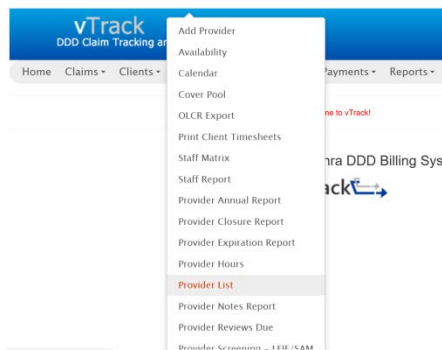
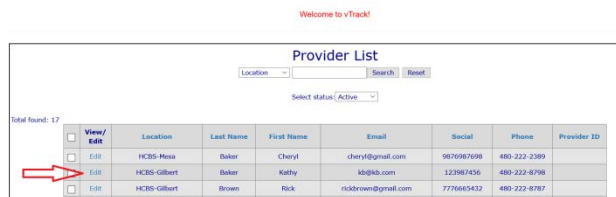


VTRACK PROVIDER CASE LOADS TUTORIAL

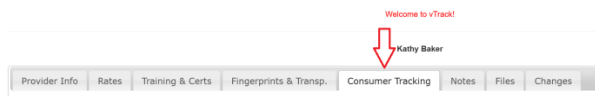
- Select Provider List from Providers Menu:
 - o Fill out info and click Submit



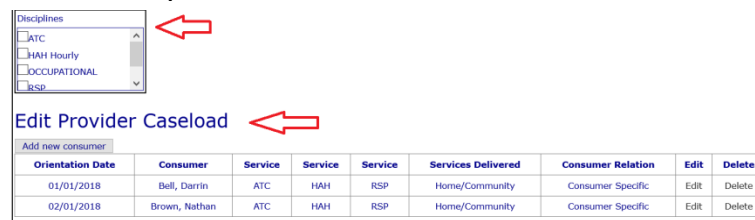
- Select edit for the specific provider you are setting up:



- Click on the Consumer Tracking tab:



- Select either the discipline section or caseload section based on your security choice for setup:



- o For disciplines select the applicable boxes for this provider and click the Update Provider button at the bottom of the page:

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
01/01/2018	Bell, Darrin	ATC	HAH	RSP	Home/Community	Consumer Specific	Edit	Delete
02/01/2018	Brown, Nathan	ATC	HAH	RSP	Home/Community	Consumer Specific	Edit	Delete

Disciplines

- ATC
- HAH Hourly
- OCCUPATIONAL
- RSP

Edit Provider Caseload

Add new consumer

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
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Edit Provider HHM

Add new HHM

No HHM for this provider.

Update Provider

- For Caseload select the Add New Consumer button:

Disciplines

- ATC
- HAH Hourly
- OCCUPATIONAL
- RSP

Edit Provider Caseload

Add new consumer

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
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Edit Provider HHM

Add new HHM

No HHM for this provider.

Update Provider

- Complete the information and click the Add Consumer button

Edit Provider Caseload

Add new consumer

Orientation Date

Consumer

Service 1

Service 2

Service 3

Location of service

Consumer Relation

Add Consumer

- Then click the Update Provider button:

Edit Provider Caseload

Add new consumer

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation
01/01/2018	Bell, Darrin	ATC	HAH	RSP	Home/Community	Consumer Specific
02/01/2018	Brown, Nathan	ATC	HAH	RSP	Home/Community	Consumer Specific

Edit Provider HHM

Add new HHM

No HHM for this provider.

Update Provider