



DAELIBS

**Time Solutions**

Keeping Track Of Business



**Quality Assurance Management**

**for**

**Community Care Services  
&  
Community Group Houses**



## Overview

Daelibs Keeping Track of Business (DKTOB) commenced designing and developing the DAELIBS ( Data Analysis Electronically Logged Information Based System) in 1996.

The initial drive, for Ian Bruce DKTOB's founder, to design and develop an electronic recording system that replaced paper documents for recording accountability in service provision started in the community care industry in 1993.

The concept of the design being based on an electronic signature for the care recipient and an electronic time book for the care provider.

The Daelibs hardware consists of a service provider hand held Data Logger designed to read the electronic iButton signature of a service recipient.

The principle design of the Daelibs community care application is to pass the electronic data directly into a community care industry care services management software program.

Community Care services require specialised and complex software to manage the staff rosters and payroll, client care plans and invoices, as well as a wide range of mandatory government reports.

With a focus on personal care and home help services, Daelibs is designed to be a robust and simple to use tool for the recording of verifiable tamper proof data that intended services were delivered on time and for the time prescribed. Electronic records protect the reputation of the service provider, the security of the service recipient and provides Quality Assurance to the funding agency that services have been effectively and efficiently delivered on time and for the prescribed time.

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## Daelibs Logger Combinations



**Daelibs DL3a Logger** reads iButtons.

Has a replaceable battery.

Bench tested to read 300,000\* date and time stamped records before battery replacement is required (\*heat and cold can affect battery life).

Combines with the Daelibs Multi-purpose Docking Station  
Memory record storage capacity 2,500 records.



The Daelibs Multi-purpose Docking Station facilitates the downloading of data from the DL3a Logger by:

- connecting by USB to a computer
- transfer data over a PSTN Land Line Modem
- transfer data over GSM mobile phone network.



The docking station can be powered from a standard 240 power pack or from an in vehicle 12 volt cigarette lighter outlet.

The Telephone land line or GSM mobile phone network provides the options to either have the DL3a Logger dial out; or to be dialled into with an automatically computer generated Daelibs data retrieval software program.

## The Daelibs fixed location time clock

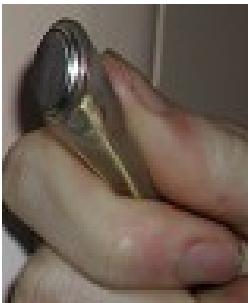
Is designed to electronically record the start and end times of a staff person's shift or day. The time clock can be connected into a computer network, or transfer data to a central server via a land line modem, or the GSM mobile phone network. The data can be processed in the SeeknFind electronic time sheet package or delivered direct into a specialised payroll software application.



## iButton electronic signatures - e-signatures.



**The iButton** is a microchip in a stainless steel cannister with a unique ID. It is a highly durable e-signature that can and has proven to be versatile across a range applied roles. It is used for an e-signature for personnel, as a travel time and distance log, and for identifying casual and miscellaneous items of service provision.



### As a personal electronic signature

the iButton is attached to a robust plastic tag that can be used by staff and clients as their personal electronic e-signature.



The iButton on a tag conveniently attaches to a key ring. The insert in the iButton tag can be marked with a contact phone number. This serves to provide a return contact should the iButton be misplaced.



### Travel, miscellaneous and casual services

can be identified with a two sided tag. This option is used by some community service provider organisations to keep a track of services delivered to clients who are not yet registered on the books or for recording the non-client contact shopping and errand type service tasks. The travel button is adapted to keep a track of travel time, This can be converted with a kilometre / minutes travelled formula to a distance travelled output.

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## **Data Transfer from Daelibs Time Clocks to SeeknFind Electronic Time Sheets**

There are several options for downloading data from a Daelibs Logger to the SeeknFind or other specialised community care management database.

Historically data management databases have been run on a stand alone computer. Without costly remote dial in software, the basic principle of stand alone databases makes it difficult to provide quality support and service maintenance to the end user.

In 2005 DKTOB introduced the option for our clients to have the SeeknFind database hosted on a secure SeeknFind server. This has proven to be a very popular option. The SeeknFind Internet service has become accepted and is being provided to clients Australia wide and into PNG.

This innovation delivers to end user flexibility and the highest possible level of software security and service support. This innovation breaks down the recurring problems experienced with isolated Stand Alone installations.

The options for downloading the data to SeeknFind Server are either via a Internet connected computer with a USB or RS232 9 Pin Serial Port or by using a telecommunications modem Landline or wireless GSM modem connection.

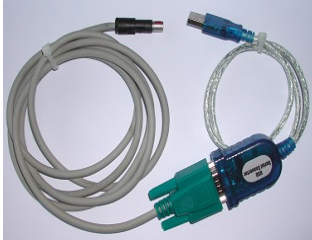
DKTOB can offer automated downloads from the Daelibs Time Clocks and access to a secure Internet hosted data server. This service delivers secure user name and password 24 x 7 access to SeeknFind electronic time sheet reports.

### **The Daelibs Multi-purpose Docking Station**

The Multi-purpose Docking Station introduces a new dimension to the transfer of data from the recently revised DL3 Logger design.

In line with the one-stop-shop options the Daelibs Multi-purpose Docking Station introduces a new level of sophistication and product choices into DKTOB data management for mobile service providers.

## Choices For Data Transfer from Logger to Computer



**Stand Alone** installations use a direct download cable link cable from any of the Daelibs Loggers to the desk top or notebook computer. Remote Stand Alone Internet connected computers can also use the download cable to transfer data to the SeeknFind Internet server.



**SeeknFind Internet** hosted installations provide the ability to transfer data from remote locations using a Land Line telephone modem. Connect the Logger the modem press the button and the data will be downloaded into the SeeknFind data server.



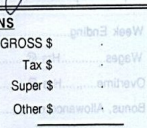
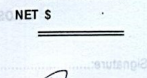
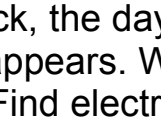
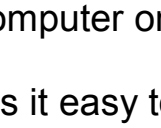
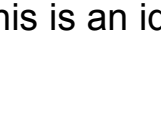
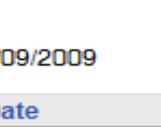

The Daelibs Multi-purpose Docking Station provides options for wireless GSM data transfer and acts as a battery charger for the Daelibs Active RFID Tag RL3W Loggers.



Connected to a USB port on a computer the iButton Reader cable directly inputs the electronic ID of an iButton into the associated ID field of a data base.



## Electronic Time Sheets for Group Homes

Day	Date	Time Start Work	Time Finish Work	Time Off for the Day	Ord. Time	Over Time	Total Hours	Signature of Employee
1st	8/11	8:30	5:00	3:00			7:30	
2nd	8/12	8:30	5:00	3:00			7:30	
3rd	8/13	8:30	5:00	3:00			7:30	
4th	8/14	8:30	5:00	3:00			7:30	
5th	8/15	8:30	5:00	3:00			7:30	
6th	8/16	8:30	5:00	3:00			7:30	
7th	8/17	8:30	5:00	3:00			7:30	

Weekly Ending 8/17/09

Wages 3640.00 Hrs @ \$10.00 = \$36400.00

Overtime 4 Hrs @ \$15.00 = \$60.00

Bonus, Allowance etc. \$0.00

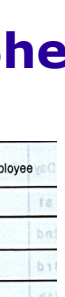
GROSS \$ 37000.00

Tax \$ 1000.00

Super \$ 1000.00

Other \$ 0.00

NET \$ 36000.00

Signature: 

There are many reasons why organisations are choosing to replace paper time sheets and time books with Daelibs DL3i and DL4i Time Clocks. The most common reason to install a Daelibs time clock is the need to make the administration process of preparing payroll every fortnight less demanding on individuals, team supervisors and payroll clerks.

Time Books, like this example, often have to be deciphered before the times can be hand entered for processing.

With a Daelibs Time Clock, the days of having to wait for the dreaded day to process time sheets disappears. With some pre-checking over the period of the pay-fortnight, the SeeknFind electronic time sheet package makes it possible, on payroll day, to turn the computer on and have all the staff time sheets ready to go.

An editing process makes it easy to make adjustments and 'sign off' an individuals time sheet. This is an ideal package for Group Homes.

**BLACK Richard**

BLA0002

Date Range: 07/09/2009 to 11/09/2009

Location	Date	Start	End	Code	
DKTOB Sturt Road	15/09/2009			Normal	add
DKTOB Sturt Road	07/09/2009	08:59:00	17:50:54	Normal	delete
DKTOB Sturt Road	08/09/2009	08:45:43	17:55:00	Normal	delete
DKTOB Sturt Road	09/09/2009	08:56:46	18:10:01	Normal	delete
DKTOB Sturt Road	10/09/2009	08:55:27	18:16:53	Normal	delete
DKTOB Sturt Road	11/09/2009	08:40:31	Missing	Normal	delete

Save Cancel

## Electronic Time Sheets - Project Cost Analysis Data

An example of the information captured with a Daelibs Time Clock placed in a Community House where a person with a mental health condition was rehabilitated from a long term residential care facility to living with support in the community.

The summary details the support personnel hours provided in the first six months of the care transition. The success is attributed to the volunteer hours contributed to his support. The Daelibs Time Clock and Internet based electronic time sheet has provided the cost analysis data.

The same data can be used to process staff time sheets for payroll.

**A Daelibs DL4i portable Time Clock** was used in Ascot House. The GSM Mobile phone wireless Network was used to provide on demand download data to the SeeknFind Internet Server based software program.


Ascot Group House

[Reports](#) [Timesheets](#) [Maintenance](#) [Logger Data Upload](#) [Notes](#) [Help](#)

### Timecode Summary

**Period:** 20/06/2008 to 31/12/2008

### Summary By Location

Location	Timecode	Total Hrs	
<b>ASCOT HOUSE</b>	Normal	1.09	<a href="#">View</a>
	Volunteer Hours	203.23	<a href="#">View</a>
	Care Worker	123.00	<a href="#">View</a>
	Administration	11.82	<a href="#">View</a>
	Day Centre	3.29	<a href="#">View</a>
	Advocacy	78.62	<a href="#">View</a>