



Arizona Autism United
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Online Timesheets and Habilitation Progress Reports

Habilitation and Respite Providers for AZA United enter all timesheets and progress reports online at www.DDreports.com. The **timesheets need to be printed, signed, and submitted** to AZA United. The progress reports, however, only need to be entered online.

- For daily timesheet and data entries, you can use a smartphone or a computer. When you are ready to print the timesheets, however, you will probably need a computer.
- For each habilitation shift you enter, the system will prompt you to enter data for that day. If you have any trouble entering your data, please contact DDDservices@AZAunited.org for help.
- The progress reports include both **daily data** and an **end-of-month written summary**. The reporting system is called “ETrial” – if you see a message that says “Needs ETrials,” that means you need to enter data for a shift you have already entered.
- Starting 5 days before the end of the month, you will see an option to **add a written “progress summary”** paragraph. Don’t forget this last step – it is required to complete the report.
- **Progress reports are due by the 5th day of the following month for all habilitation shifts.** If reports are not completed by the 5th, direct deposit will be temporarily cancelled and the next paycheck will be held at the main office for pickup. Reports will be completed at that time.
- *REMINDER: All employees are required to **print & submit timesheets with wet signatures**. Contact the main office if you have questions about the required deadlines and procedures.*

This packet contains a simple tutorial of how to enter shifts and data using www.DDreports.com.

For ETrial, AZA United uses a standard data system for our habilitators. When you complete your habilitation progress reports, you will **use this scale to take data** on each habilitation outcome:

- 0 = *No response or refused*
- 1 = *Full prompt needed*
- 2 = *Partial prompt needed*
- 3 = *Minimal prompt only*
- 4 = *Independent, no prompt needed*

For additional guidance, see this short video for staff on how to use this system:
<https://youtu.be/2PZxfwHgkMY>

The next page provides instructions and policies for preparing and submitting your timesheets.

(602) 773-5773 [office]
(602) 273-9108 [fax]
www.AZAunited.org

Timesheet Instructions and Policies

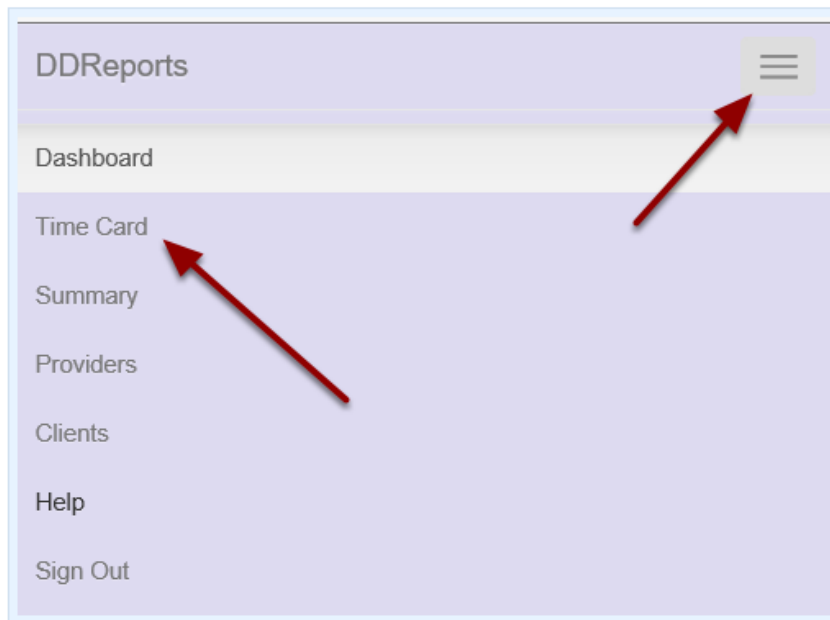
1. **All timesheets need to be submitted for each pay period by the payroll deadline.** A current payroll schedule can be found on the Employee Resources section of the AZA United website.
2. Each month has two pay periods. The first pay period runs from the 1st day of the month to the 15th. The second pay period runs from the 16th day to the end of the month. Each payroll deadline is no more than 5 days after the last day of the pay period (for weekends and holidays, the payroll deadline is sometimes less than 5 days later). As a courtesy, AZA United sends out a reminder email to employees before each payroll deadline. Contact Human Resources if you are not receiving these reminder emails.
3. To prepare your timesheets, follow these steps:
 - a. Enter your hours on www.DDreports.com
 - b. At the end of the pay period, print your timesheets.
 - c. Collect signatures from each client's parent/guardian.
4. Once hours have been entered into DDreports.com, employees must then submit the signed copy of the timesheets plus any related reports (such as travel time) to the main office by the payroll deadline. **To meet the payroll deadline, employees may submit timesheets and related reports any of the following ways:**
 - a. Drop off at the office during normal business hours
 - b. Fax to 602-273-9108 (please call to confirm your fax was received)
 - c. Scan & email to timesheets@azaunited.org

**Please note that only high quality scans are acceptable. Use a scanner or a scan app on your smartphone, and crop pages as needed. Photos of timesheets are NOT acceptable.*
5. **The original timesheets with parent/guardian “wet signatures” must also be submitted** for AZA United's records at least once per month. The due date for the original timesheets is **by the 15th day of the following month**. For example, timesheets for Habilitation and Respite services for the month of January must be turned in to the main office with original parent “wet signatures” by February 15th.
6. Employees may **bring in these original signed timesheets to the main office during normal business hours, or send them in the mail**. For your convenience, AZA United can provide pre-addressed envelopes at no charge to employees upon request. Contact the office to arrange a time to pick up your envelopes. Timesheets sent by mail **must be received by the 15th**.
7. *If timesheets with original signatures are not received by the 15th, the employee's direct deposit will be temporarily cancelled and the next paycheck will be held at the main office for pickup.* The employee can deliver any outstanding timesheets with original signatures at that time.

Getting Started

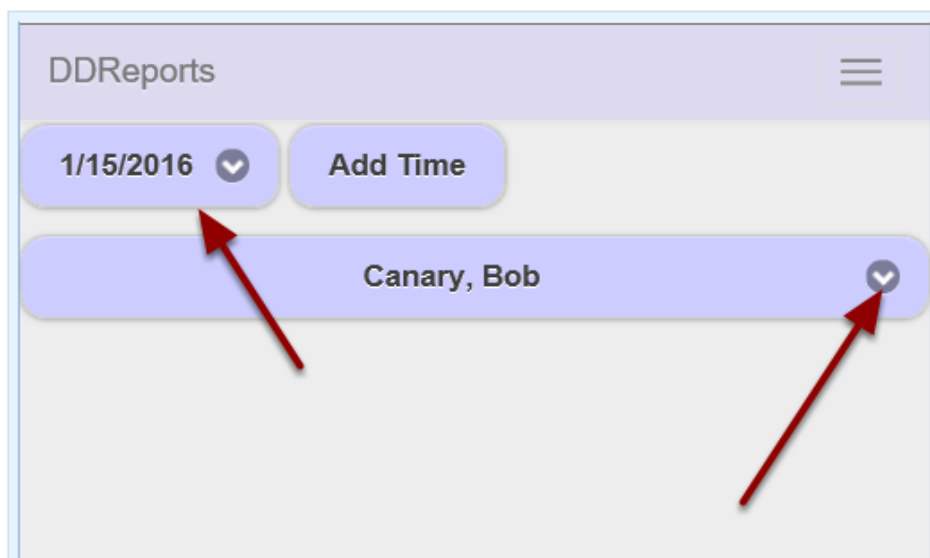
Entering a claim (work time) is simple. Time is entered in 15 minute increments. Follow the steps below to enter your work time.

Select the menu bar at top right

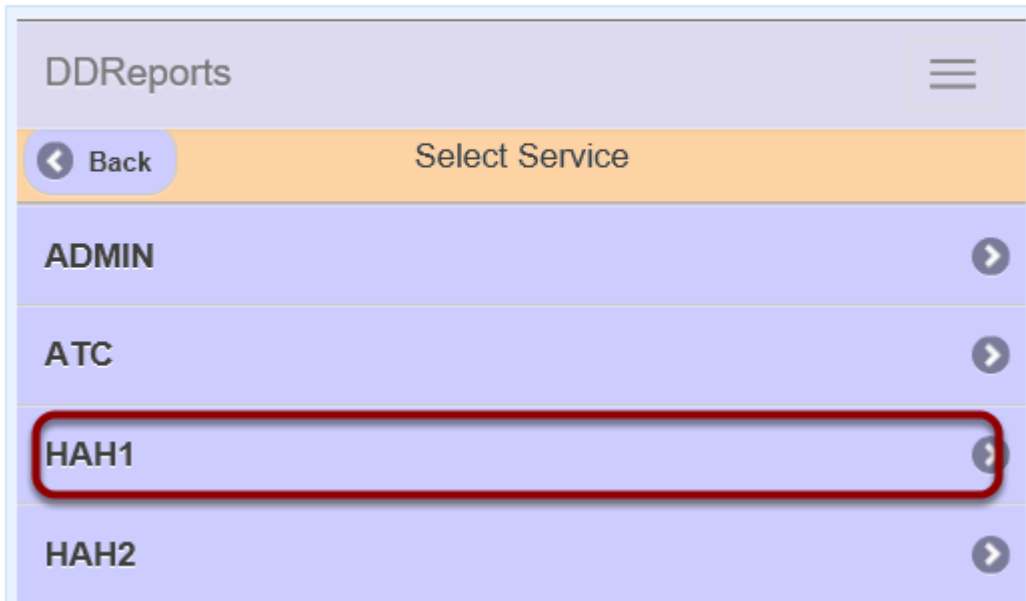


Select the Time Card Menu. This will pull up time cards and allow you to enter time for each of your clients you work with.

Ensure the current Pay Period is selected



Select the client you wish to enter time for. Select the "Add Time" button once you have period and client selected.



Select the "Day" of the month you worked.



Select the from and to Time

DDRReports

Back Select Time/Date Save

Day 1

Time In:

Time Out

Cancel Set

09	00	AM
10	15	PM
	30	
	45	

Select the proper from and to time and then hit the "set" button after each.

Hit the Save button

DDRReports

Back Select Time/Date Save

Day 1

Time In:

11:15 PM

12:15 AM

Immediately after creating a work time the following time will expand

DDRReports

12/31/2015 Add Time Print

Domo, Mark

12/2/2015 NEEDS ETrials!

HAH1 -> 10:15:00 PM - 11:15:00 PM

Street signs - Show flash cards

Trial 1	Trial 2
R V H I	R V

If it is not expanded hit the "+" sign to expand the trial information. Your screen may have different information based on how your agency created the method for capturing data. For each trial worked select the proper response. There is no need to save as DDRReports automatically saves when you touch each response.

NEEDS ETrials

Domo, Mark

+ 12/2/2015 NEEDS ETrials!

If you still need to complete any response data you will see the "NEEDS ETrials" text after the date. Press the "+" sign to unfold and complete data.

Starting 5 days before the end of the month, you will see an option to add a written summary of overall progress. **Don't forget this last step – it is required to complete the report!**

The screenshot shows a web browser window with the address bar displaying <https://www.ddreports.com>. The page header is orange and contains the text "DDReports" and a hamburger menu icon. Below the header, there is a date selector showing "12/31/2015" with a dropdown arrow, and a "Print" button. The user name "Canary, Bob" is displayed with a dropdown arrow. A section titled "Progress Summary" is expanded, showing the text "Input Month HAH Summary:" followed by a large, empty text input field. At the bottom of this section is a "Save Summary" button.