

Assessment Questions

Please describe the issues as specifically as possible that you wish to improve.

What features or function would you keep and what would you like improved?

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Do you spend time doing double entries or duplicating processes? For example entering timesheets into your scheduling software and then entering them again into your payroll software. Please describe as completely as possible.

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Please describe as fully as possible, or walk us through a demonstration of the current excel process you use or your current software.

- Intake and admission process, including communication and enrolling parents. How do you verify insurance currently? Do you have any ability to keep notes and track documents?
- Setting up cases and authorizations in your current software with the various constraints for holidays, weekend restrictions, maxim hours per week/month, degrees required
- Managing employees credentials and expiring documents (Driver's license, immunizations, etc.) Employee Communication
- Manage availability of parents and staff

- Scheduling parents and staff and the very real issues of dealing with last minute changes and cancellation
- Recording rendering and Timesheets. Collecting signatures and verification forms from parents or guardians.
- Complying with payroll, including overtime, travel and mileage, according to State and Federal Laws.
- Completing billing for regional center, school districts, private payer and insurances including automatic generation of required documents.
- Tracking cases and critical dates including expiration of various authorizations, reports due dates and assessments
- Complying with labor laws for staff hiring, retention and tracking staff critical dates, compensation rates, schedules and vacation.