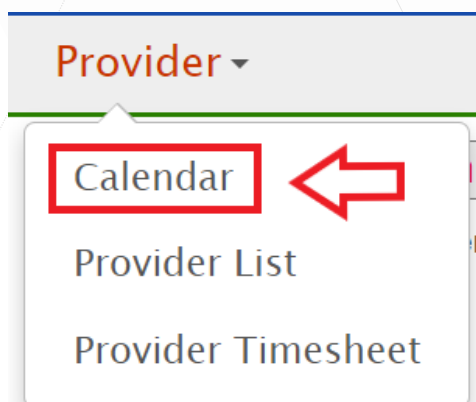


FOB Paper Timesheet Entry

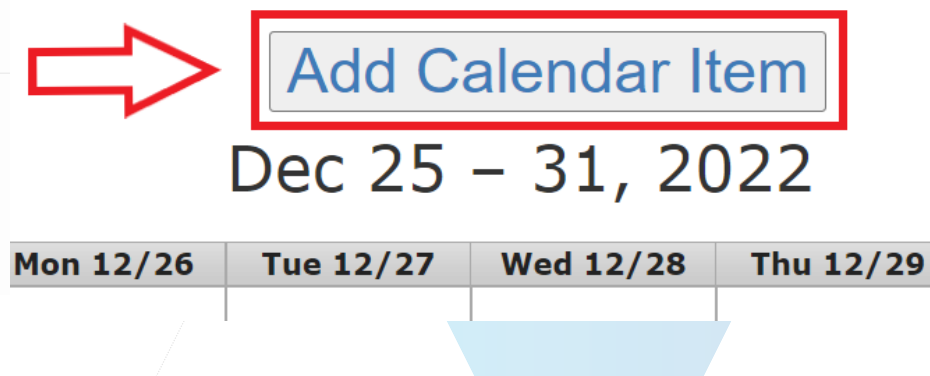
1. Navigating to the vTrack Calendar

- From the Provider drop-down Menu Click → Calendar



2. Adding an Appointment

- Top of Calendar → Add Calendar Item



- A new appointment window will pop up
- Select → Client, Service Date, State & End Times
- Click → Save Appt, Open Appt, or Add Another Appt

Create Appointment
Calendar

Client:

Provider:

Service:

Supervisor:

Location:

Bill Type:

Date (m/d/y):

Start Time: :

End Time: :

CPT Codes

Repeats?

Notes

Move to cover pool?

Make-up Appointment

Co-Visit

Add another appointment

Status:

Save Options:

- I. **Save Appt** – Saves appointment and takes you back to the calendar
- II. **Open Appt** – Saves this appointment to the calendar then takes you directly into the appointment

- Once generated, the EVV Check-in Time will appear in green

Billing Info

Client: Kaleb Sanderson See Today's Schedule

Provider: Sanderson Sammy

Supervisor: No supervisor selected

Service: RSP Secondary - 1

DDD Authorization: DDD - RSP/RSD - 10/01/2022 - 04/10/2022

Date: 12/30/2022

Start Time: 11 : 45 AM 888260 FOB Code - Generate

End Time: 2 : 45 PM FOB Code - Generate

EVV Check-in Time: **11:45 AM**

EVV Check-out Time:

Late / Make-up Appointment:

- Update appointment status to completed
- Click → Save

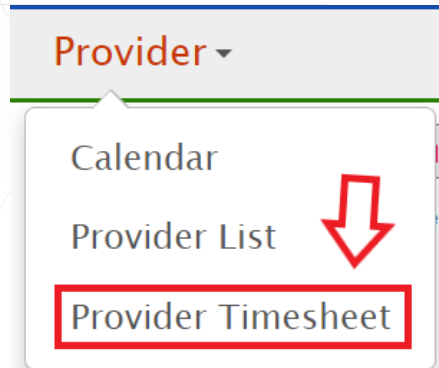
Status: Completed

Save Cancel Delete

- Repeat 1-3 until all timesheet appointments are added and completed with FOB codes

4. Running Electronic Timesheet



- Navigate to the Provider drop-down menu
- Select → Provider Timesheet







- Enter → Start & End Dates (this may already be populated to the current pay period)
- Select → Provider from the drop-down menu
- Select → Type - HCBS
- Select → Client from the drop-down menu
- Click → Submit



Run/Sign Timesheet



Select the service date range for the timesheet

Start Date:  

End Date:  


Provider:  

Type:  

Client:  

- Verify all appointments on the electronic timesheet match the appointments on the paper timesheet
- Sign the signature boxes (as shown below)
- Click → Save

Supervisor/Parent/Guardian Signature




Clear Edit

Paper Timesheet Saved Under Files

12/30/2022

Supervisor/Parent will sign later **Supervisor/Parent Signature Complete**

Provider Signature




Clear Edit

Paper Timesheet Saved Under Files

12/30/2022

Save

- 
- *****After you have finished saving the electronic timesheet, it is HIGHLY recommended you save a copy of the paper timesheet under the Files tab within the provider's portal**

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