



Abilities LLC

# WHENTOWORK – WHAT IS IT?

- ❖ Whentowork is an internet-based scheduling program
- ❖ Allows all agency employees to view their schedule from anywhere that has internet access
- ❖ Real time updates and reconciliation across all users
- ❖ Allows employees to trade shifts and request time off
- ❖ Customized text message notifications for all users

# WHENTOWORK – A TIME SAVER

- ❖ W2W reduces the amount of time it requires to create schedules
- ❖ Prior to W2W: 20-25 hours per week creating, maintaining, and updating paper schedules (approximately \$500 for staff labor)
- ❖ After W2W: 3-5 hours per week creating, maintaining, and updating schedules (for 70 employees) (approximately \$100 for staff labor)

# WHENTOWORK - SCHEDULING

12	13	14	15	16	17	18
Program Assistant	Program Assistant	Program Assistant	Program Assistant	Program Assistant	Program Assistant	Program Assistant
3am - 7am Kernisity Switzer - MC	3am - 8am Karma Johnson - KH	3am - 8am Karma Johnson - KH	6am - 8am Damien Jones - MC	6am - 8am Damien Jones - MC	3am - 8am Karma Johnson - KH	3am - 8am Zoe Reed - KH
6am - 10am Zoe Reed - SUN	6am - 8am Lawrence Smith - MC	6am - 8am Damien Jones - MC	6am - 2pm Allison Lindmark - SUN Kayla Lucas - KH Tamiln Seeley - CLC	6am - 2pm Misty Collins - CH Karma Johnson - KH Zoeyi LaFavor - SUN	4am - 2pm Allison Lindmark - SUN	6am - 2pm Raymond Impastato - SUN Devyn Schaffer - CH Elizabeth Schultz - KH
6am - 2pm Leanna Baker - MONS Jarodd Stansberry - CLC Brenda Watson - MC Kirsten White - KH	6am - 2pm Allison Lindmark - SUN Victoria Mellott - MONS Lara Scantland - KH Devyn Schaffer - CH Tamiln Seeley - CLC	6am - 2pm Kayla Lucas - KH Blayly Smith - MONS Elizabeth Thomas - SUN Amanda Vanderpool - CH	Blayly Smith - MONS Amanda Vanderpool - CH	Victoria Mellott - MONS Meet Blayly @ Community Health Partners @ 11am w/ DL Tamiln Seeley - CLC	6am - 8am Lawrence Smith - MC	6am - 2pm Kernisity Switzer - MC Amanda Vanderpool - MONS Allan Workman - CLC
7am - 3pm Kristen Brownlee (deleted) - CH Lillian Crawshaw - MC Mary Dean - GA Blayly Smith - MONS	7am - 7:30am Tara Martley - PCA DuJa	7am - 7:30am Tara Martley - PCA DuJa	7am - 3pm Kristen Brownlee (deleted) - CH Kernisity Switzer - KH	7am - 7:30am Tara Martley - PCA DuJa	6am - 2pm Alyssa Lukesh - MONS Lara Scantland - KH Amanda Vanderpool - CH Allan Workman - CLC	7am - 3pm Kate Copenhagen - KH Mary Dean - GA Reginald Lamphere - MC Jessica Towne - CH
8am - 8pm Tamiln Seeley - CLC	7am - 3pm Shayna Edwards - CH Kayla Lucas - KH	7am - 3pm Shayna Edwards - CH Lara Scantland - KH	9:30am - 1pm Victoria Mellott - GA	7am - 3pm Kristen Brownlee (deleted) - CH Lara Scantland - KH	7am - 3pm Shayna Edwards - CH Kayla Lucas - KH	8am - 4pm Charlee Pyles - MC
10am - 3pm Karma Johnson - KH	8:30am - 8:30pm Damien Jones - MC	8am - 3pm Emily Mehan - SUN	10am - 12pm Shayna Edwards Manager Meeting Courtney Kurtz Manager Meeting Lisa Lemler Manager Meeting Ethan Strohmeyer Manager Meeting	9am - 3pm Mariah Wolf - GA	8am - 8pm P.F. Meeting at JCBS	8am - 8pm Tamiln Seeley - CLC
10am - 6pm Zoeyi LaFavor - SUN Elizabeth Schultz - KH	9am - 12pm Karma Johnson - T House Manager Training Ethan Strohmeyer - T House Manager Training Elizabeth Thomas - T House Manager Training Amanda Vanderpool - T House Manager Training	9am - 4pm Victoria Mellott - T Tools Pt 1&2 Lawrence Smith - T Tools Pt 1&2	10am - 4pm Catherine Frankfield - PCA Tim G	10am - 6pm Catherine Frankfield - PCA Tim G	10am - 4pm Morgan Mellott - GA	10am - 6pm Zoe Reed - SUN James Saulters - KH
2pm - 6pm Courtney Kurtz - CH	2pm - 8:30pm Justin McConnell - MC	1pm - 10pm Alyssa Lukesh - MONS Pick ES up from Workshop @ 2:45p	2pm - 3pm Elizabeth Thomas	10am - 6pm Emily Mehan - SUN Skype S.K. @ Office at 2:00pm	10am - 6pm Emily Mehan - SUN	12pm - 8pm Angie Dean - TRP Morgan Mellott - TRIP
2pm - 8:30pm Justin McConnell - MC	2pm - 10pm Paige Holloway - CLC Kyle Kendrick - KH Allison Lindmark - SUN Zoe Reed - MONS	2pm - 8:30pm Damien Jones - MC	10am - 6pm Elizabeth Thomas - SUN	2pm - 3pm Elizabeth Thomas Skype S.K. at Office	2pm - 5pm Damien Jones - MC	2pm - 8:30pm Jennifer Stockdall - T @ Green Acres
3pm - 8pm Mariah Wolf - GA	10am - 6pm Emily Mehan - SUN	2pm - 10pm Misty Collins - CH Raymond Impastato - SUN Elizabeth Schultz - KH Take Ra to speech Ethan Strohmeyer - CLC	11am - 3pm Raymond Impastato - PCA MaPe	2pm - 8:30pm Charlee Pyles - MC	2pm - 8:30pm Jennifer Stockdall - T @ Green Acres	2pm - 10pm Brooke Beaupre - SUN Kyle Kendrick - KH Kayla Lucas - MONS Juliann Martin - CH Ashleigh Tompkins - CLC
3pm - 9pm Misty Collins - CH	2pm - 10pm Shayna Edwards - CH Kyle Kendrick - KH take AM to speech LeighAndra Martin - T CPR/FA	2pm - 10pm Misty Collins - CH Raymond Impastato - SUN Elizabeth Schultz - KH Take Ra to speech Ethan Strohmeyer - CLC	2pm - 3:30pm Mary Abare - T Outcome Training David Browne - T Outcome Training Hannah Derritt - T Outcome Training Kyle Kendrick - T Outcome Training	10am - 6pm Brooke Beaupre - SUN Crystal Hernandez (deleted) - T @ Knob	2pm - 5pm Damien Jones - MC	2pm - 9pm Brooke Beaupre - SUN Kyle Kendrick - KH Kayla Lucas - MONS Juliann Martin - CH Ashleigh Tompkins - CLC
3pm - 10pm Emily Barclay - MONS Morgan Mellott - GA Caitlin Seeley - KH Kernisity Switzer - MC Pick up RS	2pm - 10pm Shayna Edwards - CH Kyle Kendrick - KH take AM to speech LeighAndra Martin - T CPR/FA	2:45pm - 9pm Paige Holloway - CLC	3pm - 8:30pm Caitlin Seeley - KH	2pm - 3pm Alyssa Lukesh - T CPI Tyler Marcum - T CPI Juliann Martin - CH LeighAndra Martin - T CPI Madison Merrill - T @ Montserrat	2pm - 10pm Karma Johnson - KH	3pm - 8pm Mariah Wolf - GA
4pm - 8pm	3pm - 9pm Devyn Schaffer - T CPR/FA	3pm - 9pm Caitlin Seeley - KH	3pm - 9pm Juliann Martin - CH	3pm - 9pm Tyler Marcum - T @ Malory Zoe Reed - MONS Jarodd Stansberry - CLC Trenton Willbanks - SUN Paige Zilliox - CH	10am - 6pm Emily Mehan - SUN	3pm - 9pm LeighAndra Martin - CH
	Caitlin Seeley - T	3pm - 9pm Juliann Martin - CH		2:45pm - 9pm	2:45pm - 9pm	3pm - 10pm Lillian Crawshaw - MC

- ❖ Multiple view-types (monthly, weekly, daily, by site, by category)
- ❖ Color-coded sites and programs
- ❖ Ability to add comments or notes to shifts

# WHENTOWORK – STAFF PAIRING & TOOLS

- ❖ By being able to view the entire schedule at all sites at once, schedulers can insure that stronger, Tools-trained staff are paired with newer staff
- ❖ Because W2W updates in real time, all schedulers will be able to compare trade requests to trained and untrained Tools trained staff.



# WHENTOWORK – TIME OFF

◀ Week of Apr 19, 2015 🗓️ 📅 ▶

Sunday Apr 19, 2015	Monday Apr 20, 2015	Tuesday Apr 21, 2015	Wednesday Apr 22, 2015	Thursday Apr 23, 2015	Friday Apr 24, 2015	Saturday Apr 25, 2015
David Browne Jordan Cunningham Shannon Poage Ethan Strohmayr Jessica Towne	Leanna Baker Emily Barclay Jordan Cunningham Shannon Poage Lara Scantland Ethan Strohmayr Elizabeth Thomas  Partial Day  Ryan Riggs	Erooke Beaupre Jordan Cunningham Shannon Poage Ryan Riggs  Partial Day  Lillian Crawshaw Charlee Pyles	Jordan Cunningham Shannon Poage  Partial Day  Zoeyi LaFavor Charlee Pyles Ryan Riggs	Jordan Cunningham Kyle Kendrick Shannon Poage Charlee Pyles Zoe Reed Jarodd Starsberry  Partial Day  Raymond Impastato Damien Jones Zoeyi LaFavor Ryan Riggs	Leanna Baker Jordan Cunningham Angie Dean Mary Dean Kyle Kendrick LeighAndra Martin Shannon Poage Charlee Pyles Zoe Reed Devyn Schaffer  Partial Day  Raymond Impastato Tamlin Seeley	Lillian Crawshaw Jordan Cunningham Angie Dean Shayna Edwards Kyle Kendrick Allison Lindmark Julian Martin Justin McConnell Shannon Poage Devyn Schaffer Jessica Towne
Apr 26, 2015	Apr 27, 2015	Apr 28, 2015	Apr 29, 2015	Apr 30, 2015	May 1, 2015	May 2, 2015
Lillian Crawshaw Jordan Cunningham Angie Dean	Lillian Crawshaw Evelyn Smith  Partial Day	Jennifer Stockdall	Shayna Edwards  Partial Day	Mary Abere Jarodd Starsberry Jessica Towne	Emily Barclay Whitney Coucher James Saulters Elizabeth	Emily Barclay Brooke Beaupre Kayla Lucas Darren Owens Zoe Reed

- ❖ Employees can request days off (full or partial)
- ❖ W2W will notify an Admin user of time off that needs approval
- ❖ W2W keeps a calendar of all time off approved
- ❖ W2W will not allow schedulers to schedule employees on approved time-off days

# WHENTOWORK – OPEN SHIFTS

26	27	28	29
Program Assistant	Program Assistant	Program Assistant	Program Assistant
6am - 2pm Allison Lindmark - SUN Take HT to the Zoo LeighAndra Martin - CH Go to Monsterat @6am to pick up Josie Victoria Mellott - MONS Ladies to the Zoo!! Meet @ office @ 9am Ryan Riggs - KH zoo 9 am office Brenda Watson - MC Allan Workman - CLC	6am - 8am Lawrence Smith - MC 6am - 2pm Kayla Lucas - KH Victoria Mellott - MONS Jennifer Stockdall - T @ Sunrise Ethan Strohmeyer - CLC Elizabeth Thomas - SUN Amanda Vanderpool - CH 7am - 7:30am Tara Martley - PCA DuJa 7am - 3pm Shayna Edwards - CH Elizabeth Schultz - KH 10am - 12:30pm Tara Martley - PCA RoMu 10am - 2pm Karma Johnson on A TEAM Meeting Damien Jones on A TEAM Meeting Courtney Kurtz on A TEAM Meeting	6am - 8am Lawrence Smith - MC 6am - 2pm Karma Johnson - KH Blayly Smith - MONS Elizabeth Thomas - SUN Elizabeth Valenti - T @ MONSTERRAT Amanda Vanderpool - CH Allan Workman - CLC 7am - 7:30am Tara Martley - PCA DuJa 7am - 3pm Shayna Edwards - CH Skiler Holbert - T @ KNOB Kyle Kendrick - KH 8:30am - 3pm Tara Martley - PCA PaDu 9am - 4pm Victoria Mellott - T Tools Pt 5&6 Lawrence Smith - T Tools Pt 5&6	6am - 8am Damien Jones - MC 6am - 2pm Karma Johnson - KH Blayly Smith - MONS Ethan Strohmeyer - CLC Elizabeth Thomas - SUN Elizabeth Valenti - T @MONSTERRAT Amanda Vanderpool - CH 7am - 7:30am Tara Martley - PCA DuJa 7am - 3pm Shayna Edwards - CH Skiler Holbert - T @ KNOB Kyle Kendrick - KH 10am - 4pm Catherine Frankenfield - PCA Tim G 10am - 6pm (Unassigned) - SUN Carrian Owens - SUN 2pm - 8:30pm Damien Jones - MC

- ❖ W2W will notify employees of open shifts
- ❖ Employees can view open shifts and request to pick them up
- ❖ W2W will notify admin users of a pending pick up

# WHENTOWORK - NOTIFICATIONS

## Employee Notifications

- ❖ W2W can send notifications via text message or email
- ❖ W2W will notify employees when the schedule is published, their shift is altered, open shifts occur, when trades are approved or denied, when time off is approved or denied

## Administrative Notifications

- ❖ W2W can send notifications via text message or email
- ❖ W2W will notify Administrators of changes made by other administrators and pending trades or time off needing their approval

# WHENTOWORK - ALERTS / CERT. TRACKING

Edit Pos Prefs	First	Last	DEFAULT ALERT	Abuse & Neglect	BG Check	CPI	CPR/FA	Car Ins	Driver's License
	Mary	Abare		Sep-15, 15	Jan-1, 22	Oct-15, 15	Sep-15, 16	Mar-1, 15	Mar-5, 17
	Arielle	Arnold		Oct-22, 15	Jan-1, 22	Oct-15, 15	Oct-15, 15	Jun-11, 15	Jun-12, 17
	Leanna	Baker		Mar-19, 16	Jan-1, 22			Dec-23, 15	Mar-30, 21
	Emily	Barday		Nov-19, 16	Jan-1, 22	Dec-5, 15	Nov-11, 16		Aug-2, 18
	Brooke	Beaupre		Feb-19, 17	Jan-1, 22	Mar-10, 16	Mar-3, 17	Jul-15, 15	Jan-11, 18

- ❖ W2W can track employee certifications
- ❖ Dates will turn red if past due, yellow if it expires within 30 days
  - ❖ Accessible to all administrative users

# WHENTOWORK – COST

**The BEST thing about W2W is the cost!**

\$440.00 for up to 100 employees for one year

**W2W eliminates all of the pens, paper, and printer ink required to maintain paper scheduling.**