



mySCHEDULES

A Cost-Effective Scheduling Solution for Agency Staff and Clients



mySchedules

GET STAFF & CLIENT SCHEDULING FOR ONE LOW, FIXED MONTHLY COST

mySchedules provides agencies with a cost-effective, standalone scheduling solution for staff and clients in any program. mySchedules can be managed by full-time schedulers, run by managers, or a combination of both.

With mySchedules, you get effective scheduling that helps contain payroll costs, maximize revenue, deploy your workforce effectively, increase retention, and improve morale. Effective in group home, HCBS, and day programs.

- ▶ Includes specialized procedures for group home and HCBS programs
- ▶ Use for staff and clients (HIPAA compliant)
- ▶ Optimized for use on mobile phones, tablets, or workstations
- ▶ Organize schedules by employee, client, location, and shift
- ▶ Set up tasks for employees to complete during their shift
- ▶ Publish schedules instantly for employees and managers
- ▶ Track schedule vs. budget and authorization
- ▶ Manage employee restrictions and preferences
- ▶ Provide employees with ability to request extra hours for open positions
- ▶ Automatically text or remind employees about their next visits/shifts
- ▶ Automatically update schedule when employee approved for PTO
- ▶ Integrate with other time and attendance systems to track absences, late arrivals, early departures, and overlapping attendance on shifts
- ▶ Download employees from any payroll or HR

FOR GROUP HOMES

Quickly fill open shifts using powerful availability search

FOR HCBS PROGRAMS

Auto-create shifts/visits using client and employee availability, preferences, restrictions, and qualifications

mySchedules is not your typical scheduling system! Designed for providers, mySchedules includes features that meet all the complex scheduling needs of agencies managing group home, HCBS, and day programs. You won't find any general purpose schedule system that is as easy to use for both staff *and* clients.

mySchedules Core Option Includes:

- ▶ Staff and client schedules organized by location (group home, client) and employee
- ▶ **Employee Options:** View their own schedule, schedule by location where the employee is working, preferences, open shifts and request open shifts, check off tasks
- ▶ **Guardian/Parent View:** Allow clients, parents, and guardians to view upcoming visits/schedules for them or their dependent
- ▶ **Personal Assistants/Attendants View:** Empower consumers & designated representatives to create schedules for their personal assistants/attendants to view
- ▶ **Schedule Prompting for Employees:** Next day shift reminders, weekly auto email schedules, open shift announcements schedule
- ▶ **Client Notification:** Email client their schedule
- ▶ **Employee Controls:** Banned from job/client, trained, unavailable time frames
- ▶ **Manager Options:** Organize employee schedules and budgets by location, location/client schedules, fill open shifts using advanced availability search criteria, auto-email available employees, approve and deny extra work requests from employees, assign tasks, edit employee preferences, extensive reports, track job budgets, roll schedules forward
- ▶ **Manager Alerts:** Scheduled employee not trained, banned from job, terminated, inactive, shift not covered, overtime warning, too few/too many employees scheduled, too few employees available for schedules
- ▶ **Maps:** Visual display for where employees live and where jobs & clients are located
- ▶ **Other Functionality:** Recalculate budgets from schedules, use FAST compliance reporting (Fatigue Avoidance Scheduling Tool), unlimited, advanced scheduling, archive schedules for unlimited history
- ▶ **Authorizations:** Maximize billing, maintain client monthly authorization, and establish weekly hour goals
- ▶ **Track Utilization** of authorization vs. schedule, schedule vs. weekly hours goals

mySchedules is available in the Cloud or as an on-premises solution.
For more information, contact info@mitcsoftware.com