PROGRAM OPERATIONS DIRECTIVE #26	
SUBJECT: Program Operations Direct Staff Documentation	
ISSUED: 06/17/2022	Revised: 04/11/2024 11/04/2022

PURPOSE:
To clarify expectations for program operations direct staff documentation in OASIS and ADP.

DEFINITION:
All encounters are to be entered into OASIS for ==exact times== services were delivered. These are "claims". The documentation for the claim needs to be accurate for time spent on the service. If the time spent doing providing a service differs from your Calendar (how much time was originally allotted for the service) it ==MUST BE CHANGED== on the Progress/Contact Note.

The OASIS Indirect codes are to be entered into OASIS and linked with the individual served (when applicable).

Staff are to put their availability into the OASIS calendar (hours that you are scheduled to work at CMH) and ==IN and OUT== times in their OASIS schedule. Staff are expected to be both available and working during their availability/ IN and OUT. Dropdowns that indicate TRAINING, SUPERVISION, etc., should be utilized. ==UNAVAILABLE== indicates that the staff is not working, this should also be reflected on their timesheet in ADP. Staff are to enter their exact time worked (direct, and indirect) into ADP under their appropriate location(s).

Supervisors can request a more detailed schedule (OASIS or Paper) at any time.

POPULATION:
All direct service staff.

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