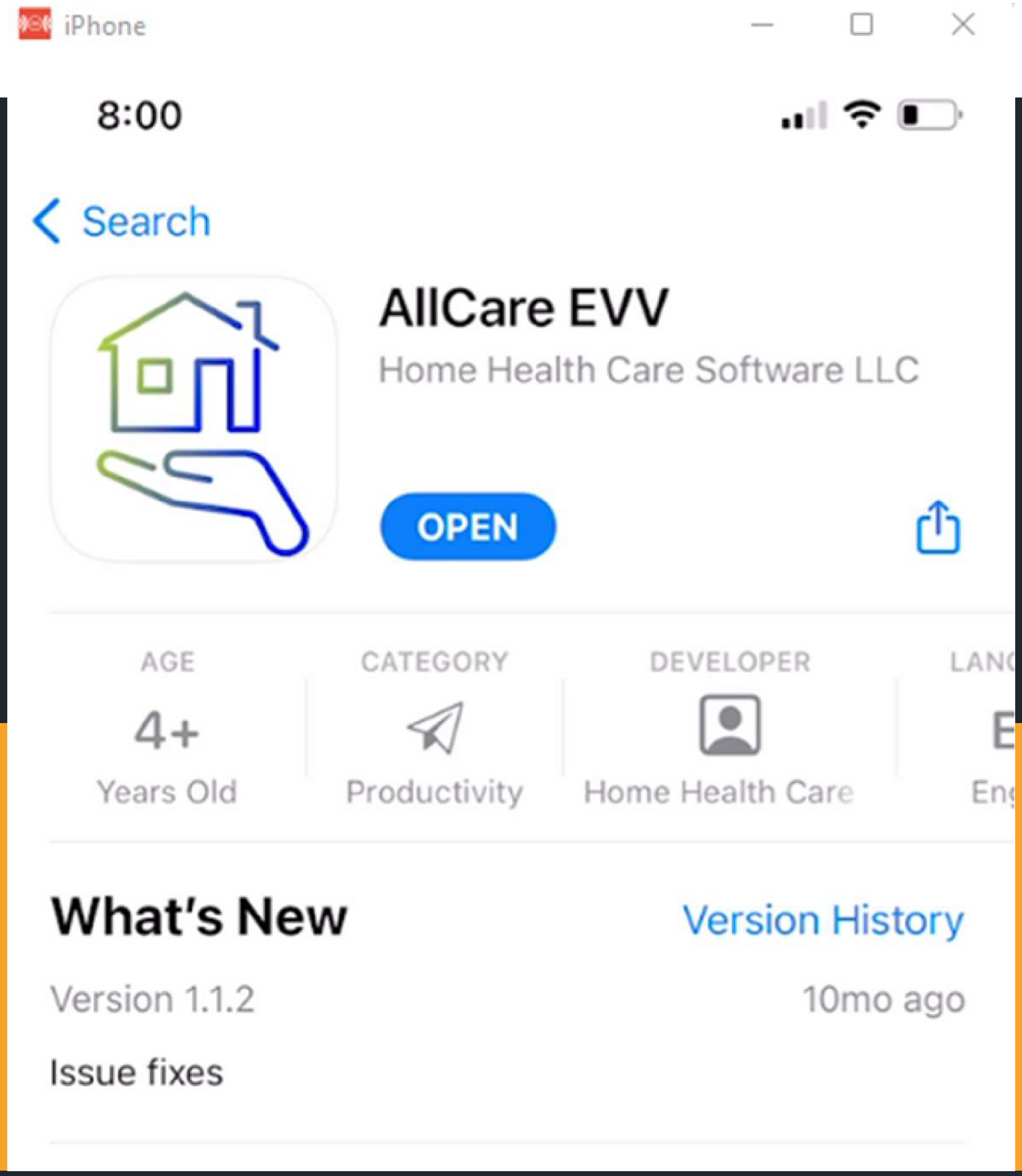
LIFE FOUNTAIN ALLCARE EVV

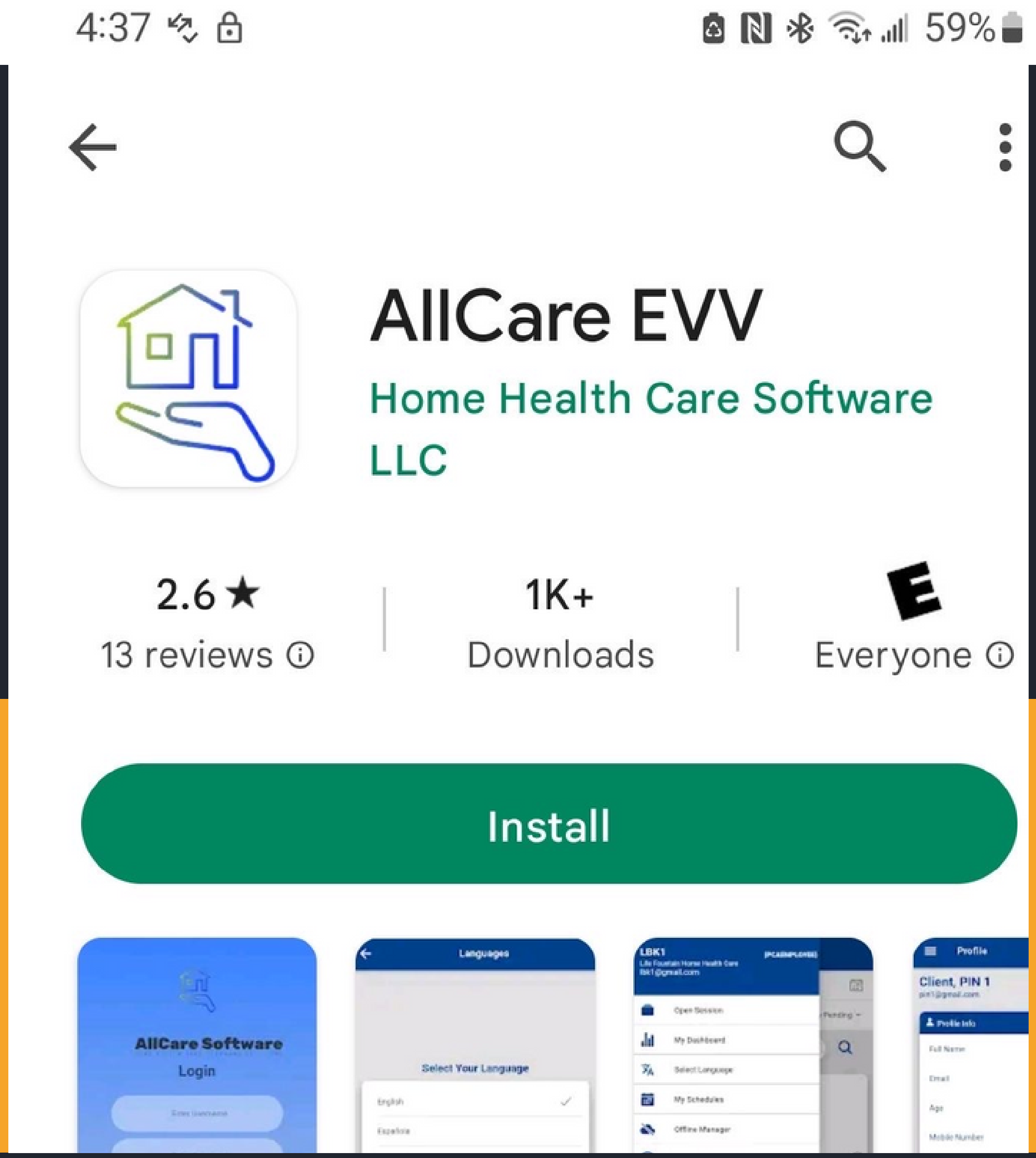
STEP BY STEP GUIDE

LIFE FOUNTAIN

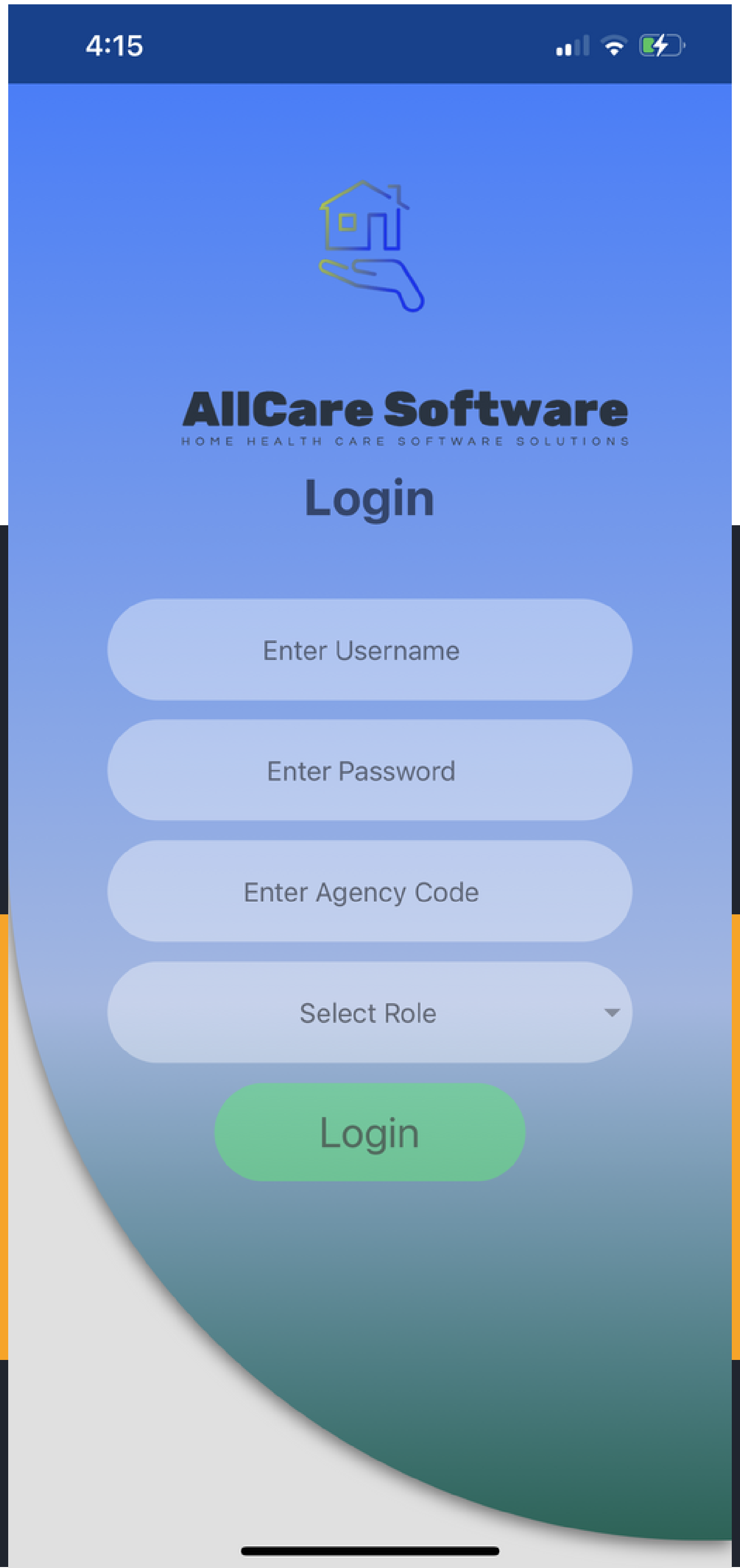
Open the appropriate App store based on YOUR device and search for AllCare EVV and install or download.

Apple

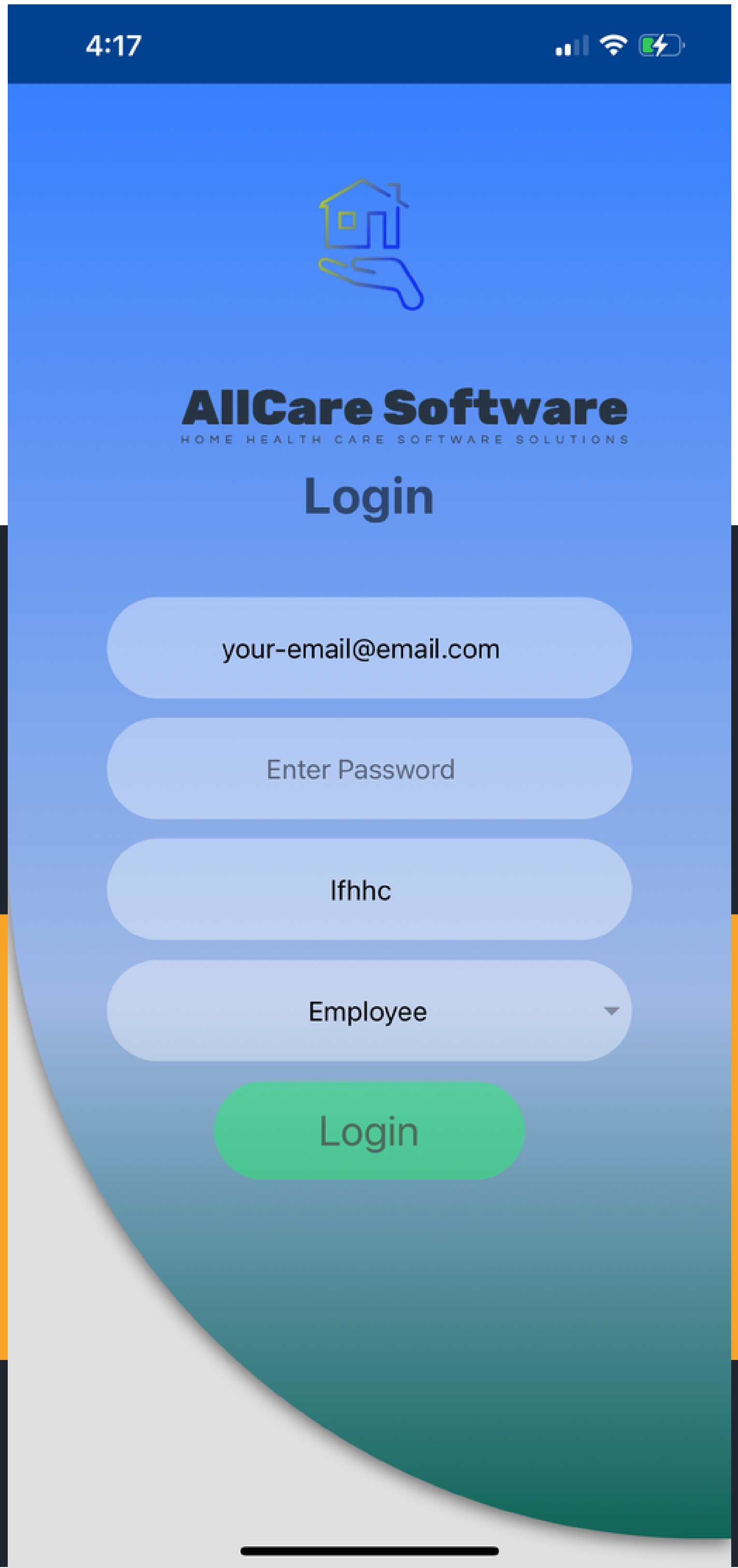




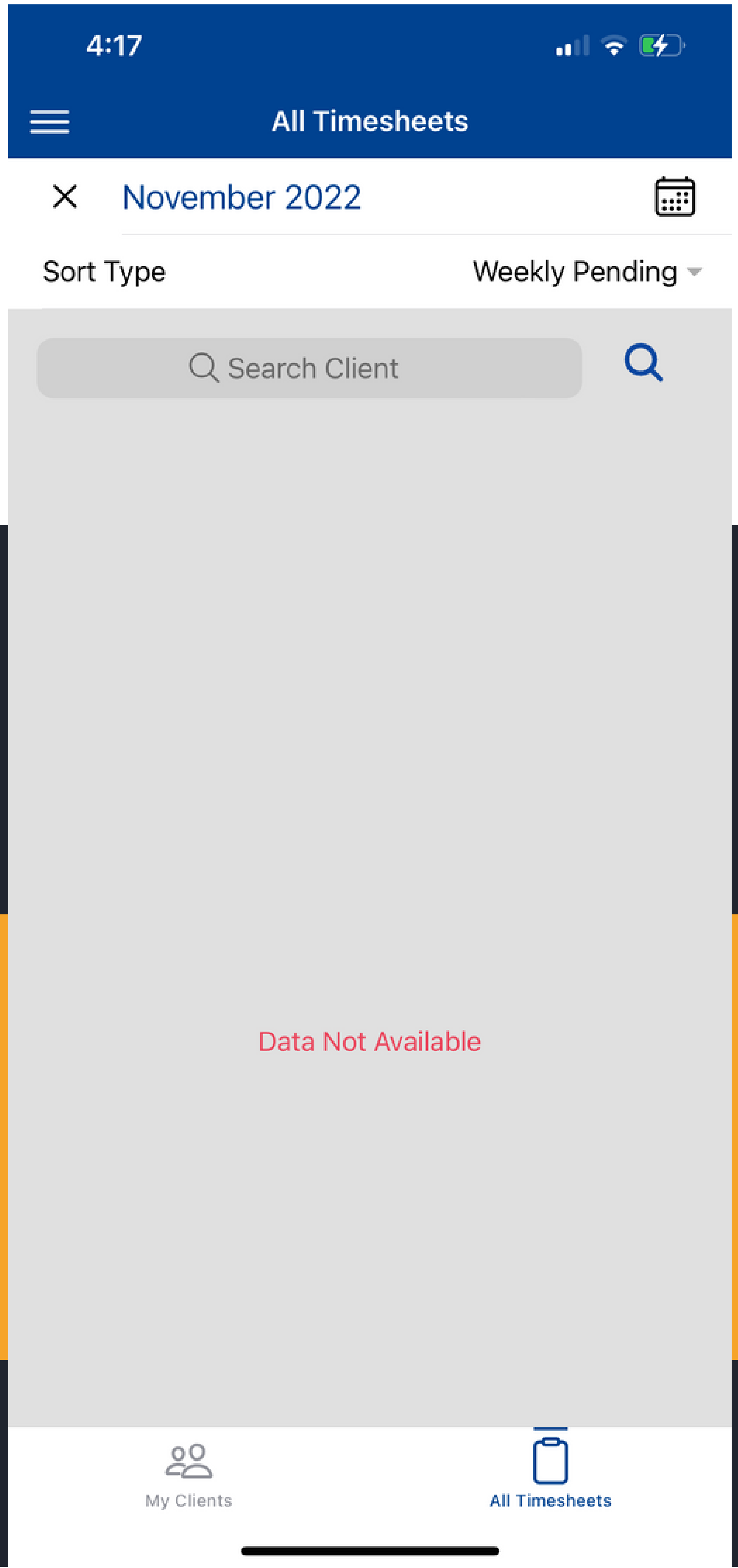
Enter the app.
This is the first screen you will see



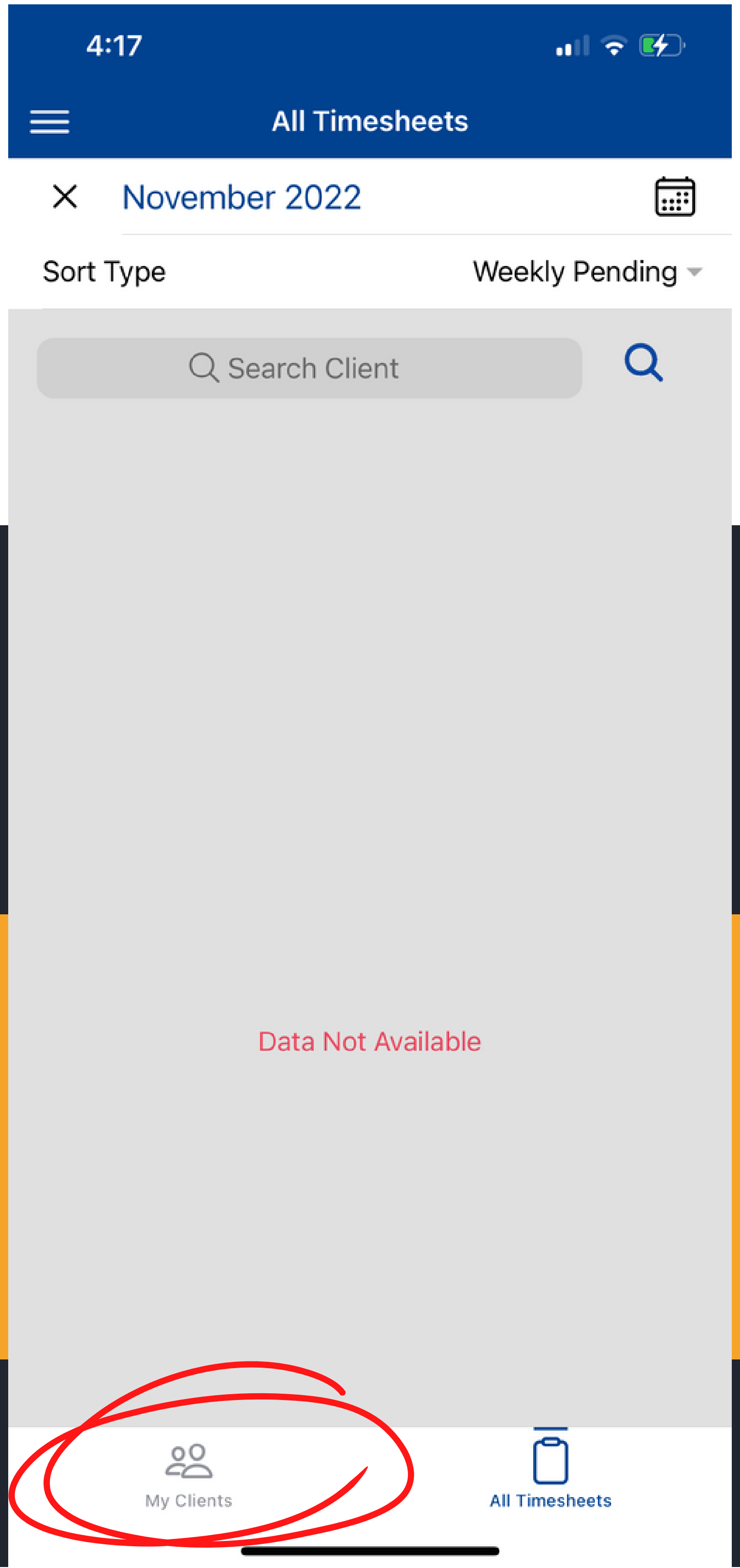
Enter the credentials provided to you from our agency.



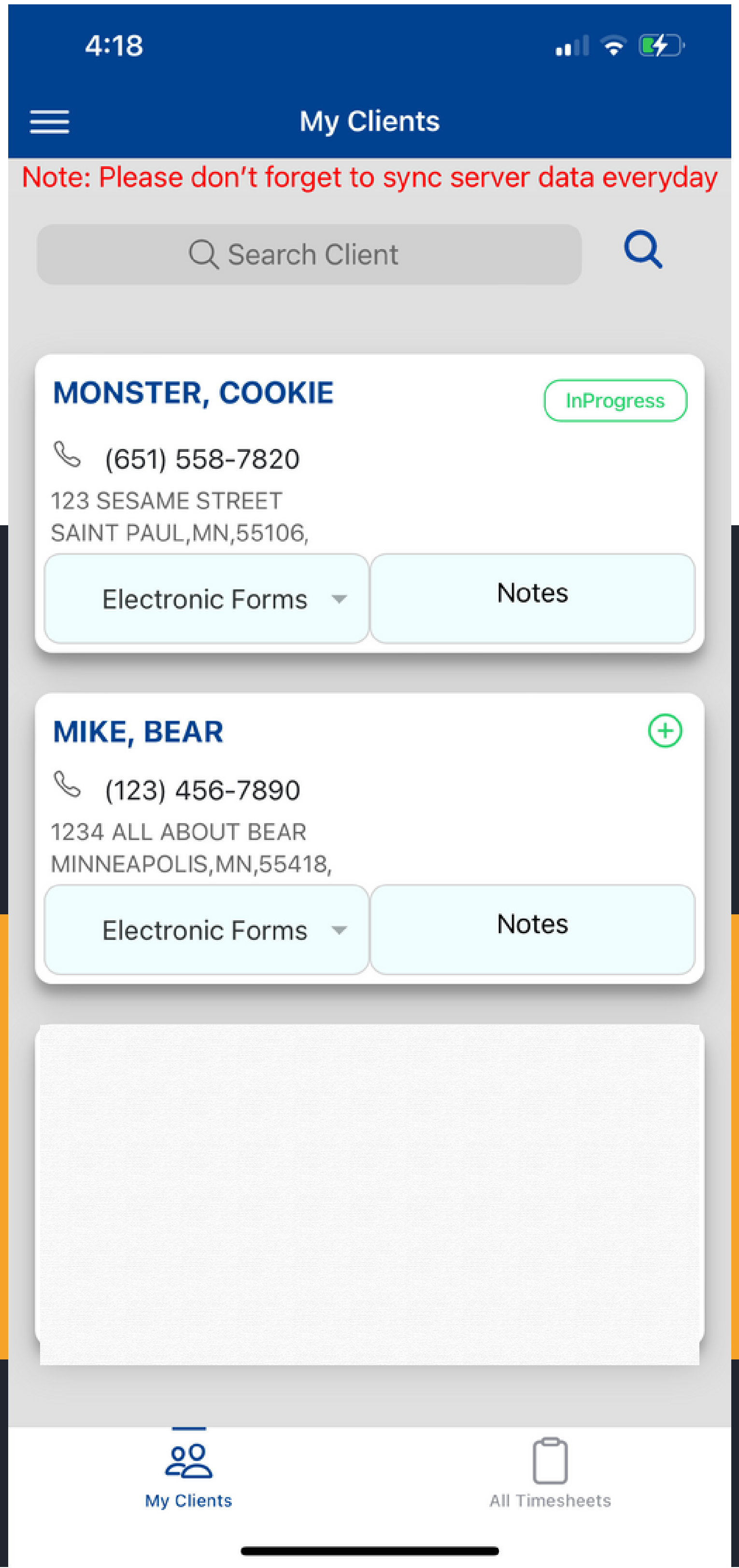
The main landing screen of the application will display your timesheets for the current week.



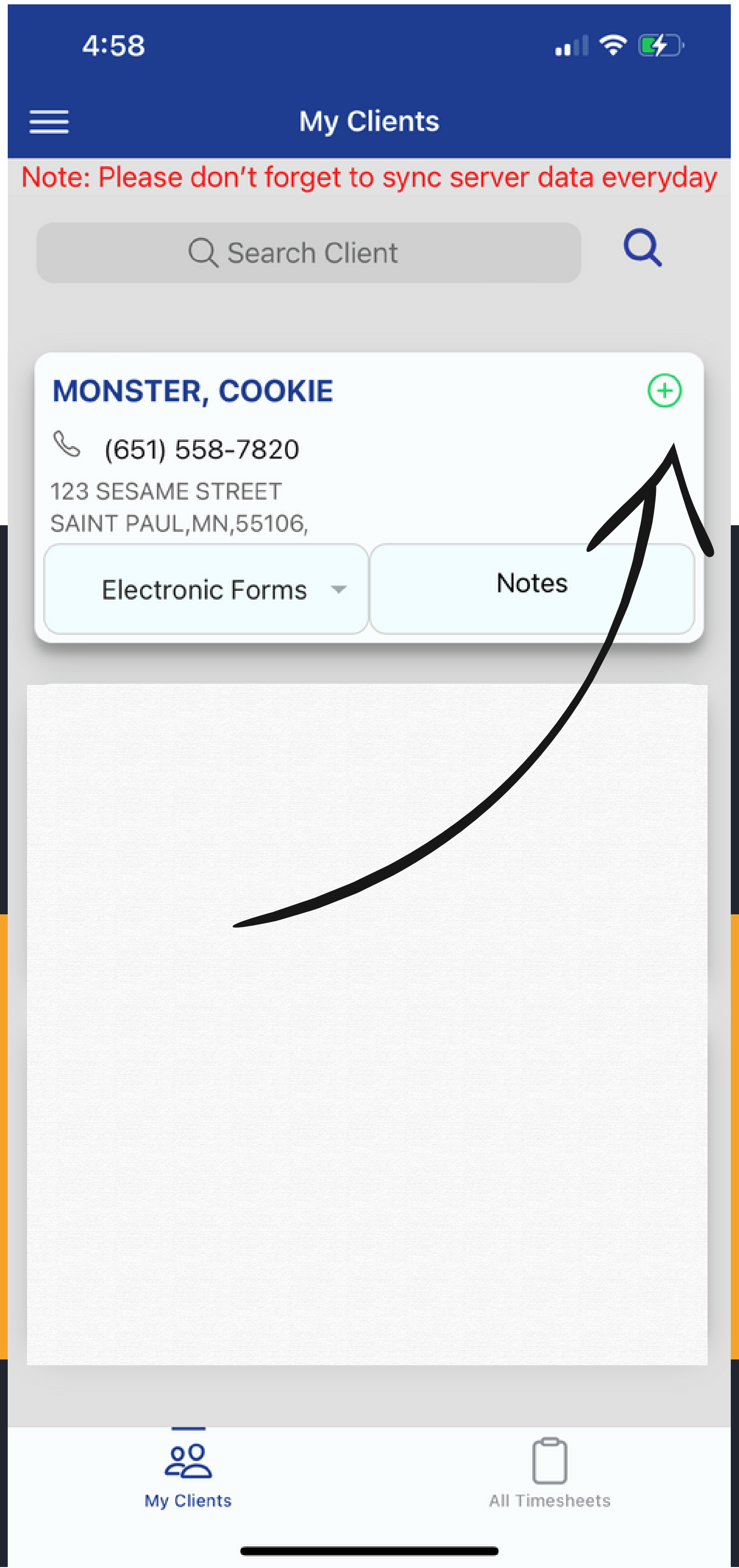
Click on the My Clients Tab



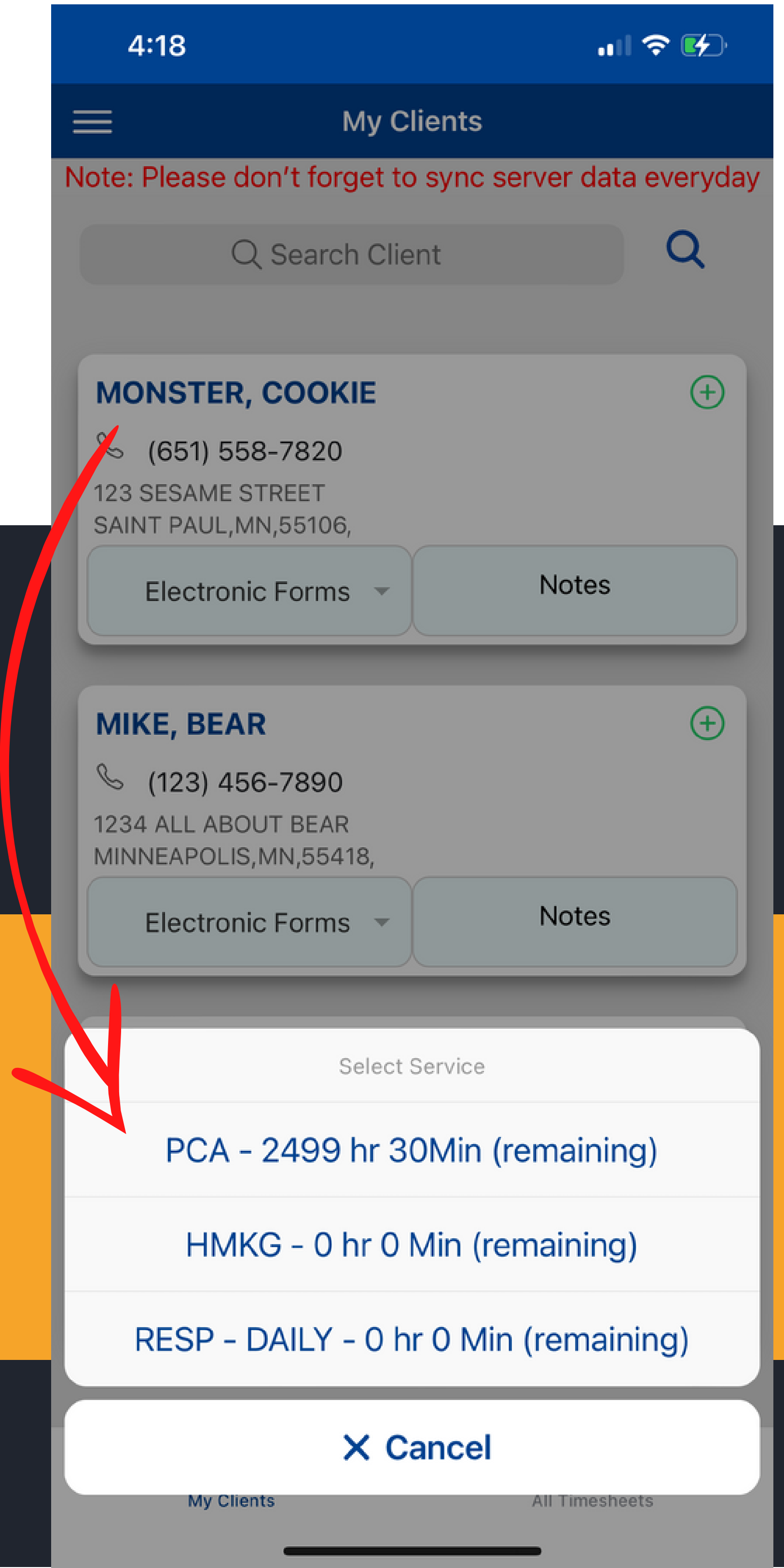
The client(s) that you work with will appear here



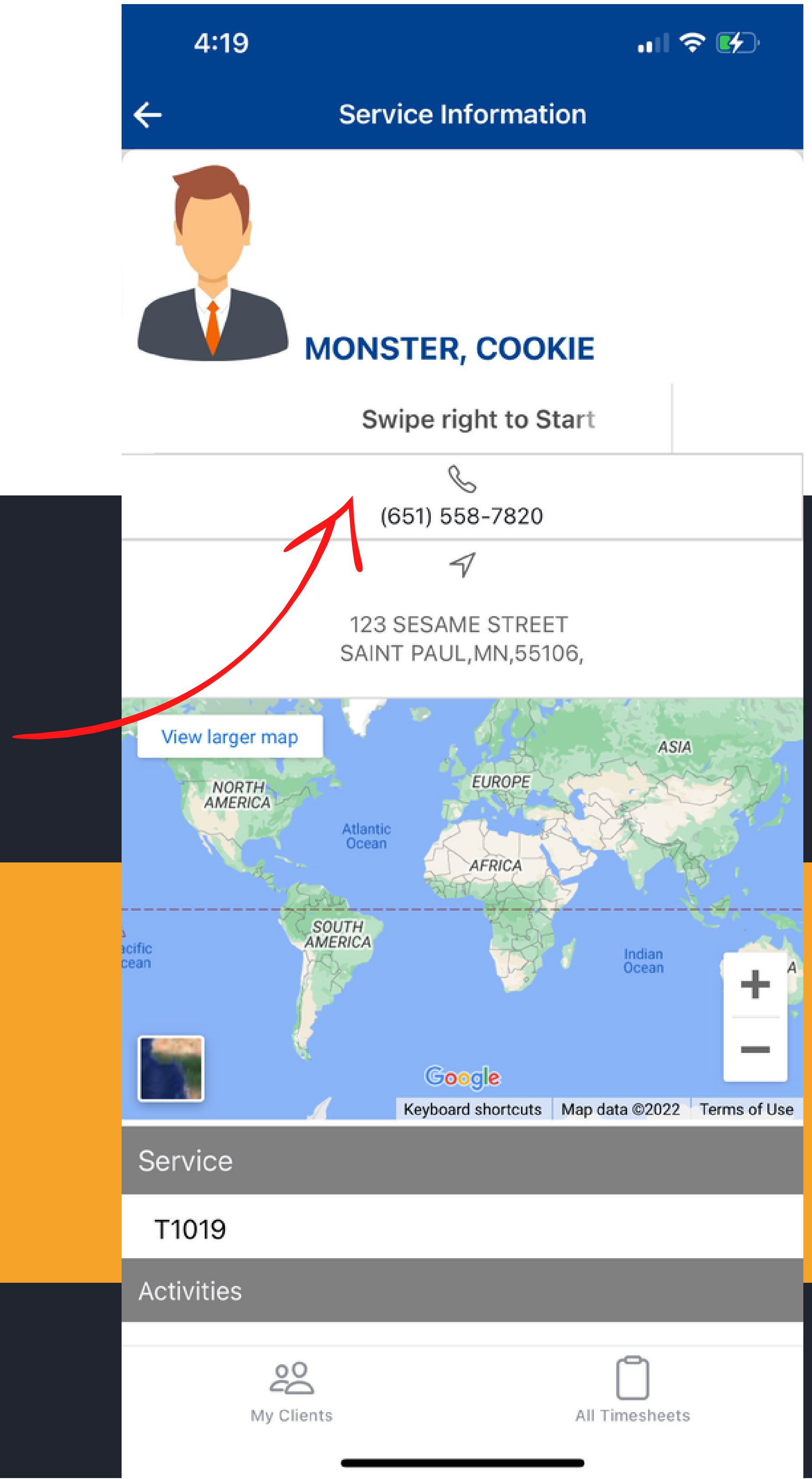
Locate the client you wish to work with and click on the Green Plus sign.



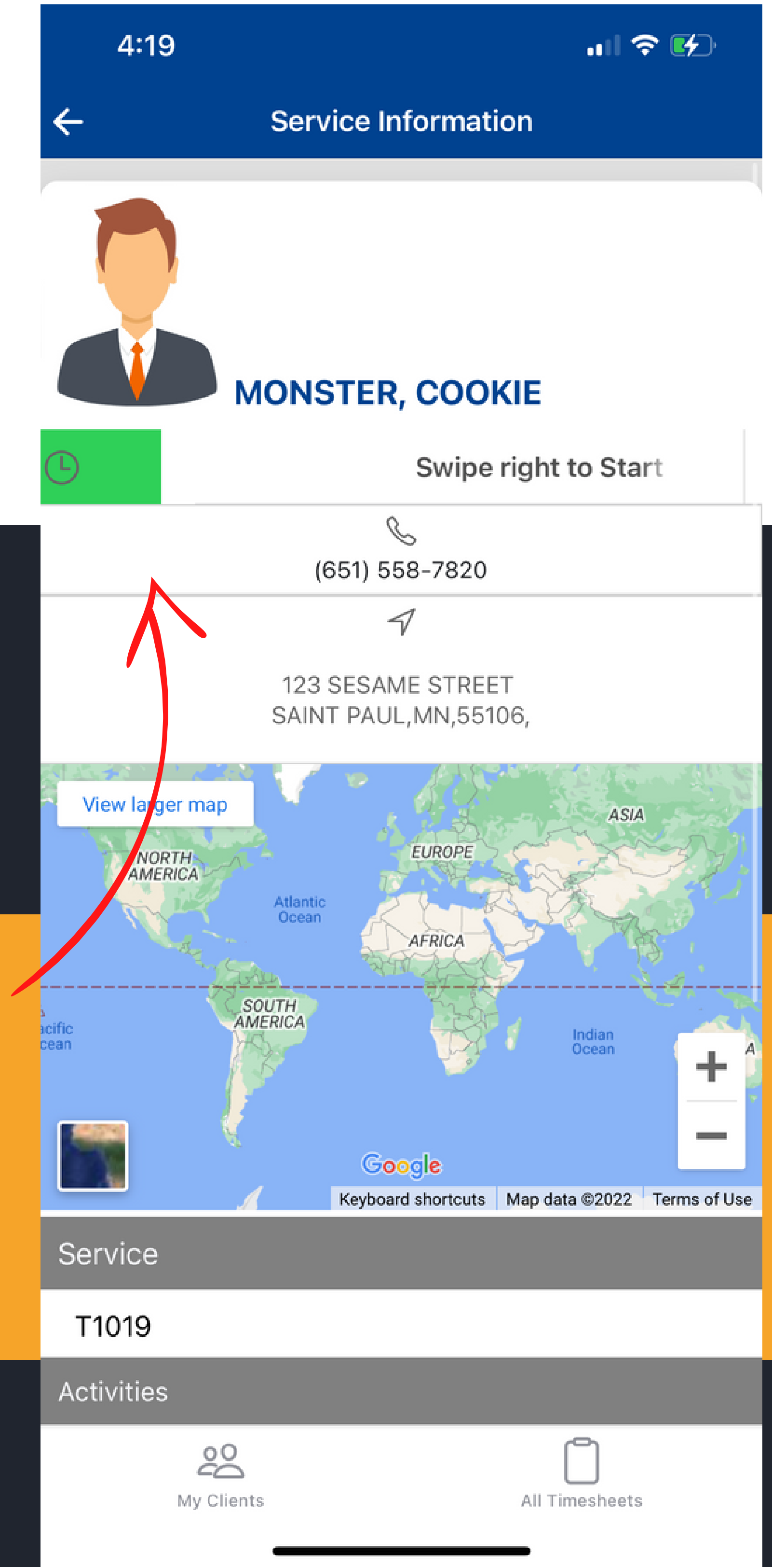
If multiple services are available, choose the appropriate service you will be working on at that time.



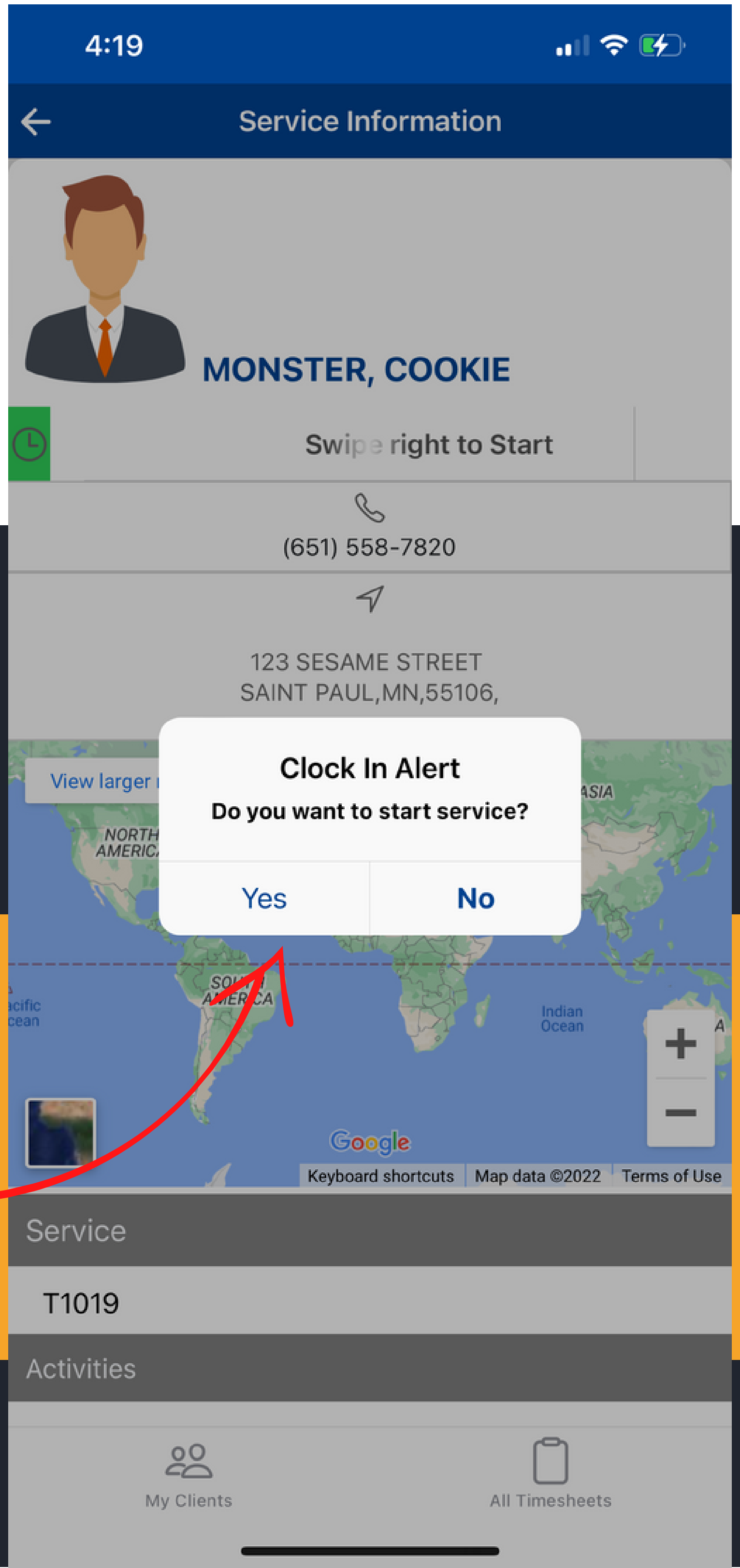
Once you have selected the service you will be taken to this screen. Notice the line that states "Swipe right to start"



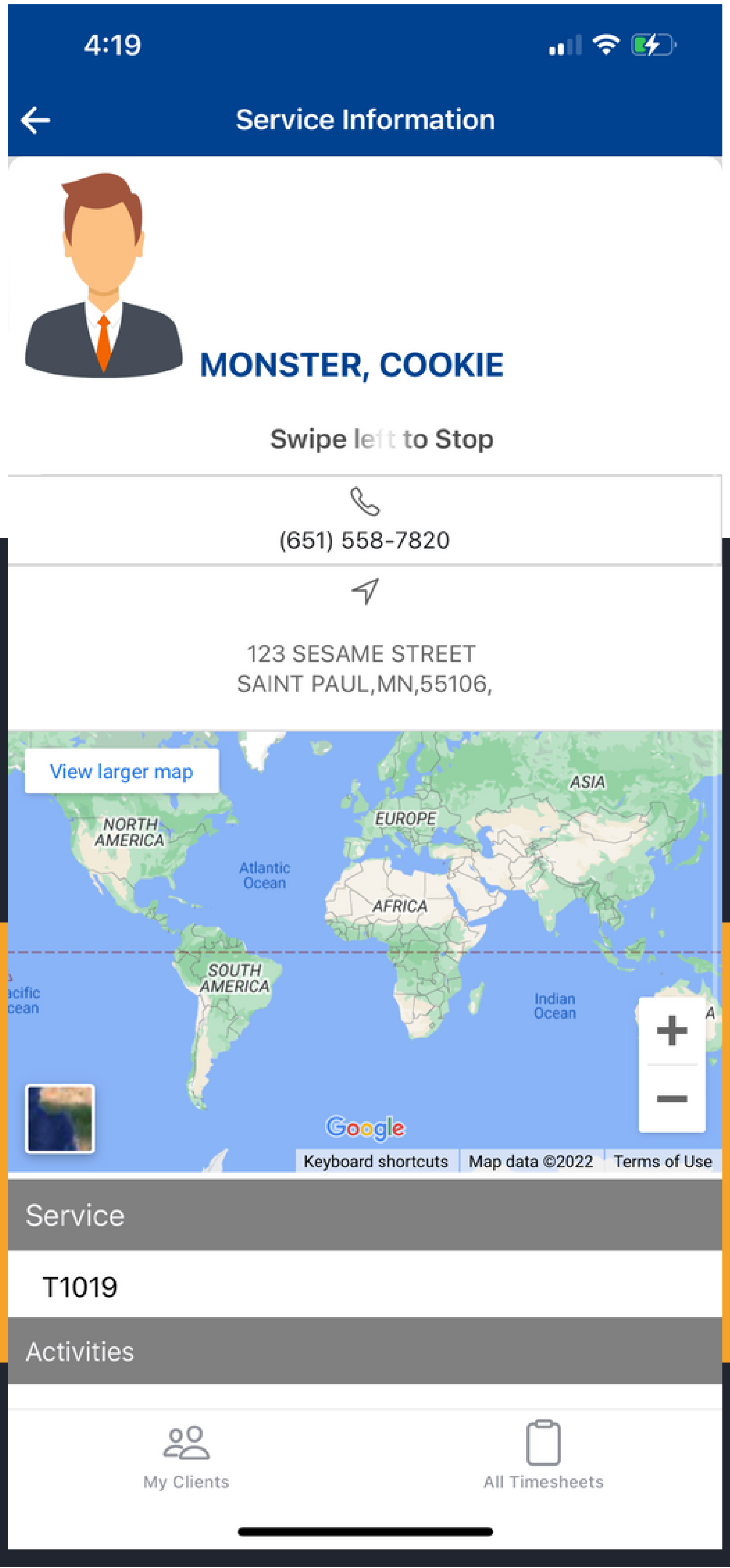
Once you are ready to start your shift, you will swipe right. (notice the green clock on the screen)



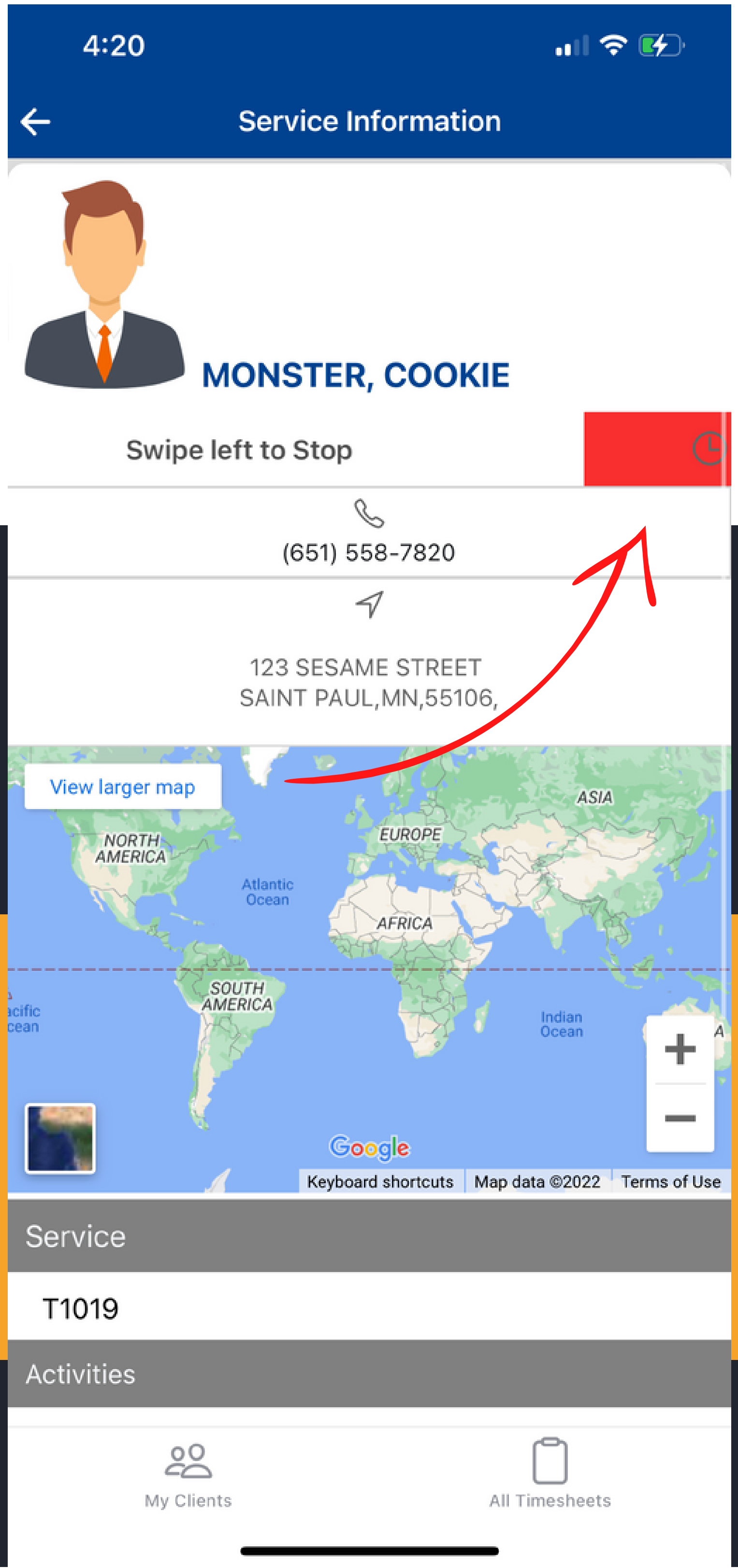
After you swipe right, you will receive this pop-up notification on your screen. If you are certain that you are ready to start working, select yes.



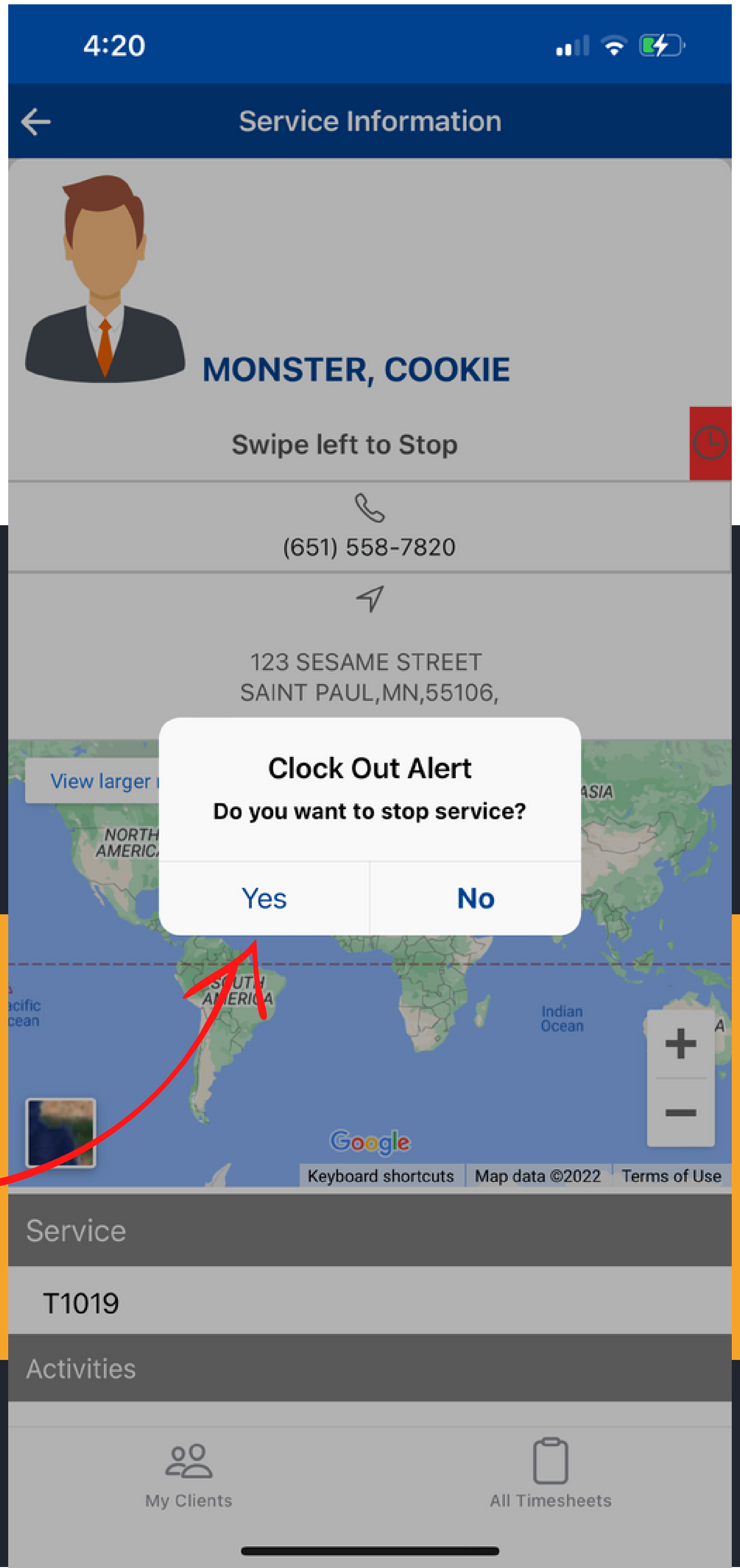
Once you have selected yes. You will be taken to this screen. You have started your shift, you may safely close out the app and put your phone away.



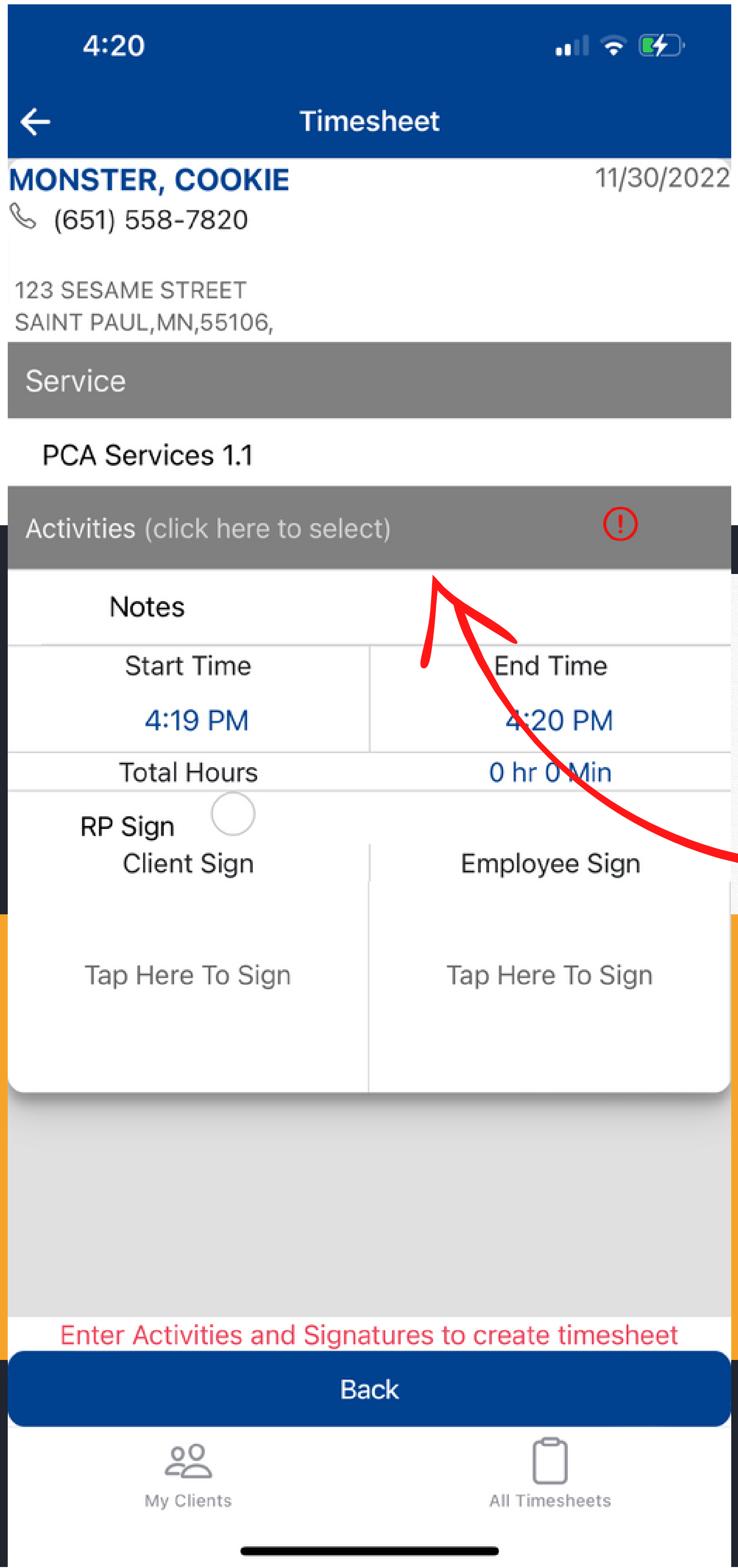
Once you are ready to end your shift. You will open the app and see this screen. Swipe left to end your shift. (Notice the red clock)



You will once again receive a pop-up notification asking you if you are certain that you want to end your shift. Select Yes

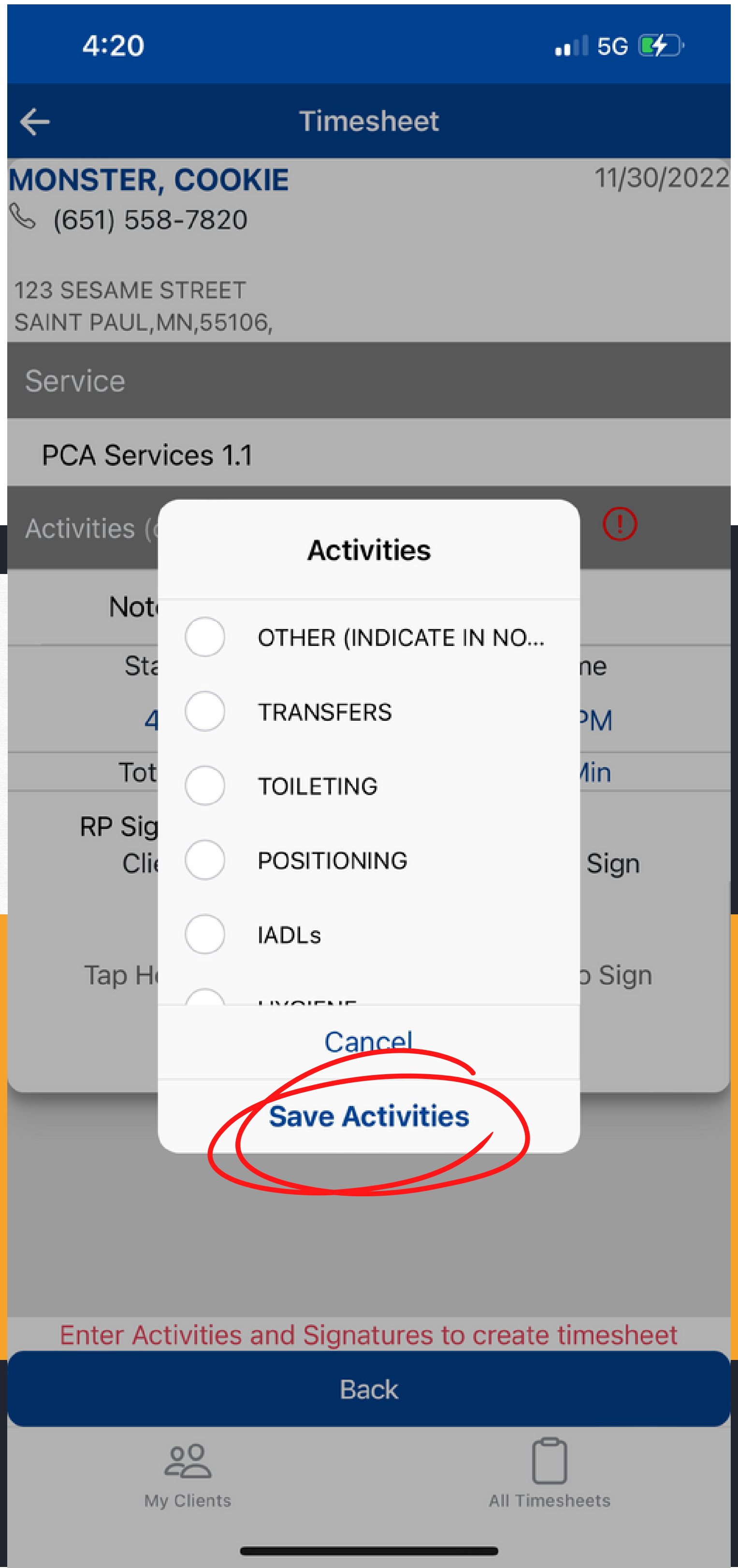


After selecting yes, you will be taken to your timesheet. This is your time sheet where you will fill out the activities and sign.



Click on activities, here you will select the activities that you worked on during your shift.

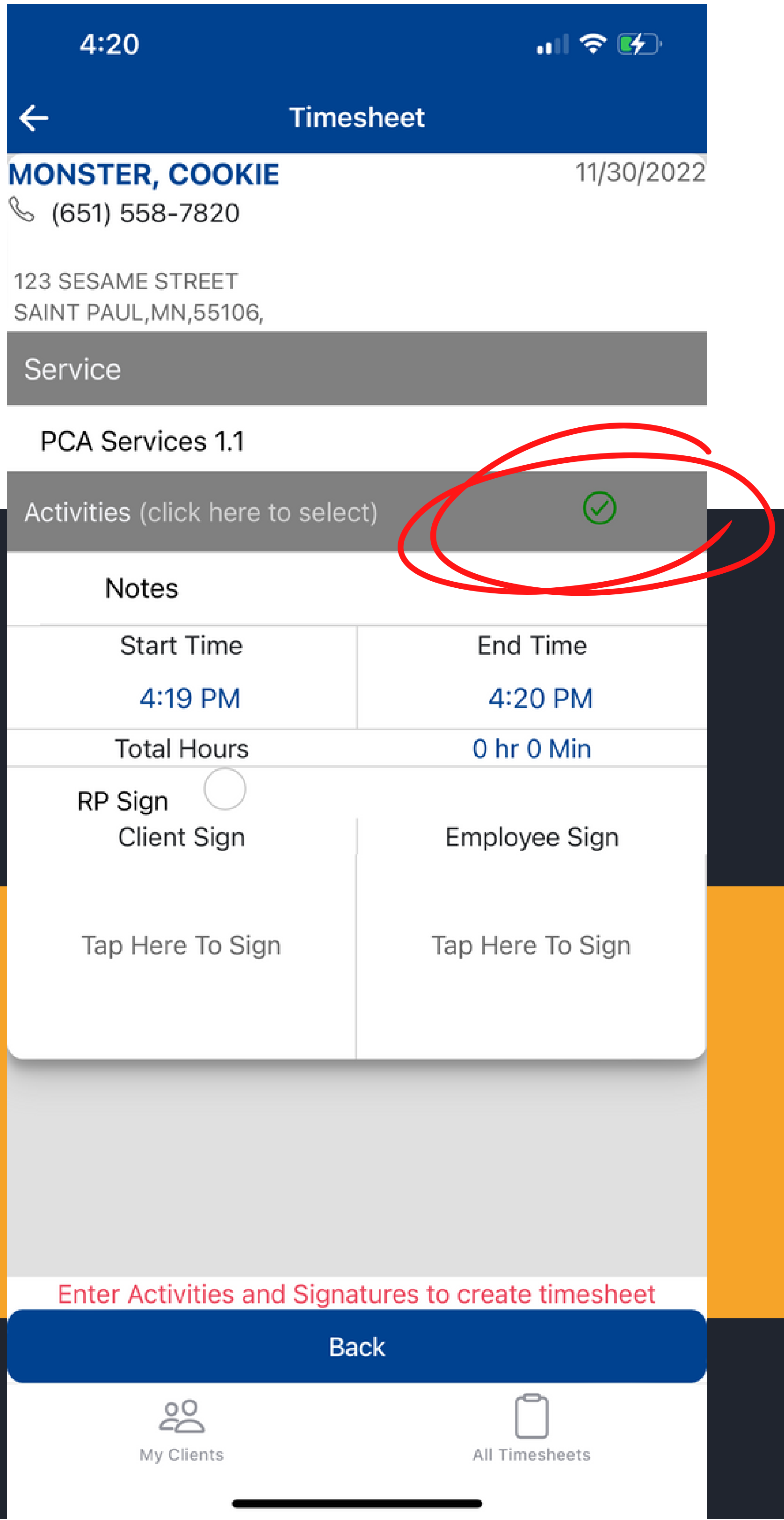
Select all of the activities that you worked on during your shift. Scroll down to see more activities. Once you have selected your activities, click on 'save activities'

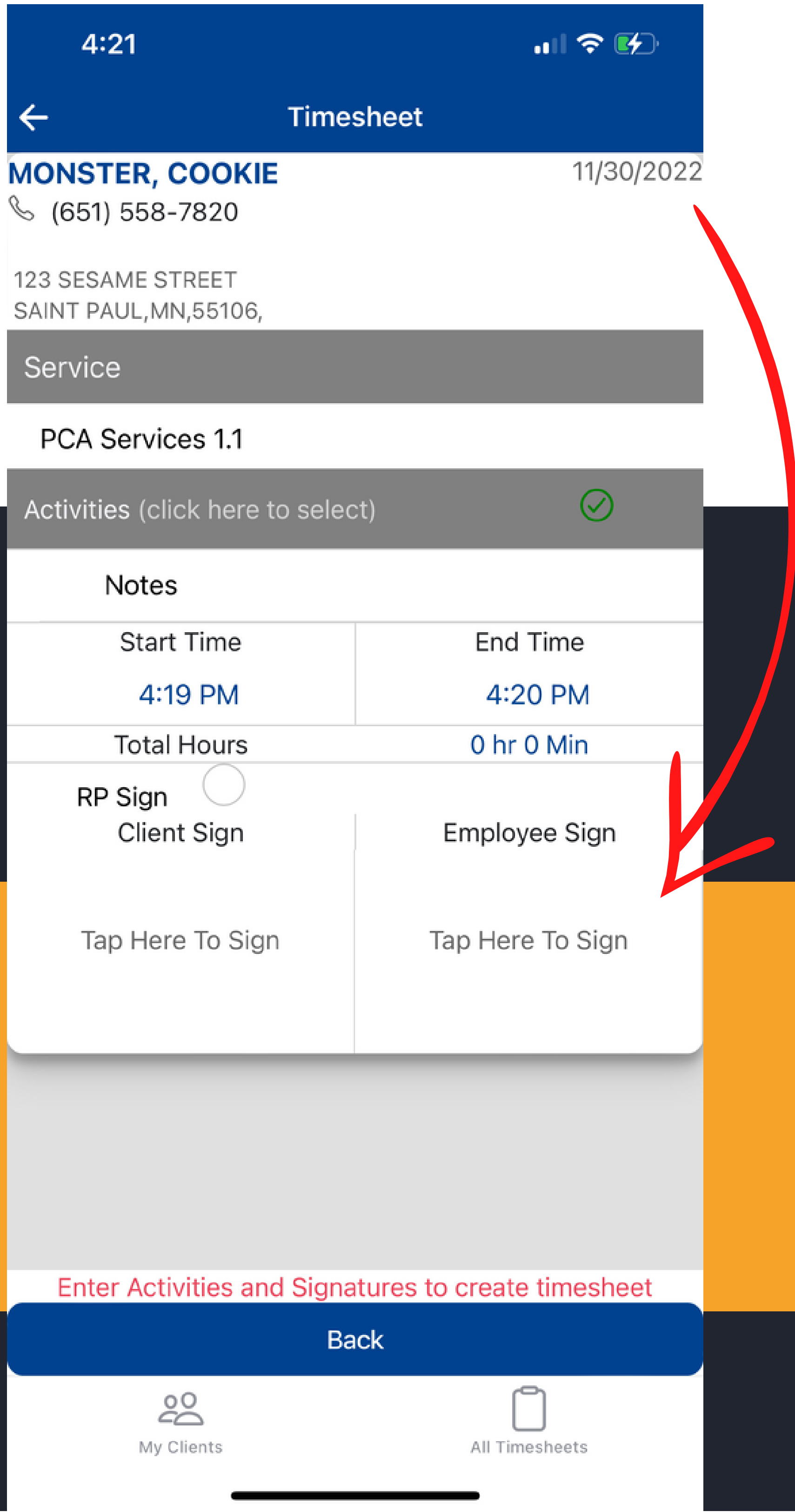


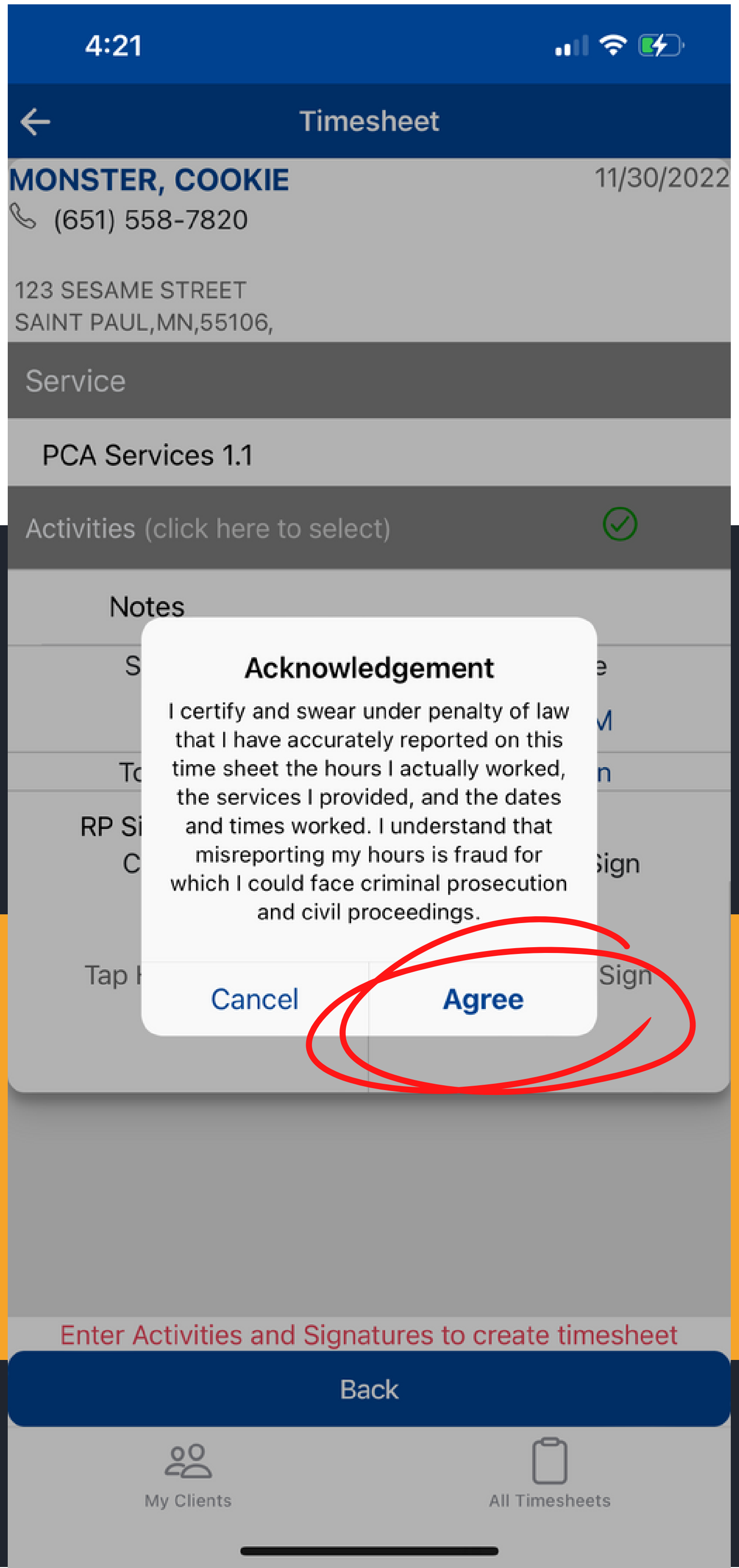
After saving, you will see a green check mark. This means you have successfully saved your activities.

Once you have completed your activities, it is time to sign your time sheet. Let's focus on the employee signature box.

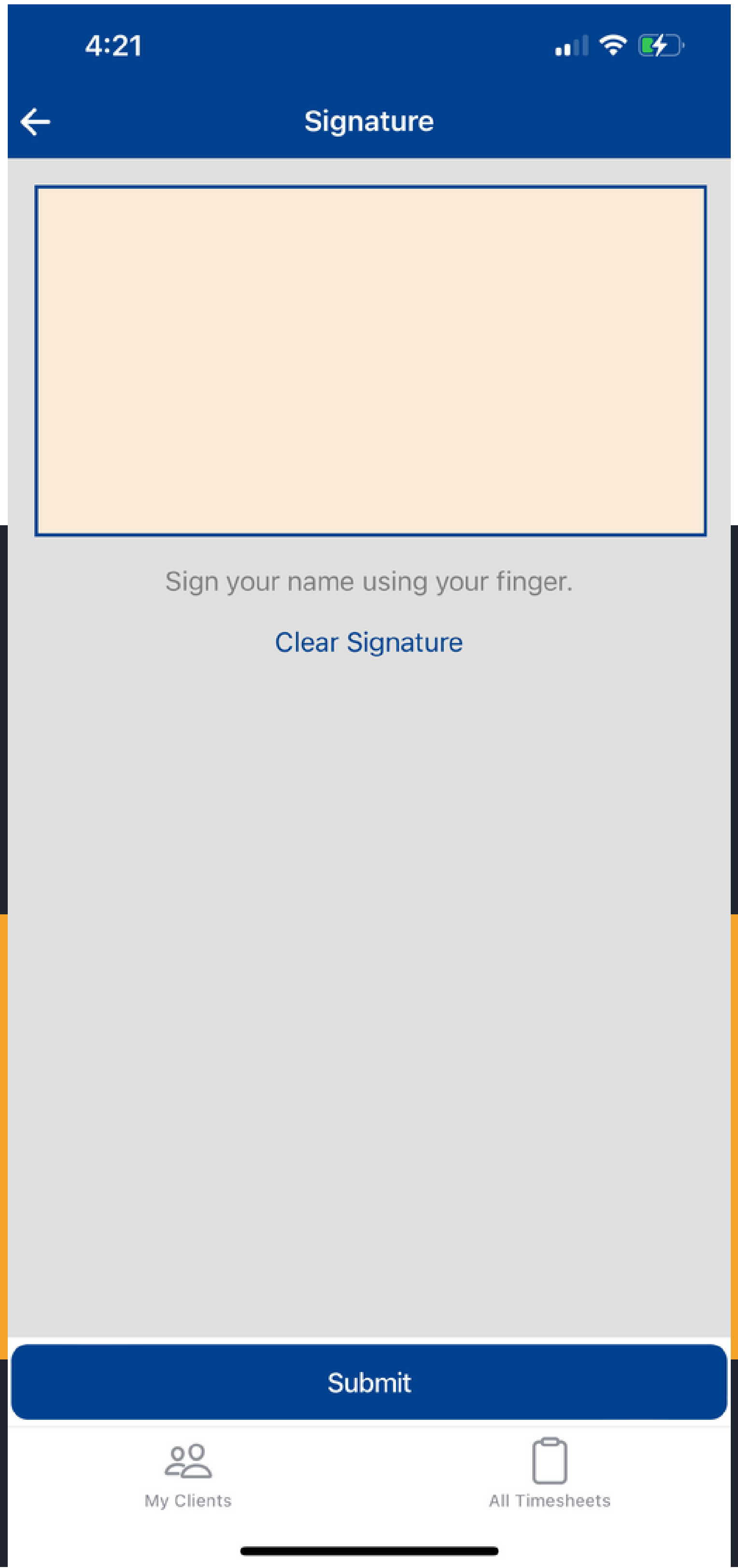
After you click on your signature box, you will receive an acknowledgment pop-up. Read and press agree.



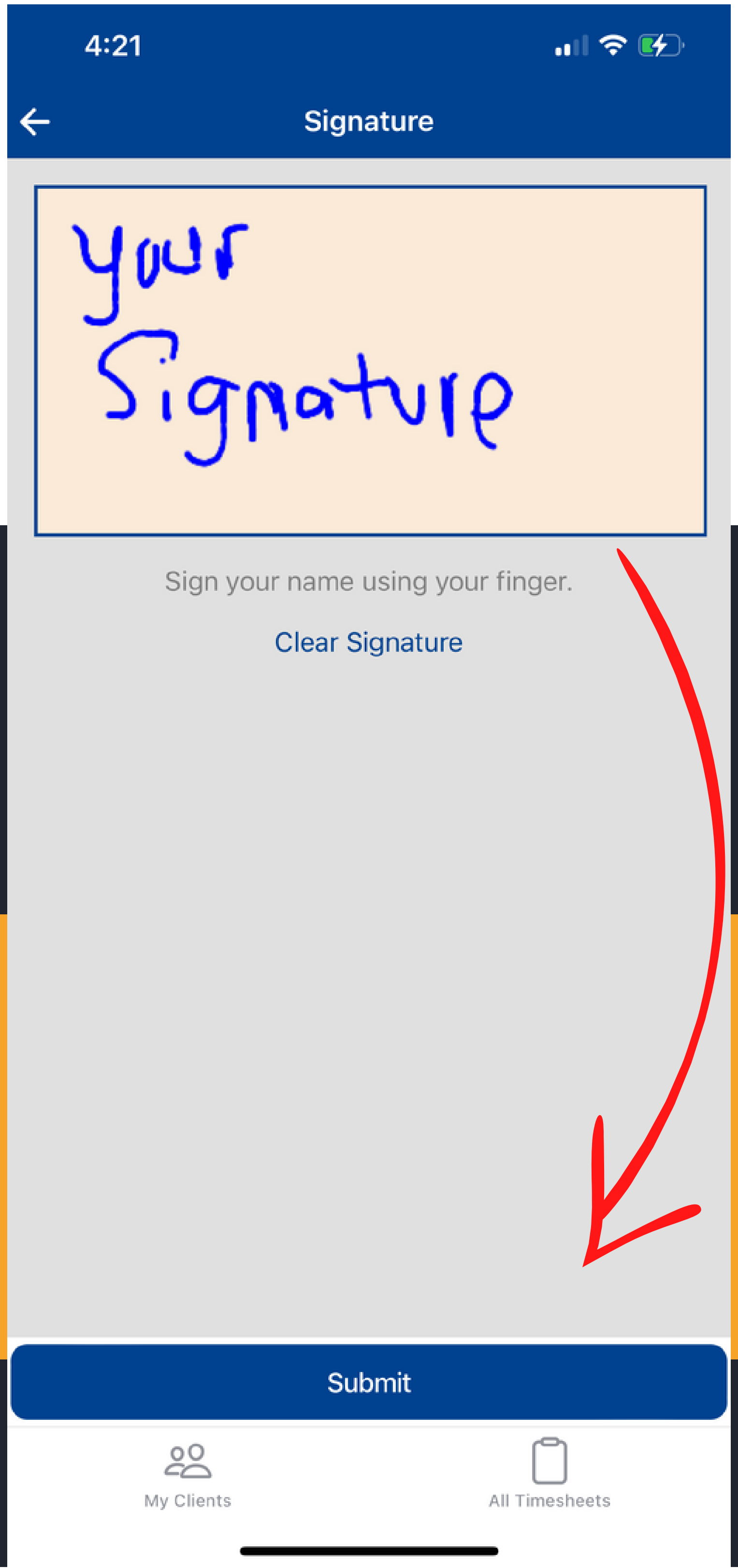




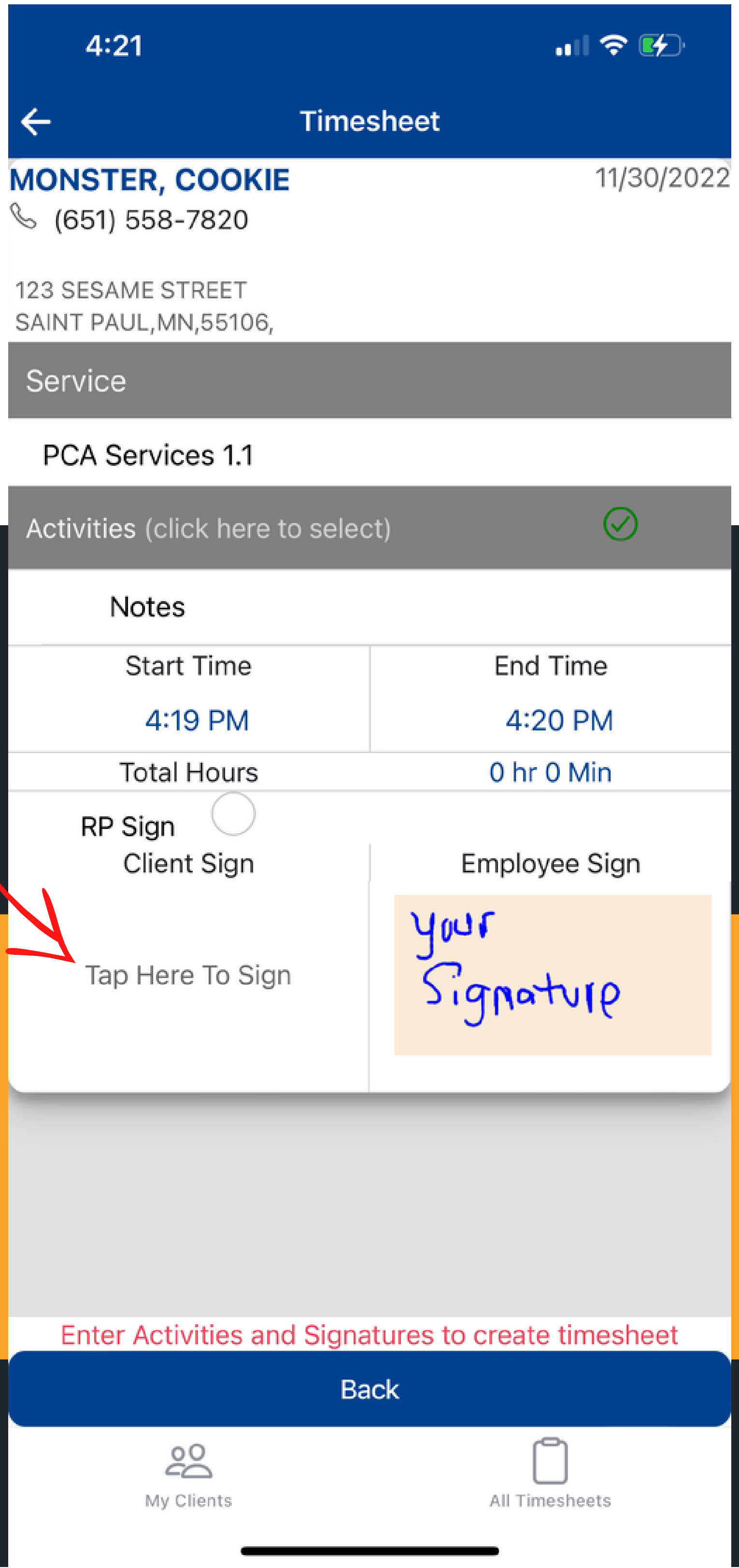
Once you select agree, you will see this blank signature box



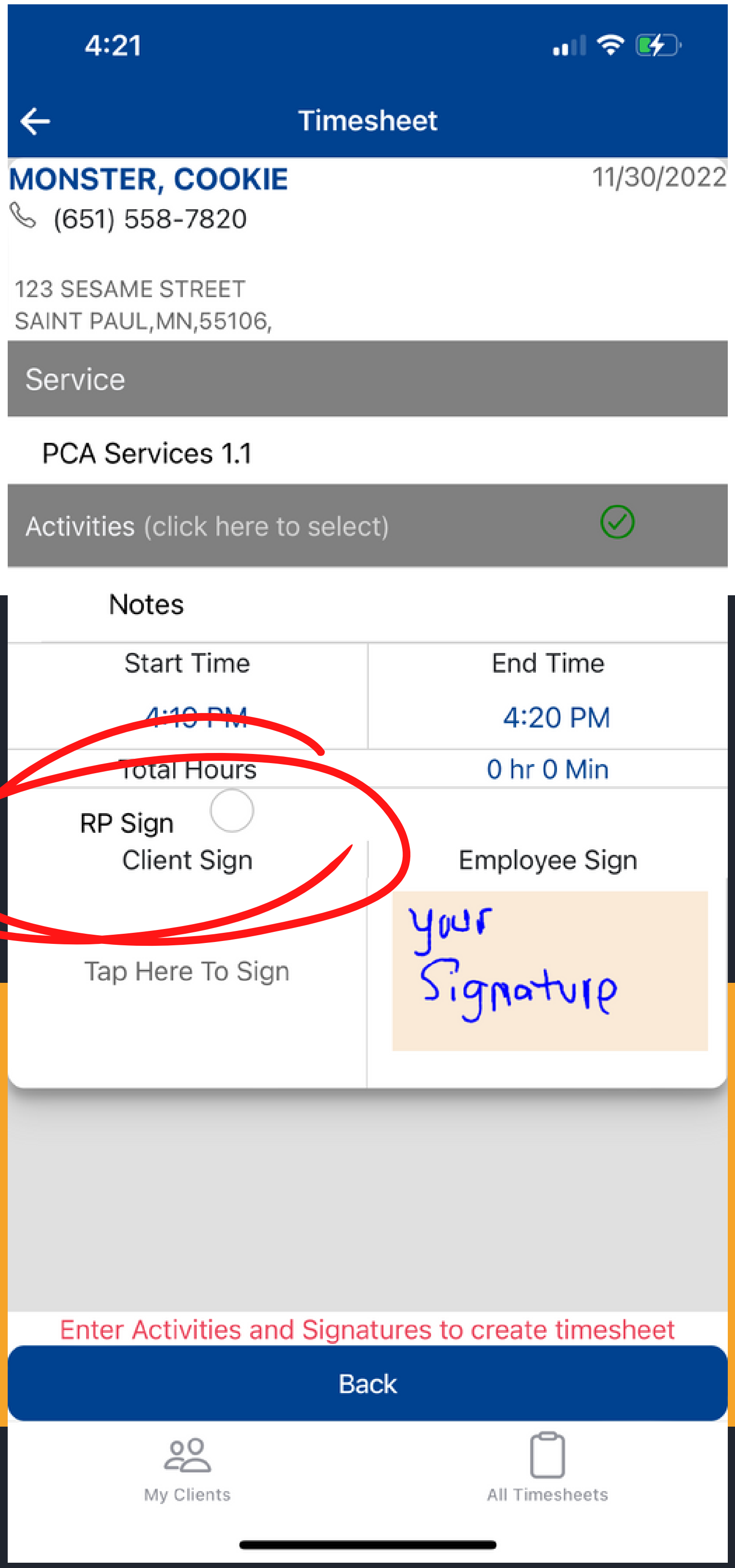
Provide your signature within the box. Remember: Your signature must match your signature that you provided when you signed your PCA Enrollment Form (DHS-4469)



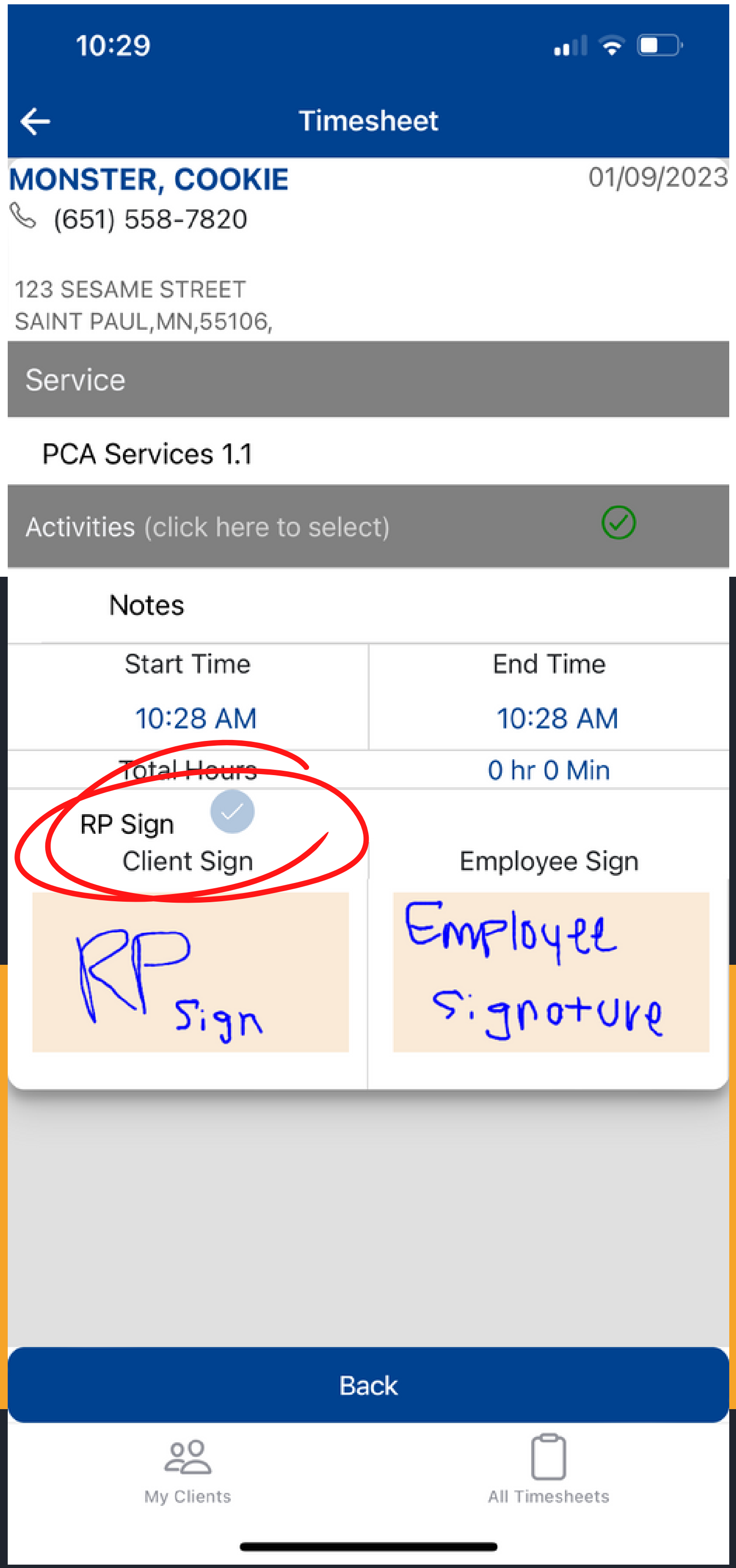
After you submit your signature, you will be brought back to your time sheet. Now the client or RP may sign the time sheet.



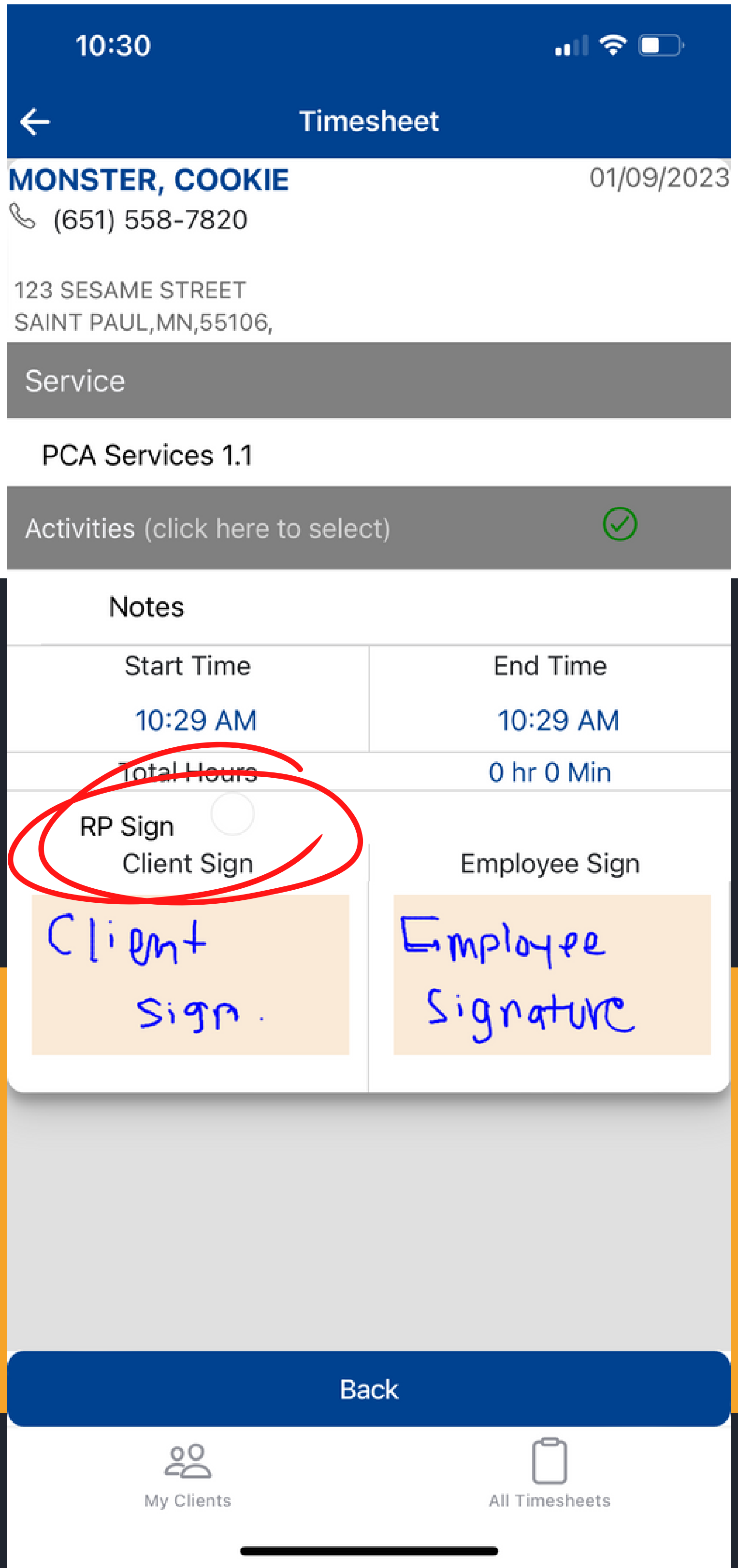
The client can go ahead and tap the box and sign. If the Responsible Party (RP) is in charge of signing they will have to tap on the RP Sign Button. This lets us know that the RP signed



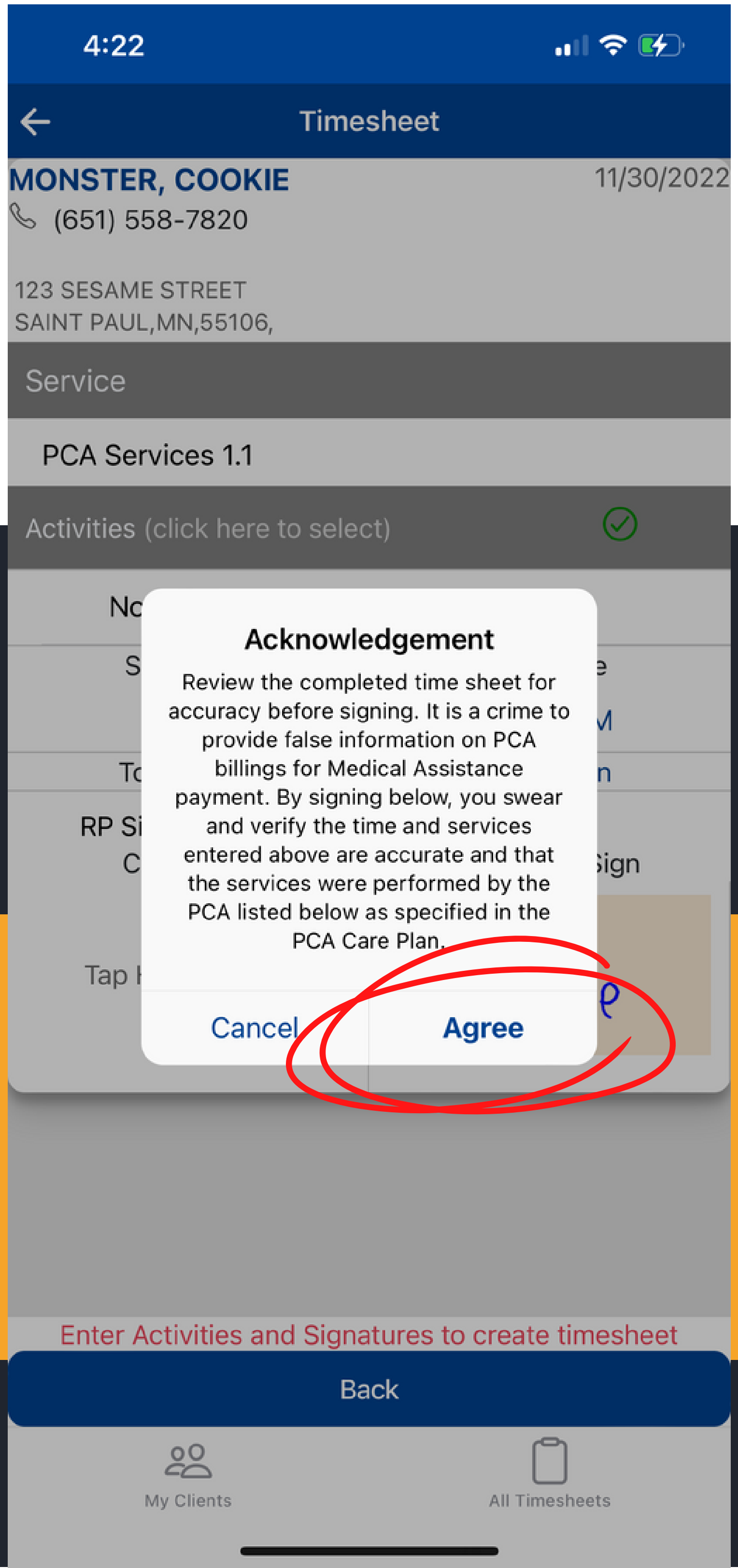
This is what your timesheet should look like when the RESPONSIBLE PARTY SIGNS
NOTICE THE BLUE CHECKMARK



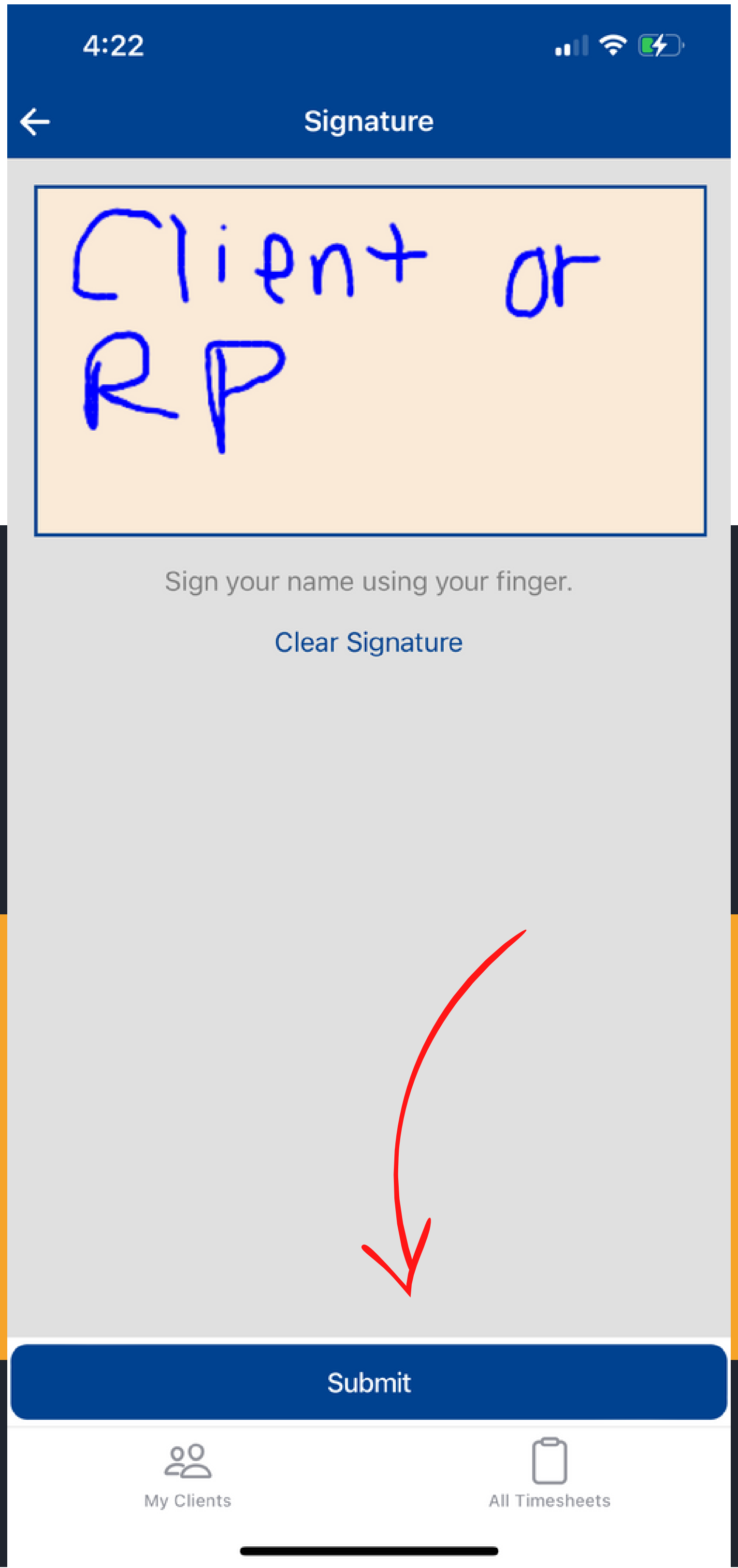
This is what your timesheet should look like when the CLIENT SIGNS
NOTICE THAT NOTHING IS SELECTED.



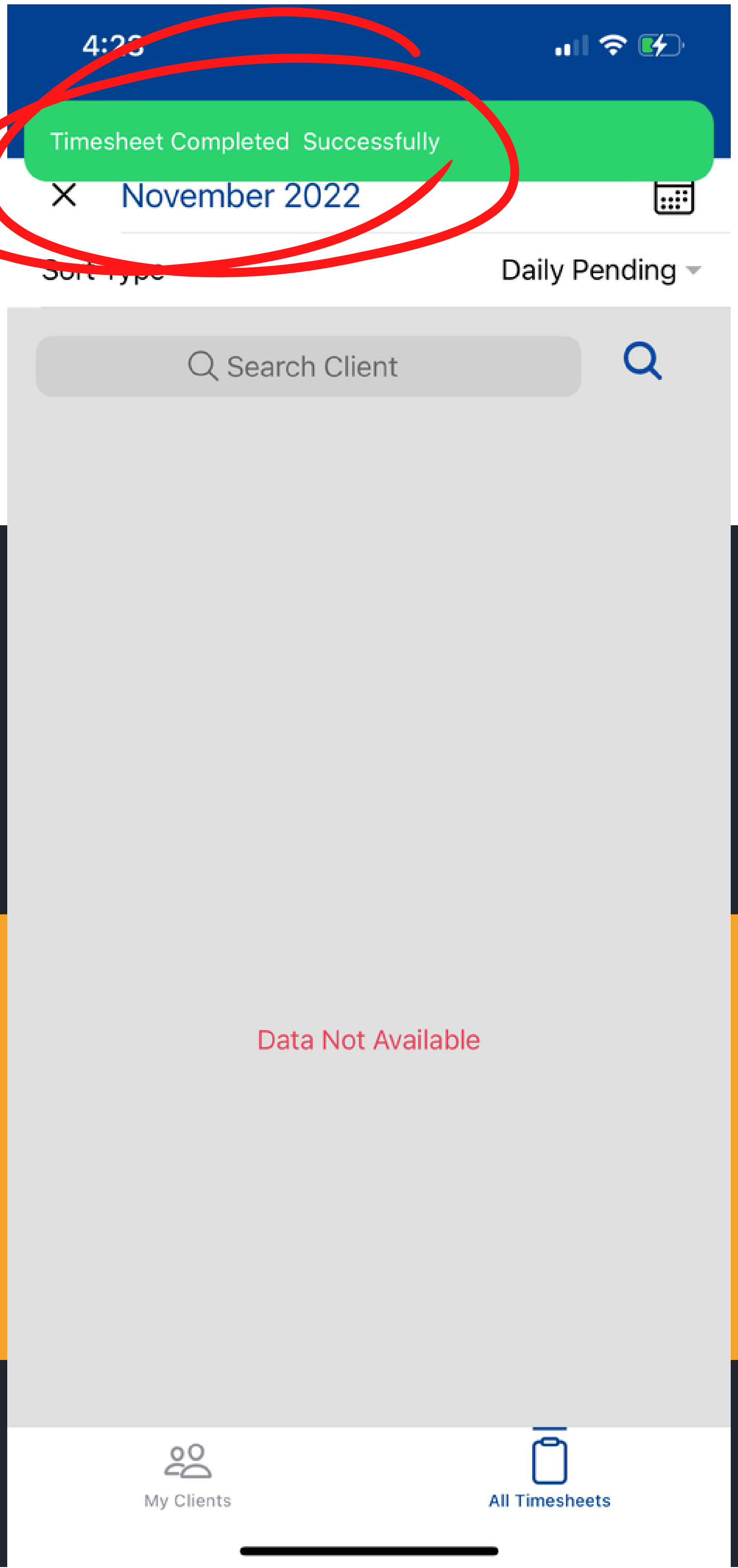
The client or RP willl click on the signature box and be met with a pop-up acknowledgement box.



After accepting the acknowledgment a blank signature box will appear and the client or RP may sign. Their signature must back what is on the PCA RP form (DHS-5856) and the careplan.

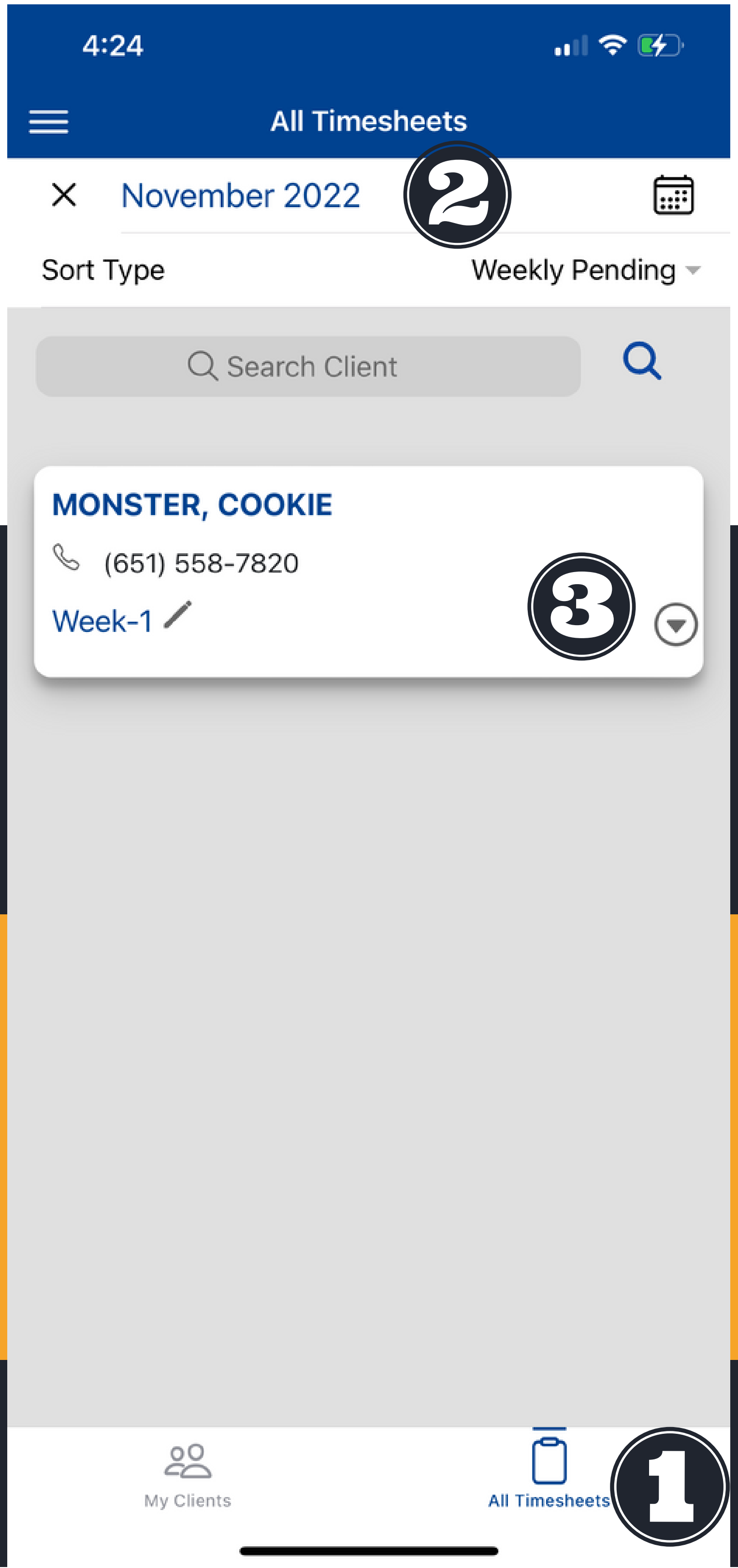


In order to successfully submit a Timesheet,
Activities need to be selected
signed by Caregiver and client
This is the screen you will see once you have submitted your Timesheet

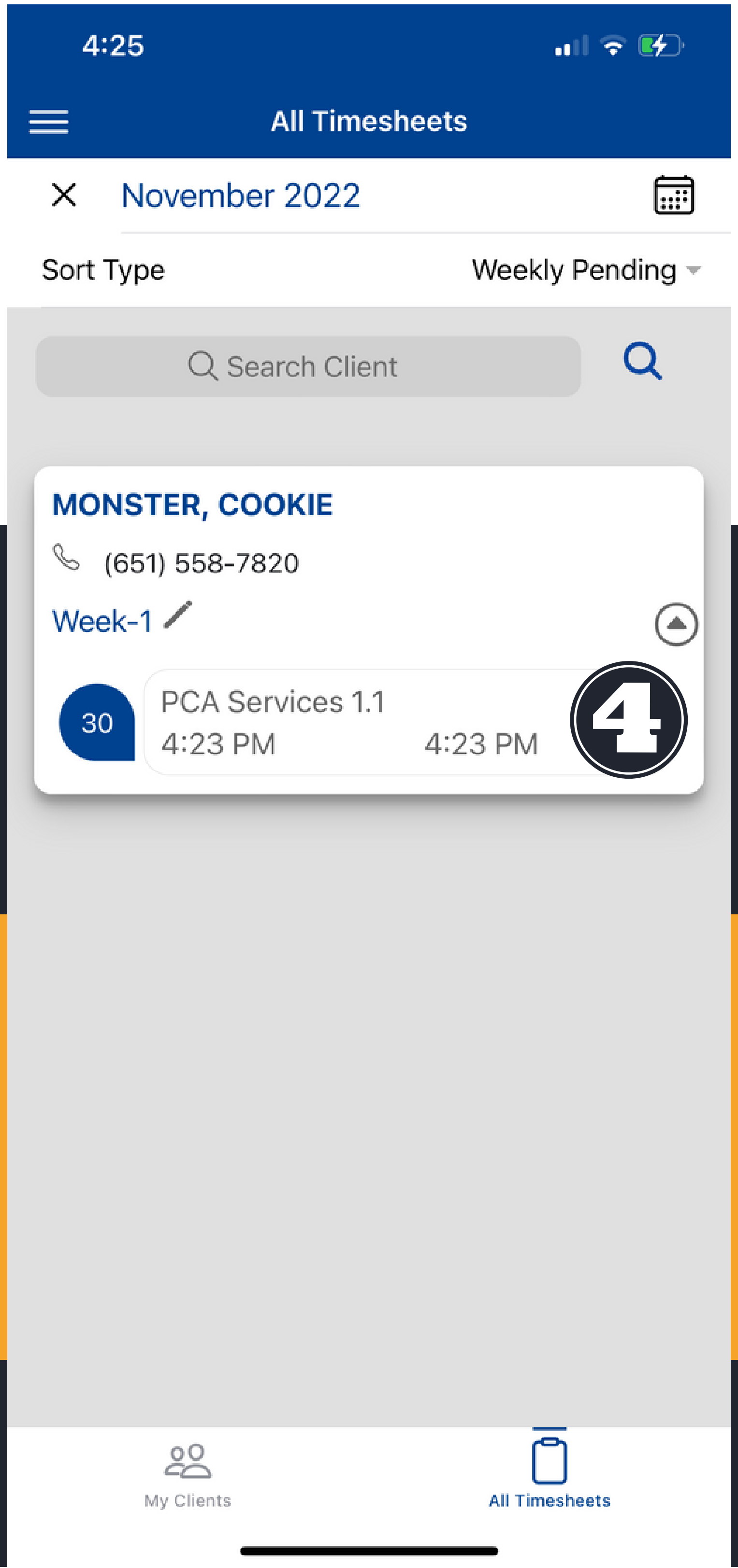


TIMESHEETS NEED TO BE SIGNED DAILY.

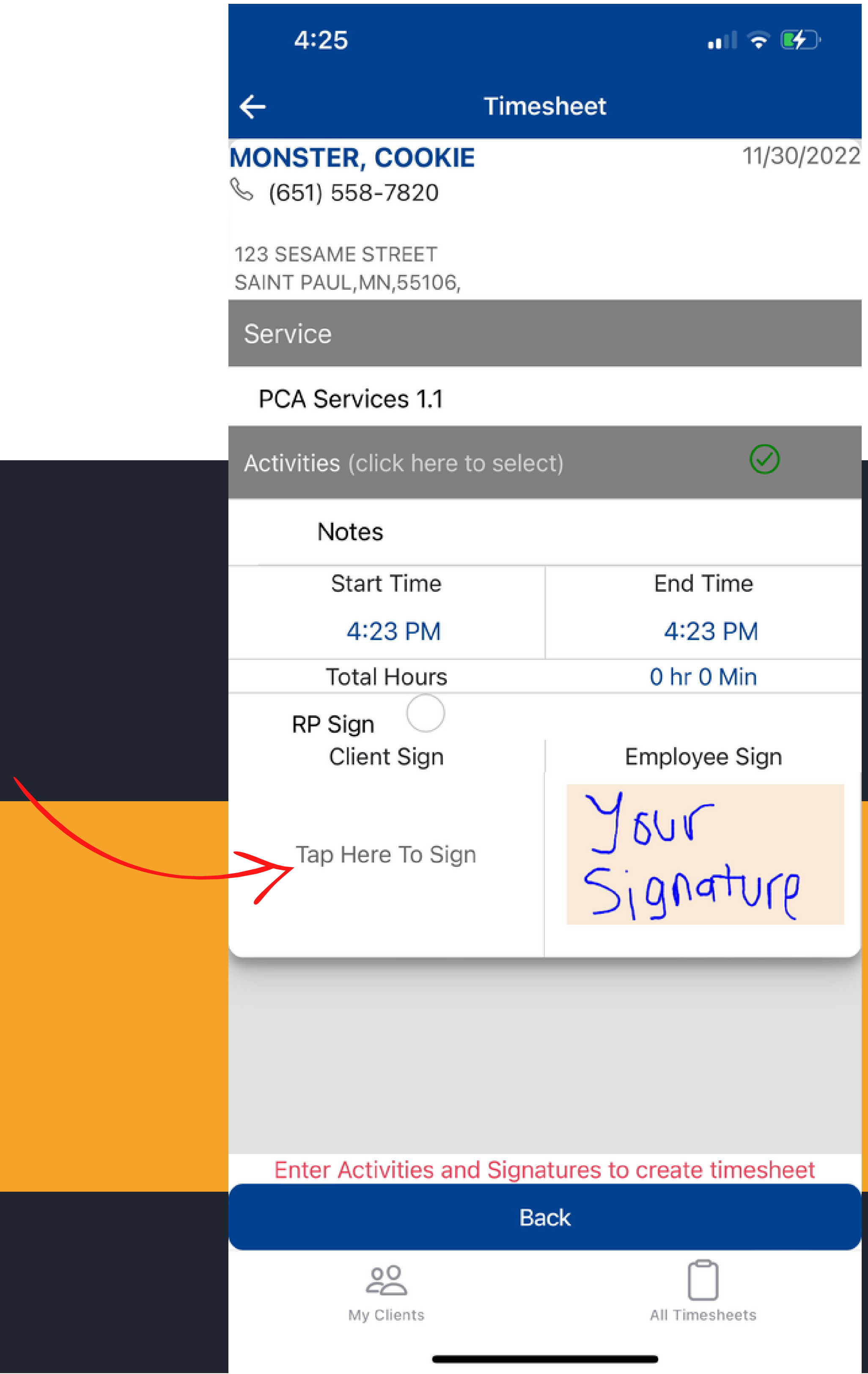
To view your pending Timesheets (timesheets not yet submitted) you will select go to the bottom tab (All Timesheets) and then select the correct month.



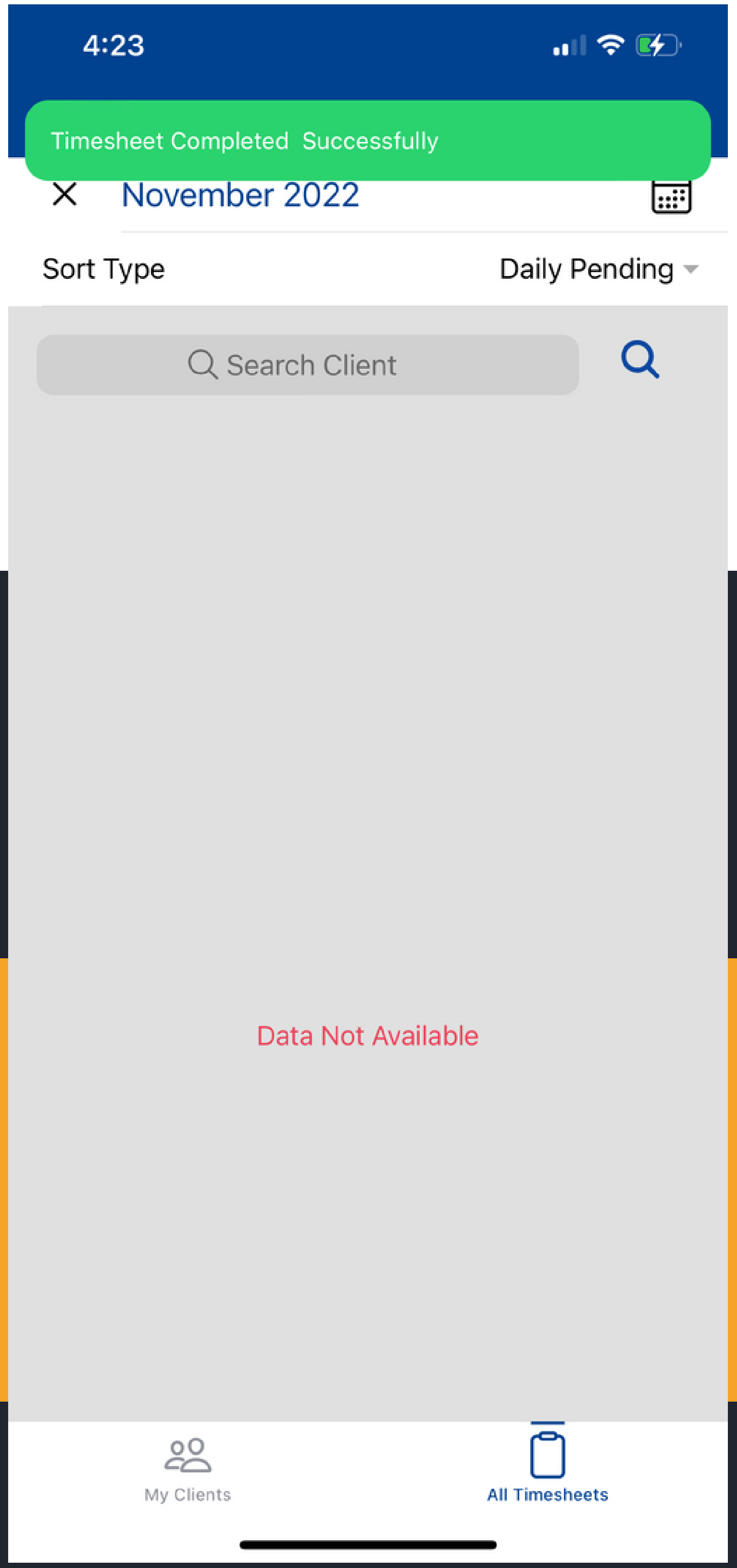
Select the correct week and then you will see all the timesheets that are still pending for that week



This Timesheet is still pending because it is missing the Client/RP Signature. Have the Client/RP sign and then submit the Timesheet

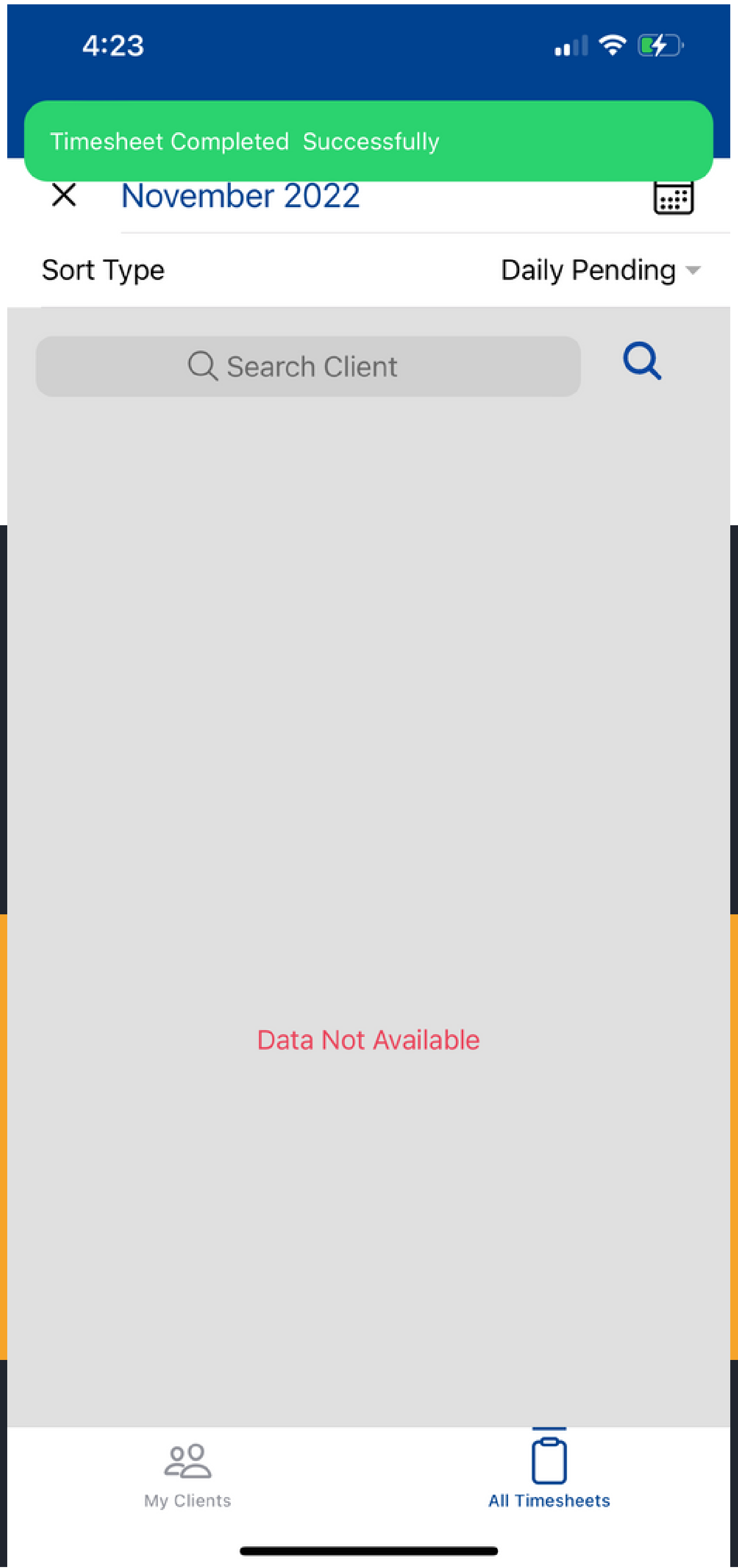


After the client/Rp signs the timesheet you will be taken back to your 'All Timesheet's page). Notice the green tab stating that your Timesheet was completed successfully

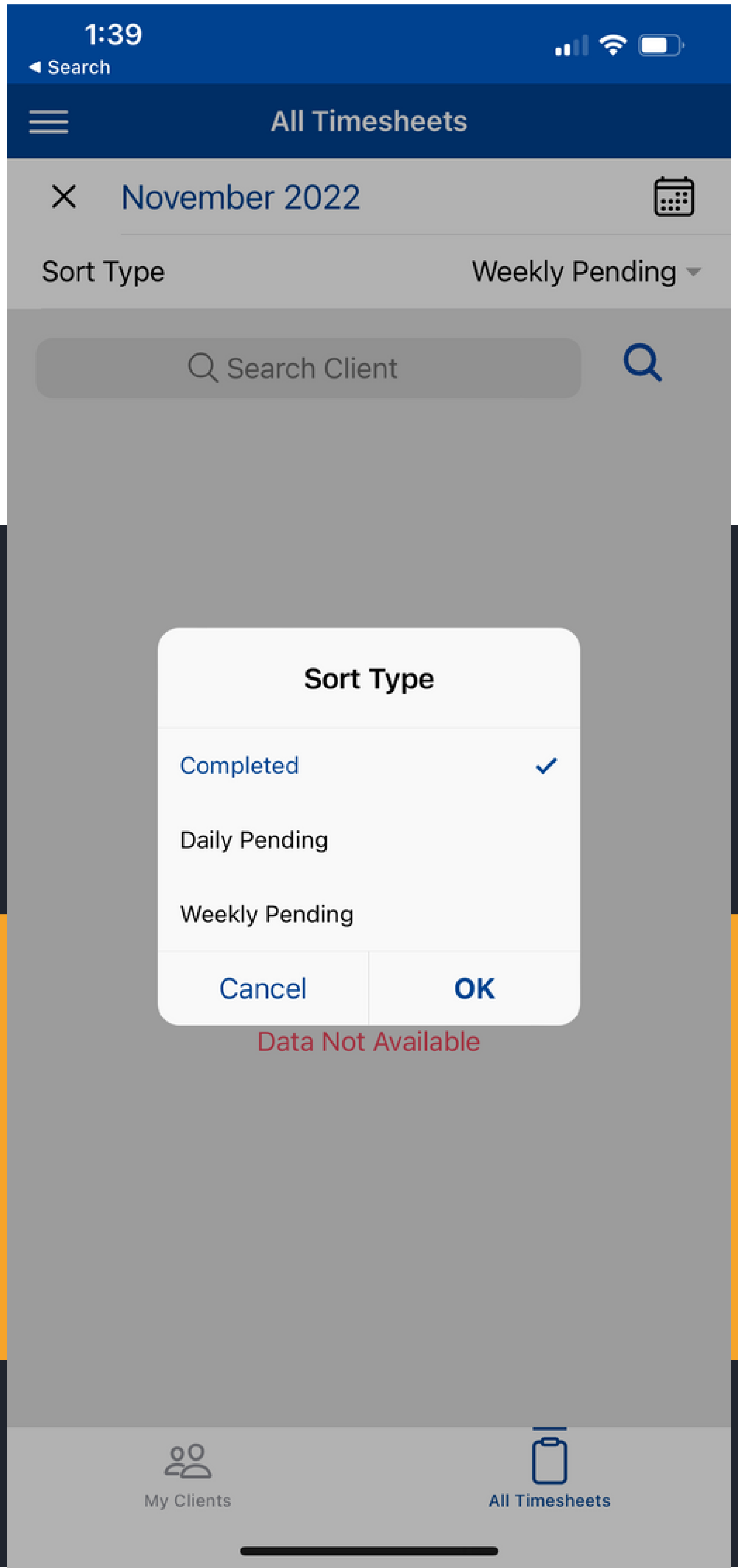


HOW DO I KNOW IF I HAVE SUBMITTED MY TIMESHEET?

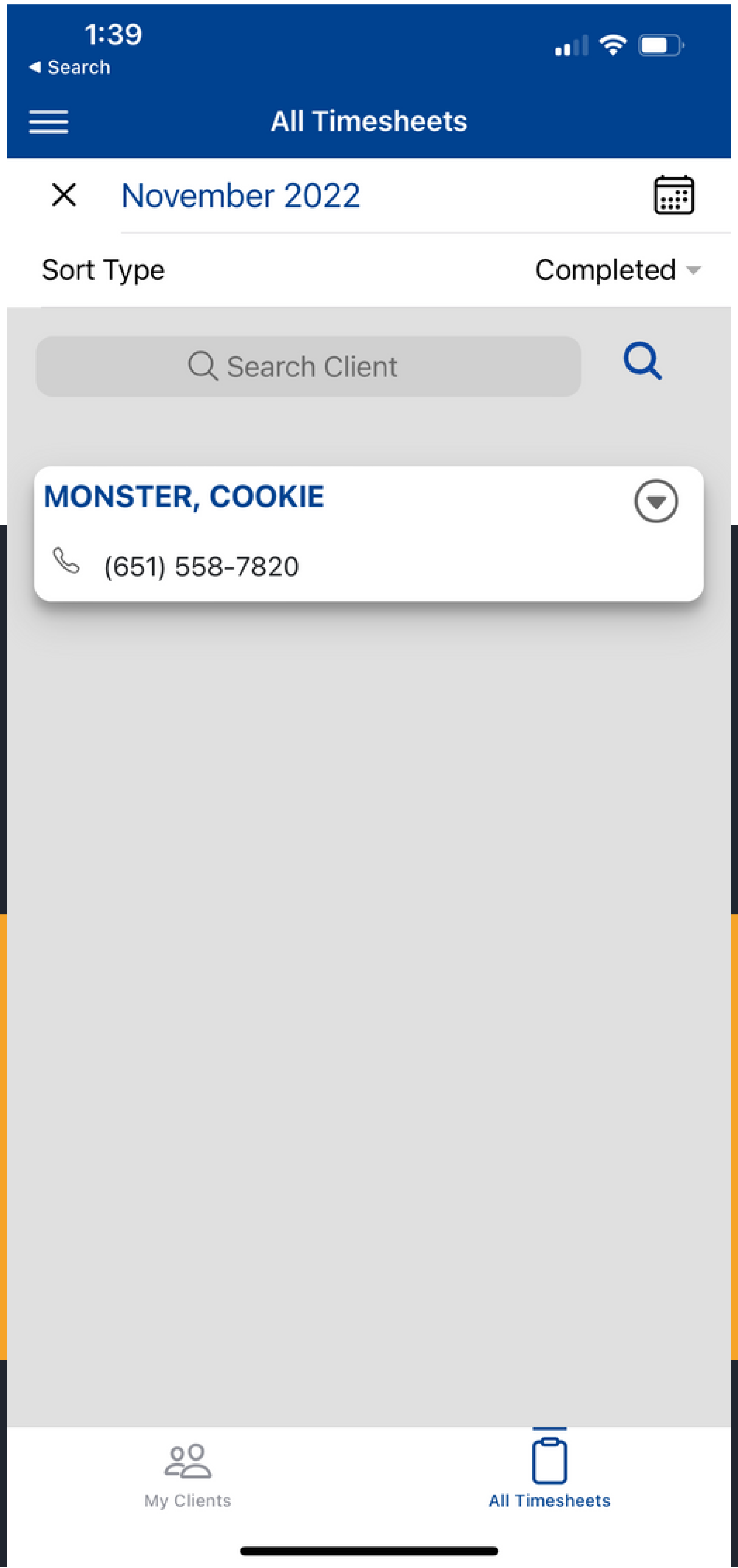
In order to check if you have successfully submitted a Timesheet. You will go back to your initial screen and select the tab at the bottom 'All Timesheets'



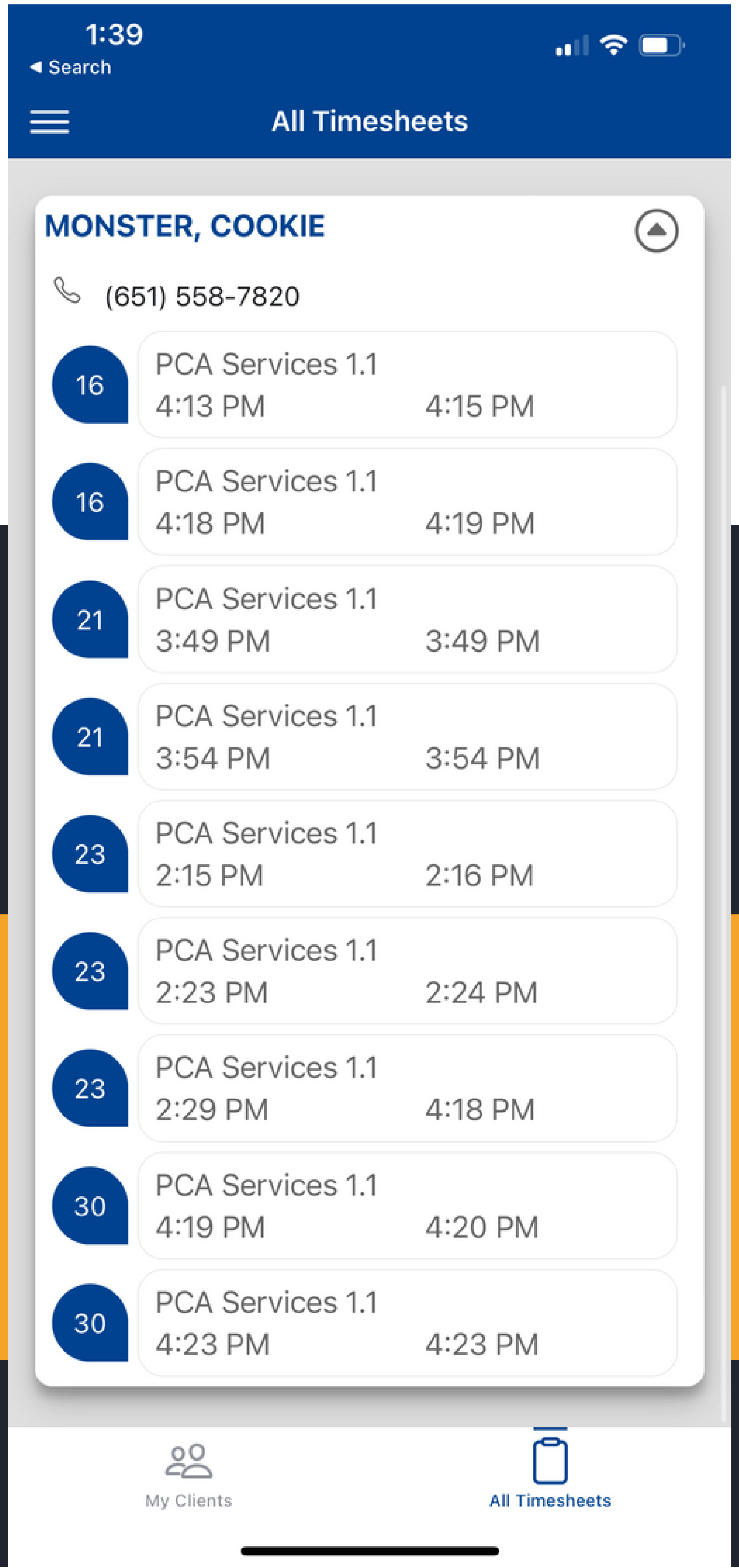
You will then make sure that you select the correct month. Then select 'Sort Type'. A pop-up will appear. Select 'Completed



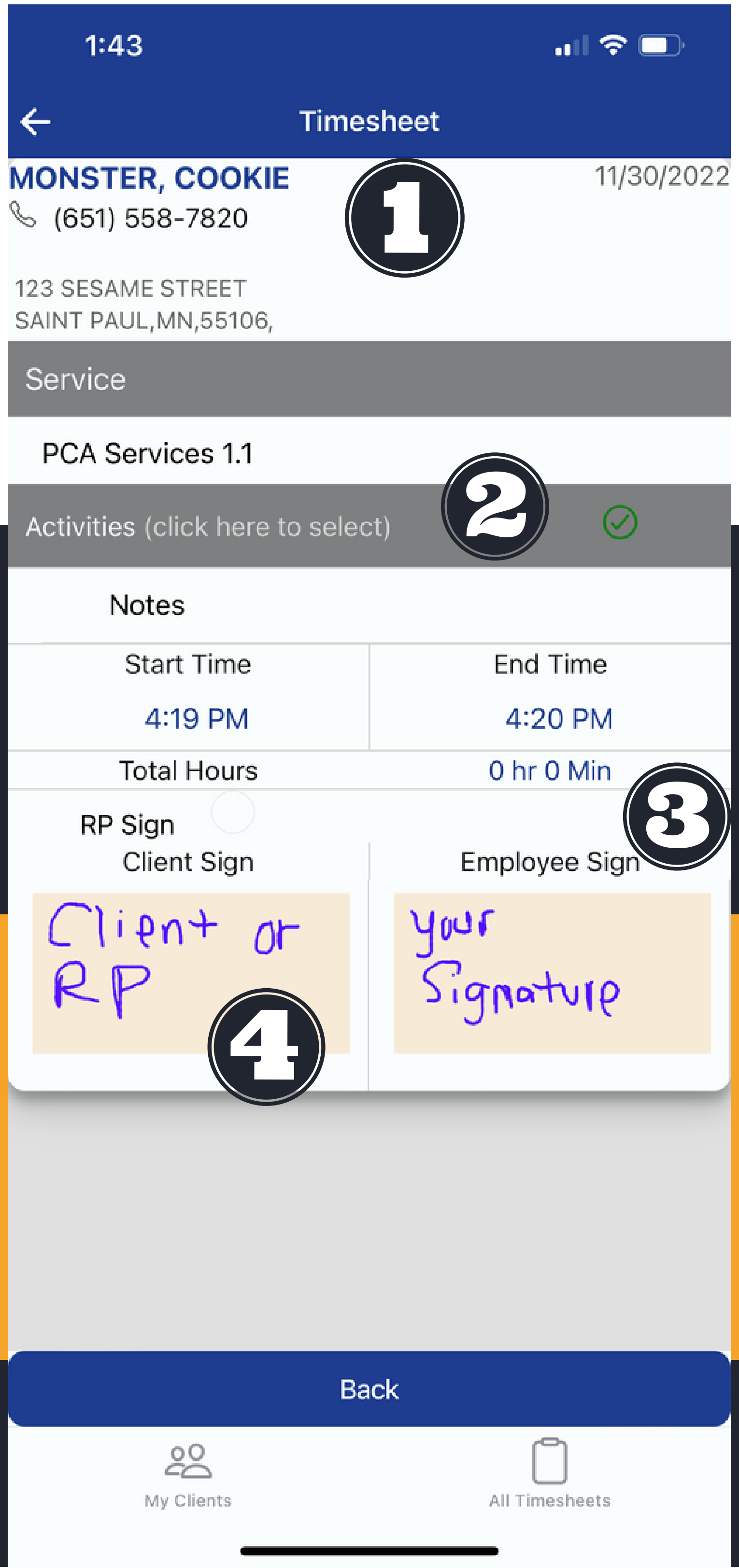
The app will now show you all of the Timesheets for that Month that has been completed. It is organized based on the individual that you work with.



Select your person served. Once you select you person served you will see all of the dates you worked. These are all of the completed Timesheet.



This is what a successfully completed Timesheet should look like.



MAKE SURE YOU ARE CHECKING YOUR TIMESHEETS DAILY.

NOTICE: ALL TIMESHEETS MUST BE RECEIVED BY 5:00 PM on the MONDAY following the previous payday.