Partial Day Absent Entries
For Residential and Parenting Programs

How to Add Absent Entries

Description: If a individual is absent or attends a partial day at a residential or parenting program, an absent entries can be created.

To create an absence entry open the residential or parenting program and then:

1. Select Actions
2. New Entry

Complete the Absent Entries Form

1. Select Absent for the Entry Type
   a. The Resd Program name and Account Type fill in automatically
2. Enter the Client Name
3. Select the Service Code Check Box
4. Select the Check Out time
   a. For partial days, select the time the client checked out and then add the time they checked back in
   b. Use this for same day check outs and check ins like a day program

Complete the Absent Entries Form cont.

1. Select a reason for the absence or partial visit
   a. Optional – add notes or attachments as required by your program
2. Select Save and then Yes when prompted to submit the entry

Note

These entries are approved when the monthly attendance is approved.

Absentee Report

The Residential and Parenting Absentee Report will show the Check Out and Check In times for theses absences and partial days.

The absentee reports are located under the COA Reports Menu.

Absentee Report Fields

The Absentee Reports contain the Check Out and Check In times, as well as, the reason for the absence or partial day.

Import for Partial Day Entries

If you use partial day absences the system will not generate attendance entries for that day so you must use the import for those dates.

The fields needed for import:

- AccountID
- Amount
- EntryReference
- StartDate
- EndDate
- DiagnosticCode
- PayRate
- ImportStatus
- ItemID
- ImportReason

- DCI will not allow a user to create an attendance entry for a date for which an attendance entry already exists
- DCI will allow a user to create an attendance entry for a date for which an absent entry already exists

Thank you!