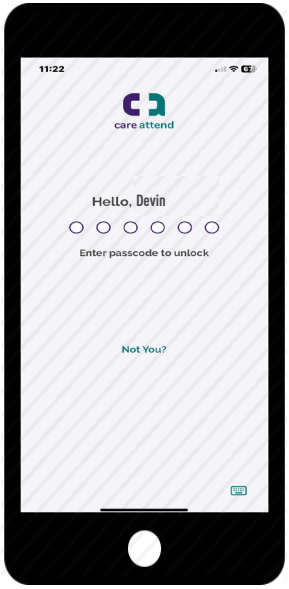
CONSUMER DIRECT CARE NETWORK NEVADA

CareAttend: Submitting Sick Time

Submit Sick Time

A Caregiver is responsible for submitting sick time through the CareAttend app. These instructions are for the Caregiver. Participants do not need to approve sick time.

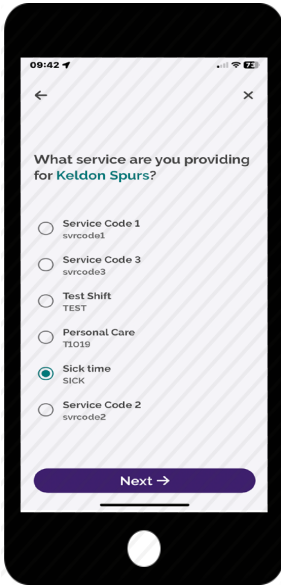


1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.

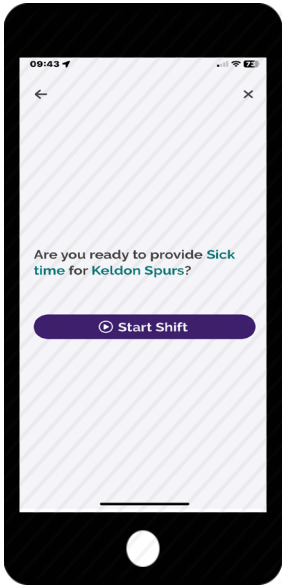
2

Select **"New Shift."** If you work with more than one Participant, you will need to select the Participant you normally provide services for on the day you were sick.



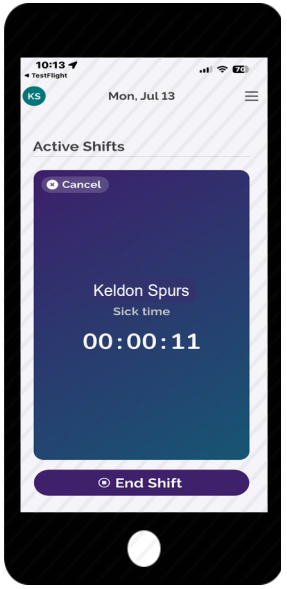
3

Select "**Sick Time**", then select "**Next**."



4

Select "**Start Shift.**"



5

Select "**End Shift.**"

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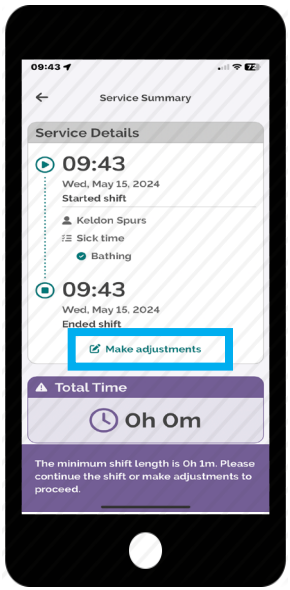
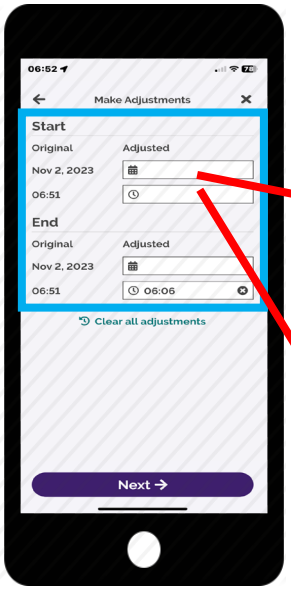


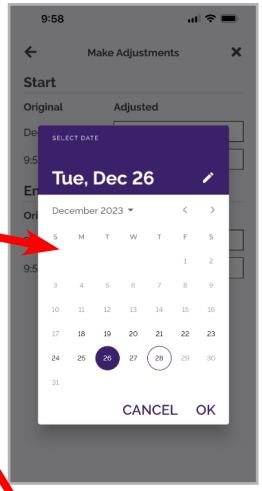
6

Select "**Make Adjustments**."

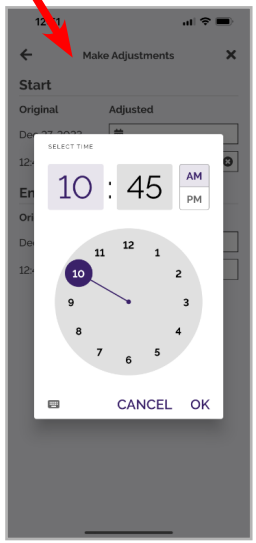


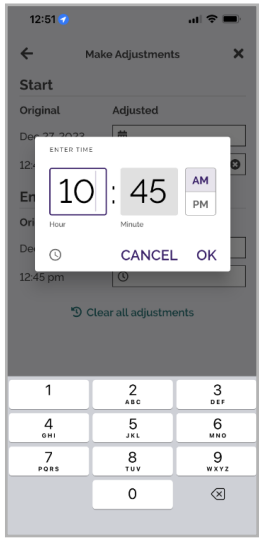
7

Use this screen to adjust Start and End dates and times to match the day you want to use Sick Time.
When you are finished select "**Next**."

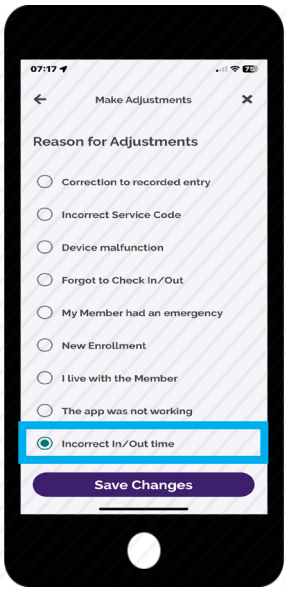


Select the **date field** to choose a different date on the calendar.





Select the **time field**, then double tap the hours/minutes field above the clock to type in a new clock in/out time.



8

Select the "**Incorrect In/Out Time**" as the adjustment reason, then select "**Save Changes**."

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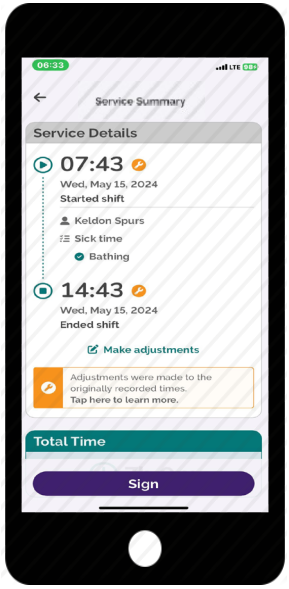
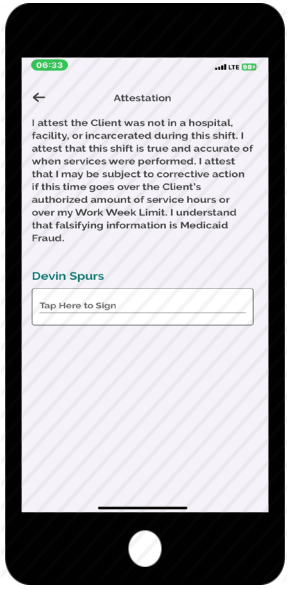


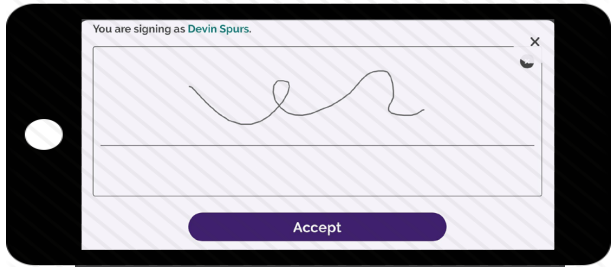
9

Review the Service Summary screen, then select "**Sign**."



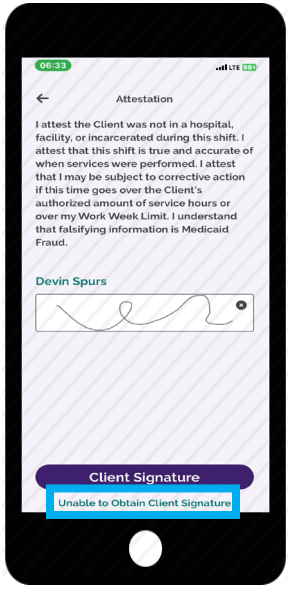
10

Tap inside the signature box and turn your device sideways.



11

Use your finger or stylus to sign your name.
Select "**Accept.**"



12

Client signature is not required for Sick Time. Select the "**Unable to Obtain Client Signature**" link below the Client Signature button.

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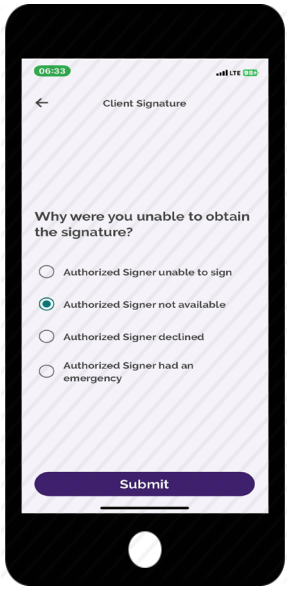
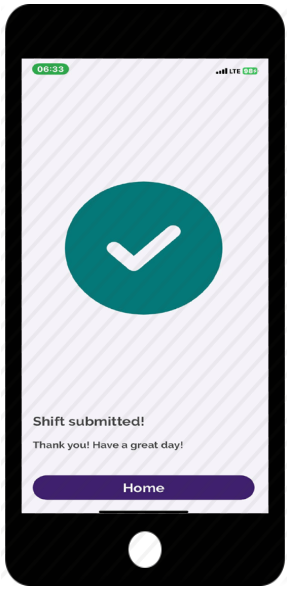


13

Select "**Authorized Signer not available,**" then select "**Submit.**"



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The Sick Time has now been **submitted**. Select **Home** to start a new shift.