Approve Client Residential Program Attendance - Video

Description: In this topic, the user will learn how to approve client residential program attendance. Attendance should be approved directly after the end of the month, or as instructed.

Role Required: Super User, Supervisor

Permission Required: Residential Program Admin

Approve Client Attendance

- 1. Log in to the DCI web portal
- 2. Click Home on the main menu
- 3. Click Residential Programs on the submenu
- 4. Use the filters to search for the program and click Search
- 5. Click anywhere in the program row to open the Program Details page
- 6. Click the green Approve Attendance button
- 7. Select the date range to approve and click Submit
- 8. The table will display all clients in the program. Review each row.
- 9. Click the green Verify All button to verify for all clients at once, or the green Verify button in each row to verify individually. If attendance was already generated, the Verify button will not be available.
- 10. Click Yes to confirm

Click the video below to launch the video player in a new tab.

	HOME SCHEDULING SETTINGS REPORTS
DAY PROGRAMS	SHEEP SOITE: TUDU HM TO USDU AM
CASE WORKERS	Cost Center: Trails End Residential Weekly Default
GROUP SERVICES	Nouss Provider Service Location
PARENTING PROGRAMS	Profile Reference:
GUARDIANS	On Call Rato: Total Client Service 3
COST CENTERS	Accounts: Total Employees 6
PENDING ENTRIES (39)	Service Accounts: Authentication Active
	Status: Status: Active
	Entries Accounts Note Attachments
	From (MM/DD/YYY)
	Type Client Name Type Employee Name Type Service Code Select Unit •
	Select Status
	Reset Sourch
	Direct
	Entries Showing 30 out of 278 records
	Delart 14 Sandra Arrount Def Tuna Cost Client/Employee Sandra Unit Unit Status
	Date Type Center Code Type
	23801 Jan 07 Client Absence Trails End Pos Dameron BHS 0.00 Unit Pending
4.18	
	2000 Nev X0. Clent. 2000 Attendance Trails End. Over Lars. BHS 41.00 Company 7 // 🔆 🖵

Related articles

- Group Service Supervisor Guide
- Unlock a Residential, Day, or Parenting Program Profile
- Residential Program Profile Overview
- Approve Client Residential Program Attendance Video
- Approve Client Parenting Program Attendance Video