

## FOCoS Innovations (FOCoS Online) Logging in as an Employee

Login web site: <https://sd.focosonline.com/sd>

Login Name: \_\_\_\_\_ Password: \_\_\_\_\_

Once you have submitted the required paperwork and documents to become an employee of LifeQuest, the Family Support Coordinator in your area will provide you with a login name and a temporary password. At initial login you need to change the password to one that you pick. The Password must be at least eight characters in length and contain at least one Uppercase character (A through Z), one lowercase character (a through z) and one digit (0 through 9).

### Logging In

1. Login Web Site: <https://sd.focosonline.com/sd>
2. Click **Launch FOCoS online**.

**Note:** Read the message displayed on the login page. This message contains important information regarding HIPAA Security and Privacy Rules. By logging into the system, you are indicating that you agree to the message. Please review the message each time you log in, as the message may occasionally change.

3. Enter your *Login Name* and *Password*.
4. Click **Log In**.



Welcome to FOCoSonline. By accessing and using FOCoSonline, you acknowledge that you will have access to certain private information that is protected by certain privacy laws including the Health Insurance Portability and Accountability Act (HIPAA) Security and Privacy Rules, and by other State and federal laws and regulations. Protected information is intended for receipt by and disclosure to only authorized recipients. You represent that you are an authorized recipient and agree to take all reasonable measures to protect all information contained in or generated by FOCoSonline. You understand that unauthorized use or disclosure of protected information is a violation of both the terms of use of FOCoSonline and applicable laws. Additionally, you acknowledge that FOCoSonline is the intellectual property owned by FOCoS Innovations Corp.

### To Change Your Password:

1. Click on **My Password** on the **Secondary Menu**.
2. On the next screen, complete all the fields.
  - Your password must be at least 8 characters long and contain at least one of each of the following: upper case letter, lower case letter, and a digit (numeric).
  - Make a note of your new password for your records, but keep it in a safe protected place where others cannot see it.
3. Click the **Apply Changes** button.

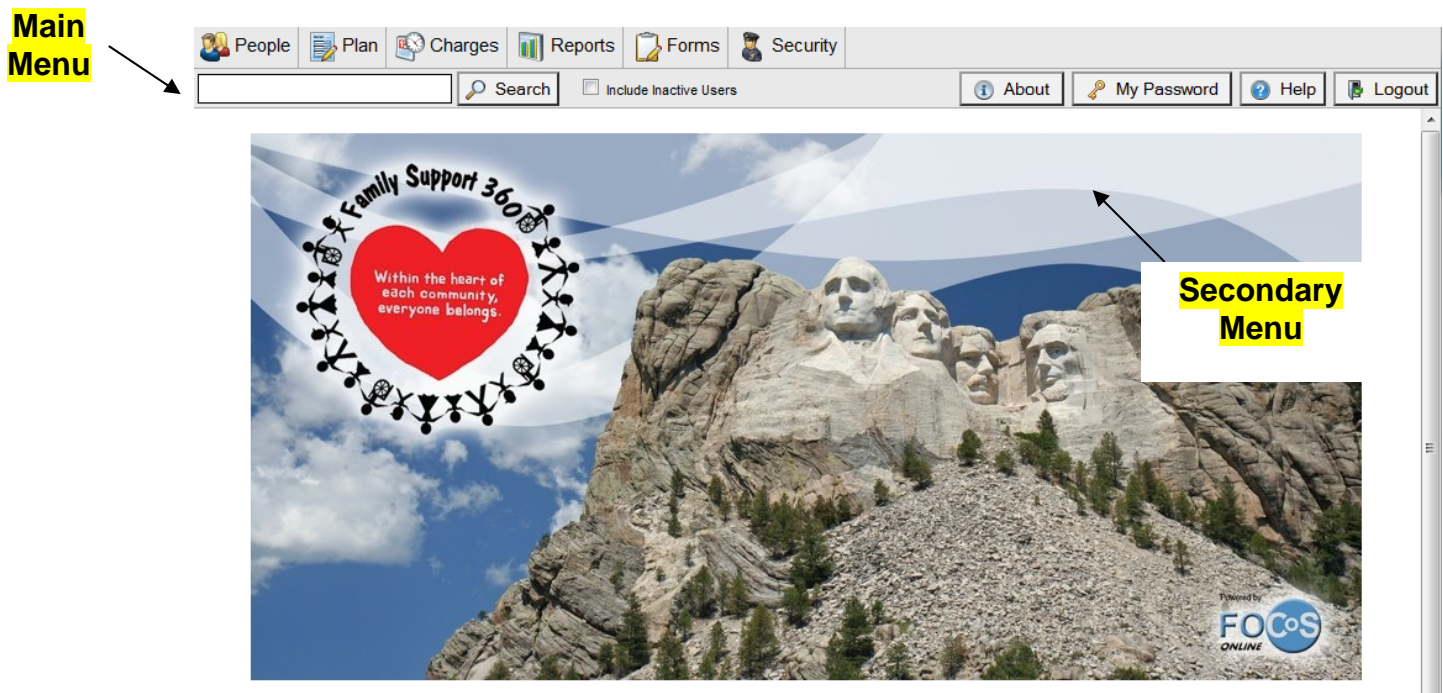
**Note:** You will be required to create a new password, typically every 90 days or sooner. Within 14 days of your password expiring, the system will alert you when you log in.

## Selecting a Program

1. After you log into FOCo*sonline*, the first screen that displays has one or more buttons for selecting a program. There will be a button (labeled with the program name) for every program you work with. Most likely there will be only one button to select. Please select the appropriate button.

## Menus

Most navigation within the system, regardless of user level, is performed primarily via the two Menus displayed near the top of the screen. The upper **Main Menu** is located in the upper left hand area of the screen and the lower **Secondary Menu** is located below the Main Menu and to the right area of the screen.



## To Navigate the System:

1. Click on any button in the **Main Menu**. The system displays a drop down menu with various options.
2. Click on any button in the **Secondary Menu**. These buttons take you directly to a new screen, they do not contain drop down menus.

## Accessing the Charge Entry Screen

### To Access the Charge Entry Screen,

1. From the main menu select **Charges** then **Charge Entry**.
2. On the next screen, select your display choices from the following options:
  - a. Select:
    - *Time Cards*

- b. Select at least one:
  - *Open*
  - *Approved*
3. Select a Participant and Provider.
4. All time entry records that match your selection criteria display onscreen.

**[ Charge Entry ]**

Enter, Edit & View Time Cards or Invoices

**Select at least one:**

Time Cards

Invoices

**Select at least one:**

Draft       Submitted

Open       Approved

Participant

Filter

Select Participant

Rendering Provider

Filter

Select Rendering Provider

### To Create a New Time Card,

1. Complete the following fields:
  - *Participant*
  - *Rendering Provider* – Select your name from the drop down list.
2. Begin adding the charge. If the service date you are entering is within a pay period for an existing open or approved Time Card, the charge will be added to it automatically.
3. Complete these fields for Time Cards:
  - *Service Date*
  - *Service Code*
  - *Rate*
  - *Time (start, end)*
  - *Services provided*
  - *Progress Report* – This field is available if you wish to add additional notes to the Time Card beyond what was entered in the Services Provided field. When you enter progress notes, they are not associated with the single line item, but with the entire Time Card. Progress notes can be added at the time you create a new time entry, or can be added anytime later and are always optional.
4. Click **Add**.

\*Service Date:  \*Service Code:

\*Rate:  \*Time:

\*Services Provided:

Total: \$0.00

Progress Notes

Click the buttons on the right to create a new note or edit an existing note. You can only edit your own notes.

\*Required

## Working with Existing Time Cards

### Deleting Time Cards and Time Card Line Items

The system only allows you to delete individual line items. However, if there is only one line item on a specific Time Card, when you delete that line item, you delete the entire Time Card. Therefore, if a Time Card has more than one charge on it and you want to delete the entire Time Card, you must delete individual line items. When you delete the last one, you also delete the Time Card.

Applies to **Open** and **Approved** Time Cards.

#### To Delete a Single Line Item,

1. Click the **Delete** button on the item you want to delete.
2. At the prompt, click **OK**.

#### To Delete an Entire Time Card,

1. Click the **Delete** button on a line item.
2. At the prompt, click **OK**.
3. Repeat steps 1 and 2 until all line items are deleted.

### Editing Time Card Line Items

Applies to **Open** or **Approved** Time Cards.

#### To Edit a Time Card Line Item,

1. Click the **Edit** button on the item you want to edit.
2. Edit the Time Card details as needed.
3. Click **Save**

### Logging Out

For security reasons, it is important that you log out of the system using the following procedures. Failure to log out properly allows session settings to remain active and, in rare cases, could allow your data to be seen by unauthorized users. Correctly closing out your session clears settings and other information and closes files properly.

#### To Log Out:

1. Click on **Log Out**, located in the button group on the upper right hand area of the screen.
2. On the prompt that displays, click **OK** to log out. Click **Cancel** to not log out and continue working in the system.

---

**Caution:** Always use this process to log out. Do not close the application by clicking the **X** (program close button) in the upper right corner of the screen.

---

**CONTACT YOUR SERVICE COORDINATOR WITH ANY QUESTIONS.**