DDReports INSTRUCTIONS:
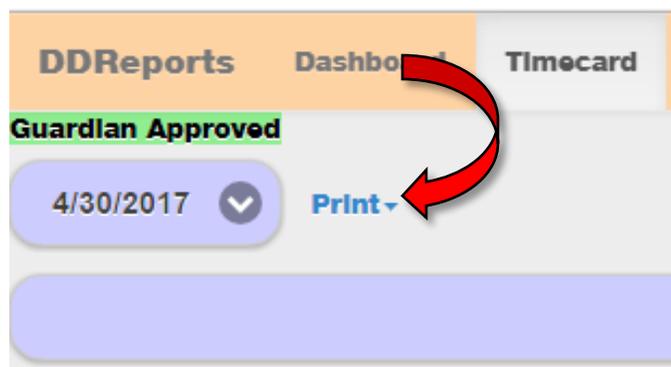
DDreports.com is our timeclock and Progress Report online software.
If there are any problems or issues that this brief guide doesn't address feel free to give us a call at 480-401-1200 or send an email to info@acadiacaregroup.com

DON'T FORGET TO PRINT YOUR TIMESHEETS AND PROGRESS REPORTS (IF PROVIDING HABILITATION CARE) SO PARENTS CAN INITIAL, DATE AND SIGN
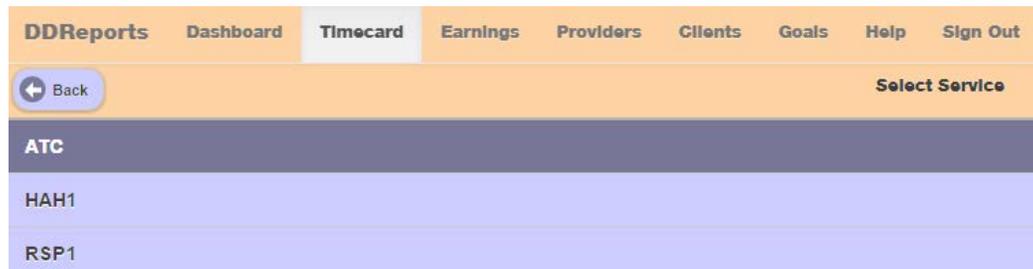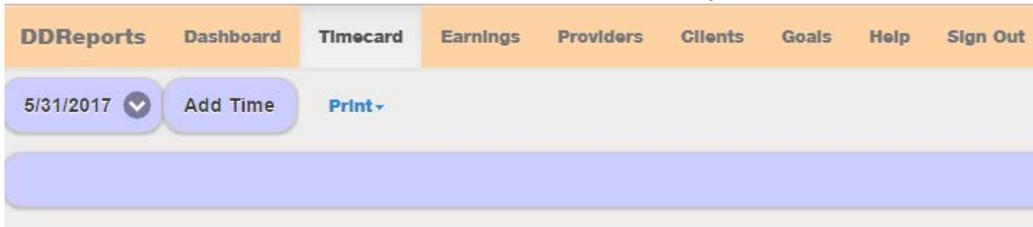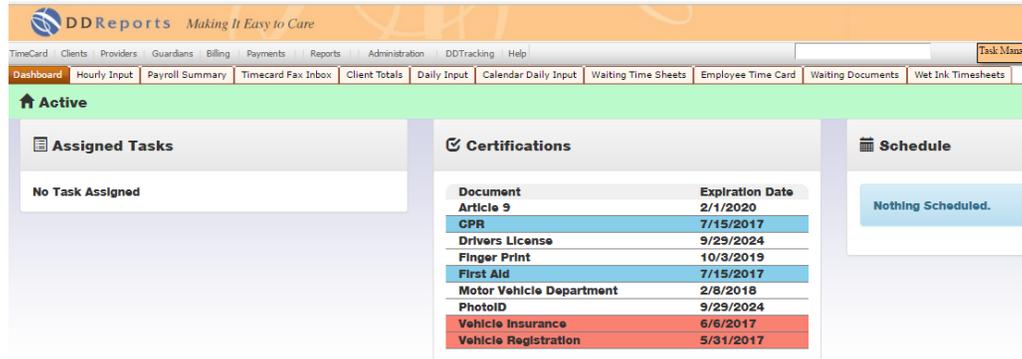
ENTERING YOUR TIME:

Mobile Version Home Screen:

Mobile Version Time Card Entry:

Desktop Version Home Screen:


Desktop Version Time Card Entry:

PLEASE REMEMBER:

- You cannot work more than 11.75 hours of Respite per day per member
- Always enter your time daily, or the day that you work
- The pay period will automatically default to the current pay period.
- After payroll, each pay period will be disabled and automatically shift to the next pay period.
- Once this happens, you will then be unable to see, bill or print the previous period.
- When inputting time, enter the day number of the month.
- Round to the nearest quarter hour when inputting time.
- Don't forget to enter AM or PM as this can result in misrepresentation of your hours.

Important Things to Remember:

- Your **email address** is your **login** which is set up during orientation
- An email will be sent so you can set up your password
- Please check your **junk** or **spam** folder if you don't get it
- You have **24 hours** to set up a password
- After 24 hours, the link won't work. You'll need to request a new one.

What's the difference between the DD Reports website and the AmCheck / iSolved.com website?
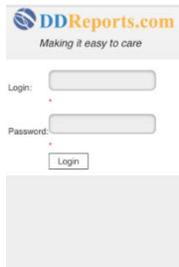
DD Reports (www.ddreports.com) is our online timesheet, teaching strategies and goal monitoring system.

Use it to enter hours you worked with your member, print out your timesheets, and check your member's remaining hours.

AmCheck (https://amcheck.myisolved.com) is our online paycheck system where you access your pay stubs and W2s. Once you are hired you will receive a link so you can register on the AmCheck employee portal.

Once registered, you will be able to view your employee profile and paystub information.

PAYROLL FAQ:
Frequently Asked Questions

What if I can't remember my password for DD Reports or AmCheck?
There is an option on the login page "Forgot Password" to set up a new password. If you still are unable to sign in, contact the office at 480-401-1200 or email us at info@acadiacaregroup.com.
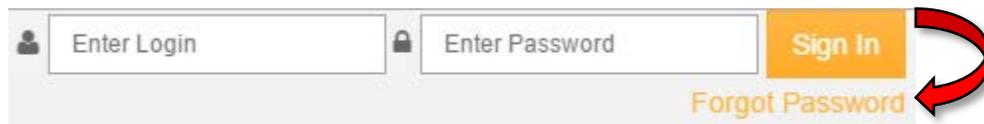
I know my username and password, but DD Reports isn't allowing me to access my online timesheet.
If any of your certifications are expired, this may cause you to be suspended in DDReports and you will not be able to enter hours worked. Contact Acadia Care Group for details.

*IMPORTANT: Although we will pay you from **copies** of **signed timesheets** that are faxed or emailed, you must **submit the original timesheets with parent/guardian signatures** by the **END OF EVERY MONTH**. If **original timesheets** are not received by this date, **direct deposit** will be **suspended** and your **paycheck** will be **held**. Once you submit those original timesheets, direct deposit will be reinstated.*

When do I get paid?
Payday is the 7th and 21st of each month. Weekends and Holidays may cause a delay of up to 48 hours.

What if DD Reports isn't allowing me to enter my shift worked on a day or time?
This could be an overlap error. Check the date and time for accuracy.

I made a mistake entering my hours in DD Reports. How do I fix it?
If you click on the box next to the line date, it should highlight the entire line. Use the "delete" key on your keyboard to remove that entry. You can also click in any entry field and remove or change the entry, then tab across the line to complete the calculation. If you alter your printed timesheet with handwritten corrections or additions you must make sure the parent initials those individual changes at each manually changed line, as well as signing the bottom of the timesheet.

Where can I get a copy of my pay stubs if I have direct deposit?
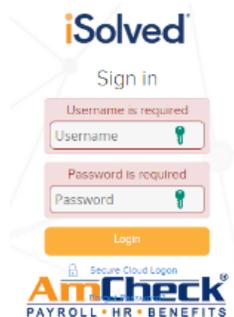
You can access all your pay stubs on the AmCheck website at:
https://amcheck.myisolved.com

DDTracking INSTRUCTIONS:

When entering time for habilitation on the mobile app, after saving the time card entry, you will be prompted to complete codes for the goals and teaching strategies. Select the code that refers to the prompt used during the different trials.

When entering time for habilitation in to the desk top version of DDReports the line will be red until the e-trials are completed. To access DDTracking and complete the e-trials use your log in information at www.ddtracking.com and select the name of your client from the left-hand side of the page. At the top of the page select the e-trial tab, which will pull up all the time entries habilitation and/or attendant care where times were added to your time card. By expanding the entered time, you will see the goals listed with the teaching strategies. Fill in the corresponding bubble based on which prompt was used during each trial.

Cues / Prompts:
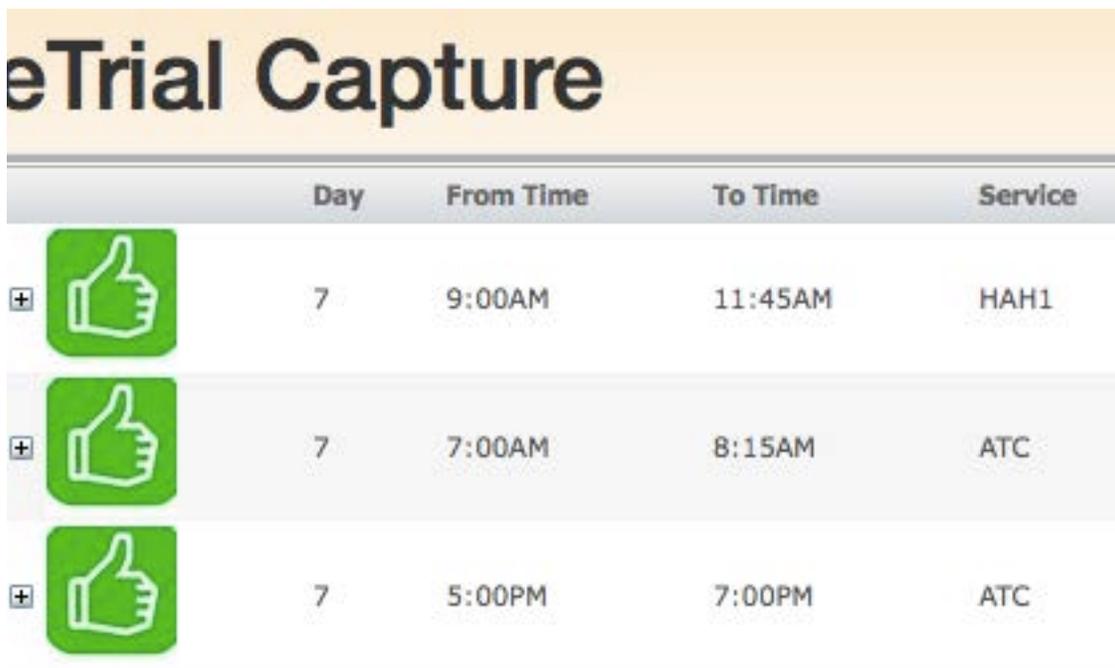
R – Refused

H – Hand Over Hand

G – Gesture

V – Verbal

I - Independent

Once the e-trials are completed, the entered time will turn from a thumb down red, to a thumb up green.

Once a month the provider needs to complete the progress report summary located at the top of the page on the desk top DDTracking. This should include a brief explanation of the progress of the individual regarding the goals, any regression, new or worsened behaviors, positive experiences, etc.