HRC
SETWorks
Training
for HRC Staff
& Parent Providers

Introduction

- **Setworks is a software that HRC utilizes for parent providers and staff to keep track of their service hours and notes while caring for individuals.**
- **It is very important to be sure to check in and out each time service is being provided to an individual and to document the types of activities and learning that are being completed during that time. This documentation should be relevant to the goals (outcomes) that are set forth in the individuals Individual Support Plan (ISP).**

SETWORKS DESKTOP

- To navigate to Setworks on the desktop*, simply type
- www.set-works.com
- into your web browser.
- *You will be checking in and out on your mobile device. However, if you forget to input notes for a specific day, you will need to access the desktop platform to edit the entry to add the note.

SETWORKS MOBILE

- **Navigate to the browser on your phone. If you are using iPhone, please use Safari to navigate.**
- **You will type the following into your navigation bar on the browser: www.set-works.com**

SETWorks

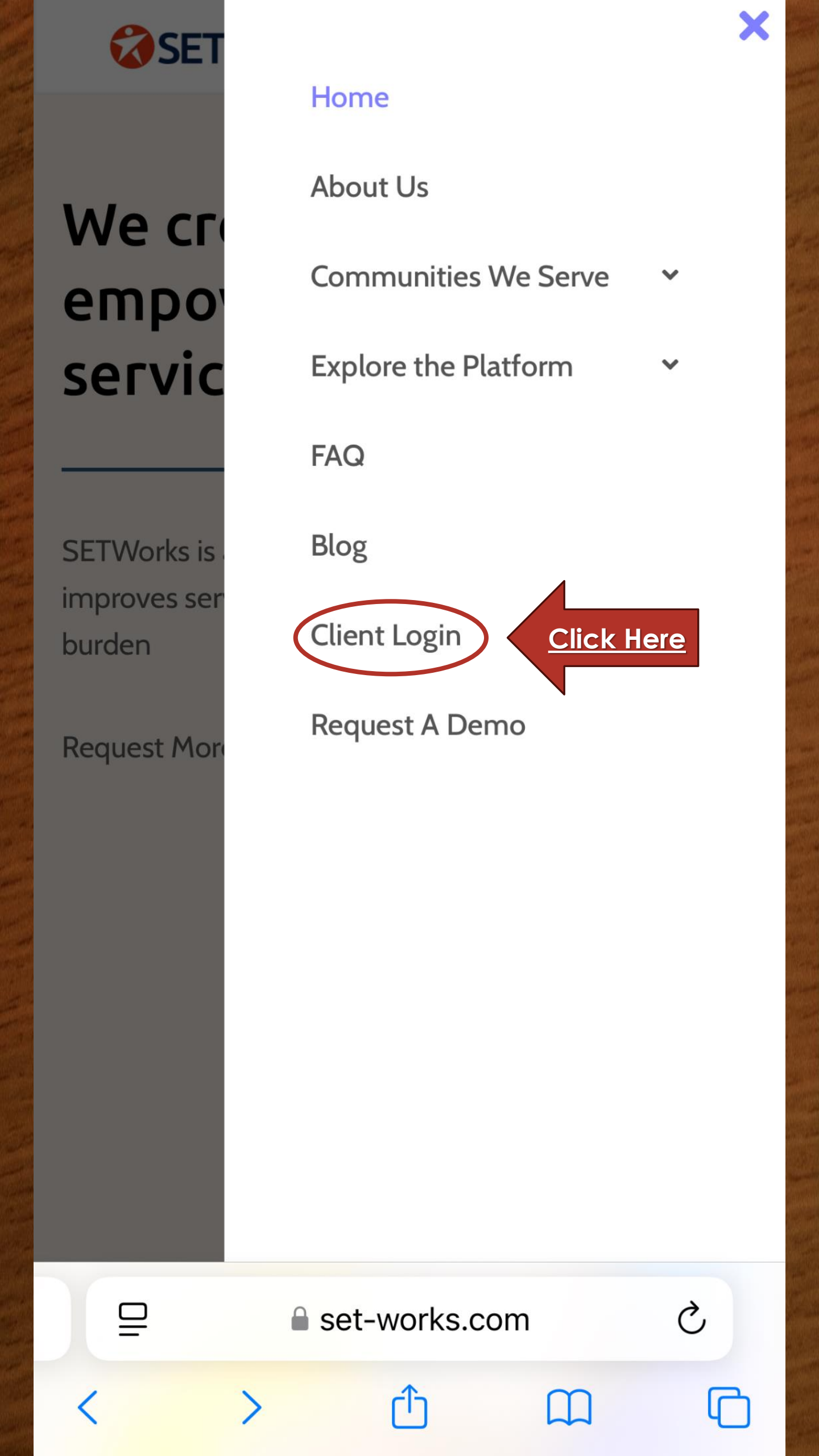
Click Here

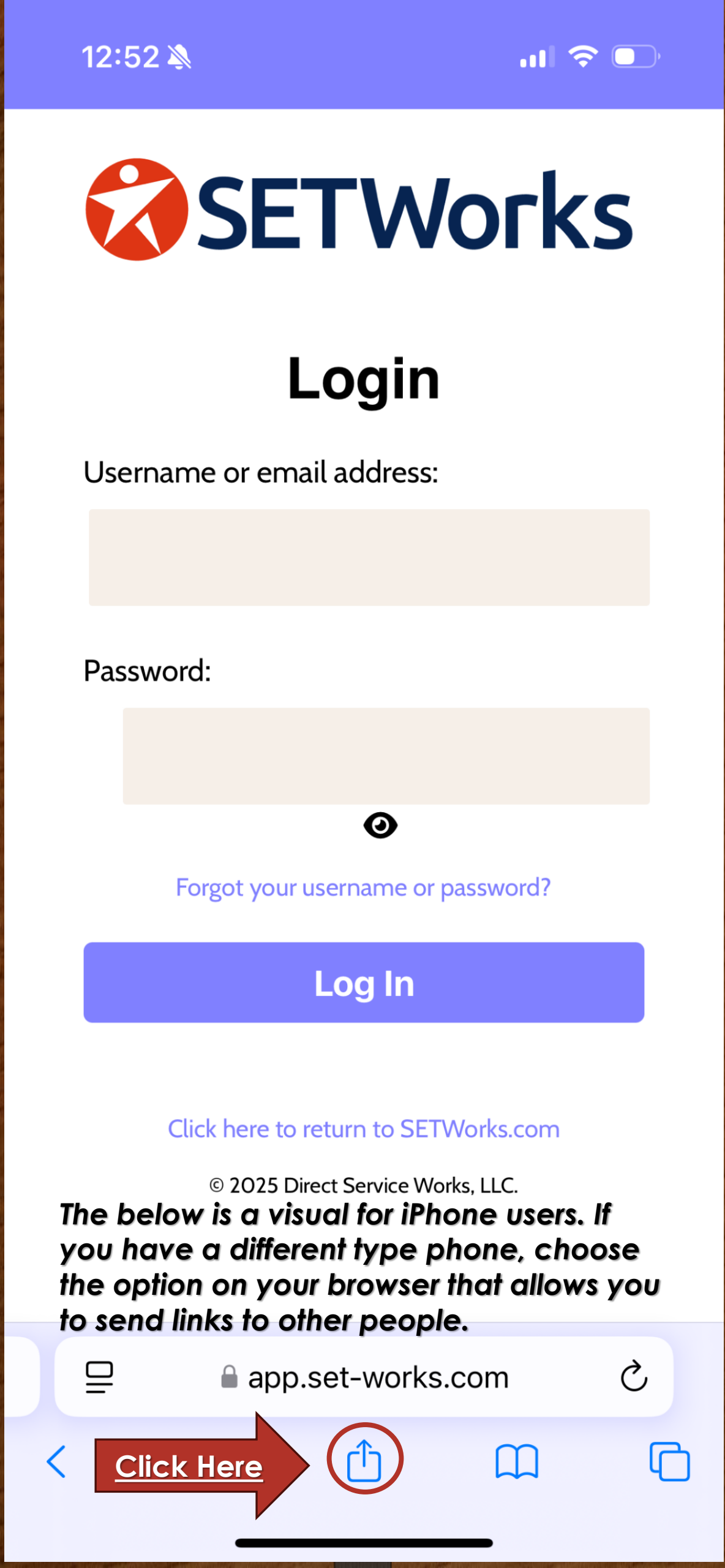
We create software that empowers disability service agencies

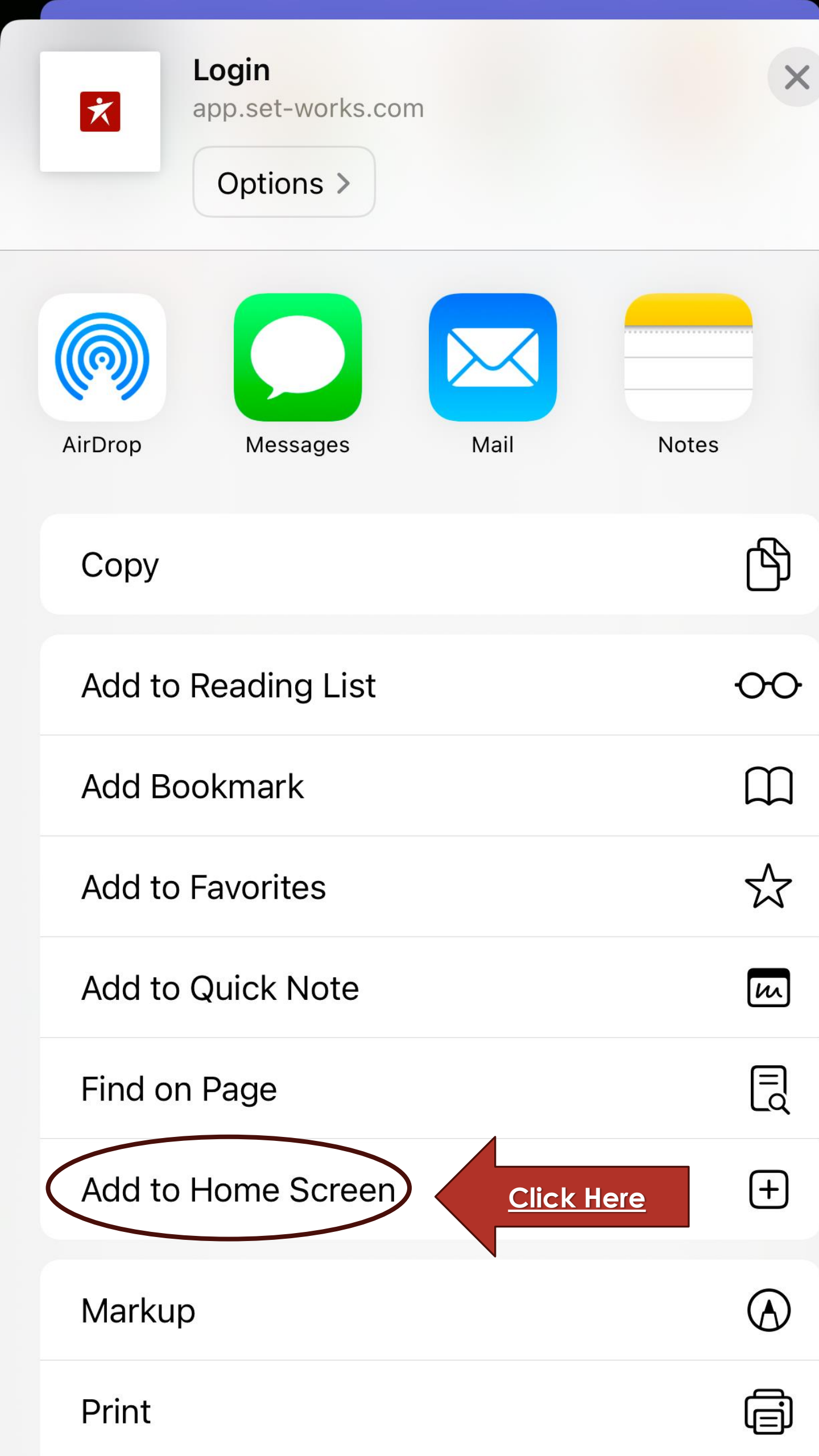
SETWorks is a simple and intuitive platform that improves service efficiency and reduces administrative burden

Request More Info →

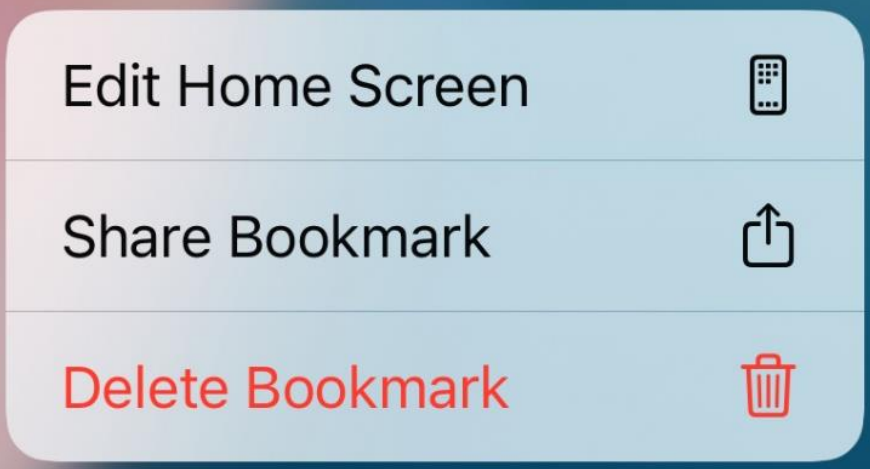
set-works.com


Home
About Us
Communities We Serve
Explore the Platform
FAQ
Blog
Client Login
Click Here
Request A Demo
set-works.com

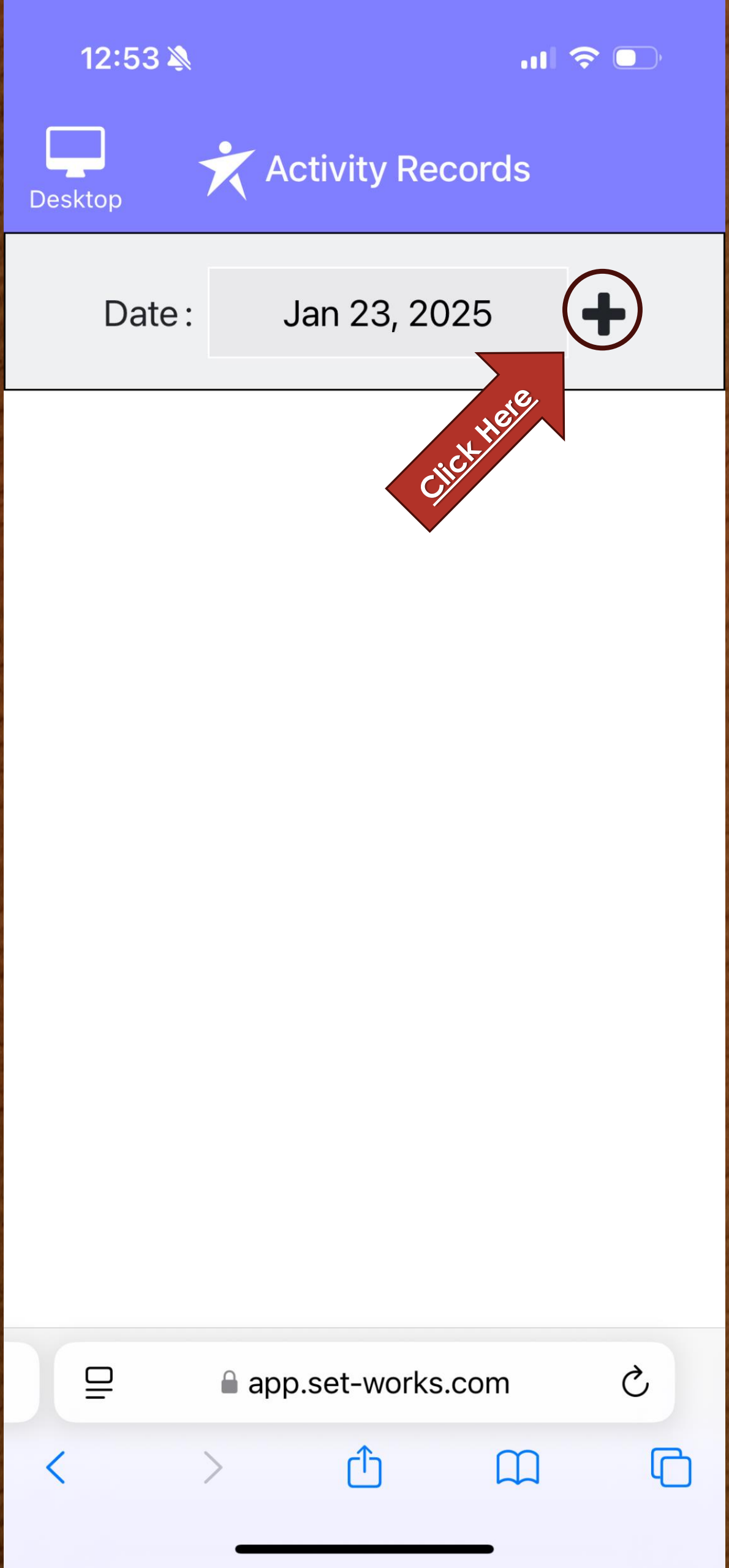

12:52
SETWorks
Login
Username or email address:
Password:
Forgot your username or password?
Log In
Click here to return to SETWorks.com
© 2025 Direct Service Works, LLC.
The below is a visual for iPhone users. If you have a different type phone, choose the option on your browser that allows you to send links to other people.
app.set-works.com
Click Here


Login
app.set-works.com
Options
AirDrop
Messages
Mail
Notes
Copy
Add to Reading List
Add Bookmark
Add to Favorites
Add to Quick Note
Find on Page
Add to Home Screen
Click Here
Markup
Print

This is how the icon will then look on your Home screen after it has been added.



1:10
Noble, Emily
Log Out
HRC
HUMAN RESOURCES CENTER, INC
If you sign in from your browser, you may see this page. Scroll down to the bottom of the page where you will find the below.
Select:
Add...
Messages
There are no new messages.
View all messages
support@set-works.com
816-542-7334
Feedback Form
Copyright ©2025 Direct Service Works, LLC. All Rights Reserved.
| Updates |
EVV Experience
Click Here
app.set-works.com


12:53
Desktop
Activity Records
Date :
Jan 23, 2025
Click Here
app.set-works.com

Close

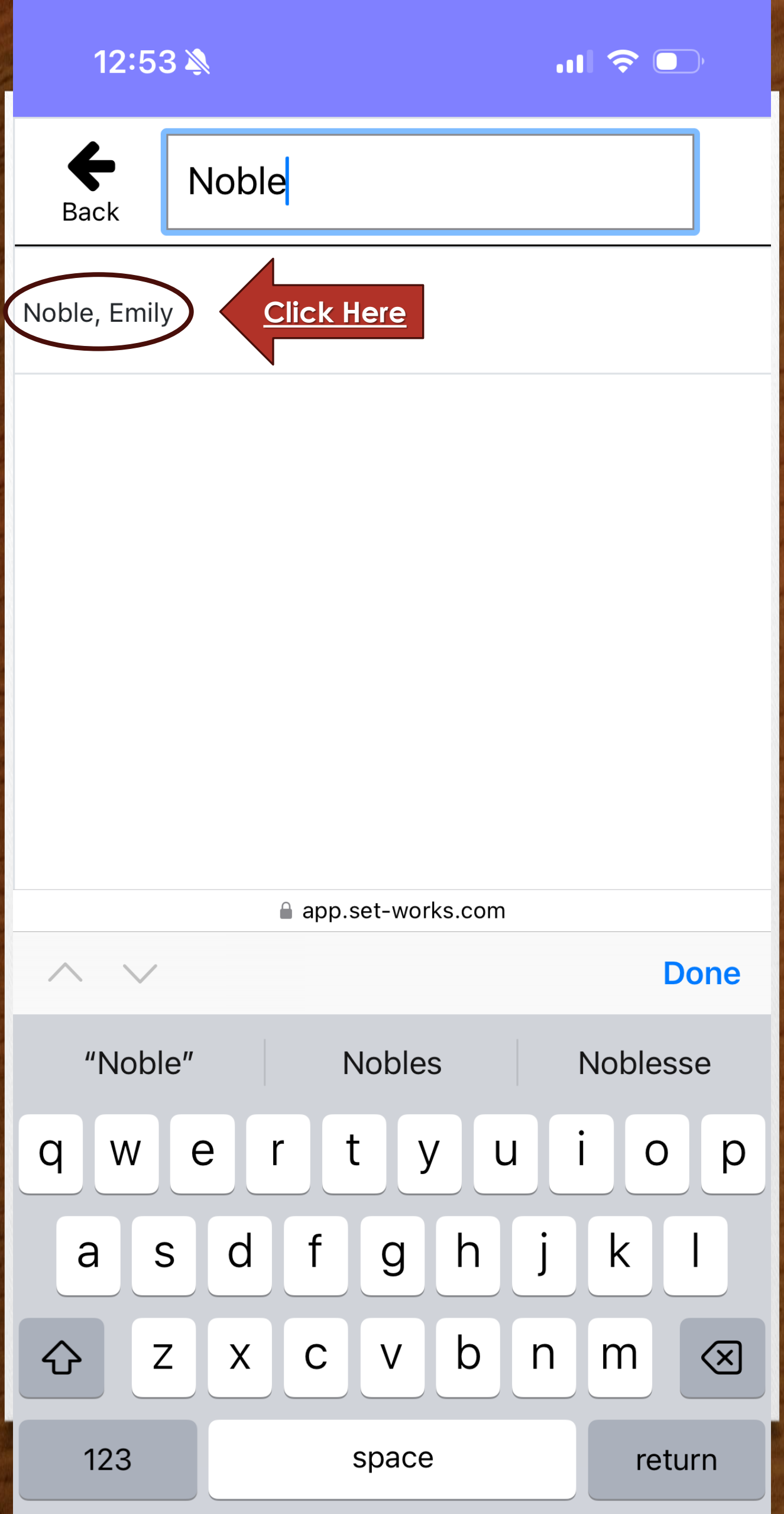
Create Record

Record Date: Jan 23, 2025

Staff

Please add at least one staff to add clients

Add Signature


12:53
Back
Noble
Noble, Emily
Click Here
app.set-works.com
Done
“Noble”
Nobles
Noblesse
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

Back

Noble, Emily

From:

To:

Check In

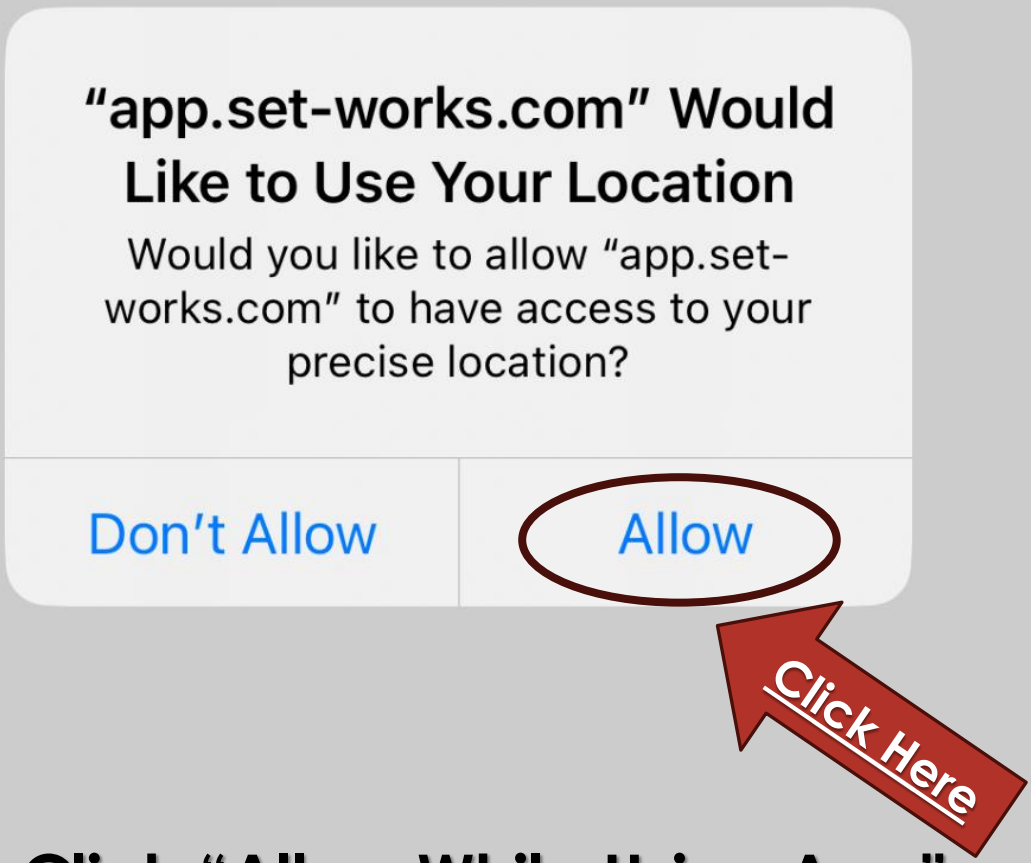
Click Here

Back

Noble, Emily

From:12:58 pm

To:



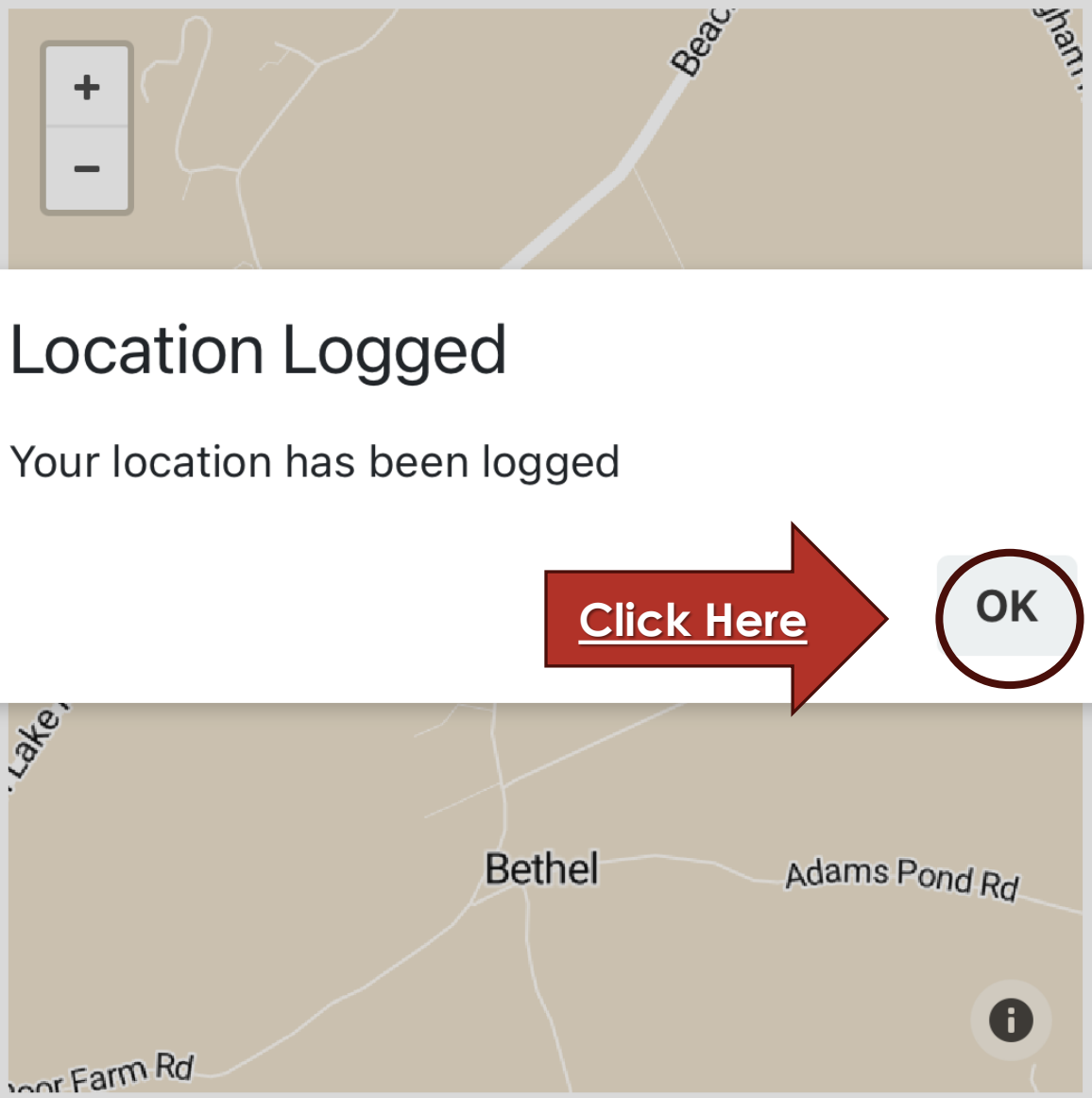
Click "Allow While Using App" after this prompt.

Back

Noble, Emily

From:12:58 pm

To:



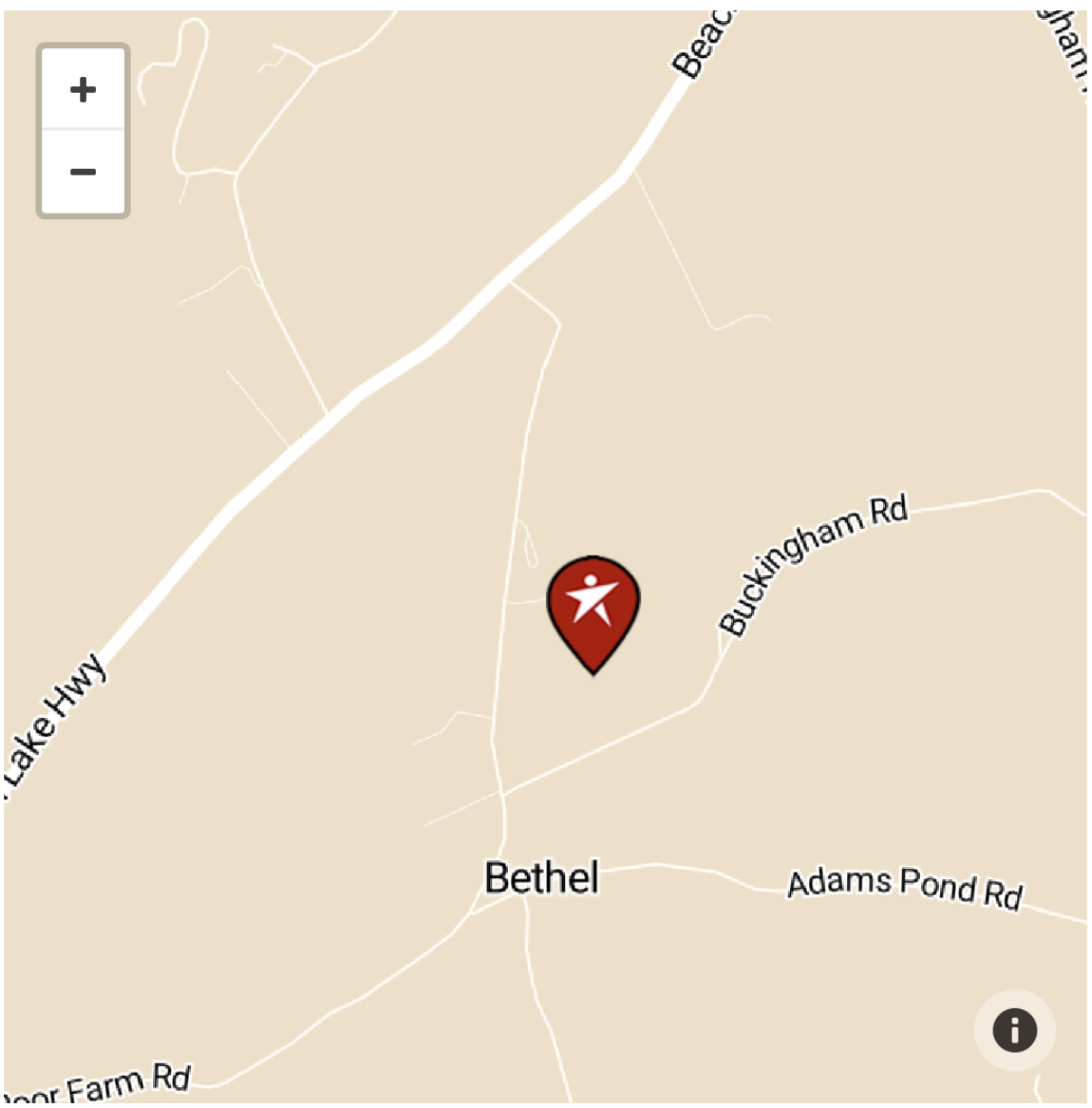
Back

Noble, Emily

Click Here

From:12:58 pm

To:



Close

Create Record

Record Date: Jan 23, 2025

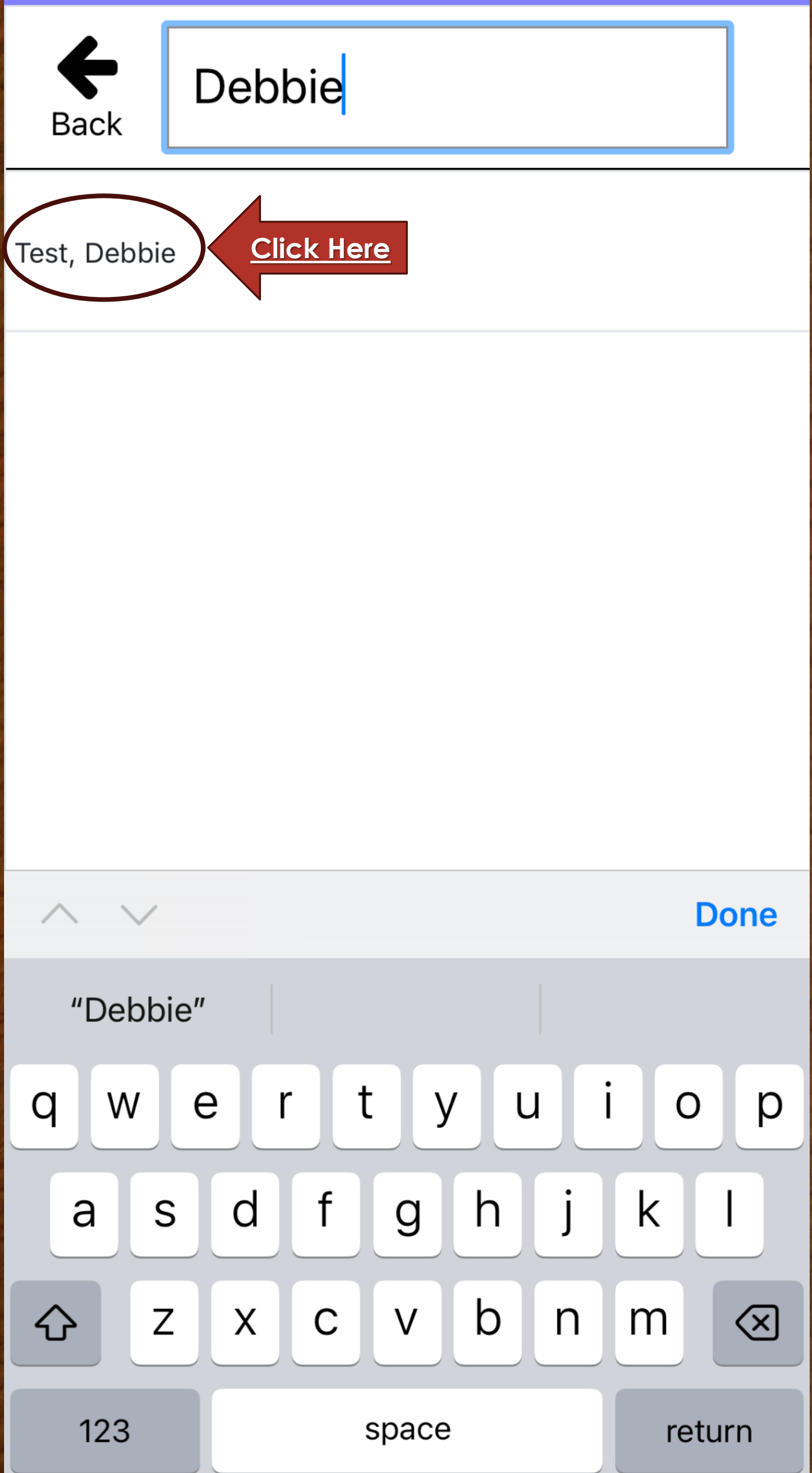
Staff

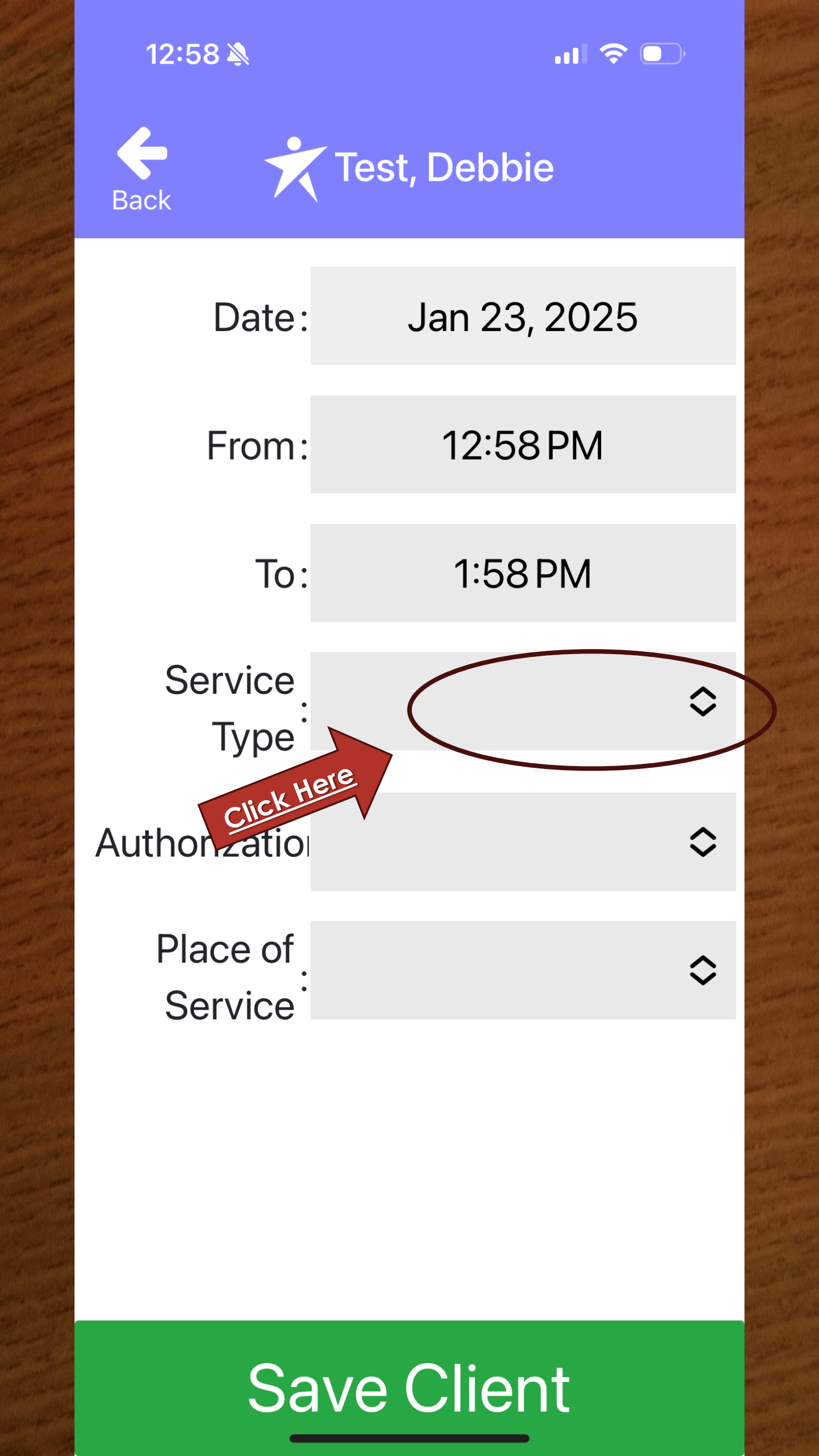
Noble, Emily 12:58 PM - Not Checked Out

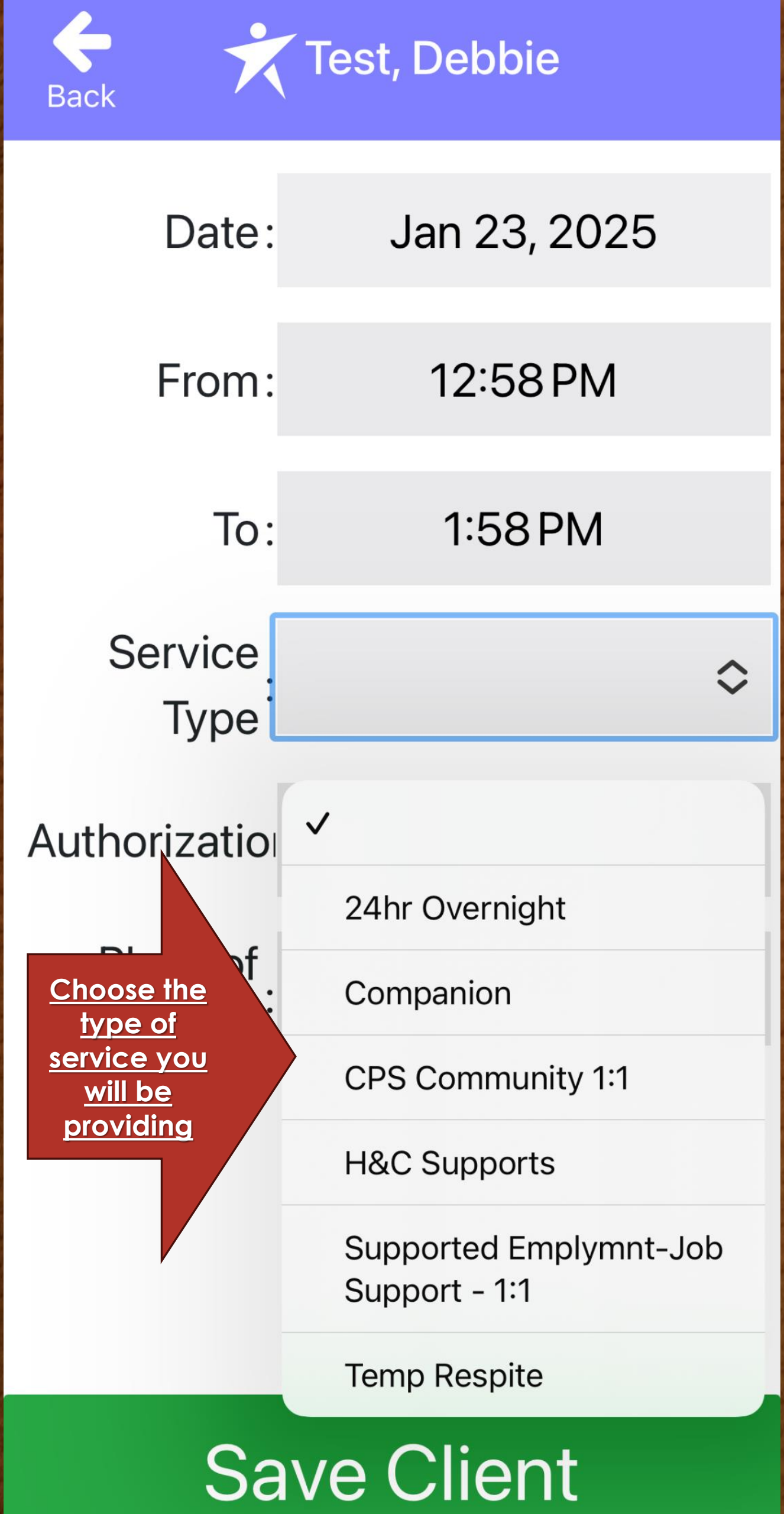
Clients

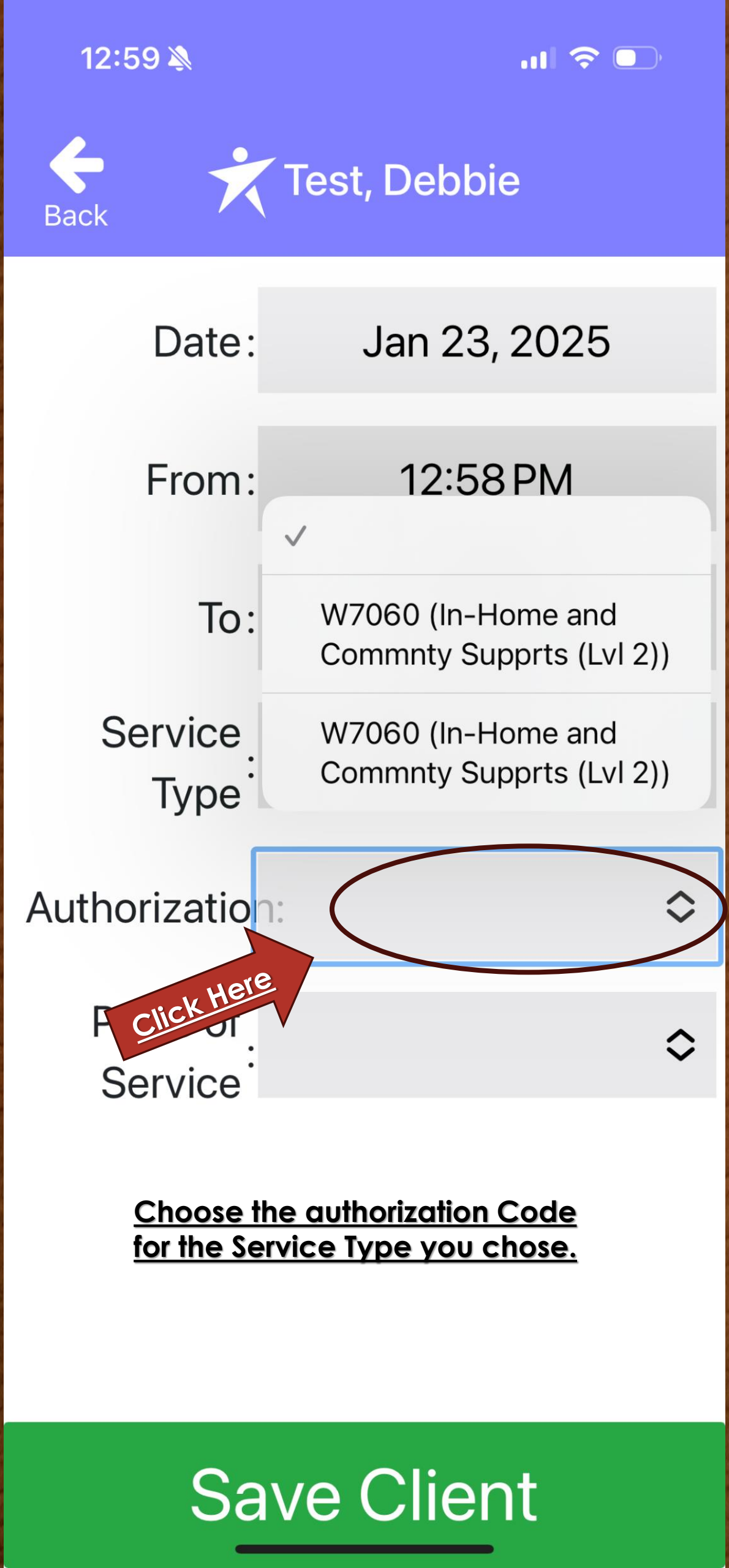
Click Here

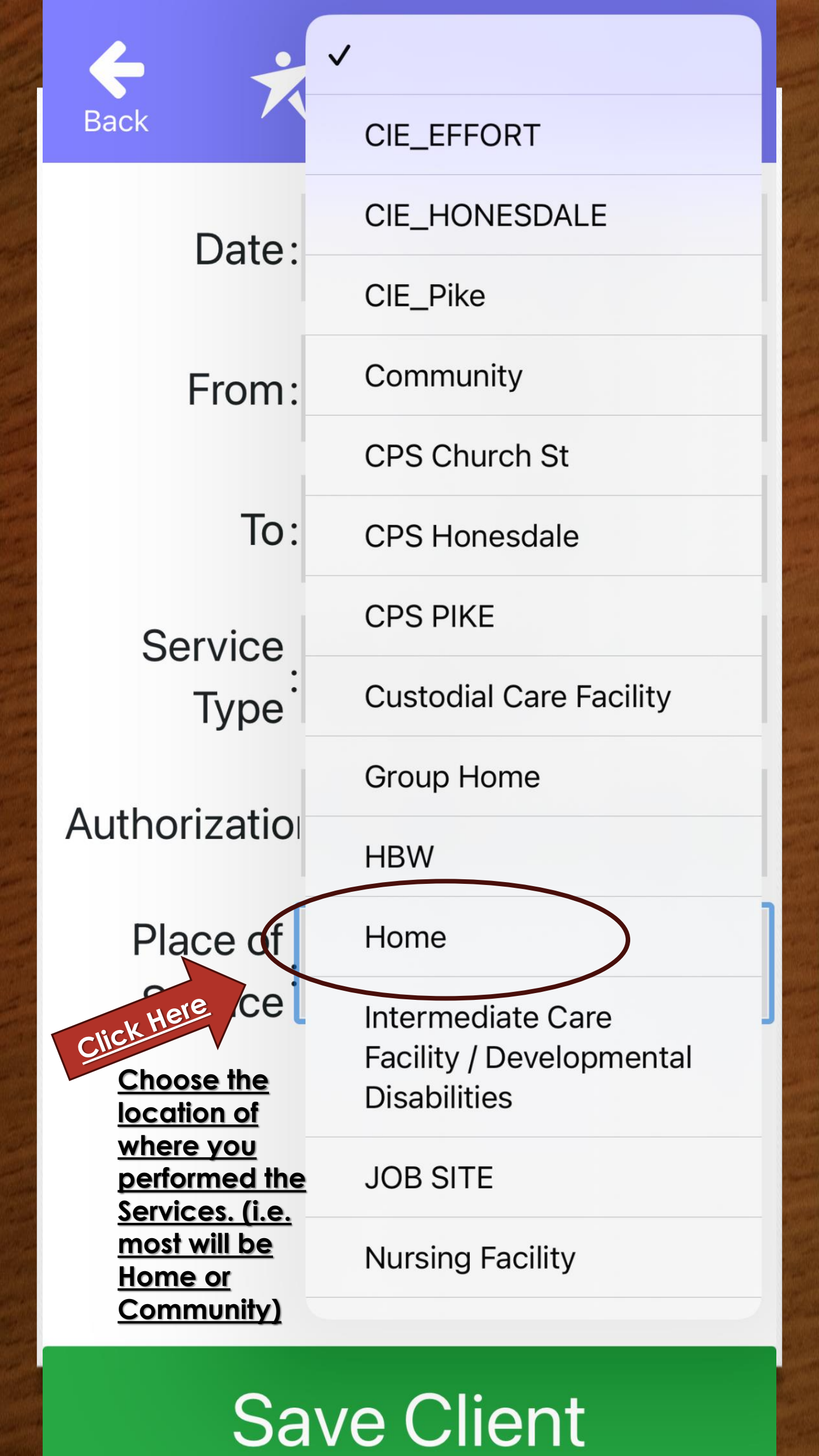
Add Signature

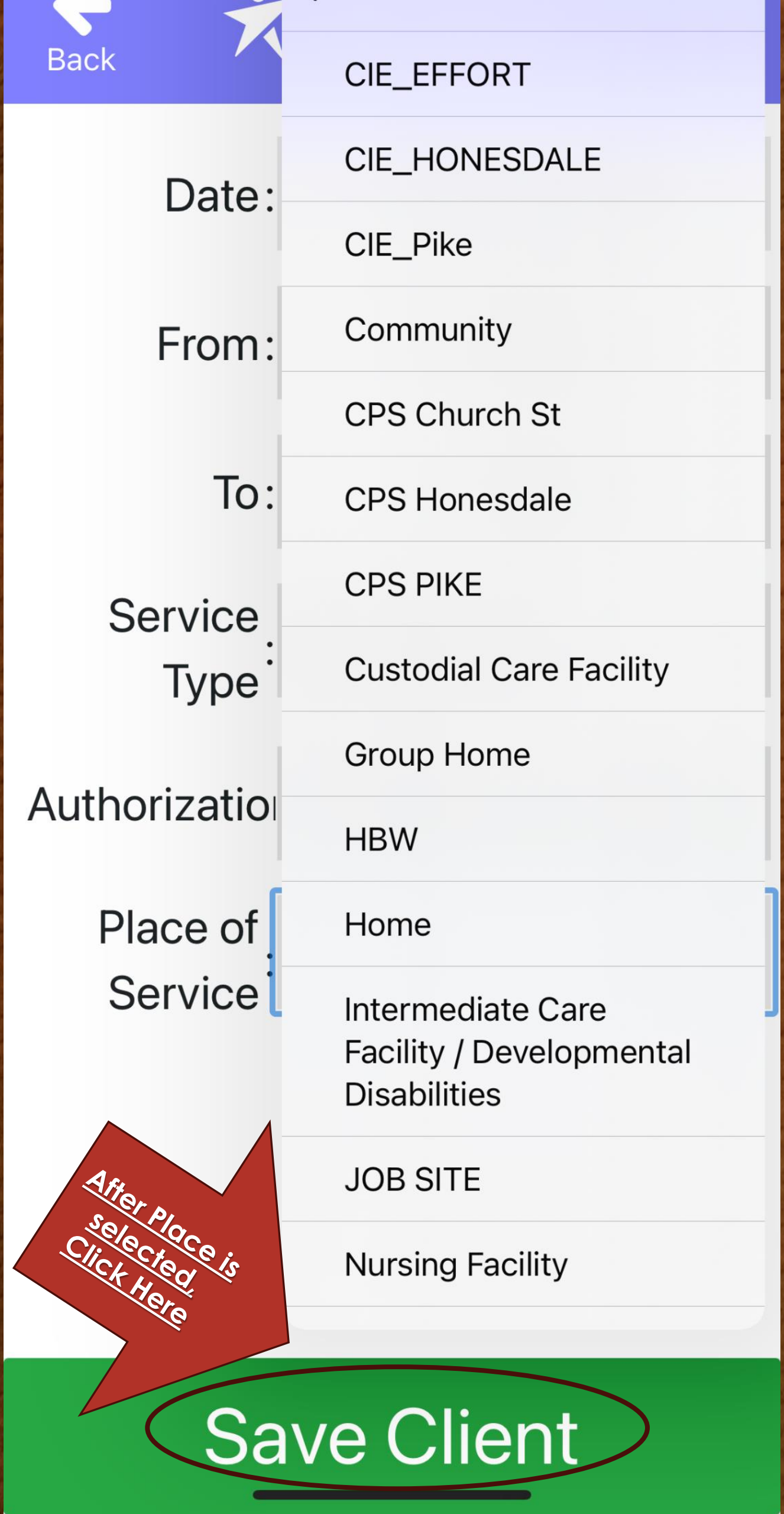

Back
Debbie
Test, Debbie
Click Here
Done
“Debbie”
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

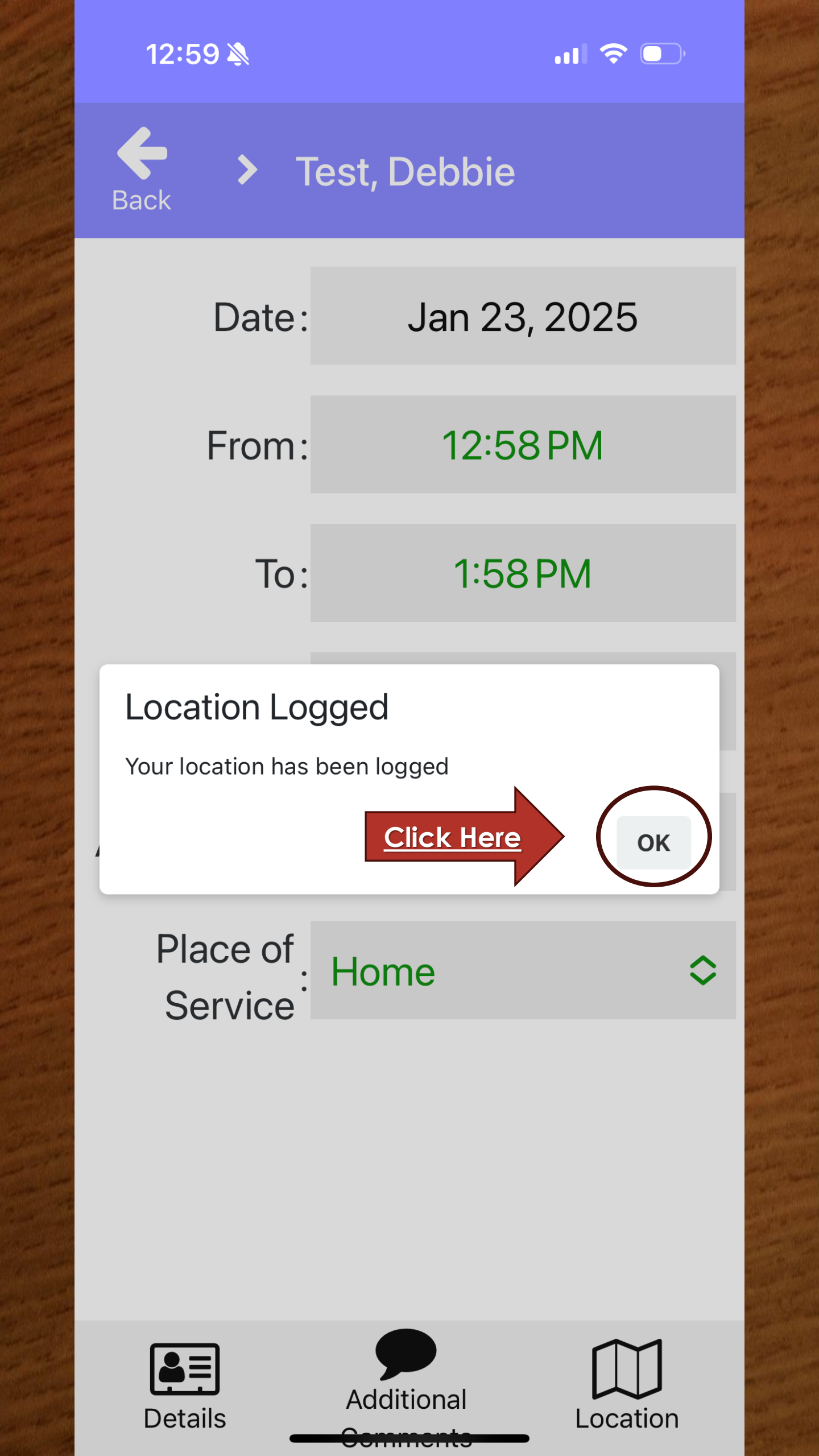

12:58
Back
Test, Debbie
Date:
Jan 23, 2025
From:
12:58 PM
To:
1:58 PM
Service Type:
Click Here
Authorizatio
Place of Service:
Save Client

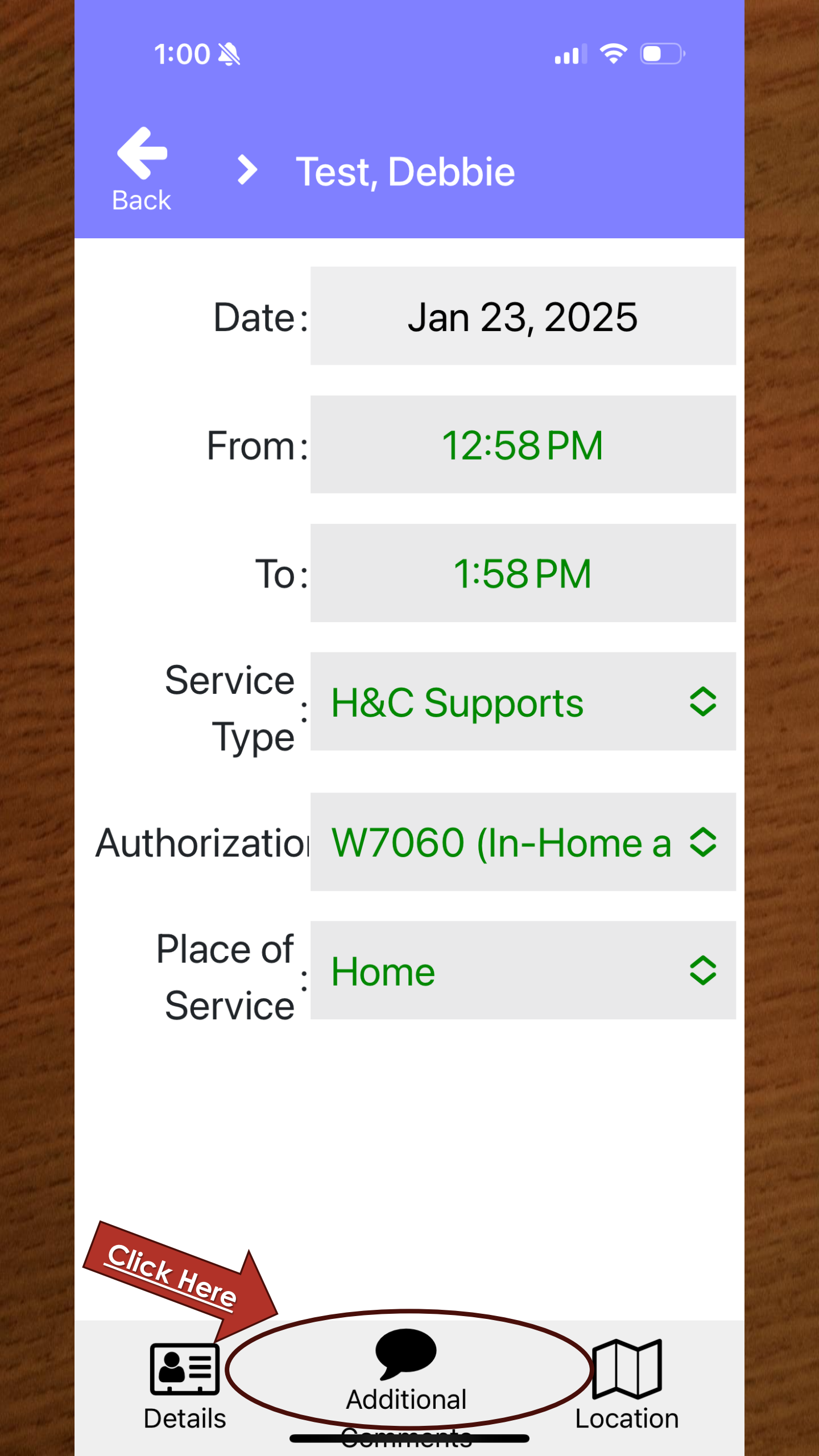

Back
Test, Debbie
Date:
Jan 23, 2025
From:
12:58 PM
To:
1:58 PM
Service Type:
Authorizatio
24hr Overnight
Companion
CPS Community 1:1
H&C Supports
Supported Emplymnt-Job Support - 1:1
Temp Respite
Choose the type of service you will be providing
Save Client


12:59
Back
Test, Debbie
Date:
Jan 23, 2025
From:
12:58 PM
To:
W7060 (In-Home and Commnty Supprts (Lvl 2))
Service Type:
W7060 (In-Home and Commnty Supprts (Lvl 2))
Authorization:
Click Here
Service:
Choose the authorization Code for the Service Type you chose.
Save Client


Back
Date:
From:
To:
Service Type:
Authorizatio
Place of
ce
Click Here
Choose the location of where you performed the Services. (i.e. most will be Home or Community)
✓
CIE_EFFORT
CIE_HONESDALE
CIE_Pike
Community
CPS Church St
CPS Honesdale
CPS PIKE
Custodial Care Facility
Group Home
HBW
Home
Intermediate Care Facility / Developmental Disabilities
JOB SITE
Nursing Facility
Save Client


Back
Date:
From:
To:
Service Type:
Authorizatio
Place of Service:
CIE_EFFORT
CIE_HONESDALE
CIE_Pike
Community
CPS Church St
CPS Honesdale
CPS PIKE
Custodial Care Facility
Group Home
HBW
Home
Intermediate Care Facility / Developmental Disabilities
JOB SITE
Nursing Facility
After Place is selected, Click Here
Save Client


12:59
Back
Test, Debbie
Date: Jan 23, 2025
From: 12:58 PM
To: 1:58 PM
Location Logged
Your location has been logged
Click Here
OK
Place of Service: Home
Details
Additional Comments
Location


1:00
Back
Test, Debbie
Date:
Jan 23, 2025
From:
12:58 PM
To:
1:58 PM
Service Type:
H&C Supports
Authorizatio
W7060 (In-Home a
Place of Service:
Home
Click Here
Details
Additional Comments
Location

- Group Description
- Group Overall Comments
- Client Comments
- ISP Outcomes and Outcome Action
- Additional Supports
- Plan Questions

Group Description

Group Overall Comments

Client Comments

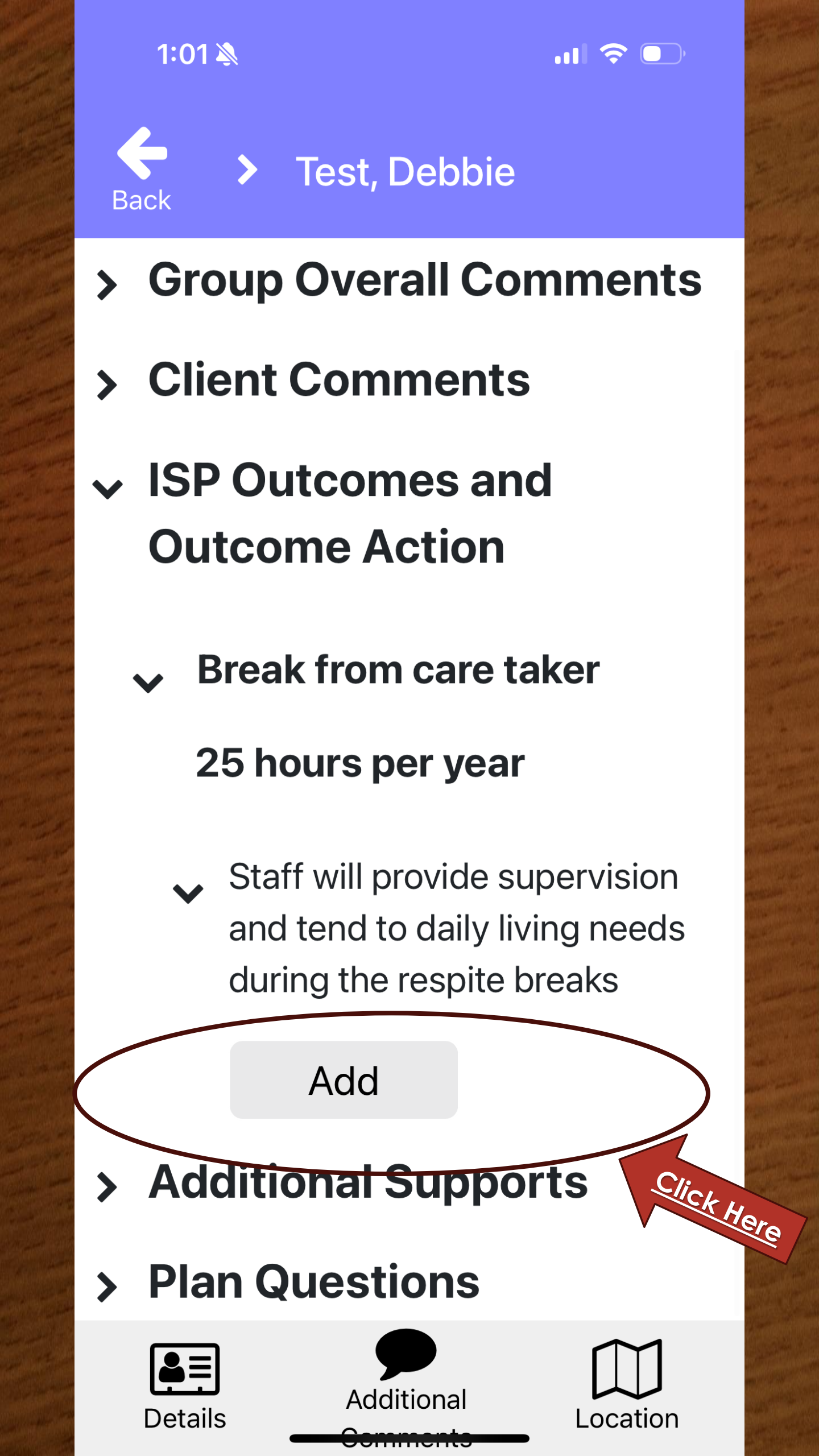
ISP Outcomes and Outcome Action

Break from care taker

Click Here

Additional Supports

Plan Questions


1:01
Back
Test, Debbie
Group Overall Comments
Client Comments
ISP Outcomes and Outcome Action
Break from care taker
25 hours per year
Staff will provide supervision and tend to daily living needs during the respite breaks
Add
Additional Supports
Click Here
Plan Questions
Details
Additional Comments
Location

1:01

Action:

Staff will provide supervision and tend to daily living needs during the respite breaks

Methods / Techniques / Strategies:

Assessment Keys:

Choose all that apply

1. Physically Assisted: ☐

2. Verbal Prompt: ☐

3. Redirection: ☐

☐

Save Cancel

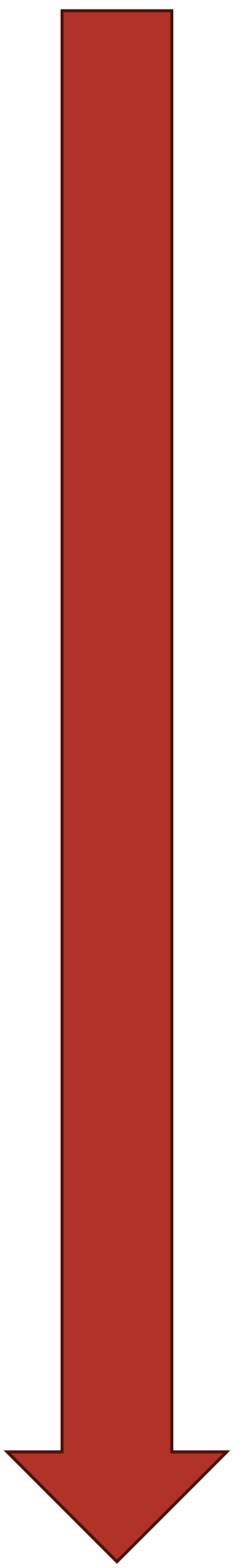
Intervention Keys:

Choose One that Applies

8. Service Provided: in Home — [x]

9. Service Provided in: Community — [ ]

9a. Services provided in BOTH: Home & Community — [ ]



Save Cancel

4. N/A:

Comment:

What did you do?
How did you do it?
Where did you do it?

Fill this part in using the following guide

Save

Cancel

Done

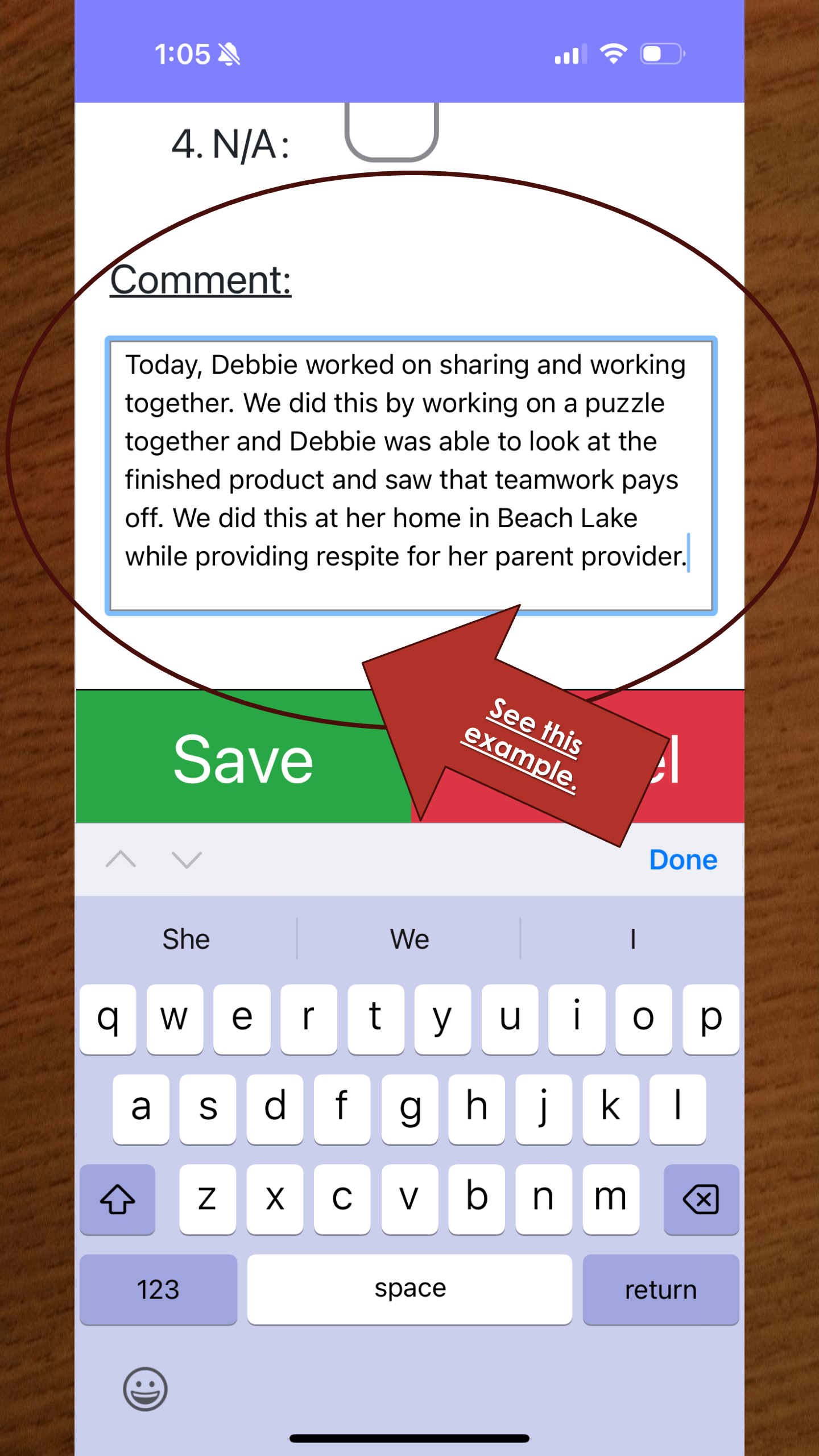
I | The | I'm

1 2 3 4 5 6 7 8 9 0

- / : ; ( ) $ & @ "

#+= . , ? ! ' ⌫

ABC space return


1:05
4. N/A:
Comment:
Today, Debbie worked on sharing and working together. We did this by working on a puzzle together and Debbie was able to look at the finished product and saw that teamwork pays off. We did this at her home in Beach Lake while providing respite for her parent provider.
See this example.
Save
Done
She
We
I
q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123
space
return

4. N/A:

Comment:

Today, Debbie worked on sharing and working together. We did this by working on a puzzle together and Debbie was able to look at the finished product and saw that teamwork pays off. We did this at her home in Beach Lake while providing respite for her parent provider.

Save

Click Here

Done

Click Here

Service Provided in Home:
Yes

Assessment Keys

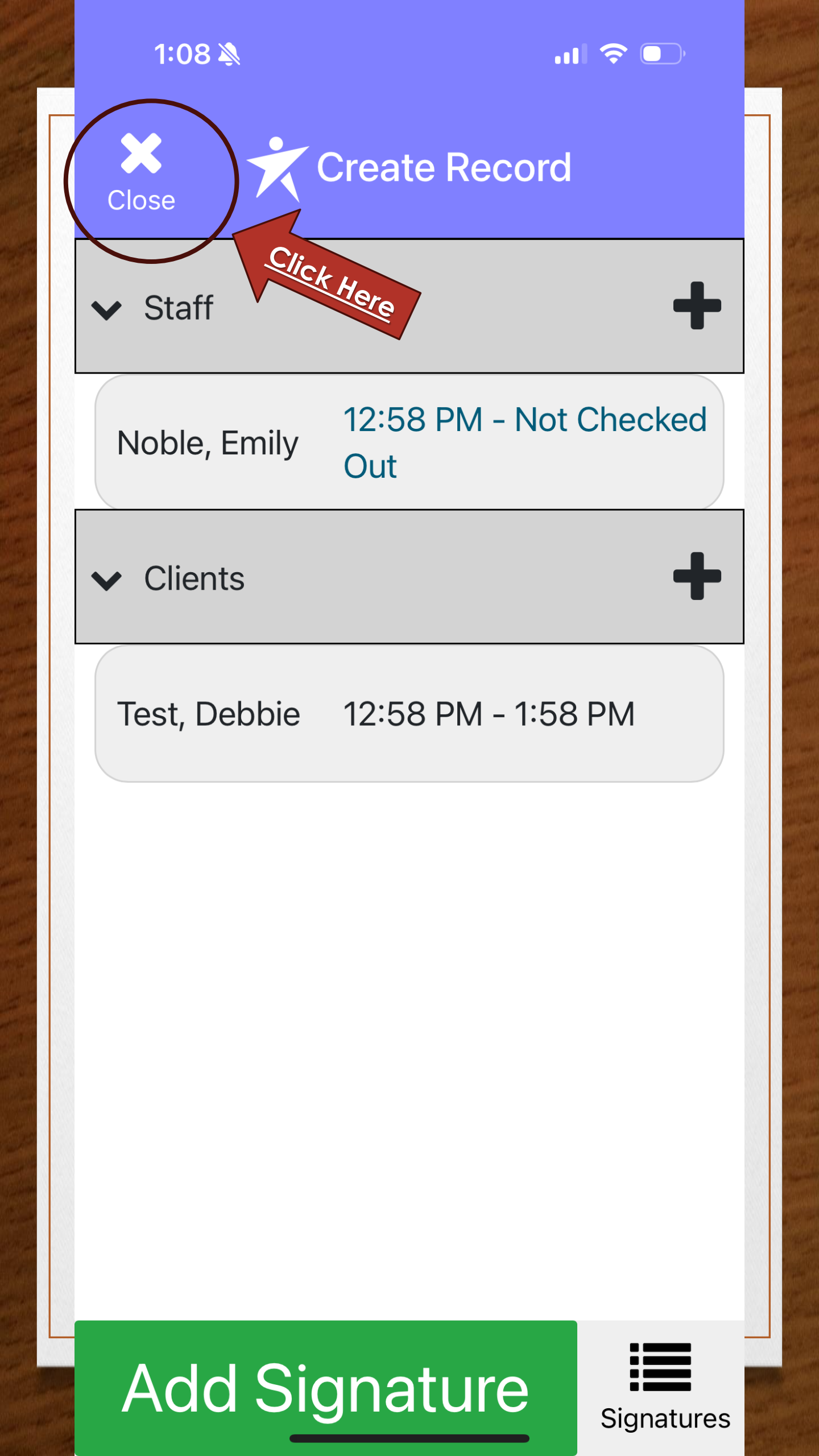
2. Verbal Prompt: Yes
1. Physically Assisted: Yes
3. Redirection: Yes
5. Monitoring: Yes

Comment

Today, Debbie worked on sharing and working together. We did this by working on a puzzle together and Debbie was able to look at the finished product and saw that teamwork pays off. We did this at her home in Beach Lake while providing respite for her parent provider.

Edit

Add


1:08
Close
Create Record
Click Here
Staff
Noble, Emily
12:58 PM - Not Checked Out
Clients
Test, Debbie
12:58 PM - 1:58 PM
Add Signature
Signatures

Activity Records

Date: Jan 23, 2025

Billable 12:58 pm - 12:58 pm

Test, Debbie (12:58 pm - 1:58 pm)

Click Here

You can get back into the record by clicking back into this.

Close

Create Record

Staff

Noble, Emily 12:58 PM - Not Checked Out

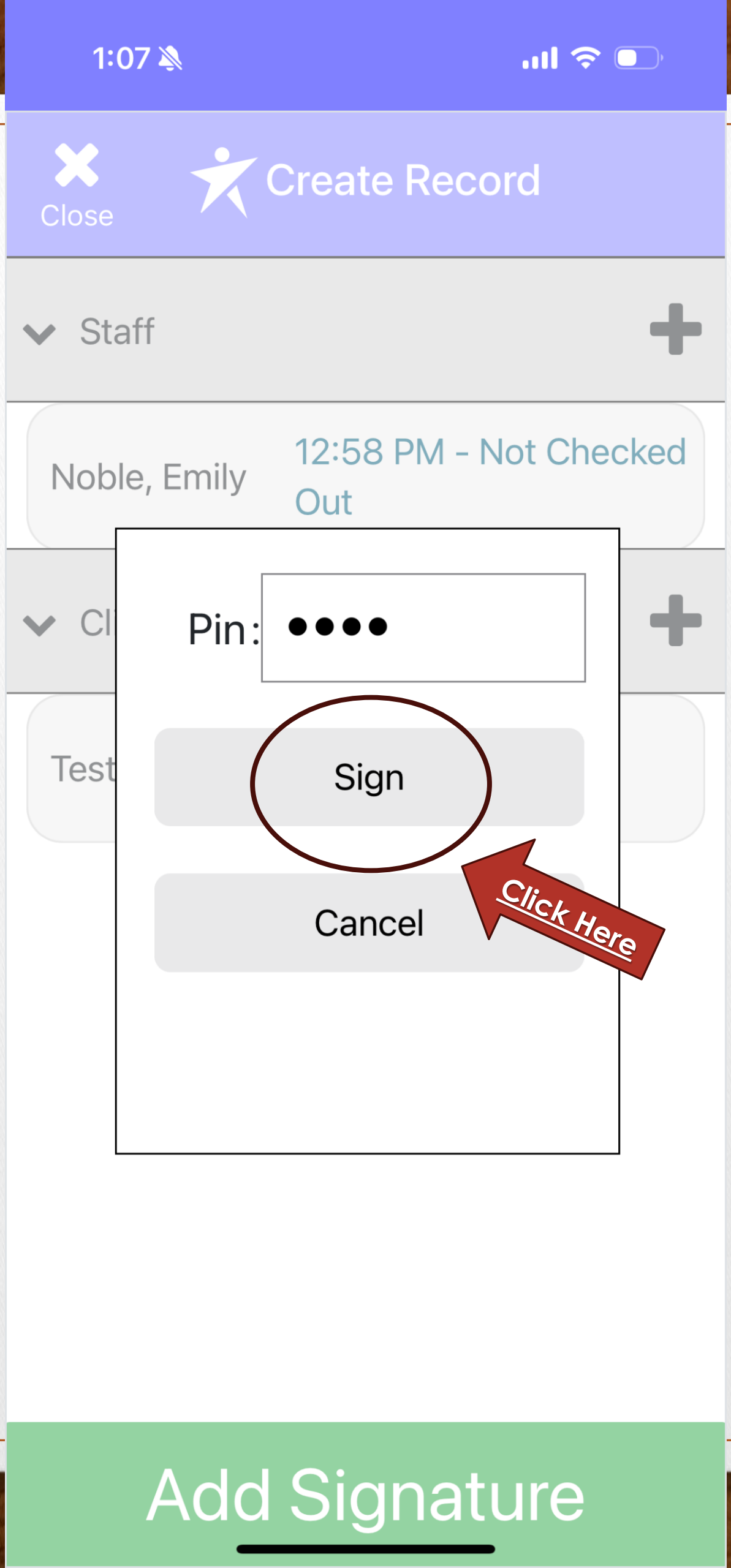
Clients

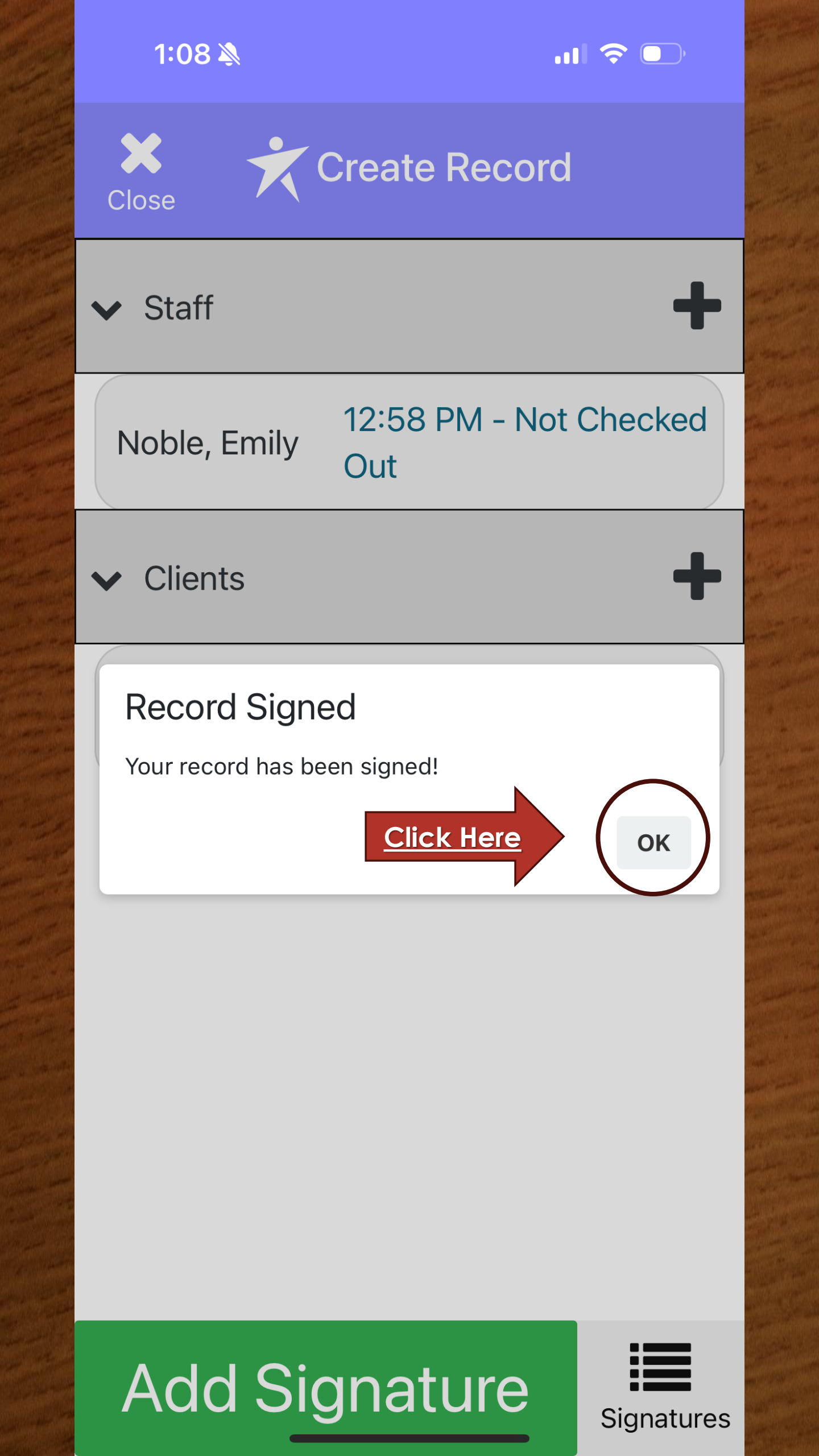
Test, Debbie 12:58 PM - 1:58 PM

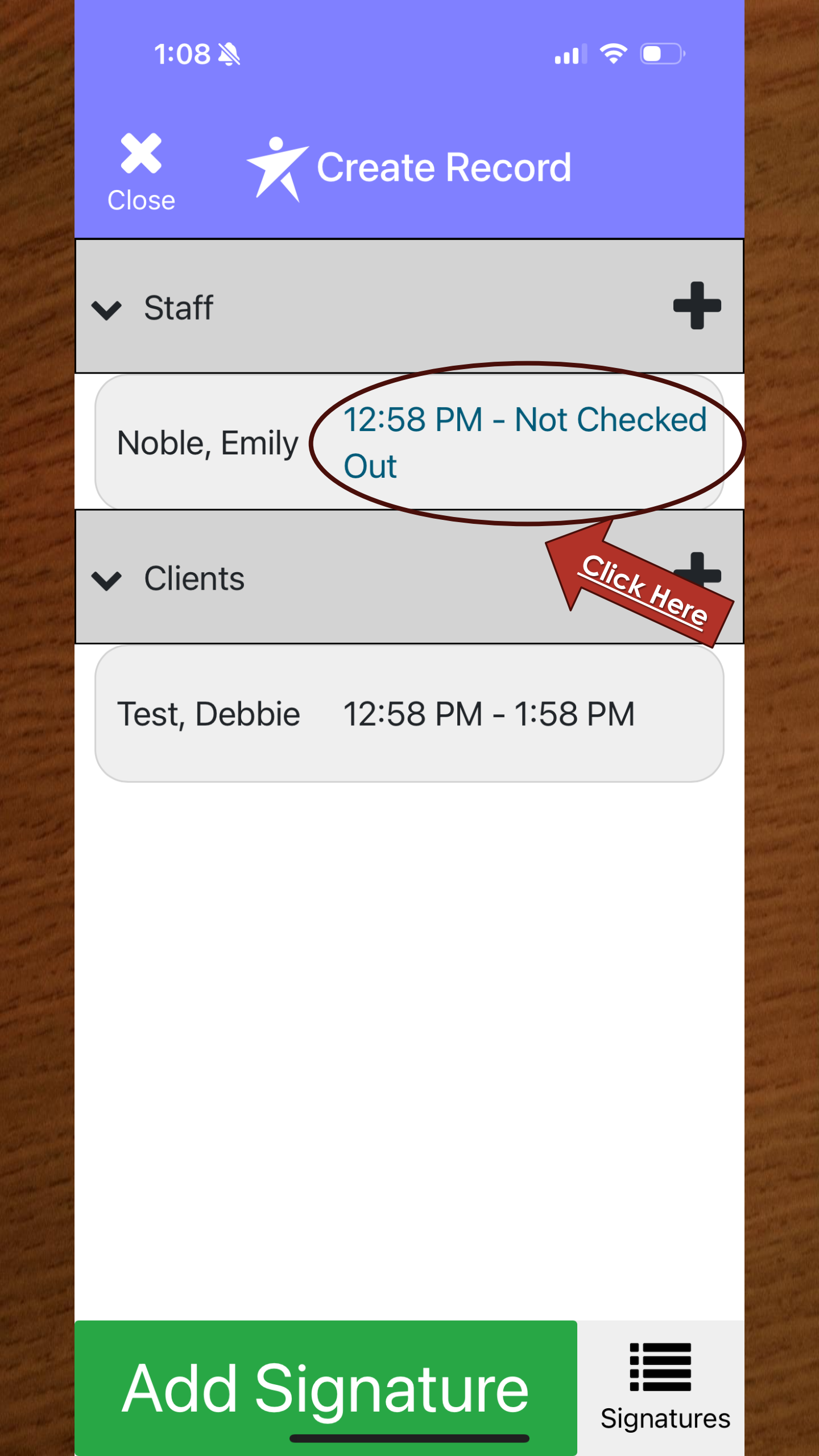
Add Signature

Signatures

1:06
Close
Create Record
Staff
Noble, Emily
12:58 PM - Not Checked Out
Cl
Test
Add Family/HBW Staff Signature
Add Client Signature
Cancel
Click Here
Add Signature


1:07
Close
Create Record
Staff
Noble, Emily
12:58 PM - Not Checked Out
Pin:
Sign
Cancel
Click Here
Add Signature


1:08
Close
Create Record
Staff
Noble, Emily
12:58 PM - Not Checked Out
Clients
Record Signed
Your record has been signed!
Click Here
OK
Add Signature
Signatures


1:08
Close
Create Record
Staff
Noble, Emily
12:58 PM - Not Checked Out
Clients
Click Here
Test, Debbie
12:58 PM - 1:58 PM
Add Signature
Signatures

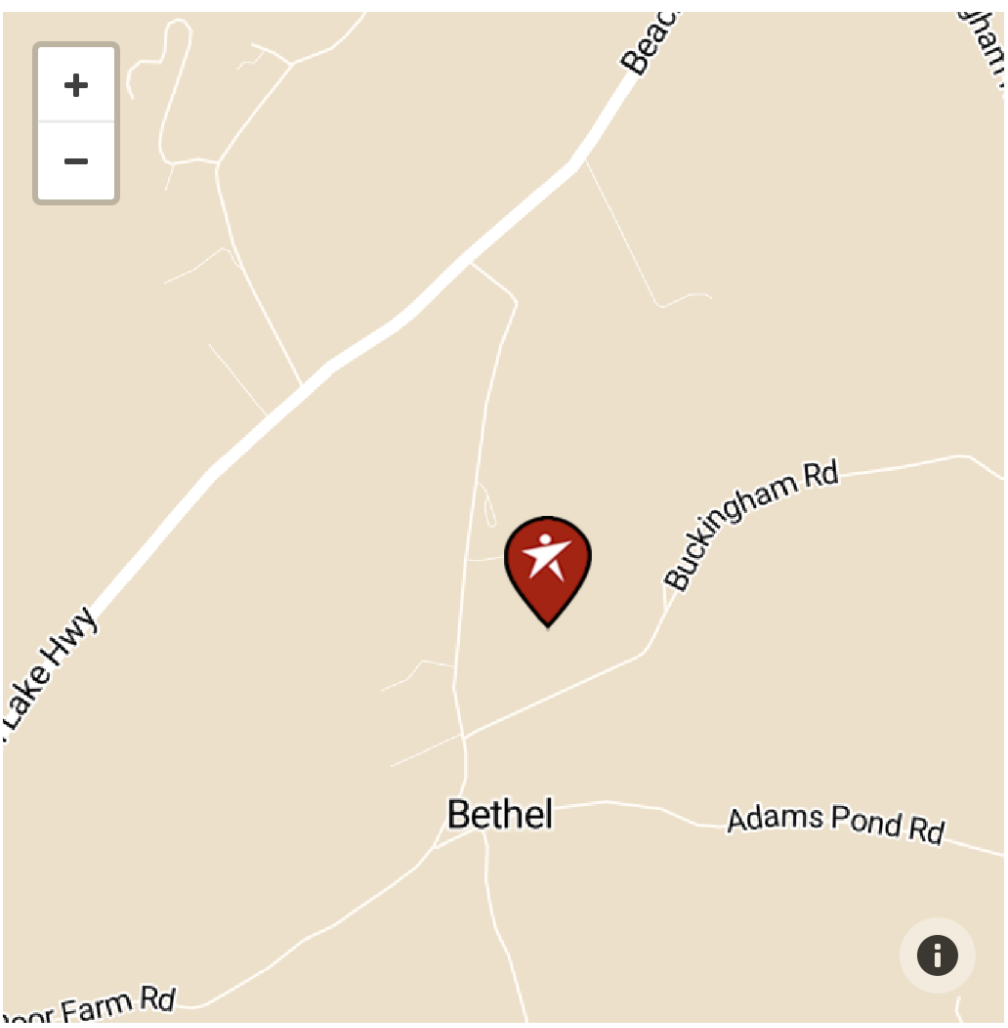
1:08

Back

Noble, Emily

From:12:58 pm

To:



Click Here

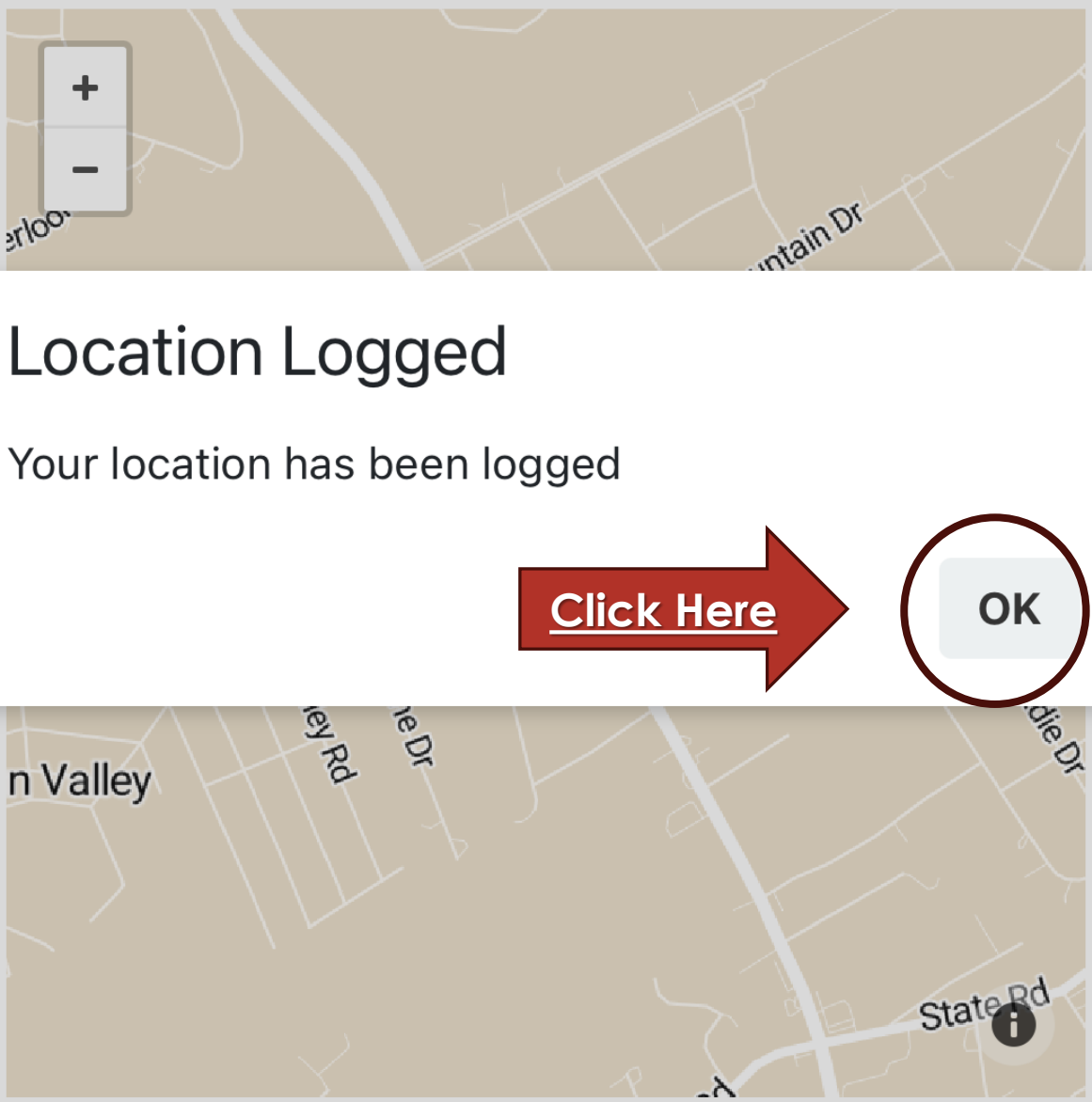
Check Out

Back

Noble, Emily

From:12:58 pm

To: 1:09 pm



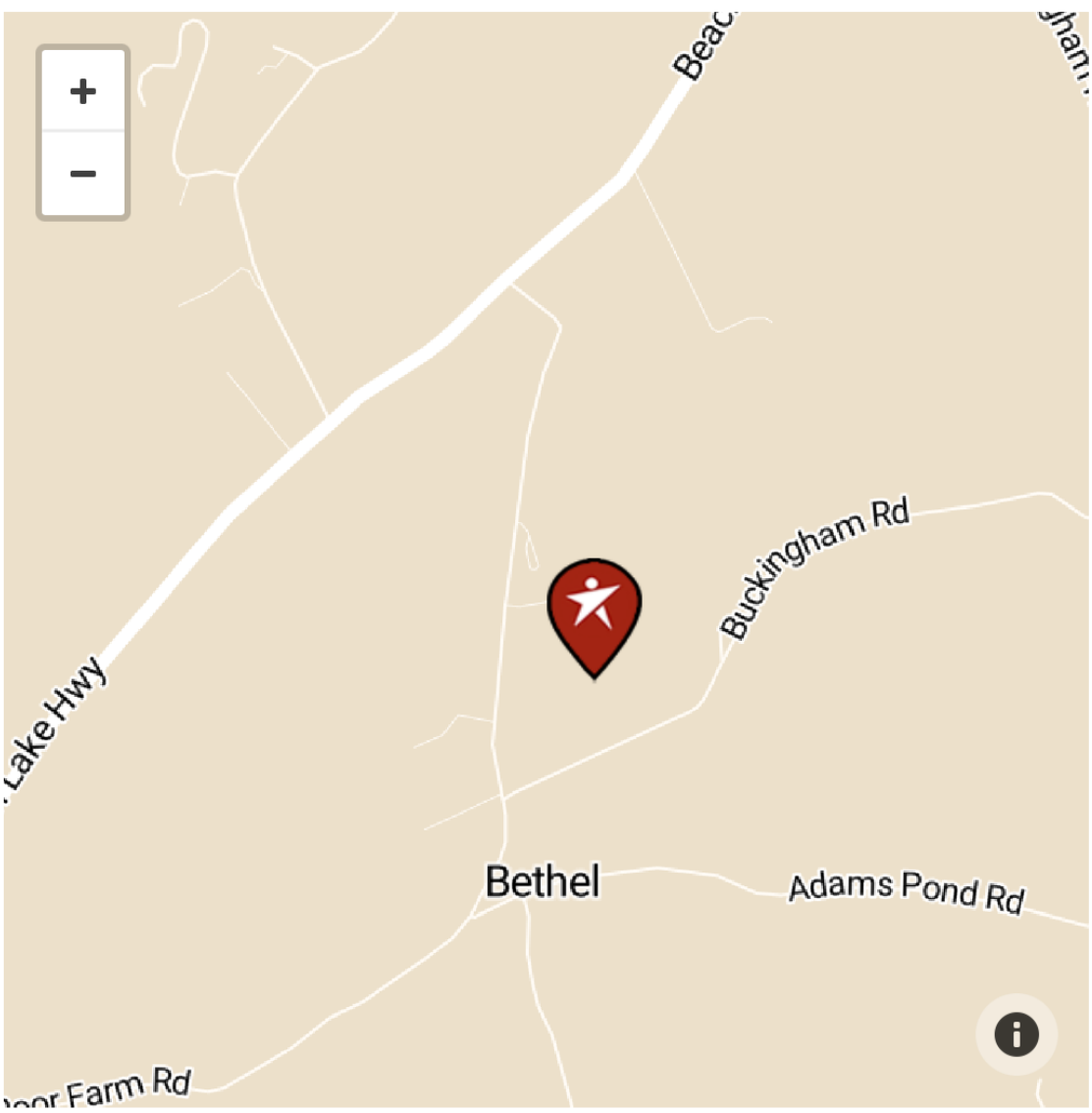
Back

Noble, Emily

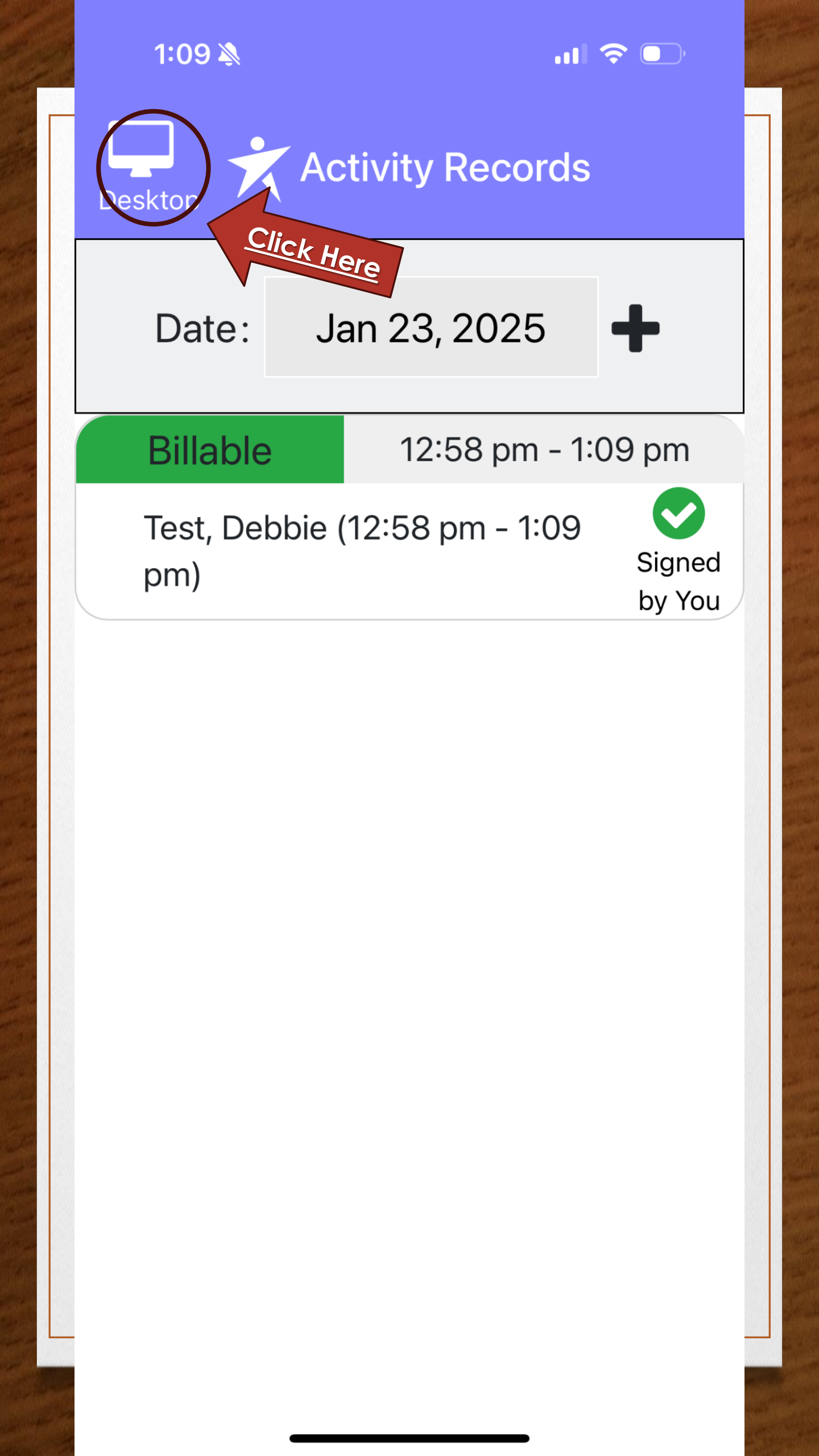
Click Here

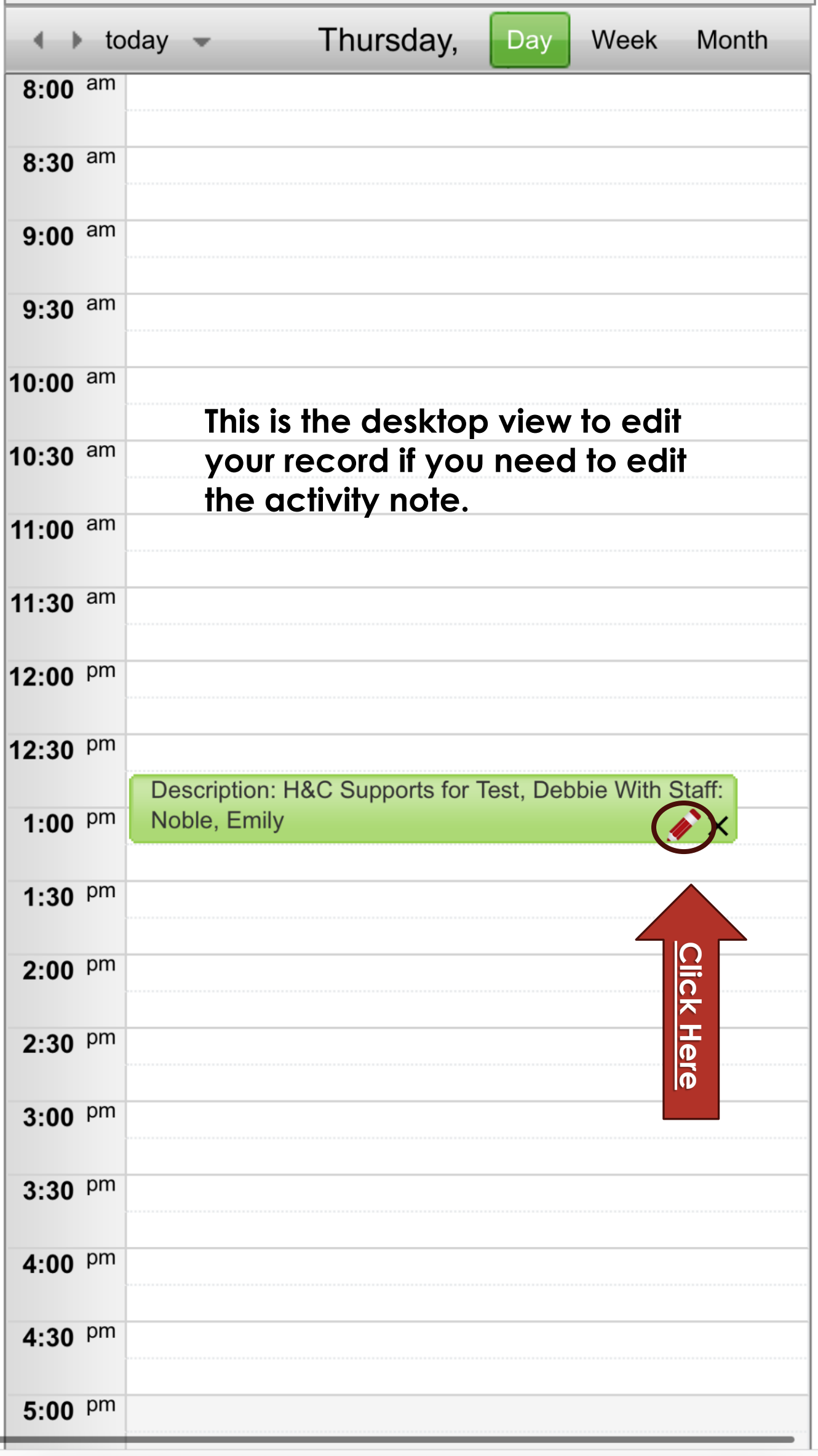
From:12:58 pm

To: 1:09 pm



You can then close out of this record. The following slides show what to do in case you need to access the desktop version from the phone and the view you will have to edit a record to add a note or make an adjustment after the day of service is over.


1:09
Desktop
Activity Records
Click Here
Date:
Jan 23, 2025
Billable
12:58 pm - 1:09 pm
Test, Debbie (12:58 pm - 1:09 pm)
Signed by You



app.set-works.com

SETWorks

Questions?