AveannaCare Mobile EVV – How to Clock In and Clock Out

- Client and Care Provider Guide



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Overview

This guide will cover how a care provider and client can use the AveannaCare Mobile EVV app to Clock In and Clock Out. There are three verification methods that can be used for the client to verify the Clock In and Clock Out times. The method selected at Clock In will be the **only** option for shift Clock Out. See below for steps associated with each method.

Clock In and Clock Out using Client PIN EVV Method

This method works best if the Client will be present at the start and end of the shift.

1. Care provider logs into AveannaCare Mobile EVV app with their username and PIN or Password.

Username	

2. Select **Clock In** button at the top





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3. Select the appropriate Client Name and Service Code combination and click "Continue".

← 0	lock In
Client	Test Client 👻
Servio	e Code 👻
	Continue
	Service Code
	COVID-19 Respite Extra Hours Day Care Reimbursement
	C Respite
	Cancel Ok

4. Select Confirm Clock In.



5. The client will be using their PIN to verify the starting Clock In. Select Client PIN.





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- 6. Hand the device to the Client. Client must verify the Client Name and Service Code are correct.
 - a. If **incorrect**, select the left arrow at the top left-hand corner and hand back to Care Provider to make necessary changes.
 - b. If correct, Client will enter their unique four-digit PIN and hit the Submit button.

← c	ock In Verification	
	Submit	
Client Nar Service Co	ne: Test Client ode: Respite	
	Alort	-
	EVV Confirmed	
		Confirm

7. An alert will appear "Alert EVV Confirmed". Select Confirm. Hand device back to Care Provider. Put away device and provide care as usual.



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8. When the shift is over, the Care Provider will log back into the app and select the button **"Continue to Clock Out"**



9. Hand the device to the Client. The **client will use their PIN** to verify the ending Clock Out.



10. The client will **enter their unique four-digit PIN** and hit the **Submit** button to confirm Clock Out punch.

	Submit	
Client Nam. Test C	Client	
Service Code: Resp	ite	
Clock In Time: 03:0	2 PM (PT)	

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11. The client will **confirm** sign-off of Clock Out punch.



12. You have successfully completed client verification for your shift!

Clock In and Clock Out using Portal Signoff EVV Method

Choose this method if the Client may not be available at the end of the shift.

1. Care provider logs into AveannaCare Mobile EVV app with their username and PIN or Password.





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2. Select Clock In button at the top



3. Select the appropriate **Client Name** and **Service Code** combination.

← (Clock In
Client	: Test Client 👻
Servio	ce Code 👻
	Continue
	Service Code
	Day Care Reimbursement Respite
	Cancel Ok

4. Select Confirm Clock In.





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5. The client will be logging in later to verify the shift. Select Portal Signoff.



 An alert will appear "Alert EVV Confirmed. Manual verification will be required prior to approval" Select Confirm. This is a reminder that the Client must login to AveannaCare and signoff on the shift(s).



7. When the shift is over, the Care Provider will log back into the app and Select "Continue to Clock Out"





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8. Check off the boxes to acknowledge any required statements and Select Confirm Clock Out.

	Clock Out Time: 08:51 AM (PT)
Add I	Notes
bbA	Atternment
ridd	The official
	I certify the time worked is true and
×	accurate
	I know my client must sign-off for this
~	to be paid
	I am not authorized to work over 40
\checkmark	hours per week
	Confirm Clock Out
	Commit Clock Out

- 9. To verify the shift, the client must login to AveannaCare Mobile EVV app with their username and PIN or Password.
- 10. Navigate to menu at the top left corner represented by 3 horizontal lines





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11. Select "Entries Requiring Sign Off"



12. Long press on a Pending entry (not a light tap) and the Actions button will become visible in the top right-hand corner.





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- 13. Select "Actions", you will have the options seen in the screenshot.
 - a. Select All, Sign Off, Reject, Unselect All, Cancel



- 14. If all Pending entries are OK, choose Select All and then select Sign Off.
- 15. You have now successfully completed client verification for all shifts pending client sign off!



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Client may also use the AveannaCare web portal to sign-off on previous worked shifts. See steps below:

After the Care Provider has completed their shift. You will sign into the AveannaCare web portal here: <u>https://aveanna.dcisoftware.com</u>

1. Go to "Entries Requiring Sign Off" tab.

aveanna healthcare	E He
DASHBOARD	Home > Dashboard
ENTRIES REQUIRING SIGN OFF	No Ponts
ENTRIES	
SCHEDULES	No records to display
	Online Training

Note: Once you are in that tab, then you will have the ability to either "Sign Off" or "Reject" entries that you select.

2. Select punch(es) to sign-off on by checking the corresponding box

HEDULES	NTRIES	From (MM/DD/YYYY)	=	To (MM/DD/YY)	m		Type S	ervice Code		
Select Unit Reset Search Select All Sign Off Reject Reject Id Service Type Employee Service Status Indext	CHEDULES									
Select All Sign Off Reject Id Service Type Employee Start End EVV Locations Units Status Id		Type Employee		Select Unit			Ŧ			
Select All Sign Off Reject								Reset	Sear	rch
Select All Sign Off Reject										
Select All Sign Off Reject Id Service Date Type Employee Service Code Time Time EVL Locations Units Status Status										
Id Service Type Employee Service Start End EVV Locations Units Status Id										
Id Service Date Type Employee Service Code Start End Time EVV Locations Units Status Id		Salart All Sign Off	Pajact							
Id Service Type Employee Service Start End EVV Locations Units Status Id		Select All Sign Off	Reject							
Id Service Type Employee Service Start End EVV Locations Units Status Id		Select All Sign Off	Reject						3	Expo
Id v Service Type Employee Service Start End EVV Locations Units Status I Date Code Time Time		Select All Sign Off	Reject							Expo
Date Code Time Time		Select All Sign Off	Reject					SF	nowing 1 out of	Export
		Select All Sign Off	Reject	Service	Start	End	EW Locations	St Units	nowing 1 out of Status	Expo of 1 ref EV
		Select All Sign Off	Reject /pe Employee	Service Code	Start Time	End Time	EW Locations	St Units	the status statu	of 1 re



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3. Select "Sign Off" button to verify punch.

aveanna HOME											neih 🖌 🧎	
NTRIES	F	rom (M	M/DD/YYYY)			To (MM/DD/YY)	m		Type Se	rvice Code		
CHEDULES		ype Em	ployee			Select Unit			•			
										Reset	Sea	rch
	Sel	lect All	Sign Off	Reje	d					Sł	nowing 1 out o	Export
		Id	Service Date	Туре	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Status	EVV
	•	30089	Oct 08, 2019	Punch	Russ consoles	FMS Respi te	04:45 PM	03:45 AM	Clock In: Clock Out:	11.00	Pending	-

OR

Select "Reject" button to reject punch.

TRIES												
		From (MM	/DD/YYYY)		=	To (MM/DD/YY)	m		Type Se	ervice Code		
IEDULES		Type Empl	oyee			Select Unit			Ŧ			
										Reset	Sear	rch
	Se	elect All	Sign Off	Rejec								
	Se	elect All	Sign Off	Rejec								Ехро
	Se	elect All	Sign Off	Rejec	t					Sh	Bowing 1 out of	Expo of 1 re
	Se	elect All	Sign Off Service Date	Rejec	Employee	Service Code	Start Time	End Time	EW Locations	Sh Units	bowing 1 out of Status	Expo of 1 re E

Note: You can sign-off on all punches at once by clicking the "Select All" button and then clicking the "Sign Off" button.