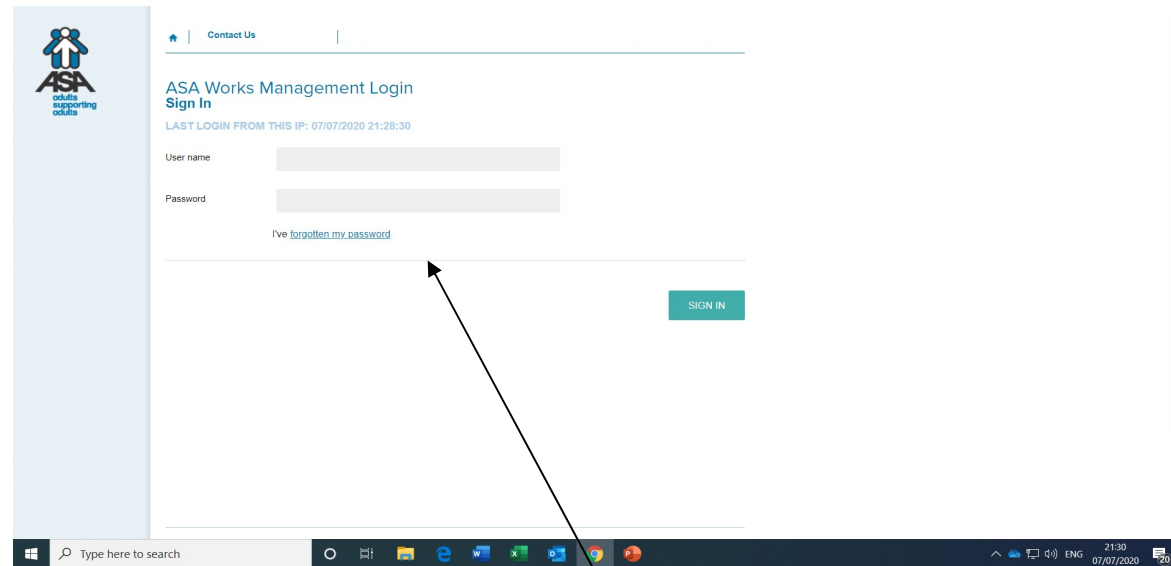


## Instructions for ASA Works Management System



When you commence employment with ASA you will be given a username and password which you must enter before signing in. You can access the WMS via PC, iPad, or Smartphone. You will need to type the following into your search engine: <https://www.staff.asaorg.co.uk>

When you first log in you will see this page –

**YOU'RE ATTENTION IS REQUIRED. PLEASE COULD YOU ACTION THE FOLLOWING:**

**PLEASE CONFIRM YOUR DETAILS ARE UP TO DATE**  
As part of our commitment to GDPR compliance we would ask that you confirm your details we store on you are up to date.

[RESOLVE](#)

**ASA**  
adults supporting adults

**HOME**  
NOTIFICATIONS 0  
YOUR DETAILS  
YOUR LEAVE  
DOCUMENTS  
YOUR FILES  
SERVICES  
DTP TIMESHEETS  
S2G TIMESHEETS  
INVOICING

**Welcome to the ASA Works Management System.**

**Introduction**  
LAST UPDATED 1ST MARCH 2017

Welcome to the ASA Works Management System. The aim of the system it to automate previously paper-based procedures such as generating invoices, completing and submitting timesheets and ensuring your details are up to date.

For help and support, please contact [admin@asaorg.co.uk](mailto:admin@asaorg.co.uk)

**Contact Us**

**Get in touch using the following details**

17 Watergate  
Sleaford NG34 7PG  
Tel: 01529 416270  
Fax: 01529 414012

Windows taskbar: Type here to search, 20°C Mostly sunny, 13:25 24/06/2021

Before you go any further, please click on the shaded box above this will enable you to check your personal details are correct. Please scroll down the page and add your vehicle details on your details section.

The print screen below is an example of what the ASA Works Management System looks like when you log in and details of what each page provides you with

**Home** – Welcomes you to the system with an introduction



**Notifications** – notifies you of when changes you have made have been approved



**Your Details** – lists all details about yourself, lets you add new vehicle details and gives your Area Managers details



**Your Leave** – Lets providers request leave and monitor leave already booked



**Documents** – Lets providers view ASA Policies, Useful Resources and Training Documents



**Your Files** – Lets providers view their client's documents, such as support plans, and any documents for themselves, such as supervision notes.



**Services** - shows clients you work with and their contract outline



**DTP Timesheets** – Lets providers enter their DTP timesheets (if any)



**S2G Timesheets** – Lets providers enter their Sit2gether timesheets (if any)

**Messages** – shows messages from different staff



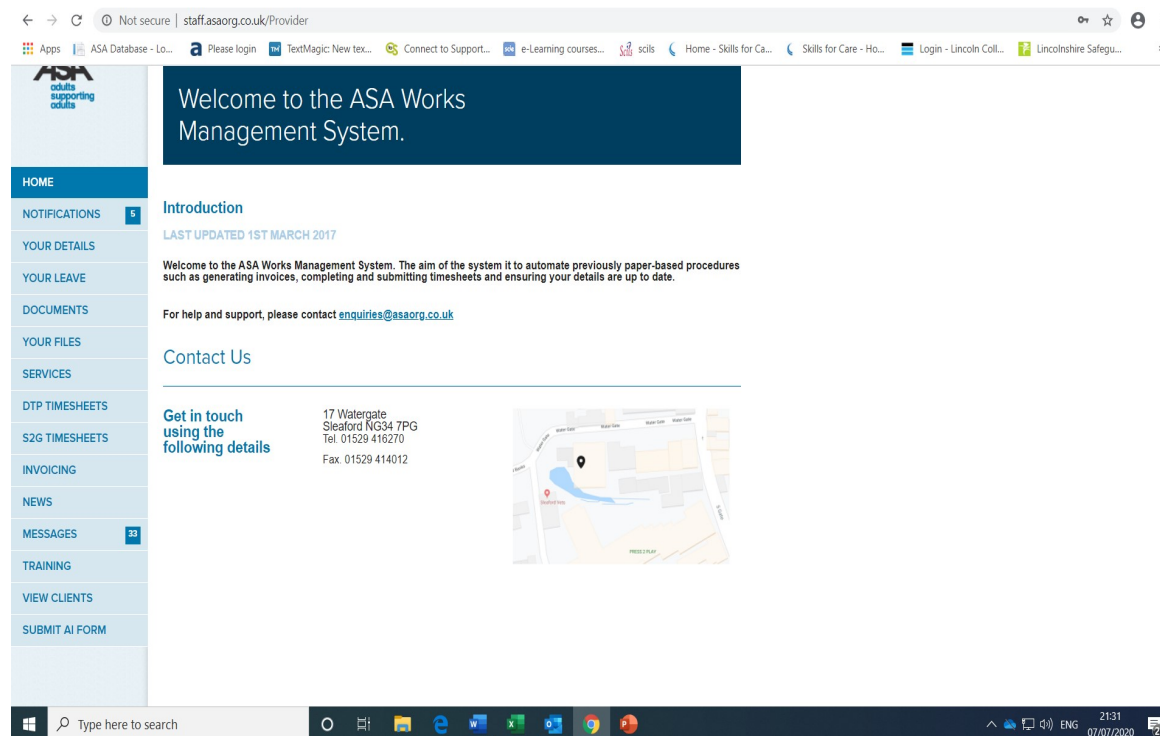
**News** – shows news and event updates



**View Clients** – shows clients you have been allocated, their address and support plan

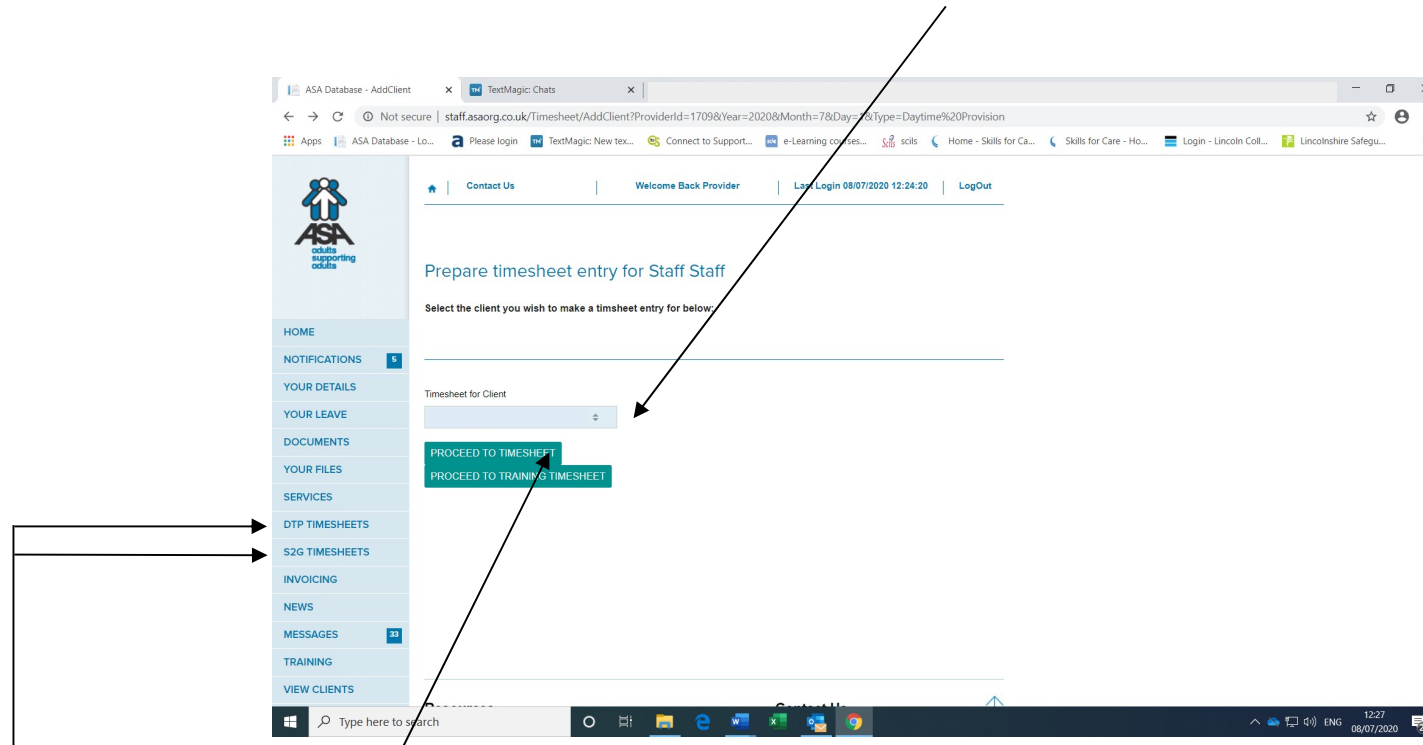


**Invoicing** – you can manage your invoices and create new ones for the services you provide



Inputting timesheets -

When you click on one of the timesheets you can open the drop-down menu to select a client you wish to input hours and/or mileage for.



When you wish to input hours worked you will need to click on the DTP or S2G timesheet button depending on if your client is receiving Sit2gether support from yourself or daytime provision support. It is important you input your hours on the correct timesheet as DTP and S2G are paid different hourly rates. If you are claiming for training hours select the 'proceed to training timesheet'

ASA Database - Add Day | TextMagic: Chats | Mail - Sharor

Not secure | staff.asaorg.co.uk/Timesheet/AddPrepareDay

Apps | ASA Database - Lo... | Please login | TextMagic: New tex... | Connect to Support... | e-Learning courses... | scils | Home - Skills for Ca... | Skills for Care - Ho... | Login - Lincoln Coll... | Lincolnshire Safegu...

**Selected Day: 01/07/2020**

When entering an end time, you pick a time that is before the start time, the system will assume that this is, in fact, the following day.

**Create/Update Timesheet entry for AH105 Individual Budget**  
(MILES AND HOURS)

☒ Yes ☐ No

Training ☐

Start Location

End Location

No Mileage Recorded ☐

Please note, if this is a return journey you will need to enter the total miles including the return trip.

Total Mileage

Is Return Journey ☐

Start Time

End Time

Expenses

Expenses Description

Once you have saved this time sheet entry you will be directed to the practice sheet for this client

[ADD TO CALENDAR AND GO TO PRACTICE SHEET \(IF NOT TRAINING\)](#)

← You must enter a start and end location

← If no mileage is used you must tick this.

← Enter the total mileage used from when leaving clients address to returning to their home address. Tick "Is return journey"

← You must enter a start and end time using a 24hour clock.

← Once you have inputted hours and/or mileage click add to calendar to save this.

A client may have more than one contract on this page, if this is the case you will be advised which contract to use for example a client may have one contract where there hours may be inputted and a separate contract where miles are inputted.

The screenshot displays the ASADA system interface with two timesheet entry forms. The top form is titled "Create/Update Timesheet entry for JWE706 Private MILEAGE ONLY CONTRACT (MILES ONLY)". It includes fields for Training (Yes/No), Start Location, End Location, No Mileage Recorded (checkbox), Total Mileage (input field with 0), Is Return Journey (checkbox), Expenses (input field with 0), and Expenses Description. The bottom form is titled "Create/Update Timesheet entry for JWE706 LPFT Third Party Managed Budget 5 hours - NO MILEAGE (HOURS ONLY)". It includes fields for Training (Yes/No), Start Time (00:00), End Time (00:00), Expenses (input field with 0), and Expenses Description. A blue button at the bottom reads "ADD TO CALENDAR AND GO TO PRACTICE SHEET (IF NOT TRAINING)".

Annotations on the screenshot:

- ← You must enter a start and end location (points to Start Location and End Location fields in the MILEAGE ONLY form)
- ← Enter the total mileage used from when leaving clients address to returning to their home address. Tick "Is return journey" (points to Total Mileage field and Is Return Journey checkbox in the MILEAGE ONLY form)
- ← You must enter a start and end time using a 24hour clock and enter all hours worked. (points to Start Time and End Time fields in the HOURS ONLY form)
- ← Once you have inputted hours and/or mileage click add to calendar to save this. (points to the "ADD TO CALENDAR AND GO TO PRACTICE SHEET (IF NOT TRAINING)" button)

When you have inputted your hours for that day for each client you will then be taken to this page. You will now need to write in this box what support you have provided this client. See practice sheet guidance for tips on what to write at end of document.

staff.asaorg.co.uk/EPS/Detail/64675

Not secure | staff.asaorg.co.uk/EPS/Detail/64675

Apps | ASA Database - Lo... | Please login | TextMagic: New tex... | Connect to Support... | e-Learning courses... | Skills | Home - Skills for Ca... | Skills for Care - Ho... | Login - Lincoln Coll... | Lincolnshire Safegu...

**YOUR DETAILS**

YOUR LEAVE

DOCUMENTS

YOUR FILES

SERVICES

DTP TIMESHEETS

S2G TIMESHEETS

INVOICING

NEWS

MESSAGES 33

TRAINING

VIEW CLIENTS

SUBMIT A FORM

**Outcomes Assigned to this Service for this Client**

**Outcome**

1. TO PROVIDE A SAFE AND CARING ENVIRONMENT TO PROMOTE INDEPENDENCE ENABLING ANDREA TO LEAD A FULFILLED LIFESTYLE

**How have you supported the client to meet their outcomes?**

**Have you identified a change in need? Are there any Safeguarding concerns**

☐ Yes ☒ No

PLEASE DETAIL BELOW: THIS MAY INCLUDE ANY PHYSICAL OR ENVIRONMENTAL FACTORS

Tick this box if you have identified a change in the clients needs or you feel there are any safeguarding concerns. This will alert a member of senior management to your concern, and you will then be contacted for any further information required.

The screenshot displays a web application interface for staff.asaorg.co.uk. The left sidebar contains a navigation menu with the following items: NOTIFICATIONS, DOCUMENTS, MY PROFILE, MILEAGE TS, CREATE STAFF, MANAGE STAFF, CREATE CLIENTS, MANAGE CLIENTS, CREATE PROVIDERS, MANAGE PROVIDERS, LEAVE REQUESTS, STAFF INVOICES, CLIENT INVOICES, TIMESHEET BROWSER (highlighted), MASTER TIMESHEET, MANAGE NEWS, APPROVAL, CONFIRMATION, CONTACT LOGS, WORK ALLOCATION, SET PND ADDRESS, MESSAGES (311), AUTHORISATION (3), TEMPLATES, ACCREDITATIONS, and TRAINING. The main content area is titled "Outcomes Assigned to this Service for this Client" and lists several outcome actions under the heading "Outcome SUPPORT TO ACCESS COMMUNITY FACILITIES". Each action includes an "OUTCOME ACTION" description, an "Achieved?" checkbox, and a timestamp. The actions are: 1. "Completed grocery shopping" (Achieved? ☐). 2. "Engaged in leisure based activity - walk" (Achieved? ☒ 02/10/2024 16:14:05). 3. "Supported to access community facilities - bank, CAB, library" (Achieved? ☐). 4. "Visited places of interest" (Achieved? ☐). 5. "Support of maintain the home - light cleaning" (Achieved? ☐). 6. "Menu planning" (Achieved? ☐). The browser's address bar shows the URL https://staff.asaorg.co.uk/EPS/Detail/165689. The Windows taskbar at the bottom shows the system clock as 15:37 on 27/11/2024, with a weather forecast of 5°C Mostly cloudy.

staff.asaorg.co.uk/EPS/Detail/165689

Outcomes Assigned to this Service for this Client

Outcome

SUPPORT TO ACCESS COMMUNITY FACILITIES

OUTCOME ACTION

Completed grocery shopping

Achieved? ☐

SUPPORT TO ACCESS COMMUNITY FACILITIES

OUTCOME ACTION

Engaged in leisure based activity - walk

Achieved? ☒ 02/10/2024 16:14:05

SUPPORT TO ACCESS COMMUNITY FACILITIES

OUTCOME ACTION

Supported to access community facilities - bank, CAB, library

Achieved? ☐

SUPPORT TO ACCESS COMMUNITY FACILITIES

OUTCOME ACTION

Visited places of interest

Achieved? ☐

SUPPORT TO COMPLETE EVERYDAY LIVING TASKS IN THE HOME AND WIDER COMMUNITY.

OUTCOME ACTION

Support of maintain the home - light cleaning

Achieved? ☐

SUPPORT TO COMPLETE EVERYDAY LIVING TASKS IN THE HOME AND WIDER COMMUNITY.

OUTCOME ACTION

Menu planning

You can tick the appropriate outcome action achieved during the session



Tick this box if you have identified a change in the clients needs or you feel there are any safeguarding concerns. This will alert a member of senior management to your concern, and you will then be contacted for any further information required. Once you have inputted your hours / mileage for client and completed your practice sheet you will see that this entry has been recorded as a line on the relevant date.

The screenshot displays the staff.asaorg.co.uk Timesheet/DTT interface. The browser address bar shows the URL: staff.asaorg.co.uk/Timesheet/DTT/17?Year=2020&Month=7. The interface includes a sidebar with navigation links: YOUR FILES, SERVICES, DTP TIMESHEETS, S2G TIMESHEETS, INVOICING, NEWS, MESSAGES (with a 31 message icon), TRAINING, VIEW CLIENTS, and SUBMIT A FORM. The main area shows a calendar for July 2020. A red bar is visible on Wednesday, July 1st, indicating a session. A black arrow points from the text above to this bar. Below the calendar, there is a 'Client Summaries' section for 'Individual Sessions: July 2020'. The summary shows a client AH1105 with 1 session, 1 total hour, 3.00 pmw, 1 total mile, and 10ph. The 'Totals' row shows 1 session, 1 total hour, and 1 total mile.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1			1	2	3	4	5
6	6	7	8	9	10	11	12
13	13	14	15	16	17	18	19
20	20	21	22	23	24	25	26
27	27	28	29	30	31		

Client Summaries — Individual Sessions: July 2020

Client	Sessions	Total Hours	pmw	Total Miles	ph
AH1105	1	1	3.00	1	10
Totals:	1	1		1	

Once you have inputted all the hours you have worked for that month at the bottom of the page you will see the summary of hours and miles for each client you have claimed for.

If you are happy, you have inputted everything for that month, click the publish button, your timesheet has then been published. Do not worry if you have forgotten to input some hours as you can always go back in and add and then publish timesheet again.

The screenshot shows the staff.asa.org.uk Timesheet/OTP/341?Year=2017&Month=7 page. The page is divided into two main sections: 'Client Summaries — Individual Sessions: July 2017' and 'Client Summaries — Group Sessions: July 2017'. The 'Individual Sessions' section shows a table with columns for Client, Sessions, Total Hours, Total Miles, and Total Ph. The table has one row for 'MJA43\_DD' with 1 session, 2 total hours, 22.00 pm total miles, and 0 ph. The 'Group Sessions' section shows 'NO GROUP SESSIONS FOUND'. The 'Training Details: July 2017' section shows 'Total Hours: 0' and 'Total Miles: 0'. The 'Practice Sheet Status' section shows 'EXISTING' and a table with columns for Client, Date, and Complete. The table has one row for 'MJA43\_DD Individual Budget' with Date '04/07/2017' and Complete 'Yes'. Below this table is a 'YET TO MAKE' section with 'None To Create'. At the bottom of the 'Practice Sheet Status' section is a 'PUBLISH' button. A red box highlights the 'PUBLISH' button and the 'Practice Sheet Status' section. An arrow points from the text above to the 'PUBLISH' button.

Client Summaries — Individual Sessions: July 2017

Client	Sessions	Total Hours	Total Miles	Total Ph
MJA43_DD	1	2	22.00 pm	0

Client Summaries — Group Sessions: July 2017

NO GROUP SESSIONS FOUND

Training Details: July 2017

Total Hours: 0 Total Miles: 0

Practice Sheet Status

EXISTING

Client	Date	Complete
MJA43_DD Individual Budget	04/07/2017	Yes

YET TO MAKE

None To Create

☐ I agree that the information submitted is accurate to the best of my knowledge, and that failure to supply accurate information may result in a delay of payment

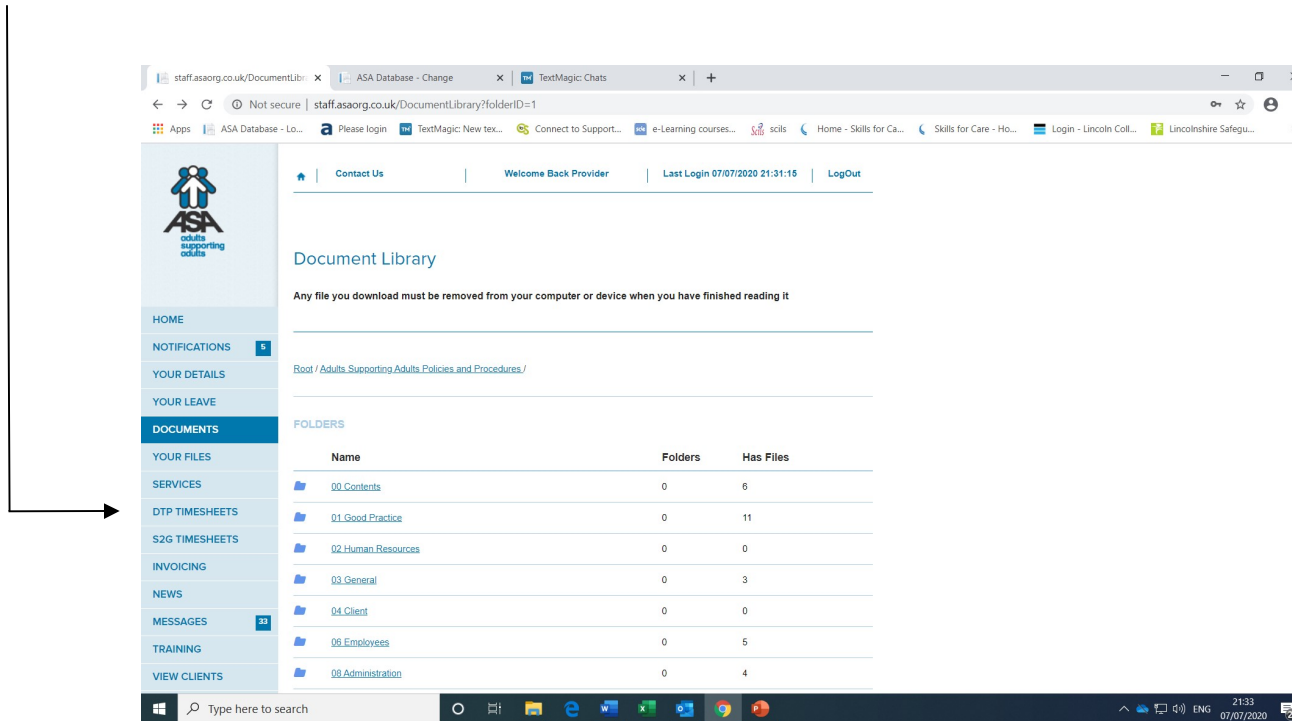
PUBLISH

Timesheet History

Timesheet Created on 10/07/2017 10:11:58. The timesheet state was set to New

## Documents

This section is where you will find all ASA's P&P's, useful resources, training resources and Peer Group Minutes.



The screenshot shows the ASA Document Library interface. The left sidebar contains a navigation menu with the following items: HOME, NOTIFICATIONS (5), YOUR DETAILS, YOUR LEAVE, DOCUMENTS (highlighted), YOUR FILES, SERVICES, DTP TIMESHEETS, SZG TIMESHEETS, INVOICING, NEWS, MESSAGES (33), TRAINING, and VIEW CLIENTS. The main content area is titled 'Document Library' and includes a warning: 'Any file you download must be removed from your computer or device when you have finished reading it'. Below this, the breadcrumb path is 'Root / Adults Supporting Adults Policies and Procedures /'. A table titled 'FOLDERS' lists the following folders and their contents:

Name	Folders	Has Files
00 Contents	0	6
01 Good Practice	0	11
02 Human Resources	0	0
03 General	0	3
04 Client	0	0
06 Employees	0	5
08 Administration	0	4

The browser's address bar shows the URL 'staff.asaorg.co.uk/DocumentLibrary?folderID=1'. The Windows taskbar at the bottom displays the time as 21:33 on 07/07/2020.

## Your Files

In your files you will find a list of all your clients and the relevant documents to those individuals under their name.

By clicking download it will download the document to your computer, you will be asked to ensure you delete the document following you have finished with it.

staff.asaorg.co.uk/Provider/Files/1709

Not secure | staff.asaorg.co.uk/Provider/Files/1709

Apps ASA Database - Lo... Please login TextMagic: New tex... Connect to Support... e-Learning courses... scils Home - Skills for Ca... Skills for Care - Ho... Login - Lincoln Coll... Lincolnshire Safegu...

HOME

NOTIFICATIONS 5

YOUR DETAILS

YOUR LEAVE

DOCUMENTS

**YOUR FILES**

SERVICES

DTP TIMESHEETS

S2G TIMESHEETS

INVOICING

NEWS

MESSAGES 33

TRAINING

VIEW CLIENTS

SUBMIT AI FORM

Here are the files that are available to you based on the contracts you provide service for. By downloading a file you agree that you intend to read is and ASA can assume that is has been read.

ANDREA HINDLE

Name	Size	Downloads	Has Read
4.11 MEDICINE ADMINISTRATION RECORD 1 13.3.18 - COPY.PDF	60381	3	No
AH ANON CARE PLAN RISK ASSESS JUNE 18.PDF	179717	3	No
AH ANON CARE PLAN RISK ASSESS AUG 18 PDF.PDF	281794	4	No

SYLVIA SMITH

Name	Size	Downloads	Has Read
SS CAREPLAN & RISK ASSESSMENT APR18.PDF	259017	12	No

ROXANA SAPTA SREJA

Name	Size	Downloads	Has Read
RM CAREPLAN 15.10.2018.PDF	162947	3	No

SUSAN (SUE) BANKS

Type here to search

12:49 08/07/2020

For some of the clients you are working with you will find their address and support plan by clicking in the 'view client's folder'. This is ASA's new support plan system. If your client is not here, you will find their support plan in your files which is ASA's format for clients who have support plans as a pdf.

## Online Support Plan

The screenshot shows the staff.asaorg.co.uk/clients page. The left sidebar contains a navigation menu with the following items: HOME, NOTIFICATIONS (28), YOUR DETAILS, YOUR LEAVE, DOCUMENTS, YOUR FILES, SERVICES, DTP TIMESHEETS, S2G TIMESHEETS, INVOICING, NEWS, MESSAGES (143), TRAINING, **VIEW CLIENTS**, and SUBMIT A FORM. The main content area has a header with 'Contact Us', 'Welcome Back Provider', 'Last Login 27/11/2024 15:46:33', and 'Log Out'. Below this is a 'Clients' section with a search bar. An 'Advanced Search' section is also present with a 'SHOW' button. The 'Client List' section includes filters for 'Filter By Service' (Any Service) and 'Filter By Year Added' (Any Year). The client list table has columns for 'InternalRef', 'Client Name', and 'Date Added'. It lists three clients: 316\_P, 317, and 798. Each client row has a 'PROFILE' button. The bottom of the page shows a Windows taskbar with the search bar and various application icons. The system tray on the right shows the FTSE 100 index at +0.11%, the time 15:47, and the date 27/11/2024.

InternalRef	Client Name	Date Added	Action
316_P	[REDACTED]	02/12/2013	PROFILE
317	[REDACTED]	02/12/2013	PROFILE
798	[REDACTED]	29/07/2015	PROFILE

To view profile and support plan click view clients followed by pressing the PROFILE button

ASA Database - ViewClient x Xero | Bill 4970 27/10/24-23/11/24 x Messenger - Textmagic x +

← ↻ 🏠 🔒 https://staff.asaorg.co.uk/Clients/ProviderClients/165

### Most Recent Support Plan:

PERSONAL SUMMARY

Andrew lives in his own flat in Saxilby which part of a scheme of flats in a complex with communal areas and is run through the housing provider ACIS. Andrew used to see his parents regularly however the relationship broke down prior to his last hospital admission (Dec 20) so this relationship is only just starting to rebuild again. Andrew enjoys going fishing in the local area.

Andrew's support hours have been increased (Dec 2020) from 14hrs to 17hrs per week as it was felt that Andrew had been experiencing additional stress due to Covid 19 before his hospital admission so Mon to Friday support was requested. The informal support from Andrew's mother is not guaranteed at the moment as they are only in the last few weeks spending time together after a breakdown of their relationship, however his mother states she aims to support him where she can when he is back home. Earlybird Support are assessing Andrew with a view to providing support at weekends.

### Outcome Plans

SUPPORT PLAN OUTCOME PLANS

To promote independence by supporting Andrew to access community facilities. (DTP Contract)

OUTCOME NOTES

To promote independence by supporting Andrew to access community facilities.

SUPPORT PLAN OUTCOME PLANS

Support Worker to support Andrew to carry out weekly shopping, likes to shop at Lidl. Andrew enjoys accessing places of interest and pursuing his hobbies and interests.

### Action Details

EDIT OUTCOME ACTIONS

Description

Engaged in a leisure based activity - fishing

Appear in Practice Log

Yes

Description

Accessed a cafe/eating establishment

Appear in Practice Log

Yes

Windows taskbar: Type here to search, 5°C Mostly cloudy, 15:51, 27/11/2024

Scroll down the page to view the support plan (to expand a box to see all that is written press the refresh button)