



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-77-SYS

WECARE TIMEKEEPING SYSTEM

Date: August 17, 2011	Subtopic(s): WeCARE
<p> This procedure can now be accessed on the FIAweb.</p> <p>Refer to PD #05-07-ELI for more information on the WeCARE program.</p>	<p>The purpose of this policy bulletin is to announce that effective immediately, FIA Conciliation staff will have view-only access to the Wellness, Comprehensive Assessment, Rehabilitation and Employment (WeCARE) Timekeeping System. This policy bulletin contains information for Conciliation, Job Center, and Fair Hearing and Conference (FH&C) staff, and is informational for all other staff.</p> <p>Access to the WeCARE Timekeeping System will allow Conciliation and FH&C staff to verify statements regarding time and attendance made by participants during Conciliation interviews and Fair Hearing Conferences. The information in the WeCARE Timekeeping System will assist staff in determining whether good cause should be granted for infractions.</p> <p>Conciliation and FH&C staff will also be able to review the WeCARE Timekeeping System to determine patterns of abusive absenteeism by participants who repeatedly infract for time and attendance, in order to make the most appropriate decision on granting good cause.</p> <p>The FIA Conciliation Timekeeping User Guide (Attachment A) provides screenshots and instructions for accessing and utilizing the WeCARE Timekeeping System in the attendance infraction process.</p> <p><i>Effective Immediately</i></p> <p>Related Items:</p> <p>PD #05-07-ELI PB #09-97-EMP PB #05-146-SYS</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

 Please use Print on Demand to obtain copies of forms.

Attachment:

Attachment A The FIA Conciliation Timekeeping User Guide



Human Resources Administration
Department of Social Services
Customized Assistance Services



Robert Doar
Administrator/Commissioner

Frank R. Lipton, M.D.
Executive Deputy Commissioner/Medical Director

FIA Conciliation Timekeeping User Guide

Introduction

With view only access, the FIA Conciliation staff will be accessing the WeCARE Timekeeping System, in order to verify the accuracy of statements regarding time and attendance made by the client during a Conciliation interview, to determine whether good cause should be granted for a time and attendance infraction. Additionally staff will be able to review the WeCARE Timekeeping System to determine patterns of abusive absenteeism by clients who repeatedly infract for time and attendance, in order to make the most appropriate decision on granting good cause.

Log On Process

Log On

When you are authorized to access the WeCARE Timekeeping application, you will use the User Id and password that is assigned to you.

Important Point

For quick and easy access to the WeCARE Timekeeping System Log On page, you should add a link to your Internet Favorites folder. Follow the steps below to add a link for the WeCARE Timekeeping System:

Add a link to Internet Favorites

To open the WeCARE Timekeeping System and to add a webpage to your list of favorite pages follow the steps below:

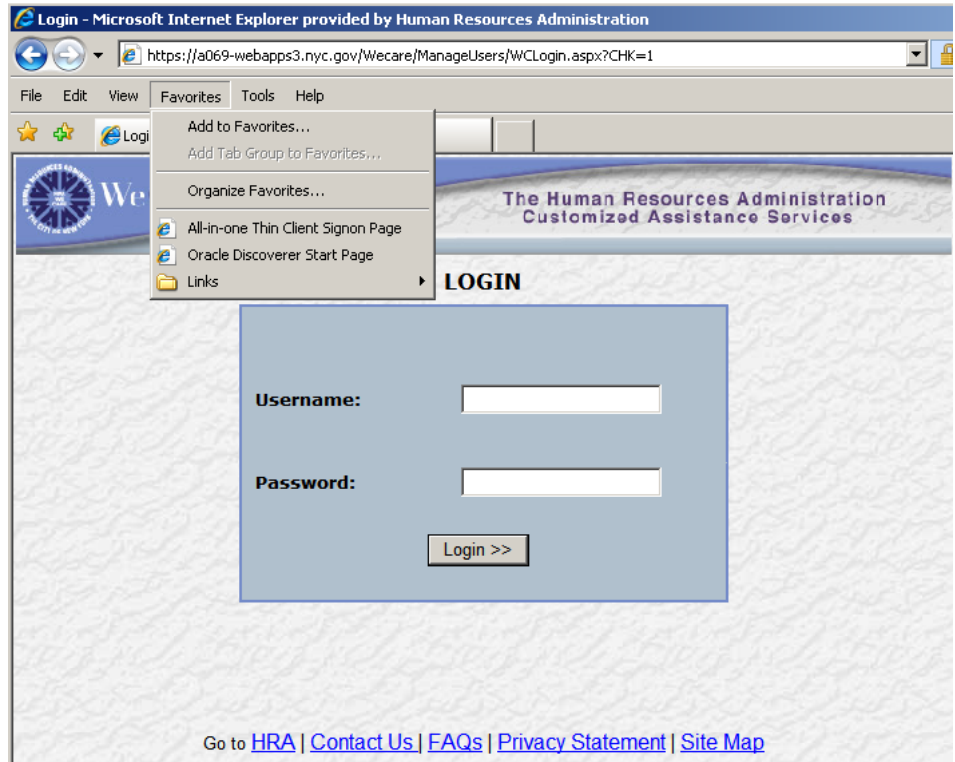
WeCARE Timekeeping System Link

[WeCARE Timekeeping System](#)

Step	Action
1.	Hold down your Ctrl key on your keyboard and left click on the WeCARE Timekeeping System link above.

Add a link to Internet Favorites

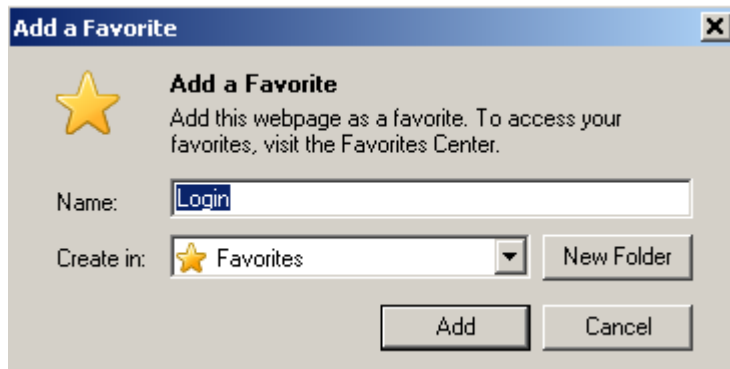
WeCARE Timekeeping System



Step	Action
2.	Click on Favorites .
3.	Select Add to Favorites .

Add a link to Internet Favorites

Add a Favorites Pop Up Box



Step	Action
4.	Type WeCARE Timekeeping System in the name field so it can be easily identified.
5.	Click the Add button

Log On

To access the WeCARE Timekeeping System, you must do the following:

- Connect to your Internet Service Provider (ISP).
- Select the **WeCARE Timekeeping System** link in your Internet Favorites folder.

Login Page

Step	Action
1.	Type your User Name in the Username field.
2.	Type your password in the Password field.
3.	Click Log In .

Important Point: If you need to change your password you must call the User Support Line at (212) 495-2900 to request a password change.

Attestation Page

WeCARE The Human Resources Administration
Customized Assistance Services

Attestation

WeCARE Vendors

By logging onto the WeCARE Web, you are expressly acknowledging that you have been notified of and that you accept the following terms and conditions of use:

All information entered on this system must be accurate and in accordance with the terms of the WeCARE Agreement, and must be separately maintained on file and made available for review by auditors.

As to any WeCARE Participant, any request for payment for the same or similar services during the same time period must not have been previously paid or submitted for payment to any other agency.

HRA Staff and WeCARE Vendors

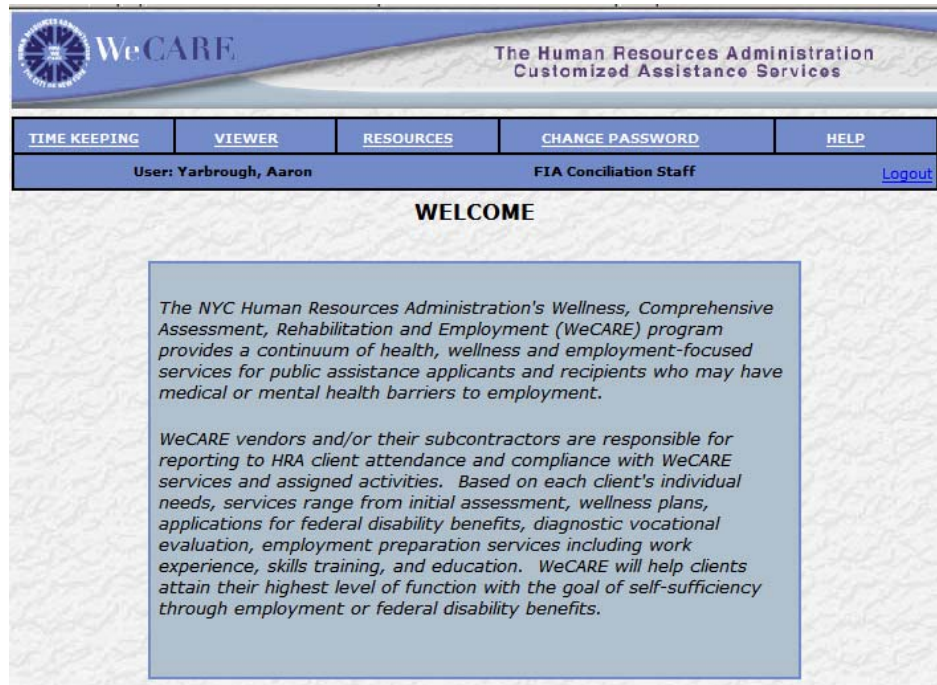
Federal, state and local laws and regulations protect the confidentiality of the Human Resources Administration's WeCARE clients. All WeCARE clients' confidential medical, mental health, substance abuse, and HIV related documents accessed by HRA staff and WeCARE vendors through the WeCARE Web, are to be used solely for the purposes of providing WeCARE services. Redisclosure of this confidential information without appropriate signed consent, either in whole or in part, is prohibited.

Your use of the WeCARE Web in violation of these terms and conditions will result in enforcement action by HRA, including, but not limited to, disciplinary and criminal proceedings.

The **Attestation** page verifies that you acknowledge and accept the terms and conditions for the use of the WeCARE Timekeeping System:

Step	Action
1.	Select the I Agree button.

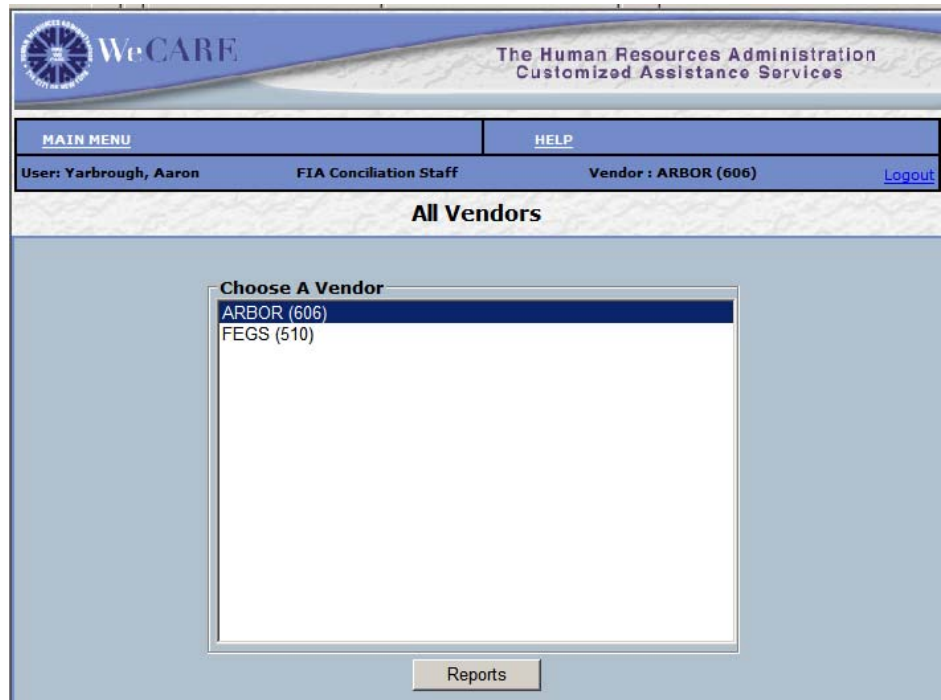
Welcome Page



The **Welcome** page is the first screen that will be viewed when signing on to the WeCARE Timekeeping System:

Step	Action
1.	Select the Time Keeping link on the top left side.

All Vendors Page



The **All Vendors** page allows you to choose clients that are associated with either Arbor or Fegs:

Step	Action
1.	Choose a Vendor .
2.	Select the Reports button.

**Recurring Clients
Report Filters
Page**

The **Recurring Clients Report Filters** page allows you to perform a search for a client:

Step	Action
1.	Choose the appropriate filters.
2.	Select the View Assignment Data button.

**Client Report
Summary Listing
Page**

Client Report Summary Listing

DEMOGRAPHICS

Work Site: All
 Program: All
 Number of Records: 1
 Filter By: Case Number starts with 0999999999
 Status: All
 Cycle: 3/14/2011 to 3/18/2011

Record Type	Work Site	Client Name	Case Number	Assignment Start	Termination Date	Required Hours	Total Hours	Sub Abuse	Imaged Documents
WA	Y2A01	TestLName , TestFName	0999999999-01-01	03/15/2011	07/23/2011	28	0	N	View

The **Client Report Summary Listing** page displays the demographics and client information for the client. To view the clients attendance follow the steps below+:

Step	Action
1.	Click on the Client Name .

Attendance Page

Timekeeping Cycle

Attendance Page

Timekeeping Cycle: 03/14/2011 - 03/18/2011 Today: 07/27/2011
 Hours Entry Deadline: 03/28/2011 12:00:00 PM

Name: TestLName, TestFName Worksite: ARBOR 25 Elm Place
 Case Number: 0999999999 Program: WORK ACTIVITY
 Assignment Start: 03/15/2011 Termination Date: 07/23/2011

Required Hours: 28

Activity	Mon 14-Mar	Tue 15-Mar	Wed 16-Mar	Thu 17-Mar	Fri 18-Mar	Sat 19-Mar	Sun 20-Mar	Total Weekly Hours
Unsubsidized Employment	0	0	0	0	0	0	0	0
Subsidized Private Sector Employment	0	0	0	0	0	0	0	0
Subsidized Public Sector Employment	0	0	0	0	0	0	0	0
Work Experience (WEP)	0	0	0	0	0	0	0	0
Job Search	0	0	0	0	0	0	0	0
Job Readiness Training	0	0	0	0	0	0	0	0
Vocational Education	0	0	0	0	0	0	0	0
Employability Skills	0	0	0	0	0	0	0	0
HRA approved ABE,ESL,GED programs	0	0	0	0	0	0	0	0
Documented Excused Hours	0	0	0	0	0	0	0	0
Outreach Process	0	0	0	0	0	0	0	0
Substance Abuse Treatment	0	0	0	0	0	0	0	0
Total Daily Hours	0	0	0	0	0	0	0	0

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Total Required Hours for the Client

Total Hours Entered by the Vendor

The hours for the selected client are displayed.