

Greystone Consumer Empowerments Systems (GCES*online*) Logging in as an Individual

Login Website: <https://sd.gcesonline.us>

Login Name: _____ Password: _____

At initial login you need to change the password to one that you pick. The Password must be at least eight characters in length and contain at least one Uppercase character (A through Z), one lowercase character (a through z) and at least one digit (0 through 9).

To change the password:

1. Click on **HELP** in the upper menu.
2. Click on **MY PASSWORD** in the lower menu.
3. Enter your current password.
4. Enter your new password and then enter it again to confirm it.
5. Click on **APPLY CHANGES**.

The screenshot shows a web browser window titled "GCESonline - Windows Internet Explorer". The page content includes a navigation bar with "Individual", "Help", and "Logout" links, and a sub-menu with "About", "My Password", and "Help". The user is identified as "Tara Olson" and the page displays a "Welcome Tara Olson" message. The date and time are shown as "Mon, Dec 1st, 2008 10:56 AM" for "Program Family Support 360 (SDTRAINING)".

The main content area shows the user's name "Tara Olson" and a section for password requirements:

Passwords must meet the following minimum requirements:
 Be at least eight characters in length and contain characters from the following:
 At least one uppercase character (A through Z)
 At least one lowercase character (a through z)
 At least one digit (0 through 9)

Below the requirements is a form with the following fields:

- Login Name: **tolson**
- Current Password *
- New Password *
- Confirm Password *

At the bottom of the form is a blue button labeled "Apply Changes" and a note: "*Required entry".

Plan of Care

To view the Plan of Care, click on **INDIVIDUAL** in the upper menu and **PLAN** in the lower menu. You will be able to view your Working Plan, Submitted Plan, and Approved Plan by selecting it in the 'Select Plan Type' drop down list.

The screenshot shows a web browser window titled "GCESonline - Windows Internet Explorer". The page has a green header with the GCESonline logo and navigation links: "Individual", "Help", and "Logout". Below the header is a blue navigation bar with "Plan", "Utilization", "Time Entry", and "Time Review". The main content area is white and contains the following elements:

- Logo: GCESonline
- Welcome message: Welcome Tara Olson
- Date and Time: Mon, Dec 1st, 2008 10:57 AM
- Program: Program Family Support 360 (SDTRAINING)
- User: Individual Olson, Tara Hide Inactive
- Select Plan Type dropdown menu: Working Plan

The main heading is "Working Plan for Olson, Tara". Below this heading are two buttons: "Print Entire Plan" and "Include Utilization" (with an unchecked checkbox).

Plan Start Date: 03/28/2008 Plan End Date: 03/27/2009

Service Code	Description	Budgeted Amount
T1016-FSW	Service Coordination	\$2,052.00
T1005-FSW	Respite Care Services	\$1,200.00
100-FSW	Other - Non-Billable	\$0.00
3001-NW	Child Care	\$1,350.00
3004-NW	Housing Assistance	\$866.55
Total:		\$5,468.55

Utilization

To view Utilization, click on **INDIVIDUAL** in the upper menu and **UTILIZATION** in the lower menu. Utilization shows up-to-the-minute data regarding your Approved Plan of Care. It shows what has been budgeted for a service code, what has been spent against that service code, and what is remaining for that service code. You can view who the money was paid to by clicking 'Show Details' or view Utilization in different ways such as Total Plan to Date, By Quarter, By Month, Composite Report or Consolidated Report.

The screenshot displays the GCESonline web application interface. At the top, there is a navigation menu with 'Individual', 'Help', and 'Logout'. Below the menu, the user is identified as 'Tara Olson' and the date is 'Mon, Dec 1st, 2008 3:53 PM'. The application shows utilization data for two service codes:

- T1016-FSW Service Coordination**: Budgeted: \$1,236.53, Total Spent: \$1,197.00, Remaining Balance: \$39.53.
- T1005-FSW Respite Care Services**: Budgeted: \$1,157.00, Total Spent: \$1,045.37, Remaining Balance: \$111.63.

Each service code section includes a 'Show Details' button and a bar chart comparing budgeted (red) and spent (blue) amounts. A legend indicates that red represents budgeted and blue represents spent.

Reviewing and Approving a Time Card or Invoice

Go to **INDIVIDUAL** in the upper menu and **TIME ENTRY** in the lower menu. Select the 'Time Cards' and 'Invoices' checkboxes and the 'Open' and 'Approved' Checkboxes.

You will only have access to time cards and invoices for Providers that work for you. If you have more than one Provider working for you, select the Provider for whom you need to review or approve the Time Card or Invoice for. The system will then display those Time Cards or Invoices.

Click 'Approve Time Card' or 'Approve Invoice' to approve the Time Card or Invoice. The Family Support Coordinator will then close the Time Card or Invoice so it can be paid.

The screenshot shows the GCESonline web application interface. At the top, there is a navigation menu with 'Individual', 'Help', and 'Logout'. Below the menu, there are tabs for 'Plan', 'Utilization', 'Time Entry', and 'Time Review'. The user is logged in as 'Tara Olson' and the date is 'Mon, Dec 1st, 2008 11:10 AM'. The program is identified as 'Program Family Support 360 (SDTRAINING)'.

The main section is titled 'Enter, Edit & View Time Cards or Invoices'. It contains several filters and options:

- Select at least one:**
 - Time Cards
 - Invoices
- Select at least one:**
 - Draft
 - Open
 - Approved
- Hide Inactive:**
- Individual:** Olson, Tara
- Rendering Provider:** Jackson, Lucy [EEE] (selected from a dropdown menu)
- Filter:** (empty text input)
- Buttons:** Display, Reset Selection

Below the filters, there are two tables of time cards. The first table is for the pay period 10/26/2008 - 11/08/2008, and the second table is for 11/09/2008 - 11/22/2008. Each table has columns for Service Code, Services Provided, Date, Rate, Time Worked, and Total. The first table shows one entry for 10/27/2008 with a total of \$12.38. The second table shows two entries for 11/11/2008 and 11/13/2008 with a total of \$37.13. Each table has 'Approve Time Card' and 'Print Time Card' buttons.

Service Code	Services Provided	Date	Rate	Time Worked	Total
T1005-FSW Respite Care Services	Provided Respite Care to Tara	10/27/2008	\$8.25 hr (Regular)	1.50 hrs (04:00 PM - 05:30 PM)	\$12.38
					Total: \$12.38
<input type="button" value="Approve Time Card"/> <input type="button" value="Print Time Card"/>					
Status: OPEN Pay Period: 11/09/2008 - 11/22/2008					
Service Code	Services Provided	Date	Rate	Time Worked	Total
T1005-FSW Respite Care Services	Provided Respite Care to Tara	11/11/2008	\$8.25 hr (Regular)	3.50 hrs (01:00 PM - 04:30 PM)	\$28.88
T1005-FSW Respite Care Services	Provided respite care for Tara	11/13/2008	\$8.25 hr (Regular)	1.00 hr (11:30 AM - 12:30 PM)	\$8.25
					Total: \$37.13
<input type="button" value="Approve Time Card"/> <input type="button" value="Print Time Card"/>					

Reviewing Old Time Cards and Invoices

This is the area where you can view old Time Cards and Invoices that have been closed or batched.

Go to **INDIVIDUAL** in the upper menu and **TIME REVIEW** in the lower menu.

You can filter through old Time Cards by Batch Date, Closed Date, or Service Date. *GCESonline* will display anything that falls within the criteria selected.

The example below shows Individual Tara Olson filtering by Closed Date. She is searching for any Closed Time Cards that were closed between 11/1/2008 and 12/1/2008. By clicking 'Display' she sees any time cards that fit this criteria listed below.

Review Closed & Batched Time Cards & Invoices

Limit By: Start Date: End Date:

Select at least one:

Time Cards Invoices

Select at least one:

Closed Batched Void

Hide Inactive

Individual: Olson, Tara Rendering Provider: ALL Rendering Provider

Individual: Olson, Tara **Rendering Provider (Employee):** Jackson, Lucy

Service Code	Services Provided	Date	Rate	Time Worked	Total
T1005-FSW Respite Care Services	Respite Care for Tara	10/30/2008	\$8.25 hr (Regular)	2.50 hrs (01:00 PM - 03:30 PM)	\$20.63
T1005-FSW Respite Care Services	Respite care for Tara	11/01/2008	\$8.25 hr (Regular)	2.50 hrs (09:00 AM - 11:30 AM)	\$20.63
Total:					\$41.25

Approved by Anderson, Jennifer on 12/01/2008
Closed by Anderson, Jennifer on 12/01/2008

Logging Out of GCESonline

When you are finished working in your record, remember to click on **LOGOUT** in the upper menu.

Forgot user name or password? Call your Family Support Coordinator!