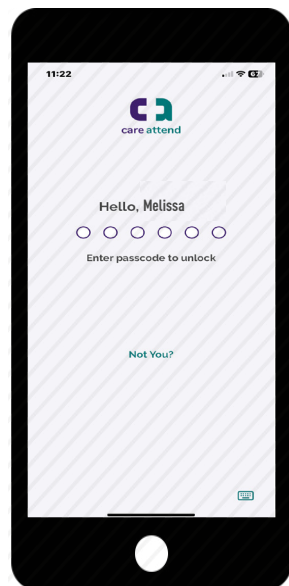


CareAttend Manual: Submitting and Approving Time

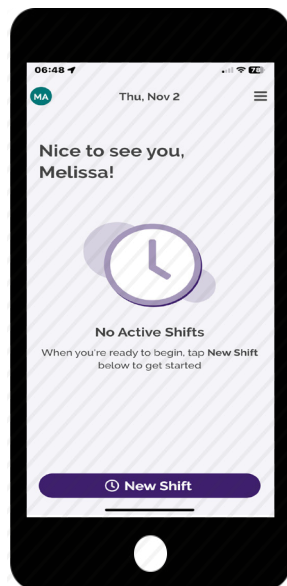
Start a Shift

You are responsible for submitting time through the CareAttend app. The individual(s) you are providing care for, or their representative do not need to download the CareAttend app.



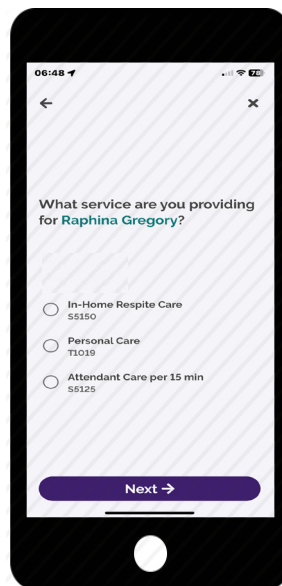
1

Sign into the CareAttend App using your passcode on the unlock screen.



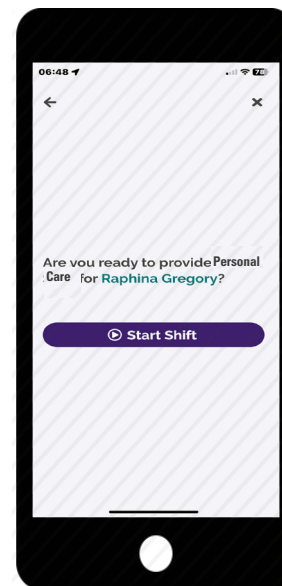
2

Select **"New Shift."**
If you support more than one individual, you'll need to select the person you're entering time for.



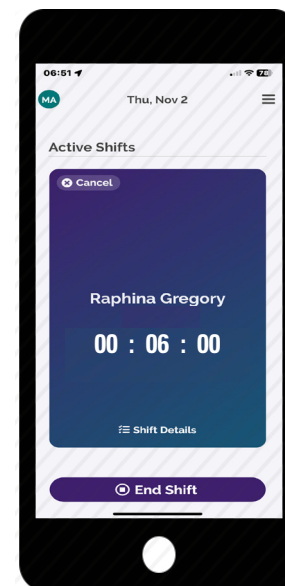
3

Select the type of service you are providing, then select **"Next."**



4

When you are ready to start your shift, select **"Start Shift."**

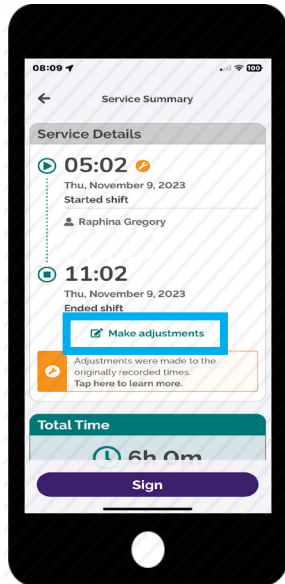


5

When you are finished with your shift, select **"End Shift."**

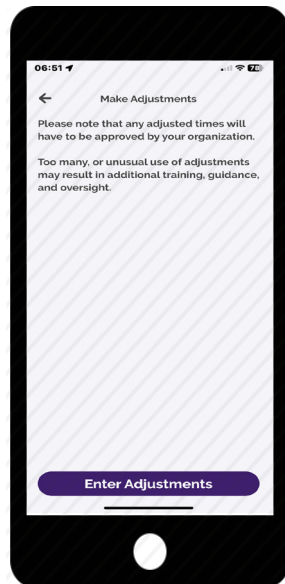
Shift Adjustments

These steps are only if you need to adjust your clock in or out time or for entering late time. If your times are correct, go on to step 10.



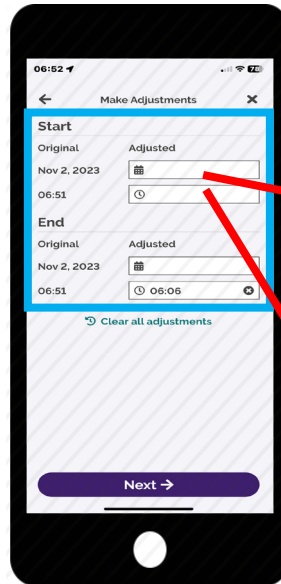
6

If you need to make adjustments to your electronic timecard, select **"Make adjustments"** and follow steps 6 - 8. If not, skip to step 9.



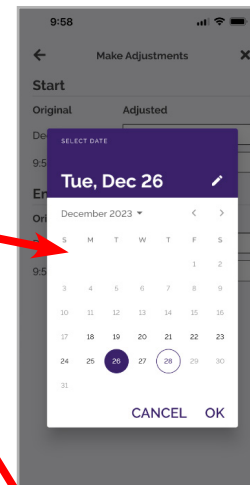
7

Select **"Enter Adjustments."**

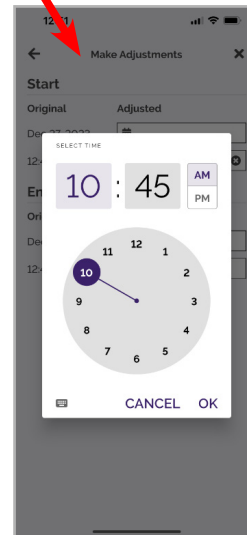


8

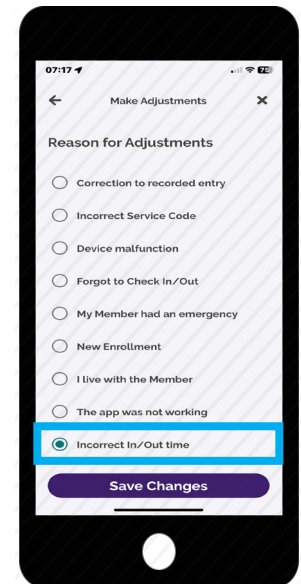
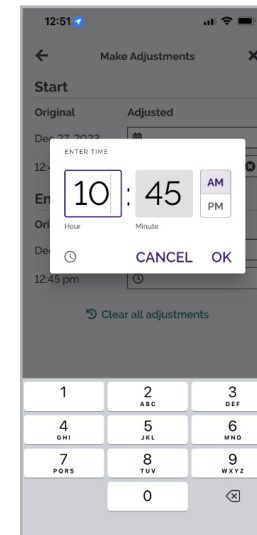
Use this screen to adjust Start and/or End dates and times. When you are finished select **"Next."**



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

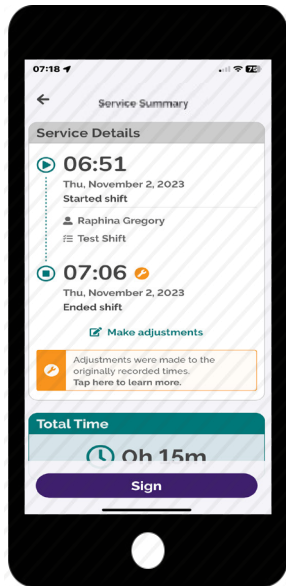


Select the **time field**, then double tap the hours/minutes field above the clock to type in a new clock in/out time.



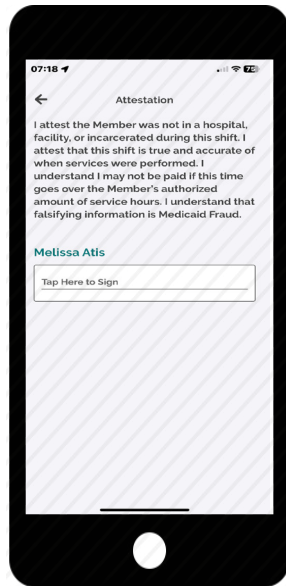
9

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



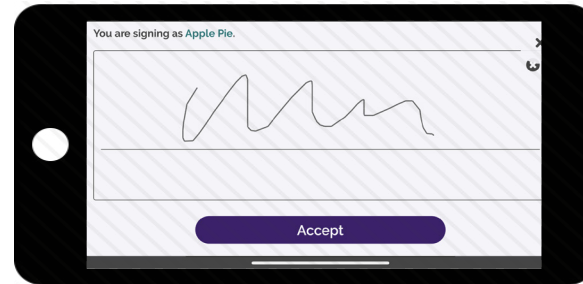
10

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



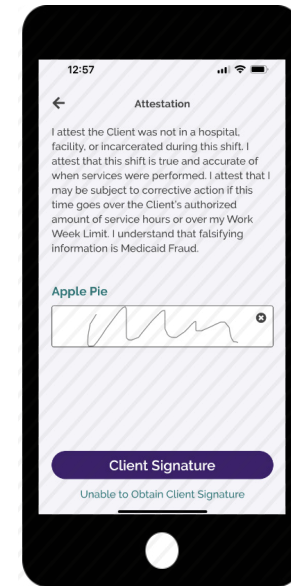
11

Tap inside the signature box and turn your device sideways.



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.

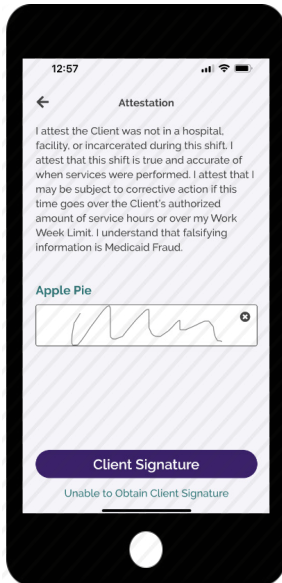
If the individual is unavailable, select the **"Unable to Obtain Signature"** link below the button and jump to page 5.

Steps to Approve Time in CareAttend

Once you end your shift on the device, the shift will need to be approved.

The most efficient way to complete your shift is to immediately sign on the CareAttend mobile app at the time of submission. 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.

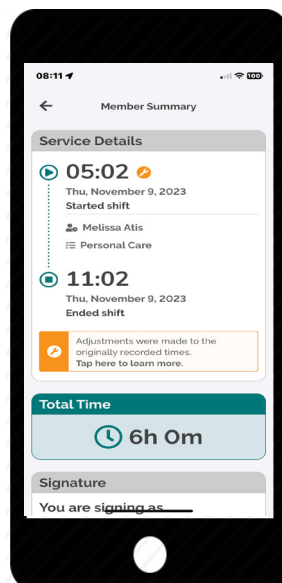
Jump to page 6 for instructions.



1

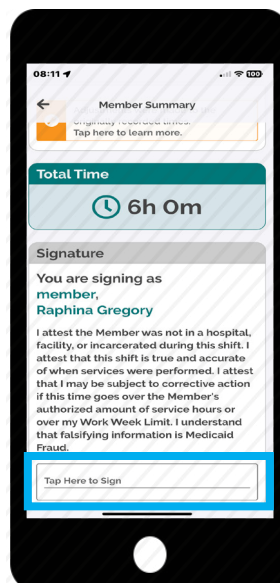
Select **"Client Signature"** to obtain shift approval.

Hand the device to the person who will complete the final steps and sign the shift.



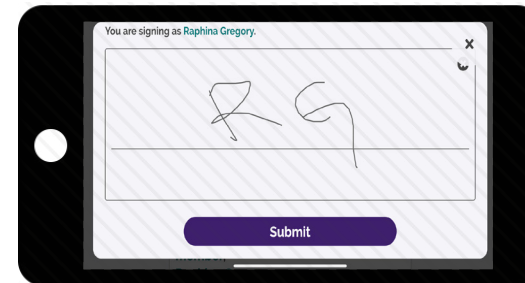
2

Upon receiving the device, review the shift details, then **scroll down** to view the signature box.



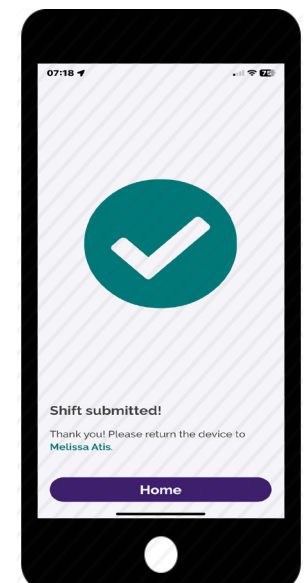
3

Tap inside the signature box and turn the device sideways to sign.



4

Use your finger to sign your name in the signature box, then select **"Submit."**

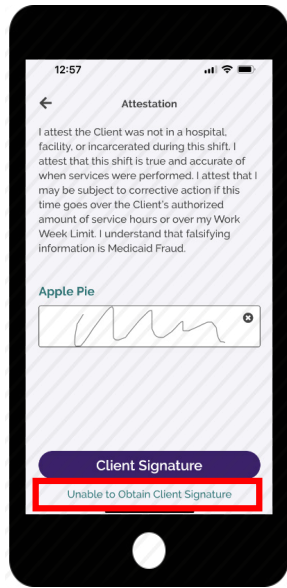


5

The shift has now been **approved** and **submitted**.

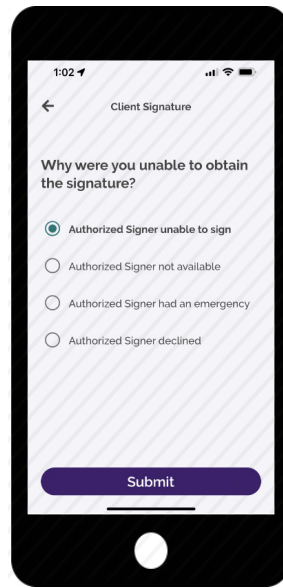
Select **Home** to start a new shift.

Cannot Obtain Approval



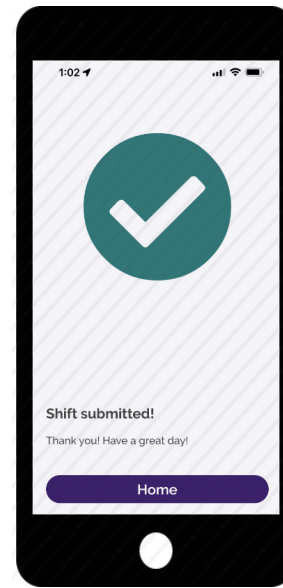
1

If nobody is available at the end of the shift to approve time, select the green words **"Unable to Obtain Client Signature"** which is located underneath the purple button.



2

Choose a reason why you were unable to obtain a signature and select **"Submit."**



3

Your shift has been submitted! Approval will need to be obtained in DirectMyCare.com