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