## **Employee Upload Process:**

Log into the eTrac system.

- 1. Click on the "Import" link
  - a. Review instructions carefully.



## 2. Click on Download in the Template Section:



This is what the template should look like. The template has two tabs – the layout tab and the data tab.

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2	2. EmployeeSSN	9 Numeric	Y	The full 9-digit SSN for the caregiver (no dashes)															
-	<sup>3.</sup> EmployeeLastName	30 String	Ŷ	The employee's last name															
4	4. EmployeeFirstName	30 String	Y	The employee's first name															
5	<sup>5.</sup> EmployeeMiddleInitial	1 String	N	The employee's middle initial															
6	6. EmployeeEmailaddress	50 String		Must be unique to the individual caregiver. Cannot be shared among multiple individuals. If provided, the employee will receive credentials to the Sandata Mobile Cannect <sup>144</sup> mobile analiration automatrially.															
1	7. EmployeeHireDate	10 Date	Y	The date the employee was hired. If not known, this should be the date the employee is added to this data file. Should be in the MM-DD-YYYY format.															
8	8. Device Request? (Y/N)	1 String	Y	If this employee needs an EVV smart device to use for EVV visit capture, input "Y". If no smart device is needed, input "W".															
-	9. Shipping Street Address	60 String	N	For use only if the device is to be shipped to the caregiver															-
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## Examples:

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- - <u>Note</u>: Each agency is limited to one upload. Missing employees will require manual data entry.

• Save spreadsheet with a unique name

After the template has been completed, access the eTrac system to upload your spreadsheet.

- 3. Click on "Import"
- 4. Click on "Choose File"
- 5. Locate the spreadsheet on your computer
- 6. Choose the correct document and click "Open"
  - a. Review the file name to make sure you are uploading the correct document.
- 7. Click "Upload" to send the file to Sandata for processing.

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	Employee File Reminders	Select
	Be sure to fill out the required fields for EACH row	Employee File:
	Ensure your text does not exceed the character limits.	Choose File Sandata AHCCCS_Employee file one time Upload Utility V02-lastfile.xisx
		Upload

When your template has been successfully uploaded, you will receive the following message:



## **Device Requests:**

In the previous example, the provider agency ordered six (6) devices for employees.

- Please reference column "I"
- In column "I", "Y" indicates a state provided smart device is being requested.

On the "List Devices" screen in eTrac, the provider can determine the status of device requests.

TRAC	AHCCCS	6 Portal				
ome Request Devices List D	evices Import Mes	sages Security Logout				
My Agency's Devices - 27						
Request Number -	Asset Tag	Last Seen Date	First Name	Last Name	Medicaid ID/Caregiver ID	Status
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L20201112-3			Device c	Request c	6-st cDevice cRequest c	Processing
L20201112-2			Device b	Request b	6-st bDevice bRequest b	Processing
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If you request devices, you may access the "List Devices" screen in eTrac to check the status.