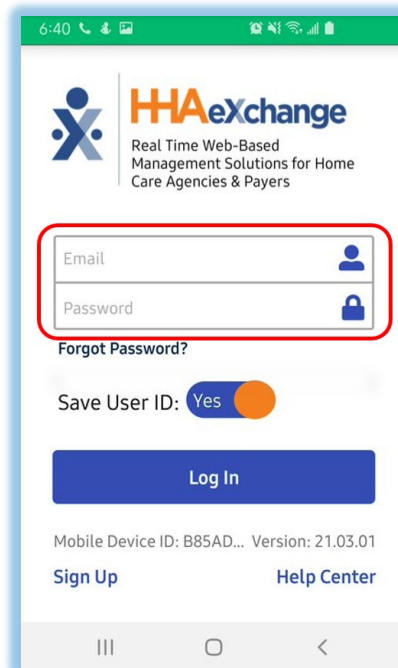# Mobile App – EVV User Guide

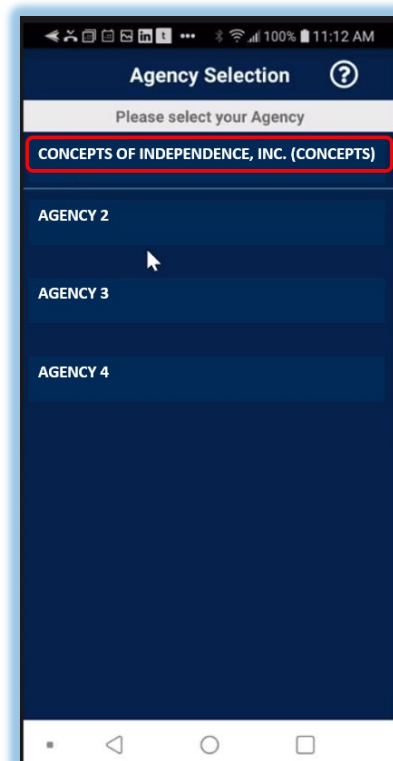The EVV User Guide will show how to:
- Clock in for scheduled visits (steps 1 – 11)
- Clock in for unscheduled visits (steps 12-13)
- Clock out (steps 14-16)
- Review confirmed or upcoming visits (steps 17-18)

1. Enter the HHAeXchange Mobile App. using the email and password that was chosen when you registered.

   Select "Log In" to continue.

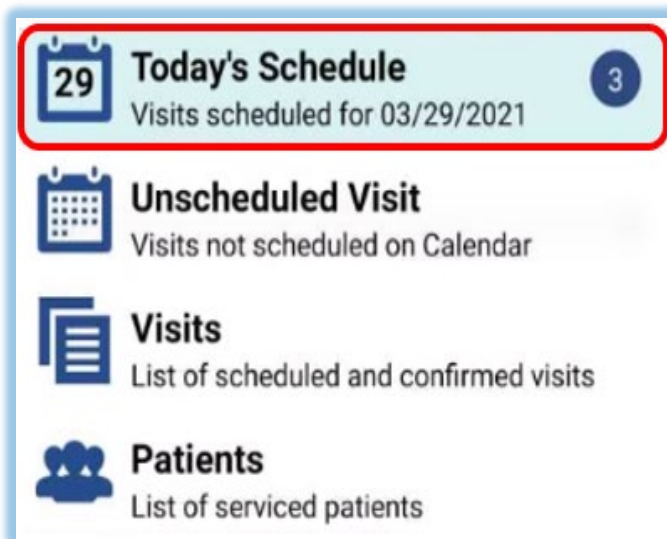2. Select "Concepts" at the "Agency Selection" page.

3. To start or end a visit, choose from either "Today's Schedule" or "Unscheduled Visit":

   A. Today's Schedule – used when you are in the Consumer's schedule for the day.
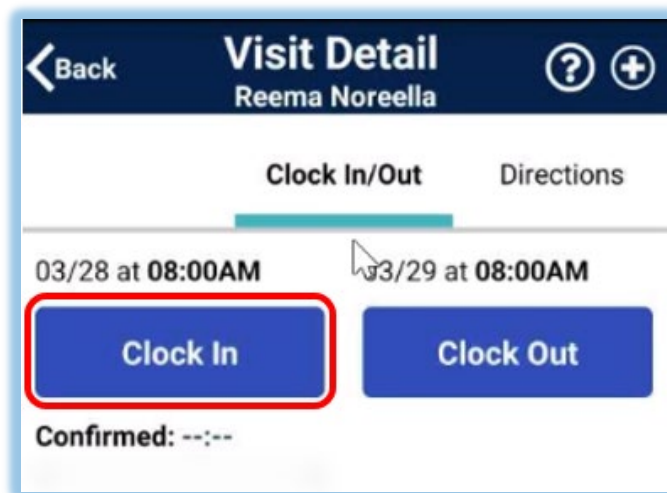
   B. Unscheduled Visit – used when you are not in the Consumer's schedule for the day.

📅 29	**Today's Schedule** Visits scheduled for 03/29/2021	③
📅	**Unscheduled Visit** Visits not scheduled on Calendar	
📄	**Visits** List of scheduled and confirmed visits	
👥	**Patients** List of serviced patients	

4. When you start a visit using "Today's Schedule", select your Consumer's name and the scheduled shift for that day.

‹Back   Today's Schedule   ⑦
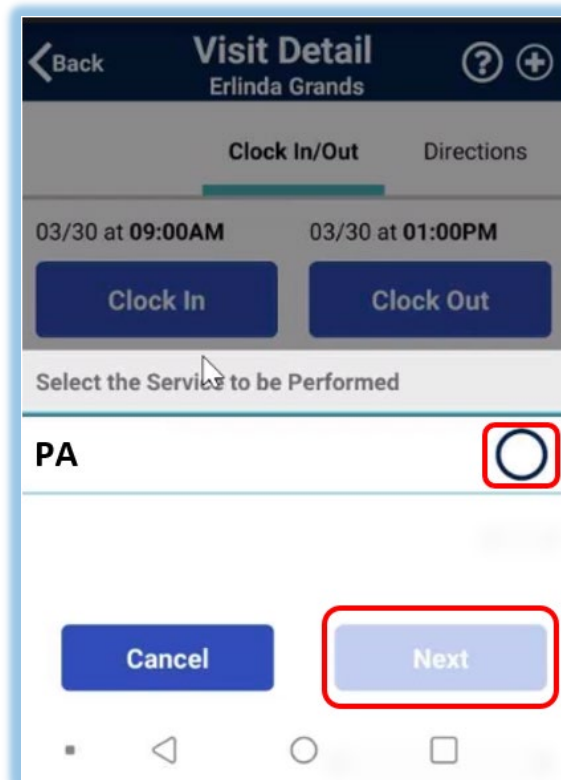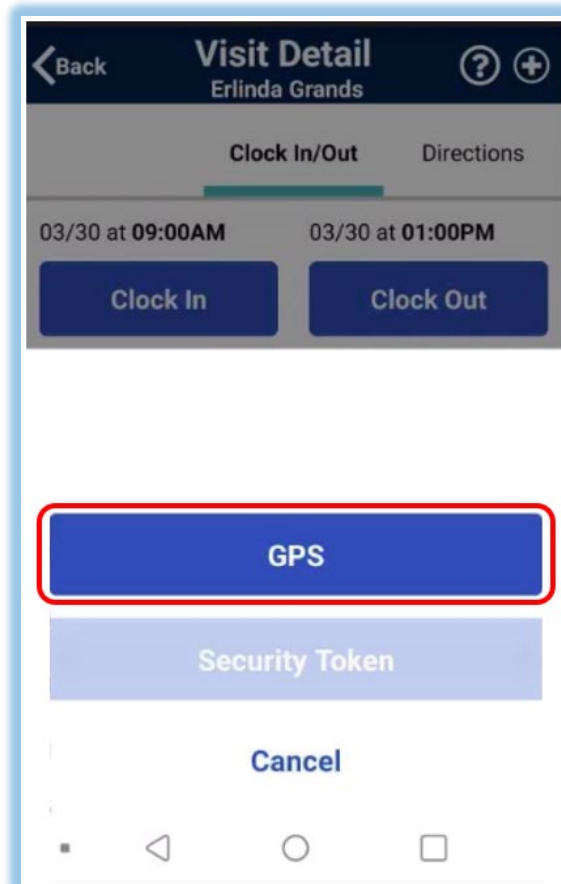
Reema Noreella HICKSVILLE, NY, 11801	03/28/2021 08:00AM - 08:00AM

5. Select "Clock In":

‹Back   Visit Detail   ⑦ ⊕
Reema Noreella

Clock In/Out   Directions

03/28 at **08:00AM**   03/29 at **08:00AM**

Clock In   **Clock Out**
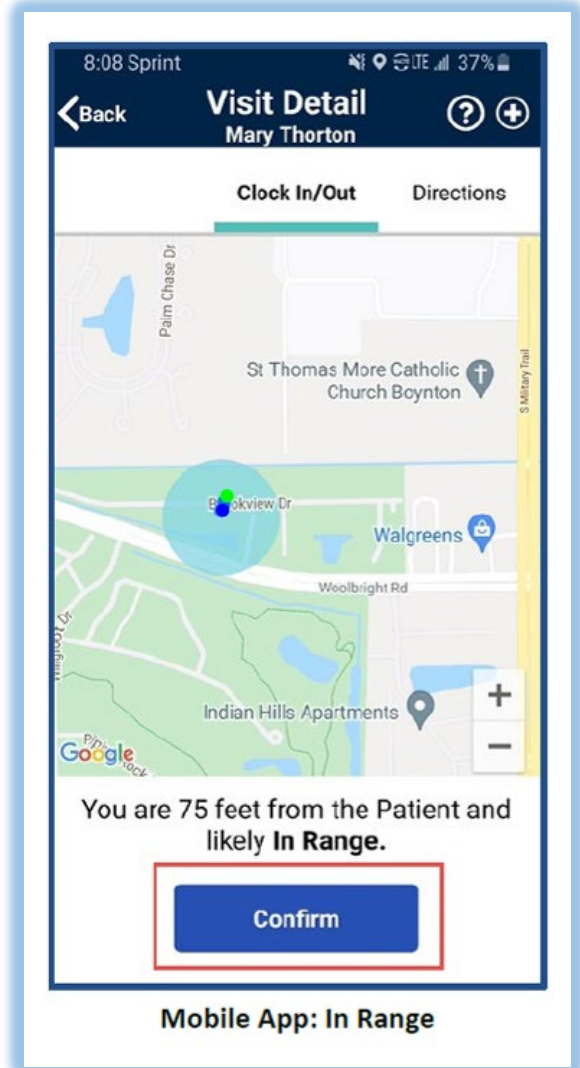
Confirmed: --:--

6. Select "PA" services and then choose "Next".

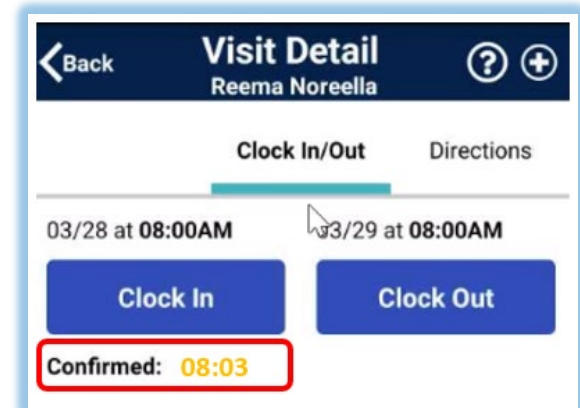7. Select "GPS".

8. If you are at the Consumer's <u>home</u>, select "Confirm".

   Note: the system will indicate that you are within range.

Mobile App: In Range
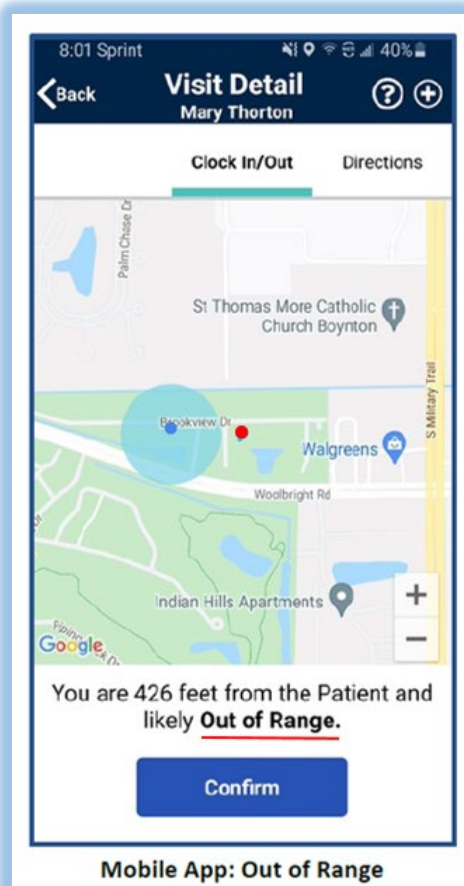
9. Visits in progress will be displayed as shown here.

10. If you are not at the Consumer's home, you will be prompted with an out of range warning.

    Do NOT select "Confirm" when you are out of range. Instead, proceed to step 11.
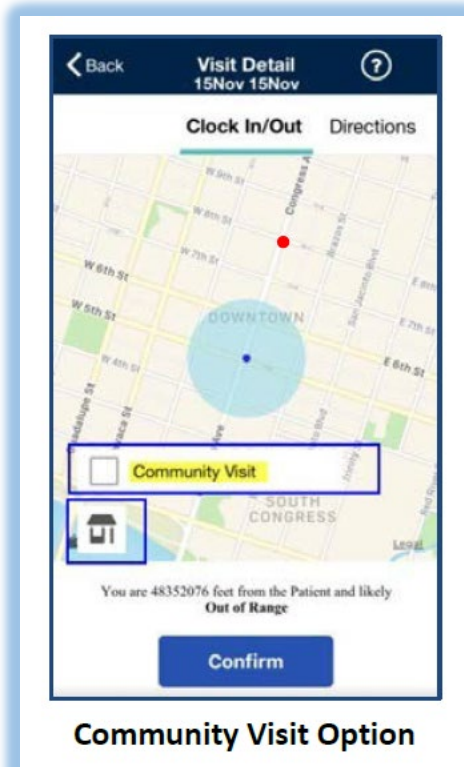

Mobile App: Out of Range

11. If you are out of range but working for a Consumer, use the community icon to register your visit outside of the Consumer's home.
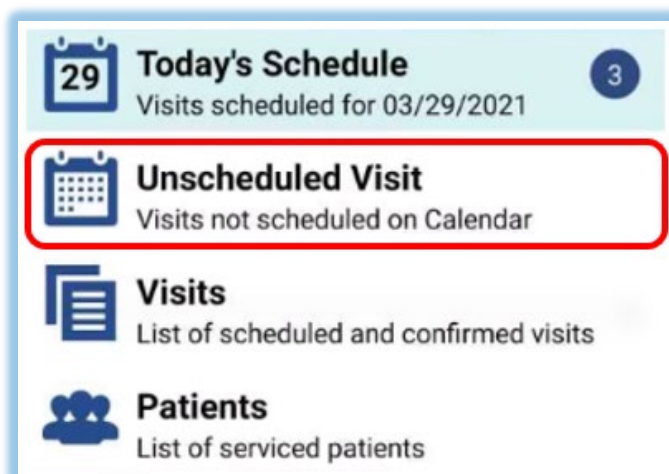
    Community Icon:
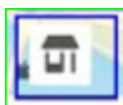
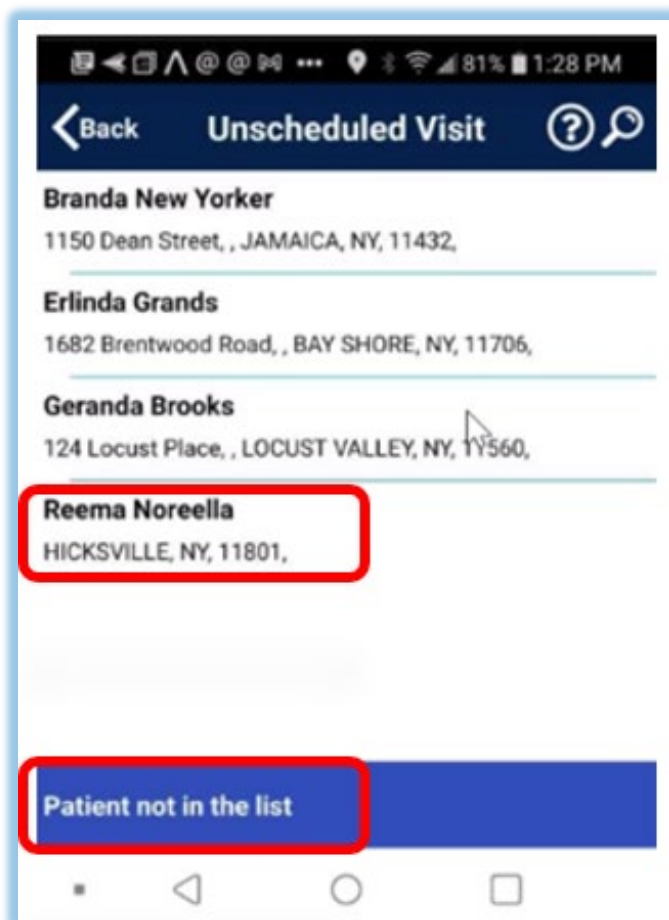   Then, use the "Community Visit" check-off box. Last, select "Confirm" to continue.

Community Visit Option

12. <u>When you are not scheduled</u> for a <u>shift</u>, select the "Unscheduled Visit" option from the main menu.

13. In the "Unscheduled Visit" page, select your Consumer's name from the list of results. If you are working for a Consumer that is not shown, select "Patient not in the list".
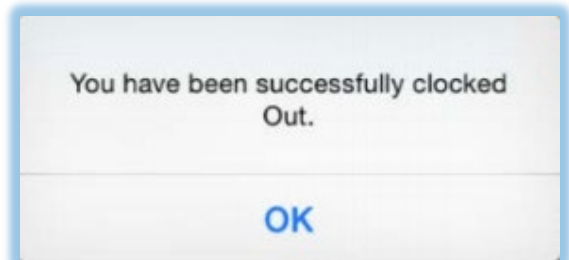
*Your Consumer may not be listed if you have not worked for that Consumer previously, but you will be able to clock in and out by using "Patient not in the list" option.
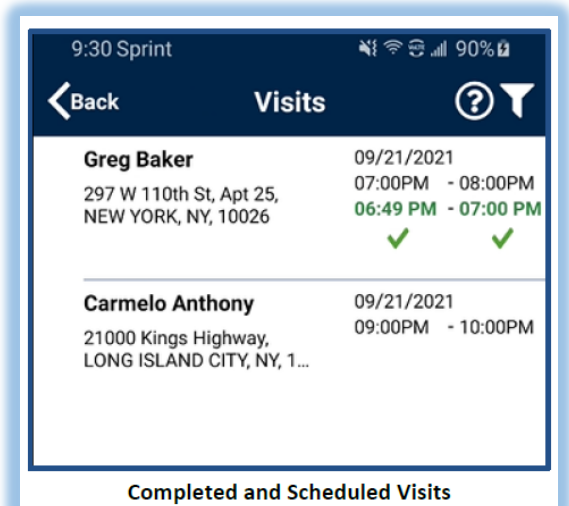
14. At the end of your shift, you will end the visit by selecting "Clock Out" and then selecting "GPS".
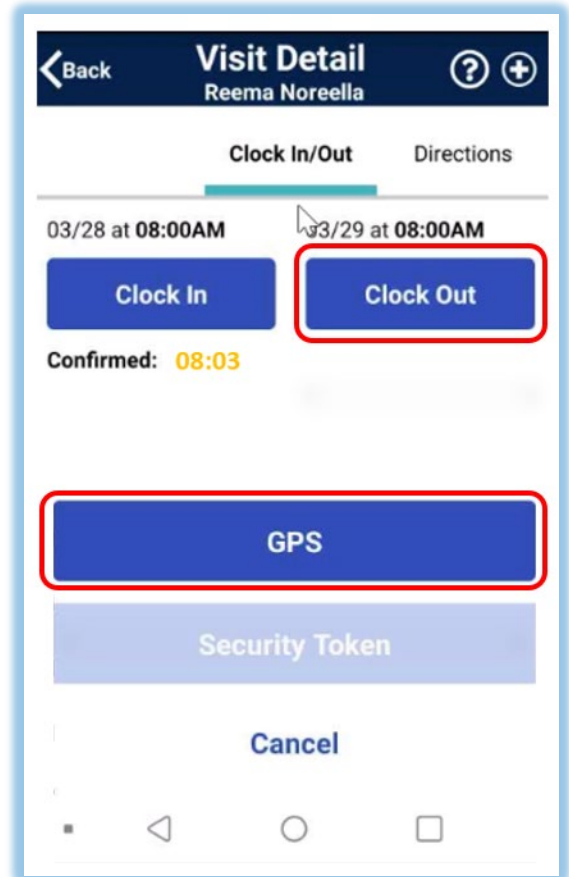
15. You will receive a confirmation message when you clock out. Select "OK" to continue.

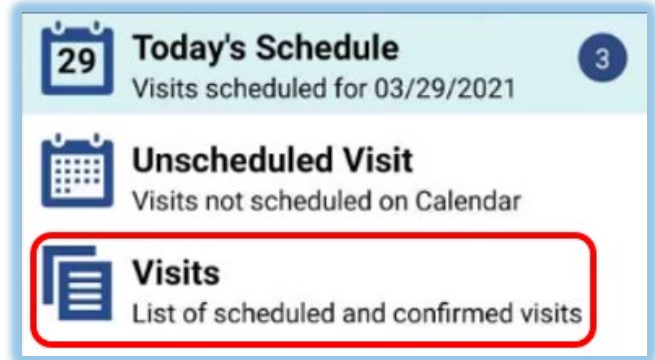16. A successful clock In and Out will display as shown:

17. You may review previously confirmed visits using the "Visits" option in the main menu.

    Note: Upcoming visits are subject to change based on the Consumer's needs.

18. Visits flagged with "TS" (Time Sheet) require a Verification Form before the visits can be paid.