

Employee WebEx #4 Agenda

6/10/2020 5:30-6:30pm

★▲ Office Reopening Policies

- Required Covid-19 related questionnaire and temperature check prior to entrance in office.
- Notify office upon arrival. Wait in car until contacted to enter office.
- Changes to office Walk-Ins; Must notify office of arrival prior to entrance in office.
- Hand washing requirements upon entrance in office.
- 6 foot minimum social distancing requirement when not providing direct care.
- Face mask and gloves available to all staff upon office entrance; required for non employee visitors.
- Face masks and gloves required when working directly with clients.

★ Covid-19 Progress Note Revision

- Stamped/Stickered Covid-19 Questions @ bottom of Progress Note (utilizing resources already acquired)
- Great Job on Submission of Paperwork in a timely fashion. As a reminder, holidays do not delay paperwork submission date.

★ New: Employee ID Badge for Identification Purposes

- Common request among both clients and staff
- Schedule appt for picture during office hours anytime prior to October 1,2020.
- 15-20 Minute process from Picture to ID in Hand
- ID Badge to reference cg frequently used tools:
- Employee ID Number
- Color Key for W2W
- Training Job Codes

★ Integration of New Business Operational Software/Systems to Improve ACNW Essential Business Functions

- ▲ Time Clock System Suspension Effective 6/14/20
- TEMPORARY Suspension of Time Clock Usage Requirement
- New System scheduled to replace current Time Clock Plus system. Emp can delete all Time Clock Plus apps after 6/14/20.
- Reinstatement of Time Sheet Overview for duration of Time Clock Suspension.
 - Time Sheet Overview Requirements:
 - Emp. Name & ID Number
 - Client Initial & ID Number
 - Total Weekly Hours
 - Emp. Signature + Date
- Payroll cannot be processed w/out completed Time Sheet Overview
- Expected Resumption of Time Clock and Suspension of Time Sheet Overview: **Sunday August 30, 2020**
- Multiple Software/System Changes; Projected Implementation Dates 9/13/2020--11/30/2020. Advise to stay informed.
 - Changes to a minimum of 2+ Essential CG Systems/Day to Day Functions
 - Time Clock System
 - Progress Note Format to Include Service Breakdown
- Possible Documentation Submission Changes
- Possible Clock-in/out changes mid shift to differentiate between services
- Possible Paystub
- Formal Training for New Progress Note and New Systems to begin August 2020.
- Sign-ups to follow
- Flexible Training Options
- Online and In-Office Training Options

★ **Upcoming Continued Education Course Assignment**

Informal; Employee will choose direction of educational courses

Education Interest Form to be mailed to Emp's. Courses assigned based off of Emp. Interest noted.

Online and In-Office Options Available

Scheduling in Groups

Increase efficiency in audit process to identify errors/missed course deadlines = create swift corrective action assignment

Back-Up CG's available if corrective actions applied

★ **Review Current Poll Data / Website Feedback**

In The Know Link Added to Employee Tab

[In The Know Online Training](#)

Website Poll Questions Results

Website Comment Submissions

Urge of Emp. Participation

[Employee Tab](#)

[Resources Tab](#)

★ **Q/A & Trivia & Attendance Bonus & WebEx Poll**