Residential procedure for taking attendance in Therap-Supervised IRA

To check in an individual:

1. Select the Billing tab from the dashboard, and locate the section for Attendance.
2. Select “New”, the screen will refresh to reveal a page with the heading “Select Service for New Attendance”.
3. Within the region labeled “Required” identify the “Service Date”, “Attendance Type Name”, “Service Description (Code)”, “Program (Site)” in this specific order, i.e., top to bottom. Leave “Service Authorization Status” defaulted to “Approved”. NOTE: For “Attendance Type Name”, “Supported IRA” refers to the apartments, “ICF” refers to all ICF housing, and “Daily Supervised IRA” refers to all remaining IRA housing.
	1. The region labeled “Optional” may be used if you need to take attendance on a specific individual. Insert the first and/or last name in the fields provided.
4. Left-click the “Search” button in the bottom right-hand corner of the screen and the page will refresh to the “Attendance” page.
	1. NOTE: Observe that the “Input” tab and “New” button are highlighted in blue.
5. Complete the check boxes on the left side of the table next to the name(s) of the individual(s) for whom you are recording attendance. NOTE: You may select more than one individual at a time.
6. Turn your attention to the blue “New” button and complete the required “Attendance Options” field by selecting from among the options provided in the drop down menu.
	1. If selecting “Present” do not complete the field for time, and left-click the “Submit New” button.
	2. Do not complete the field for “General Comments”.
7. Record all relevant information and scroll to the bottom of the page and left-click the “Submit New” button. The page will refresh.