

# AllCare – EVV

## HOW TO CLOCK IN/OUT/COMPLETE VISITS

Please refer to your Email from All Care Software for your login information.

If you do not have this information, please contact Best Care Timesheets Team @ 763-710-2011

Email Subject: **Welcome to All Care Software EVV with Best Care LLC**

Welcome to All Care Software EVV with Best Care LLC



Allcare Software <noreply@allcaresoftware.com>



Thu 10/12/2023 12:39 PM

\*\*\* [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. \*\*\*

Greetings

Find below your user id and temporary password to access the mobile application.

You will also need your agency code to access the mobile application. This can be obtained from Best Care LLC.

UserName

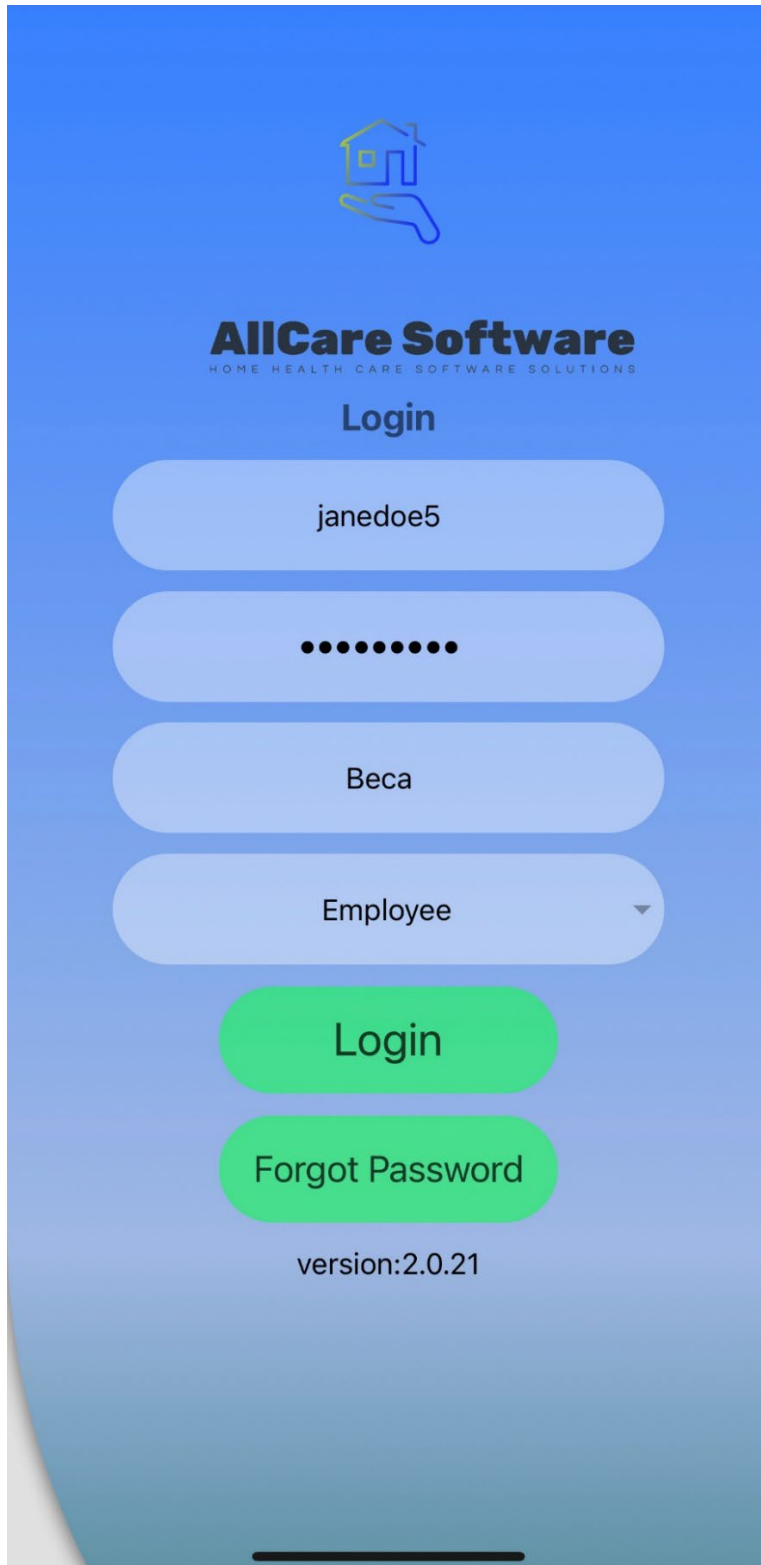
Password :

Thanks,  
Best Care LLC

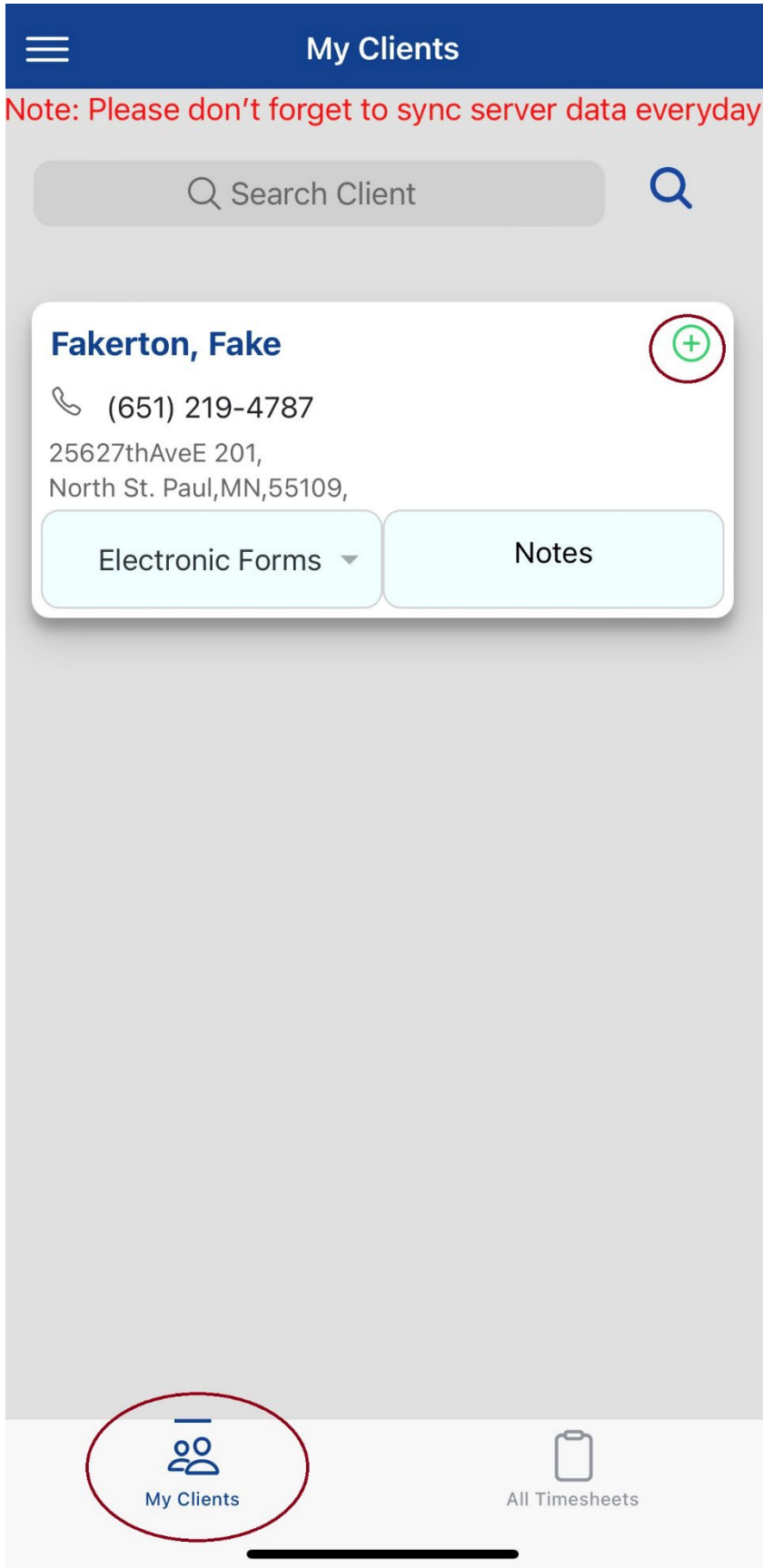
### NOTES:

You do not need to sign every day, the visits will just stay in Pending until you sign them, so you can wait until the end of the week if you prefer. To complete pending visits, tap on the pencil icon next to “Week1/Week2” to open the visits and complete them. If you are just starting to use the app, we recommend completing the visits on a daily basis until you get used to it.

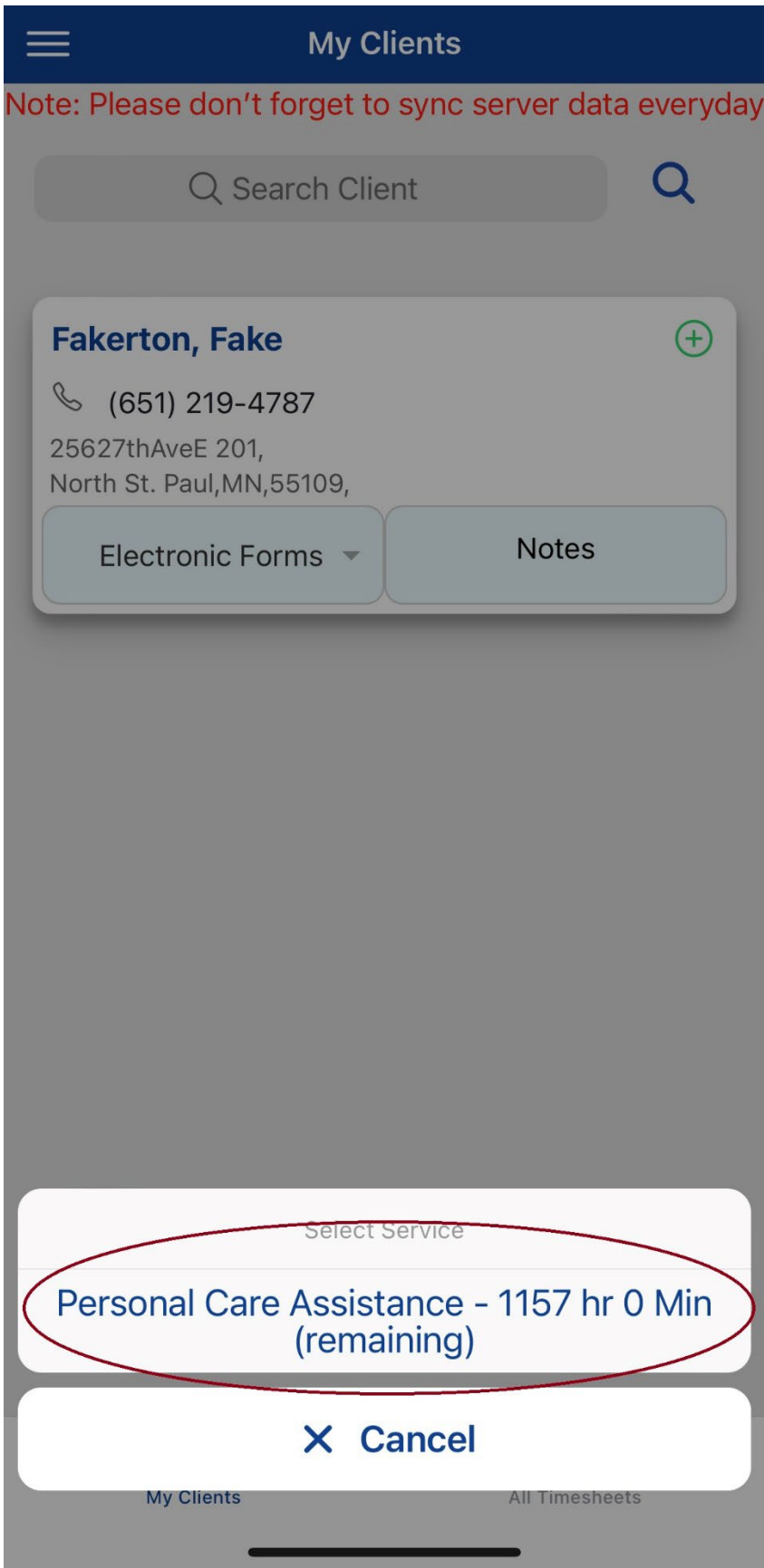
- 1) Log into Allcare EVV
  - a. Enter Username
  - b. Enter Password
  - c. Enter Agency Code: **Beca**
  - d. Select Your Role: **Employee**
  - e. Click Login



- 2) Tap on **My Clients** at the bottom of the page.
  - a. Find your client and **tap on the green Plus sign (+)** next to their Name.




3) **Select the Service** that you want to start a shift for.



- 4) Your client's name and information will appear on the screen, along with other service information. Underneath the client's name, **tab Start** to begin your shift.

**Service Information**

Your Device Gps Accuracy is:

 **Fakerton, Fake**

**Start**

(651) 219-4787

25627thAveE  
North St. Paul, MN, 55109,

**Dianne St**  
View larger map

CC Military Surplus - maplewood

Discount Tire

Boston Health Care

14th Ave E

13th Ave E

Google

Keyboard shortcuts Map data ©2023 Google Terms

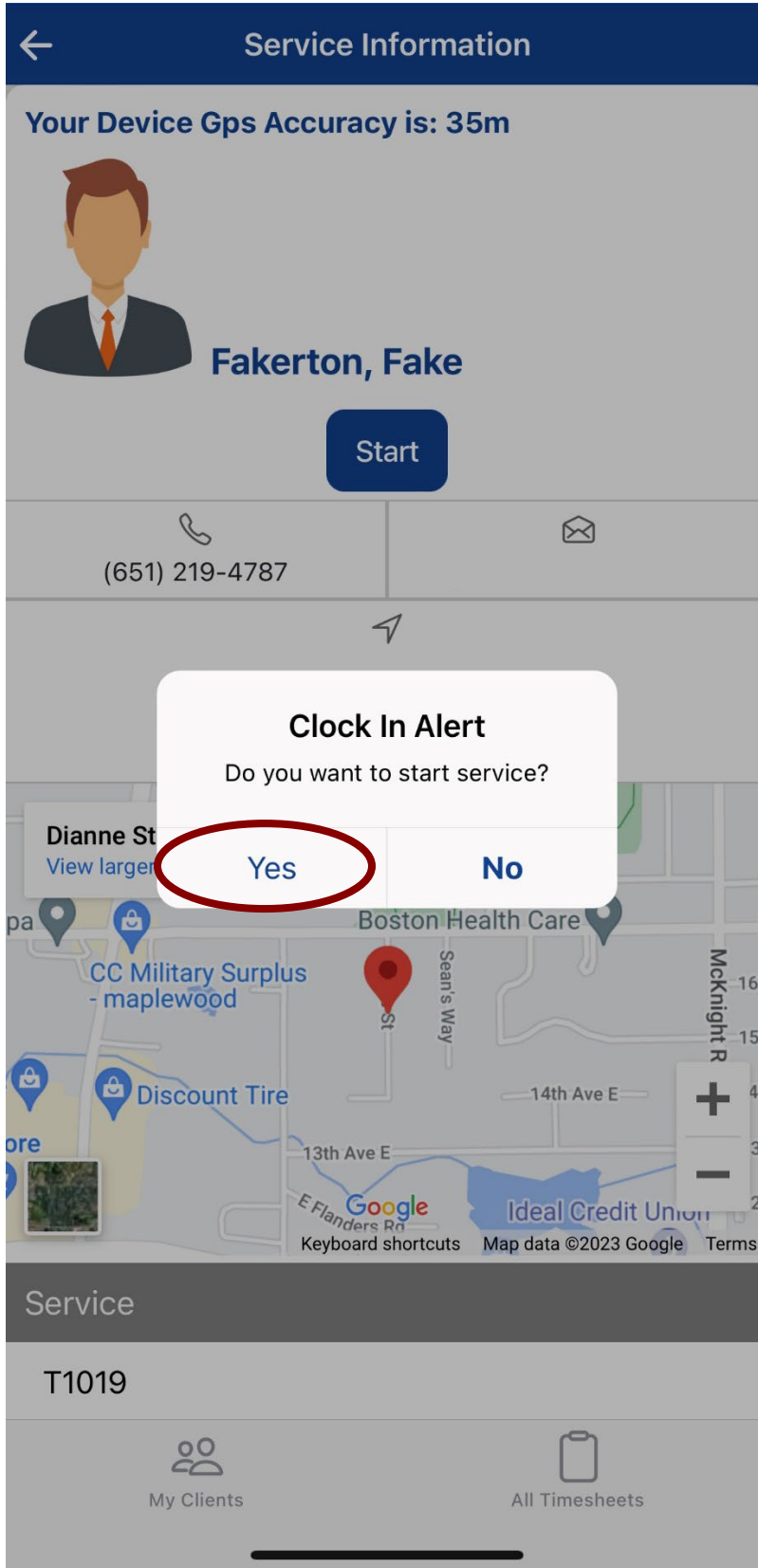
Service

T1019

My Clients

All Timesheets

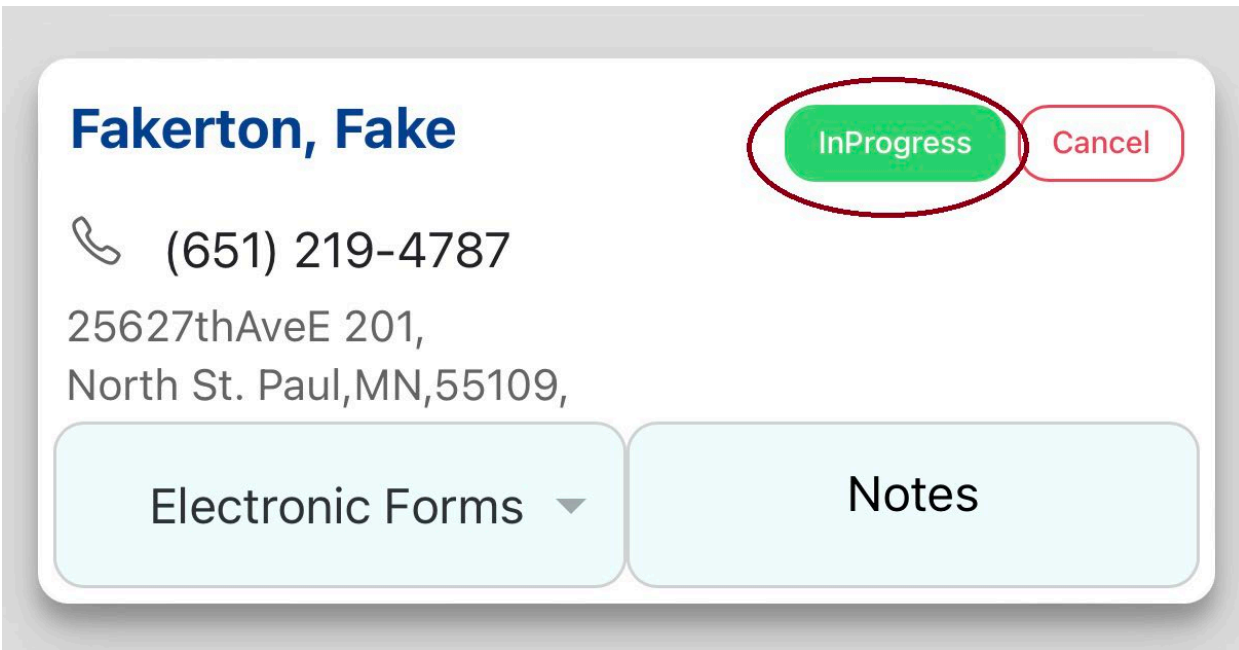
- 5) You will get a pop up that says, "Clock In Alert" **Tap Yes to start your shift.**
- a. At this point you may close out of the app; it will continue to record your time until you clock out.



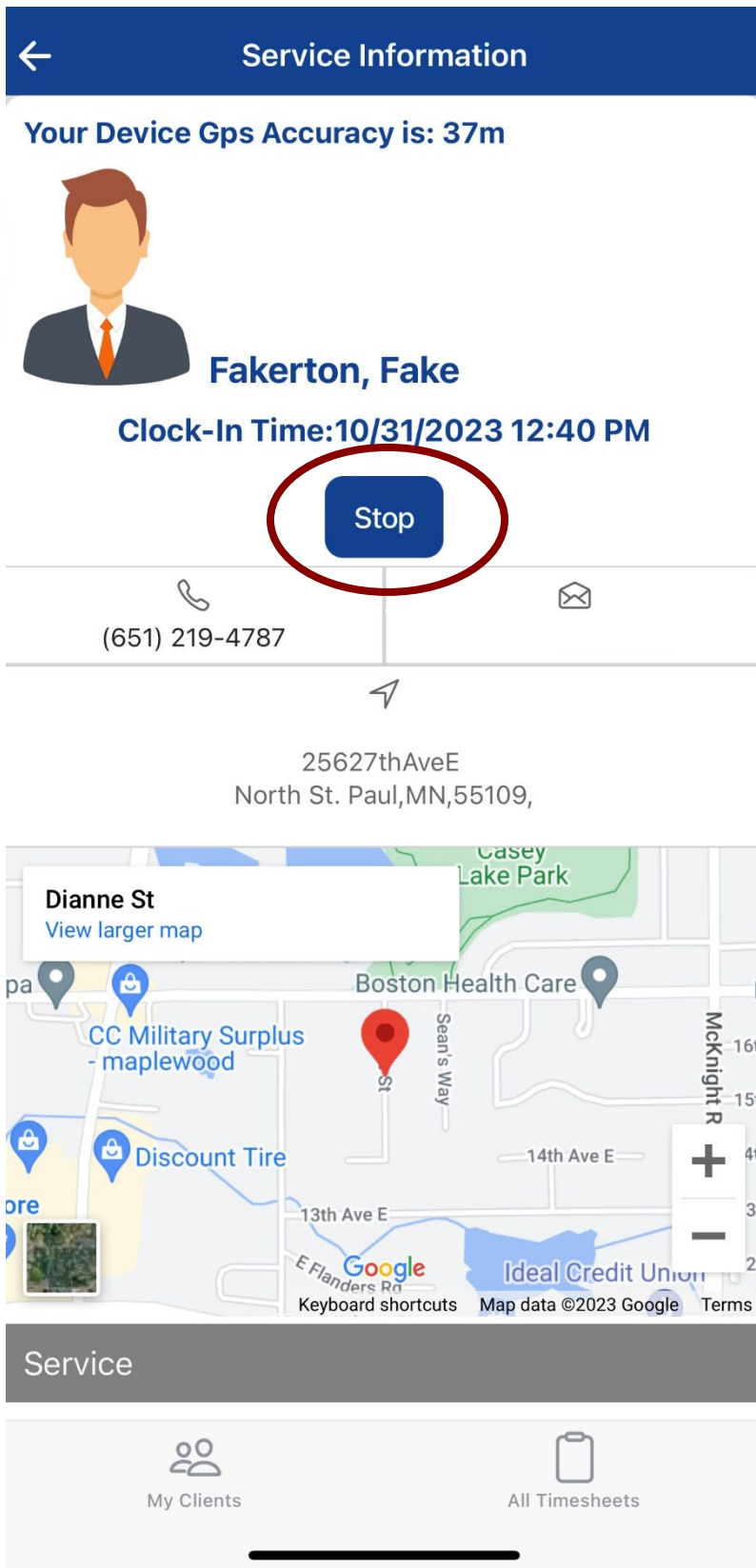
6) At the end of your shift, log back into Allcare EVV and tap on My Clients.



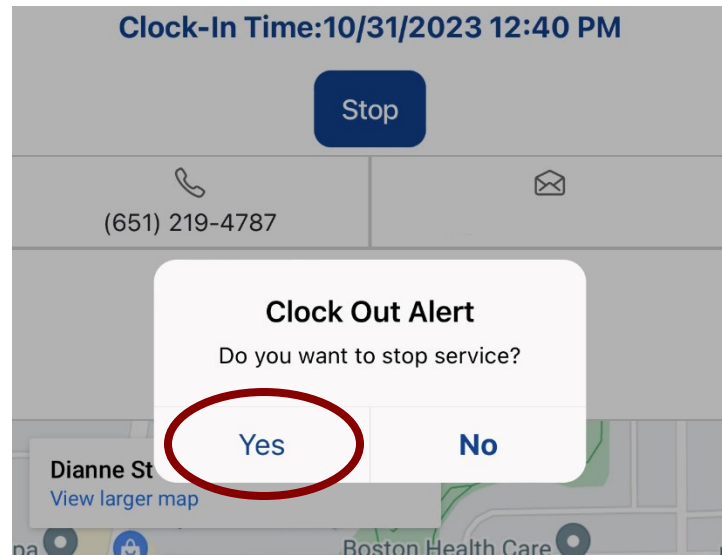
7) Find your client, the words "In Progress" will appear next to your client's name.  
a. Tap on "In Progress"



8) Underneath the client's name, **tap Stop** to end your shift.



9) You will get a pop up that says, "Clock Out Alert" **Tap Yes** to end your shift.





10) Tap on the word **Activities** and **check off the activities** that you did for the day.

Option: You may add Notes if you like. (Please refer to page 13, and 14 on How to Add Notes)

- a. **Select Activities**
- b. After selecting Activities, **Click Save Activities**

**Timesheet**

**Fakerton, Fake** 10/31/2023

(651) 219-4787

2562 7th Ave E 201,  
North St. Paul, MN, 55109,

Service

1.1 PCA Services

Activities (click here to select)

Notes

Start Time	End Time
12:40 PM	02:10 PM

Total Hours 1 hr 30 Min

RP Sign

Client Sign

Employee Sign

Tap Here To Sign

Tap Here To Sign

Back

My Clients All Timesheets

1.1 PCA Services

Activities

Dressing

Grooming

Bathing

Eating

Transfers

Cancel Save Activities

Enter Activities and Signatures to create timesheet

**11)** Double check your Start Time and End Time.

- a. If your Start Time/End Time is incorrect, please make the adjustments.  
(please refer to page 15 through page 17, on How to Adjust your time).

**12)** Tap in the **Client Sign box** and have your client sign.

- a. If they have a **Responsible Party**, tap on the **RP Sign Box** to check it off, then tap in the Client Sign box and have the Responsible Party sign.

**13)** Tap in the **Employee Sign box** and have the Employee sign.

Sign Saved Successfully


Fakerton, Park 10/31/2023


(651) 219-4787

2562 7th Ave E 201,  
North St. Paul, MN, 55109,

Service

1.1 PCA Services


Activities (click here to select) 

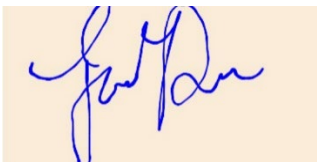
Notes	Type here
Start Time	End Time
12:40 PM	02:10 PM
Total Hours	1 hr 30 Min 

RP Sign

Client Sign


Employee Sign






Enter Activities and Signatures to create timesheet

Back

My Clients 

All Timesheets 

**14)** You will be re-directed to the All-Timesheets page.

**Note:** Any visits that are incomplete will appear in Pending Timesheets.  
\*\*Pending timesheets will not be paid for until they have been completed.

All completed timesheets will appear in Completed.

The screenshot shows the 'All Timesheets' page. At the top, there is a blue header with a menu icon and the text 'All Timesheets'. Below the header, there is a section for 'Select month and year' with 'October 2023' selected. A 'Sort Type' dropdown menu is set to 'Completed'. A search bar labeled 'Search Client' is present. The main content area displays a client profile for 'Fakerton, Fake' with a phone icon and the number '(651) 219-4787'. There are two service entries for '1.1 PCA Services': one from 12:00 PM to 01:08 PM and another from 01:12 PM to 01:34 PM. Each entry has a blue circle with the number '12' next to it. A red circle highlights a refresh icon in the top right corner of the client profile card.

## NOTES:

You do not need to sign every day, the visits will just stay in Pending until you sign them, so you can wait until the end of the week if you prefer. To complete pending visits, tap on the pencil icon next to "Week1/Week2" to open the visits and complete them. If you are just starting to use the app, we recommend completing the visits on a daily basis until you get used to it.

If you forget to punch in, punch out, etc. Call Timesheets 763-710-2011 so we can correct the punch.

Make sure there are NO timesheets in Weekly Pending at the end of the week. Hours that are Pending will not be paid until they are Completed!

At the start of a new month, check for any pending timesheets from the previous month after signing your timesheets.

Make sure all activities are filled out by looking for the Green Check Mark next to Activities when you go to sign your timesheets. If it is a Red exclamation point, the activities need to be completed!

Call timesheets at 763-710-2011 to confirm receipt of timesheets or if you need help!

# How to Add Notes. (OPTIONAL)

1. Tap on the Word Notes

← Timesheet

(651) 219-4787

2562 7th Ave E 201,  
North St. Paul, MN, 55109,

Service

1.1 PCA Services

Activities (click here to select)

**Notes**

Start Time	End Time
01:12 PM	01:34 PM
Total Hours	0 hr 21 Min

RP Sign

Client Sign

Employee Sign

Tap Here To Sign

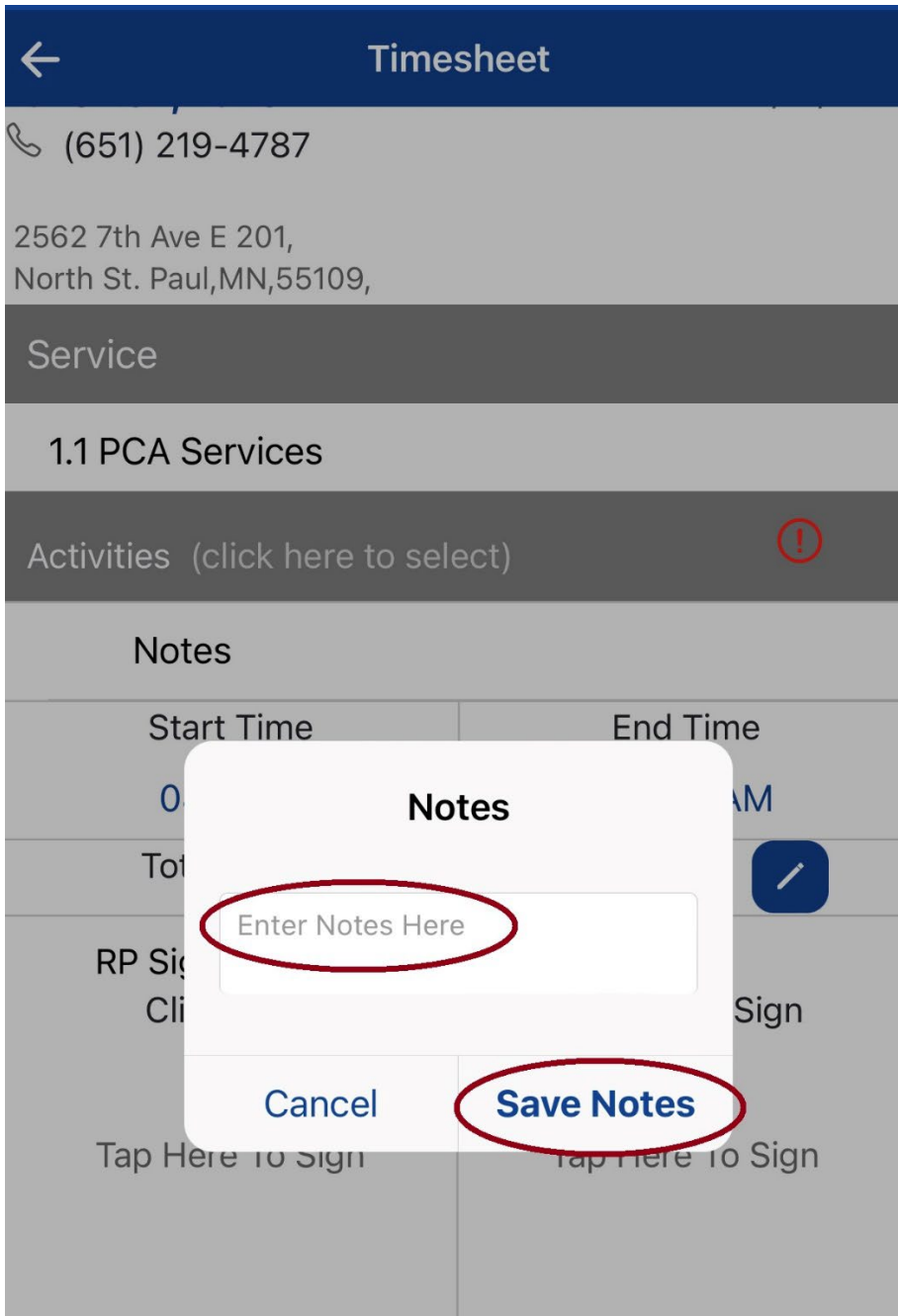
Tap Here To Sign

Enter Activities and Signatures to create timesheet

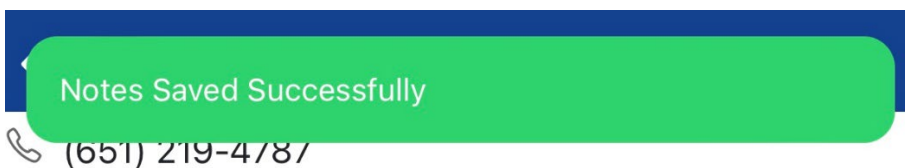
Back

My Clients All Timesheets

2. Tap on Enter Notes Here to start entering your notes after you're finished.
  - a. Tap Save Notes.



3. After you Save Notes. You will receive a notification "Notes Saved Successfully."



# How to Change your Start/End Time of your Shift.

1. You may make changes to the start and end time of your shift by **tapping on the pencil icon.**

← Timesheet

(651) 219-4787


2562 7th Ave E 201,  
North St. Paul, MN, 55109,

Service

1.1 PCA Services

Activities (click here to select) !

Notes

Start Time	End Time
01:12 PM	01:34 PM
Total Hours	0 hr 21 Min 

RP Sign

Client Sign

Employee Sign

Tap Here To Sign

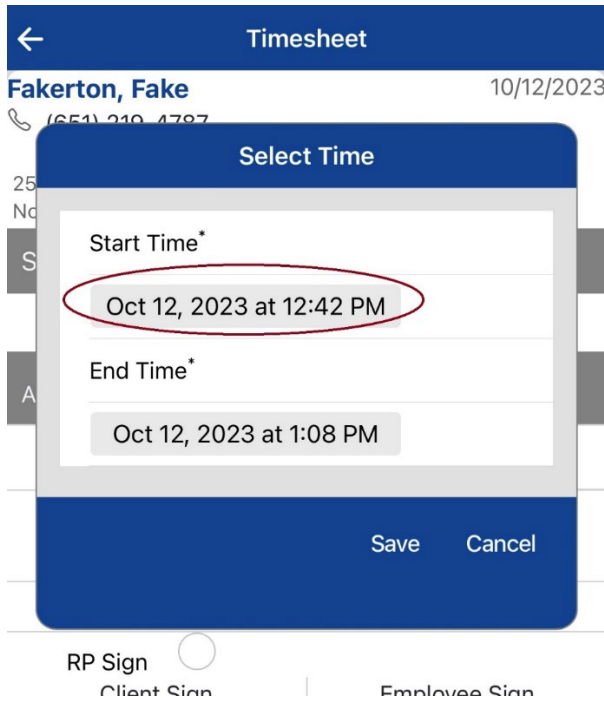
Tap Here To Sign

Enter Activities and Signatures to create timesheet

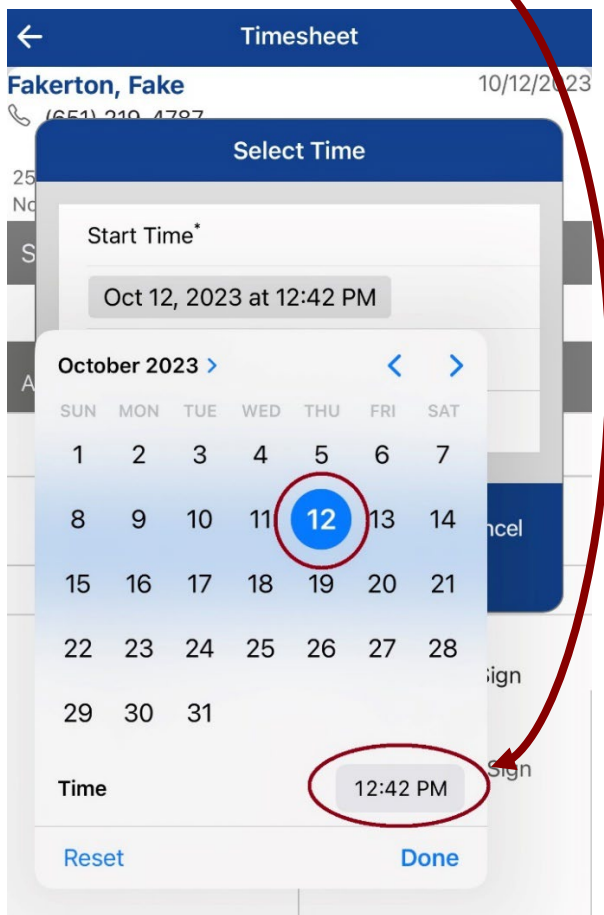
Back

My Clients All Timesheets

2. **Select the Start/End Time** you want to adjust.

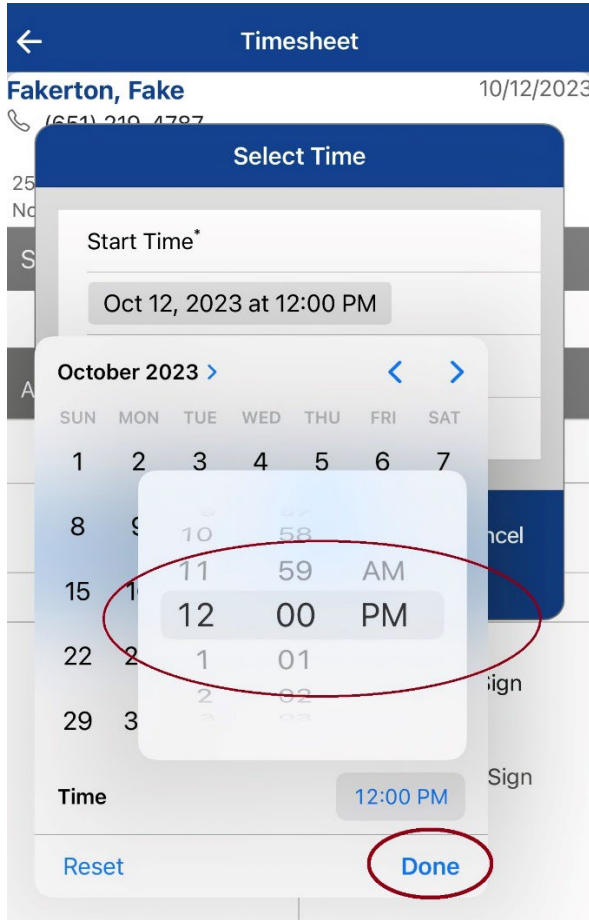


3. A Calendar will Pop up. Select your date (if needed).  
**Tap on the Time** on the bottom right corner.

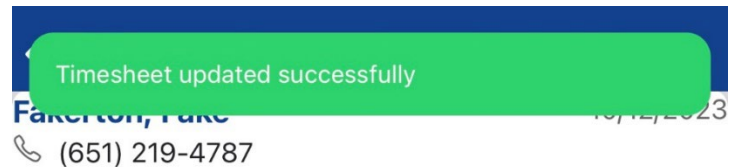
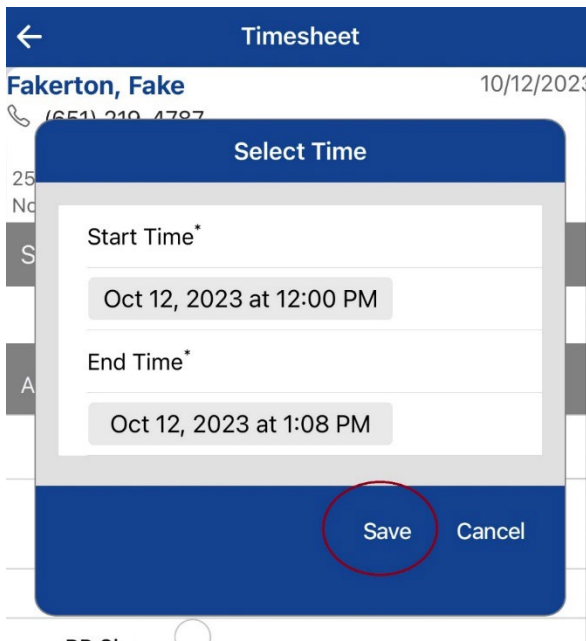




- 4. Adjust your time by scrolling on the AM & PM, Numbers.
  - a. Once you're finished . **Tap Done.**

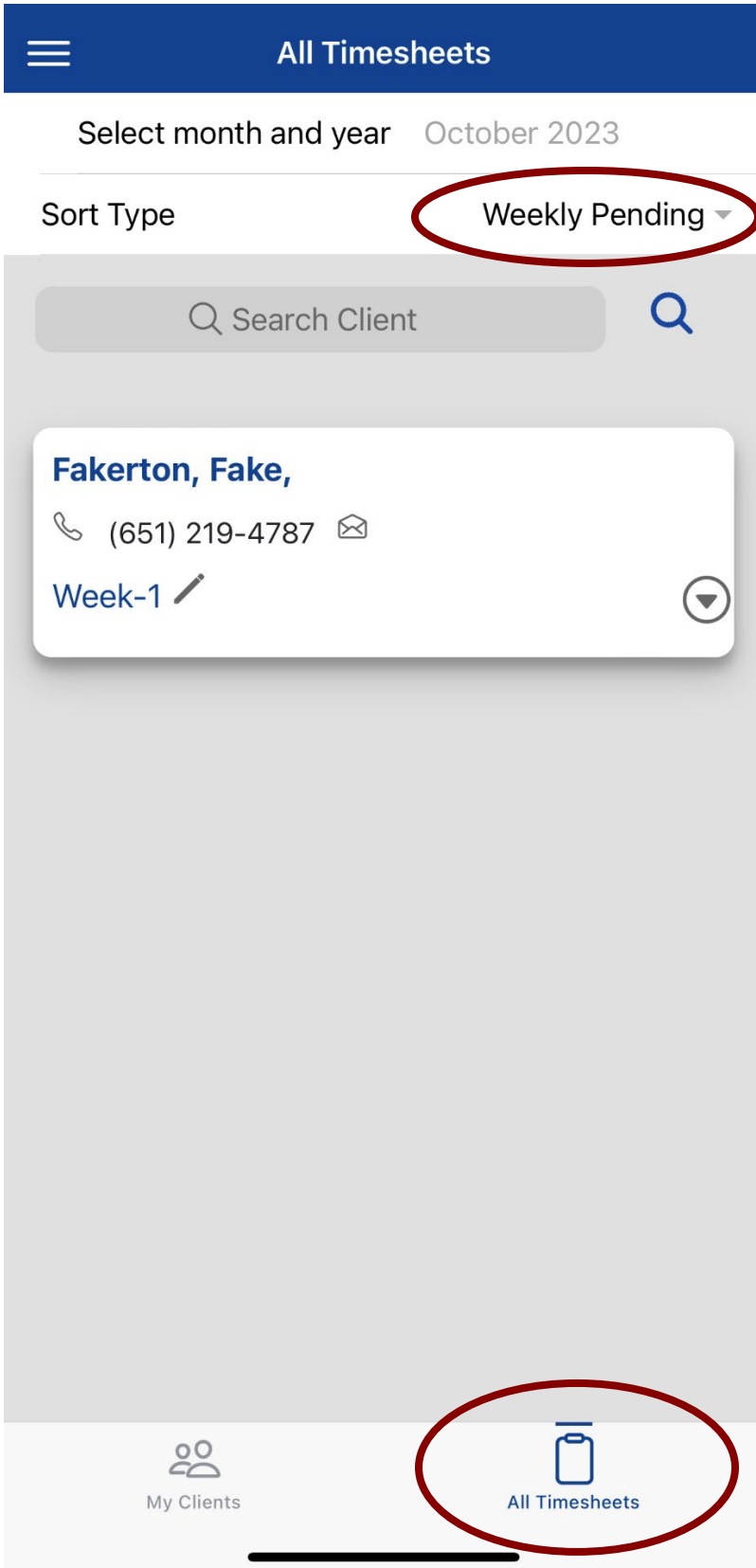


- 5. **Tap Save.** You will get a notification **“Timesheet updated successfully”**



# How to Complete Weekly Pending Shift

1. Go to **All Timesheets**
  - a. Tap on **Weekly Pending**



2. To make corrections, **tap on the pencil icon.**

The screenshot shows the 'All Timesheets' app interface. At the top, there is a blue header with a hamburger menu icon and the text 'All Timesheets'. Below the header, there is a section for 'Select month and year' set to 'October 2023' and a 'Sort Type' dropdown set to 'Weekly Pending'. A search bar with the text 'Search Client' and a magnifying glass icon is located below the sort type. The main content area displays a client card for 'Fakerton, Fake' with a phone icon and the number '(651) 219-4787' and an email icon. Below the client name, the text 'Week-' is followed by a pencil icon (circled in red) and a gray circle with an upward-pointing arrow. The client card lists six entries for '1.1 PCA Services' from October 19th to 24th, each with a time range of '12:00 PM' to '02:30 PM'. At the bottom of the screen, there is a navigation bar with two icons: 'My Clients' and 'All Timesheets'.

Note: By tapping on the gray circle arrow down, it will expand and show your shift that is pending for that week.

This is a close-up of the expanded client card for 'Fakerton, Fake'. It shows the client name, phone number '(651) 219-4787', and email icon. Below this, the text 'Week-1' is followed by a pencil icon and a gray circle with a downward-pointing arrow (circled in red).

3. Tap on the word **Activities** and check off the activities that you did for the day.

\*\*Note: You will have to select activities for each day.

← Sign All Timesheet

**Fakerton, Fake,**  
📞 (651) 219-4787  
✉️  
2562 7th Ave E,  
North St. Paul, MN, 55109,

Note: Timesheet(s) having activities & both signatures will be moved to completed automatically

Service 10/19/2023

1.1 PCA Services

Activities (click here to select) ⚠️

Notes

Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min

Service 10/20/2023

1.1 PCA Services

Activities (click here to select) ⚠️

Notes

Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min

Enter Activities and Signatures to create timesheet

Back

My Clients All Timesheets

b. Select all Activities that apply to your shift.

c. Tap Save Activities.

Service 10/19/2023

1.1 PCA Services

Activities

Notes

Start Time End Time

12:00 PM 02:30 PM

Total Hours 2 hr 30 Min

Service 10/20/2023

1.1 PCA Services

Activities

Notes

Start Time End Time

12:00 PM 02:30 PM

Total Hours 2 hr 30 Min

Activities

- Dressing
- Grooming
- Bathing
- Eating
- Transfers

Cancel Save Activities

4. Once you are done selecting Activity for each day/shift. You will get a notification **“Activities Saved Successfully”** and there will be a Green Circle Check Mark next to Activities.


Activities Saved Successfully

Fakerton, Fake,  
(651) 219-4787  
2562 7th Ave E,  
North St. Paul, MN, 55109,


Note: Timesheet(s) having activities & both signatures will be moved to completed automatically

Service 10/19/2023

1.1 PCA Services


Activities (click here to select) 

Notes


Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min 

Service 10/20/2023

1.1 PCA Services

Activities (click here to select) 

Notes

Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min 

Enter Activities and Signatures to create timesheet

Back


My Clients All Timesheets

5. Tap in the **Client Sign box** and have your client sign.
  - a. If they have a **Responsible Party**, tap on the RP Sign Box to check it off, then tap in the Client Sign box and have the Responsible Party sign.
6. Tap in the **Employee Sign box** and have the Employee sign.

12:00 PM	02:30 PM
Total Hours	2 hr 30 Min
Service <span style="float: right;">10/25/2023</span>	
1.1 PCA Services	
Activities (click here to select)	
Notes	
Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min
RP Sign <input type="radio"/> Client Sign	Employee Sign
Tap Here To Sign	Tap Here To Sign
Enter Activities and Signatures to create timesheet	
Back	
 My Clients	 All Timesheets


7. You will receive a notification **“Sign Saved Successfully”**.

**Sign Saved Successfully**


Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min 

Service 10/25/2023

1.1 PCA Services

Activities (click here to select) 



Notes

Start Time	End Time
12:00 PM	02:30 PM
Total Hours	2 hr 30 Min 

RP Sign



Client Sign

Employee Sign

	
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Enter Activities and Signatures to create timesheet

**Back**

 My Clients  All Timesheets

- 8. You will be re-directed to the All-Timesheets page.  
There will be a notification **“Timesheets(s) Completed Successfully.”**
  - a. All completed timesheets will appear in Completed.

Timesheet(s) Completed Successfully

Select month and year October 2023

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Sort Type Weekly Pending ▾

🔍

No Pending Timesheets



My Clients



All Timesheets



## Examples - Weekly Pending

This screenshot shows the 'All Timesheets' interface. At the top, there is a blue header with a menu icon and the text 'All Timesheets'. Below the header, there is a selection for 'Select month and year' set to 'October 2023'. A 'Sort Type' dropdown menu is set to 'Weekly Pending'. A search bar labeled 'Search Client' is present. The main content area displays a client card for 'Fakerton, Fake' with a phone icon and the number '(651) 219-4787'. Below the client name, there is a 'Week-1' label with a pencil icon and a circular dropdown arrow icon.

This screenshot shows the 'All Timesheets' interface with a detailed view of a time entry. The header and search bar are identical to the first screenshot. The client card for 'Fakerton, Fake' is shown with a 'Week-1' label and a pencil icon. Below the client information, a time entry is displayed: '1.1 PCA Services' with a duration of '12' minutes, starting at '08:00 AM' and ending at '11:30 AM'. A circular dropdown arrow icon is visible to the right of the time entry.

## Examples - Daily Pending

☰ All Timesheets

Select month and year October 2023

Sort Type Daily Pending ▾

🔍 Search Client 🔍

**Fakerton, Fake,** ⌵

📞 (651) 219-4787

☰ All Timesheets

Select month and year October 2023

Sort Type Daily Pending ▾

🔍 Search Client 🔍

**Fakerton, Fake,** ⬆

📞 (651) 219-4787

12 1.1 PCA Services  
08:00 AM 11:30 AM