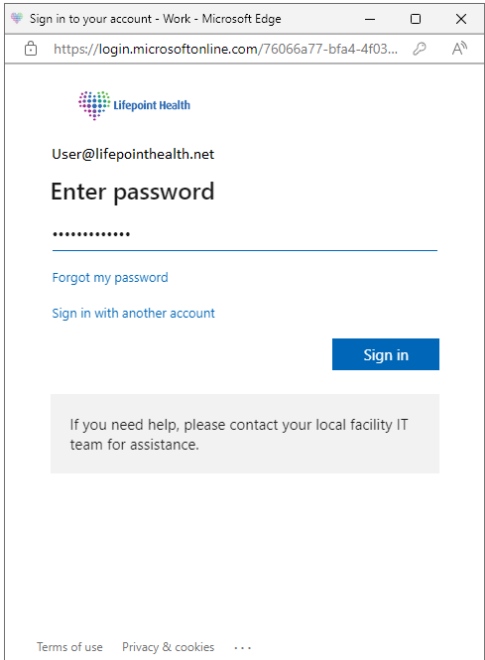


# Labor Tracker

Click the provided link to open the Labor Tracker application. If prompted, login with your MS 365 credentials.



If you do not have access to the application, please send a request to be added.

## Request access

Let's get you permission to use this app.

Message (optional)

More

Send request

Cancel

Click 'Allow' to enable the connections within the application. This is required for the application to run properly.

Almost there ...  
Amslat Database Navigator needs your permission to use the following.  
Please allow the permissions to proceed.

Office 365 Outlook

User@lifepointhealth.net

Signed in [View permissions](#)

Switch account

SharePoint

User@lifepointhealth.net

Signed in [View permissions](#)

Switch account

Allow

Don't Allow

## Submission List

The homepage defaults to the 'Submission List, which displays all submissions made by all users at a specified facility for a specified date range. You will only have access to your assigned facility/area/region/lob. If missing a facility, please use the 'Help' link in the upper-right to send us an email. The table is sorted by reporting date (newest to oldest).

## New Submission

To add a new Labor Tracker entry, click the 'New Submission' button.

1. Ideally you should be filling out "tomorrow's" labor tracker "today". If you were to use the tool today, you should enter tomorrow's date.
2. Data needs to be entered for the weekends on time. If you do not intend to login to the website Saturday and Sunday (for Sunday/Monday projections) then we suggest you enter Saturday/Sunday/Monday projections on Friday. That will require three separate submissions.
3. Duplicate submissions for the same facility on the same reporting date are not allowed. You must instead return to the previous page and edit the original submission.
4. Do not resubmit past the cutoff time (11:59PM). This means do not come in the next morning, see that there is a delta from what you entered the previous night and modify an existing submission. If this happens your submission may be invalidated.
5. Enter data for all days (Sun-Sat, seven submissions a week). A zero in any of the fields is an acceptable entry. Fields with an asterisk are required.
6. Do not enter MTD data. Data should only be for the reporting date selected. Do not attempt to make up for missed submissions by adding 'extra' to today's entry.
7. Therapist time and patient time may differ if group or concurrent methods are being used. Please use therapist time when filling out treatment hours in the calculator.
8. Treatment hours for PT/OT/ST should exclude non-patient care coverage. Tech/Clinical Coordinator hours are to include both treatment and non-treatment hours.

## Staffing Calculator

The Staffing Calculator can be found on the New Submission, Update Submission and Delete Submission pages. Enter values into the yellow cells and the calculator will automatically update. The green cell ('Total Hours') from the calculator should be used to populate the 'Projected Therapy Hours' field.

## Update Submission

If a submitted Labor Tracker entry needs to be updated, you can click/highlight the record you want to edit and then click the 'Update Submission' button. You will not be able to update the reporting date on this page. The 'Reporting Date' and 'Fac Name' cannot be updated. If the wrong reporting date and or fac name was entered, you will need to go back and delete the submission. Only submissions with a reporting date in the future can be updated.

## Delete Submission

If a submitted Labor Tracker entry needs to be deleted, you can click/highlight the record you want to remove and then click the 'Delete Submission' button. Once the submission has been deleted it cannot be undone. Deleted submissions will show up in the 'Submission List', but will not appear in the 'Daily Summary'.

## Missing Submissions


This page shows all facilities that have not submitted a Labor Tracker entry for a given reporting date. The reporting defaults to tomorrow's date, but can be changed.


Daily Summary

This page shows all Labor Tracker entries for a given reporting date for all facilities/areas/regions/lobs that you have access to. The reporting defaults to tomorrow’s date. A LOB, Region, Area or Facility will need to be selected from one of the dropdowns (it is best to only use one of the dropdowns at a time) before the Labor Tracker entries will be displayed. A summary of the selected facilities will appear above the table.

Export Table

To download a CSV file of all Labor Tracker submission currently displayed, you can click the ‘Export Table button.

 **Labor Tracker**

 Help

Submission List

Fac Name

Arkansas Methodist - 308j

Select a submission before using the update or delete buttons.

Start

1/1/2024

End

6/1/2024

New Submission

Update Submission

Delete Submission

Missing Submissions

Daily Summary

Export Table

Type	Status	Reporting Date	Fac ID	Fac Name	Region	Area	Service Level	Project
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