DDS

ResDay Attendance User Manual

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DDS WebResDay Application Login

Web URL: https://www.ddsapp.ct.gov/DDSGateway/

Now that the WebResDay Application will be accessed via the new DDS Gateway interface there will be some minor changes to the look and feel of the WebResDay Application. This guide is to assist users in becoming familiar with those changes.

If there are questions, please contact the DDS Helpdesk at DDS.Helpdesk@ct.gov

New Global Security Login Screen

1. Notice the WebResDay application is no longer in the list of DDS Legacy Applications
2. To Access the WebResDay you will need to sign in at the DDS Login Screen with your e-mail address and a password that will be e-mailed to you. The e-mail message will look like this:

Email Notification for Password Reset

From:	DDS.DoNotReply@ct.gov
To:	Banda, Srinivas;
Subject:	[SECURE] DDS Gateway Password Reset Request Received
Date:	Friday, July 31, 2009 3:10:05 PM

A request has been submitted to reset the DDS Gateway password associated with this email address.

If you did not initiate this request, or if you no longer need to have your password reset, then you may simply ignore this email.

If you do wish to reset your DDS Gateway password, please click the link below, or copy and paste the entire link into your web browser.

IMPORTANT: in order to reset your password, please respond immediately, as this request will expire on Friday, July 31, 2009 4:10 PM. If you do not complete this confirmation step before the request expires, you will need to submit a new request.

Please do not respond to this email. It has been auto-generated by the DDS Gateway application.

https://<ServerName>/DDSGateway/PasswordResetRequest.aspx?Data=3UCMP53AEmrlhLt3Wu27h8z7Wx%2ffYtDpsWJrtMFnD3lEGZY21s005fp1ertLXOcx

After your response to the above email you will get another email with temporary password; the email message looks this:

From:	DDS.DoNotReply@ct.gov
To:	Banda, Srinivas;
Subject:	[SECURE] DDS Gateway Password Reset Notification
Date:	Friday, July 31, 2009 3:10:15 PM

Your DDS Gateway password has been reset.

Your new temporary password is
      @Mcj964#X&.Ld4j

You will need to change this password immediately upon logging in.

Please do not respond to this email. It has been auto-generated by the DDS Gateway application.

To read more about the new login screen, and the DDS Gateway; please go to the DDS Applications page (https://www.ddsapp.ct.gov/) and select the link under "Our New Look".

Password Reset

When you first log into the DDS Gateway with the password that is e-mailed to you, you will need to immediately change it to one of your choosing. This will be done using the password reset screen below:

Change Password
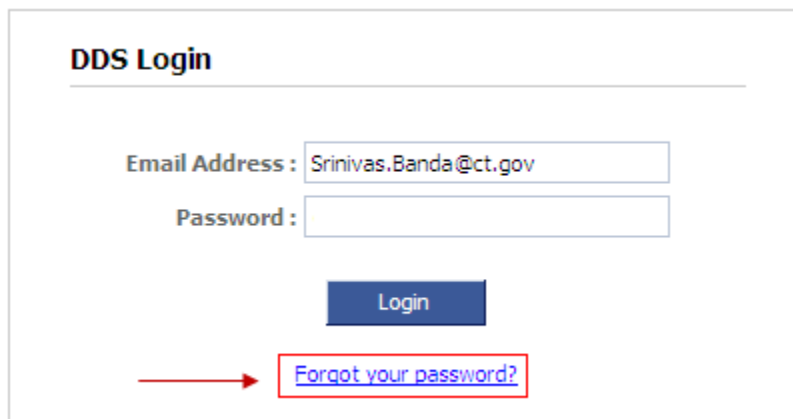You are required to change your password.

Old Password :	••••••••
New Password :	••••••••
Confirm New Password :	••••••••

[Change Password]   [Cancel]

1. Enter the password you were e-mailed in the Old Password field.
2. Enter your new password in the New Password and Confirm New Password fields. Your password must be between 8 and 16 characters with both alpha and numeric characters. The password is case sensitive so it might be a good idea to use all lower case alpha characters.

Forgot Password

DDS Login

Email Address :	Srinivas.Banda@ct.gov
Password :	

[Login]

→ Forgot your password?

Click on "Forgot your password?" link to get new password. See instruction below.

Enter your email id and click on "Reset Password", follow email instructions for new password, to rerun to the Login screen click on "Return to DDS Applications"

First Time Users

First time users will be prompted to change your password, see password reset instructions above.

Roles and Functions

WRD Roles	View Attendance	Attendance Sign Off / Un-Sign Off	Attendance Edit / Save	View Correct Attendance	Correct Attendance Edit / Save	Correction Sign Off / Un Sign Off	Print / View Report	Manage Announcements
Provider Administrator / Regional Administrator/ System Administrator	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Central Office Administrator	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Reports Viewer	No	No	No	No	No	No	Yes	No
Resource Manager	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
General Supervisor	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
General User	Yes	No	Yes	Yes	Yes	No	Yes	No

User Applications and Roles

After login thru DDS Gateway you can see "My Status", "My Applications" and "Announcements".

My Applications: It shows all the applications you are authorized access and under that shows the role you are authorized; if you have more than one role; you can see list of roles under the application name.

Click on your role for the WebResDay application and view Warning message window (This is certification while sign on to the WebResDay website). Click "OK" to accept and proceed to Attendance Data entry or Reporting, Click "Cancel" to bring back to DDS Gateway screen.

After click on your role for the WebResDay application, accept certification sign on and view the application menu, with welcome screen.

WebResDay	DDS Home Attendance Reports	Provider (DDS) Srinivas Banda (Central Office Administrator) Logout Help

Welcome to the WebResDay (WRD) application.
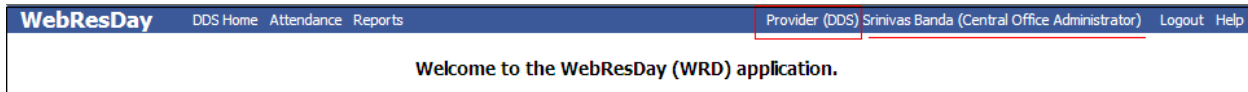
You can see your Provider name, your name and role on the top right.

How to switch to DDS Home Menu page and WebReday Main Menu
Click on "DDS Home" go to DDS Gateway screen; where you can see "My Status", "Announcements", "My Applications" and "Other Applications" if any.

Click on "Main Menu" go to WebResDay menu. This "Main Menu" can be seen only when you get in to any sub menu of WebResDay menus.

Depending on the user authentication; all menu links may differ. Some roles may not be authenticated to see some of the links.

Announcements or Broadcast message

After login to the WebResDay website you could see Announcements or Broadcast message(s); if any this is provided. These messages are sent from the DDS Central Office for any specific region, provider or to all WebResDay users. It is located on the left of the Gateway main page under "My Status" box.

Attendance / Correction

WebResDay	DDS Home Attendance Reports	Provider (DDS) Srinivas Banda (Central Office Administrator) Logout Help

Welcome to the WebResDay (WRD) application.
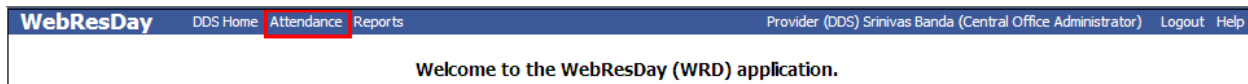
Click on the Attendance link

WebResDay	DDS Home Main Menu

Program Type: [dropdown]

Month of: [dropdown]

COMMUNITY LIVING ARRANGEMENT
COMMUNITY TRNG.HOME (DDS LIC.)
DAY SUPPORT OPTIONS
GROUP SUPPORTED EMPLOYMENT
INDIVIDUAL SUPPORT RESIDENTIAL SERVICES
REGIONAL CENTER
INDIVIDUAL SUPPORTED EMPLOYMENT
SHELTERED EMPLOYMENT
SL SVCS/ INDIVIDUALIZED HOME SUPPORTS
TRANSPORTATION
TRAINING SCHOOL

Select Program Type from the dropdown list.

Select Month form the dropdown list.

How to Select a Program:

Select any program from the above grid.

You have a choice of searching desired program (search can be done by any field on the screen); you can sort by any field or navigate through the pages to view / select any program.

Click on the desired "RDID" (notice selected RDID row color changes to dark) to enter / edit attendance. Now you can see the Attendance Calendar.

Attendance Calendar:

Enter / Edit attendance then signoff and save data.

How to save a calendar:
Click on "Save" button to save;

How to Signoff:
Click on "SO" link to sign off, only authorized users can see this "SO" link.

Basically this "SO" link will check all the signoff check boxes vertically ; but it will check only those corresponding clients date boxes are checked; at least one date must be checked to signoff each client.

You need to click on "Save" to save your changes.

How to check / uncheck or toggle check boxes, all days at once:
Select / click under "**x**" for a client to select / unselect all dates for a client (all horizontal boxes will be checked / unchecked).

Attendance Correction

Attendance Correction can be made for the signed-off and locked attendance only.

All corrections will be associated with existing attendance (parent).

See "Cr" link on the left side of the each consumer calender.

Click on "Cr" link.

How to make Attendance Corrections

Consumer information, RDID information will carry over from previous screen selection; those fields are non-editable. Enter any comments if required.

Every time screen shows two calendars, first one is the Attendance / Correction history for the previous months; this grid is named as "Attendance/Correction History"; displayed calendar history is locked for

payments and view only to users; attendance / correction history report can be obtained by clicking "Report" button on the bottom of the calendars, second calendar is ready for correct / update.

Enter / Edit attendance correction then signoff and save data.

How to save a calendar:
Click on "Save" button to save correction, every correction is child to original attendance (parent).

How to Signoff:
Click on "SO" link to sign off, only authorized users can see this "SO" link.

Click on "SO" link or select box under "SO" link to signoff corrections. Basically this "SO" link will check all the signoff check boxes vertically ; but it will check only those corresponding client(s) date boxes are checked; at least one date must be checked to signoff each client.

You need to click on "Save" to save your changes.

How to check / uncheck or toggle check boxes, all days at once:
Select / click under "**x**" for a client to select / unselect all dates for a client (all horizontal boxes will be checked / unchecked).

How to view Attendance history report
See the "Report" button on the Attendance correction screen. Click "Report" button to obtain report to view or print.

Problem Client
Click on the "Problem Client" button from the above Attendance calendar screen to find out missing client.

Any client / consumer not present in the calendar list for the selected program and month is identified as Problem Client. This process will notify Resource Manager to find out the reason; why the client is not present in the calendar.

Below screen shows up when click on "Problem Client" button

How to find a consumer(s)

Enter DDS Number or Last Name or First Name in "Find Consumer(s) By" box to search consumer then click on "Search" button to a view list of consumers in a grid with details.

Selecting a client / consumer from the consumer grid

Select desired DDS# from the consumer's grid (notice the row color changes to dark.

Send Email

When client / consumer is selected, notice program details and client details will be displayed.

Enter any comments then click on "Send Email" button to send to Resource Manager.

Email sample

From:	SenderEmail@ct.gov
To:	ResourceManager@ct.gov
Subject:	SECURE]- ResDay Attendance sheet missing/problem client
Date:	Friday, July 31, 2010 3:10:15 AM

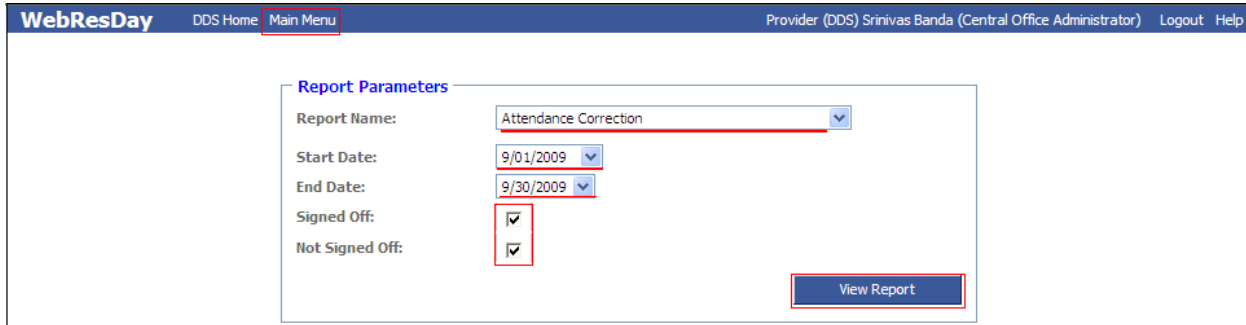**A Missing / Problem client has been reported, see below:**

- DDS Number: 12345
- Attendance Yr/Month: 2009/10
- Program: PD00000001NR, Program Type : CLA
- Comments: Client is not listed under ABD - CLA

It has been auto-generated by the ResDay Attendance Correction Process.

Reports
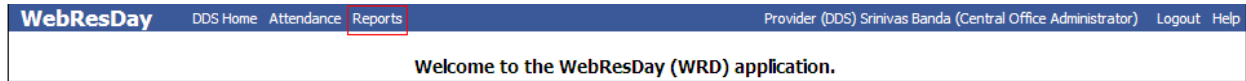
Click on the Reports link

How to select a Report

Select a report from the provided drop down box.

How to select Report Criteria

Select any criteria data for the selected report if any criteria required.

How to view a Report

After report selection and required criteria selection not it is time to view your desired report.

Click on "View Report" button on render and view report in PDF (Portable Document Format).

Report looks like this.

Navigate to different report pages using next page or previous page arrows (← /→) on the report screen.

Navigate to different report pages using page thumbnails clicking on "page".

How to Save a Report or Print a Report
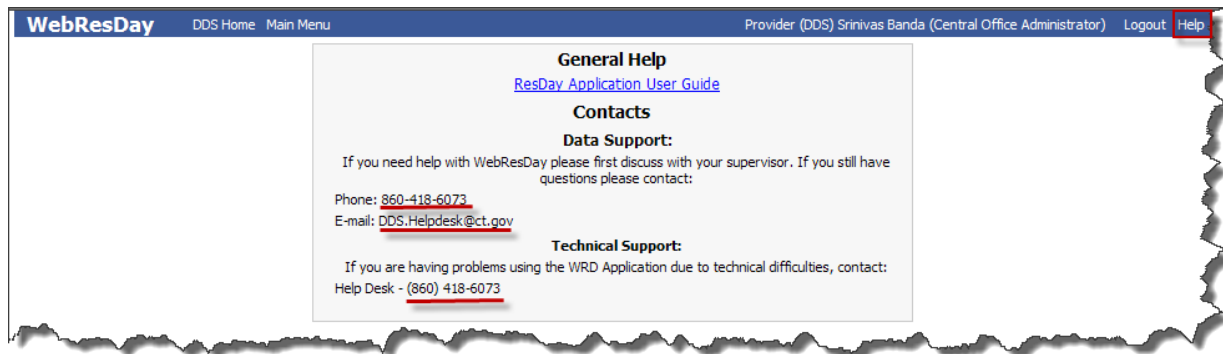
Click on Print icon [icon] to your report.

Click on save icon [icon] to save your report on to your computer.

How to go back to WebResDay Menu

Click on "Main Menu" link; to go back to WebResDay menu items.

Troubleshoot / Contact

Click on Help link.

If you need help with WebResDay please first discuss with your supervisor / manager.

If you are having problems using the WebResDay application due to technical difficulties, contact Help Desk.

For application user guide click on "ResDay Application User Guide" link.