

# Manage Provider Helpers

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Some states count provider helpers as part of a provider's capacity. If this is the case in your state or a state in which your provider operates, you must add and manage these helpers in the provider's file in Minute Menu HX.

## Adding Provider Helpers

1. Click the **Tools** menu and select **Provider Helpers**. The List Helpers window opens.
2. Click the **Provider** drop-down menu and select the provider for whom to add a helper.
3. Click **Add Helper**. The Add New Helper dialog box opens.
4. Click the **First Name**, **MI**, and **Last Name** boxers and enter the helper's full name.
5. Click the **Address**, **City**, **State**, and **Zip Code** boxes and enter the helper's address.
6. Click the **SSN** box and enter the helper's social security number.

Shelly, Mary 998894

First Name: Victor M.I.: Last Name: Frankenstein

Address: 123 Gothic Literature Lane

City: San Francisco State: CA Zip Code: 90004-

SSN: 123-45-6789 Email: vfrankenstein@example.com

Gender: Male Date of Birth: 01/01/1960

Phone: 409-123-4567

Race:  
 White  Asian  Pacific Islander  
 Black  Hispanic  American Indian

Expiration Date: / / Training Complete Date: / /

Provider's Helper's Children				
#	Name	Status	DOB	DOE

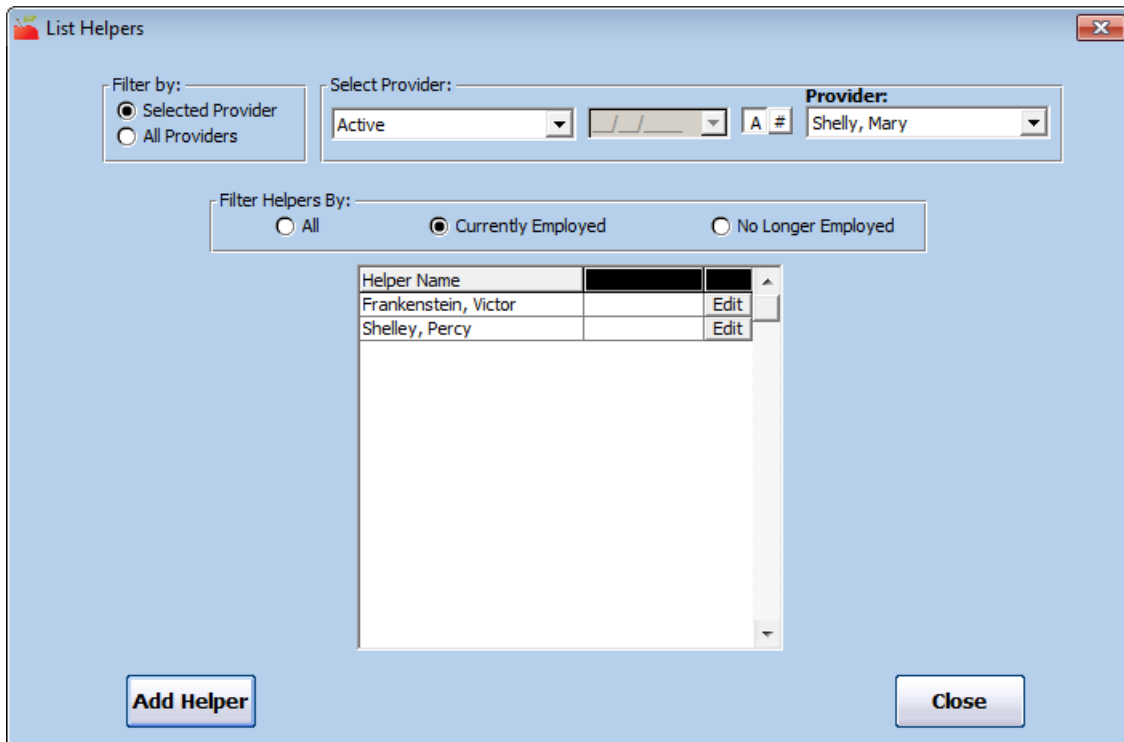
Add Another Save Close

7. Click the **Email** box and enter the helper's email address.
8. Click the **Gender** drop-down menu and select the helper's sex.
9. Click the **Phone** box and enter the helper's phone number.
10. In the **Race** section, check the box next to each item that applies.
11. Click the **Expiration Date** and enter the date on which the helper either needs more training or re-certification. This is useful if you require documentation proving that the helper has received training or has appropriate certifications.
12. Click the **Training Date Complete** box and enter the date the training completed training, if needed.
13. Click **Save**.
14. Click **Add Another** to add another helper, or click **Close**.

## Changing Provider Helpers

To update provider helper information:

1. Click the **Tools** menu and select **Provider Helpers**. The List Helpers window opens.
2. Click the **Provider** drop-down menu and select the provider for whom to manage helpers. The helpers created for this provider display.



3. In the **Filter Helpers By** section, select **All**, **Currently Employed**, or **No Longer Employed**.
4. Click **Edit** next to the helper to change. The Edit Helper Information dialog box opens.
5. Update the helper's information, as needed.
6. If this helper no longer works for the provider, click the **Last Date Employed** box and enter the helper's last day of employment.
7. When finished, click **Save**.

## Deleting Provider Helpers

You should only delete helpers if they were entered in error. If the Helper no longer works for the provider, enter a date in the **Last Date Employed** box.

1. Click the **Tools** menu and select **Provider Helpers**. The List Helpers window opens.
2. Click the **Provider** drop-down menu and select the provider.
3. In the **Filter Helpers By** section, select **All**, **Currently Employed**, or **No Longer Employed**.
4. Click **Edit** next to the helper to remove. The Edit Helper Information dialog box opens.
5. Click **Delete**.
6. Respond to the confirmation prompt.

**Note:** You can access the List Helpers window from the Provider Information window. To do so, click **Helpers** (to the right) in the Provider Information window.