

FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-77-SYS

WECARE TIMEKEEPING SYSTEM

Date:	Subtopic(s):
August 17, 2011	WeCARE
☐ This procedure can now be accessed on the FIAweb.	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.
Refer to <u>PD #05-07-ELI</u> for more information on the WeCARE program.	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.
	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.
	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.
	Effective Immediately
	Related Items:
	PD #05-07-ELI PB #09-97-EMP PB #05-146-SYS

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.

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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

Filo Edit	
	Wew Payontes Tools help Image: Add to Favorites Add Tab Group to Favorites Organize Favorites Organize Favorites The Human Resources Administration
	All-in-one Thin Client Signon Page Oracle Discoverer Start Page Links LOGIN
	Username:
	Password:
	Go to HRA Contact Us FAQs Privacy Statement Site Map
Step	Action
-	Click on Favorites.
2.	

Add a link to Internet Favorites

Add a Favorites Pop Up Box		Add a Favorite
		Add a Favorite Add this webpage as a favorite. To access your favorites, visit the Favorites Center.
		Name: Login
		Create in: 🙀 Favorites 💽 New Folder
		Add Cancel
	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).

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• Select the WeCARE Timekeeping System link in your Internet Favorites folder.

Login Page

	We CARE The Human Resources Administration Customized Assistance Services
12	LOGIN
	Username: Password: Login >>
	Go to HRA Contact Us FAQs Privacy Statement Site Map
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

	Attestation	
WeCARE Vendors		
By logging onto the W you have been notific conditions of use:	eCARE Web, you are expre I of and that you accept th	essly acknowledging that he following terms and
All information entered the terms of the WeCA and made available for	n this system must be accur E Agreement, and must be s eview by auditors.	rate and in accordance with separately maintained on file
As to any WeCARE Part services during the sam submitted for payment	cipant, any request for paym a time period must not have o any other agency.	nent for the same or similar been previously paid or
HRA Staff and WeCAR	<u>Vendors</u>	
ederal, state and loca Human Resources Admi confidential medical, m accessed by HRA staff used solely for the purp confidential information part, is prohibited.	laws and regulations protect istration's WeCARE clients. A ntal health, substance abuse ind WeCARE vendors through uses of providing WeCARE se without appropriate signed c	t the confidentiality of the All WeCARE clients' e, and HIV related documents n the WeCARE Web, are to be rvices. Redisclosure of this consent, either in whole or in
Your use of the WeCA result in enforcement disciplinary and crimi	RE Web in violation of thes action by HRA, including, I al proceedings.	e terms and conditions wil but not limited to,
	LAgree L Do Not Agr	ree

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.

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Welcome Page

WeCARE		et fr	The Human Resources Admin Customized Assistance Ser	istration vices
TIME KEEPING	VIEWER	RESOURCES	CHANGE PASSWORD	HELP
User	: Yarbrough, Aaron		FIA Conciliation Staff	Logout
T A P S S N V T S S e e e e e e	The NYC Human Re issessment, Rehab rovides a continue ervices for public nedical or mental i VeCARE vendors ar eporting to HRA cl ervices and assign eveds, services rar pplications for fed valuation, employ experience, skills tr thain their higheet	sources Administra ilitation and Emplo um of health, welln assistance applicat health barriers to health barriers to health barriers to ad/or their subconi ient attendance ar ed activities. Bas gef from initial ass leral disability bene ment preparation raining, and educat level of function.	ation's Wellness, Comprehensive yment (WeCARE) program ess and employment-focused nts and recipients who may have employment. cractors are responsible for d compliance with WeCARE ed on each client's individual essment, wellness plans, fits, diagnostic vocational services including work ion. WeCARE will help clients with the goal of self-sufficiency	

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.

MAINMENU		HELP
User: Yarbrough, Aaron	FIA Conciliation Staff	Vendor : ARBOR (606)
	All Vendo	rs
Ch	oose A Vendor	
	BOR (606) GS (510)	
	00 (010)	

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.

MAIN MENU			HELP	
User: Yarbrough, Aa	ron	FIA Conciliation Staff	Vendor : ARBOR (60	6)
2 Carol		Recurring Client	s Report Filters	
Filters				
		DEMOGR	APHICS	
W	ork Site:	All		•
Pr	ogram:	All		-
Se	lect Cycle	e 7/25/2011 to 7/29/2011	•	
Se	arch By			
e	All Ca	ise Number 🥤 Last Na	me CFirst Name CCIN (SSN
-				
BL	HEN PERF	ORMING A SEARCH, EN SELECTED FOR YOUR SE	SURE THAT THE CORRECT ST EARCH TYPE!	ATUS
St	atus			

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 ummary Listing lage	We	CARE		C.J.	The Human Customiz	Resourc ad Assis	es Adm tance S	ninistr Servic	ation es
MAIN	MENU				HELP				
User: Yar	User: Yarbrough, Aaron			liation Staff	Ve	ndor : ARBC	DR (606)		Logout
	Client Report Summary Listing								
		Work Sito:		DEMOGRA	PHICS				
101-1		Program:		All					
		Number of	Records:	1					
25 3 -		Filter By:		Case Numbe	r starts with				
		Status:		All					
11000		Cycle:		3/14/2011 t	to 3/18/2011		State 14		
									Print Back
Record	Work	Client	Case	Assignment	Termination	Required	Total	Sub	Imaged
Туре	Site	Name	Number	Start	Date	Hours	Hours	Abuse	Documents
WA	Y2A01	TestEName,	09999999999	03/15/2011	07/23/2011	28	0	N	<u>View</u>

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.

	Time Cvcl	ekeep e	ing						
ndance Page				The Hum Custon	an Resou nized Ass	irces Adr Istance S	ninistrati Bervices	lon	
Timekeeping Cycle: Hours Entry Deadline:	03/14 03/28	/2011 - 0 /2011 12:	3/18/2011 00:00 PM		Today:	07/27/20	11		
Name: Ter Case Number: 099 Assignment Start: 03/ Termination Date: 07/	Name: TestFName TestFName Worksite: ARBOR 25 Elm Place Case Number: 099999999 Program: WORK ACTIVITY Assignment Start: 03/15/2011 Termination Date: 07/23/2011								
Activity	Mon 14-Mar	Tue 15-Mar	Wed 16-Mar	Thu 17-Mar	Fri 18-Mar	Sat 19-Mar	Sun 20-Mar	Totar Weekly	the Client
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	
Employability Chille	0	0	0	0	0	0	0	0	Total Hours
HRA approved	0	0	0	0	0	0	0	0	Entered by
ABE, ESL. GED programs						0	0	0	
ABE,ESL,GED programs Documented Excused Hours	0	0	0	0	0	0	U	•	the Vendor
ABE,ESL,GED programs Documented Excused Hours Outreach Process	0	0	0	0	0	0	0	0	the Vendor
ABE,ESL,GED programs Documented Excused Hours Outreach Process Substance Abuse Treatment	0 0 0	0 0 0	0	0	0	0	0	0	the Vendor

The hours for the selected client are displayed.