



# mySAFETYMANAGER

Ensure Safety and  
Compliance with Ease



## mySafetyManager

mySafetyManager is available for providers looking for an affordable and easy way to track recurring HCBS face-to-face visits, Group Home and Day program inspections, service requests, scheduled maintenance, repairs, vehicle inspections and equipment by location or employee.

### USE IN GROUP HOME & DAY PROGRAMS

- » Set up recurring work orders for health & safety inspections
- » Allow managers to enter special service requests
- » Attach pictures to work orders
- » Track open and completion status
- » Generate auto-reminders if service requests stays open
- » Use calendars and employee availability to make it even easier to dispatch a repair person
- » Maintain and update inventory of appliances and equipment by location
- » Track repair costs and equipment moved between locations

### GROUP HOME INSPECTIONS

- » Create standard home inspections
- » Customize for different homes
- » Complete inspections on smart phone or tablets

### USE IN HCBS PROGRAMS

- » Track visits or remote engagements on an automatic recurring or one-off basis
- » Generate automatic reminders of upcoming visits
- » Create planning reports in advance
- » Generate automatic alerts by text or email if visits are missed or late
- » Provide internet access to records for staff to mark visits complete from their smart phone

### HR/EQUIPMENT TRACKING

- » Track where IT and other equipment is located
- » Track which employees have been issued which equipment
- » Track what appliances are at which group home
- » Import employees from Payroll or HR
- » Automate new hire and terminations updates

### USE IN TRANSPORTATION

- » Set up recurring work orders for vehicle inspections
- » Create standard vehicle inspections
- » Customize for different vehicles

Ensure Compliance with a Multitude of Regulations in Different Programs!