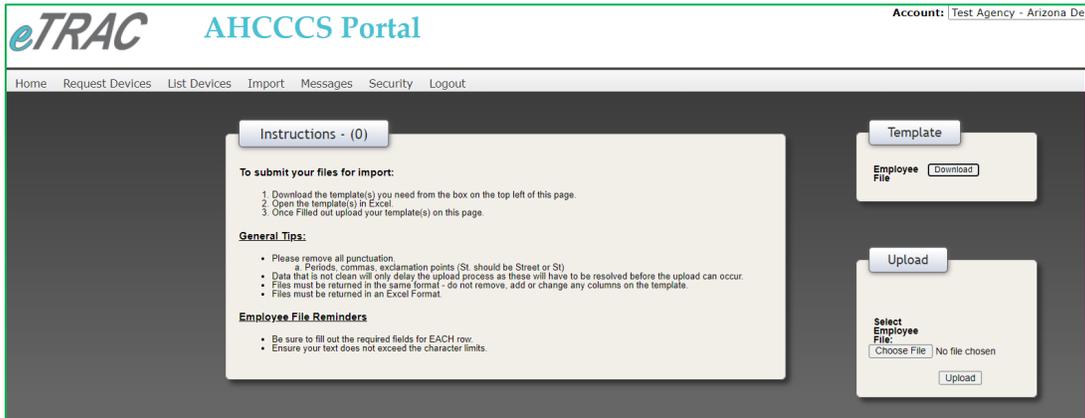


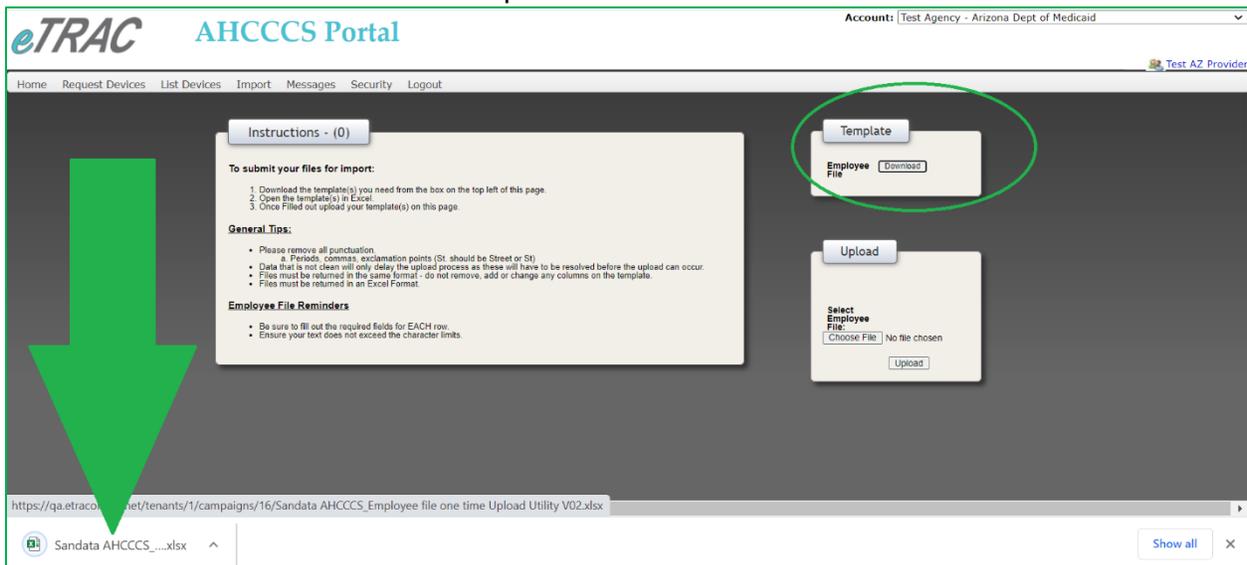
Employee Upload Process:

Log into the eTrac system.

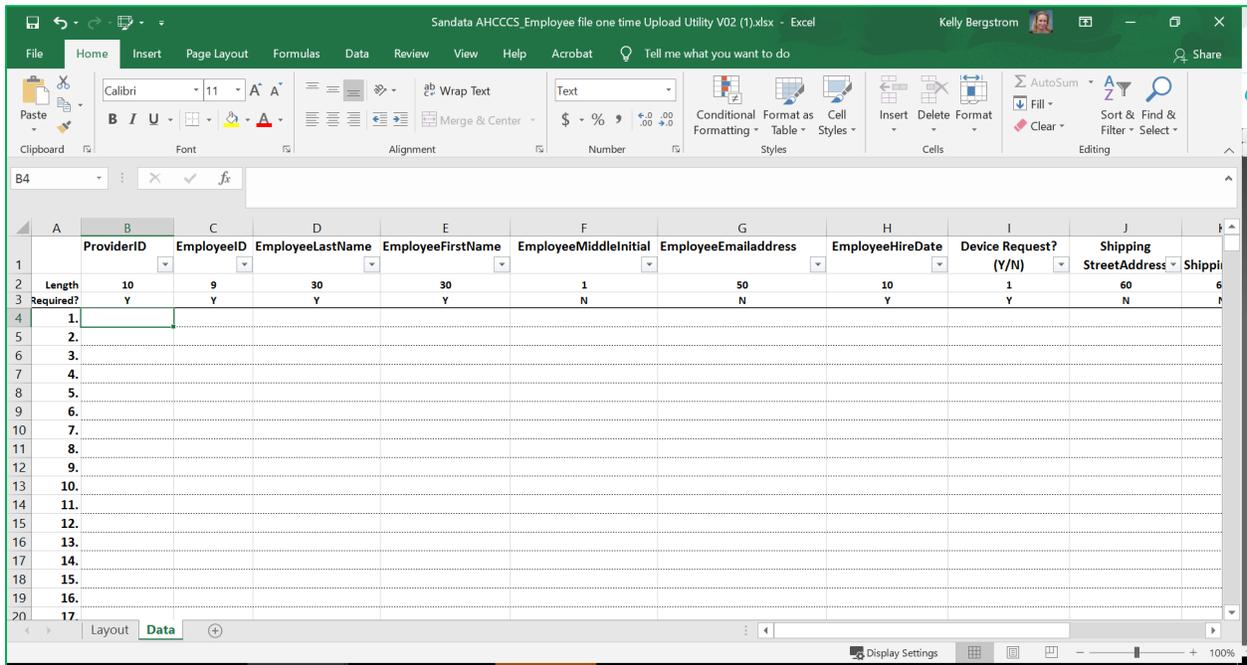
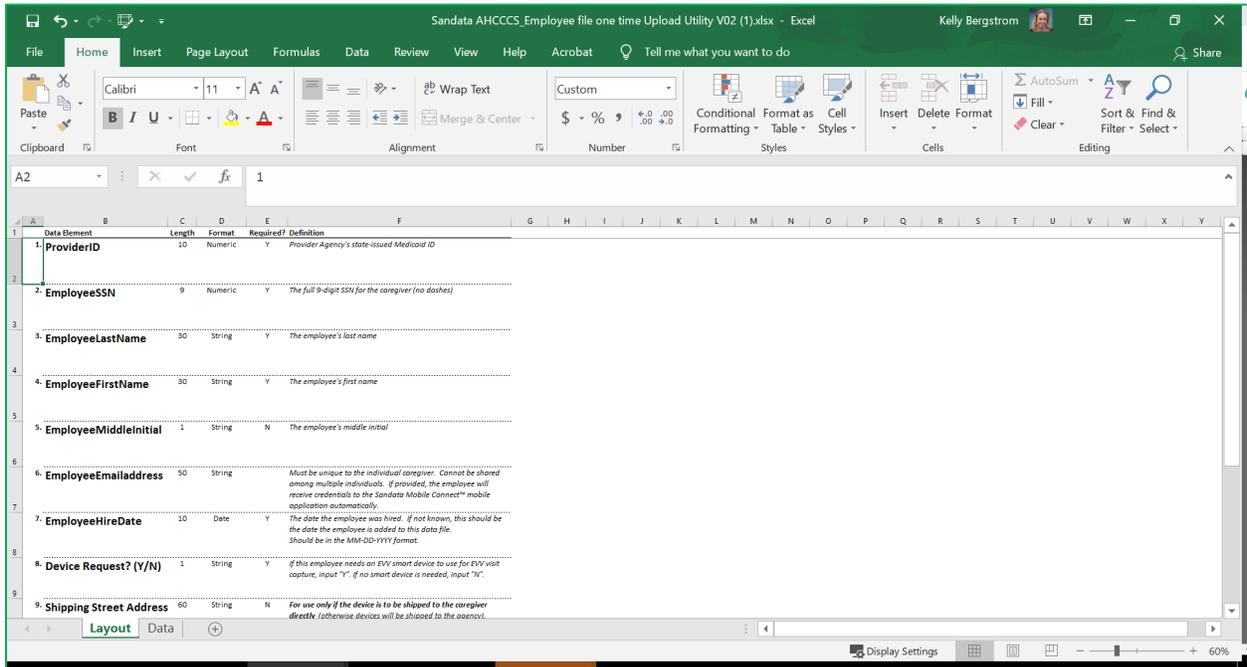
1. Click on the "Import" link
 - a. Review instructions carefully.



2. Click on Download in the Template Section:



This is what the template should look like. The template has two tabs – the layout tab and the data tab.



Examples:

This spreadsheet is incomplete due to missing fields.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ProviderID	EmployeeID	EmployeeLast Name	EmployeeFirst Name	EmployeeMiddle Initial	EmployeeEmail Address	EmployeeHireDate	Device Request?	Shipping Street Address	Shipping City	Shipping State	Shipping Zip	Required Field Check		
2	Length	10	9	30	30	1	50	10	1	60	60	2	5		
3	Required?	Y	Y	Y	Y	N	N	Y	Y	N	N	N	N		
4	1.	123456	1	Request a	Device a		1/1/20								
5	2.	123456	2	Request b	Device b		1/2/20	Y							
6	3.	123456	3	Request c	Device c		1/3/2020	Y							
7	4.	123456	4	Request d	Device d		1/4/20	N							
8	5.	123456	5	Request e	Device e		1/5/20	N							
9	6.	123456	6	Request f	Device f		1/6/20	N							
10	7.	123456	7	Request g	Device g		1/7/20	Y	09 Orangewood Dr	Thornton	CO	80221			
11	8.	123456	8	Request h	Device h		1/8/20	Y	123 Any City	City	AZ	85496			
12	9.	123456	9	Request i	Device i		1/9/20	Y							

This spreadsheet is complete with all required fields

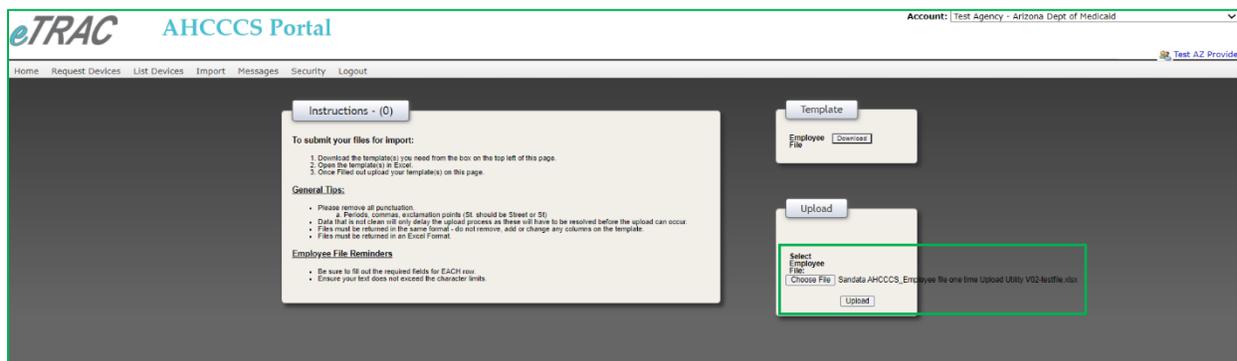
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ProviderID	EmployeeID	EmployeeLast Name	EmployeeFirst Name	EmployeeMiddle Initial	EmployeeEmail Address	EmployeeHireDate	Device Request?	Shipping Street Address	Shipping City	Shipping State	Shipping Zip	Required Field Check		
2	Length	10	9	30	30	1	50	10	1	60	60	2	5		
3	Required?	Y	Y	Y	Y	N	N	Y	Y	N	N	N	N		
4	1.	123456	1	Request a	Device a		1/1/20	Y							
5	2.	123456	2	Request b	Device b		1/2/20	Y							
6	3.	123456	3	Request c	Device c		1/3/2020	Y							
7	4.	123456	4	Request d	Device d		1/4/20	N							
8	5.	123456	5	Request e	Device e		1/5/20	N							
9	6.	123456	6	Request f	Device f		1/6/20	N							
10	7.	123456	7	Request g	Device g		1/7/20	Y	09 Orangewood Dr	Thornton	CO	80221			
11	8.	123456	8	Request h	Device h		1/8/20	Y	123 Any City	City	AZ	85496			
12	9.	123456	9	Request i	Device i		1/9/20	Y							

- Make sure to include all of your employees on the Data tab of the spreadsheet
 - Ensure that all employees have been included to your spreadsheet.
 - **Note:** Each agency is limited to one upload. Missing employees will require manual data entry.

- Save spreadsheet with a unique name

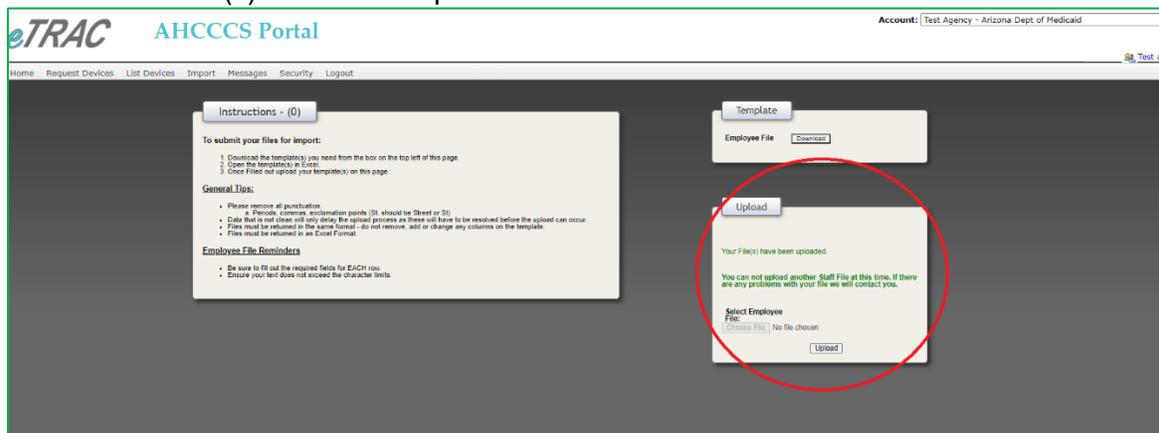
After the template has been completed, access the eTrac system to upload your spreadsheet.

3. Click on “Import”
4. Click on “Choose File”
5. Locate the spreadsheet on your computer
6. Choose the correct document and click “Open”
 - a. Review the file name to make sure you are uploading the correct document.
7. Click “Upload” to send the file to Sandata for processing.



When your template has been successfully uploaded, you will receive the following message:

- Your file(s) have been uploaded



Device Requests:

In the previous example, the provider agency ordered six (6) devices for employees.

- Please reference column “I”
- In column “I”, “Y” indicates a state provided smart device is being requested.

On the “List Devices” screen in eTrac, the provider can determine the status of device requests.



The screenshot shows the eTRAC AHCCCS Portal interface. The top navigation bar includes links for Home, Request Devices, List Devices, Import, Messages, Security, and Logout. The main content area is titled "My Agency's Devices - 27" and displays a table with the following data:

Request Number	Asset Tag	Last Seen Date	First Name	Last Name	Medicaid ID/Caregiver ID	Status
L20201112.6			Device i	Request i	6-st iDevice iRequest i	Processing
L20201112.5			Device h	Request h	6-st hDevice hRequest h	Processing
L20201112.4			Device g	Request g	6-st gDevice gRequest g	Processing
L20201112.3			Device c	Request c	6-st cDevice cRequest c	Processing
L20201112.2			Device b	Request b	6-st bDevice bRequest b	Processing
L20201112.1			Device a	Request a	6-st aDevice aRequest a	Processing

If you request devices, you may access the “List Devices” screen in eTrac to check the status.