access

access
careblox

The smart guide to your CareBlox solution

Software that helps you to be compliant, efficient and provide the highest quality care for your residents.

Hello

Being able to provide high-quality care in a challenging staffing and funding environment is tough. That is why we understand that residential care providers need software which helps their business run more efficiently, so that they can put more resources directly into the delivery of care.

Who we work with

Over 1,400 UK care homes run more efficiently and deliver higher quality care with Access CareBlox.

Our clients include:

CANTERBURY CARE

Avery

Four Seasons Health Care

HC one — The kind care company

PJ Care
specialised neurological care

hillcare

ORCHARD™ Care Homes
www.orchardcarehomes.com

SUNRISE SENIOR LIVING

GRACEWELL HEALTHCARE

Westgate HEALTHCARE

Our software

Used by over
1400
Care homes

To deliver care for
73,000
People

and manage over
2 million
working hours a year

Comprehensive care home management software which enables you to put more time and resources into care delivery and improving quality.

Scheduling & rostering
Intelligent, easy to use scheduling software frees your care homes from the burden of excessive admin, while ensuring that you are compliant with appropriate staffing levels at all times.

Time & attendance
Easy to use terminals provide an accurate recording of the hours your employees have worked. Integrated with rostering and finance for accuracy and efficiency.

Payroll
Create gross payroll with accurate hours that can be exported into third party systems, payroll bureau, or a simple spreadsheet.

HR records & employee portals
Self-service portals enable employees to make holiday requests, pick up available shifts, view payslips and carry out other relevant functions. Reduce on-shift employee admin, encourage collaboration and communication.
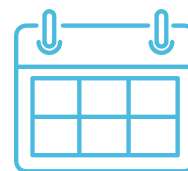
Billing & Income
Ensure accurate invoicing for all of your clients with configurable invoice formats. Report on income by funder, track occupancy levels, admissions and discharges.

Electronic Care Planning
Comprehensive electronic care records accessible on web browsers, mobiles and tablets. Remove the admin caused by duplicating, rewriting and physical storage of your records.

Scheduling and rostering

| Easy employee scheduling | Manage staffing costs | Eliminate paper timesheets | Ensure compliant levels of staffing are maintained |

Key features

- Offer unfilled shifts via employee portal or SMS

- Ensure you comply with your minimum staffing levels

- Control your staffing costs

- Assign the right employees to the right shifts

- Quickly view available employees and allocate shifts

- Be alerted to any staffing gaps or skills deficiencies

Easy, effective scheduling

Intelligent rostering ensures you have the right number of employees on shift according to the level of care needs and occupancy. View which employees are available, offer out shifts quickly via SMS, and use drag and drop to allocate shifts on the easy to use rostering tool. Use budget based staffing limits to monitor and control staffing costs. Match employees to shifts based on qualifications, skills and availability. Manage employees across multiple departments, units, and locations.

Time and attendance

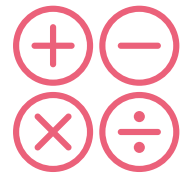|			
Easy to use	Hours reconciled automatically	Reduce payroll errors	Monitor staffing costs

Key features

- Ensure accurate payroll
- Easy to use clocking in terminal that works offline
- Photo taken of staff clocking in & out to evidence identity
- Integrated with payroll & employee records
- Reconcile hours worked automatically
- Monitor staffing costs in real time

Record hours worked accurately

Employees 'clock on & off', using a key fob or PIN. A picture is taken as they do to evidence the identity of the employee. Earliness and lateness are recorded with a reason when employees clock on & off. Breaks can also be recorded if required. The system compares the planned roster to the actual clocking times and automatically reconciles hours worked, which can be rounded according to your business rules. The final processing of reconciled hours takes minutes and can be easily exported to payroll.

Payroll

Ensure timely and accurate payroll	Export payroll easily	Reduce errors	Reduce admin

Key features

- Avoid manual payroll entry

- Ensure wage payments are timely and accurate

- Forecast hours and rates to create invoice runs

- Accommodates multiple pay rates

- Any overtime and other enhancements calculated automatically.

- Manage agency costs

- Run reports on staffing costs

Automated and accurate payroll

Achieve a complete reduction in your financial admin. Automatically reconcile actual hours worked against rotas in a single click. Correct pay rates, enhancements, uplifts and overtime - if applicable - are automatically applied. Reconcile hours individually, in groups or across the business in a single run. Run reports to monitor staffing costs against budget. Eliminate payroll errors, ensure all your staff are paid correctly and on time.

Employees & HR

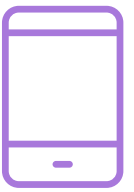| Comprehensive employee records | Training matrix | Sickness and absence management | Reminders for HR activities |

Key features

- Manage sickness and report on trends
- Track training targets and achievement
- Training matrix and alerts for expired qualifications
- Automatic calculation of holiday
- Annual appraisals, supervisions, DBS alerts
- Optional employee eForm builder

HR management made easy

Store employee HR files in a single centralised database, accessible by authorised individuals from anywhere using a secure username and password. Holiday is automatically calculated, while sickness is tracked and any trends made easily visible. Mandatory training can be set up for each role and automatically added to employee files so managers will be alerted if training targets are not met, or any qualification expires. Annual appraisals, supervisions, DBS renewals, visa expiries, and any other time critical employee records will be alerted to the manager for action.

Employee Portals

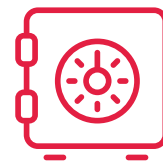| Access on any device	Available via clocking in terminal	Employees self-service	Offer and accept shifts

Key features

- Easy to use employee portal
- Request holidays, view holidays taken & remaining
- View and pick up additional shifts
- Publish policies and procedures
- View rotas
- Reduce employee related admin
- View completed hours and payslips

Fill shifts, reduce HR admin

Mobile portals empower employees by allowing an approved level of access to their records. This enables them to manage their holiday requests in a formal and structured way, pick up shifts, show when they are available for extra work, view payslips and completed hours. Any element in the portal can be switched on or off by the system administrator.

Billing & income

Reduce billing headaches	Reduce billing errors	Unlimited funding sources	Easy to understand invoices

Key features

- Unlimited funders and invoicing lines
- Easy to use
- Flexible and configurable invoice formats
- Detailed reporting capability
- Track occupancy, admissions & discharges
- Extracare & supported living billing included

Error free billing

CareBlox billing and income ensures that the right people are billed for the right care at the right time. Set up unlimited funders and unlimited invoicing lines for each service user, including sundries and extras which can be billed easily, with or without VAT. Configurable invoice formats as well as Local Authority focussed exports and consolidated invoices ensure that the invoices are accurate and easy to understand. Report on income by funder, service, and location while tracking admissions, discharges, and occupancy.

Electronic Care Planning

Reduce admin	Works offline	Automated alerts and activities	Access on tablet and web browser

Key features

- Configurable documents, workflows and alerts.

- Email and on-screen alerts for incidents and all review dates

- Comprehensive electronic care records

- Access and update on web browser and tablet

- Secure and offline enabled

- Report on all aspects of care

Comprehensive electronic care records

Reduce admin and improve care quality. Care records can be accessed and updated securely via tablets even when offline, which means real time updates and no need to duplicate or write up records. Automatic alerts for anything with a review date, as well as unexpected issues such as accidents & incidents ensure nothing gets missed. Run reports on all aspects of care quality and monitor care delivery in real time.

Other Access Solutions

When you join Access CareBlox you have the added benefit of our additional software across HR, Payroll, Business Intelligence and Finance that can integrate straight into your system for greater business efficiency.

HR

Access Human Resources software will support every aspect of your HR, talent management, learning and development, and absence management. From recruitment and onboarding to performance and absence management, as well as a flexible range of payroll solutions, we will help you to unite, integrate and optimise all of your people processes.

Business Intelligence

Our business intelligence solution simplifies the way people use data by making it a natural part of how they make decisions. Our mission is to deliver innovative, reliable and high-quality business analytics. With deep vertical expertise, we help organisations to identify and measure KPIs for improved care quality and financial performance.

Finance & Accounting

Access finance solution gives you complete control of your business operation. Around 1,500 organisations use our solution to streamline processes and make informed business decisions. Our unified system enables users to access consolidated, accurate data with extensive reporting & analysis capabilities.

Payroll

When it comes to paying your staff, we will help you do this in the most efficient and reliable way for your organisation. Whether you're looking for simplified payroll processing, or a service to manage the entire function for you. On-premise, payroll processing or a fully managed service; your payroll, your way.

Talk to us

Access has both industry and sector expertise that span across many years. Our customers invest in us because we are passionate about what we do and dedicate our time to provide the best possible software solution for you and your business.

"Staff management is greatly important to our organisation and services. We understood that to successfully develop our business we needed to move away from manual processes and our outdated legacy system in favour of a new care and staff management solution."

Neil Russell,
PJ Care - Company Director

Contact us for a tailored demo:

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@accesshsc

About The Access Group:

The Access Group is a leading provider of integrated business management software. Our portfolio spans ERP, finance, HR, payroll, recruitment, warehousing, business intelligence, professional service automation and manufacturing.

More than 10,000 UK businesses and not-for-profit organisations use products and services provided by Access to improve their performance, profitability and drive growth.

The Access Group is one of the fastest growing UK software developers. Our on-going commitment to excellence, customers and employees, has also placed us among the UK's top employers.

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