




**Adaptive**  
Care Software Solutions

A proud partner with   
Payroll Services

## HUMAN RESOURCES

### Adaptive HR

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#### EMPLOYEE INFORMATION

- Location assignments
- Certifications
- Contacts and addresses
- Personal information


#### SCHEDULING

- View employee certifications when scheduling (ensure all skills are present)
- “Over-Time Potential” warning for short term staffing changes
- Drop down lists with available staff
- Overlapping Shifts
- Schedule replication with overrides

#### TRAINING AND CERTIFICATION

- Establish annual requirements
- Create training events
- Schedule employees for training
- Track required training hours
- Employee and administrator reminders

#### PAYROLL INTEGRATION

- On-line time card entry
- On-line review and approval process
- Time records carry hours and type (i.e. straight, overtime, zone time)
- Batch export for payroll processing
- Integration with  payroll services



**Adaptive**  
Care Software Solutions  
An Assisted Living Soft, Inc. Adaptive Innovation.

## HUMAN RESOURCES

**Adaptive HR** enables organizations to more easily manage their most valuable asset, their employees. Available standalone or tightly integrated with Adaptive EHR for managing client records and Adaptive MAR for Medication Administration Reporting.

The solution is designed for organizations that schedule staff with specific skill sets for multiple shifts and locations, and also need to monitor certifications and continuing education requirements.

Assign employees to one or more locations, and grant access to specific record types based on care roles. The system restricts user access to specific records for clients only at authorized locations helping to ensure client privacy. Establish 3<sup>rd</sup> party care locations (for example a sheltered work place) and give their staff the ability to chart on your client.

Quickly schedule shifts (even overlapping shifts) with easy to use drop down lists of available staff members. Icons ensure all necessary skills are staffed for each shift and calendars help you track hours each employee is scheduled. The system also warns if someone is approaching an over-time threshold; handy to know when making last minute staff substitutions. Schedule individuals across multiple locations; the system won't allow you to schedule them 2 places at once! Replicate repeating schedules into the future and simply override the shifts where there are exceptions.

Ensure that you are paying for actual time, not scheduled time, and avoid unnecessary overtime. On-line time card tracking supports straight time, over-time and other Zone calculations. Time records can be exported to **ADP** and other solutions for payroll processing.

Training and certification planning and tracking becomes easy. Administrators can establish annual certification and training requirements and schedule training events. Adaptive HR alerts staff when they are scheduled for training and even alerts administrators when training hours are becoming due.

Adaptive Care Software Solutions are affordable and accessible to all size organizations and can dramatically reduce time spent on staff scheduling while minimizing unnecessary duplicate staffing and overtime.

**Electronic Health Records** are no longer a luxury providers need an easy to use system to ensure record portability, plan and document client care, produce ever more complex reports, and to operate profitably.