

STAFF AND CLIENT SCHEDULING

Staff and Client Scheduling provides agencies with two solutions in one application.

STAFF SCHEDULING

Organize Employee Schedules

- Make better-informed scheduling decisions
- Unlimited future schedule planning
- Optimize workforce usage
- Eliminate unnecessary overtime
- Fill open positions quickly
- Use availability search engine
- Organize schedules by employee and location
- Track time and attendance variance to schedule
- Monitor no-shows, tardiness and early leavers
- Track requirements, employee training, banned, or restrictions
- Include work instructions in schedule

Improve Client Services with Task Scheduling

- Create shift to-do lists for staff
- Require staff to check off list
- Review to-do lists for completion

Publish Staff Schedules Instantly

- Publish schedules instantly on the internet to employees, managers, and customers
- Employees view their own schedules, job schedules, and open positions from any mobile device
- Managers use the internet to organize schedules for their jobs and fill open positions quickly using defined rapid availability search queries

Reduce Absenteeism with Schedule Prompting

- Improve time management by prompting employees through email or text messages with schedule information and short work instructions in advance of their next shift

CLIENT SCHEDULING

Organize Client Schedules

- Create schedules for client attendance at day programs and group homes
- Organize schedules by client and location of service
- Track attendance variance to schedule

Use for Billing

- Document client absences, late arrivals, or early departures
- Track services being provided for billing
- Use updated schedules to generate billing or use schedules to track variance to actual attendance

Publish Client Schedules Instantly

- Publish schedules by client showing all the locations of service (Group Home, Day Program, Community Activities), start and end times, type of service, comments, and more

Communicate with Parents and Guardians

- Automatically notify parent or guardian by text or email of where client will be the next day and services being provided

Optionally Use with Activity Documentation to Track Services Provided



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