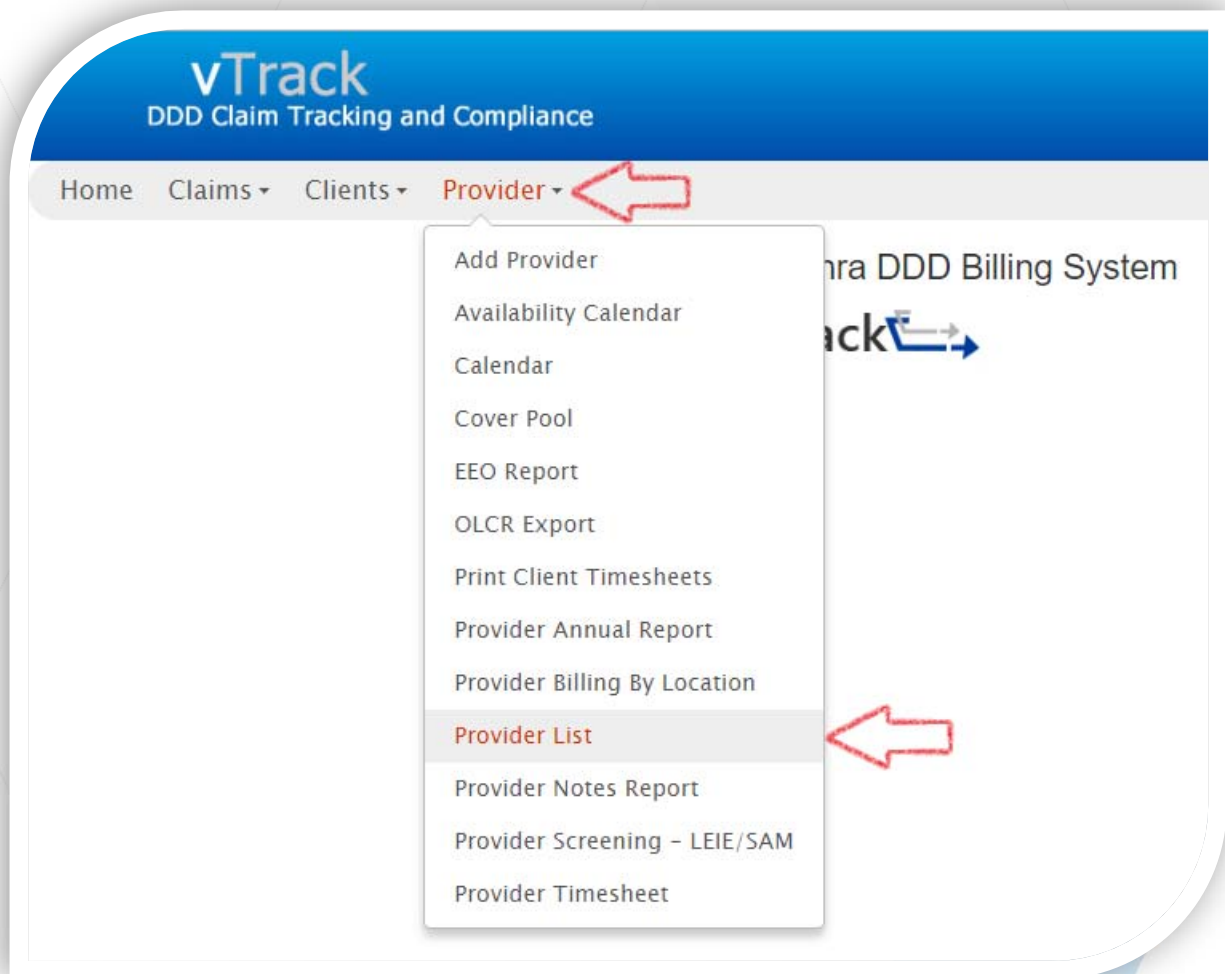


Consumer Tracking

- ❖ *Option 1 Selecting Disciplines: This allows a provider to see all clients assigned to a specific discipline*
- ❖ *Option 2 Provider Case Loads: This limits a provider's view to specific clients and services assigned to them*

1. Navigate to the Provider drop-down menu

- Click-> Provider List

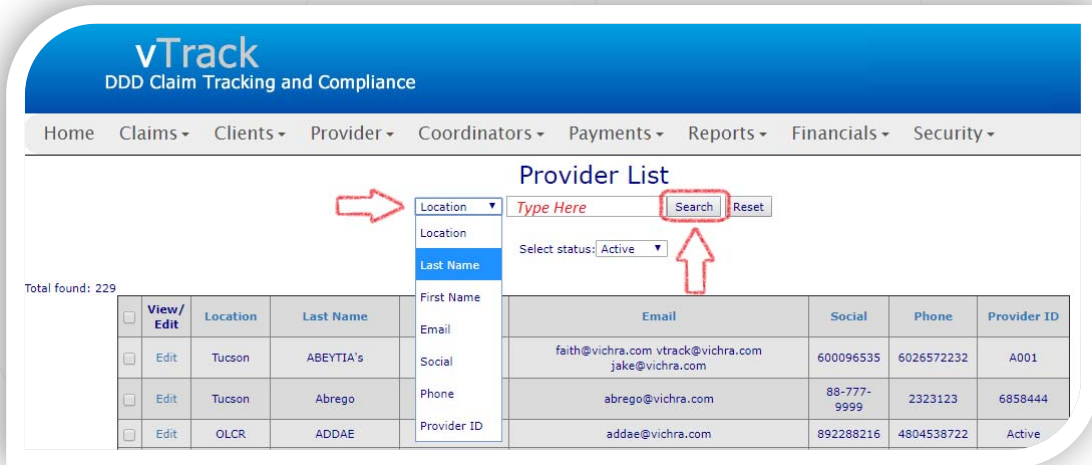


The screenshot displays the vTrack software interface. At the top, the header reads "vTrack DDD Claim Tracking and Compliance". Below the header is a navigation bar with the following items: "Home", "Claims", "Clients", and "Provider". A red arrow points to the "Provider" dropdown menu. The dropdown menu is open, showing a list of options: "Add Provider", "Availability Calendar", "Calendar", "Cover Pool", "EEO Report", "OLCR Export", "Print Client Timesheets", "Provider Annual Report", "Provider Billing By Location", "Provider List", "Provider Notes Report", "Provider Screening - LEIE/SAM", and "Provider Timesheet". A second red arrow points to the "Provider List" option, which is highlighted in the menu. In the background, the text "Vichra DDD Billing System" and the vTrack logo are partially visible.



2. Search for Provider to Update

- Select-> Search criteria from the drop-down menu
- Enter-> Corresponding criteria from your menu selection
- Click-> Search

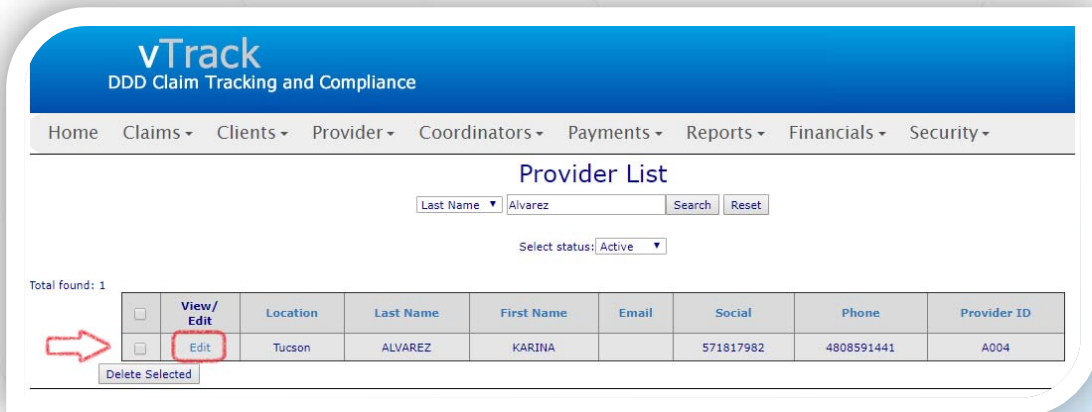


The screenshot shows the vTrack application interface for searching providers. The header includes the vTrack logo and 'DDD Claim Tracking and Compliance'. A navigation bar contains links for Home, Claims, Clients, Provider, Coordinators, Payments, Reports, Financials, and Security. The main section is titled 'Provider List' and features a search form with a 'Location' dropdown menu, a text input field labeled 'Type Here', and 'Search' and 'Reset' buttons. A dropdown menu is open under 'Location', showing options for 'Location', 'Last Name', 'First Name', and 'Email'. A red arrow points to the 'Last Name' option. Below the search form, there is a table with columns: View/Edit, Location, Last Name, First Name, Email, Social, Phone, and Provider ID. The table shows three providers: ABEYTIA's, Abrego, and ADDAE. A red arrow points to the 'Search' button.

Total found: 229

<input type="checkbox"/>	View/Edit	Location	Last Name	First Name	Email	Social	Phone	Provider ID
<input type="checkbox"/>	Edit	Tucson	ABEYTIA's		faith@vichra.com vtrack@vichra.com jake@vichra.com	600096535	6026572232	A001
<input type="checkbox"/>	Edit	Tucson	Abrego		abrego@vichra.com	88-777-9999	2323123	6858444
<input type="checkbox"/>	Edit	OLCR	ADDAE		addae@vichra.com	892288216	4804538722	Active

- Click-> Edit next to the provider's name



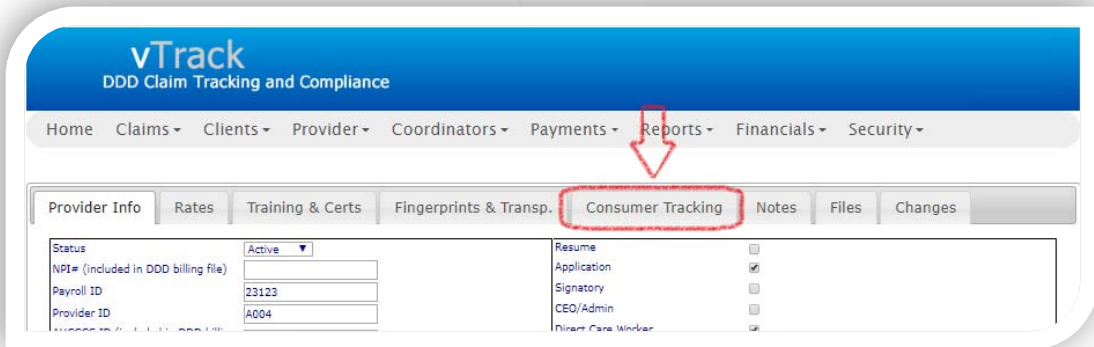
The screenshot shows the vTrack application interface displaying search results for providers. The header and navigation bar are the same as in the previous screenshot. The main section is titled 'Provider List' and features a search form with a 'Last Name' dropdown menu, a text input field containing 'Alvarez', and 'Search' and 'Reset' buttons. Below the search form, there is a table with columns: View/Edit, Location, Last Name, First Name, Email, Social, Phone, and Provider ID. The table shows one provider: ALVAREZ, KARINA. A red arrow points to the 'Edit' button in the 'View/Edit' column.

Total found: 1

<input type="checkbox"/>	View/Edit	Location	Last Name	First Name	Email	Social	Phone	Provider ID
<input type="checkbox"/>	Edit	Tucson	ALVAREZ	KARINA		571817982	4808591441	A004

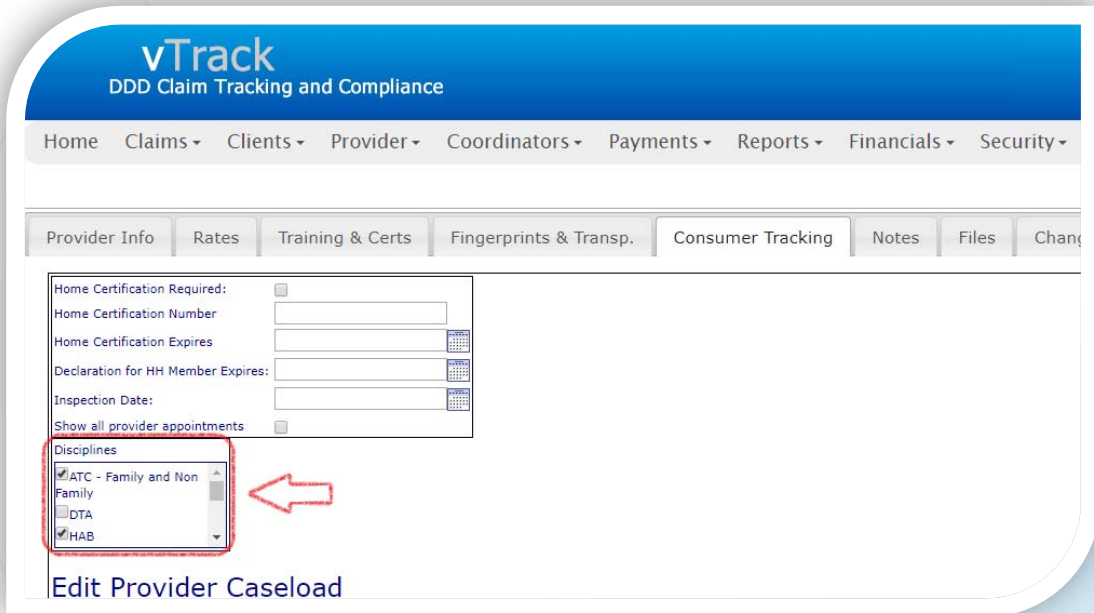
Delete Selected

- Click-> Consumer Tracking tab



❖ Disciplines (Option 1)

- Located under the home health certification section
- Check-> Box next to the service



- Click-> Update Provider

The screenshot shows the vTrack software interface for 'DDD Claim Tracking and Compliance'. The navigation menu includes Home, Claims, Clients, Provider, Coordinators, Payments, Reports, Financials, and Security. The main content area is divided into several sections:

- Provider Info:** Includes fields for Home Certification Required, Home Certification Number, Home Certification Expires, Declaration for HH Member Expires, Inspection Dates, and Show all provider appointments.
- Disciplines:** A dropdown menu with options: ATC - Family and Non Family, DTA, and HAH.
- Edit Provider Caseload:** A table with columns: Orientation Date, Consumer, Service, Service, Service, Services Delivered, Consumer Relation, Edit, and Delete. It lists several entries for consumers like Acadog, Maedline and Acosta, with various services and relations.
- Edit Provider HHM:** A section with an 'Add new HHM' button and the text 'No HHM for this provider.'
- OLCR Services:** A list of services with checkboxes, including Service03 - RespiratoryTherapy, Service05 - OccupationalTherapy, Service06 - PhysicalTherapy, Service07 - SpeechHearingTherapy, Service19 - ICFMR, Service20 - HospiceInpatientCare, Service23 - Housekeeping, Service25 - Respite, Service28 - AssendantCare, Service29 - HomeHealthAide, Service30 - HomeHealthNursing, Service31 - Transportation, Service32 - Habitation, Service32 - HABHourly, Service32 - HABDaily, Service39 - PersonalCare, Service42 - DDDayCarePrograms, and Service46 - Environmental.

At the bottom of the interface, the 'Update Provider' button is highlighted with a red box, and a red arrow points to it from the right.

❖ Provider Caseload (Option 2)

- Located under the Disciplines section

vTrack
DDD Claim Tracking and Compliance

Home Claims ▾ Clients ▾ Provider ▾ Coordinators ▾ Payments ▾ Reports ▾ Financials ▾ Security ▾

Provider Info Rates Training & Certs Fingerprints & Transp. **Consumer Tracking** Notes Files Change

Home Certification Required:
Home Certification Number:
Home Certification Expires:
Declaration for HH Member Expires:
Inspection Date:
Show all provider appointments:

Disciplines
 ATC - Family and Non Family
 DTA
 HAB

Edit Provider Caseload ←

Add new consumer

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
00/00/0000	Acatdog, Maediline	RSD	HAH	RSP	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acatdog, Maediline	ATC	ATC	HSK	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Athen	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Rafael	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Trenton	DTA		HCM	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Yoliza	DTA	DTS		Home/Community	Legal Guardian	Edit	Delete



- Click-> Add new consumer

Edit Provider Caseload

Add new consumer ←

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
00/00/0000	Acatdog, Maediline	RSD	HAH	RSP	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acatdog, Maediline	ATC	ATC	HSK	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Athen	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Rafael	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Trenton	DTA		HCM	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Yoliza	DTA	DTS		Home/Community	Legal Guardian	Edit	Delete

- Enter-> Orientation Date if applicable
- Select-> Consumer (Client)
- Select-> Services (up to 3)
- Click-> Add Consumer

Orientation Date: 05/09/2019
 Consumer: Torrez Terri
 Service 1: ATC - Attendant Care - Family Member
 Service 2: HAB - Habilitation - 0 Place of Service
 Service 3:
 Location of service: Home/Community
 Consumer Relation: Legal Guardian
Add Consumer

****Please note: Only 3 services are allowed per entry. If additional services are required repeat the steps above until all services have been entered****



- The client has now been added to the provider's caseload

vTrack
DDD Claim Tracking and Compliance

Home Claims ▾ Clients ▾ Provider ▾ Coordinators ▾ Payments ▾ Reports ▾ Financials ▾ Security ▾

Provider Info Rates Training & Certs Fingerprints & Transp. **Consumer Tracking** Notes Files Chang

Home Certification Required:
 Home Certification Number:
 Home Certification Expires:
 Declaration for HH Member Expires:
 Inspection Date:
 Show all provider appointments:

Disciplines
 ATC - Family and Non Family
 DTA
 HAB

Edit Provider Caseload

Orientation Date	Consumer	Service	Service	Service	Services Delivered	Consumer Relation	Edit	Delete
00/00/0000	Acatdog, Maediline	RSD	HAH	RSP	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acatdog, Maediline	ATC	ATC	HSK	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Athen	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Rafael	DTA			Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Trenton	DTA		HCM	Home/Community	Legal Guardian	Edit	Delete
00/00/0000	Acosta, Yoliza	DTA	DTS		Home/Community	Legal Guardian	Edit	Delete
05/09/2019	Torrez, Terri	ATC	HAB		Home/Community	Legal Guardian	Edit	Delr

****For additional support, please contact us at vTrack@Vichra.com****

