



Caregiver EVV Communication

[Caregiver Name],

Beginning on 3/12/23, LKiChoice has adopted the use of CareTime for scheduling and reporting time for the care that you provide.

With the CareTime mobile app you will be able to see all scheduled visits you have with your clients, as well as clock in for any unscheduled visits that arise. CareTime provides caregivers with the following benefits:

1. Eliminates paper timesheets or reporting forms
2. Ability to make notes about client care or progress
3. Convenient view into your schedule each week

As we transition to CareTime, see below some common FAQs on how to download and use the CareTime mobile app.

FAQs:

Q: Sounds great! How do I prepare for the 3/12/23 change?

A: It's simple! Download the CareTime mobile app today to ensure you're ready to clock in and out.

Download for [iPhone](#)

Download for [Android](#)

Q: How do I clock in and out with CareTime?

A: First you will download the mobile app. Then each day you work you will check in and out based on the agreed schedule with your client. Check out our instructions on how to clock in and out attached. To login into the app, please use the following credentials:

Agency Code: [AGENCY CODE]

User Code: [USER CODE]

Date of Birth: [CG DATE OF BIRTH]

A note to live-in caregivers: With CareTime you will have to check in at the start of your shift and clock out at the end of your shift in order to record the full duration of your live-in shift.

Q: I am having trouble clocking in/out on the CareTime app, what do I do?

A: LKiChoice is here to help! Contact LKiChoice with any issues clocking in and out. You can contact LKiChoice here:

Email: info@lkchoice.com

Phone: 608-326-0434

Beth at ext 1284 or Jen at ext 2223