

# AllCare – EVV

## HOW TO SUBMIT MANUAL TIMESHEETS

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

## HOW TO SUBMIT MANUAL TIMESHEETS (ALLCARE EVV)

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



**AllCare Software**  
HOME HEALTH CARE SOFTWARE SOLUTIONS

Login

janedoe5

••••••••••

Beca

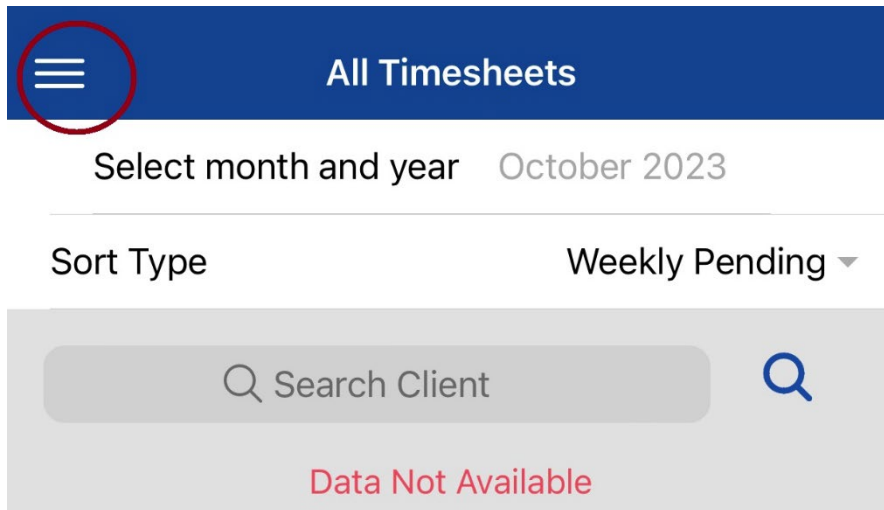
Employee ▼

Login

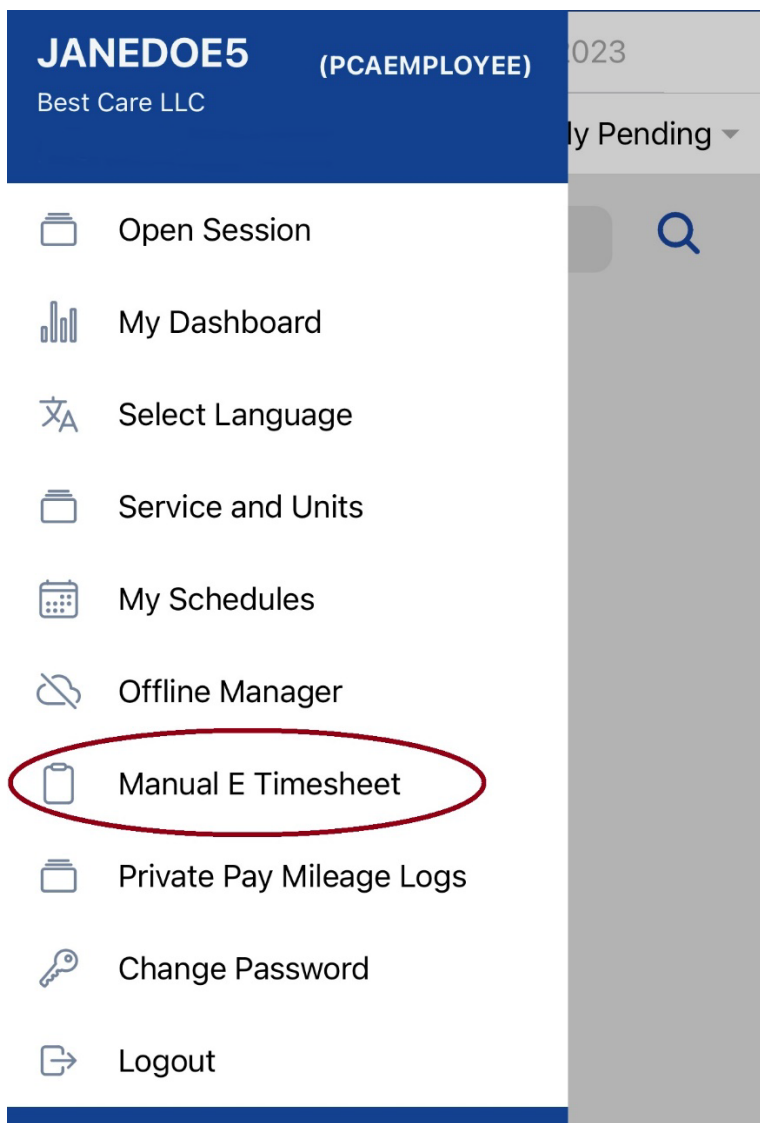
Forgot Password

version:2.0.21

2) Tap on **Menu** Icon in upper left corner.



3) Select **Manual E Timesheet**



4) Select **Live-In** at the top of the screen.

DHS requires Live in Caregivers to record their time on a DAILY BASIS. If you forget to record your time, you can enter each day you missed one at a time!!

**Manual Electronic Timesheet**

General  **LiveIn** Clear

Select Template +

Select Date

Select Client ▼

Select Service ▼

RemainingHours

RemainingHours  
PerDay

RemainingHours  
PerWeek

Next

My Clients All Timesheets

- 5) Tap on **Select Date**,  
a. **choose the date**, tap **DONE**

**Manual Electronic Timesheet**

General  LiveIn Clear

Select Template +

**Select Date**

Select Client ▾

Select Service ▾

RemainingHours

RemainingHours PerDay

RemainingHours PerWeek

Next

My Clients All Timesheets

RemainingHours PerDay

October 2023 > < >

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	<b>18</b>	19	20	21
22	23	24	25	26	27	28
29	30	31				

Cancel Done

6) Tap on **Select Client**.

a. Choose the **Client**.

Once you tap on the Service. A Check Mark will appear.

b. Tab **OK**

Manual Electronic Timesheet

General  LiveIn

Clear

Select Template

Select Date

Oct 18, 2023

Select Client

Select Service

RemainingHours

RemainingHours  
PerDay

RemainingHours  
PerWeek

Next

Select Service

Fakerton, Fake

Cancel

OK

When you see a check mark. That means you have selected your client.

Select Service

Fakerton, Fake

Cancel

OK

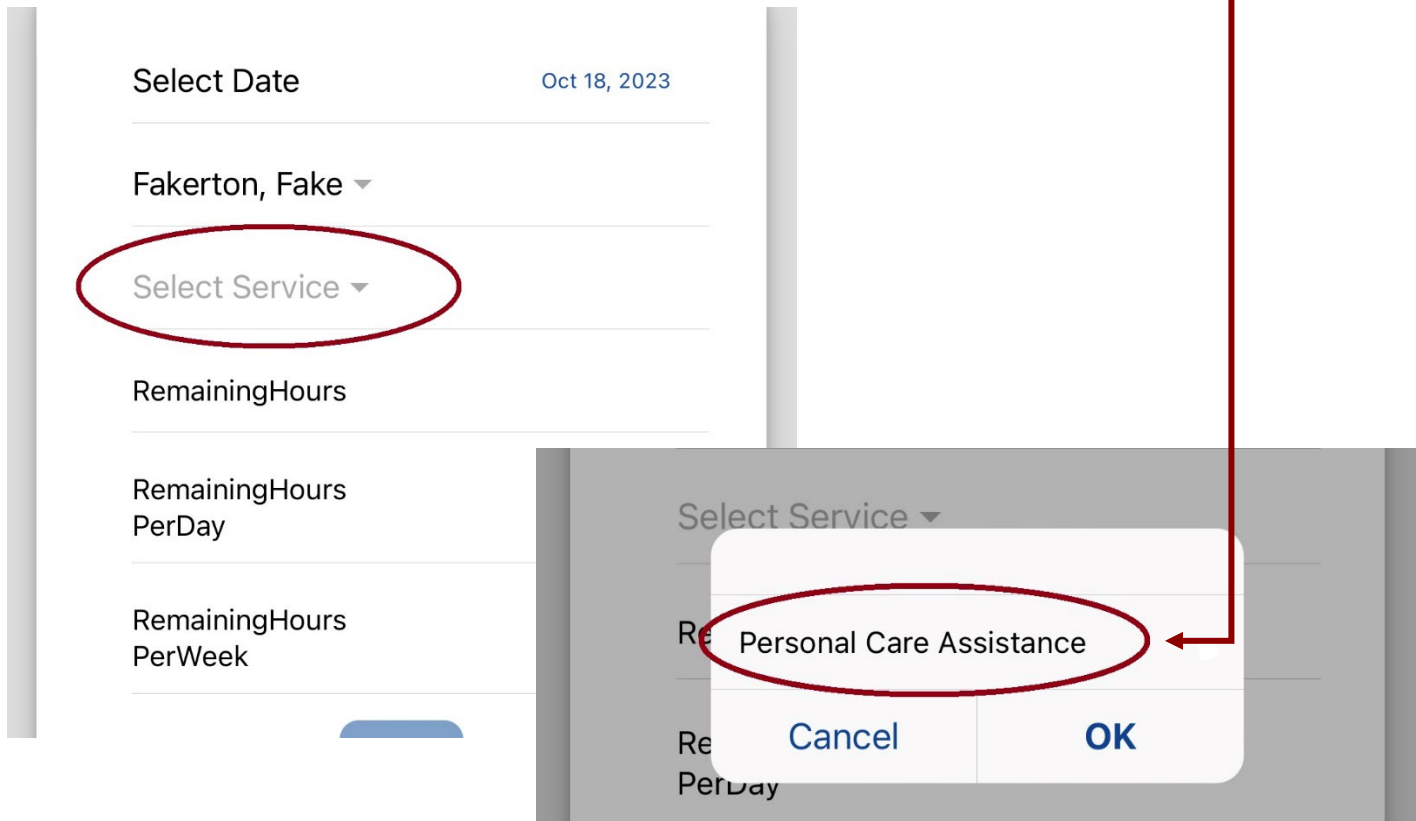
My Clients

7) Tap on **Select Service.**

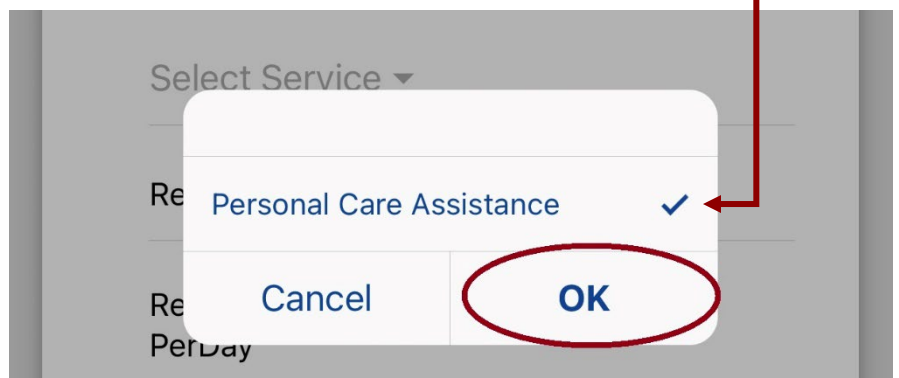
- a. Tap on the appropriate service.  
(Once you tap on the Service. A Check Mark will appear.)
- b. Tap **OK**

Note: \*\*Remaining hours for that service will appear.

If this number is 0, that means that there are no hours left, and you cannot work that service.




When you see a check mark. That means you have selected your service.



## REMAINING HOURS

\*\*Remaining hours for that service will appear.

If this number is 0, that means that there are no hours left, and you **cannot work** on that service.



### Manual Electronic Timesheet

General  LiveIn Clear

Select Template +



Select Date Oct 18, 2023

Fakerton, Fake ▼

Personal Care Assistance ▼

RemainingHours	Personal Care Assistance - 637 hr 0 Min (remaining)
RemainingHours PerDay	Personal Care Assistance - 6 hr 0Min (remaining)
RemainingHours PerWeek	Personal Care Assistance - 42 hr 4Min (remaining)

Next

 My Clients  All Timesheets



8) Tap on Next

# Manual Electronic Timesheet

General  LiveIn Clear

Select Template +

Select Date Oct 18, 2023

Fakerton, Fake ▼

Personal Care Assistance ▼

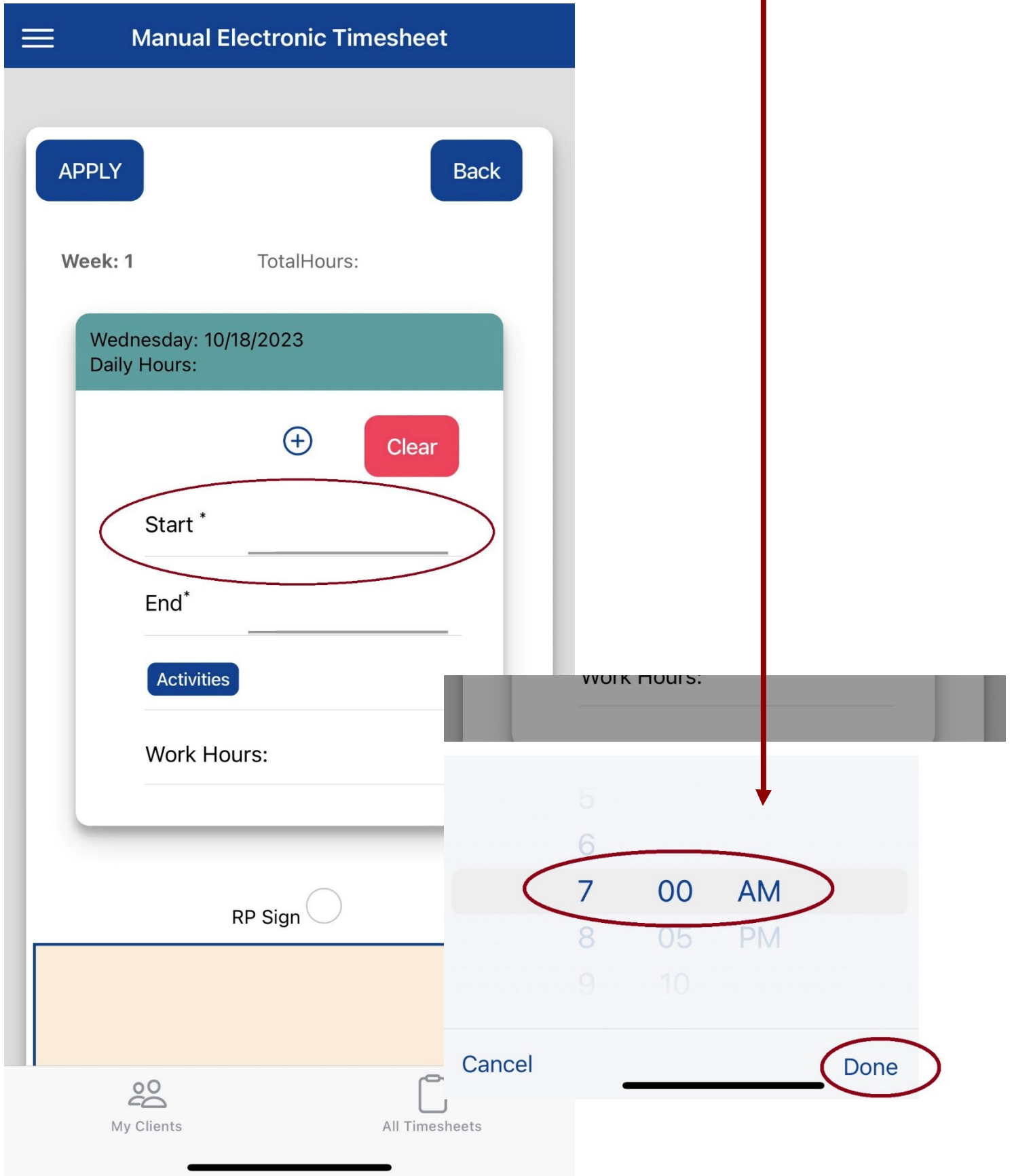
RemainingHours	Personal Care Assistance - 637 hr 0 Min (remaining)
RemainingHours PerDay	Personal Care Assistance - 6 hr 0Min (remaining)
RemainingHours PerWeek	Personal Care Assistance - 42 hr 4Min (remaining)

**Next**

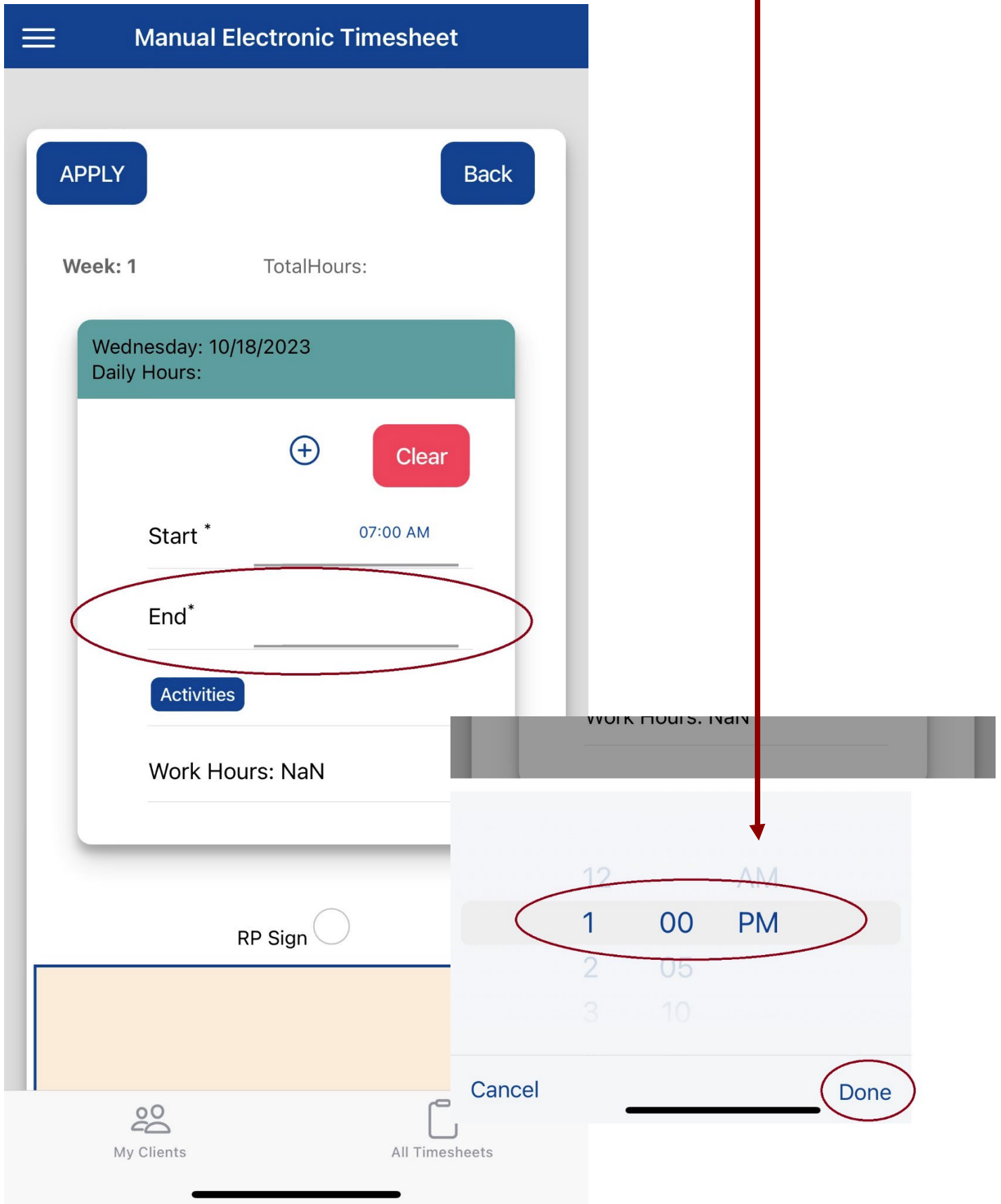
My Clients All Timesheets

9) Enter the Start Time and the End Time.

- a. Tap on **Start \***
- b. Swipe Up/Down to select your **Start Time**.
- c. Tap **Done**.



- d. Tap on **End \***
- e. Swipe Up/Down to select your **End Time.**
- f. Tap **Done.**



10) Tap the **Plus icon (+)** to Add an additional visit on that day.

a. Tap the Red Clear button to clear all data and start over.

APPLY Back

Week: 1 TotalHours:

Wednesday: 10/18/2023  
Daily Hours:

+ Clear

Start \* 07:00 AM

---

End\* 01:00 PM

---


Activities


---

Work Hours: 6.00

---

RP Sign

  
My Clients

  
All Timesheets

### Enter your Visit Two

- a. Tap on Start/End Time.
- b. Swipe Up/Down to select your Start/End Time

Manual Electronic Timesheet

Wednesday: 10/18/2023  
Daily Hours:

+

Clear

Start \* 07:00 AM

End\* 01:00 PM

Activities

Work Hours: 6.00

-

Clear

Start \*

End\*

Activities

Work Hours:

My Clients All Timesheets

### To Remove Visit Two

- a. Tap on Red Negative Icon to Remove

Manual Electronic Timesheet

Wednesday: 10/18/2023  
Daily Hours:

+

Clear

Start \* 07:00 AM

End\* 01:00 PM

Activities

Work Hours: 6.00

-

Clear

Start \* 03:00 PM

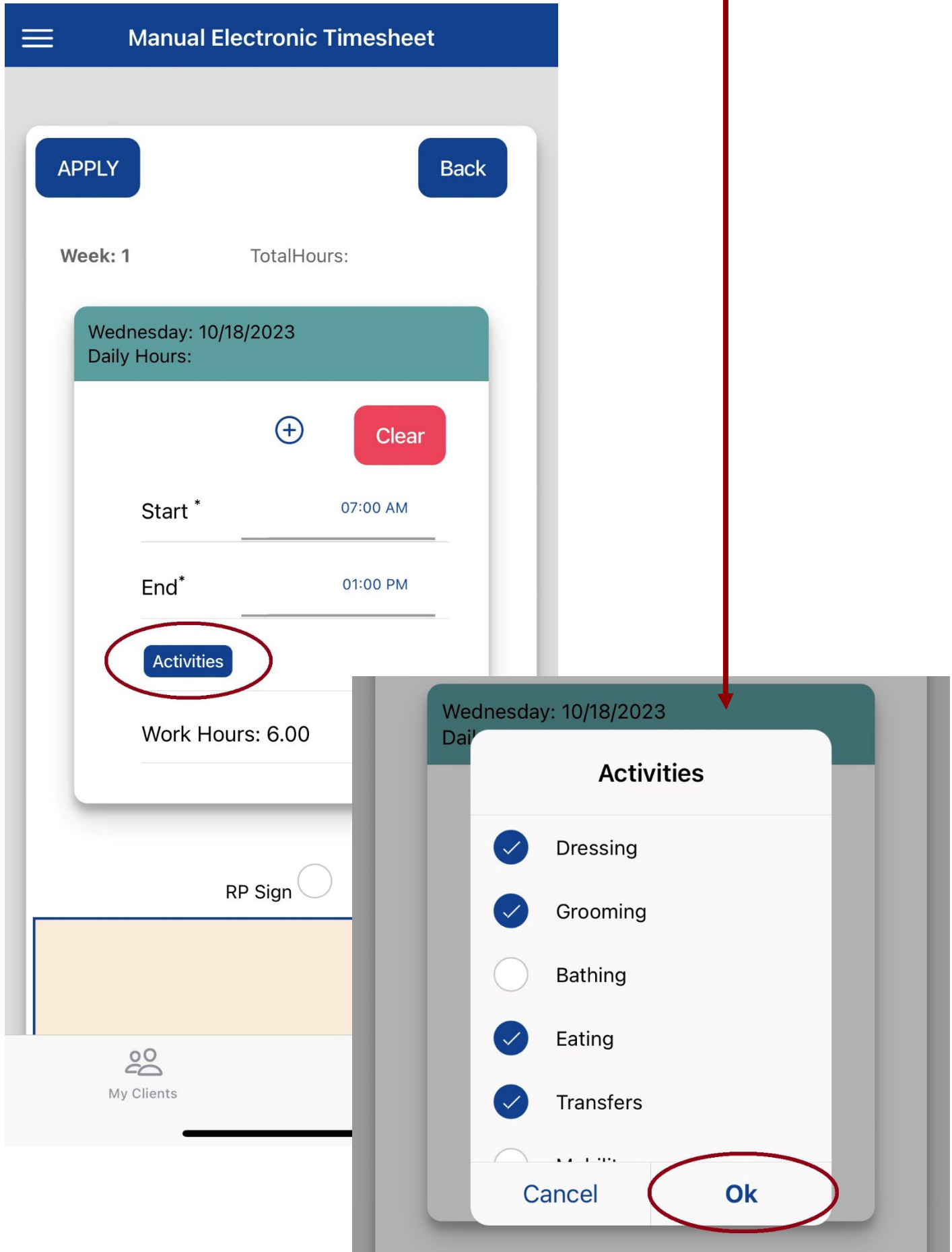
End\* 04:00 PM

Activities

Work Hours: 1.00

My Clients All Timesheets

- 11) Tap on "Activities" to open the Activities menu.  
a. Check off the appropriate activities. → OK



12) Have the Client sign inside of the Client Signature box.

a. If they make a mistake, tap on the red **Clear** Button.

b. If they have an RP: Have the RP tap the **RP Sign** button and have the ***RP sign in the client signature box.***

The screenshot displays the 'Manual Electronic Timesheet' app interface. At the top, a blue header contains a menu icon and the title 'Manual Electronic Timesheet'. Below the header, there are two main signature sections. The first section is labeled 'Client Signature' and contains a blue ink signature. To the right of this section is a red 'Clear' button. Above the 'Client Signature' section is a yellow-bordered box containing the text 'RP Sign' and a white circle icon. A yellow arrow points from this box to the 'Client Signature' section. The second section is labeled 'Employee Signature' and contains a blue ink signature. To the right of this section is another red 'Clear' button. At the bottom of the screen, there is a white circle icon and the text 'I certify and swear under penalty of law that I'. The bottom navigation bar features two icons: 'My Clients' (represented by two people icons) and 'All Timesheets' (represented by a document icon).

- 13) **Check off the box** for the Fraud Acknowledgement statement at the bottom.  
a. Tap on **Confirm and Submit!**

Employee Signature Clear

I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I worked, the services I provided, and the dates and times worked. I understand that misreporting my hours is fraud for which I could face criminal prosecution and civil proceedings.

**CONFIRM & SUBMIT**

My Clients All Timesheets

- 14) You will be brought back to the All Timesheets page!

When submitted successfully, you'll see **Congratulations on your successfully entry!**

Congratulations on your successfully entry!  
Select month and year October 2023

Sort Type Weekly Pending

Search Client

Data Not Available

**Congratulations on your successfully entry!**  
Select month and year October 2023

Sort Type Weekly Pending

My Clients All Timesheets



15) **Incomplete punches** will appear as **Pending**.

Make sure all of these shifts are completed before payroll, otherwise they will not be paid.

## Examples

### Weekly Pending

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

The screenshot shows the 'All Timesheets' interface. At the top, there is a blue header with a hamburger menu icon and the text 'All Timesheets'. Below the header, it says 'Select month and year October 2023'. A 'Sort Type' dropdown menu is set to 'Weekly Pending'. A search bar labeled 'Search Client' is present. The main content area shows a client card for 'Fakerton, Fake,' with a phone icon and the number '(651) 219-4787'. Below the name, there is a 'Week-1' label with a pencil icon. A red oval highlights a detailed shift entry for '1.1 PCA Services' with a blue circle containing the number '12' and the time range '08:00 AM' to '11:30 AM'. A red circle highlights an upward-pointing arrow icon in the bottom right corner of the client card.

## 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 ▾

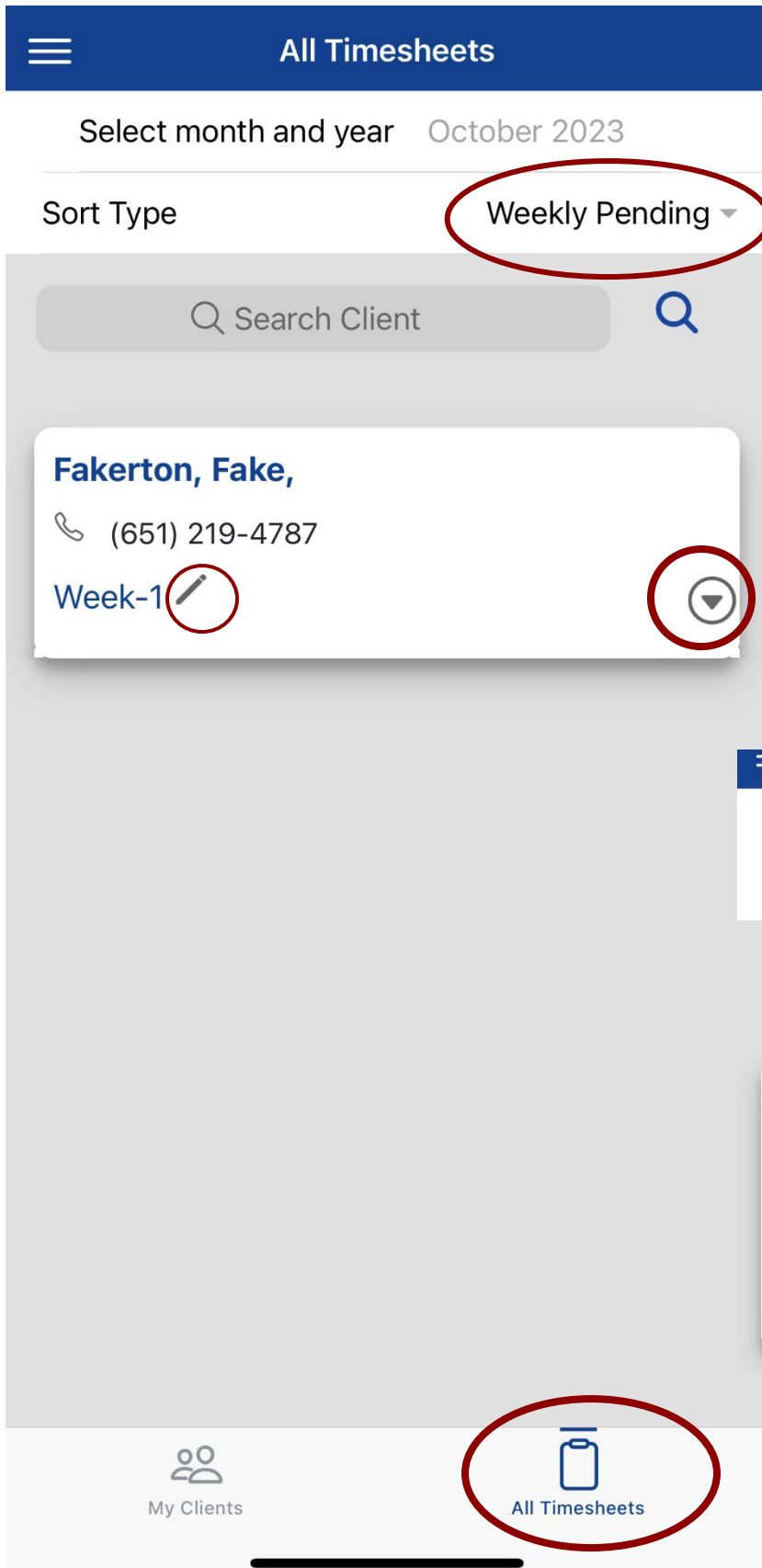
🔍 Search Client 🔍

**Fakerton, Fake,** ⬆

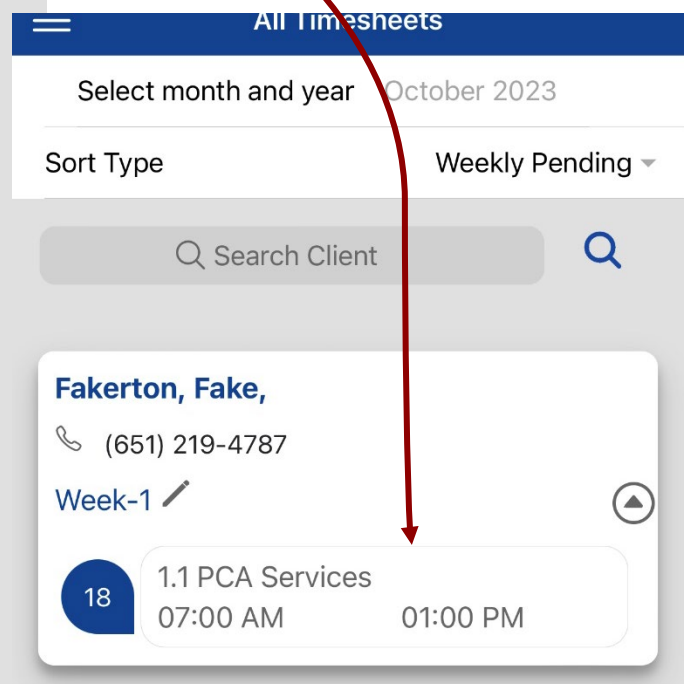
📞 (651) 219-4787

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

- 16) To complete Pending Shifts, Click on **All Timesheets**, find your Client's Name under Weekly Pending.  
a. tap on the **Pencil Icon** next to Week 1 (Or Week 2) to open all of the shifts to be completed.



Tapping on this arrow down, will expand the times that have been entered for that week.



- 17) Double check all visit times and activities are completed and correct.  
a. Scroll to the bottom. Tap in the signature boxes to sign for any unsigned visits!

Note: \*\*Do this for ALL PENDING VISITS!

**← Timesheet**


**Fakerton, Fake** 10/18/2023

(651) 219-4787

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

Service

1.1 PCA Services

Activities (click here to select) 

← Missing Activities

Notes

Start Time	End Time
07:00 AM	01:00 PM
Total Hours	6 hr 0 Min 

RP Sign

Client Sign

Employee Sign

Tap Here To Sign

Tap Here To Sign

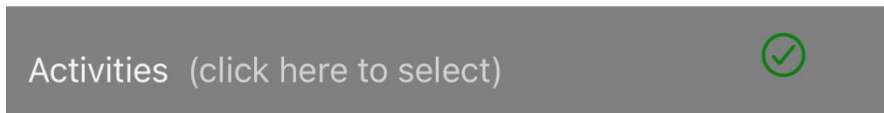
Enter Activities and Signatures to create timesheet

← Missing Client Signature

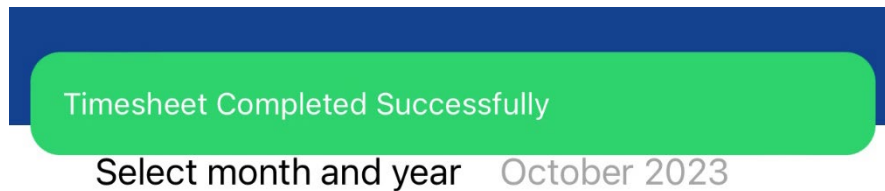
← Missing Employee Signature

**Back**

- b. When Activities are Completed, It will show a Green Check Mark!



- 18) Once the visits are completed, they will be moved into the Completed section in All Timesheets.



**NOTES:**

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!