

From Barnestorm Office, click on **Reports > Employees > 02.33 CAP/PCS Weekly Summary**.

This report offers two different formats to run.

The regular format shows you daily totals (one week at a time) for PCS, CAP and other visits.

When 'Scheduled vs Actual' is checked, it will show you the daily totals of time scheduled out for the day versus actual visit time.

How To Run The Report

From/Thru Dates = Select the date range for visits.

Program(s) / Payer(s) / Employee(s) = Enter a program, payer and/or employee code to filter data or leave blank to select all.

When I Hit Print, I get a popup "None Found". This commonly happens when the Import has not been done. Go to the **Employee Activity > Import Visits** to run through the steps.

How to Read the Report

Office = Office number/ name.

Patient = Patient chart number/name.

Employee = Code of the employee assigned to patient.

Payer = Name of patient's payer.

Weekly period = This is based on the from/thru date you entered. The first day will be your agency's "start day" of the week.

PCS Hours = Total PCS hours for the week period.

CAP Hours = Total CAP hours for the week period.

Oth Hours = Total "other" hours for the week period. "Other hours" represents.

02.33 CAP/PCS Weekly Summary

Total Hours = Total hours for the week period.

For the scheduled versus actual

This will show you the daily scheduled time and then how many hours were actually done.

Sch = Scheduled

Act = Actual

* will show up next to the actual time if it is more or less than the scheduled.

When multiple schedules/visits are found they will be added together as the daily total.

A list of the dates for cancelled or early clock out will appear for users who use EVV.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51122.aspx>