

快速入门指南

调整班次

“调整”班次是指更改班次以修正问题或错误。

例如, 如果您的 PCA 不小心在停止工作两小时后才打卡下班, 您就可以调整班次。

消费者和 PCA 都可以在 EVV 门户中调整班次。但如果消费者已批准需要调整的班次, PCA 应让消费者拒绝该班次。

这时将显示三个点, 可以选择 PCA, Surrogate (代理人) 或 Consumer (消费者), 以调整班次。班次调整后, 消费者需要重新批准班次。

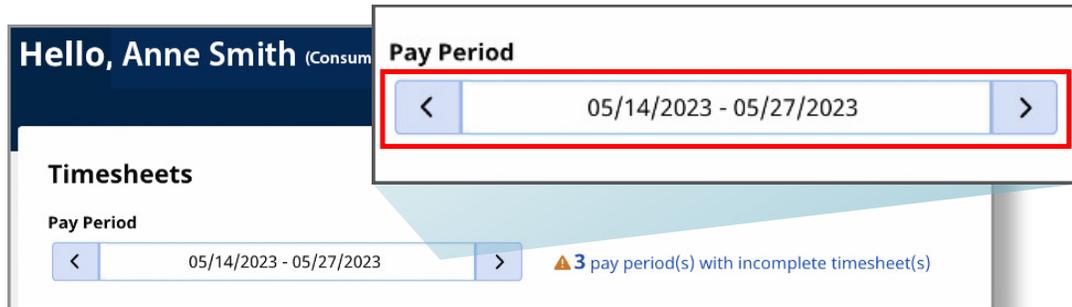
提交班次后, 请联系 Tempus FI 进行调整。

请注意, 不要频繁调整班次。如果消费者在单个付款期内进行两次或两次以上的班次调整, 个人护理管理 (PCM) 机构将为其提供额外的技能培训。

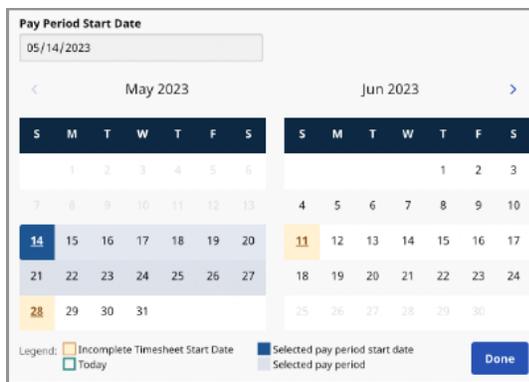
1 步骤 1 - 查找要调整的班次

时间表页面显示从当前付款期开始。如需查看其他时间段,可按照以下说明找到所需时间表:

1. 单击 Pay Period (付款期) 框中的日期, 查看日历并找到所需付款期。



2. 在日历视图中, 选择您所查找的付款期的日期。



注意: 方框底部的 Legend (图例) 说明每种彩色日期代表的含义。

3. 单击日历底部的 Done (完成) 按钮。
4. 您也可以单击左右箭头快速浏览不同付款期。
请注意, 只能浏览最近两个付款期。
5. 单击 Action (操作) 栏下的 Edit (编辑)  图标。
6. 然后, 您就可以查看所选付款期内的日期。

如需进一步帮助, 请访问 TempusUnlimited.org/EVV-support 查看“浏览时间表”快速入门指南。

2 步骤 2 - 单击三个点

要调整班次, 请单击 Action (操作) 栏中需要调整的班次旁边的三个点。

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community	Approve Deny	...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	Approve Deny	...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO	regular	Approved Deny	...
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	Approved Deny	...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

3 步骤 3 - 调整班次

单击 Adjust Shift (调整班次)。

Services Portal Timesheets

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (944) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:11 AM	11:59 PM			Approve Deny	...
Wed, 06/07/2023	12:00 PM	09:00 PM			Approved Deny	...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		Approved Deny	...
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	Approved Deny	...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

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步骤 4 - 选择例外情况和原因

在弹出的 **Adjust Shift** (调整班次) 窗口中, 选择 **Exception** (例外情况) 和 **Reason for Exception** (例外原因)。

Exception (例外情况) 字段用于说明调整原因。

Reason for Exception (例外原因) 字段用于说明例外情况发生的原因。

注意: 必填字段以红色星号表示

Adjust Shift
✕

⚠ • Shifts taking place between the hours of 12:00 AM and 6:00 AM cannot be entered.
✕

All fields marked with an asterisk () are required.*

Paid Time Off (PTO)?

No

Date *

Start Time *

End Time *

Start Location *

End Location *

Consumer

PCA

Consumer Enrollment

Service Code

Exception *

Reason for Exception *

Comments

Cancel
Save

Exception *

- ✓ Select...
- Missed or incorrect check in/check out
- Other modification required
- Technology issue

Reason for Exception *

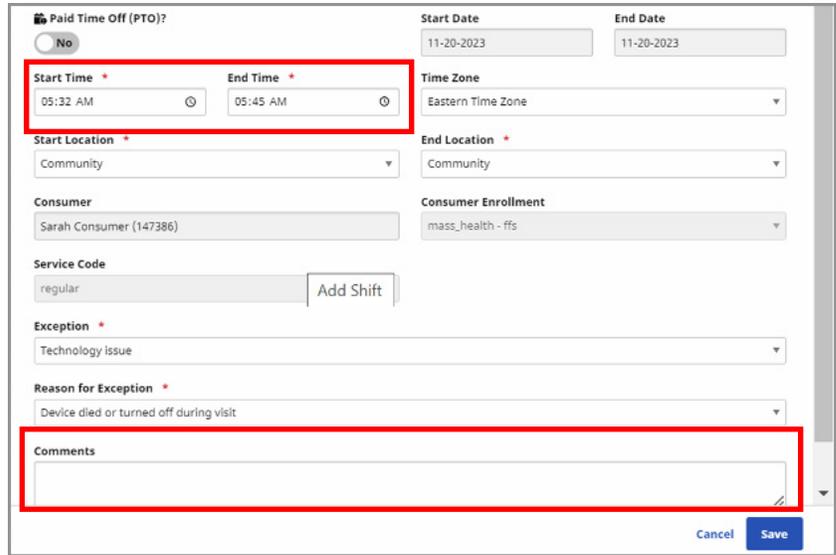
- ✓ Select...
- Checked in/out by accident
- Emergency
- Forgot to check in/out
- New employee
- Other

5 步骤 5 - 修正错误

修正班次中的错误信息。
例如, 可以更改开始或结束时间。

您还可以添加备注, 说明调整班次的原因。

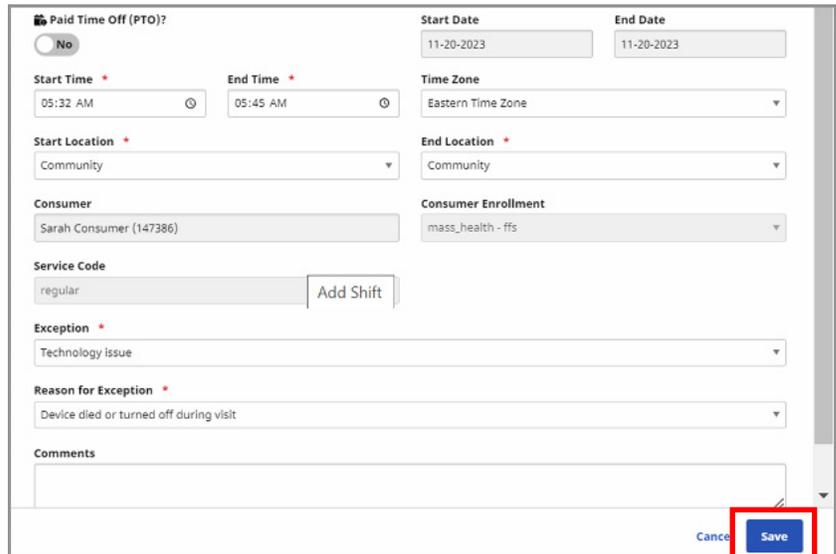
注意: PCA 和 Tempus FI 将看到您的备注。



The screenshot shows a web form titled "Paid Time Off (PTO)". At the top left, there is a "Paid Time Off (PTO)?" section with a "No" radio button. Below this, the "Start Time" and "End Time" fields are highlighted with a red box; the start time is "05:32 AM" and the end time is "05:45 AM". Other fields include "Start Location" (Community), "End Location" (Community), "Consumer" (Sarah Consumer (147386)), "Consumer Enrollment" (mass_health - ffs), "Service Code" (regular), "Exception" (Technology issue), and "Reason for Exception" (Device died or turned off during visit). At the bottom, the "Comments" field is also highlighted with a red box. The form has "Cancel" and "Save" buttons at the bottom right.

6 步骤 6 - 保存更改

完成必要的更改后, 单击窗口底部的 Save (保存)。



This screenshot shows the same "Paid Time Off (PTO)" form as in the previous step. The "Start Time" and "End Time" fields are now "05:32 AM" and "05:45 AM" respectively. The "Comments" field is empty. The "Save" button at the bottom right is highlighted with a red box, indicating the next step in the process.

通过上述步骤, 您现在可以使用 EVV 门户调整班次。