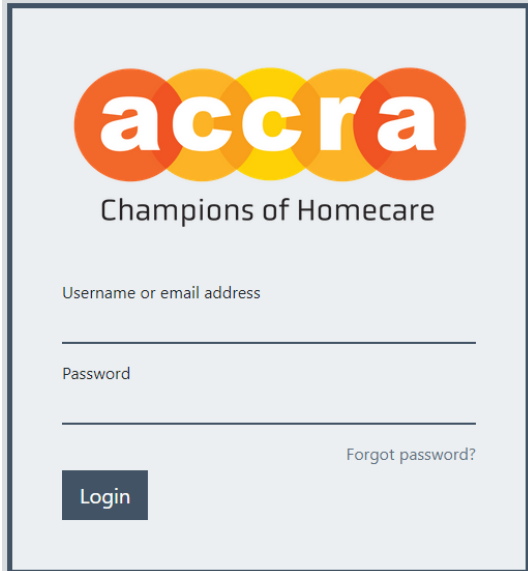


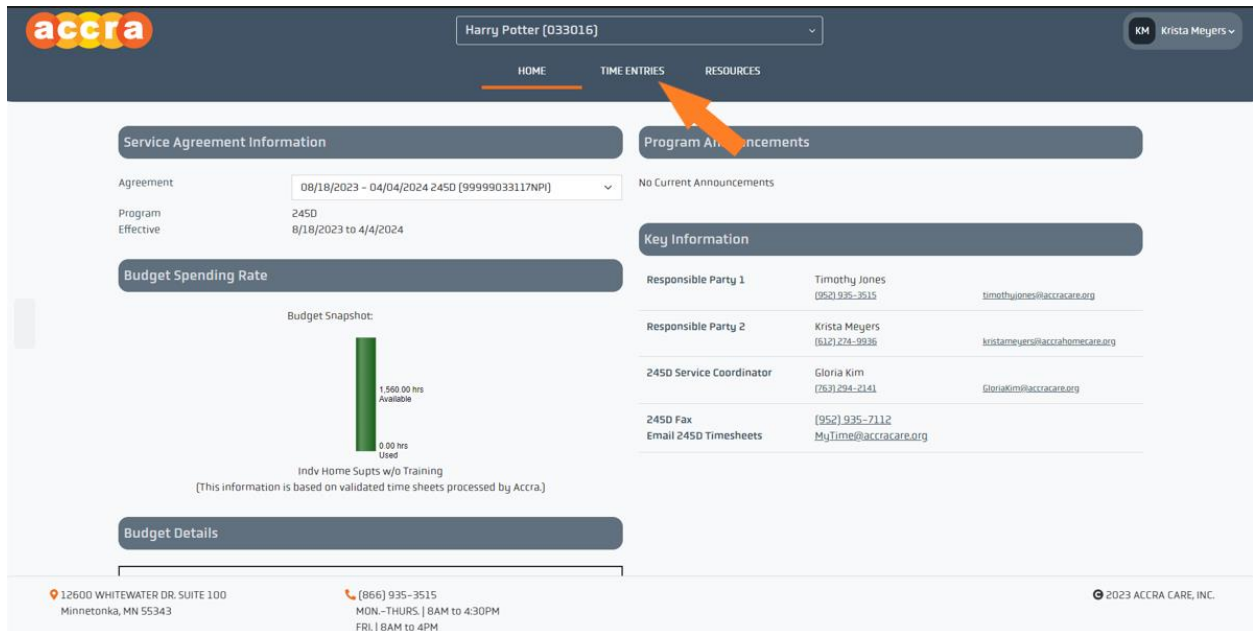
RP Shift Approval in Accra Access

1. Log into Accra Access (<https://access.accrahomework.org/>)



The login page features the Accra logo at the top, which consists of the word "accra" in white lowercase letters inside four overlapping circles of varying shades of orange and yellow. Below the logo is the tagline "Champions of Homecare". The login form includes a text input field for "Username or email address", a text input field for "Password", and a "Forgot password?" link. A dark blue "Login" button is positioned at the bottom left of the form area.

2. Click "Time Entries" in the top right corner of the screen.



The screenshot shows the Accra dashboard interface. At the top, there is a dark blue header with the Accra logo on the left, a user profile dropdown for "Harry Potter [033016]" in the center, and a user menu for "KM Krista Meyers" on the right. Below the header is a navigation bar with three tabs: "HOME", "TIME ENTRIES" (which is highlighted with an orange arrow), and "RESOURCES".

The main content area is divided into several sections:

- Service Agreement Information:** Shows Agreement as "08/18/2023 - 04/04/2024 245D (99999033117NPI)", Program as "245D", and Effective date as "8/18/2023 to 4/4/2024".
- Program Announcements:** Displays "No Current Announcements".
- Budget Spending Rate:** Includes a "Budget Snapshot" bar chart showing "1,560.00 hrs Available" (green bar) and "0.00 hrs Used" (black bar). Below the chart is the text "Indv Home Supts w/o Training" and a note: "(This information is based on validated time sheets processed by Accra)".
- Key Information:** A table listing contact details for various roles:

Responsible Party 1	Timothy Jones (952) 935-3515 timothyjones@accracare.org
Responsible Party 2	Krista Meyers (612) 214-9936 kristameyers@accrahomework.org
245D Service Coordinator	Gloria Kim (763) 294-2141 GloriaKim@accracare.org
245D Fax Email 245D Timesheets	(952) 935-7112 MyTime@accracare.org
- Budget Details:** A section header at the bottom of the main content area.

The footer contains contact information: "12600 WHITEWATER DR. SUITE 100, Minnetonka, MN 55343", phone "(866) 935-3515", hours "MON.-THURS. | 8AM to 4:30PM, FRI. | 8AM to 4PM", and the copyright notice "© 2023 ACCRA CARE, INC.".

3. Select the shift(s) you would like to **approve**.

The screenshot shows the ACCRA time entry interface for user Harry Potter (033016). The interface is divided into two main sections: "Shifts Needing Approval" and "Recent Shifts (Last 21 Days)".

Shifts Needing Approval:

Caregiver	Service	Date	Time In	Time Out	Total Hours	
<input checked="" type="checkbox"/>	Krista Meyers - Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	
<input checked="" type="checkbox"/>	Krista Meyers - Indv Home Supts w/o Training	8/29/2023	7:01 AM	8:00 AM	1	
<input type="checkbox"/>	Krista Meyers - PCA TODAY	8/15/2023	12:00 AM	11:59 PM	0	

Buttons: [Approve](#) (green), [Reject](#) (red)

Recent Shifts (Last 21 Days):

Caregiver	Service	Date	Time In	Time Out	Total Hours	Status
Krista Meyers	Indv Home Supts w/o Training	9/27/2023	11:06 AM	2:10 PM	3	Approved by RP
Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	Pending

Buttons: [View Last 90 Days](#), [Show Weekly Hour Summary](#)

Footer: 12600 WHITEWATER DR. SUITE 100, Minnetonka, MN 55343 | (866) 935-3515, MON.-THURS. | 8AM to 4:30PM, FRI. | 8AM to 4PM | © 2023 ACCRA CARE, INC.

4. Click "Approve."

This screenshot is identical to the previous one, but with the "Approve" button highlighted in green, indicating the user's action.

Shifts Needing Approval:

Caregiver	Service	Date	Time In	Time Out	Total Hours	
<input checked="" type="checkbox"/>	Krista Meyers - Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	
<input checked="" type="checkbox"/>	Krista Meyers - Indv Home Supts w/o Training	8/29/2023	7:01 AM	8:00 AM	1	
<input type="checkbox"/>	Krista Meyers - PCA TODAY	8/15/2023	12:00 AM	11:59 PM	0	

Buttons: [Approve](#) (green), [Reject](#) (red)

Recent Shifts (Last 21 Days):

Caregiver	Service	Date	Time In	Time Out	Total Hours	Status
Krista Meyers	Indv Home Supts w/o Training	9/27/2023	11:06 AM	2:10 PM	3	Approved by RP
Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	Pending

Buttons: [View Last 90 Days](#), [Show Weekly Hour Summary](#)

Footer: 12600 WHITEWATER DR. SUITE 100, Minnetonka, MN 55343 | (866) 935-3515, MON.-THURS. | 8AM to 4:30PM, FRI. | 8AM to 4PM | © 2023 ACCRA CARE, INC.

5. Add a comment if you would like. Click "Continue."

The screenshot displays the Accra Access interface. At the top, the user is logged in as 'Harry Potter [033016]' and 'Krista Meyers'. The main content area is divided into 'Shifts Needing Approval' and 'Recent Shifts (Last 21 Days)'. A modal dialog titled 'Approve Time Shifts' is open, showing a table of shifts for approval. The dialog includes an 'Attestation' section with a pre-filled statement: 'I certify that this shift is in compliance with rules of the program. I understand it is a crime to provide false or fraudulent information, and that falsifying information is Medicaid fraud.' Below this is a 'Comments' section with an input field labeled 'Enter comments:'. The dialog has 'Cancel' and 'Continue' buttons.

Caregiver	Service	Date	Time In	Time Out	Total Hours	Status
<input checked="" type="checkbox"/> Krista Meyers	Indy Home Supts w/o Training	9/27/2023	11:06 AM	2:10 PM	3	Approved by RP
<input checked="" type="checkbox"/> Krista Meyers	Indy Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	Pending
<input checked="" type="checkbox"/> Krista Meyers	Indy Home Supts w/o Training	8/29/2023	7:01 AM			
<input type="checkbox"/> Krista Meyers	PCA TODAY	8/15/2023	12:00 AM			

RP Shift Reject in Accra Access

1. Log into Accra Access (<https://access.accrahomecare.org/>)

The screenshot shows the Accra Access login page. At the top is the Accra logo, which consists of the word 'accra' in white lowercase letters inside a series of overlapping orange and yellow circles. Below the logo is the tagline 'Champions of Homecare'. The login form includes a text input field for 'Username or email address', another for 'Password', and a 'Forgot password?' link. A dark blue 'Login' button is positioned at the bottom left of the form.

2. Click “Time Entries” in the top right corner of the screen.

The screenshot shows the Accra system interface. At the top, the user is logged in as Krista Meyers (KM) and is viewing the profile for Harry Potter (033016). The navigation bar includes HOME, TIME ENTRIES (highlighted with an orange arrow), and RESOURCES. The main content area is divided into several sections:

- Service Agreement Information:** Agreement 08/18/2023 - 04/04/2024 2450 [99999033117NPI], Program 2450, Effective 8/18/2023 to 4/4/2024.
- Budget Spending Rate:** Budget Snapshot showing 1,500.00 hrs Available and 0.00 hrs Used. Note: Indv Home Supts w/o Training. (This information is based on validated time sheets processed by Accra.)
- Program Announcements:** No Current Announcements.
- Key Information:**
 - Responsible Party 1: Timothy Jones (952) 935-3515, timothyjones@accracare.org
 - Responsible Party 2: Krista Meyers (612) 274-9936, kristameyers@accrahomescare.org
 - 2450 Service Coordinator: Gloria Kim (763) 294-2141, gloriakim@accracare.org
 - 2450 Fax: (952) 935-7112
 - Email 2450 Timesheets: MyTime@accracare.org

Footer information includes: 12600 WHITEWATER DR, SUITE 100, Minnetonka, MN 55343; (866) 935-3515, MON.-THURS. | 8AM to 4:30PM, FRI. | 8AM to 4PM; © 2023 ACCRA CARE, INC.

3. Select the shift(s) you would like to reject.

The screenshot shows the Accra system interface with the 'Time Entries' tab selected. The 'Shifts Needing Approval' table is displayed with the following data:

Caregiver	Service	Date	Time In	Time Out	Total Hours	
<input checked="" type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	9/23/2023 10:52 AM	4:52 PM	6	
<input checked="" type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	8/29/2023 7:01 AM	8:00 AM	1	
<input type="checkbox"/>	Krista Meyers	PCA TODAY	8/15/2023 12:00 AM	11:59 PM	0	

Below the table are buttons for 'Approve' (green) and 'Reject' (red). To the right, there is a 'Recent Shifts (Last 21 Days)' table with columns for Caregiver, Service, Date, Time In, Time Out, Total Hours, and Status. It shows three recent shifts with statuses 'Approved by RP', 'Pending', and 'Pending'. At the bottom right, there are buttons for 'View Last 90 Days' and 'Show Weekly Hour Summary'. The footer information is the same as in the previous screenshot.

4. Click "Reject."

accra

Harry Potter [033016]

KM Krista Meyers

HOME TIME ENTRIES RESOURCES JOBS

Shifts Needing Approval

Caregiver	Service	Date	Time In	Time Out	Total Hours	
<input checked="" type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6
<input checked="" type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	8/29/2023	7:01 AM	8:00 AM	1
<input type="checkbox"/>	Krista Meyers	PCA TODAY	8/15/2023	12:00 AM	11:59 PM	0

Approve Reject

Recent Shifts (Last 21 Days)

Caregiver	Service	Date	Time In	Time Out	Total Hours	Status
Krista Meyers	Indv Home Supts w/o Training	9/27/2023	11:06 AM	2:10 PM	3	Approved by RP
Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	Pending

View Last 90 Days Show Weekly Hour Summary

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FRI | 8AM to 4PM

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5. Add a comment if you would like. Click "Continue."

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Harry Potter [033016]

KM Krista Meyers

HOME TIME ENTRIES RESOURCES

Shifts Needing Approval

Caregiver	Service	Date	Time In	Time Out	Total Hours	
<input checked="" type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6
<input type="checkbox"/>	Krista Meyers	Indv Home Supts w/o Training	8/29/2023	7:01 AM	8:00 AM	1
<input type="checkbox"/>	Krista Meyers	PCA TODAY	8/15/2023	12:00 AM	11:59 PM	0

Reject Time Shifts

Comments

Enter comments:

Cancel Continue

Recent Shifts (Last 21 Days)

Caregiver	Service	Date	Time In	Time Out	Total Hours	Status
Krista Meyers	Indv Home Supts w/o Training	9/27/2023	11:06 AM	2:10 PM	3	Approved by RP
Krista Meyers	Indv Home Supts w/o Training	9/23/2023	10:52 AM	4:52 PM	6	Pending

View Last 90 Days Show Weekly Hour Summary

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6. Click "Continue".