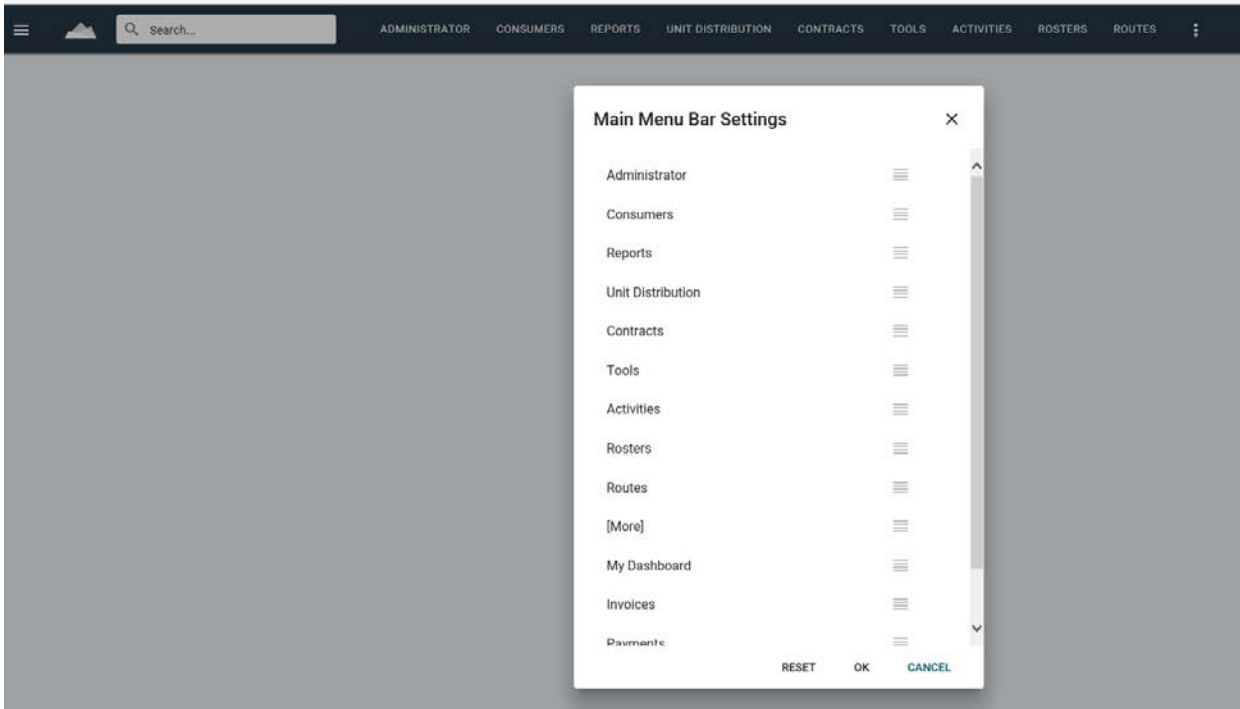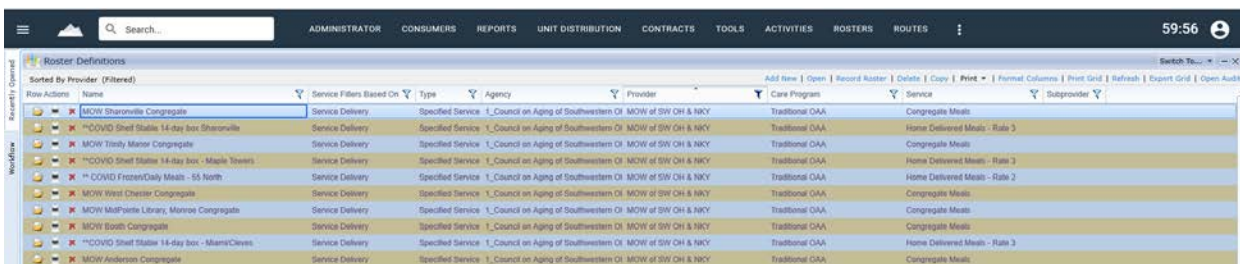# How to Create a Roster in WellSky
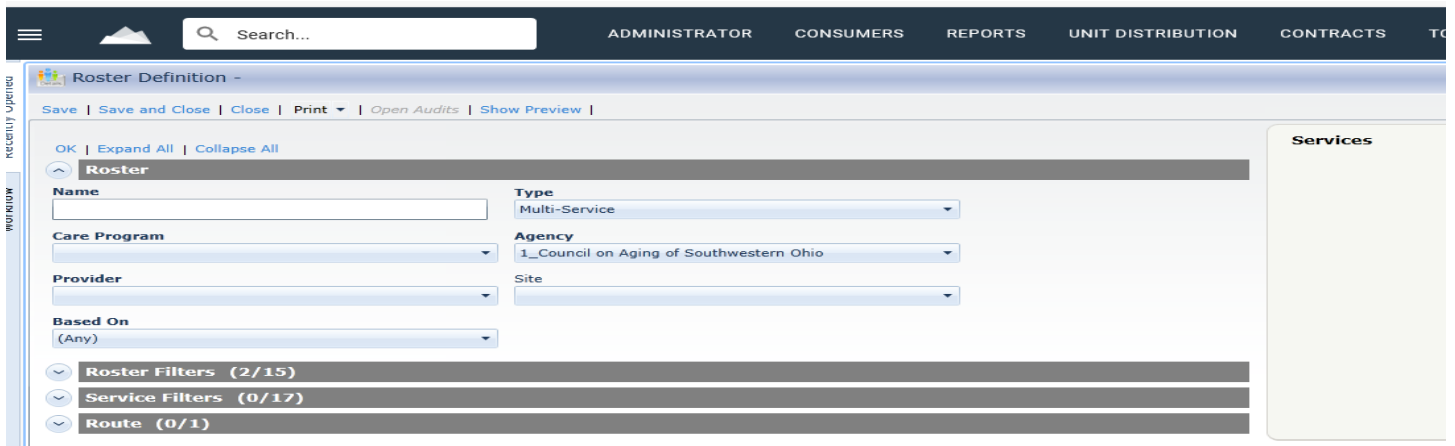
Get to the Main Menu in WellSky

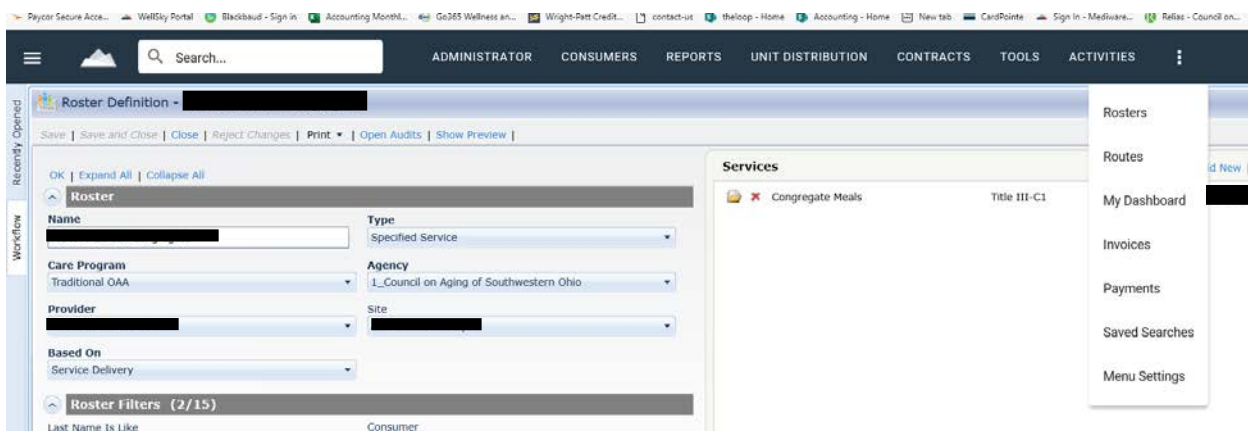Use drop down to rearrange Main Menu if needed
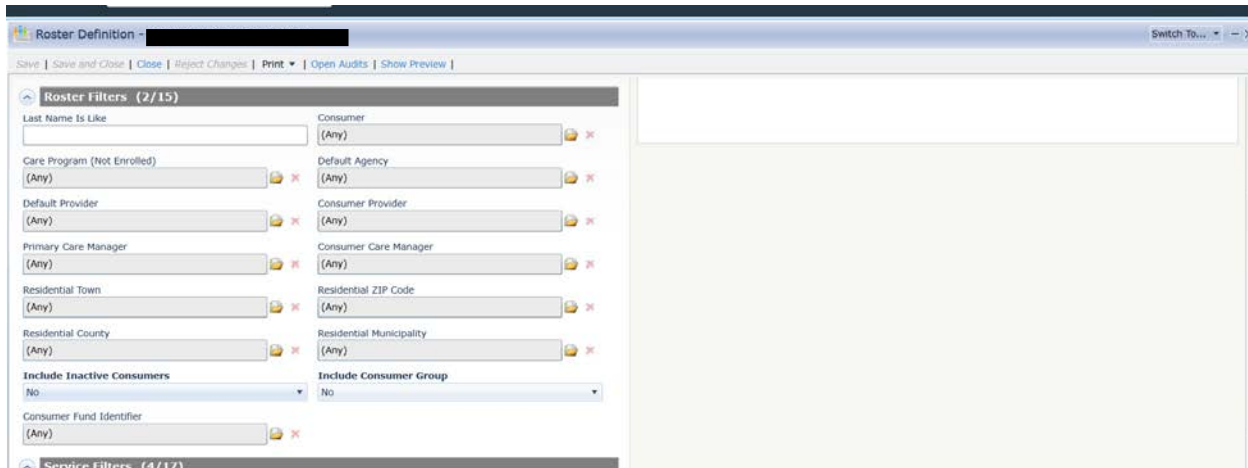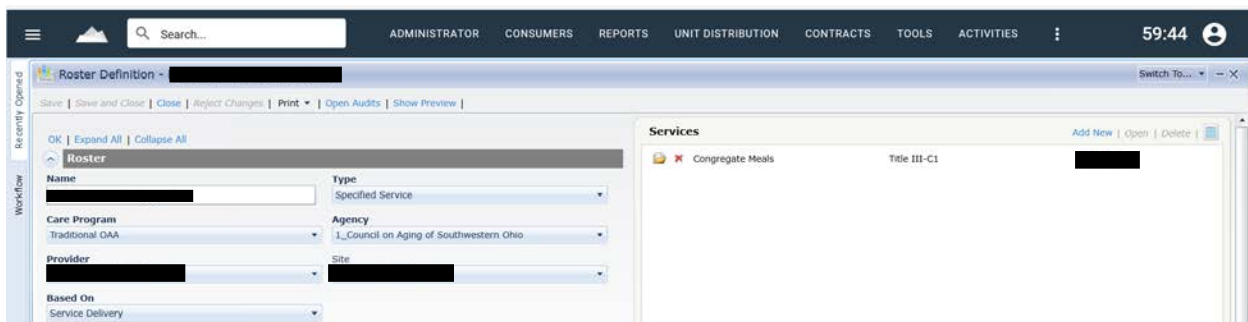
Click on Roster

Click on Add New

Setup Roster,

Roster Filters

Service Filters

Setup Roster, Roster name is important for identification and location. Start name with PSA1 Provider Name Site

Service Filters (4/17)

Care Program	Care Program/Service
(Any)	(Any)
Service Agency	Service
(Any)	Congregate Meals
Subservice	Provider
(Any)	▮▮▮▮▮▮▮▮▮▮
Subprovider	Site
(Any)	▮▮▮▮▮▮▮▮▮▮
Service Fund Identifier	Day Range
(Any)	Within last six months.
Start Date	End Date
Enter date	Enter date
Care Plan Status	Care Plan Reason
(Any)	(Any)
Service Plan Status	Service Plan Reason
(Any)	(Any)
Place Of Service	
(Any)	

Select Services

Select Provider Name

Select Site

Save | Save and Close | Close | Reject Changes | Print ▾ | Open Audits | Show Preview |

No ▾   No ▾

Consumer Fund Identifier
(Any)

Service Filters (4/17)

Care Program   **Care Program/Service**
(Any)   (Any)

Service Agency   **Service**
(Any)   Congregate Meals

Subservice   **Provider**
(Any)   ▓▓▓▓▓▓▓▓▓▓▓▓▓

Subprovider   **Site**
(Any)   ▓▓▓▓▓▓▓▓▓

Service Fund Identifier   **Day Range**
(Any)   Within last six months.   ▾

Start Date
Enter date

| (None) |
| Within the current service roster month. |
| Within the current service roster month and the month prior. |
| Within last three months. |
| Within last four months. |
| Within last five months. |
| Within last six months. |
| Within last seven months. |
| Within last eight months |

Care Plan Status
(Any)

Service Plan Status
(Any)

Place Of Service
(Any)

Select Day Range

Save

Close