

SEMBRACARE BASICS

1. Accessing agency websites:
 - a. <https://<agency3lettercode>.Sembra1.com>
 - b. <https://HCH.sembra1.com>
2. Logging in
3. Clients
 - a. Navigating client list and “show all”
 - b. Accessing client chart
 - c. Viewing/updating phone numbers
 - i. Primary contacts
 - d. Viewing/updating addresses
 - e. Viewing aide schedule
 - f. Forms
 - g. Documents
 - h. Assessments screen
 - i. EVV
4. Employees
 - a. Navigating employee list
 - b. Accessing employee chart
 - c. Viewing/updating phone numbers
 - d. Viewing schedule
 - e. Forms
 - f. Documents
 - g. Skills
 - h. Training
 - i. EVV
5. Unknown Documents