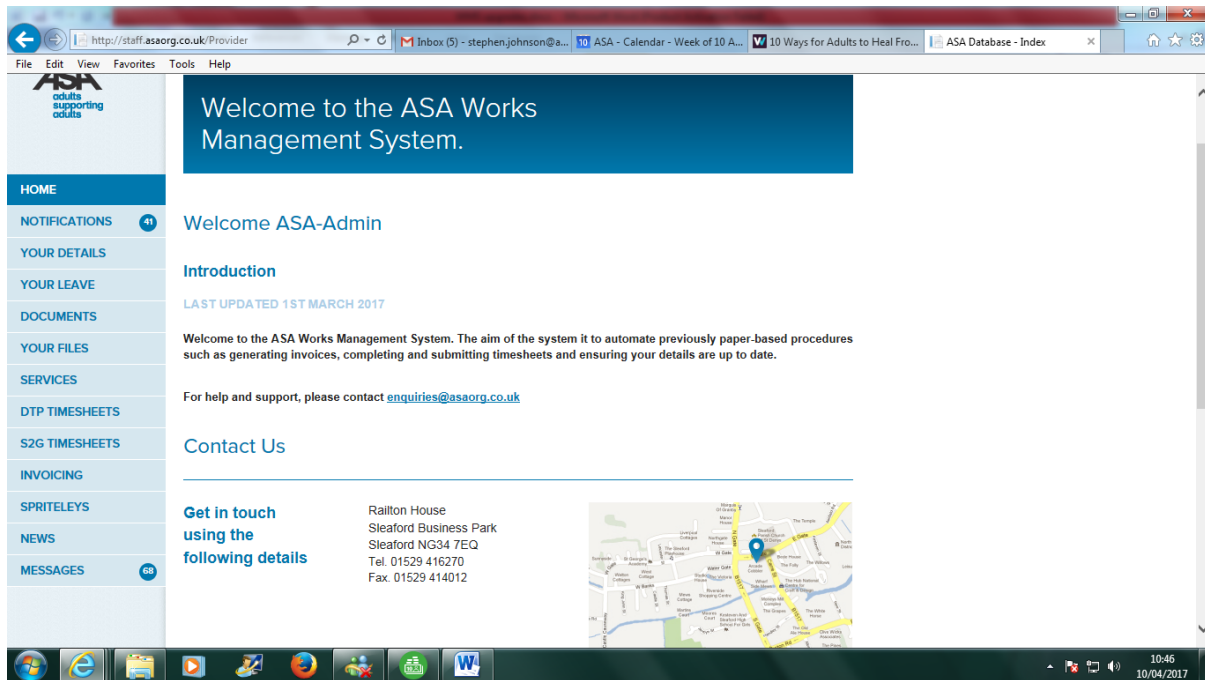




## ASA Works Manage System (WMS) Upgrades

There are four new functions or areas that are now available following the WMS upgrade:

- A **Documents** library of resources.
- An online **Your Leave** function for Day Time Providers.
- A **Your Files** area for sharing documents.
- An extra function within timesheets to enable practice sheets to be entered.



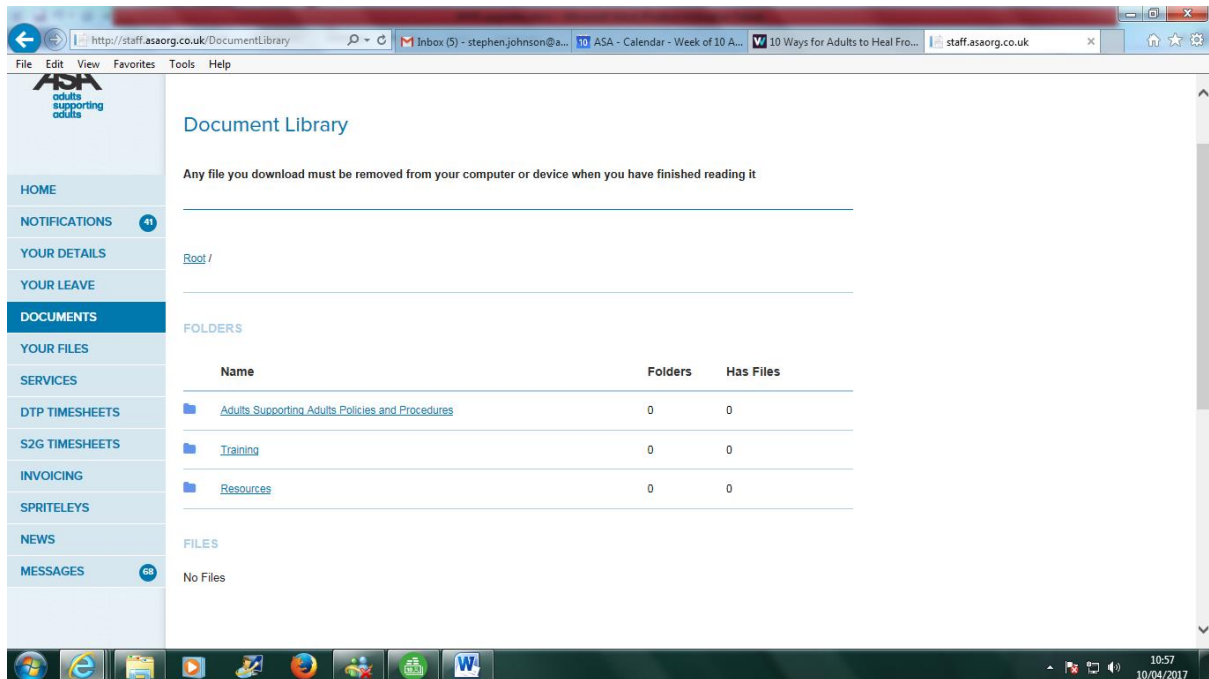
## Documents Library

The documents library contains three files:

1. *Adults Supporting Adults Policies and Procedures*  
This file will contain relevant Policies and Procedures including Shared Lives Policies and Procedures.
2. *Training*  
This file will contain training material including practice sheet examples.
3. *Resources*  
This file will contain any other resources such as standard ASA forms.

When you click on a document it will download on to your PC or laptop where it can then be read, the document should then be deleted and your PC or laptop recycle bin emptied, a reminder comes up prior to the document downloading confirming that the document should be read and then deleted.

Overleaf can be found a screen print of the document library area.



## Your Leave

The 'Your Leave' area enables Day Time Providers / Sit2Gether Providers to notify and request leave.

A screen print of the page is displayed overleaf, simply click into the 'from' and 'to' dates enter the applicable leave dates and then type in the box below the client initials and dates of any cover required.

If no cover is required type that message and the reason why i.e. hours been made up the following week.

You can then press the 'request your leave' button.

The leave requesting will then sit in the 'leave waiting' area until your area manager / supervisor approves the request.



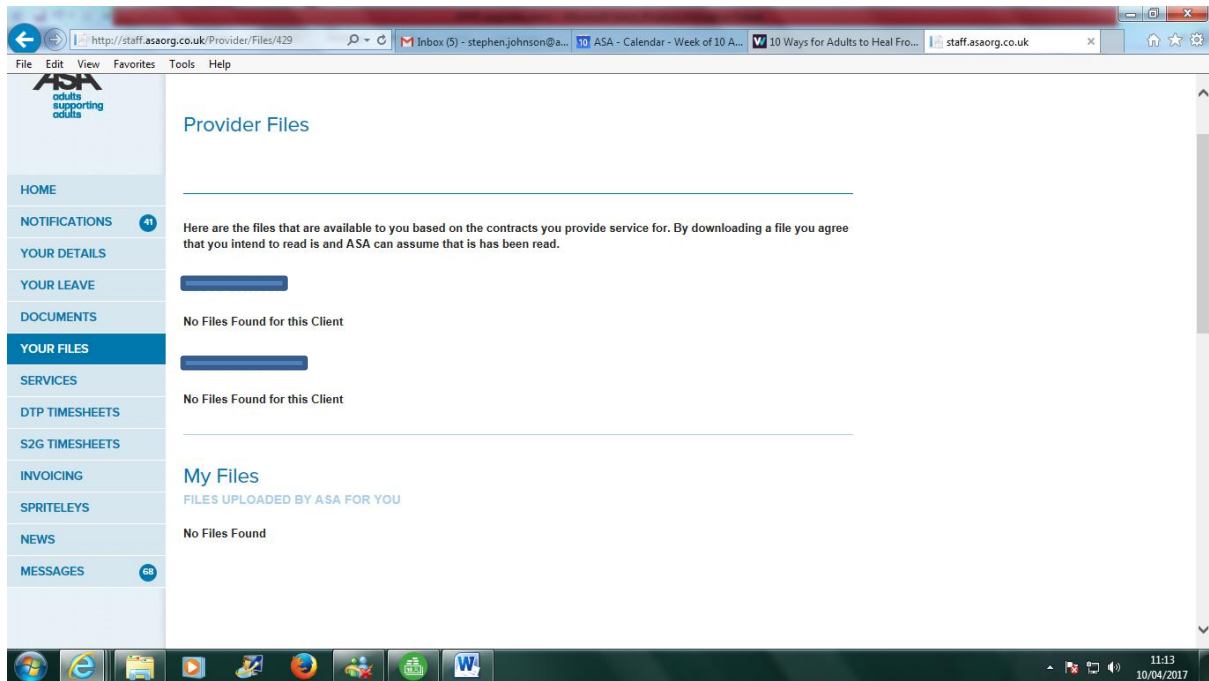
The screenshot shows a web browser window with the URL <http://staff.asaorg.co.uk/LeaveRequests/Index/429>. The page title is "Request for Leave". On the left is a sidebar menu with options: YOUR DETAILS, YOUR LEAVE (selected), DOCUMENTS, YOUR FILES, SERVICES, DTP TIMESHEETS, S2G TIMESHEETS, INVOICING, SPRITELEYS, NEWS, and MESSAGES. The main content area has a "From" date of 17/04/2017 and a "To" date of 19/04/2017. Below these are fields for "Describe cover required" and "Include details here of any clients that will required cover due to your leave". A text box contains the message: "No cover required client hours been worked the following week at client request." Below this is a large text area with a placeholder text: "Comments must be typed in this box before you press the 'request leave' button". At the bottom of the form is a green "REQUEST LEAVE" button. Below the button, the status is "Awaiting Approval". At the very bottom, there is a table header with columns: "Requested On", "From", "To", and "Status". The Windows taskbar at the bottom shows the date and time as 11:04 on 10/04/2017.

## Your Files

The 'your files' area will contain shared documents reference both your clients and yourself e.g.

- Client documents will most likely include new / revised care plan/risk assessment and inventory forms.
- Provider documents will include scanned supervision notes (both face to face and remote supervisions).

A screen print of the 'your files' area can be found over leaf:



## **Practice Sheet Entry**

When you have completed entering hours / miles for a client the enter button at the bottom of the screen now reads 'Add to calendar and go to practice sheet', press this button and the next screen to display is the practice sheet.

The practice sheet then comes up (screen print overleaf) the client outcome is summarised at the top of the page followed by eight text boxes under the following headings:

- Correspondence / Finances.
- Accessing Community Facilities.
- Everyday Living Skills.
- General Wellbeing / Emotional Support.
- Developing Social Networks.
- Work.
- Other
- Points for next Supervision.

You only need to enter information into the relevant box for example if the only activity and outcome during the session was Correspondence / Finances then that is the only box that you need to type into.

Further information can be found in Documents > Training > Practice Sheet Examples.



HOME

NOTIFICATIONS 41

YOUR DETAILS

YOUR LEAVE

DOCUMENTS

YOUR FILES

SERVICES

DTP TIMESHEETS

S2G TIMESHEETS

INVOICING

SPRITELEYS

NEWS

MESSAGES 60

Outcomes Assigned to this Service for this Client

Outcome

To increase self-confidence and support to access community and sporting activities

Correspondance / Finances

Finances

Supported client with opening and dealing with general correspondance

Accessing Community Facilities

Community Facilities

http://staff.asaorg.co.uk/EPS/Detail/1

Practice Sheet Document - ste...

10 ASA - Calendar - Week of 10 A...

Virtual Cabinet Portal - secure ...

staff.asaorg.co.uk

File Edit View Favorites Tools Help

13:39

10/04/2017