

## Parent/Guardian Timesheet Process

- Provider selects “Parent will sign later” checkbox:


### Attendance Report / Time Sheet

**Providers** Mario Lopez  
**Client:** Carlos Fuentes  
**Dates:** 03/22/2020 - 03/25/2020  
**Total Completed Units** 5  
 ATC 1 - ATC - Non Family Member: 3  
 HAH 1 - HAH - Habilitation: 2  
**Total No Show/Cancel Information:**  
 No Show/Cancel - Home (bill .5 units): 1  
**No Show/Cancel Home Sum of Units:** 0.5

Status	Client	DOB	Service	Service Date	Start Time	End Time	Proveedoras	CPT	Notes	Total
Completed	Carlos Fuentes	12/25/2010	ATC 1 - ATC - Non Family Member	03/23/2020	10:30	13:30	Mario Lopez			3
No Show/Cancel - Home (bill .5 units)	Carlos Fuentes	12/25/2010	HAH 1 - HAH - Habilitation	03/24/2020	11:30	14:30	Mario Lopez			0.5
Completed	Carlos Fuentes	12/25/2010	HAH 1 - HAH - Habilitation	03/25/2020	09:45	11:45	Mario Lopez			2

\*\*By signing below, I certify that the information in this document is accurate\*\*

**Parent/Guardian Signature**

Parent will sign later 



- Provider signs and saves timesheet:

Parent/Guardian Signature

Clear Edit

Enter parent name  Date

Parent will sign later

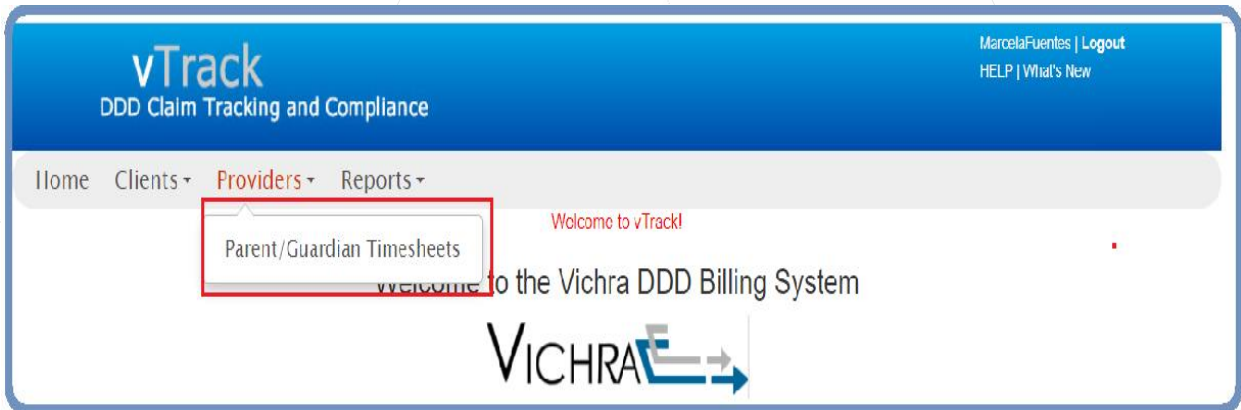
Providers Signature

Clear Edit



Timesheet is now available in the parent/guardian portal for parent/guardian to sign

- Go to Providers tab and click Parent/Guardian Timesheets:



vTrack  
DDD Claim Tracking and Compliance

Marcela Fuentes | Logout  
HELP | What's New

Home Clients ▾ Providers ▾ Reports ▾

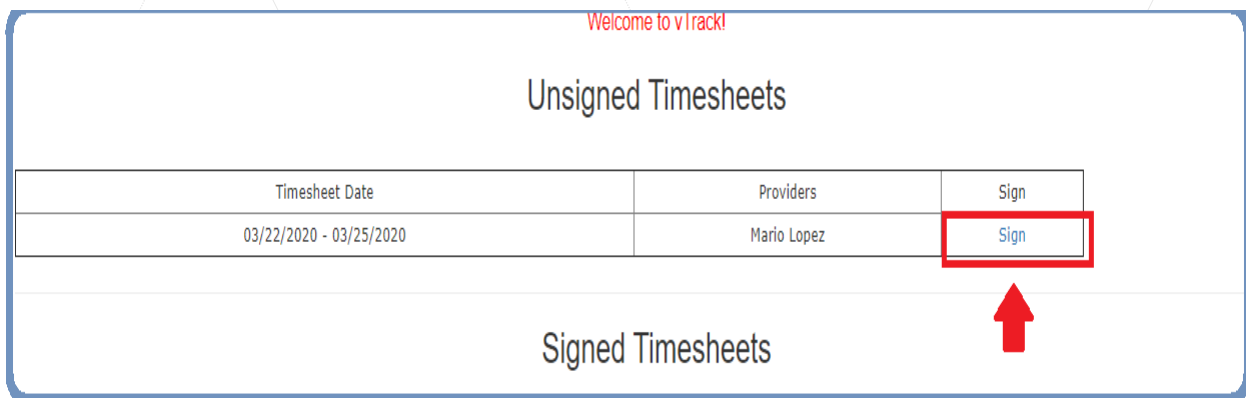
Parent/Guardian Timesheets

Welcome to vTrack!

welcome to the Vichra DDD Billing System

VICHRA

- Click Sign:



Welcome to vTrack!

### Unsigned Timesheets

Timesheet Date	Providers	Sign
03/22/2020 - 03/25/2020	Mario Lopez	Sign

Signed Timesheets



- Parent will then sign and save:

### Attendance Report / Time Sheet

**Providers** Mario Lopez  
**Dates:** 03/22/2020 - 03/25/2020  
**Total Completed Units** 5  
 ATC 1 - ATC - Non Family Member: 3  
 HAH 1 - HAH - Habilitation: 2  
**Total No Show/Cancel Information:**  
 No Show/Cancel - Home (bill .5 units): 1  
**No Show/Cancel Home Sum of Units:** 0.5

Status	Client	DOB	Service	Service Date	Start Time	End Time	Providers	CPT	Notes	Total
Completed	Carlos Fuentes	12/25/2010	ATC 1 - ATC - Non Family Member	03/23/2020	10:30	13:30	Mario Lopez			3
No Show/Cancel - Home (bill .5 units)	Carlos Fuentes	12/25/2010	HAH 1 - HAH - Habilitation	03/24/2020	11:30	14:30	Mario Lopez			0.5
Completed	Carlos Fuentes	12/25/2010	HAH 1 - HAH - Habilitation	03/25/2020	09:45	11:45	Mario Lopez			2

\*\*By signing below, I certify that the information in this document is accurate\*\*

Parent/Guardian Signature

Marcela Fuentes

Clear Edit

Providers Signature

m.lopez

Mario Lopez

← Select Save



- Once signed by parent/guardian, timesheet will be found under the “Files” tab on the provider portal:

The screenshot shows the vTrack provider portal interface. At the top, it says "Welcome to vTrack" and "Mario Lopez". Below this is a navigation menu with tabs: "Providers Info", "Rates", "Training & Certs", "Fingerprints & Transp.", "Consumer Tracking", "Notes", "Files", and "Changes". The "Files" tab is selected. There is an "Add File" button. Below that, it says "There are no files attached to this provider" and "Signed timesheet stored on provider's portal". A red arrow points down to a table titled "Time Sheets". The table has columns: "File Name", "Upload Date", "Size", and "Actions". One row is visible with the file name "TimeSheet 03/22/2020-03/25/2020", upload date "04/01/2020 03:35 PM", size "24,612 kb Admin", and actions icons. Below the table is an "Update Providers" button.

File Name	Upload Date	Size	Actions
TimeSheet 03/22/2020-03/25/2020	04/01/2020 03:35 PM	24,612 kb Admin	

