LIFE FOUNTAIN ALLCARE EVV

Life Fountain
HOMECARE
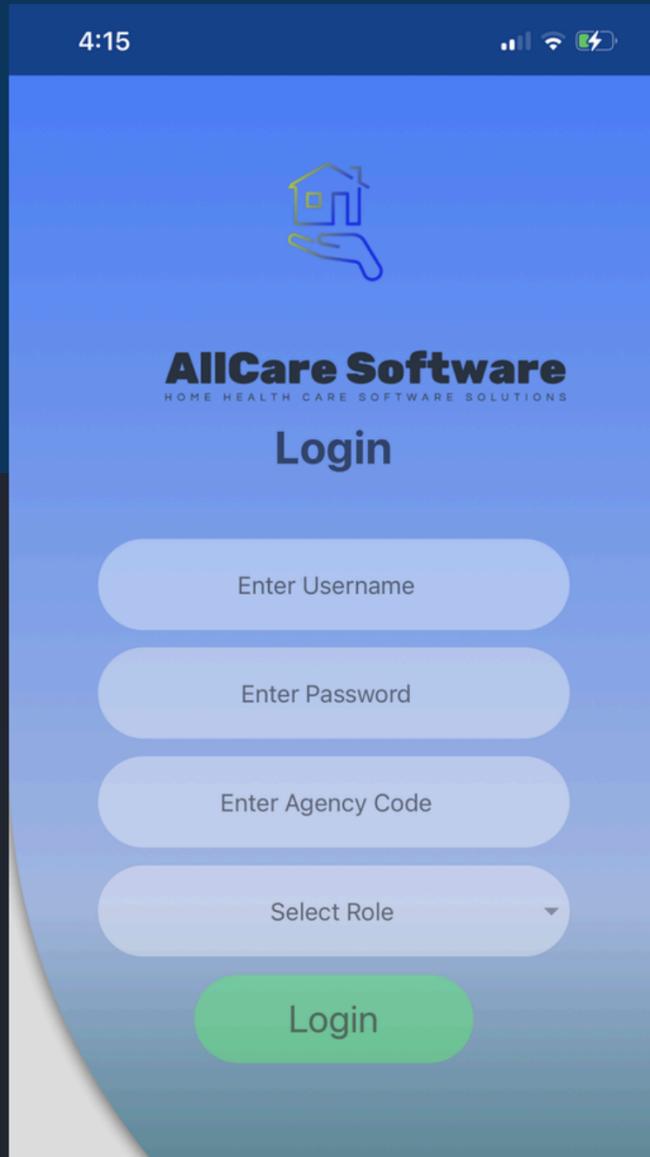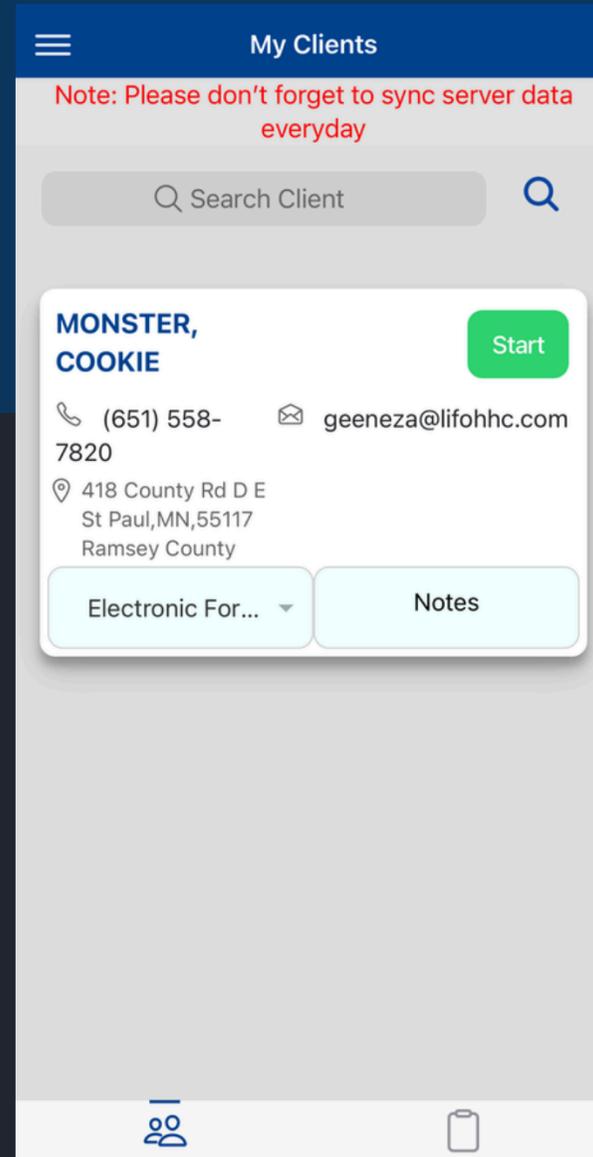
Open the appropriate App store based on YOUR device and search for AllCare EVV and install or download.
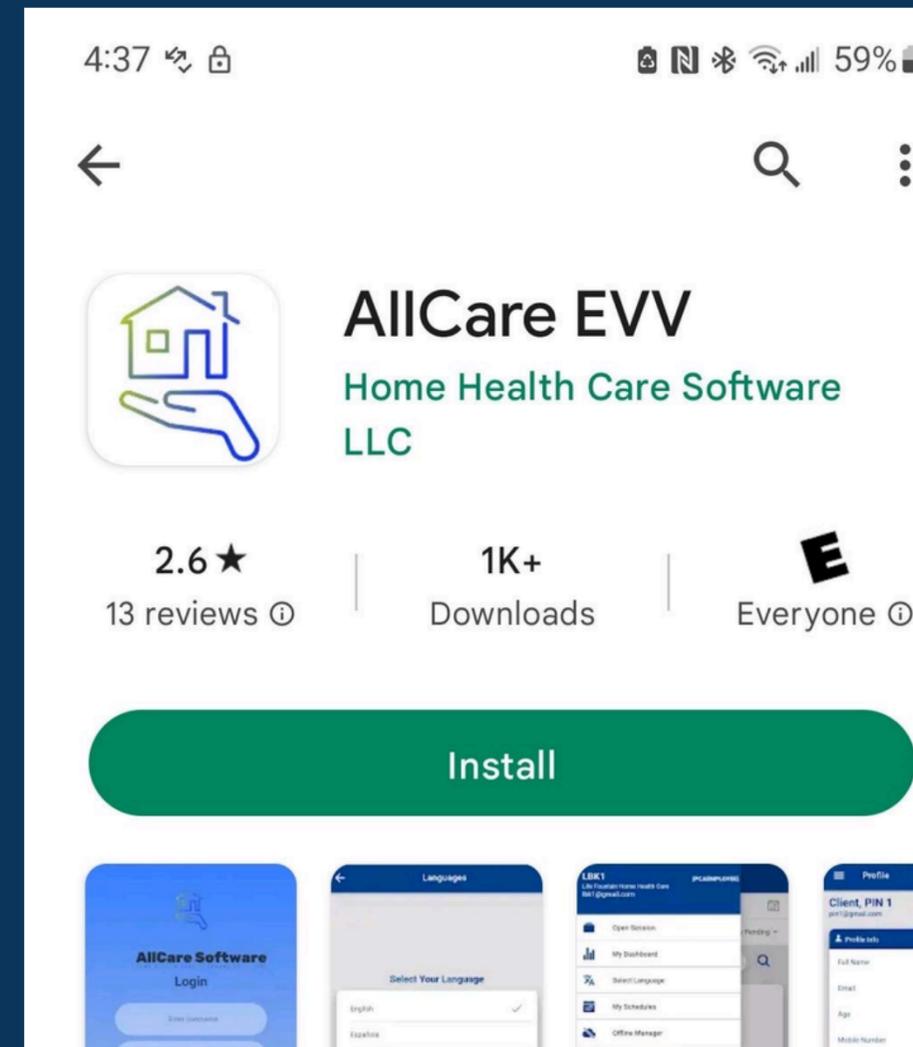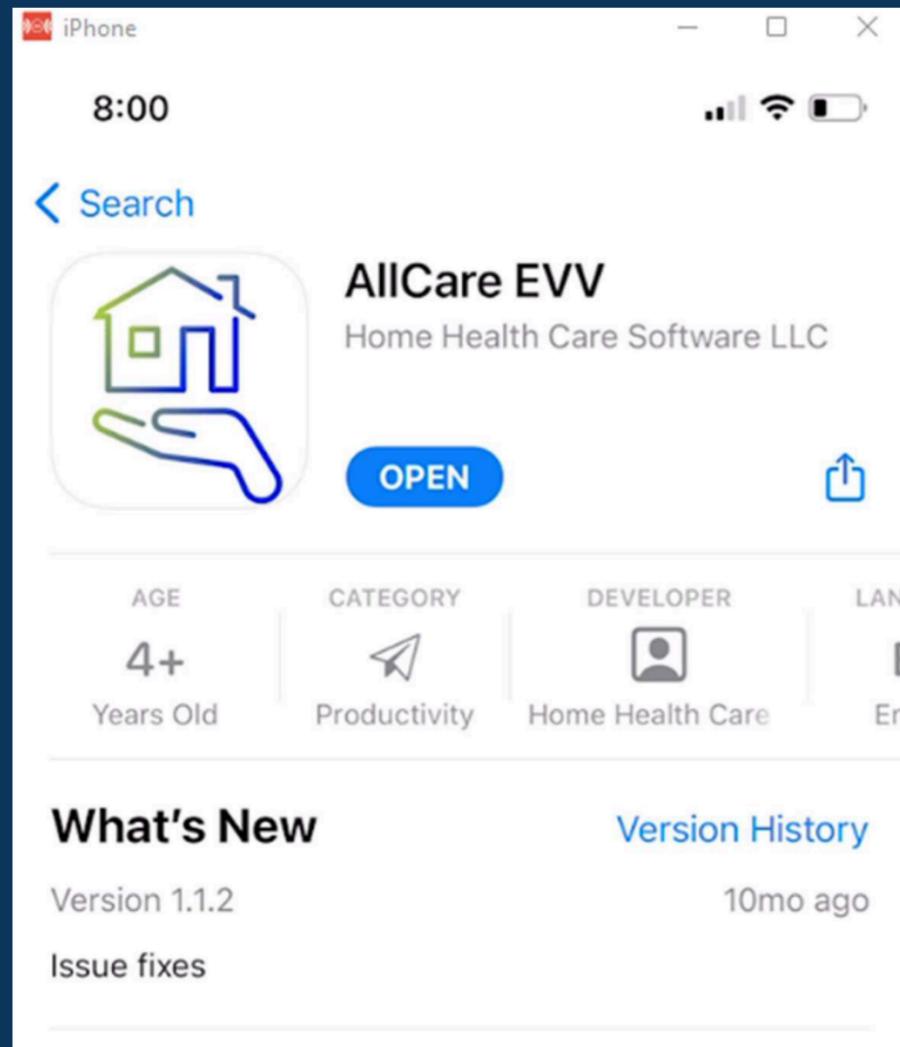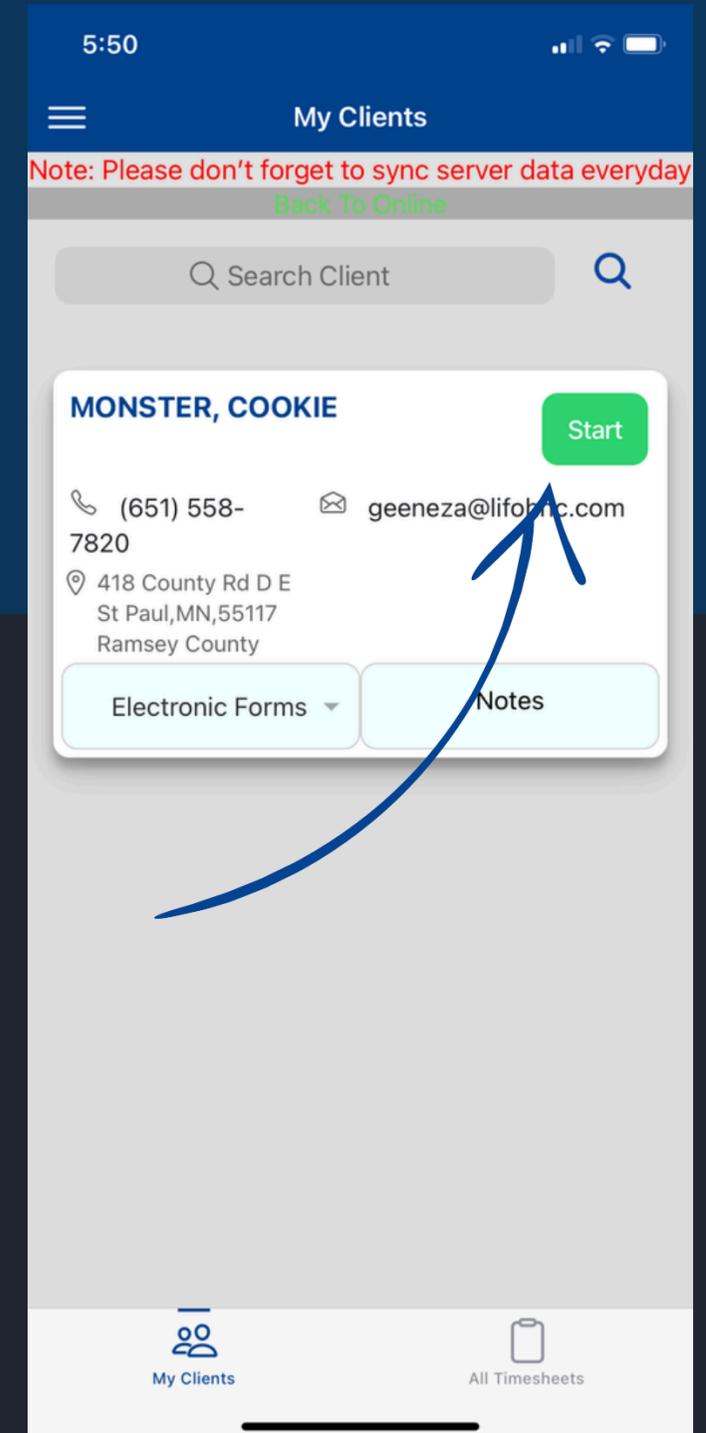
Open the app.
This is the first screen you will see

Enter your credentials. These credentials are sent to your email from the agency.
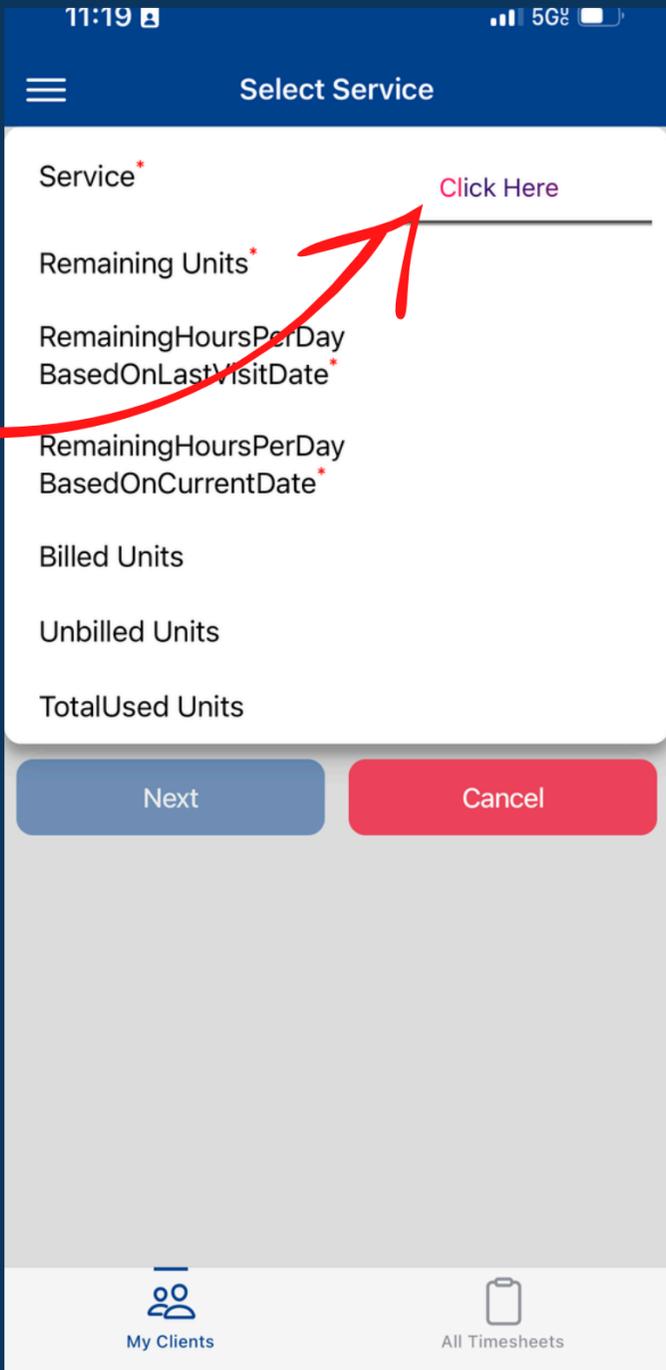
The main landing screen of the application will display the client(s) you work with

LOCATE THE CLIENT YOU WISH TO WORK WITH AND SELECT THE GREEN START BUTTON

Screen 1 (Login):

4:15

AllCare Software
HOME HEALTH CARE SOFTWARE SOLUTIONS

Login

Enter Username

Enter Password

Enter Agency Code

Select Role

Login

Screen 2 (My Clients):

My Clients

Note: Please don't forget to sync server data everyday

Search Client

MONSTER, COOKIE   Start

(651) 558-7820   geeneza@lifohhc.com

418 County Rd D E
St Paul,MN,55117
Ramsey County

Electronic For...   Notes

Screen 3 (My Clients):

5:50

My Clients

Note: Please don't forget to sync server data everyday
Back To Online

Search Client

MONSTER, COOKIE   Start

(651) 558-7820   geeneza@lifohhc.com

418 County Rd D E
St Paul,MN,55117
Ramsey County

Electronic Forms   Notes

My Clients   All Timesheets
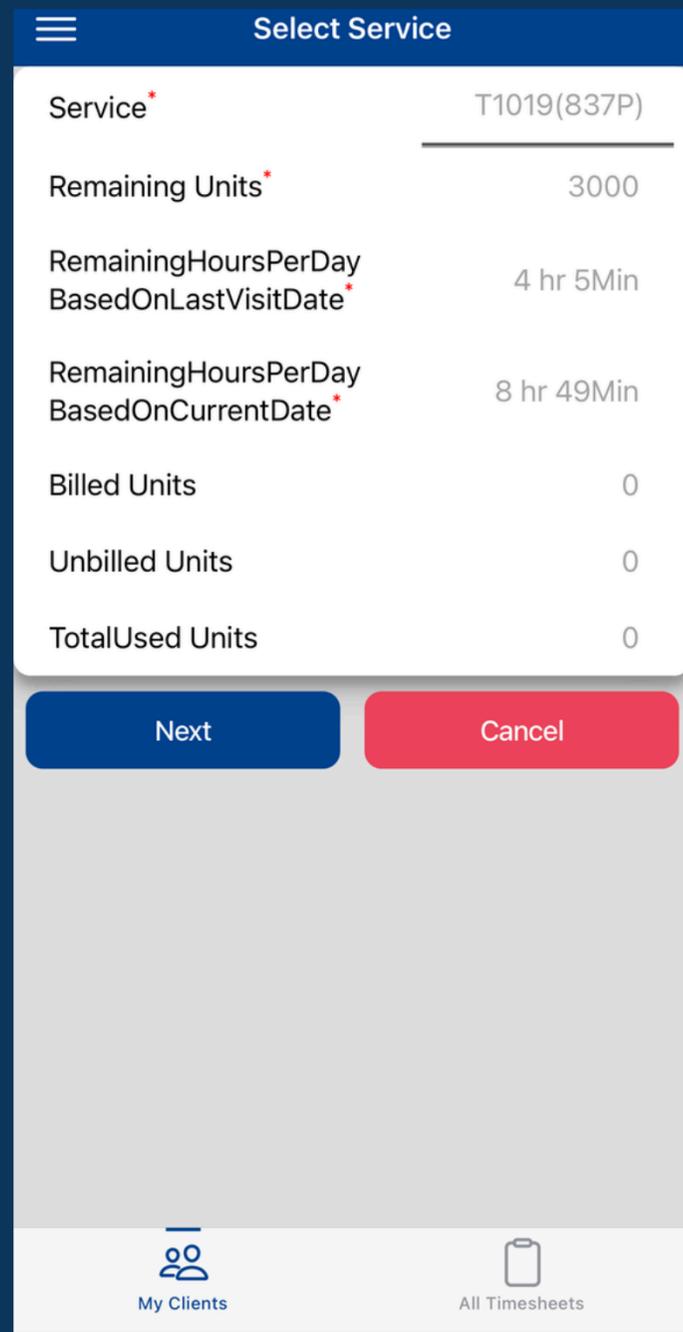
Life Fountain
HOMECARE

Select "Click Here" button to access the services available to your person served.
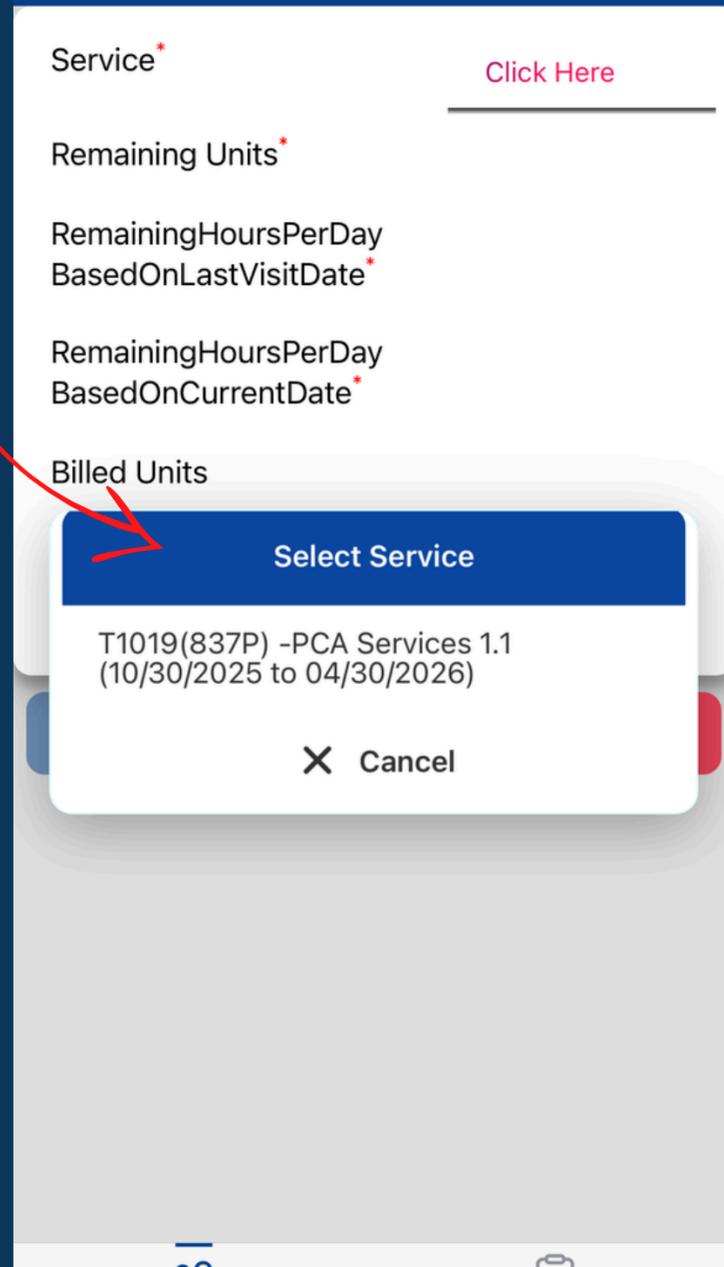
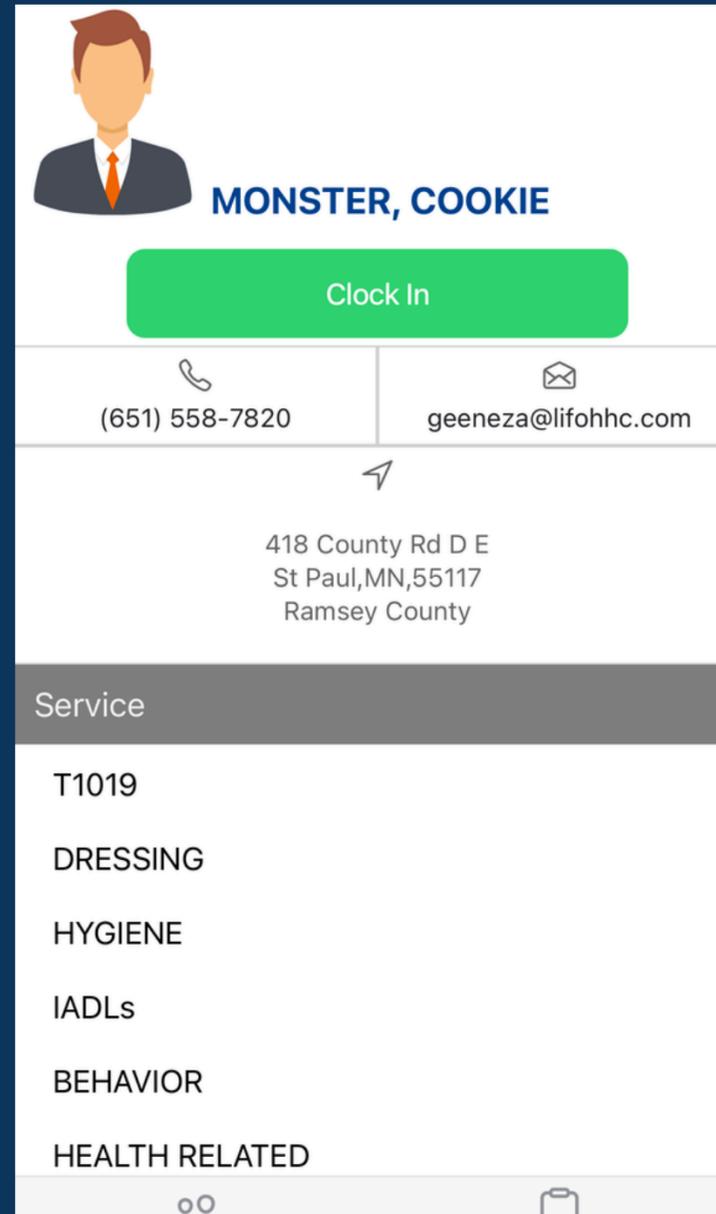Select the service that you will be providing to the person served in this shift.
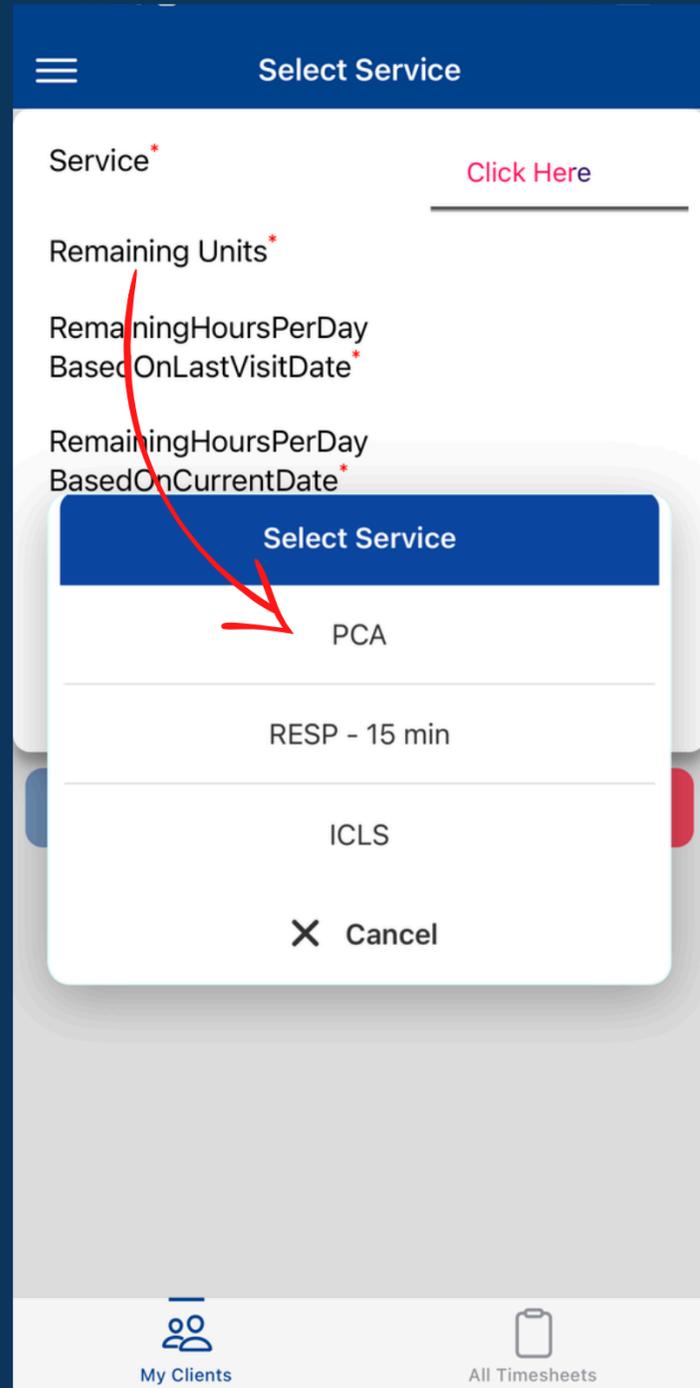
This screen is to verify you have selected the desired service. It will also display the amount of hours allowed per day and the service.

11:19

Select Service

Service*	Click Here
Remaining Units*	
RemainingHoursPerDay BasedOnLastVisitDate*	
RemainingHoursPerDay BasedOnCurrentDate*	
Billed Units	
Unbilled Units	
TotalUsed Units	

Next   Cancel

My Clients   All Timesheets

Select Service

Service*	Click Here
Remaining Units*	
RemainingHoursPerDay BasedOnLastVisitDate*	
RemainingHoursPerDay BasedOnCurrentDate*	

Select Service

PCA

RESP - 15 min

ICLS

✕ Cancel

My Clients   All Timesheets

Select Service

Service*	T1019(837P)
Remaining Units*	3000
RemainingHoursPerDay BasedOnLastVisitDate*	4 hr 5Min
RemainingHoursPerDay BasedOnCurrentDate*	8 hr 49Min
Billed Units	0
Unbilled Units	0
TotalUsed Units	0

Next   Cancel

My Clients   All Timesheets
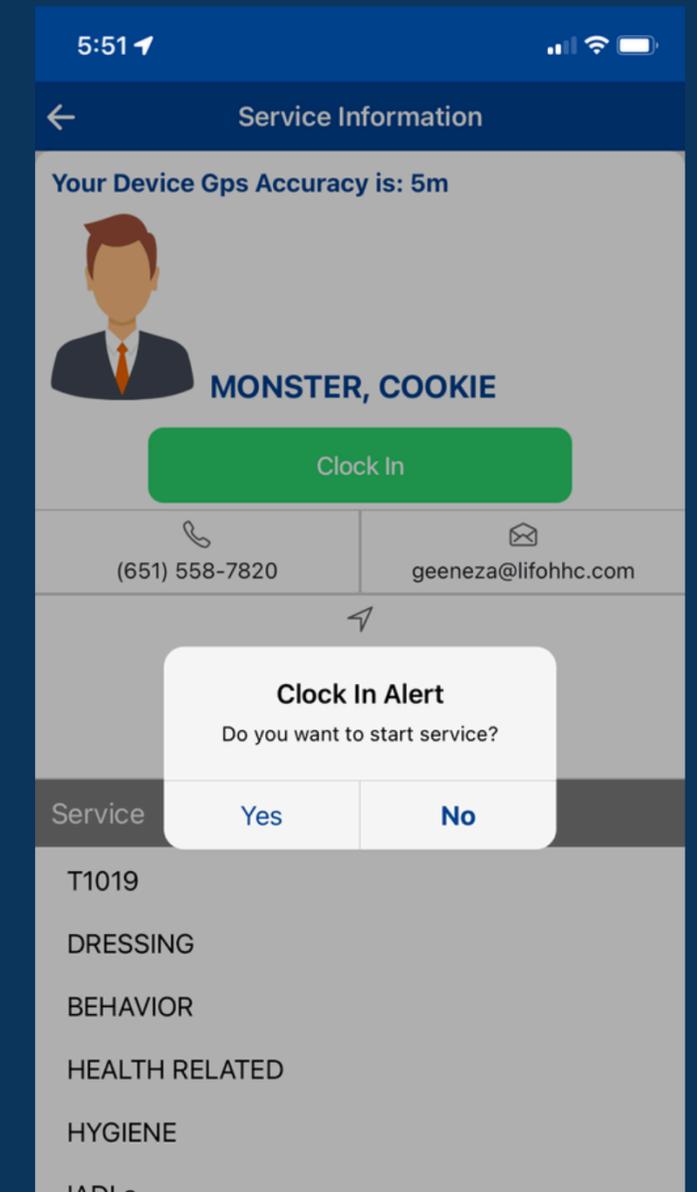
Life Fountain
HOMECARE

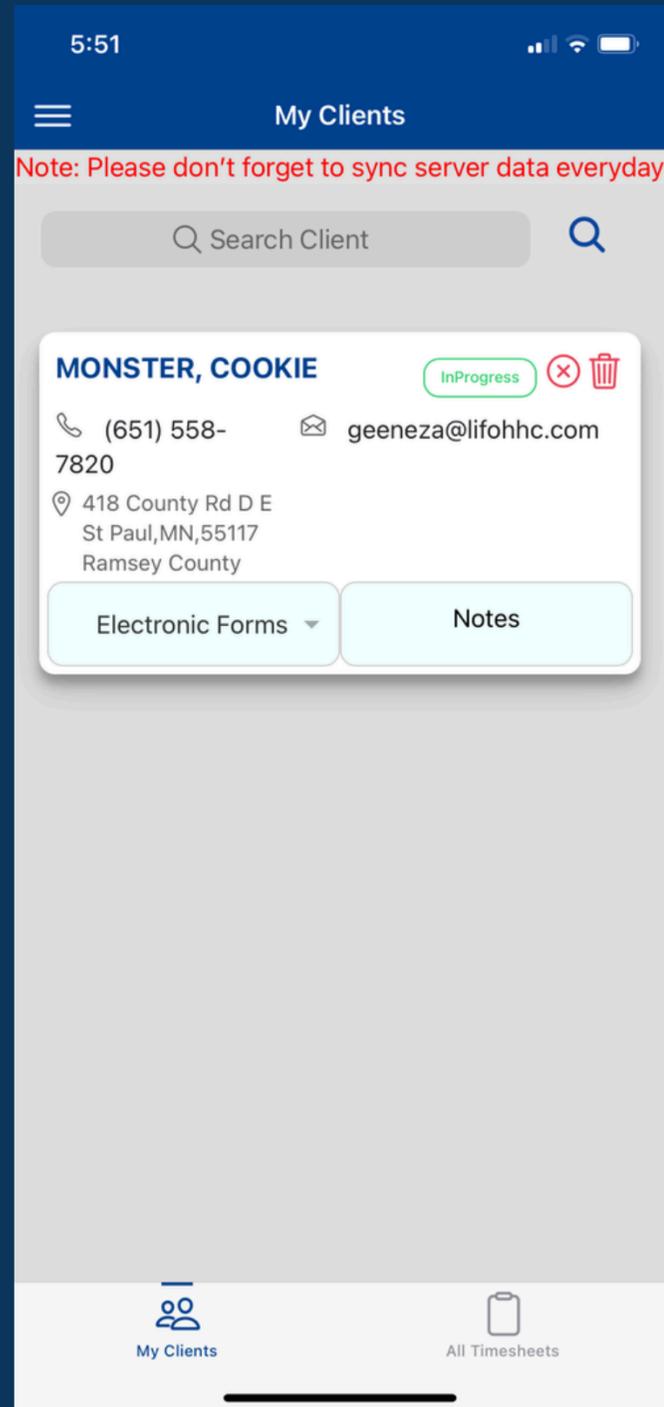You will need to select the current (displayed) Service agreement Span

Once you have selected the service to provide, you will receive the "clock in" alert. You may now confirm the beginning of your shift.

Once you are ready to start your shift. Select "yes" to confirm the start of your shift.

Service*   Click Here

Remaining Units*

RemainingHoursPerDay
BasedOnLastVisitDate*

RemainingHoursPerDay
BasedOnCurrentDate*

Billed Units

Select Service

T1019(837P) -PCA Services 1.1
(10/30/2025 to 04/30/2026)

✕ Cancel

MONSTER, COOKIE

Clock In

📞
(651) 558-7820

✉
geeneza@lifohhc.com

↗

418 County Rd D E
St Paul,MN,55117
Ramsey County

Service

T1019

DRESSING

HYGIENE

IADLs

BEHAVIOR

HEALTH RELATED

5:51

Service Information

Your Device Gps Accuracy is: 5m

MONSTER, COOKIE

Clock In

📞
(651) 558-7820

✉
geeneza@lifohhc.com

↗

Clock In Alert
Do you want to start service?

Yes   No

Service

T1019

DRESSING

BEHAVIOR

HEALTH RELATED

HYGIENE

IADLs

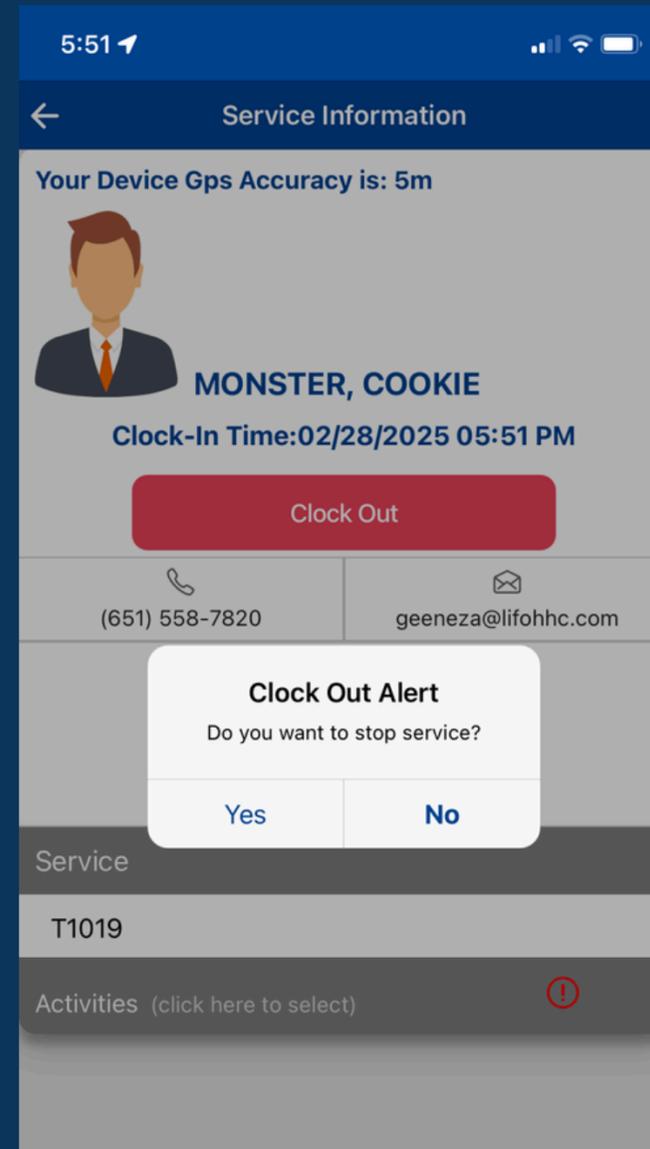This is what your screen should look like once you have clocked in.

Exiting the app will not result in the end of the service shift. This means that you can exit the app and continue your shift with no interruptions to your phone.
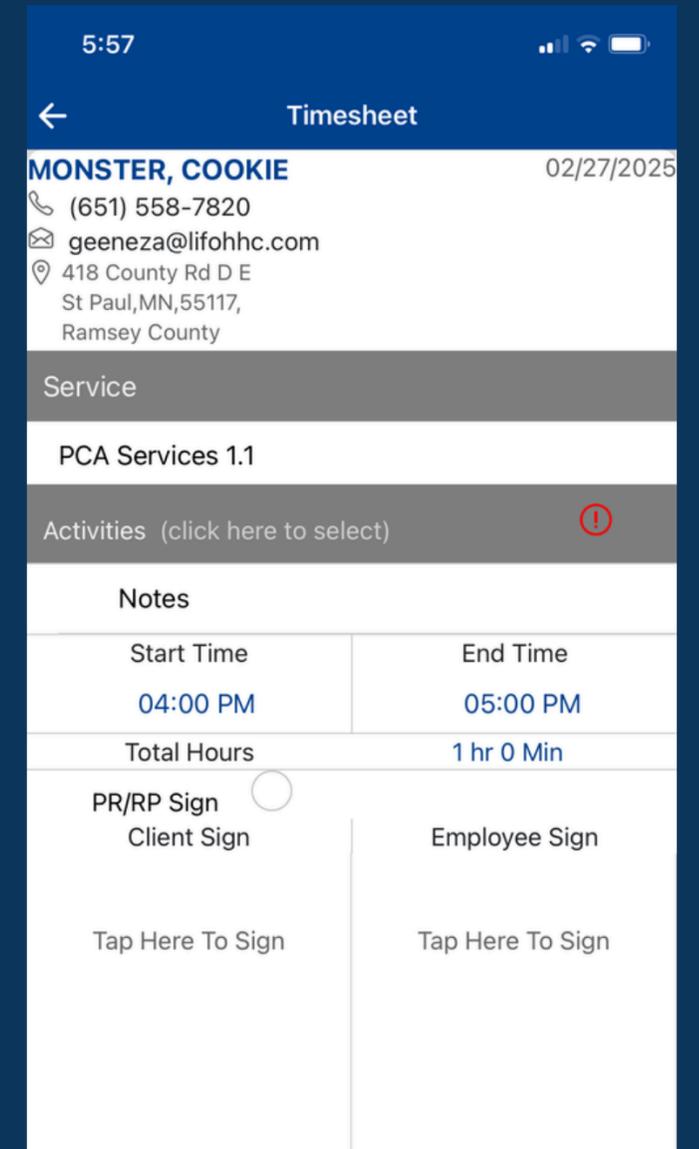
Ready to end your shift?
Select "clock out" on the main page
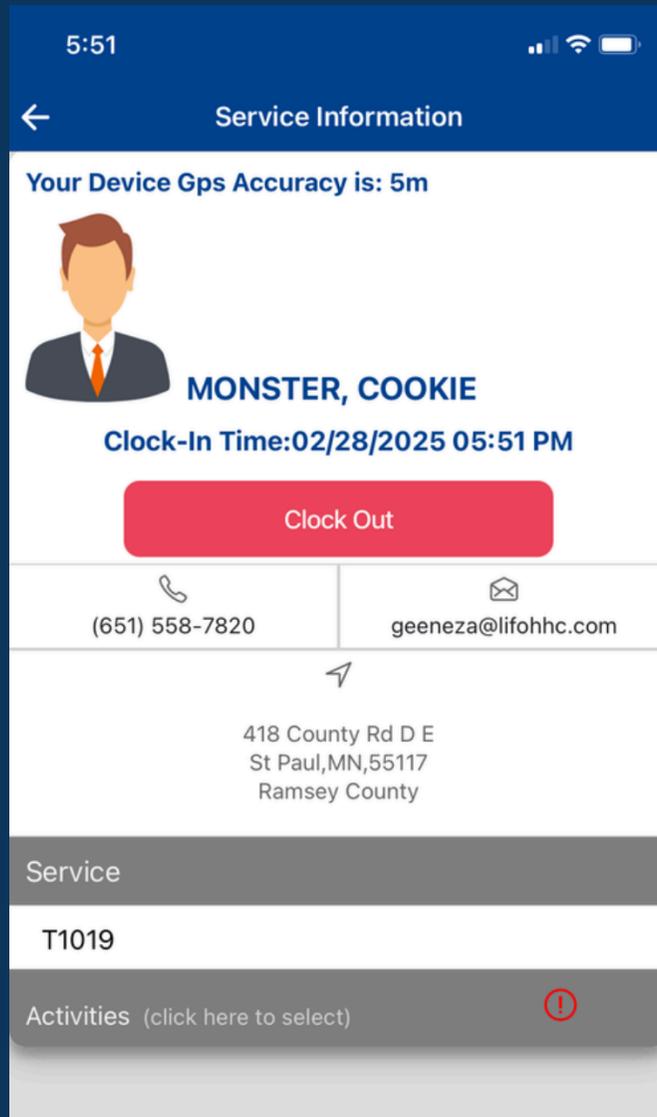
Confirm the end of your service shift by selecting "yes"

Once you confirm your shift has ended. This is the screen you will see. It is a visual of your timesheet.

Now you will complete your timesheet so that it can be submitted.

Add your activities. Press the activities option to select the activities that you performed during your shift.

Select all of the appropriate activities that were performed during your shift. Click on "Save Activities" to save them to your timesheet.
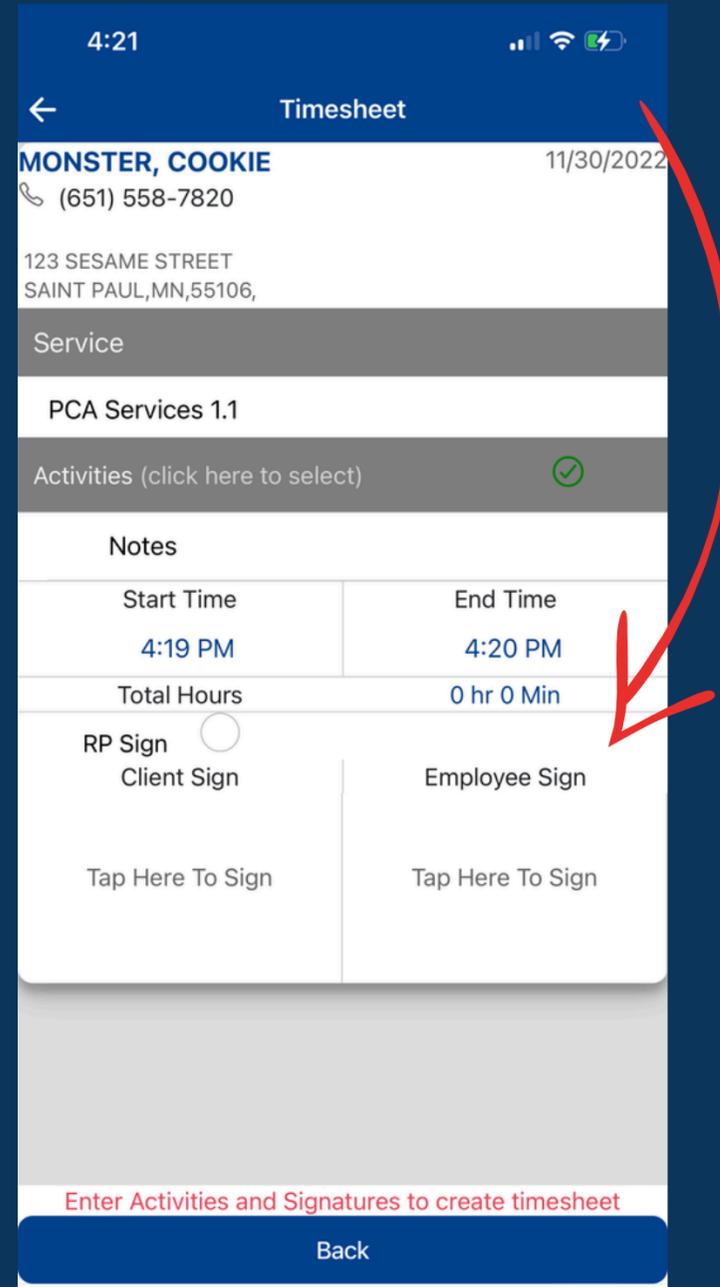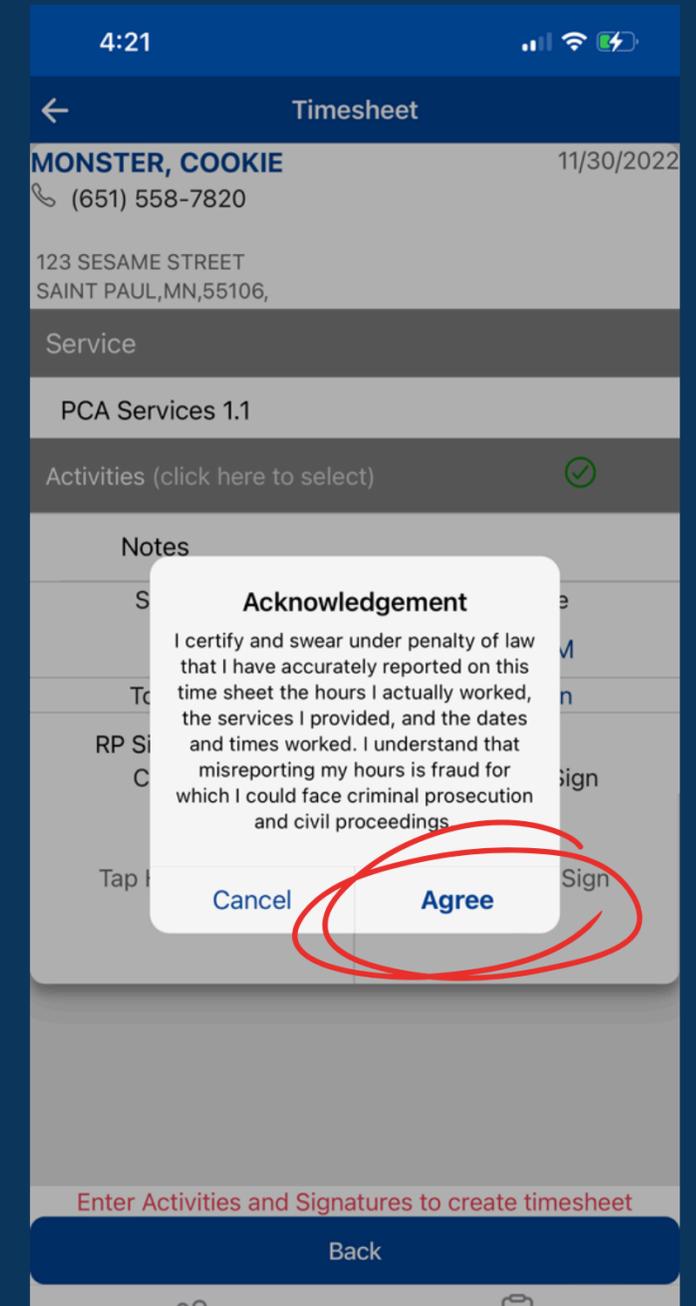
After saving, you will see a green check mark. This means you have successfully saved your activities.
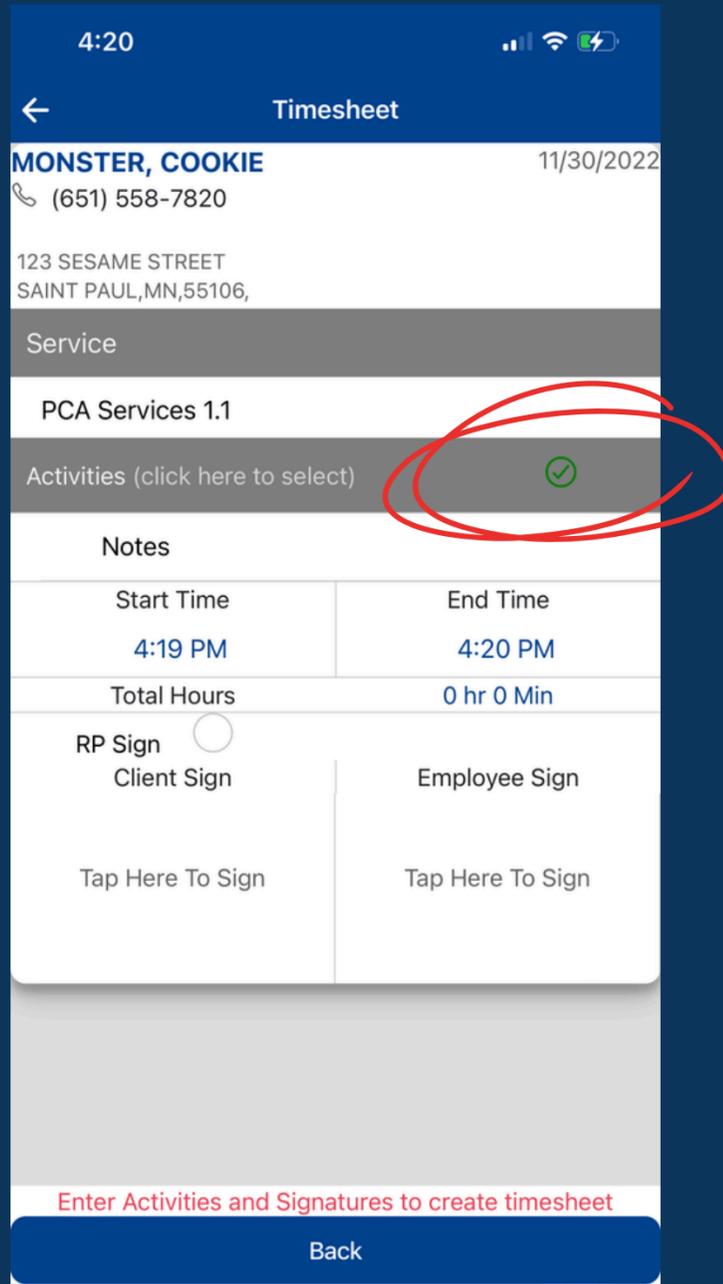
Once you have saved your activities, it is time to sign your time sheet. Let's focus on the employee signature box.
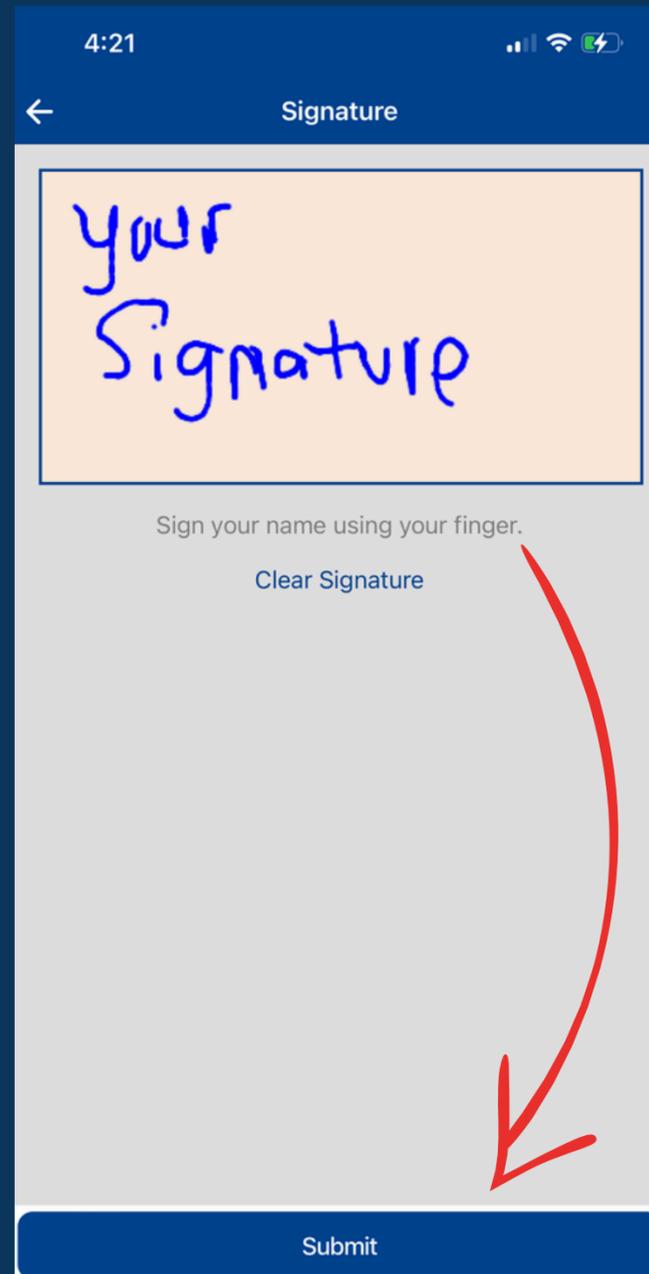
After you press on your signature box, you will see an acknowledgment pop-up on your screen. Read and press agree.

Screen 1:

4:20

Timesheet

MONSTER, COOKIE   11/30/2022
(651) 558-7820

123 SESAME STREET
SAINT PAUL,MN,55106,

Service

PCA Services 1.1

Activities (click here to select)   ✓

Notes

Start Time	End Time
4:19 PM	4:20 PM
Total Hours	0 hr 0 Min

RP Sign

Client Sign	Employee Sign
Tap Here To Sign	Tap Here To Sign

Enter Activities and Signatures to create timesheet

Back

Screen 2:

4:21

Timesheet

MONSTER, COOKIE   11/30/2022
(651) 558-7820

123 SESAME STREET
SAINT PAUL,MN,55106,

Service

PCA Services 1.1

Activities (click here to select)   ✓

Notes

Start Time	End Time
4:19 PM	4:20 PM
Total Hours	0 hr 0 Min

RP Sign

Client Sign	Employee Sign
Tap Here To Sign	Tap Here To Sign

Enter Activities and Signatures to create timesheet

Back

Screen 3:

4:21

Timesheet

MONSTER, COOKIE   11/30/2022
(651) 558-7820

123 SESAME STREET
SAINT PAUL,MN,55106,

Service

PCA Services 1.1

Activities (click here to select)   ✓

Notes

Acknowledgement

I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually 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

Cancel   Agree

Enter Activities and Signatures to create timesheet
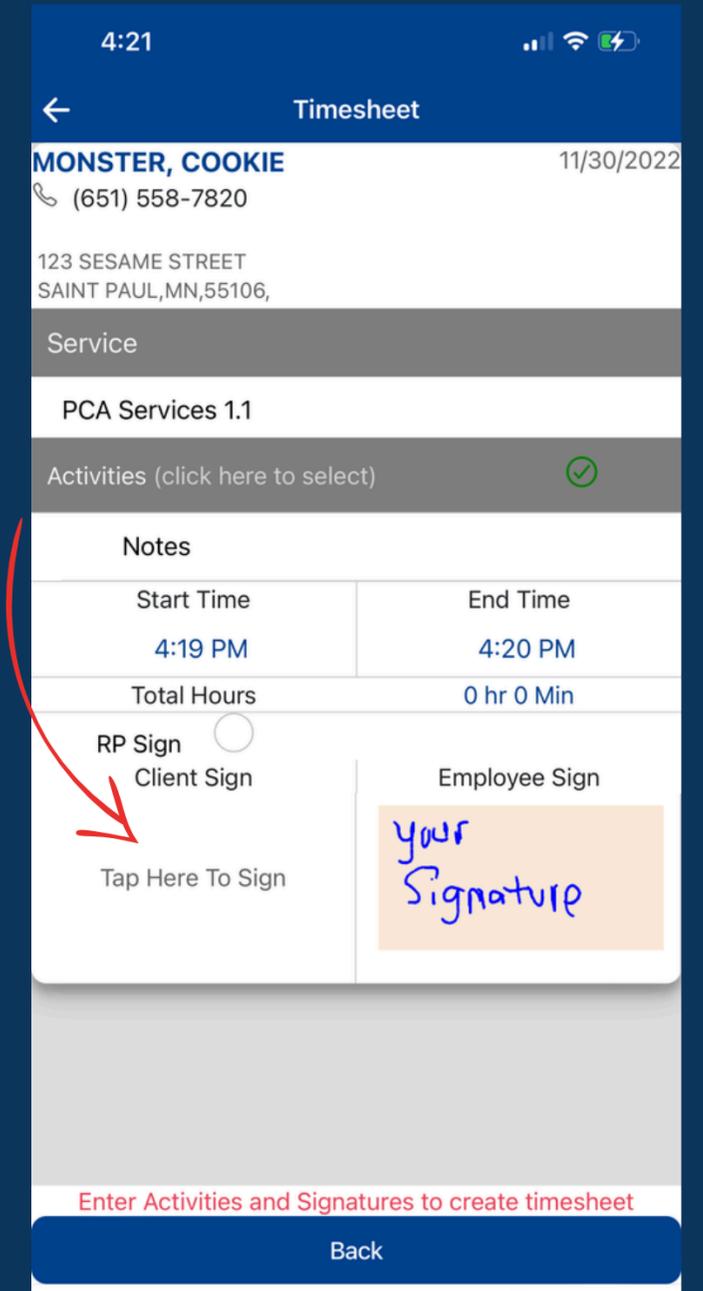
Back

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Once you select agree, you will see this blank signature box
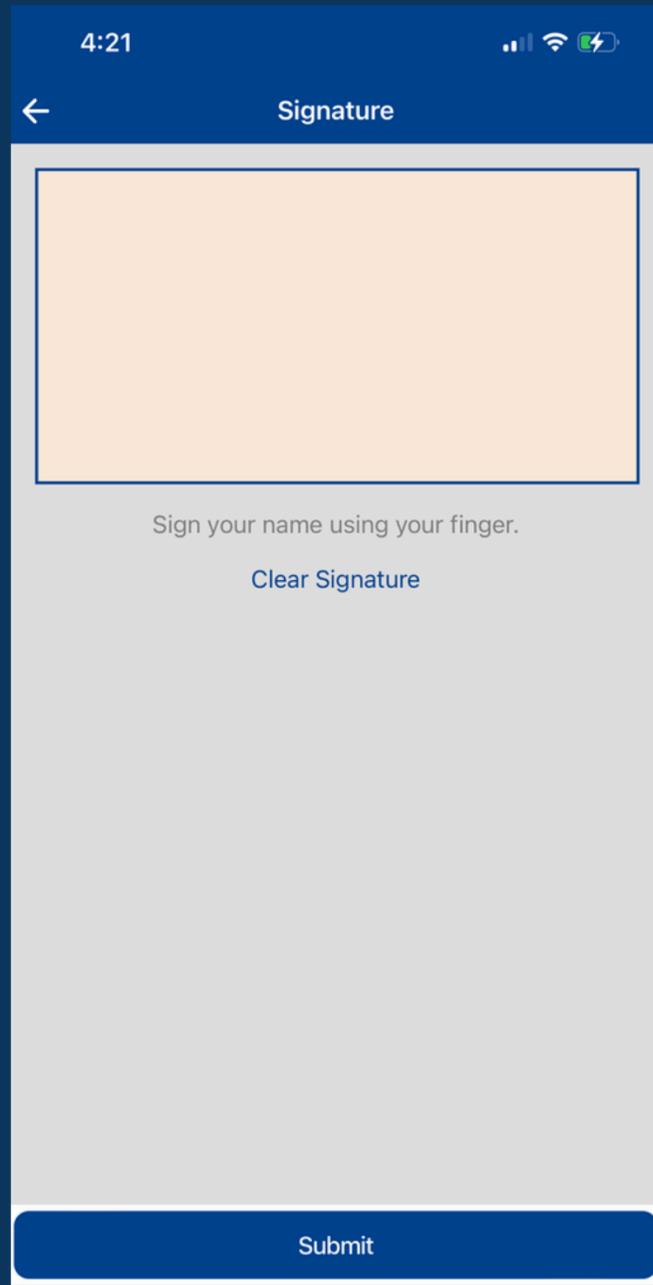
Provide your signature within the box.
Remember: Your signature must match your signature that you provided when you signed your PCA Enrollment Form (DHS-4469)

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 or RP will select the signature box and be met with a pop-up acknowledgement box.
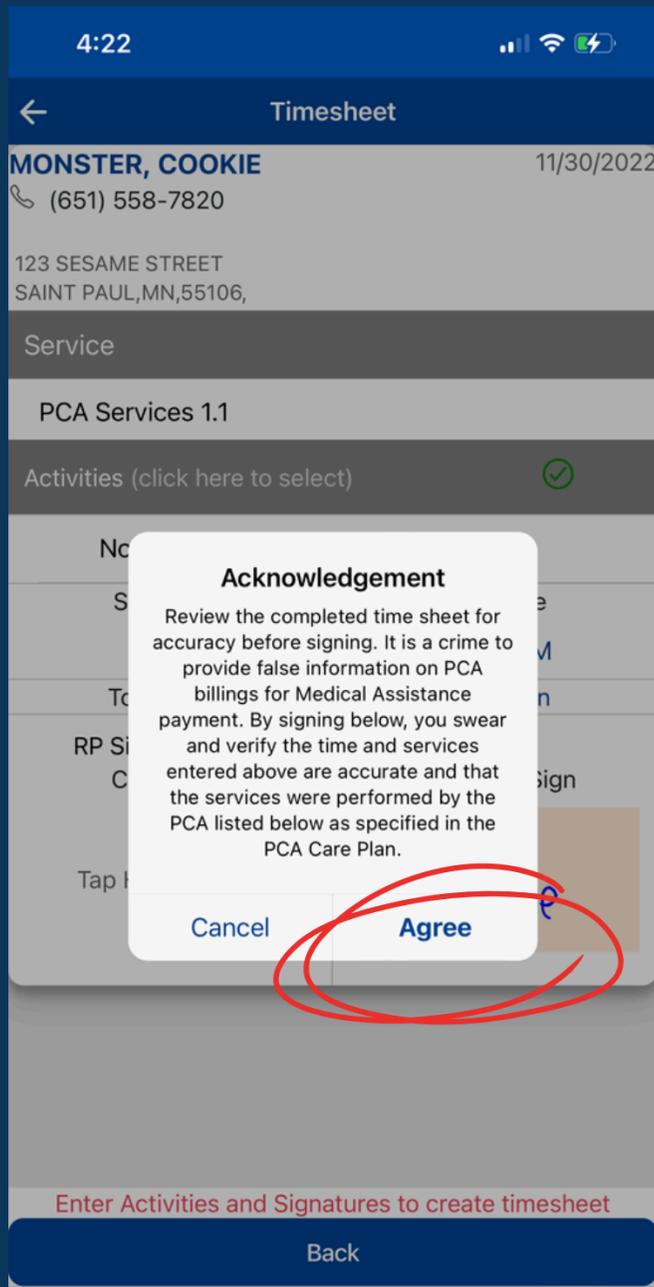
After accepting the acknowledgment, a blank signature box will appear, and the client or RP may sign. Their signature must back what is on the PCA RP form (DHS-5856) and the careplan.
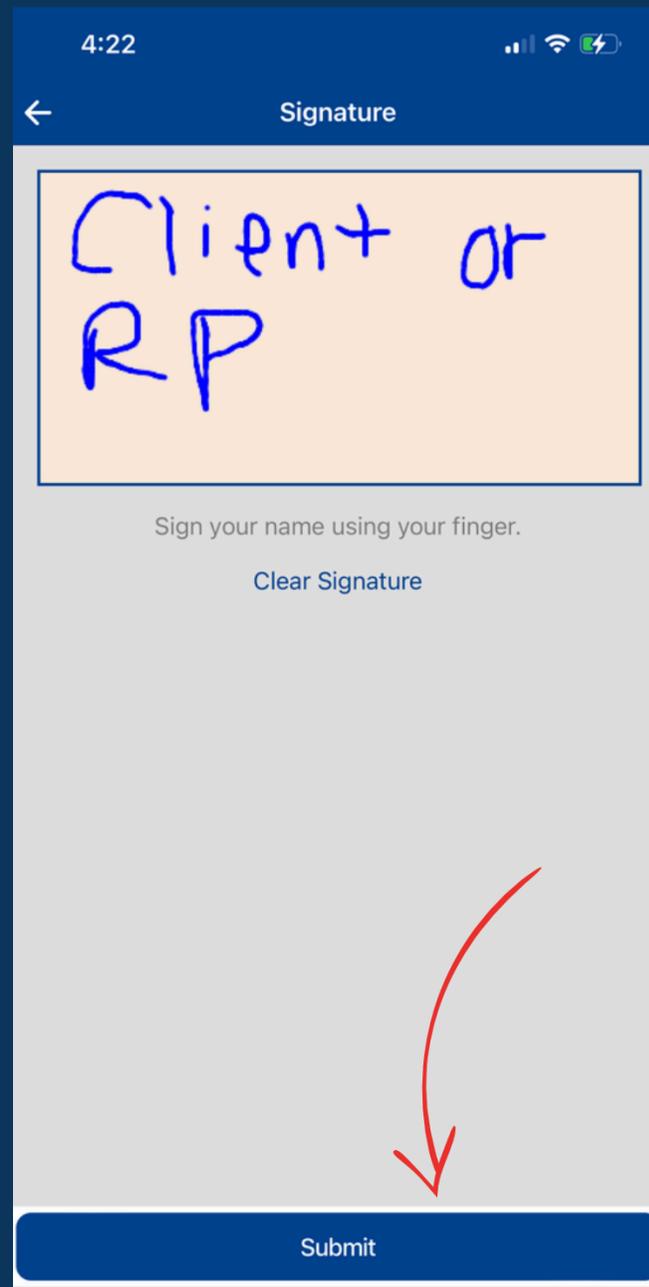
If the Responsible Party (RP) is responsible for signing, they must sign in the RP Sign box. The client does NOT need to sign.
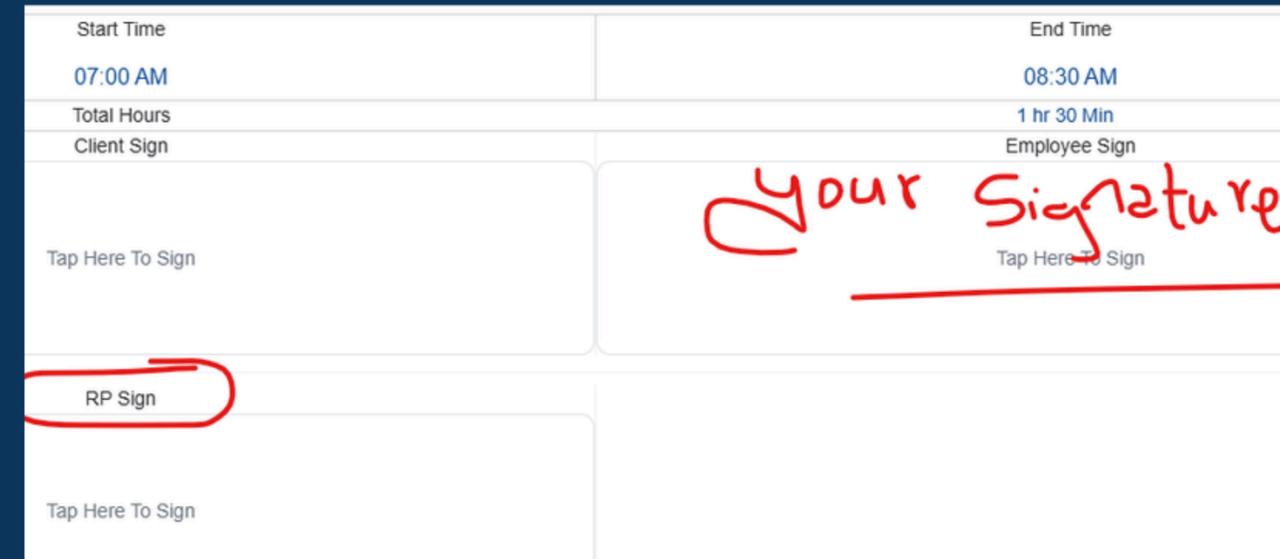
This is what your timesheet should look like when the RESPONSIBLE PARTY SIGNS

This is what your timesheet should look like when the CLIENT SIGNS

This is the screen you will see once you have submitted your Timesheet
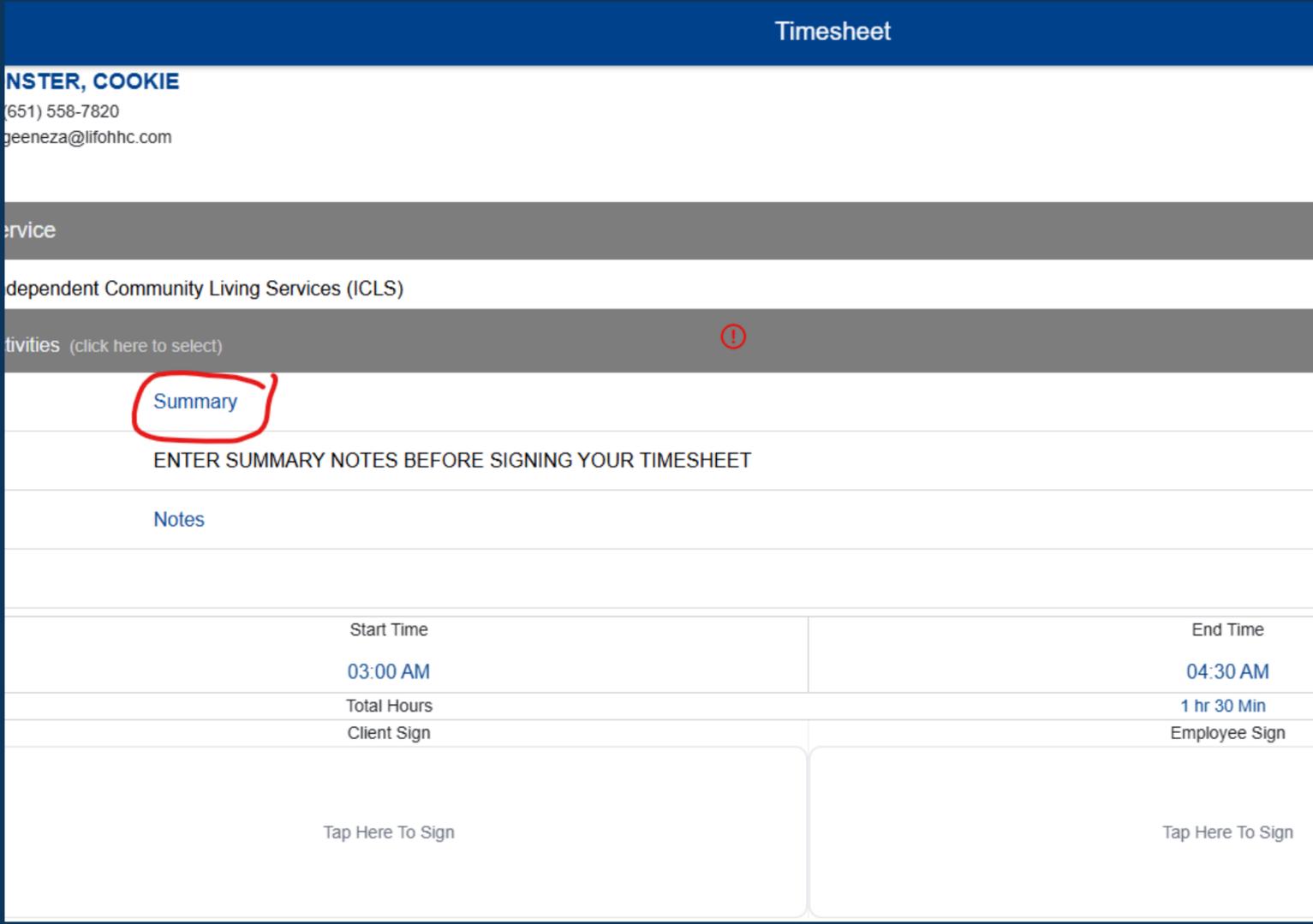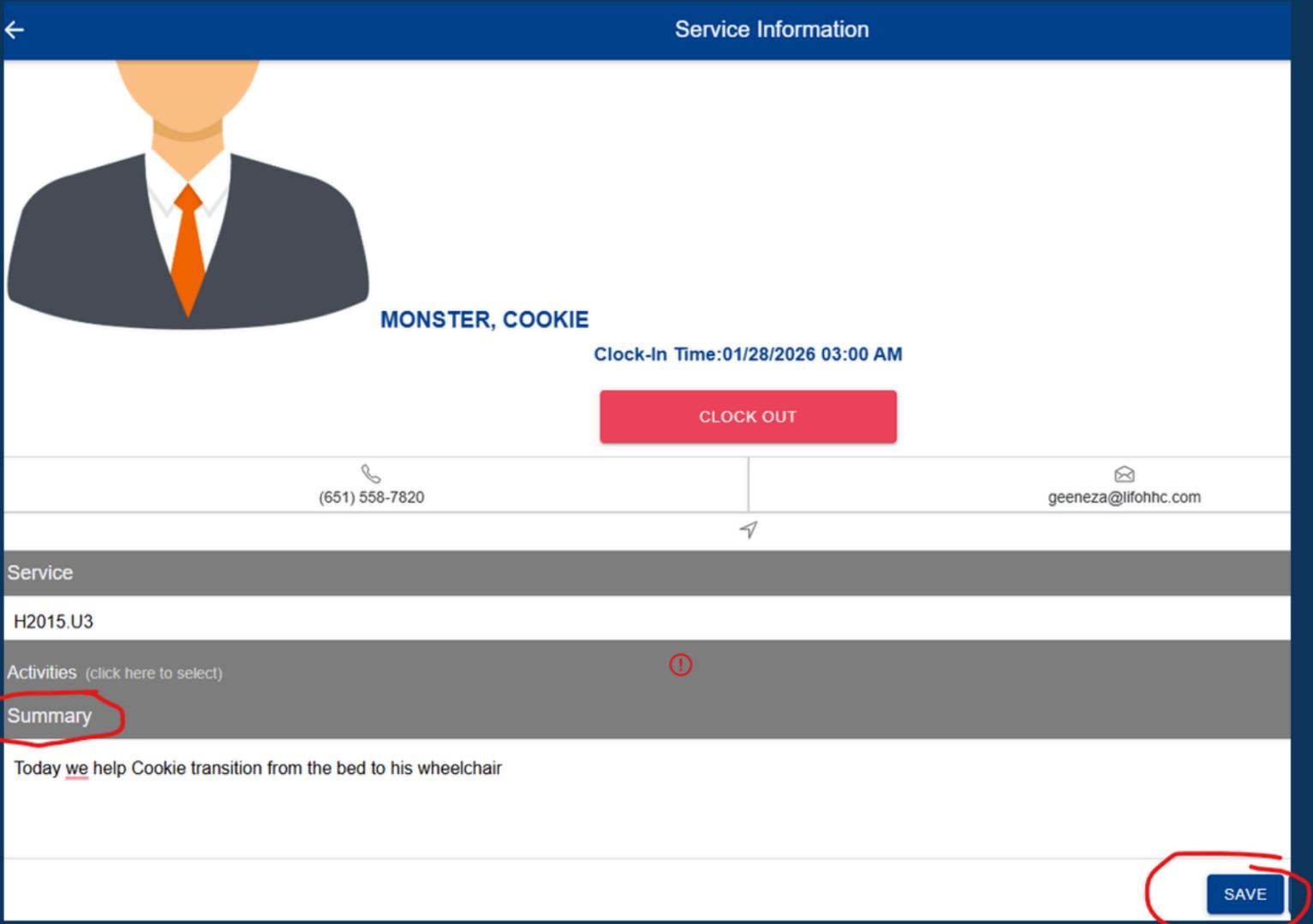
For 245D services, summary notes MUST be submitted explaining what you did with the client. Summary notes MUST be in ENGLISH and at least 2-3 sentences.
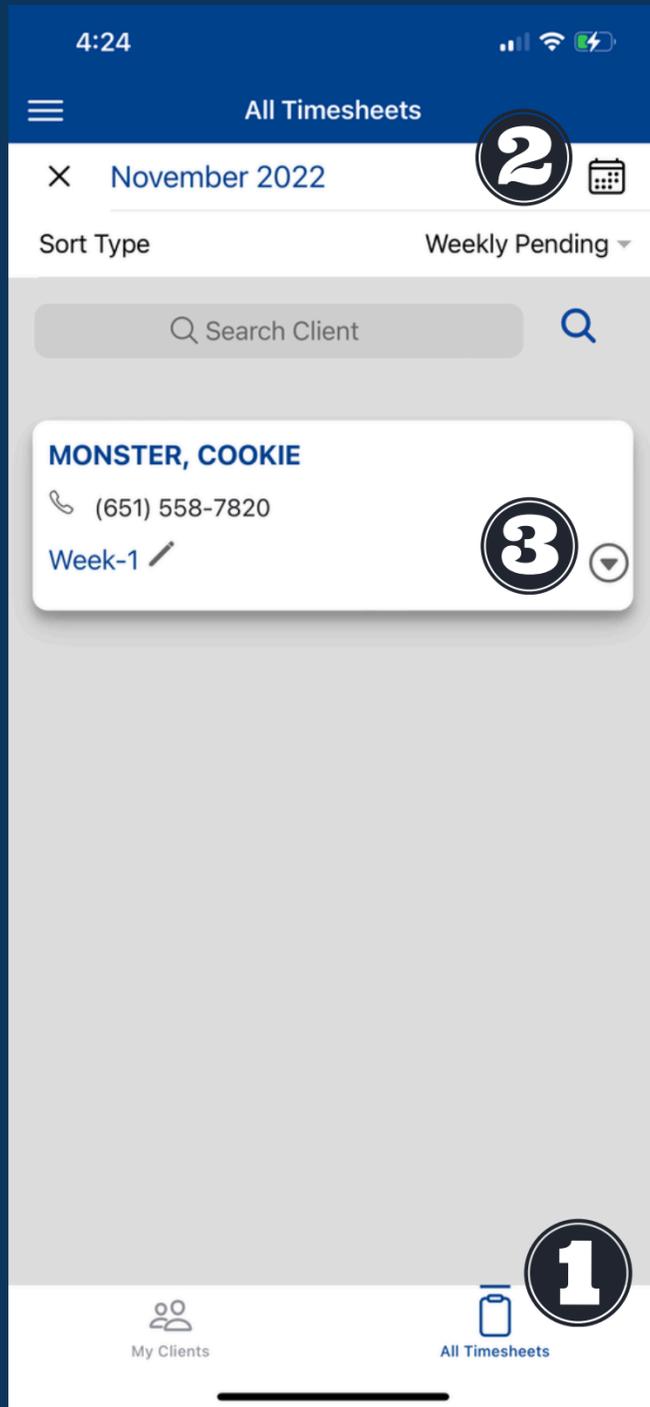There are two ways where you can submit your summary notes

While still clocked in   at the end of your shift
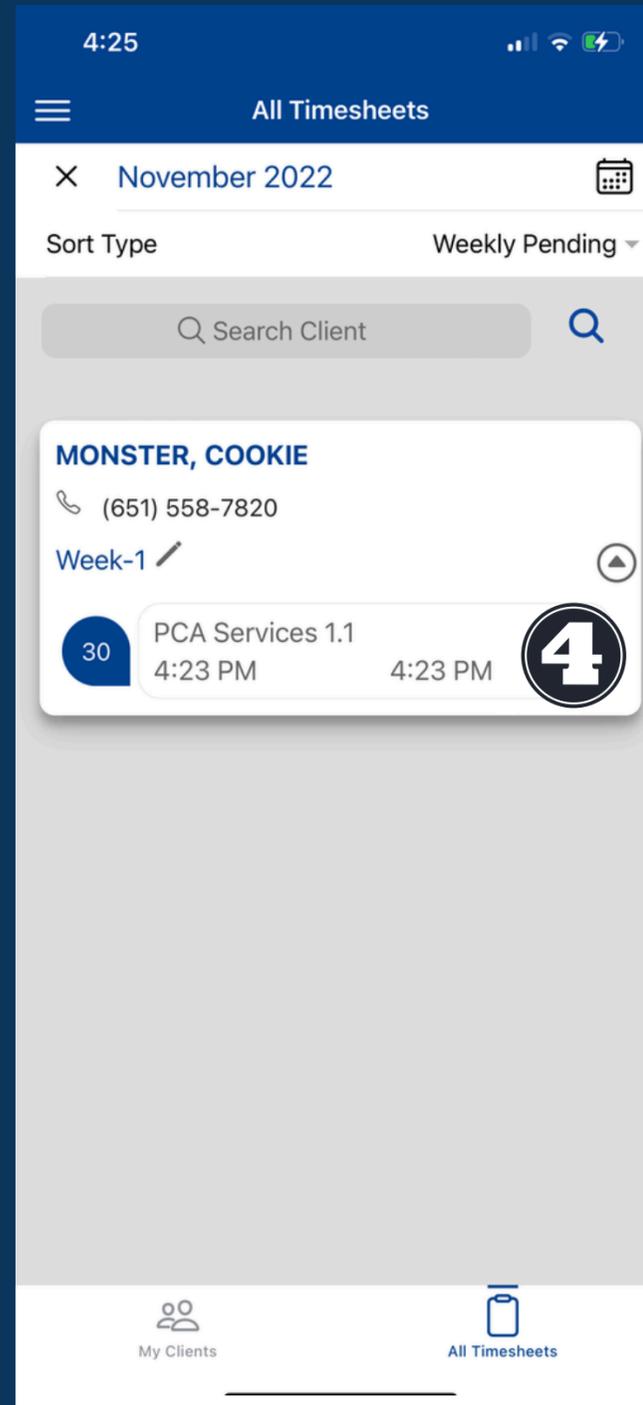
TIMESHEETS NEED TO BE SIGNED DAILY.

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To view your pending Timesheets (timesheets not yet submitted) go to the bottom tab (All Timesheets) and then select the correct month.
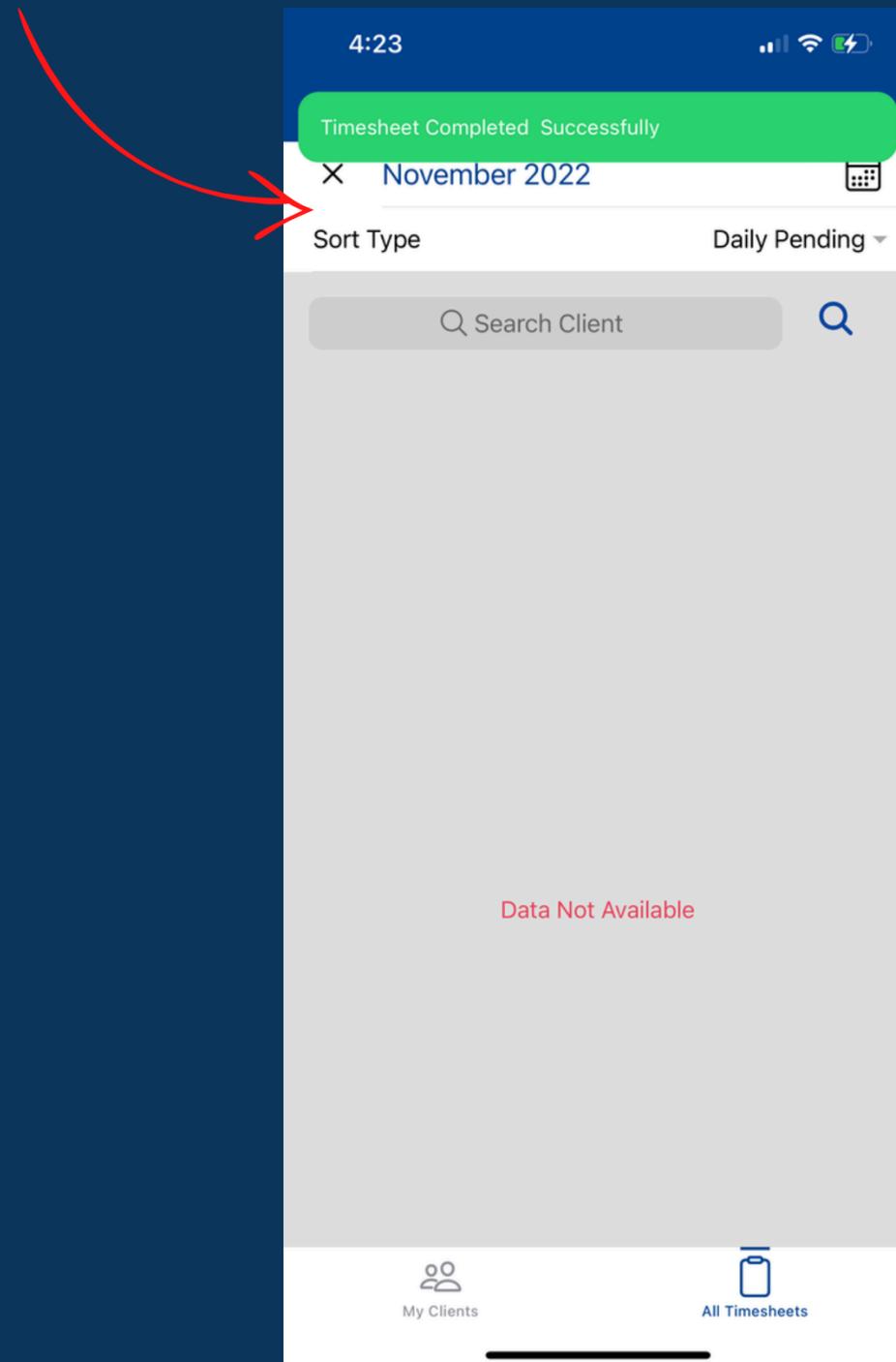
Select the correct week and you will see all the timesheets that are still pending for that week

This Timesheet is still pending because it is missing the Client/RP Signature. Have the Client/RP sign and then submit the Timesheet
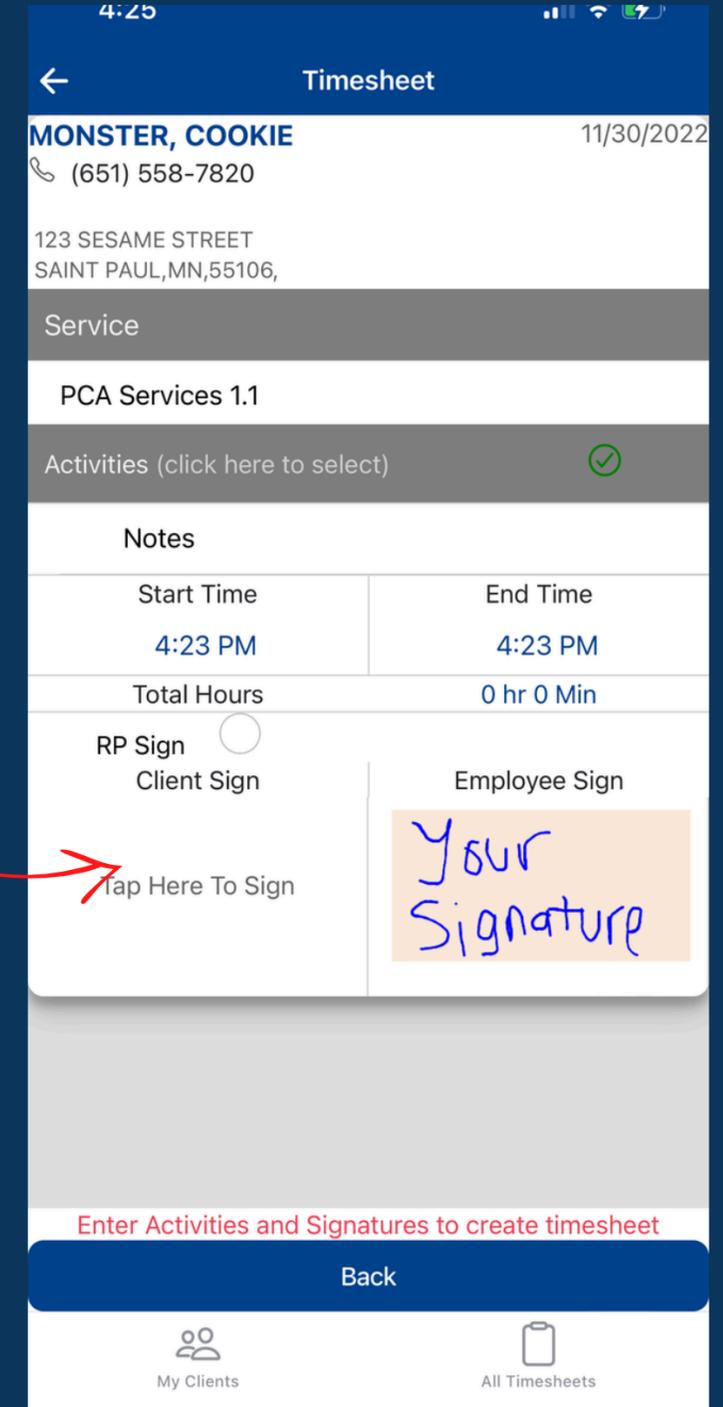
After the client/Rp signs the timesheet, you will be taken back to your 'All Timesheets' page. Notice the green tab stating that your Timesheet was completed successfully

4:23

Timesheet Completed Successfully

✕ November 2022

Sort Type   Daily Pending ▾

🔍 Search Client   🔍

Data Not Available

My Clients   All Timesheets

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HOMECARE

HOW DO I KNOW IF I HAVE SUBMITTED MY TIMESHEET?

Life Fountain
HOMECARE

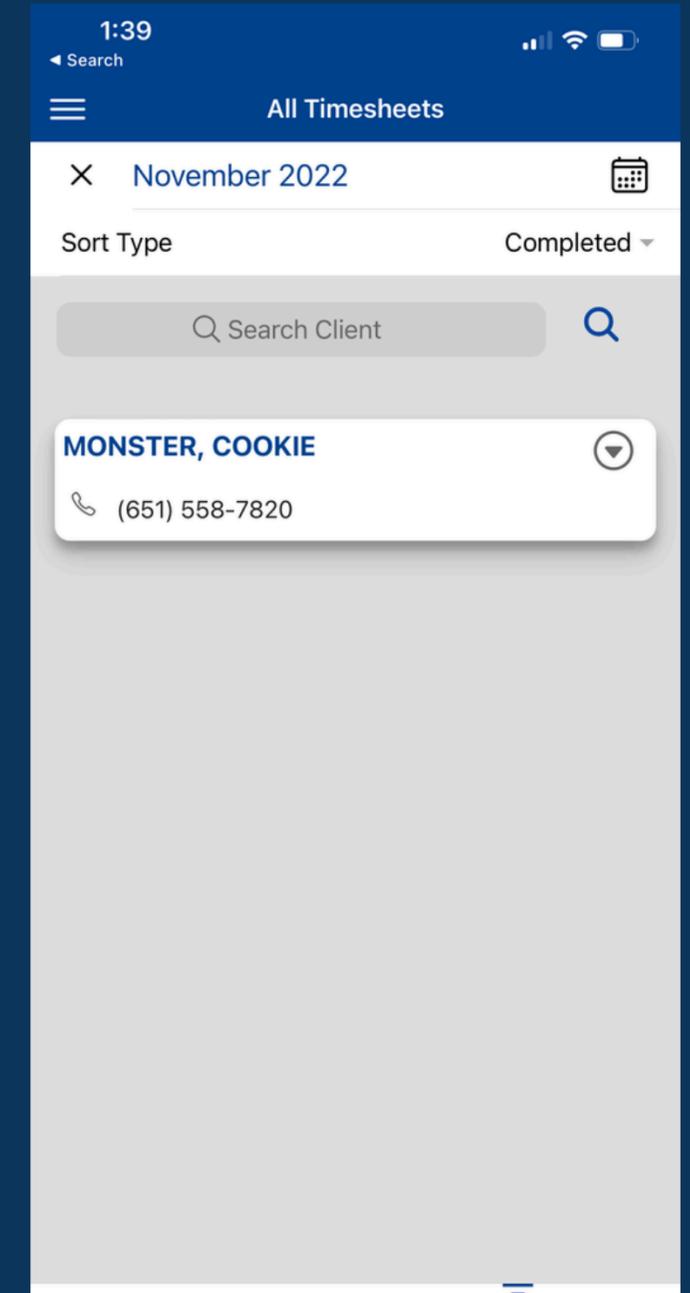In order to check if you have successfully submitted a Timesheet. You will go back to your initial screen and select the tab at the bottom 'All Timesheets'
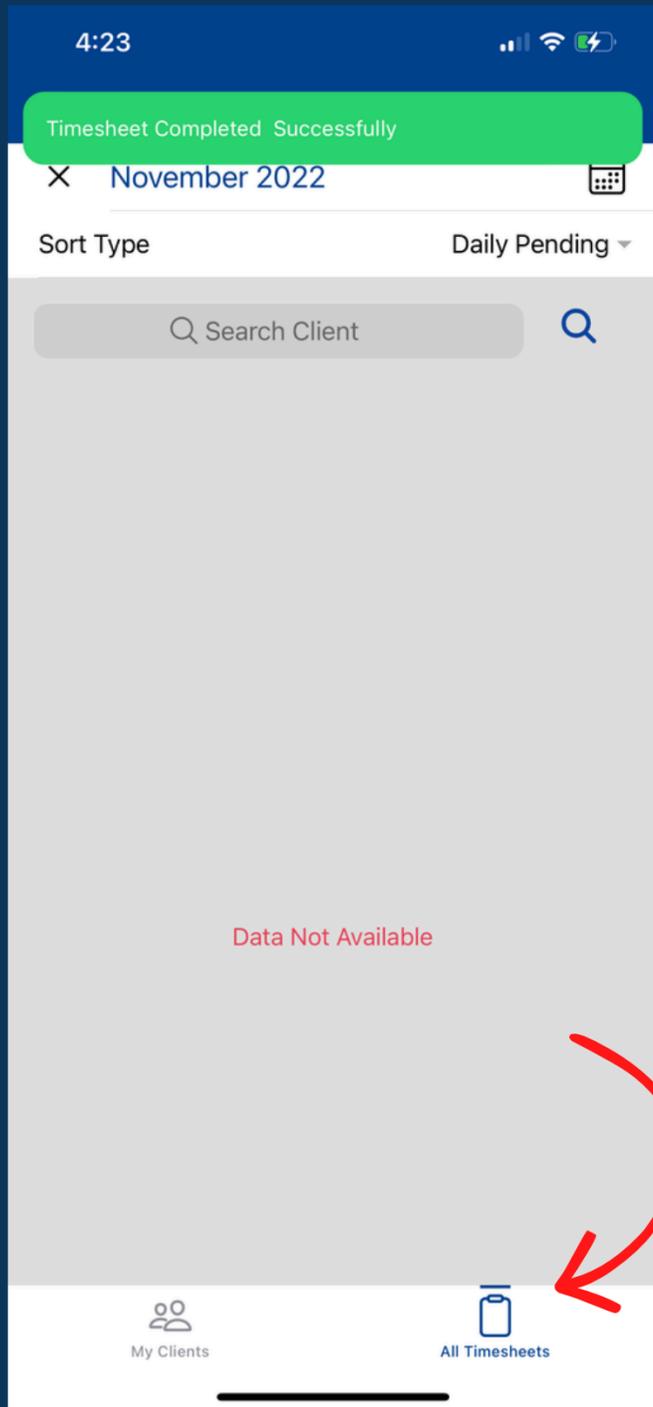
You will then select the correct month. Then select 'Sort Type'. A pop-up will appear. Select 'Completed'
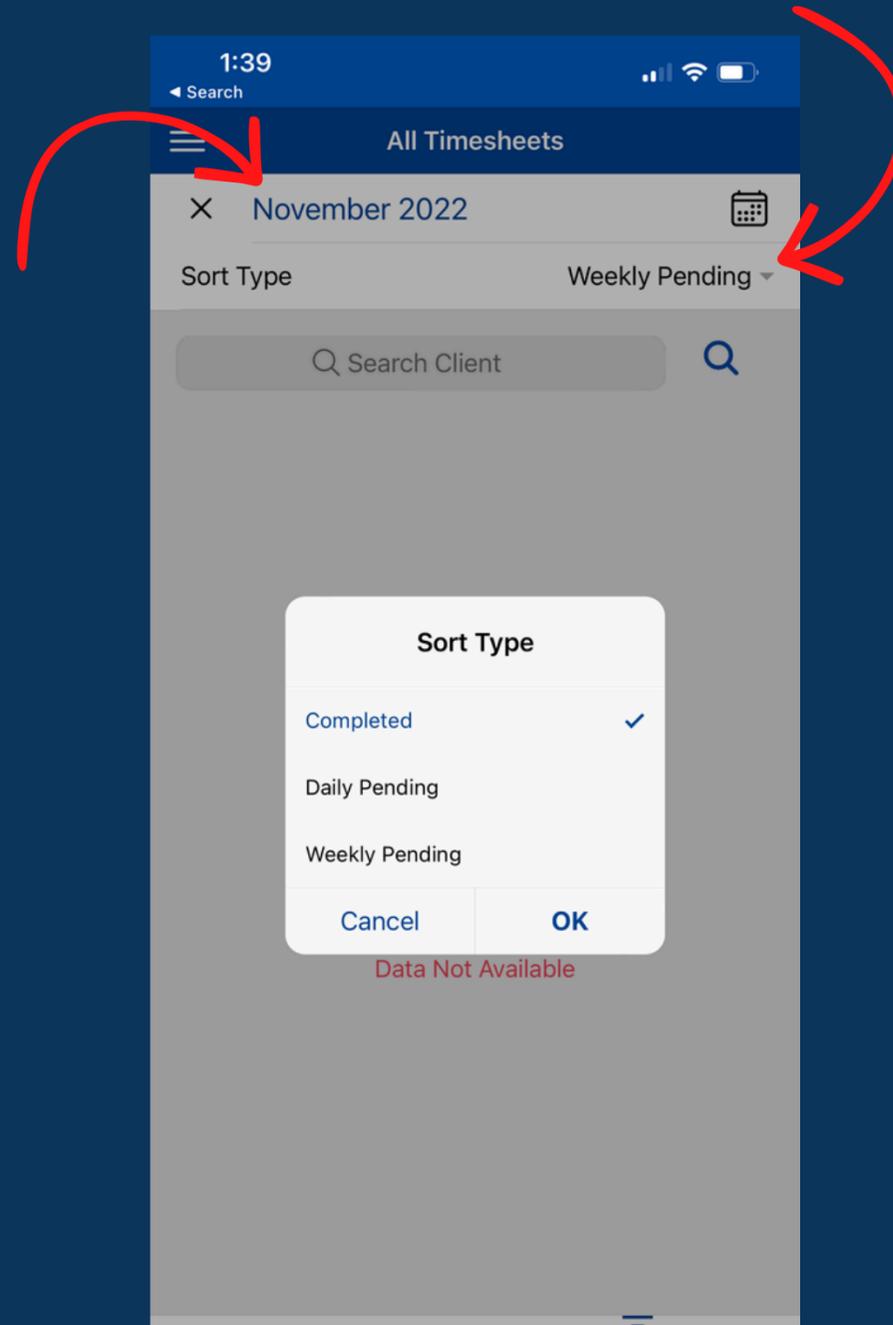
The app will now show you all of the Timesheets for that Month that has been completed. It is organized based on the individual that you work with.

4:23

Timesheet Completed Successfully

✕ November 2022

Sort Type   Daily Pending ▾

🔍 Search Client   🔍

Data Not Available

👥   🗋
My Clients   All Timesheets

1:39
◄ Search

☰   All Timesheets

✕ November 2022   📅

Sort Type   Weekly Pending ▾

🔍 Search Client   🔍

Sort Type

Completed   ✓

Daily Pending

Weekly Pending

Cancel   OK

Data Not Available

1:39
◄ Search

☰   All Timesheets

✕ November 2022   📅

Sort Type   Completed ▾

🔍 Search Client   🔍

MONSTER, COOKIE   ▼

📞 (651) 558-7820

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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.
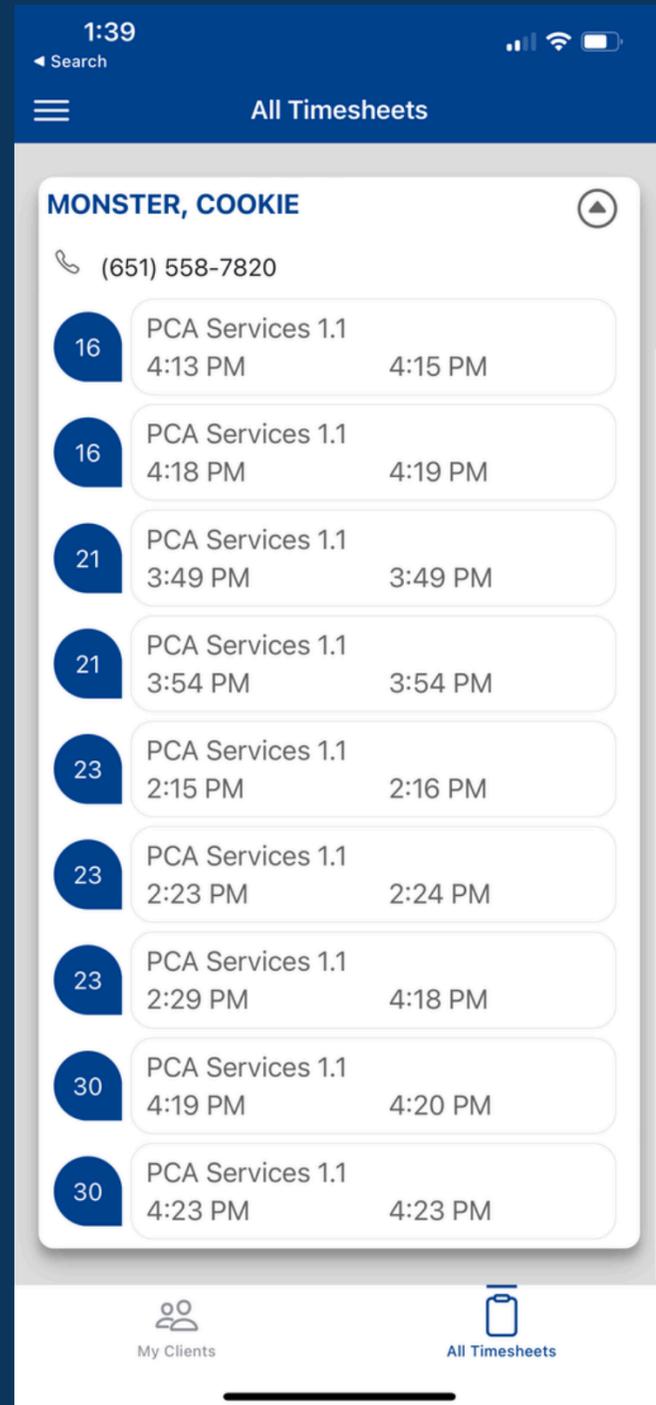
This is what a successfully completed Timesheet should look like.
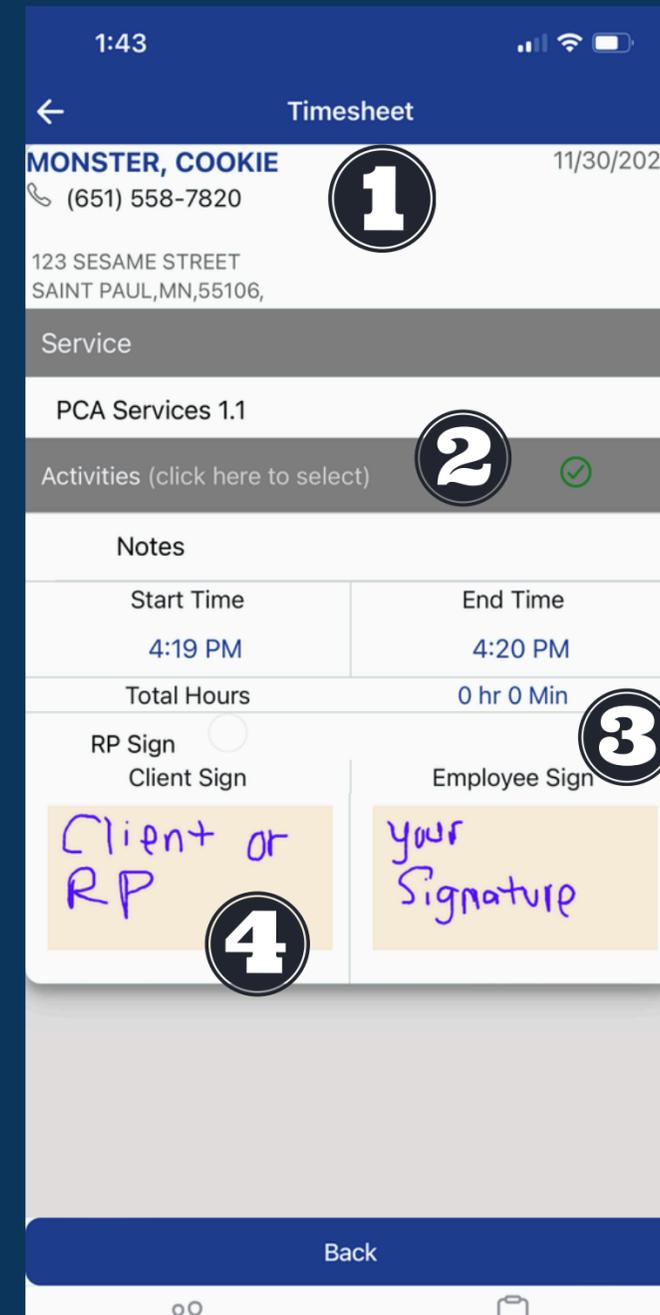
MAKE SURE YOU ARE CHECKING YOUR TIMESHEETS DAILY.

NOTICE: TIMESHEET SUBMISSION DEADLINE

ALL TIMESHEETS MUST BE SUBMITTED BY **5:00 PM** ON THE **MONDAY** FOLLOWING THE PREVIOUS PAYDAY.

HOW TO TROUBLESHOOT EVV

IT IS RECOMMENDED THAT YOU

REVOKE ALL SESSIONS DAILY. REVOKING WILL HELP PREVENT THE APP FROM RUNNING SLOW, OR HAVING GLITCHES. BY DOING THIS IT WILL NOT DELETE THE APP OR YOUR TIMESHEETS

TO REVOKE YOUR SESSION, GO TO THE OPEN SESSION TAB
AND CLICK ON REVOKE ALL SESSIONS

ONCE YOU CLICK ON IT, IT WILL AUTOMATICALLY LOG YOU OUT
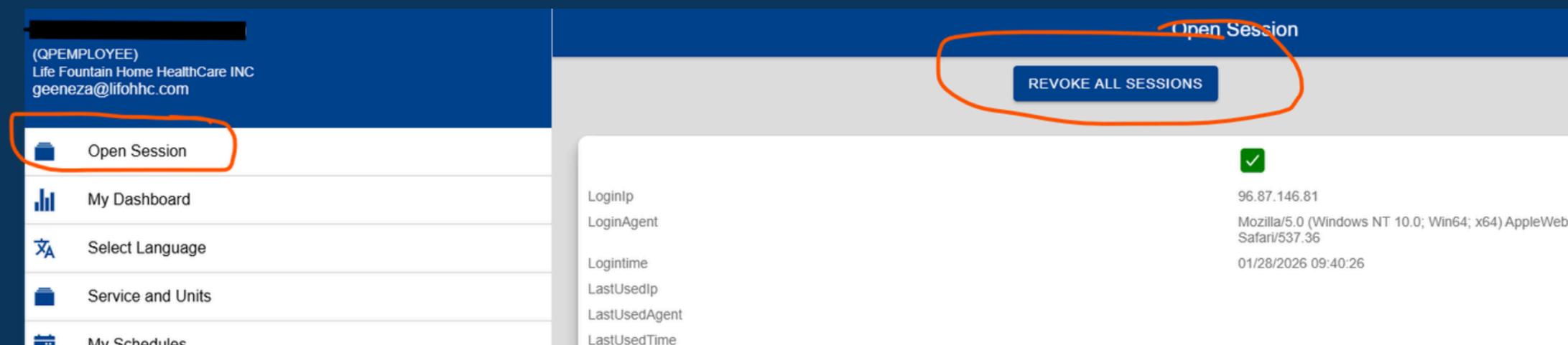
IF THAT DOESN'T HELP SOLVING THE APP ISSUE, MAKE SURE YOU HAVE THE LATEST VERSION, YOU CAN GET THE LATEST VERSION BY GOING TO YOUR APP STORE AND CLICK ON "UPDATE" OR UNINSTALLING AND INSTALLING THE APP AGAIN