

OR PTC DCI VERSION 2.2



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Disclaimer

The content found in this document is intended for staff using the OR PTC DCI system.

Canned Reports

The OR PTC DCI Reports Module includes over 80 canned reports and is accessible to State or AAA users. The data in each report is limited to the Cost Center(s) over which the user has a role. For a full list of all reports available, see <u>Appendix A: Full List of Canned Reports</u>.

Note: A canned report is a report that comes standard with the DCI software. Canned reports are valuable because they allow users to gather data pertaining to their Cost Center.

HOME	REPORTS	
DASHBOARD	Reports / Dashboard	
COA REPORTS	AUTO APPROVAL REPORT	
AUTHORIZATION REPORTS	PUNCH ENTRIES REPORT	
MANAGEMENT REPORTS	PUNCH ENTRY DETAILS REPORT	
PAYROLL REPORTS	SERVICE ACCOUNTS	
BILLING REPORTS	REPORT	
PROFILE REPORTS	RESIDENTIAL ATTENDANCE REPORT	
FUNDING ACCOUNT REPORTS	RESIDENTIAL ABSENTEE REPORT	
SETTINGS REPORTS	PARENTING ATTENDANCE	
EVV REPORTS	REPORT	
TRAINING REPORTS	PARENTING ABSENTEE REPORT	
AUDITING SYSTEM ACTIVITY REPORTS	DAY ATTENDANCE REPORT	
BUSINESS RULES REPORTS	GROUP SERVICE ATTENDANCE REPORT	
CUSTOM FIELDS	MILEAGE ENTRIES DETAILS REPORT	



Below are examples of information you may want to know and what report you can use to find that information.

Note: COA stands for Chart of Accounts.

I want to know	Report Name	Report Location
How many hours were worked in a Cost Center or by a provider	Punch Entries Report	COA Reports
When Staff has entered punches on behalf of the provider	Punch Entry Details Report or Late Entry Report	COA Reports/Management Reports
Who has service accounts for my Cost Center	Service Accounts Report	COA Reports
If consumers signed off on punches	Punch Entries Report	COA Reports
Who approved punches and when were they approved	Punch Entry Details Report	COA Reports
If a provider is on track to use all their authorized hours by the end of the pay period	Authorization Run Rate Report	Authorization Reports
If a consumer has active Authorizations	Authorization Entries Report	Authorization Reports
Which authorizations are expiring soon	Expiring Authorizations Report	Authorization Reports
How many hours have been worked against an authorization	Authorization Transactions Report	Authorization Reports
What consumers are assigned to a Cost Center	Clients Report	Profile Reports
How many hours a provider claimed and the statuses of those entries	Punch Entries Details Report	COA Reports



Canned Reports – How to Search, Filter, and Download

To search for and download a report, after navigating to the appropriate report within the Reports module:

- 1. Enter search criteria (if you want to narrow the scope of the report).
- 2. Click Search.
- 3. Click Download.

1								
02/23/2021			02/25/2021	02/25/2021 Select Account				
Type Client	Name		Type Employee Na	ame		Type Service Code		
Type Cost C	enter		Select Activity	Select Activity		Select Status	~	
Select Entry	Select Entry Type V							
Include Ca	C Include Canceled and Rejected Punches						Search	
Showing 24 out of 24 records								
Punch ID	Pay We	Date of Serv	Account Type	General Acti	Employee	e/V Employee Num	Client/ Resi	
780	9	02/25/2021	Client Transpo		Provider	One ProviderNumber	Consumer Or	
779	9	02/25/2021	Client Transpo		Provider	One ProviderNumber	Consumer Or	

- 4. Various columns can be included or excluded using the arrow buttons. To include columns in your download:
 - a. Click the column title in Available Columns.
 - b. Click the right arrow and it will appear in Selected Columns.
 - c. If you selected a column you don't want in your downloaded report, click the column in Selected Columns and click the left facing arrow.
 - d. To download the report with all available columns, click the double right-facing arrow. The columns in Selected Columns will appear on your download in the order they are listed here. You can also drag columns in Selected Columns to change this order.



- 5. After selecting the desired columns, click Next.
- 6. Select a format from the dropdown menu you would like the report downloaded in.
- 7. Click Download.
- 8. When the Alert appears, click Yes.

Available Co			Search Column		Search
Available CO	olumns	Undo	Sel	ected Columr	ns
(>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Pay Week		
		•	Account Type		
			General Activity		
		•	Employee/Vend	or Name]
		Redo	Employee Numb	ber	
			Client/ Resident	ial/ Day Program	n Name
				Cancel	Next
	Download	d Report Wizard			
Columns Options					6
Format: *	Select Format			~	
Orientation: *	Select Format			6	
	Excel				
	CSV				7
Back	Tab Delimited			Inload	
Back	Tab Delimited			nload	
Back		load Report Wizard		nload	×
Back Columns Options		load Report Wizard Alert	×	Inload	
	Downl	Alert nt to download the repo			
Columns Options	Downl	Alert			
Columns Options Format: *	Downl	Alert nt to download the repo	rt - Punch Entries		



Canned Report Example

Your report can then be opened in an Excel workbook. For this example, we are using the Notes Report.

		в	с	D	E	F	G	н	
1	Gei			-		Account Reference	-	Account Type	Pay Week
2		890123	Standard	0.00	1.00		Kimber		24
3		7890123	Standard	0.00	-0.50		Kimber	Hourly	24
4		7890123	Standard	0.00	0.22		Kimber	Hourly	24
5		7890123	Standard	0.00	-0.08		Kimber	Hourly	24
6		UNIID0002		0.00	5.00		SM Con	Client Transportation	24
7		775123		0.00	12.00		Robert	Hourly	23
8		775123		0.00	12.00		Robert	Hourly	23
9		775123		0.00	12.00		Robert	Hourly	23
10		775123		0.00	12.00		Robert	Hourly	23
11		775123		0.00	12.00		Robert	Hourly	24
12		775123		0.00	0.38		Monica	Hourly	24
13		775123	Standard	0.00	-0.40		Monica	Hourly	24
14		775123		0.00	6.50		Monica	Hourly	24
15		729465	Standard	0.00	4.00		Roman	Hourly	24
16		729465	Standard	0.00	4.00		Roman	Hourly	24
17		745219	Standard	0.00	1.50		Bruce B	Hourly	24
18		745219	Standard	0.00	-2.00		Bruce B	Hourly	24
19		729465	Standard	0.00	0.92		Roman		24
20		775123		0.00	7.00		Monica	Hourly	24
21		775123							
22		745219	Standard	Note	• If vo	nn select the	tria	ngle in the co	rner to

Note: If you select the triangle in the corner to select the whole sheet and double click the divider between any of the columns, Excel will resize to fit the contents.

Punch Entry Details Report

7890124

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Table1

Standard

This report is useful for identifying the status of Punch Entries in your Cost Center, which is particularly useful after the end of the pay period.

It is recommended to pull the punch entries report <u>after the pay period has ended</u> so staff can follow up on different punch entries with one of these status options:

- Approved
- Rejected
- Open

23

►

- Pending
- Unverified



To access the Punch Entry Details Report:

- 1. Select the Reports module.
- 2. On the left sidebar, select COA Reports.
- 3. Select Punch Entry Details Report.
- 4. Enter your search criteria.
 - a. From (MM/DD/YYYY): this should be the start date of the pay period.
 - b. To (MM/DD/YYYY): this should be the end date of the pay period.

HOME	E REPORTS 1			
DASHBOARD	eports / Dashboard			
COA REPORTS	AUTO APPROVAL REPORT			
AUTHORIZATION REPORTS	PUNCH ENTRIES REPORT			
MANAGEMENT REPORTS	PUNCH ENTRY DETAILS			
PAYROLL REPORTS				

- c. Cost Center: select the XXXX-**EU** version of the Cost Center (for this example we selected 0511-EU as the Cost Center).
- d. Status: select the status type you are interested in learning more about.
- e. Other search criteria are optional and dependent on your report needs.

Reports / CoA Reports / Punch Entry Details Report			
CoA Reports - Punch Entry Det	ails Report	_	
	4a	4b	
08/14/2022	08/27/2022	Select Account Type	~
Type Client Name	Type Employee Name	Type Service Code	4d
0511-EU	Select Activity	✓ Pending	40
Type Payroll Batch Name	Enter Payroll Batch Id	Select Status Pending	
Include Canceled and Rejected Punches	Include Only Unbatched Punches	Open Unverified Approved Batched Paid Canceled Rejected	
Showing 2 out of 2 records		Processed Unvalidated Compensated Write Off	_



5. Click Search.

6. Download the report (see <u>Canned Reports - How to Search, Filter, and Download</u> for more information).

CoA Rep	orts - Pu	inch Entry D)etails Re	eport						
08/14/2022				08/27/2022			Select Account T	Select Account Type		
Type Client Name			Type Employee Nam	1e		Type Service Code	e			
0511-EU			x	× Select Activity ~			Pending			~
Type Payro	ll Batch Name			Enter Payroll Batch	Enter Payroll Batch Id			Select Entry Type 🗸		
□ Include Ca	nceled and Reje	:ted Punches		Include Only Unbat	ched Punches			Re 6	eset Search	
Showing 2 out o	f 2 records								🖈 Download	
Punch ID	Pay We	Reference P	Date of Serv	Account Type	Vehicle Type	General Acti	Employee/Vend	Employee N	Client/ Resi	Cli
2188	34	2125	08/14/2022	Hourly			Shaggy Rogers	ProviderNumb	Scooby Doo	Pri
2126	34		08/15/2022	Hourly			Shaggy Rogers	ProviderNumb	Scooby Doo	Pri

Punch Entry Report Status	Meaning/Action Needed
Approved	An entry that is ready to be pulled into a Payroll Batch.
Rejected	An entry that exceeds authorized hours will be automatically rejected by the system. Additionally, a staff member, the provider, or the consumer may reject the entry, meaning the entry was not accurate. Providers are not notified if an entry is rejected by a staff member but are notified if it is rejected by the consumer.
Open	The provider has clocked in for a shift but has not yet clocked out.
Pending	An entry waiting for auto-approval to run.
Unverified	The punch has been either entered or edited by a staff member and must be verified. Unverified entries require action to move on in the process and be paid. Either another staff member or the provider must verify the entry.

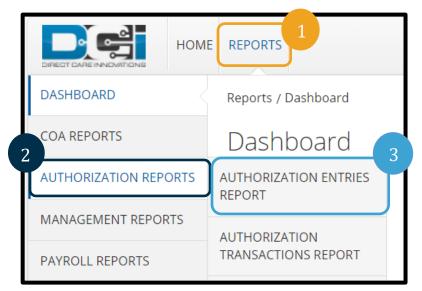


Authorization Entries Report

This report is useful for looking up authorization information. Any user with a Supervisor role in OR PTC DCI can view/access this report.

To access the Authorization Entries Report in OR PTC DCI:

- 1. Click the Reports module at the top of your screen.
- 2. On the left sidebar, select Authorization Reports. This will open a secondary menu.
- 3. Click Authorization Entries Report.
- 4. Type in the consumer's name and any other search criteria you may want.
- 5. Check the box next to Include Ended Authorizations.
- 6. Click Search.



Reports / Authorization Reports / Authorization Ent	tries Report		
Authorization Reports - Aut	thorization Entries Report		
Carol Brady 🗙	4 Funding Source Name	Select Account Type	~
Type Service Code	Type Cost Center	CutOff Date(MM/DD/YYYY)	
Type Region Name			
Include Future Authorizations	Include Ended Authorizations	Include Discharged Clients Authorization	ons
Include Rejected Authorizations			
			6
		Reset	rch



- 7. You will be taken to your search results. This will display all authorizations for this consumer.
 - a. There is a scroll bar at the bottom of the list that allows you to scroll to the right to see more information about each authorization.
 - b. You can move the columns left and right by clicking on the header and dragging it. This will allow you to organize the information displayed in the order you prefer. You

Showing 6 out	of 6 records					🔀 Download	7h
Authori	Client Name	Service Code	Cost Center	Region	Authorization I	Authorization I	7b
1450	Сагогызацу	mileage-10	3311-EU		2021490077	222000	
1449	Carol Brady	Hourly ADL/IA	3311-EU		2021490077	222000	
910	Carol Brady	Mileage-11	3311-EU		2021987789	222000	
909	Carol Brady	Hourly ADL/IA	3311-EU		2021987789	222000	
883	Carol Brady	Mileage-10	3311-EU		2021654456	222111	
882	Carol Brady	Hourly ADL/IA	3311-EU		2021654456	222111	
				7a			
•) F

can also change the width of columns by hovering to the right of the column and dragging to the right.

- c. Key columns you will want to look at to identify authorizations are Authorization ID Reference, Authorization ID Reference 1, Start Date, and End Date.
 - Authorization ID Reference shows the voucher number associated with the authorization.
 - Authorization ID Reference 1 displays the provider number.
 - **Start** and **End Date** refer to the start and end date of the authorization. Unless the provider only worked part of the pay period, these dates will correspond with the pay period the authorization is associated with.

Showing 8 out of 8 r	records					
Client Name	Service Code	Cost Cente 7 C	Authorization I	Authorization I	Start Date	End Date
Carol Brady	Mileage-10	3311-EU	2021321321	222000	10/24/2021	11/06/2021
Carol Brady	Hourly ADL/IADL-10	3311-EU	2021321321	222000	10/24/2021	11/06/2021
Carol Brady	Mileage-10	3311-EU	2021490077	222000	09/12/2021	09/25/2021
Carol Brady	Hourly ADL/IADL-10	3311-EU	2021490077	222000	09/12/2021	09/25/2021



- 8. If you scroll to the right, you will see columns labeled Initial Balance, Holds, and Available.
 - a. The **Initial Balance** column shows the number of hours or miles the provider is authorized to work for this consumer for the dates specified for this authorization.
 - b. The **Holds** column shows how many hours or miles are in a pending status for this authorization.
 - c. The **Available** column displays how many hours or miles the provider can still claim against this authorization. This considers all pending entries. If this column shows 0, the provider has claimed all their authorized hours or miles.

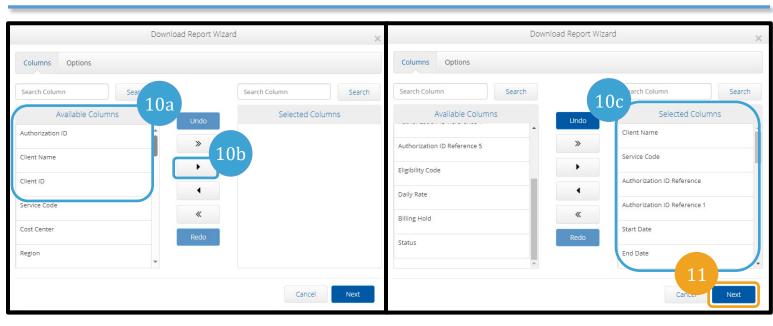
8a Showing at of 8 rec	cords	8b	8c		_		
Initial Balance	Remaining Balance	Holds	Available	Billing Rate	Monthly Max	Weekly Max	Daily
50.00	50	0.00	50	0	50	50	50
30.00	30	0.00	30	0	30	30	30
8.00	8	0.00	8	0	8	8	8

You can download this report if you would like to view it in Excel, PDF, or Google Sheets. For the following steps, we will download to Excel, but the steps are the same for the other formats.

- 9. Click Download.
- 10. The Download Report Wizard will appear.

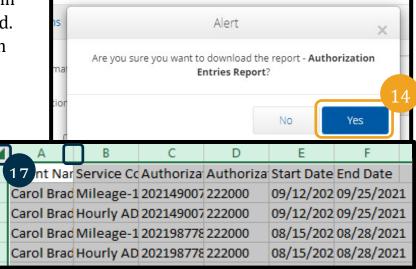


- a. Click the columns on the left you wish to include in your downloaded version.
- b. Following each selection from the left column, click the right-facing arrow to add the column you clicked to the Selected Columns list.
- c. The Selected Columns list will display all columns that will download in your report. If it is not included in the Selected Columns, it will not appear on your downloaded report. Once you download the report, the columns will display in the order they are listed in the Selected Columns. This means the top column header in Selected Columns will be the left column on the downloaded report. You can change this order by dragging items in the Selected Columns up or down.
- 11. Click Next.



- 12. Select your desired report format from the dropdown menu next to Format.
- 13. Click Download.
- 14. Select Yes.
- 15. Open the download. It may appear in the bottom left corner or top right depending on your web browser settings.
- 16. Once you click to open the file, you will want to format it so it is easier to read.
- 17. To widen the columns, click the green arrow in the left corner of the spreadsheet. Then with your cursor, hover between any two columns and double click.

	Download Report Wizard	×
Columns Options		12
Format: *	Excel	, i i i i i i i i i i i i i i i i i i i
Orientation: *	Select Orientation	~
□ s	ave as Report Download Preference	
Back		Cancel Download





Notes Report

When time allows, please pull this report to view comments left by providers on their entries. To run a notes report, follow these steps after logging into OR PTC DCI:

- 1. Click Reports.
- 2. Click Notes Report.
- 3. Click on Punch Entry Notes and Canned Statements Report.

HOM	E REPORTS 1
DASHBOARD	Reports / Dashboard
COA REPORTS	Dashboard
AUTHORIZATION REPORTS	PUNCH ENTRY NOTES AND CANNED STATEMENTS REPORT
MANAGEMENT REPORTS	
PAYROLL REPORTS	EMPLOYEE SERVICE ACCOUNT PUNCH NOTES REPORT
BILLING REPORTS	CLIENT FUNDING
PROFILE REPORTS	ACCOUNT PUNCH NOTES REPORT
FUNDING ACCOUNT REPORTS	PAYROLL ENTRY NOTES REPORT
SETTINGS REPORTS	BILLING ENTRY NOTES
EVV REPORTS	REPORT
TRAINING REPORTS	EMPLOYEE PROFILE NOTES REPORT
AUDITING SYSTEM ACTIVITY REPORTS	CLIENT PROFILE NOTES REPORT
BUSINESS RULES REPORTS	AUTHORIZATION NOTES
CUSTOM FIELDS 2	
NOTES REPORT	CANNED STATEMENTS REPORT



- 4. Use the search fields to enter any search criteria you wish to filter your report by. In this example, we entered a date range. Also note, there are options listed below the search criteria, such as Include Canceled and Rejected Punches, that you may wish to use.
- 5. Click Search.

Reports / Notes F	Reports / Punch Entry	/ Notes and Canned S	tatement Report						
Punch Er	ntry Notes a	and Cannec	Statemen	t Report					4
									4
07/01/2021			12/3	1/2021			Select Account Type		~
Type Client N	Name		Туре	Employee Name			Type Service Code		
0511-EU	0511-EU ×		× Sele	ect Activity		~	Select Status		~
Select Entry	Туре		~						
Include Car	nceled and Rejected P	Punches							5
								Reset	Search
									a Download
Showing 177 out	of 177 records							2	Download
Punch ID	Date of Serv	Account Type	Employee/V	Employee N	Client/ Resident	Cost Center	Service Code	Start Date	End Date
1952	08/05/2021	Hourly	King Horseman	555048989	Humpty Dumpty	0511-EU	Hourly ADL/IA	08/05/2021 12	08/05/2021 02 ^
1947	08/20/2021	Hourly	Shaggy Rogers	ProviderNumb	Scooby Doo	0511-EU	Hourly ADL/IA	08/20/2021 09	08/20/2021 12
1574	10/28/2021	Hourly	A1 Providers	111111	A1 Consumers	0511-EU	Hourly ADL/IA	10/28/2021 09	10/28/2021 10
1572	10/20/2021	Hourly	A1 Drovidoro	11111	A1 Concurrent	0511 EU		10/20/2021 12	10/20/2021 11

 Your report will be displayed. If you wish to format this or download the report and format in Excel, follow the steps to download a report in <u>Canned Reports - How to Search</u> <u>and Download</u> beginning at step 4.

For an example of the Notes Report, see Canned Report Example.

Changed Email/Phone Number Report

This report includes a list of external users (consumers, providers, and CERs) whose email address or phone number was changed in the prior month under a specific Cost Center. This report is delivered to the recipients through the OR PTC DCI Messaging Module.

Here is an example of the Changed Email/Phone Number Report. This will be sent to those identified by each office each month. Staff will utilize this report to identify when a provider, consumer, or CER has updated their email or phone number. They will then take appropriate actions specified in business processes <u>2.2 Update Provider Information</u>, <u>3.2 Update Consumer Information</u>, and <u>4.2 Update Consumer Employer Representative Information</u>.



			J		
Month:	Feb-21				
Branch:	3412 - EU				
User Name	Profile Type	Prime/UniID	Provider Numbe	er Old Email Address	New Email Addres
Test Provider	Employee	123456	456789		
Provider Ten	Employee	UI0000000	123456		
Provider Six	Employee	UI6666666	555555,666666		
Provider Four	Employee	UI444444	444444,OR1212	122	
Consumer Three	Client	AZ222222			
Test Guardian	Guardian				
Old Aternate Ph	ione New A	lternate Phone	e Old Mobile	Phone New Mobile Phone	
Old Aternate Ph	none New A	lternate Phone	e Old Mobile	Phone New Mobile Phone	
Old Aternate Ph		Iternate Phone		Phone New Mobile Phone Changed By Employee Number	<u> </u>
	Changed T		d By Name		<u>, </u>
Changed Date	Changed T 021 3:09:2	Time Changed	d By Name anager	Changed By Employee Number	

Appendix A: Full List of Canned Reports

• COA Reports

- o Auto Approval Report
- o Punch Entries Report
- o Punch Entry Details Report
- o Service Accounts Report
- o Residential Attendance Report
- Residential Absentee Report
- o Parenting Attendance Report
- Parenting Absentee Report
- Day Attendance Report
- o Group Service Attendance Report
- o Mileage Entries Details Report
- Low Accuracy Device Report
- \circ Void Pre-Action Report
- \circ Time Card Report
- o Reason Codes Report
- Authorization Reports
 - Authorization Entries Report
 - Authorization Transactions Report
 - o Authorization Run Rate Report



- o Expiring Authorization Report
- Management Reports
 - o Punch Entry Overtime Report
 - Punch Entry Authorization Violation Report
 - Late Punch Entry Report
 - o Client Approval Bypassed Punch Entry Report
 - o Late Punch Entry Approval Report
 - Pay Week Hours Report
 - o Pay Week Total Hours Report
 - o Unbillable Entries Report
 - Compensating Entries Report
 - Total Daily Hours Report
 - Voided Entries Report
 - o Employee Pay Rates Report
- Payroll Reports
 - Payroll Batch Details Report
 - Total Hours by Month Report
 - Check Details Report
- Billing Reports
 - o Billing Batch Details Report
 - o Billing Register Report
 - Residential Billing Absentee Report
 - Parenting Billing Absentee Report
 - o Billing Entry Authorization Max Violation Report
 - o Rollups Report
 - Rollups Detail Report
 - o Payback Rebill Report
 - o Billing Batch Payroll Results Report
 - Write-Off Detail Report
 - o Billing Batch Reason Codes Report
- Profile Reports
 - Employees Report
 - o Roles Report
 - o Clients Report
 - o Residential Programs Report
 - Day Programs
 - Parenting Programs Report



- Group Services Report
- Guardians Report
- Case Workers Report
- Funding Account Reports
 - Funding Accounts Report
- Settings Reports
 - Funding Sources Report
 - o Service Codes Report
 - Service Code Groups Report
 - o Regions Report
- EVV Reports
 - EVV Entries Report
 - Geofence Report
 - EVV Phone Report
 - o FOB Report
 - o Portal Sign Off Report
- Training Reports
 - Employee Training Certification Report
 - Employee Training Certification Details Report
 - o Service Code Certification Requirements Report
 - Service Code Certification Templates Report
 - o Certification Templates Report
 - o Certification Templates Association Report
 - o Certification Requirements Report
 - o Certification Requirements Associations Report
 - Expiring Training Certification Report
 - o Employee Required Trainings Report
 - o Employee Certification Requirements Linkage Report
- Auditing System Activity Reports
 - o Login Report
 - Profile Event Report
- Business Rules Reports
 - o Business Rules Settings Report
 - o Business Rules Result Report
- Custom Fields Reports
 - o Custom Field Definitions Report



- o Custom Field Values Report
- Notes Reports
 - o Punch Entry Notes and Canned Statements Report
 - o Employee Service Account Punch Notes Report
 - o Client Funding Account Punch Notes Report
 - Payroll Entry Notes Report
 - o Billing Entry Notes Report
 - Employee Profile Notes Report
 - o Client Profile Notes Report
 - o Authorization Notes Report
 - Canned Statements Report