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

AS Allcare Software <noreply@allcaresoftware.com>

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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.
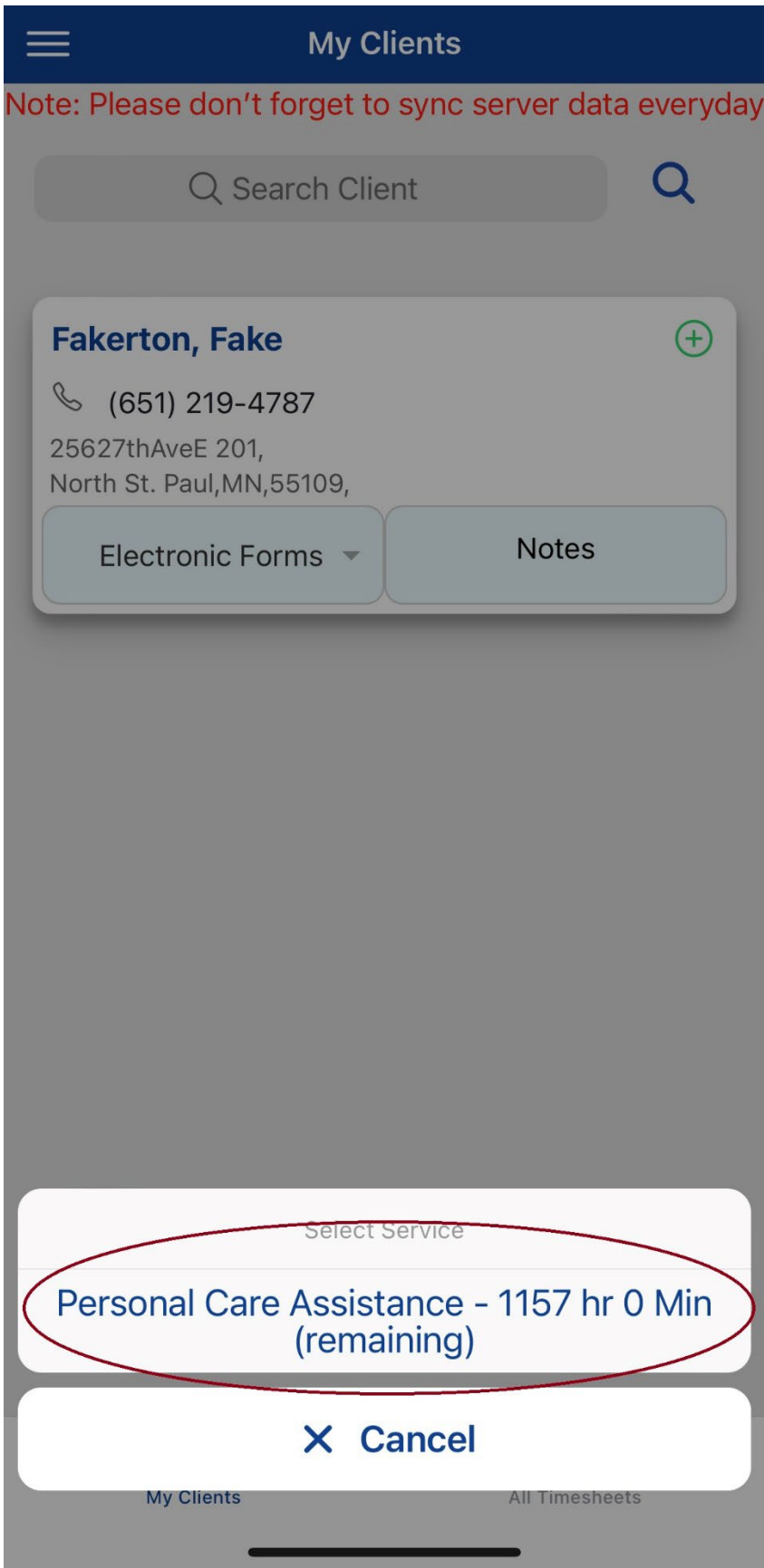
1) Log into Allcare EVV
   a. Enter Username
   b. Enter Password
   c. Enter Agency Code: **Beca**
   d. Select Your Role: **Employee**
   e. Click Login
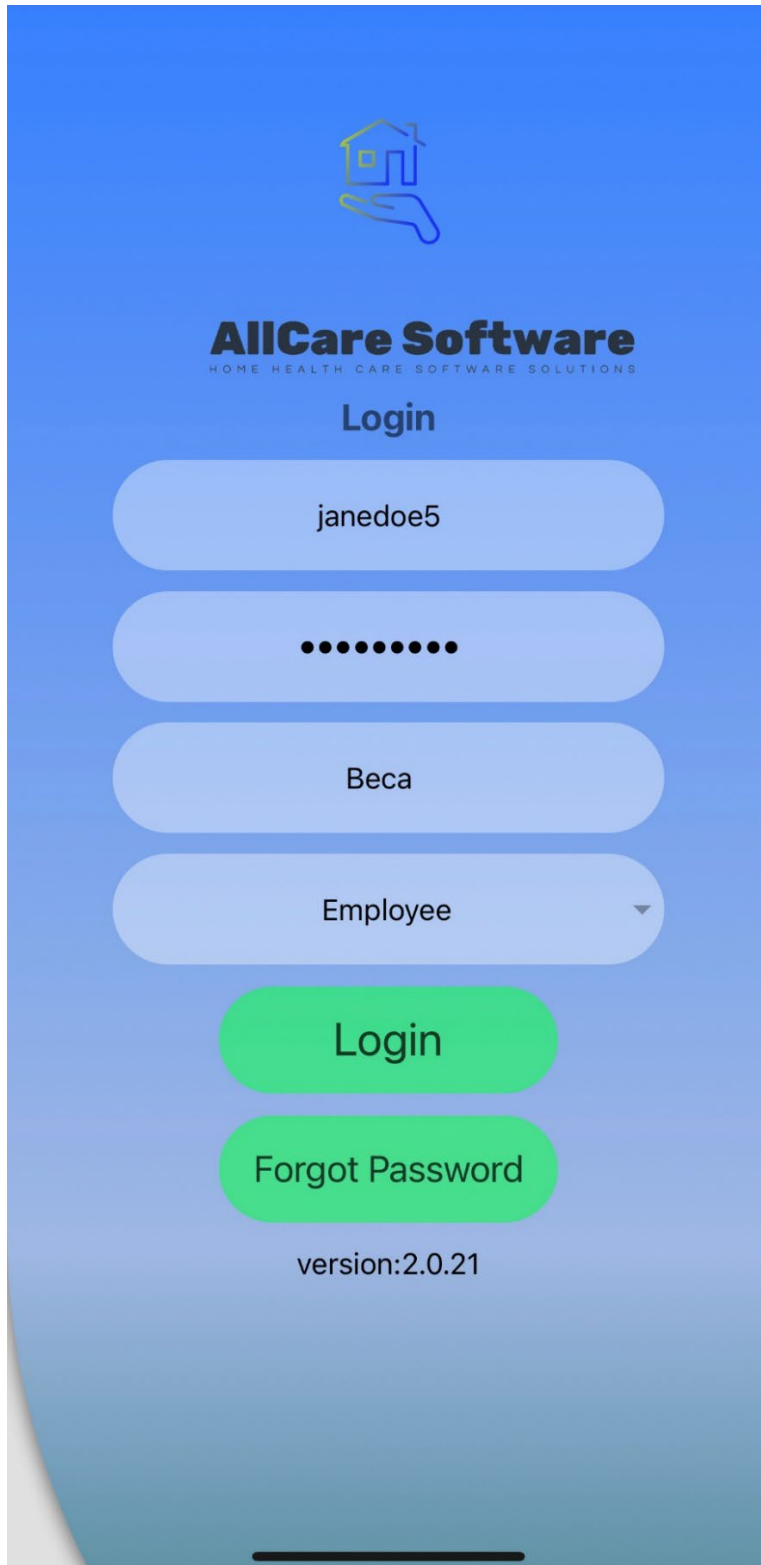
2) Tap on **My Clients** at the bottom of the page.
    a.   Find your client and **tap on the green Plus sign (+)** next to their Name.
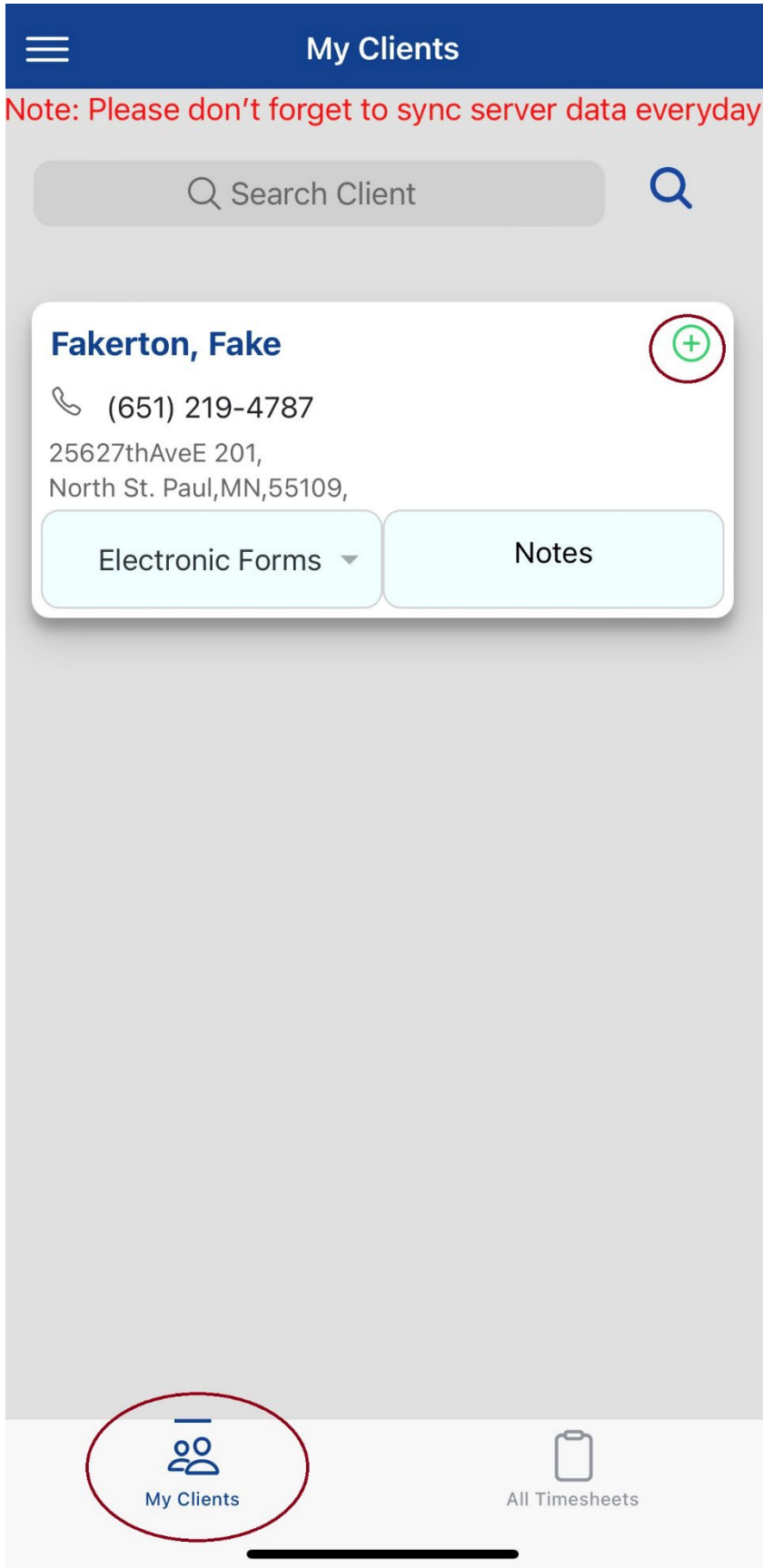
3) **Select the Service** that you want to start a shift for.

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.

5) You will get a pop up that says, "Clock In Alert" **Tap Yes to start your shift**.
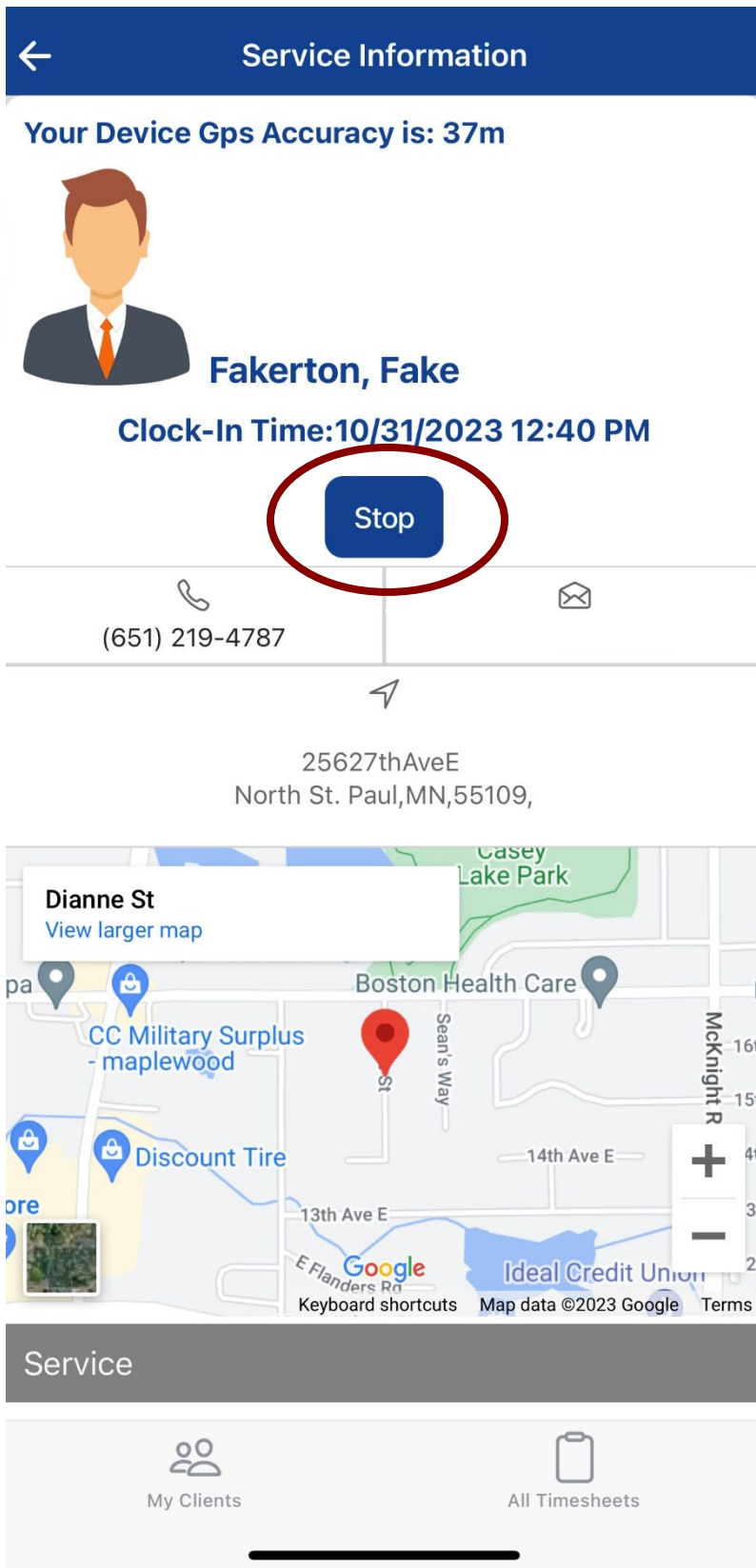   a. At this point you may close out of the app; it will continue to record your time until you clock out.
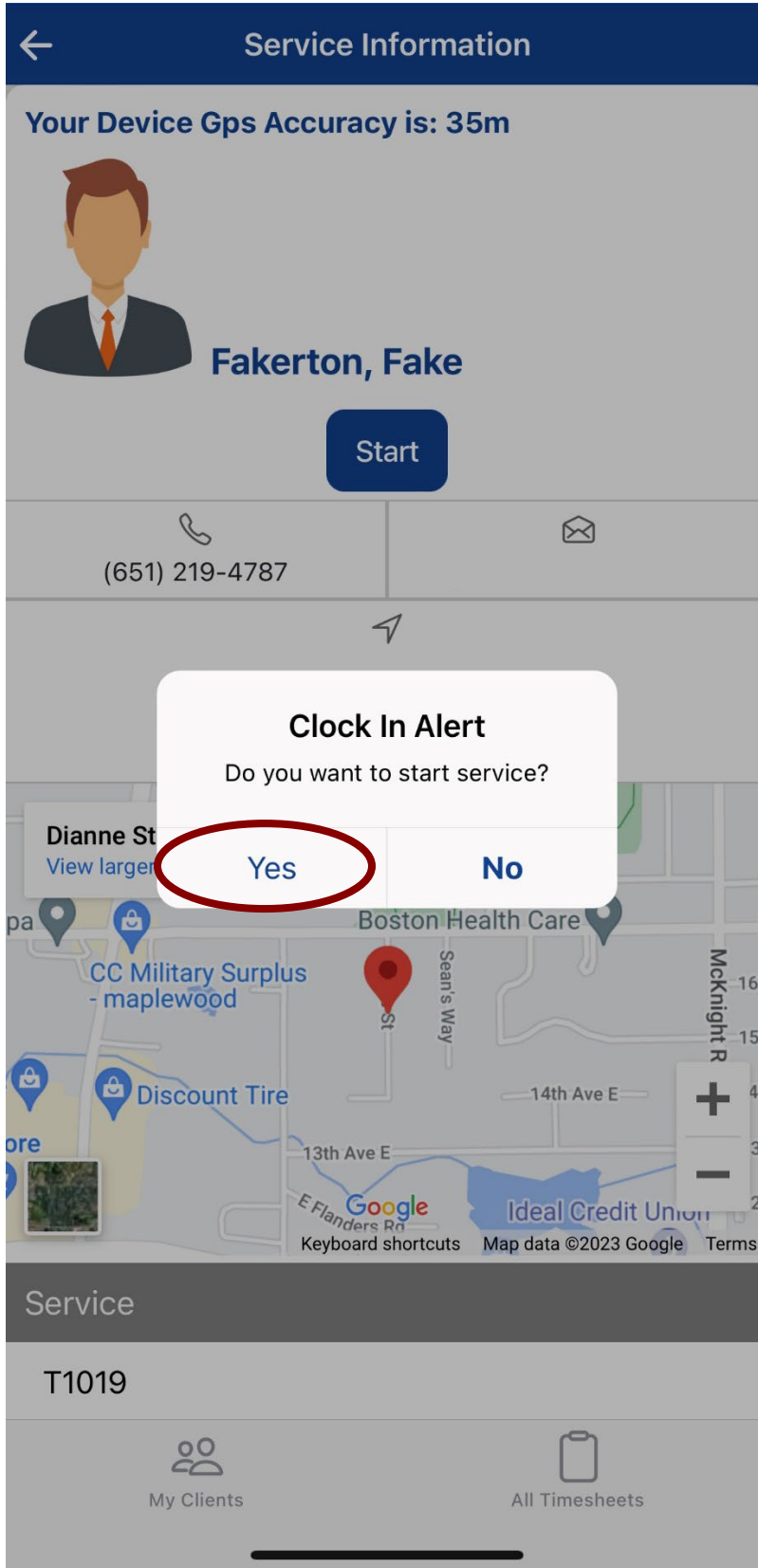
6) At the end of your shift, **log back into Allcare EVV** and **tap on My Clients.**
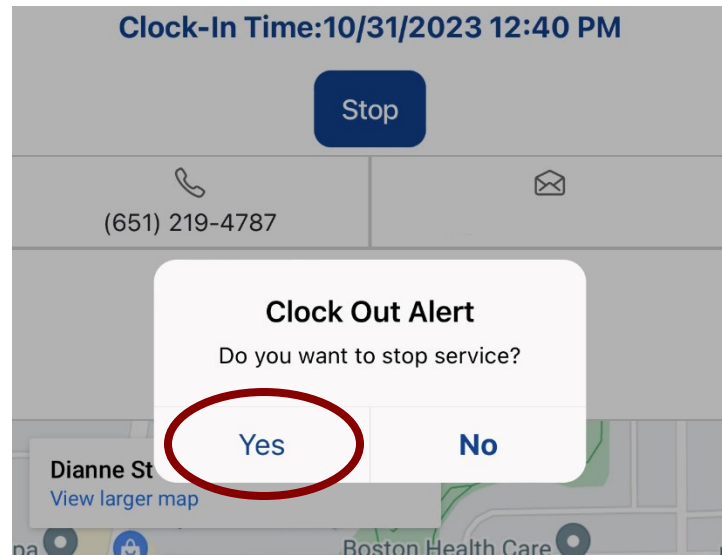

7) Find your client, the words "In Progress" will appear next to your client's name.
    a. **Tap on "In Progress"**
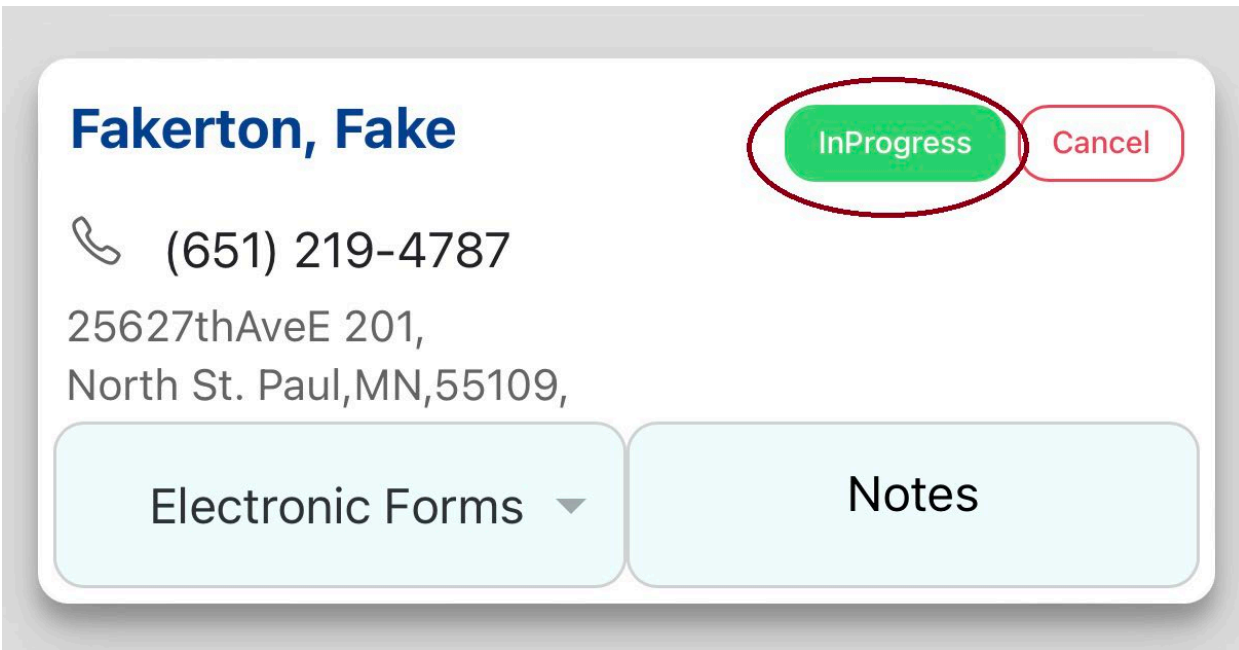
8) Underneath the client's name, **tap Stop** to end your shift.

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**

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, Fake   10/31/2023

(651) 219-4787

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

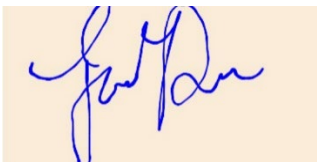| Service |
|---|

1.1 PCA Services

Activities (click here to select)	✓

Notes	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 <u>Completed.</u>

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 all 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**
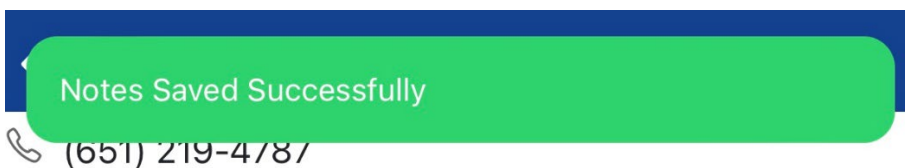
2. **Tap on Enter Notes Here** to start entering your notes after you're finished.
   a. **Tap Save Notes.**
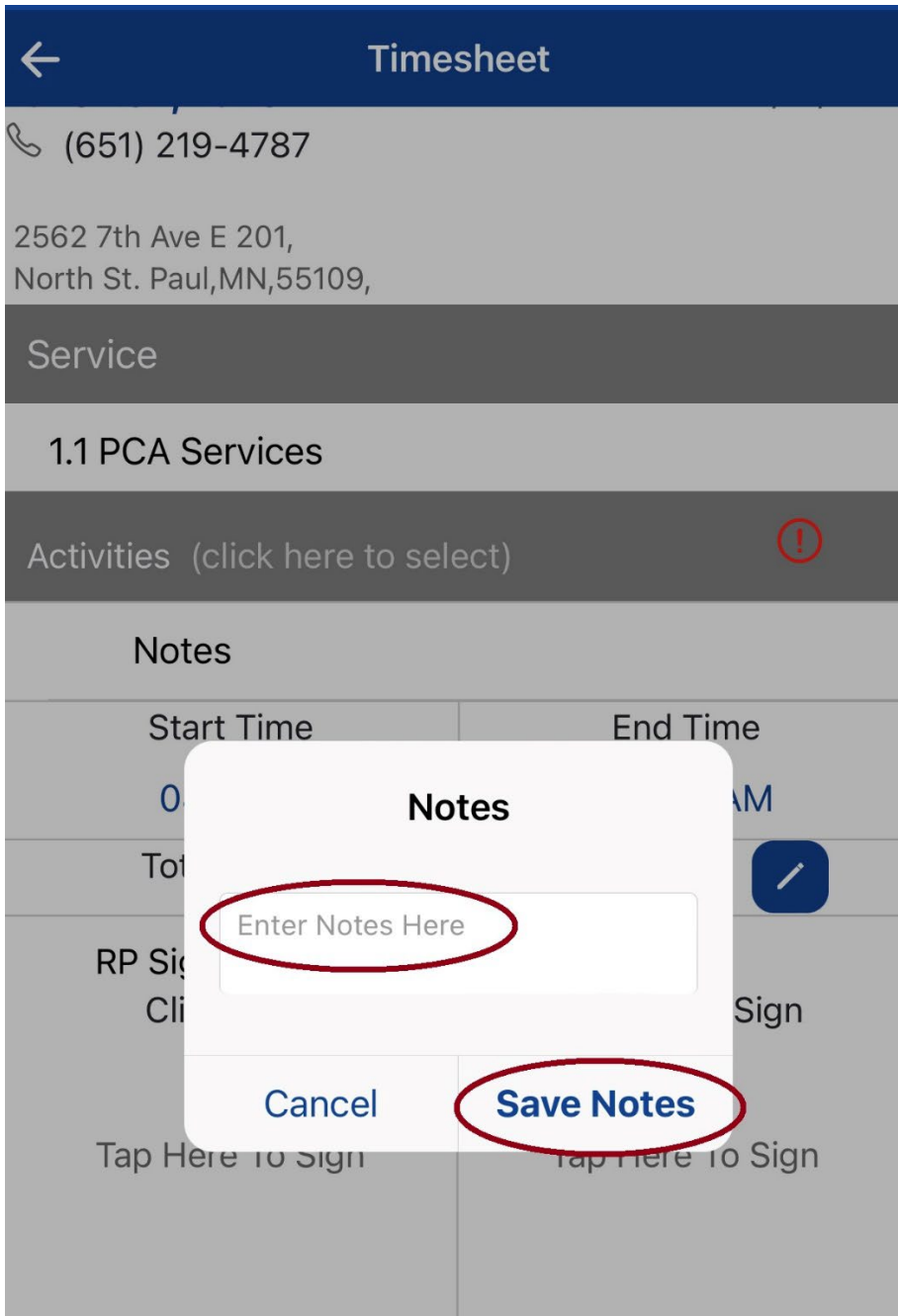
3. After you Save Notes. You will receive a notification **"Notes Saved Successfully."**

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 <u>pencil icon.</u>**
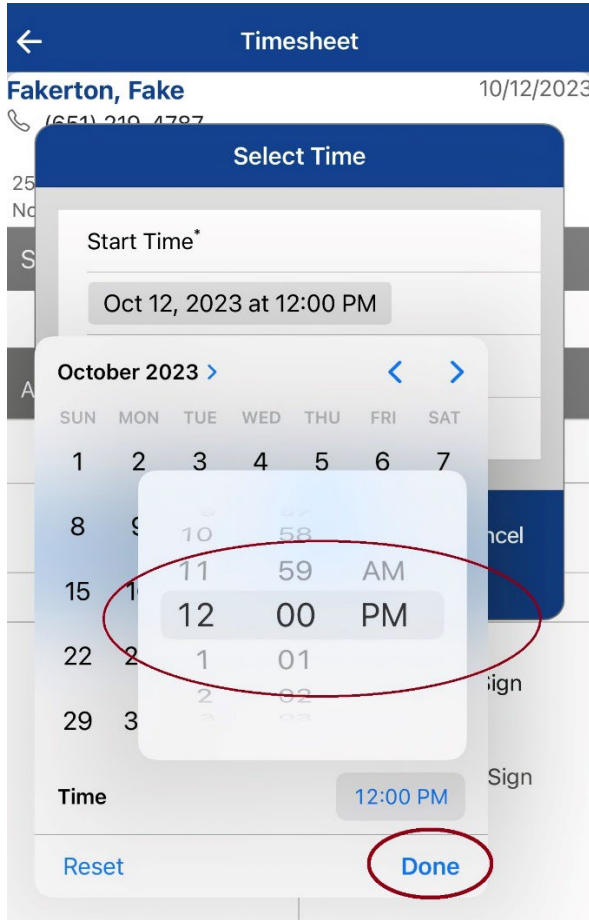
2. **Select the Start/End Time** you want to adjust.

3. A Calendar will Pop up. Select your date (if needed).
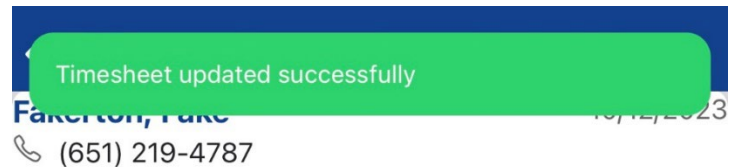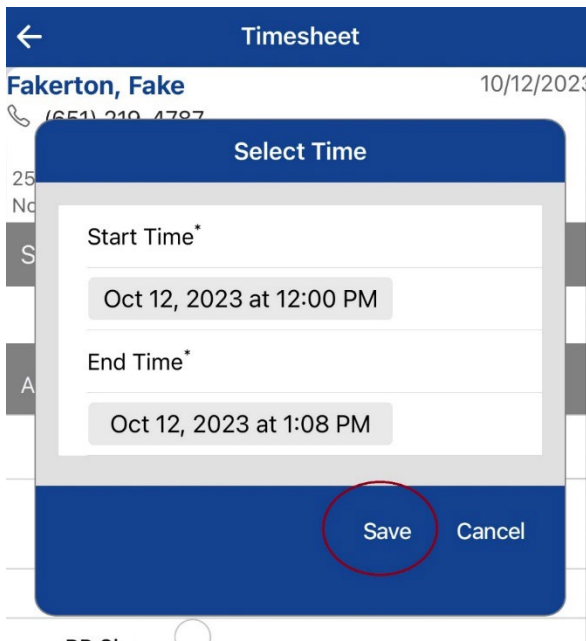   **Tap on the Time** on the bottom right corner.
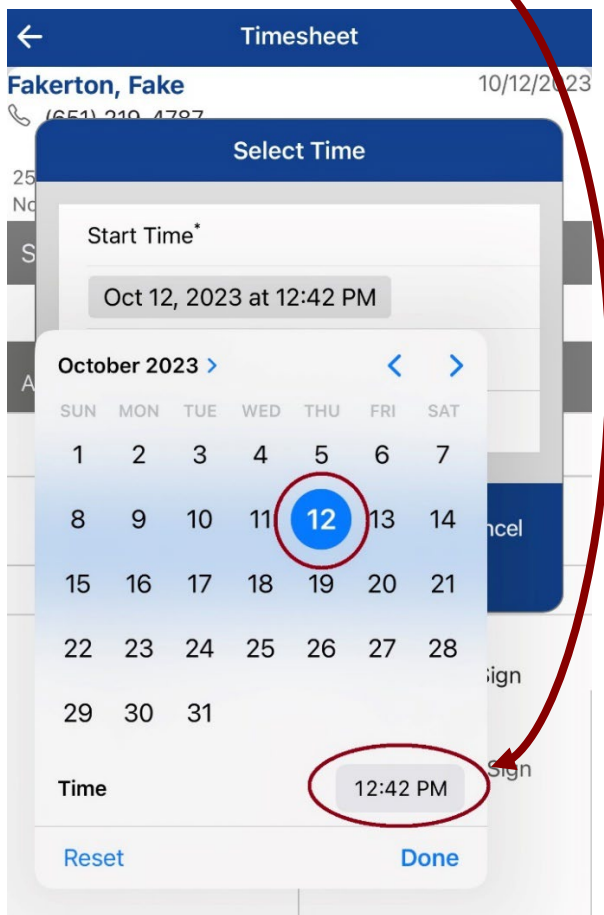
4. Adjust your time by scrolling on the AM & PM, Numbers.
    a. Once you're finished . **Tap Done.**
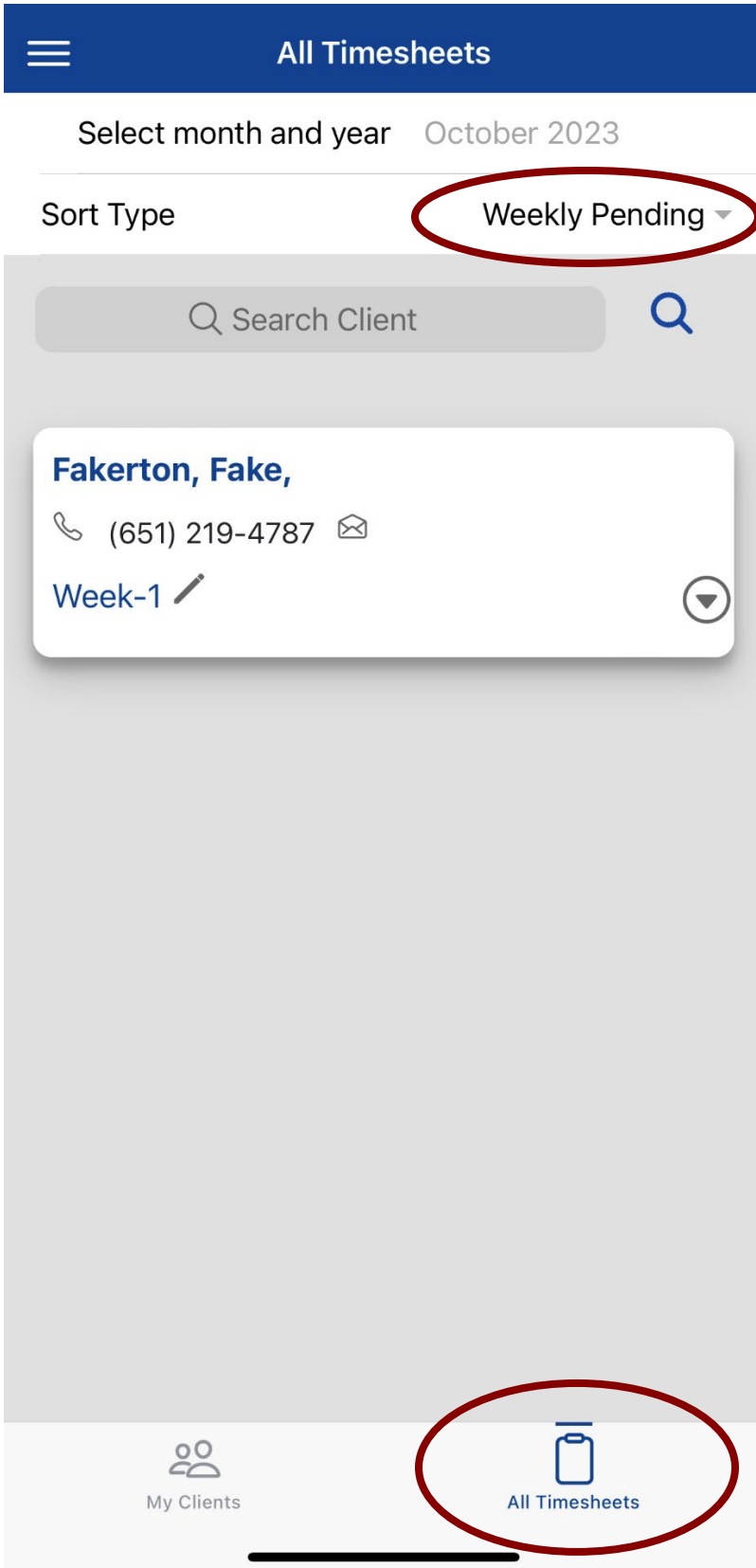

5. **Tap Save.** You will get a notification **"Timesheet updated successfully"**

How to Complete Weekly Pending Shift

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

2. To make corrections, **tap on the <u>pencil icon.</u>**

All Timesheets

Select month and year   October 2023

Sort Type   Weekly Pending ▾

🔍 Search Client   🔍

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

Fakerton, Fake,
📞 (651) 219-4787 ✉

Fakerton, Fake,
📞 (651) 219-4787 ✉
Week-1 ✏   🔽

Week-1 ✏   🔼

19	1.1 PCA Services 12:00 PM 02:30 PM
20	1.1 PCA Services 12:00 PM 02:30 PM
21	1.1 PCA Services 12:00 PM 02:30 PM
22	1.1 PCA Services 12:00 PM 02:30 PM
23	1.1 PCA Services 12:00 PM 02:30 PM
24	1.1 PCA Services 12:00 PM 02:30 PM

👥 My Clients   📋 All Timesheets

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.

Page **20** of **26**

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

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✉

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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   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
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

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

Sort Type   Weekly Pending ▾

🔍 Search Client   🔍

No Pending Timesheets

👥
My Clients

🗑
All Timesheets

Examples - Weekly Pending

Examples - Daily Pending