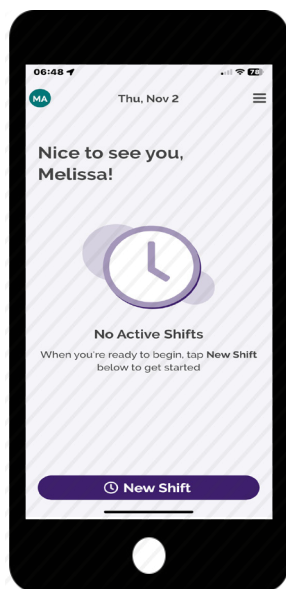


Submitting and Approving a Late Shift in CareAttend

Submit a Late Shift

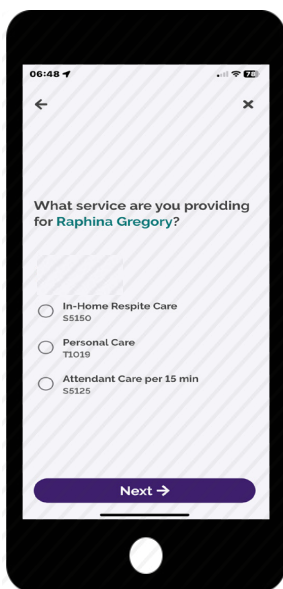
To submit a shift from a date in the past using CareAttend, follow the instructions below.



1

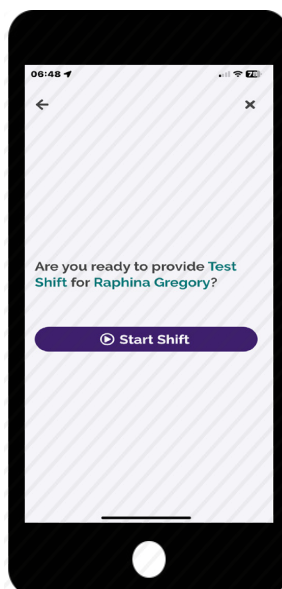
In the CareAttend app, select **"New Shift."**

Note: If you support more than one individual, you'll need to select the person you're entering time for.



2

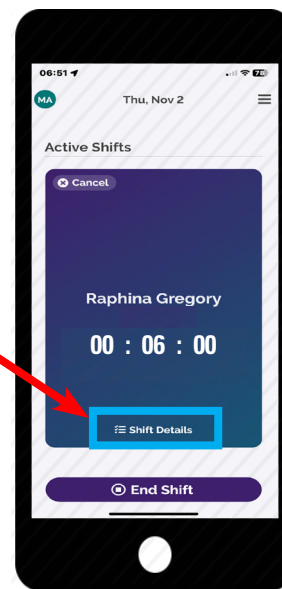
Select the service you are providing and tap **"Next."**



3

Select **"Start Shift."**

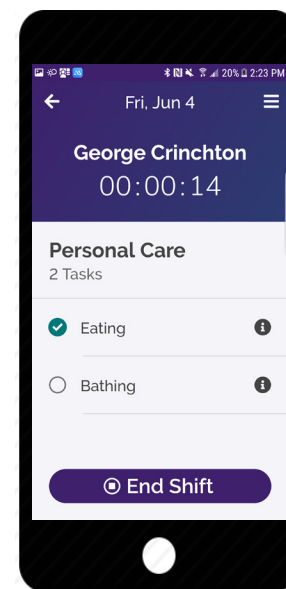
Note: You must allow the shift to run for at least one minute.



4

If your service code requires tasks, click **"Shift Details"** to enter the tasks.

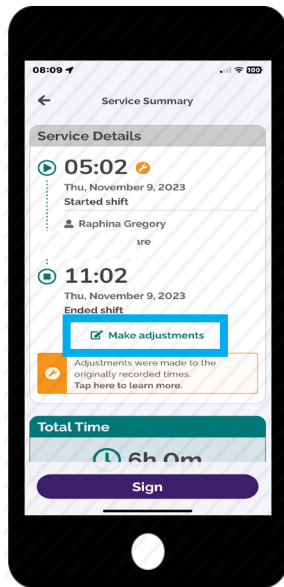
If not required to submit tasks, skip to step 6



5

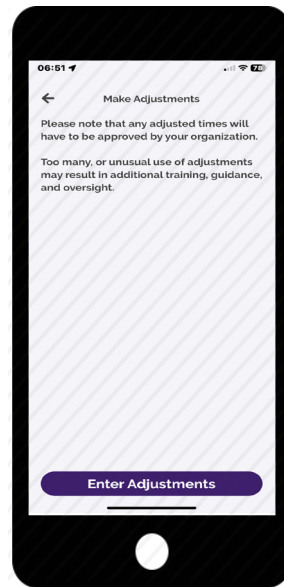
Select the tasks you completed and then tap **"End Shift."**

Submit a Late Shift (cont'd)



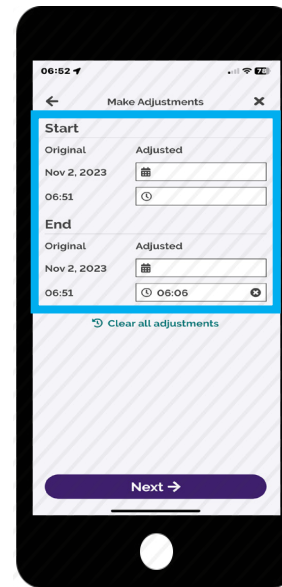
6

On the Service Summary screen, select **"Make Adjustments."**



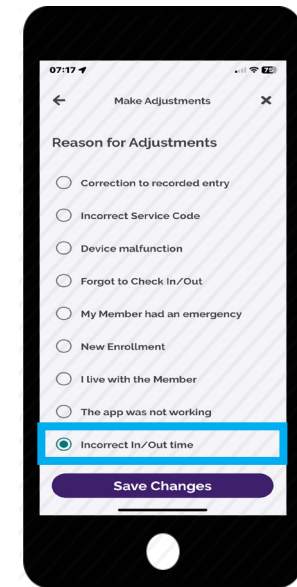
7

Review the adjustments attestation and select **"Enter Adjustments."**



8

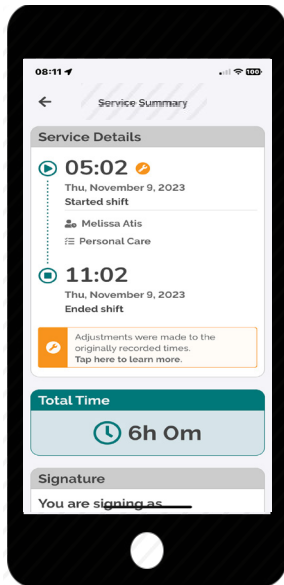
Adjust the Start and/or End dates and times. When finished, select **"Next."**



9

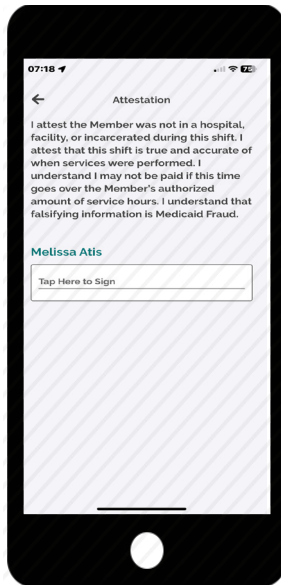
Select the reason for the adjustment(s), then select **"Save Changes."**

Submit a Late Shift (cont'd)



10

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



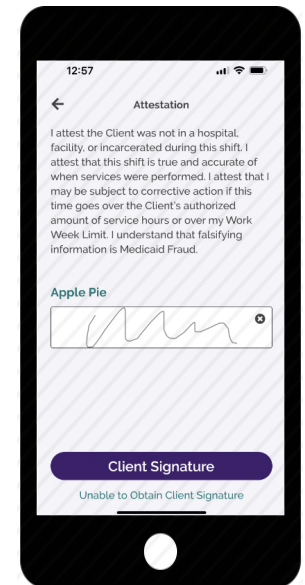
11

Tap inside the signature box and sign your name. *The signature box will turn sideways on your screen.*



12

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



13

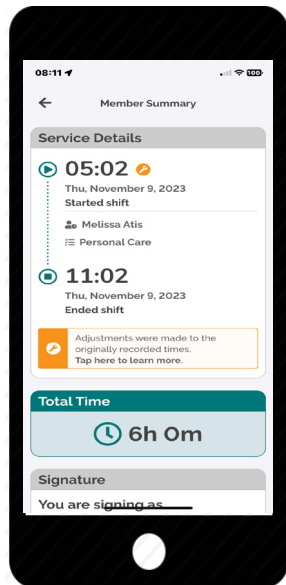
If the individual you provided services for can sign your electronic timecard, select the button to obtain the signature.

If the individual is unavailable, select the **"Unable to Obtain Signature"** link below the button.

Approve the Shift

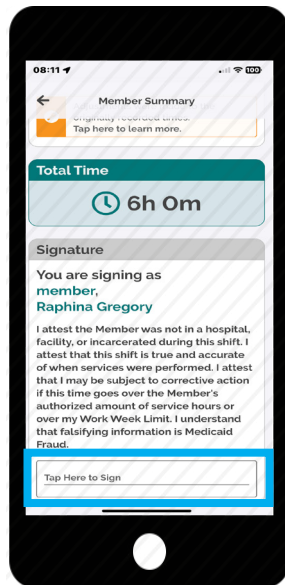
This section is completed by the individual you are providing services for, or their representative. Once you end your shift on the device, the shift will need to be approved.

Note: the signature is not required immediately and can be done later in the DirectMyCare web portal. However, skipping the signature step creates additional steps in the process that may result in delayed payment. The most efficient way to complete your shift is to immediately sign on the CareAttend mobile app at the time of submission.



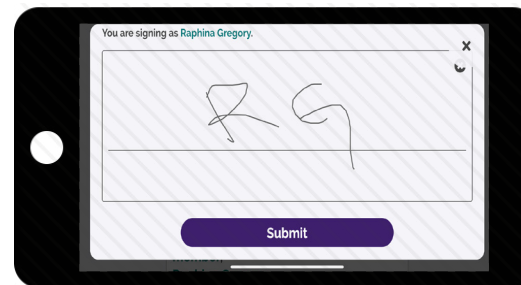
1

Review the
Service Summary
screen for accuracy.



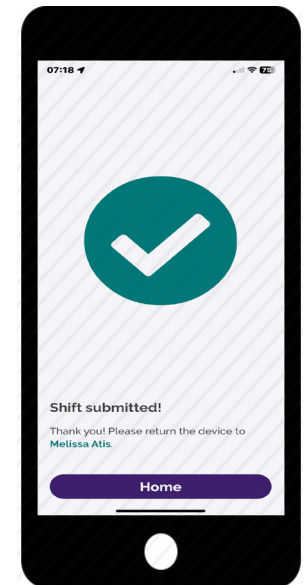
2

Scroll down, review the
attestation, then tap inside
the signature box.



3

Sign your name in the signature
box, then select "**Submit.**" *The
signature box will turn sideways on
your screen.*



4

The shift has now been
approved and submitted.