Day Program - Employee Checks Client In & Out

Description: In this topic, the user will learn how to check clients in and out for a day program, with or without transportation.

Role Required: Employee (base user)

Permission Required: N/A

1. Log in to the day program
2. Click **Home** on the main menu
3. Click **Clients** or **Entries** on the submenu
4. Click **Actions**
5. Select **Check-In** or **Check-Out** from the drop-down
6. Complete the Check-In or the Check-Out page
    a. Check-In Type: Single or multiple
    b. Client Name: Type the client name in the field the select it when it populates
    c. Day Program Funding Source: Select from the drop-down
    d. Service Code: Select from the drop-down
    e. EVV Location: Select from the drop-down
    f. Used provider transportation checkbox: Select the checkbox to record the transportation
        i. Please note: Entries for the account type transportation must be entered by a day program employee and cannot be entered by the client via the kiosk mode for the day program
        ii. Transportation Funding Source: Select from the drop-down
        iii. Transportation Service Code: Select from the drop-down
7. Select the **Check-In** (blue) or **Check-Out** button (red) to save then **Yes** to confirm

Related articles

- System Set-Up - Admin Guide
- Day Program Profile Overview
- Unlock a Residential, Day, or Parenting Program Profile
- Day Program - Client Self-Service Check In & Out (Kiosk Mode)
- Create Day Program Schedule - Video