

## Steps to Complete MAC Survey - Healthy Families Oregon

1. Go to: <https://mac.apps.mesd.k12.or.us/>
2. Click Survey Sign in
3. Select your county from the drop down - you can start typing your county name and it will populate, then you can select.
4. Enter your work email address
5. Click send login link to email. This will then send you an email with a link to click on to enter your survey. This is to ensure only you can enter survey data under your email login.
6. Check email and then click the Go to MAC Employee Survey field in the email.
7. **NOTE:** Once you login, you can click on your name in the upper right corner and select sign out. This will save your data if you need to leave and come back during the period the survey is open. This only saves it so you can keep working on it, it does not submit it as a final document.
8. Enter your Start time and Finish time for your PAID work day (make sure you select AM and PM where appropriate.) Note – this should match what time you put on your time card, or the hours that your contract says you are paid to work. This should not include extra hours you work that you do not get paid for.)
9. If you take an unpaid lunch break enter the start time and end time. (NOTE - if you take a paid lunch leave this section blank)
10. Click the Add Row button to start entering time.
11. Click the select times box and start clicking on times for each of your coded times. Each time block is 15 minutes – example: clicking on 7:30 am means you are recording for 7:30 am – 7:45 am. You can select multiple time blocks if they are for the same activity code.
  - a. Select activity code from the Activity Code box under category. Only one code can be selected per time block. If you don't see the activity code you are looking for you can start typing it and it will pop up. The dropdown fields don't show all the codes.
  - b. On certain codes you will see a subcode box pop open, enter the word **none**.
  - c. On codes where a documentation box pops up, enter documentation that supports the activity as you coded it. Documentation is a required field.
12. Click add row and repeat until your entire day is coded.
13. At the bottom you will see a summary where you can review the information and make sure it looks correct.
  - a. If you see things you need to change, scroll up, change the code or any information needing changed.

- b. Clicking the red x under the remove column will remove that line of data and you will need to re-enter that time.
- 14. You may see an alert that says Please make sure the survey covers all times in your workday. That means you haven't coded all blocks of time. This may mean you had unpaid time during your day you had to leave blank and it's ok to proceed. If that isn't the case, please complete all your coding.
- 15. Once you are done click submit. At this point you will not be able to change it unless the person reviewing it sends it back to you for corrections.
- 16. If you submit accidentally and need to make changes, please contact your site MAC Coordinator.
- 17. After submitting, click on your name in the upper right corner and sign out.