Marking Attendance

Purpose: This task card is an instructional document that outlines the steps to mark participant attendance in VERA.

Clinical Requirements:

- Attendance must be marked after each session.
- Non-attendance should be followed up with the participant and the Group Program Coordinator notified via a workflow task.
- The attendance sheet must be uploaded to the Group service file when the Group program is completed.

The following attendance statuses should be used:

Booked	Indicates the session is booked
Show	Indicates the participant attended the group
No Show	Indicates the participant did not attend (DNA) and the participant did not provide 24 hours' notice

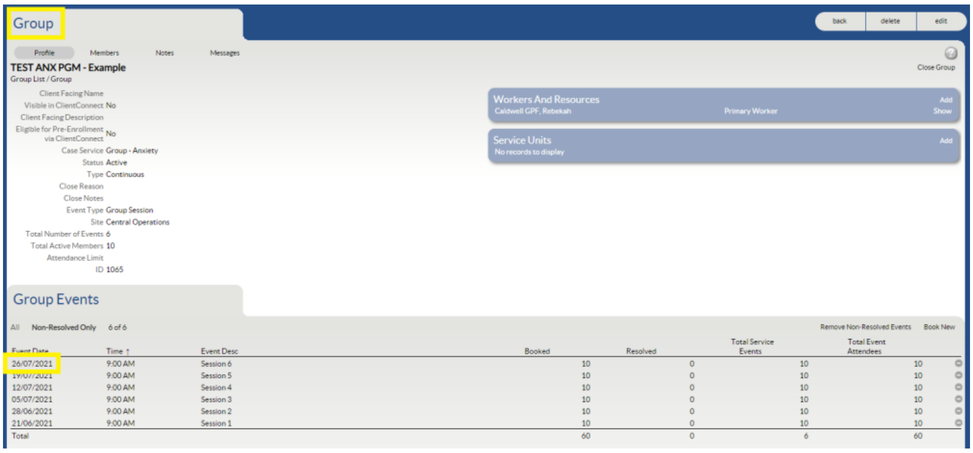
Do not use the following attendance statuses:

- Cancelled (for office use only)_
- Rescheduled
- Cancelled by Therapist
- Late CN: Billed as No Show
- Late CN: Remove Billing

VERA Instructions

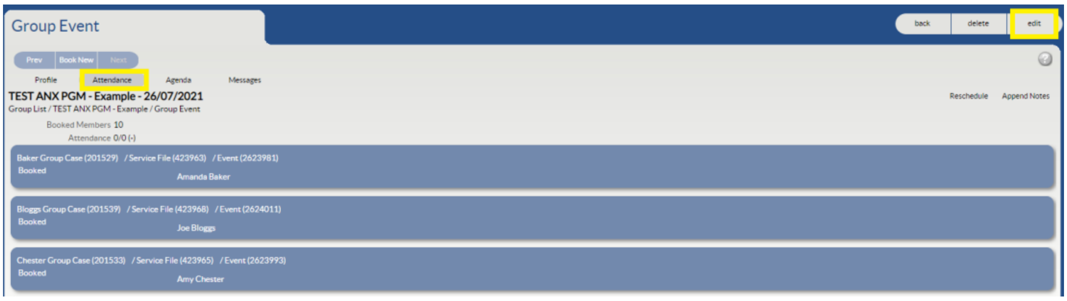
To mark attendance follow the below steps:

1. Access the **Group List**
2. Select the **Session Date**



3. Select the **Attendance** tab
4. Select **Edit**

   Note: You can mark all participant attendance for the selected session in bulk or individually



5. To mark all participant attendance in bulk, select the drop down box **Change All To** and select the relevant **Attendance Status**.
6. To mark participant attendance individual, select the drop down box next to each participants name and select the relevant **Attendance Status**.
7. Select **Save**
8. When the group program is completed upload the attendance sheet to the **attachments** tab in the group service file.

   **(Refer to Uploading Documents Task Card)*