WA Tribes Calendar Entry

Prior to beginning the time study, the Tribe must identify scheduled days off such as holidays or non-work days, and each participant's work shift (start and end hours); including work days, scheduled hours per day and non-paid break time. The MAC Coordinator enters this calendar information into the RMTS System prior to the beginning of each quarter. All calendar changes must be made before moments are generated. Participants will only be selected for moments during days and hours that the RMTS System's calendar indicates they are working.

To assist in the accurate entry of the individual participant calendars it is recommended you complete the *Participant Calendar Entry Form* before entering information into the System.

Prepare the Participant Calendar Entry Form

STEP 1- AFTER successfully uploading the RMTS participant list for the future quarter; for example Q1 FY 16 Select 'File Extract' from the Administrative Claiming Menu

- \circ $\,$ Confirm the correct Year (2016) and Quarter (First) are selected
- Click the 'Submit' button
- \circ An Excel document will open containing the list of active time study participants for Q1 FY 16

Administrative Claiming
Calendar
File Upload
File Extract
Reports

STEP 2- Copy the information from the following columns from the extracted document and put it into the *Participant Calendar Entry Form:*

- First Name
- Last Name
- Email Address

Employee ID	Last Name	First Name	Email Address	Job Description	Job Type E or C	Active Y or N	Fed Fund	FTE	Work Schedule	Supervisor Email #
56	Aque	Lobster	lobsteraqua@yahao.com	Mental Health Supervisor	E	Y	6	1		mousepad3456@yah
59	Black	Chicken	chickenbiesck@yahoo.com	Clinical Supervisor	E	Y	6	1		casemanager45@yal
·	and the second	100	and a second state of the	Bardenberg Personales	(#)	762	1	F		

						How much time (In minutes) during the work
First	Last	Email	Days/wk	Time Frame	Base Hours Per Week	day is unpaid time?
Aqua	Lobster	lobsteraqua@yahoo.com				
Black	Chicken	chickenbloack@yahoo.com				
Blue	Ant	antblue@Yahoo.com				
Blue	Clam	clamwhite@yahoo.com				

STEP 3- You will then need to add the following information to the *Participant Calendar Entry Form* spreadsheet, for each time study participant:

- Work Schedule Days/wk, i.e., Mon-Fri
- Work Hours Time Frame, i.e., start and end hours 8:00am 5:00pm
- Base hours per week, i.e., 45
- Time during the work day that is unpaid time (in minutes), i.e., 60 minutes

First	Last	Email	Days/wk	Time Frame	Base Hours Per Week	How much time (In minutes) during the work day is unpaid time?
Aqua	Lobster	lobsteraqua@yahoo.com	M-F	8:00-5:00	40	60
Black	Chicken	chickenblack@yahoo.com	Mon-Thu	8:30-7:30	50	60
Blue	Ant	antblue@yahoo.com	W, Th, F	8:00-4:30	32	30
Blue	Clam	clamwhite@yahoo.com	M-F	8:30-5:00	37.5	60

Base Hours Per Week = Number of paid hours per week for each staff member. Full time is typically 40 hours per week. **Non-Paid Break Time Per Day (in minutes)** = Number of minutes in the staff member's daily schedule that is non-paid.

Example: Staff is scheduled Monday – Friday from 8:00am – 5:00pm for a 9 hour shift, which includes a 60 minute non-paid lunch break.

Base Hours Per Week = 40

Non-Paid Break Time per Day (in minutes) = 60

Once you have completed the 3 STEPS, you are now ready to go into the System to enter the necessary data.

Enter Staff Work Schedule Calendars into the System:

÷	Administrative Claiming
(Calendar
	File Upload
	File Extract
	Reports

STEP 4 - When you log into the System, on the left hand navigation bar, under Administrative Claiming, click the 'Calendar' tab. On the upper right corner of the screen will be hyperlinks that allow you to navigate to the Tribal Government and 'Fiscal Year' that you need. Please be sure to select the correct fiscal year for the future RMTS quarter that you are setting up. In our example, this is 2016.

If you are setting up the first quarter of a new fiscal year, start working on the 'Tribal Government' calendar first by clicking on 'Tribal Government' near the top of the screen as shown:

- Choose your Tribe from the drop down menu.
- You will only be able to choose a Tribe(s) to which you have been assigned.
- Click the 'Show Calendar' button



STEP 5- In the 'Global Calendar Setup' you will enter the most common start time and end time for your participants. The information entered here, in the 'Tribal Government' calendar, will be copied onto each individual 'Health Personnel' (participant) calendar. You will have an opportunity to make changes to individual participant work schedules under the 'Health Personnel' Tab.

Calendars			
	Tribal Government	Health Personnel	
		Search Criteria	
		Search Chiena	
	Tribal Governmen	•	
			1
	Fiscal Year	Show Colordor	
	2010 1	Show Calendar	
- Global Cale	andar Setun		
	endar Getup	energy stress and shad below	K
The calence	tar will be created using the	arameters selected below	
Start Dat	e End Date	Weekends *Start Time	*End Time
07/01/20	15 06/30/2016		
		Generate Calendar	

- Weekends: If most staff do not work weekends, select 'Non-Moment Days'. If most staff do work on the weekend, then select 'Working Days'
- Enter the most common 'Start Time' and 'End Time'
- Click 'Generate Calendar' button

The calendar for 2016 has been generated.

STEP 6- On this screen you will mark any non-work days, such as holidays which most staff share. You will have an opportunity to apply unique schedule changes to each individual participant's schedule under the 'Health Personnel' tab

- Click on the day(s) to be marked as non-working, they will highlight in blue
- Then click the 'Mark as Non-Moment Days' button
- The selected days will change from blue to pink, indicating a nonmoment day
- The system will automatically save your data, there is no 'save' button when marking moment or nonmoment days.



STEP 7- In the top section of the calendar page is the 'FTE Setup.' Here you may select the most common 'Base Hours per Week' and most common 'Not Paid Break Time per day in minutes'. Using your *Participant Calendar Entry Form*:



- Enter 'Base Hours Per Week'
- Enter 'Not Paid Break Time Per Day'
- Select the 'Add' button

STEP 8- To ensure each time study participant is active and will receive moments, <u>you must open EACH time study</u> <u>participants calendar</u> by clicking the 'Health Personnel' tab, then select the proper quarter and select the time study participant.

Calendars		
	Tribal Government	Health Personnel
		Search Criteria
	Tribal Government	Health Personnel Select One
	Fiscal Year Quarter 2016 T 1 T	Select One Aqua Lobster 56 Black Chicken 59 Blue Ant 47 Blue Clam 58 Brown Turkey 60 Buttercup Betty UMMS25782
— Global Calen The Tribal G	idar Setup Sovernment calendar will be used to create the c	alendar.

STEP 9- The Health Personnel tab contains each participant's individual calendar. In this tab you will make adjustments to each participant's calendar to reflect the correct work schedule, base hours and non-paid break time.

- Select the applicable Tribe from the Tribal Government drop down
- Select the participant from the 'Health Personnel' drown down
- Click the 'Show Calendar' button
- Click the 'Generate Calendar' button

The information entered on the Tribal Government tab will be displayed as the default. If the participant's work schedule (days or hours) differs, you may make adjustments following the steps below.

STEP 10- To modify the hours simply change the existing 'Start Time' and 'End Time' and click 'Save.'

Γ	-Shifts *Start Tim	e	*	End Time		
		AM 🔻			PM 🔻	Add
Τ	Star	t Time	End	Time	Save	Delete
L	08:00	AM 🔻	05:00	PM V	W	×

• To mark a day as non-working – click on the calendar day then click the 'Mark as Non-Moment Days' button. *Any day you select will turn blue.*

Su Mo Tu We Th Fr Sa Su Mo	<		Ju	ly 20	15					Aug	ust 2	2015				Se	epte	mbe	r 20'	15		Mark as working Day
28 29 30 1 2 3 4 5 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 13 14 15 16 17 18 19 20 21 22 23 <	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Mark as Non-Mome
5 6 7 8 9 10 11 2 3 4 5 6 7 8 9 10 11 12 12 13 14 15 16 17 18 9 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15		29		1	2	3	4	26	27	28			31	1		31	1	2	3	4	5	Davs
12 13 14 15 16 17 18 9 10 11 12 13 14 15 16 17 18 19 19 20 21 22 23 24 25 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30 1 23 24 25 26 27 28 29 30	5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Mark as Paid Holida
19 20 21 22 23 24 25 16 17 18 19 20 21 22 20 21 22 23 24 25 26 26 27 28 29 30 31 1 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 29 30 1 2 3 4 5 6 7 8 9 10 <t< td=""><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>Time</td></t<>	12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Time
26 27 28 29 30 31 1 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 30 31 1 2 3 4 5 6 7 8 30 31 1 2 3 4 5 6 7 8 10	19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Modify Shifts
2 3 4 5 6 7 8 30 31 1 2 3 4 5 4 5 6 7 8 9 10	26	27	28	29	30	31	1	23	24	25	26	27	28	29	27	28	29	30	1	2		moonly onno
			.4		6	7		30	31	1	2	3	4		4		6	7			10	

Modify Shift – If, for example, a staff person works from 8:00am-5:00pm most days, but on Fridays they work a different shift, such as 6:20am – 3:00pm, you can 'Modify' the shift. Begin by selecting the days that need to be modified. In our example, this would mean clicking on every Friday.

<		Ju	ly 20)15				- 5	Aug	ust 2	2015				S	epte	mbe	r 20'	15		Mark as Working Da
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Mark as Non-Mome
28	29		1	2	3	4	26	27	28	29		31	1	30	31	1	2	3	4	5	Days
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	Mark as Paid Holid
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	Time
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	Modify Shifts
26	27	28	29	30	31	1	23	24	25	26	27	28	29	27	28	29	30	1	2		meenly enme
2		-4			7		30	31	1	2		4	5	4	5		7		9	10	

- Click the 'Modify Shifts' button
- The 'Modify Shifts' dialog box will appear
- Select the red X to delete the current shift times X

C		Jul	y 20	15					Aug	ust 2	2015				S	epte	mbe	r 201	15	
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
	29		.1	2	3	4	28	27				31	1	30		1	2	3	4	5
5	8	7	8	8	10	11	2	3	4	5	6	7	8	6	7	8	8	10	11	1:
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	11
18	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	2
26	27	28	29	30	31	1	23	24	25	28	27	28	29	27	28	29	30	100	2	3
2	3	2	5	0	7		30	31	1	2	3	4	5	14	5	18	7		ġ.	
lord i	ify S	hift																100		1
Shi	fts-		5													-		17	18	11
Shi *St	fts-	Time	5	_		*8	ind T	ime		_			-36			7	[17 24 31	18 25	11
Shi *St	ifts— tart T	Time	AM	•		*E	End T	ime	PM	Ŧ		Add]		17 24 31	18 25	11
Shi	ifts— tart T itart	Time	AM	▼ En	id Ti	*E	Ind T	ime [elete	PM	•		Add						17 24 31	18 25	11 21 21 21
Shi	ifts— tart T itart 8:00	Time	AM	▼ En Q5	d Ti	*E me PM	End T	ime [elete	PM	•		Add					I	17 24 31	18 25	1 2 7 0
Shi	ifts tart 1 Start 8:00	Time Time AM	AM	▼ En 05	d Ti	*E me PM	End T	ime [elete X	PM	•		Add						17 24 31 16 Th	18 25 1 8 Fr	1. 11 21 31 51
Shi	ifts— tart 1 Start 8:00	Time	AM	▼ En 05	d Ti	*E me PM	End T	ime [elete K	PM	•		Add	_					17 24 31 16 Th 3	18 25 1 Fr 4	1. 11 21 3 3 5 5
Shi	ifts— tart 1 Start 6:00	Time Time AM	AM	▼ En 05	id Tii :00 F	*E me PM	End T	ime lete X	PM	• •		Add	-					17 24 31 16 Th 3 10	18 25 1 Fr 4 11	1 2 1 1 1 S 5



Enter the new Start and End times – carefully review the data entry, especially checking the AM/PM

- Click the 'Add' button
- Click the 'Close' button

odify Shifts		
Shifts *Start Time 08:20 A Start Time	×End Time	End Time 3:00 PM Add
No records	found.	

The selected days will change to green, indicating that the shift for those days is different than the 'global' default shift shown at the top of the screen.

< July 2015							August 2015						September 2015							
Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa
28	29		1	2	3	4	26	27	28	29		31	1		31	1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31	06:20) AM	- 03:	00 F	PM	27	28	29	27	28	29	30	1	2	
2	3	4	5	6	7	8	30	31	1	2		4	5	4	5	6	7	8	9	10

Tip: Hover your mouse over any day in the calendar to view the shift for that day.

Note: There is no 'save' button on the calendar screen, the system saves your work as you go. When you're done with a participant's work schedule, simply choose the next participant from the 'Health Personnel' drop down, or navigate away from the screen.

To select another participant, select the participant name from the Health Personnel drop down menu. You must generate a 'Health Personnel' calendar for ALL time study participants. The FTE Setup, shifts and days off must be entered for each time study participant.

Tribal Government	Health Personnel
Searc	h Criteria
Tribal Government	Health Personnel
A Tribe 🛛 🔻	Aqua Lobster 56 🔻
Fiscal Year Quarter	Select One Aqua Lobsler 56
2010 V ALL V Show Calend	Black Chicken 59 Blue Ant 47
obal Calendar Setup Shifts Start Date End Date Weekends	Brown Turkey 60 Copper Bear 64 Gold Donkey 63 d Time
7/01/2015 06/30/2016 Non-Moment Days V	Gren Dog 41
Update Calendar St	tart Tin Lilac Bird 65 me Save Dele
Delete Calendar 08:00	A Mint Whale 67 PM ▼ 🖗 🗙
E Setup	Orange Zebra 43
ase Hours Per Week 40 lot Paid Break Time Per Day in nutes Add	Pink Tiger 45 Purple Cat 42 Red Lion 44 Violet Shark 66 White Clam 56 Yellow Giraffe 40

The calendar entry process is complete; however it is important to verify the information. The next section will focus on validation of the data through utilizing the report tools in the System.

Reporting tools to check that Work Schedules are Complete and Correct

To confirm that you have entered work schedules for all of your participating staff, you can run the "RMTS Calendar Configuration Report." This report is on your "Reports" menu which you can access from the left hand side navigation menu.

Administrative	AAC Reports									
Claiming										
Calendar	Administrative Activity Claim Reports									
File Upload										
File Extract	Ra	n <u>dom M</u>	Ioment Time Study Reports							
Reports		1	RMTS Calendar Configuration Report							
Online Training		2	Calendar Data Entry Report							
		3	Calendar Data Entry Summary Report							

Choose the appropriate "Year" and "Quarter" for the report, and be sure to click the check box next to "Include Health Personnel" as shown below:

Ψ	Administrative	AAC Reports										
	Claiming											
	Calendar	RMTS Calendar Confi	guration Report									
	File Upload	*MAC Contractor :	WA-TRIBES -									
	File Extract	*Year ·	2016 -									
	Reports	i da i	2010	_	_							
÷	Online Training	*Quarter :	First Quarter -	r	Refresh							
		*Tribal Government:	A Tribe 🔻									
		Include Health Personnel :										
					View As Excel							
					Back to Reports							

The report will open as an Excel workbook like the one shown here. You want to verify that all of the lines on this report that include Health Personnel show up with the status of "Confirmed."

The User ID indicates the person who opened and configured the calendar/work schedule.

If any work schedules are "Not Configured" you can go back and enter their work schedules and then re-run the report to confirm that they are all set.

	A	В	С	D	E	F	G
1	RMTS Calendar Configuration	Report					
2	Run Date:	05/14/2015					
3	Run Time:	08:32 AM PT					
4	MAC Contractor:	WA-TRIBES					
5	Tribal Government:	A Tribe					
6	Year:	2016					
7	Quarter:	1					
8	Include Health Personnel:	Yes					
9							
10	MAC Contractor	Tribal Government	Health Personnel	Status	User ID	Date	
11	WA-TRIBES			Not Configured			
12	WA-TRIBES	A Tribe		Confirmed	ButtercZ	05/07/2015	
13	WA-TRIBES	A Tribe	Aqua, Lobster	Confirmed	ButtercZ	05/07/2015	
14	WA-TRIBES	A Tribe	Black, Chicken	Confirmed	SunshiS3	05/13/2015	
15	WA-TRIBES	A Tribe	Blue, Ant	Confirmed	SunshiS3	05/14/2015	
16	WA-TRIBES	A Tribe	Blue, Clam	Not Configured			
17	WA-TRIBES	A Tribe	Brown, Turkey	Confirmed	SunshiS3	05/13/2015	
18	WA-TRIBES	A Tribe	Buttercup, Betty	Not Configured			
19	WA-TRIBES	A Tribe	Copper, Bear	Not Configured			
20	WA-TRIBES	A Tribe	Gold, Donkey	Not Configured			
21	WA-TRIBES	A Tribe	Gray, Rhino	Not Configured			
22	WA-TRIBES	A Tribe	Gren, Dog	Not Configured			
23	WA-TRIBES	A Tribe	Lilac, Bird	Confirmed	SunshiS3	05/14/2015	
24	WA-TRIBES	A Tribe	Lime, Horse	Not Configured			
25	WA-TRIBES	A Tribe	Mint, Whale	Not Configured			
26	WA-TRIBES	A Tribe	Neon, Fish	Not Configured			
27	WA-TRIBES	A Tribe	Pink, Tiger	Not Configured			
28	WA-TRIBES	A Tribe	Purple, Cat	Not Configured			
29	WA-TRIBES	A Tribe	Red, Lion	Not Configured			
30	WA-TRIBES	A Tribe	Violet, Shark	Not Configured			
31	WA-TRIBES	A Tribe	Yellow, Giraffe	Not Configured			



When you have finished entering all the work schedules for your staff; you should check your work for any data entry errors by running the Calendar Data Entry Report. This report is on your "Reports" menu which you can

access from the left hand side navigation menu

121	Administrative	AAC Reports								
	Claiming									
	Calendar		Administrative Activity Claim Reports							
	File Upload									
	File Extract	Random	n Moment Time Study Reports							
	Reports		RMTS Calendar Configuration Report							
	Online Training	2	Calendar Data Entry Report							
			Calendar Data Entry Summary Report							

Choose the appropriate "Year" and "Quarter" for the report, and be sure to select the "Calendar Type" of "Health Personnel" as shown in the example below:

Administrative	AAC Reports
Claiming	
Calendar	Calendar Data Entry Report
File Upload	*Year : *Ouarter :
File Extract	2016 V First Quarter V
Reports	*MAC Contractor :
Online Training	WA-TRIBES -
	*Calendar Type : Health Personnel
	View As Excel Back t Aqua Lobster Black Chicken Blue Ant Blue Clam Brown Turkey Buttercup Betty Copper Bear Gold Donkey

A sample of this report is shown below. This report can be used as a tool to identify any errors in data entry.

	A	В	С	D	E	F	G	Н		J	K	L	Μ	N	0	Р	Q
1	Calendar Data Entry Report																
2	MAC Contractor:	WA-TRIBES	User Id:	SunshiS3													
3	Year:	2016	Environment:	QA													
4	Quarter:	1	Is Data Scrambled:	No													
5	Date:	05/14/2015															
7		Total Minutes for Moments:			2,700		2,700		1,060		0			0		2,700	
8		Day			07/01/2015		07/02/2015		07/03/2015		07/04/2015		Weekly	07/05/2015		07/06/2015	
9	Tribal Government		HPs Available for Moments		Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	HRS	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time
10	A Tribe		Aqua, Lobster		540	08:00 AM - 05:00 PM	540	08:00 AM - 05:00 PM	520	06:20 AM - 03:00 PM			26.67			540	08:00 AM - 05:00 PM
11	A Tribe		Black, Chicken		540	08:00 AM - 05:00 PM	540	08:00 AM - 05:00 PM					18.00			540	08:00 AM - 05:00 PM
12	A Tribe		Blue, Ant		540	08:00 AM - 05:00 PM	540	08:00 AM - 05:00 PM					18.00			540	08:00 AM - 05:00 PM
13	A Tribe		Blue, Clam										0.00				
14	A Tribe		Brown, Turkey		540	08:00 AM - 05:00 PM	540	08:00 AM - 05:00 PM	540	08:00 AM - 05:00 PM			27.00			540	08:00 AM - 05:00 PM



You can also run the **Calendar Data Entry Summary Report** in the same manner to see total hours scheduled to work by week for each participant.

+	Administrative	AAC Reports								
	Claiming									
	Calendar		Administrative Activity Claim Reports							
	File Upload									
	File Extract	Random	Moment Time Study Reports							
	Reports		RMTS Calendar Configuration Report							
÷	Online Training		Calendar Data Entry Report							
		3	Calendar Data Entry Summary Report							

Select the 'Calendar Entry Summary Report.'

AAC Reports Calendar Data Entry Summary Report	rt	
*Year: 2016 ▼ *MAC Contractor: WA-TRIBES ▼ *Calendar Type:	*Quarter : First Quarter ▼	
Health Personnel Tribal Government : A Tribe		Health Personnel : ALL View As Excel Back to Reg Aqua Lobster
		Black Chicken Blue Ant Blue Clam Brown Turkey Buttercup Betty Copper Bear

Remember to select the fiscal year and quarter and indicate the calendar type (suggest Health Personnel). The Summary Report looks like this:

Calendar Data Entry S MAC Contractor Year	WA-TRIBES													
Quarter	1													
Date	: 05/14/2015													
			Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Tribal Government	HPs Available for Moments	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS	HRS
A Tribe	Aqua, Lobster	26.67	44.67	44.67	44.67	44.67	44.67	44.67	44.67	36.00	44.67	44.67	44.67	44.6
A Tribe	Black, Chicken	18.00	44.50	44.50	44.50	44.50	44.50	44.50	44.50	36.00	44.50	35.50	44.50	44.5
A Tribe	Blue, Ant	18.00	44.67	44.67	44.67	44.67	44.67	44.67	44.67	36.00	44.67	35.67	44.67	44.6
A Tribe	Blue, Clam	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0
A Tribe	Brown, Turkey	27.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	36.00	45.00	45.00	45.00	45.0

For assistance please e-mail MedicaidAdmMatch@umassmed.edu or call 1-800-535-6741, option 1.