The "Old Correction" button is used to make corrections for attendance that is greater than 1 year old.
Select your "Program Type" and "Month of"
Select the RDID that requires the correction
Click on the blue "Cr" button to the left of the consumers name
Input the correct attendance
Data Entry for Old Corrections (OVER One Year)

Correction Records Saved Successfully.

Consumer Name: [redacted]   DDS#: [redacted]   RDID: [redacted]
Correction Month of: 1/1/2017   Comments

check mark: Direct support provided on a given day
Attendance/Correction history

| X | Att/Corr Date | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | SO | Lk |
|---|---------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | 12/01/2013    |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |

Corrected attendance record

| X | Client | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | SO | Lk |
|---|--------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
|   | [redacted] |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |✓ |

Save the correction
Have a supervisor sign off on the correction and then save
Use the "Correction Status Report" to ensure that all corrections are signed off. It will check the combination of "Program Type" and "Month of" to the left of the button.

Selected Program: DDS-NR/JOHN OLDS DR. APT 110 [DR04101710NR], Program Type: CLA

Check mark: Direct support provided on a given day

Note: Please remember to "Sign Off" and then "Save" after completing monthly utilization data for each screen/page of program.
Correction Status Report  (Correction records that are not signed off for 12/1/2013)

Provider: DDS  Program Type: CLA

There are no correction records that are not signed off for this selection

When all records are signed off, you will see the above message