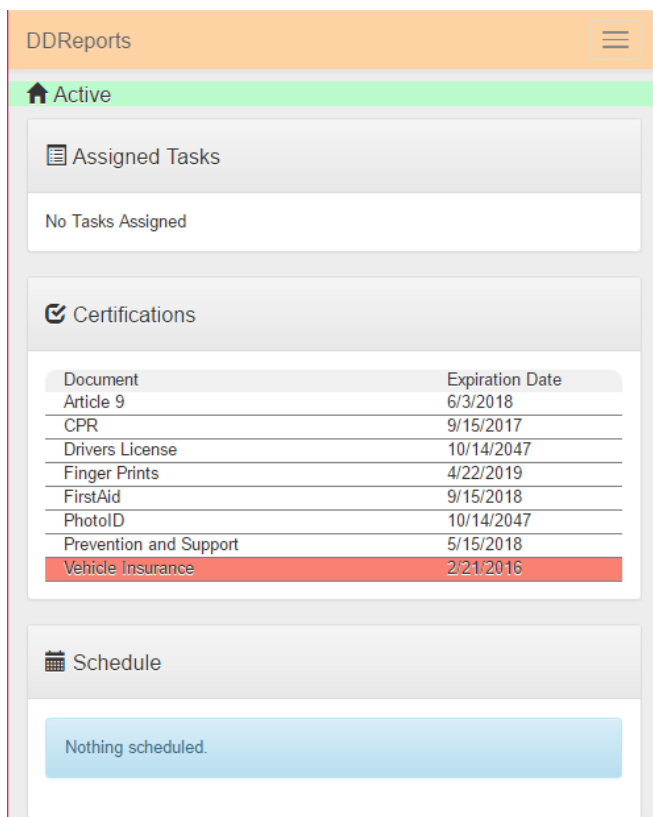# DDreports.com instructions

When you have started working, you can call the office to have someone put you into ddreports. Once that has been done, you will receive an email from donotreplyddreports.com

Open the email, and click on the blue link. Once the page loads, you will be prompted to enter a password of your choosing twice. You will then be prompted to select 2 security questions, and input answers for both. Then click submit.

Once you click submit, you will be routed to another page. On this page, it will ask you to log in. This is a good time to bookmark this page. Your login will typically be your first and last name as one word with no spaces or capital letters.

Once logged in, you will see your "dashboard" which will look like the picture below.

The certifications shown here will have the expiration dates shown. Remember it is your responsibility to make sure you recertify before the expiration date. If you notice an error, please alert the office so that we can fix it.

From this page, you can click on the button with 3 horizontal lines in the upper right hand corner. This will open up a list of menu items.
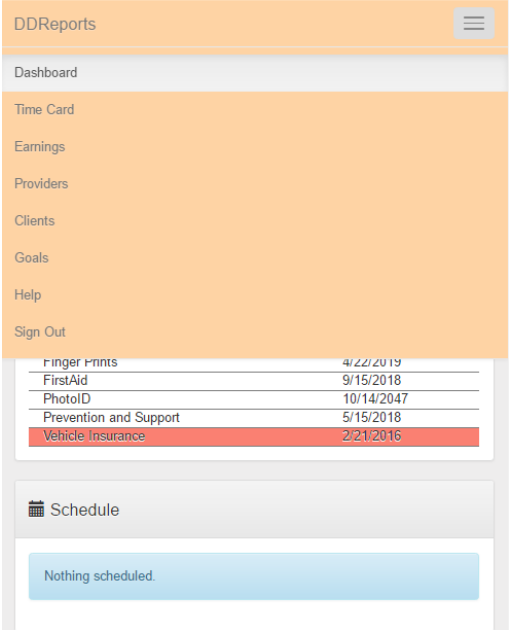

If you click on time card, this will bring you to the page where you can input your time.


You want to make sure you are in the correct time period. Each month is broken up into the 1st to the 15th, and the 16th to the end of the month. The time periods will be labeled as the last day of the time period. So as you see above, the time period currently selected is 3/15/2017, so everything that I work from March 1st to the 15th should go into this time period. Once the 16th rolls around, I will select the time period and scroll to the next time period labeled 3/31/17.

These time periods are also the payroll periods. Once you make sure you are in the right period, you can click the "add time" button.
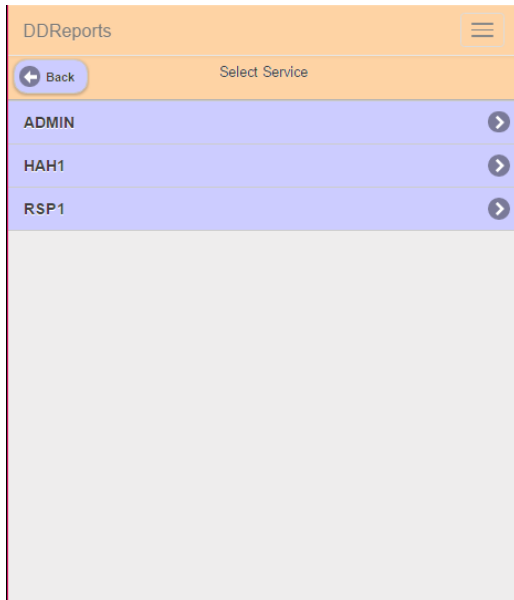
Here is where you choose which service you are billing for. Remember that services cannot overlap. I am going to bill for 2 hours of HAH
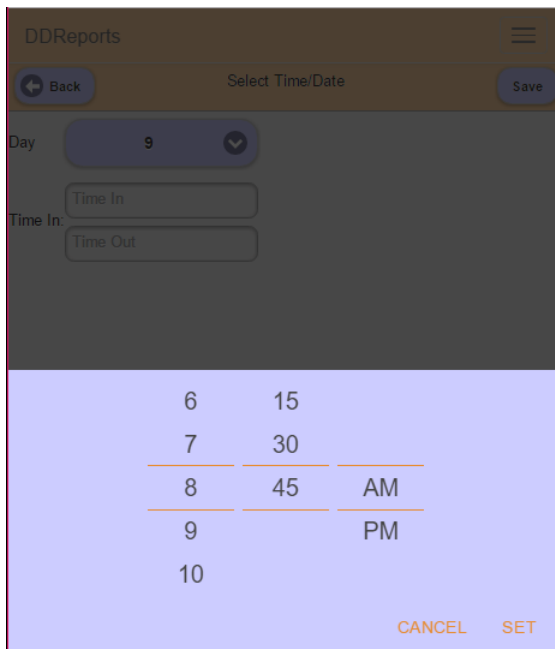
For the Day, You will want to select the date. I chose the 9th. Once you select the date, you will tap on the time in, and a scroll box will open and you will scroll to the correct hour and minutes of you start time. You will notice it only allows you to put in time at 15 minute increments. Make sure you are paying attention to the am and pm. Once you have selected your start time, you can press Set. You can then repeat the same process for your end time

Once you have put in both your start and end time, you will click save in the upper right hand corner.

If you bill for HAH or ATC, A trial screen will pop up. On this screen, you need to select how the client did on the HAH task, or if the ATC was completed or not. Below are the keys you will use depending on HAH or ATC. You will select the corresponding number or letter according to the keys below.

HAH

R = Client refused to work on the HAH goal

1 = Full assist, You the provider did the goal while client observed

2 = Partial assist, you did some, client did some

3 = Prompts/ Cues, the client was able to complete all of the steps but needed some reminders or prompts to get it done

4 = independence, the client completed the goal from start to finish without any reminders, assistance or prompts.
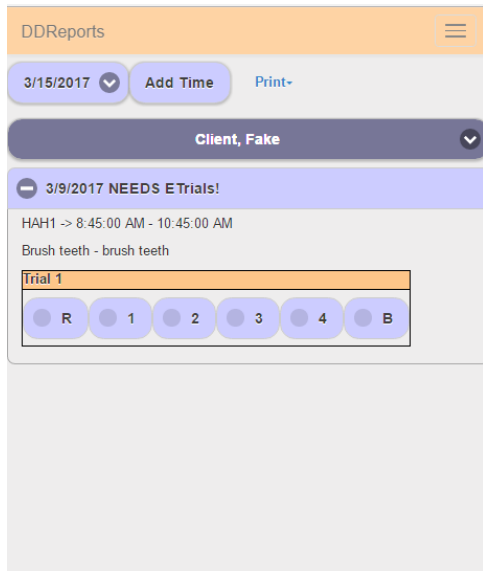
B = Barrier, something prevented the client from being able to work on the goal.
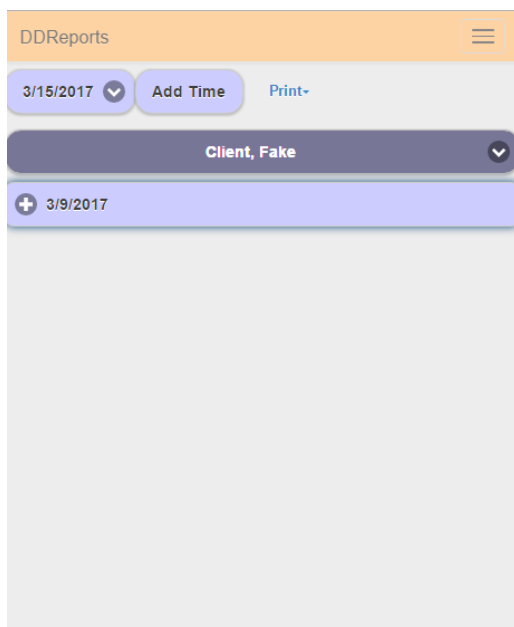
ATC

R = Client refusal

1 = Completed

B = Barrier Something prevented the task from being completed.

Once the data has been entered, the message "NEEDS E Trials" will disappear.

You need to make sure that your time and E trials are being put in daily. If you are having any issues with the system or getting an error, you need to call the office right away so that we can try to fix the problem or schedule a time for you to come into the office right away.