



Illinois Sandata Mobile Connect Sick Time

Illinois DHS

May 17, 2022

Sandata

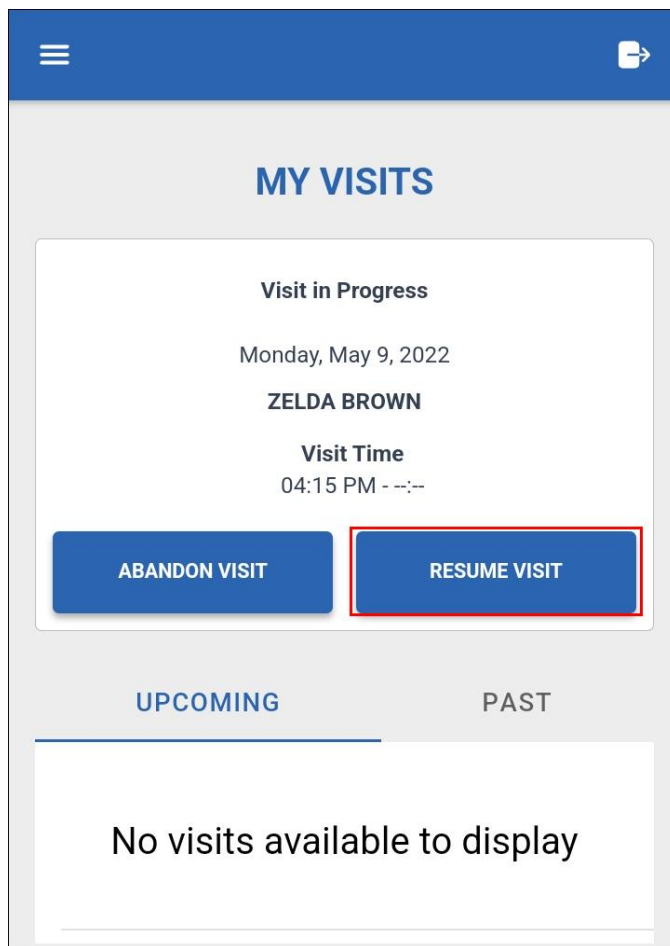
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Sick Time

Sick time is recorded using the tasks functionality and must be logged by whole hour, partial hours (e.g. 1.5 hours, 6.25 hours) will not be accepted. Any value entered must end with two zeros, for example 1 hour is entered as 100, 12 hours is entered as 1200. To record sick time, log into Sandata Mobile Connect and begin a visit following the standard procedure. Next, log out of SMC and wait at least one minute. After a minute or more has passed, log back into SMC and follow the instructions below to log sick time.

1. Tap Resume Visit.



2. Tap **ADD TASKS** to open the task list.
3. Tap Sick Time on the task list.
4. Enter the amount of sick time to be claimed.
Sick time must be entered as whole hours and entered value should end with two zeroes (e.g. 1 hour should be entered as 100, 12 hours should be entered as 1200). Partial values, such as 1.5 or 2.25, cannot be used when entering sick time.

The screenshot shows a mobile application interface for a 'VISIT IN PROGRESS'. At the top, there is a blue header with a menu icon on the left and a share icon on the right. Below the header, the title 'VISIT IN PROGRESS' is displayed in blue. The main content area is white and contains the following elements:

- Monday, May 9, 2022
- ZELDA BROWN
- Clock-In: 04:15 PM
- Two blue buttons: 'ABANDON VISIT' and 'COMPLETE VISIT'.
- A section titled 'Tasks' with a blue 'Add Tasks' button.
- A list of task options with checkboxes: CNA, LPN, PA, RN, and Sick Time. The 'Sick Time' option is checked and highlighted with a red box.
- A sub-section for 'Sick Time' with a radio button selected for 'Task Completed'.
- A blue 'Clear' button.
- A text input field labeled 'Value #1 (1-16), numeric only, *' with a red box around it.

5. Complete the Visit.

