# Microsoft Access

# Title VI Tracking Workbooks, User Manuals, and How-To Guides and Videos

**Be sure to email the Title VI Tracking Workbook Support Team (**[**titlevi@neweditions.net**](mailto:titlevi@neweditions.net)**) if you have questions or need help setting up or using the workbooks.**

## Workbooks and Manuals

### Daily Entry

Choose this workbook if you want to keep track of the services you provided to clients/elders **and/or** caregivers on a **daily** basis.

* [Download the Daily Entry Workbook](https://drive.google.com/file/d/1RAeHkLdU4UkTZhmUOOFk_ufo_vHtHQcQ/view?usp=drive_link)
* [Download the Administrative User Manual – Daily Entry](https://drive.google.com/file/d/1z_g-A7YR40QEqnZ_xLUbJBcMlxO6xyAF/view?usp=drive_link)
* [Download the Workbook Standard User Manual – Daily Entry](https://drive.google.com/file/d/1u89EyAVhI8w27DlvNjoEwnPFij4Ts1vl/view?usp=drive_link)

### Weekly Entry

Choose this workbook if you want to keep track of the services you provided to clients/elders **and/or** caregivers on a **weekly** basis.

* [Download the Weekly Entry Workbook](https://drive.google.com/file/d/1vEo-nZz7PVQ6E9savEUZzxEfxLvG4slq/view?usp=drive_link)
* [Download the Workbook Administrative User Manual – Weekly Entry](https://drive.google.com/file/d/1W0xu5bzHaFc_xDW190FjFsrLVtSz-Y8c/view?usp=drive_link)
* [Download the Workbook Standard User Manual – Weekly Entry](https://drive.google.com/file/d/12Tcuva5CokNplzkmXmPUGNmh_o8ThZTm/view?usp=drive_link)

### Monthly Entry

Choose this workbook if you want to keep track of the services you provided to clients/elders **and/or** caregivers on a **monthly** basis.

* [Download the Monthly Entry Workbook](https://drive.google.com/file/d/1uSsPFeq2v2H9BW866_LKimAWLDA4_8qO/view?usp=drive_link)
* [Download the Workbook Administrative User Manual – Monthly Entry](https://drive.google.com/file/d/1NxT7IrFi4oEiVaUxFF94asRcMtLZAC_I/view?usp=drive_link)
* [Download the Workbook Standard User Manual – Monthly Entry](https://drive.google.com/file/d/1ou6ZvdPoMRuahVwq10w4CWtnuttyAWBZ/view?usp=drive_link)

## Workbook How-To Guides and Videos

* [Guide on How to Install the Workbook](https://drive.google.com/file/d/1MHNnDahdd2utaEZpA7L1RrJgWantQo6S/view?usp=drive_link)
  + [Video on How to Install the Workbook](https://youtu.be/rvmKDT04v2c)
* [How to Add Individual Services for Clients/Elders](https://drive.google.com/file/d/1MLGIMY_Ao-ikAEWktsY5GsikizfMY6Uc/view?usp=drive_link)
* [How to Add Group Services for Clients/Elders](https://drive.google.com/file/d/1fknXuucPSk8rUvwqCAQBuy6VkKl7PdXg/view?usp=drive_link)
  + [Video on How to Add Individual and Group Services for Clients/Elders](https://youtu.be/Z6XH9YroaB8)
* [How to Add Individual Services for Caregivers](https://drive.google.com/file/d/1caH3CP72nbP5mvEYxDhQYl239oV_ni1_/view?usp=drive_link)
* [How to Add Group Services for Caregivers](https://drive.google.com/file/d/1yaoKJFrMeDvwL8qY2X4RZK84kopqq373/view?usp=drive_link)
  + [Video on How to Add Group and Individual Services for Caregivers](https://youtu.be/5Ar2BIOar-s)
* [How to Generate the PPR Upload for OAAPS](https://drive.google.com/file/d/1srDsYvyvN7OkLSOmd_SHYsO9hyGhL1uT/view?usp=drive_link)
  + [Video on How to Generate the PPR Upload for OAAPS](https://youtu.be/S11cXUThDlg)
* [How to Obtain Data for Supplemental Services for Caregivers to Manually Enter in OAAPS](https://drive.google.com/file/d/1VzkMUMZat1JYFFl4cOaV3yGFlmkkbKGP/view?usp=drive_link)
  + [Video on How to Obtain Data for Supplemental Services for Caregivers to Manually Enter in OAAPS](https://youtu.be/0TUeU8zK1WY)
* [How to Export/Import Profiles](https://drive.google.com/file/d/1e5n1DRyDQ1aJYf2tJkxbnoaZ-1RJeDzh/view?usp=drive_link)
  + [Video on How to Export/Import Profiles](https://youtu.be/zgnrktnghxo)
* [How to Use the Budget Feature](https://drive.google.com/file/d/1Rf3ReHF5AIg0ekwiCyW3J-Jm7LyKGndm/view?usp=drive_link)
  + [Video on How to Use the Budget Feature](https://youtu.be/b8l2_3yekIg)