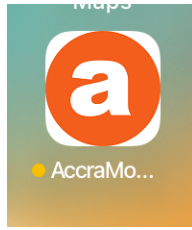


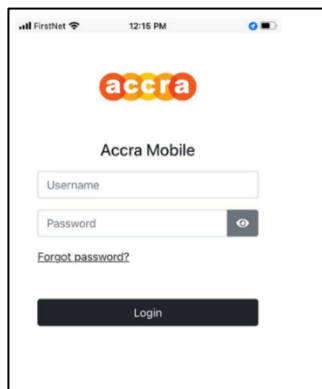


Caregiver Time Entry

1. Download the Accra Mobile app.

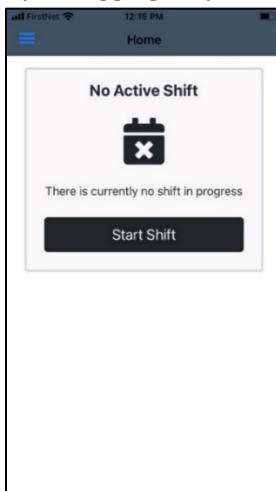


2. Log into Accra Mobile. Log in using the credentials you use for the Accra Access portal.

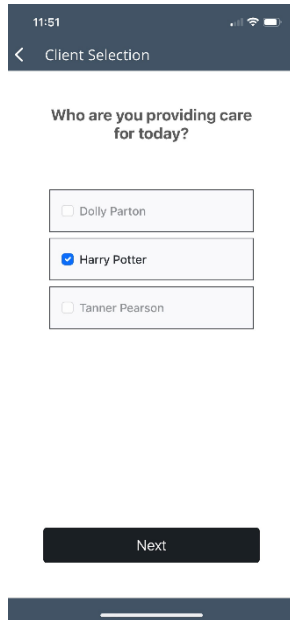


Live Time Entry ("Clocking In" and "Clocking Out")

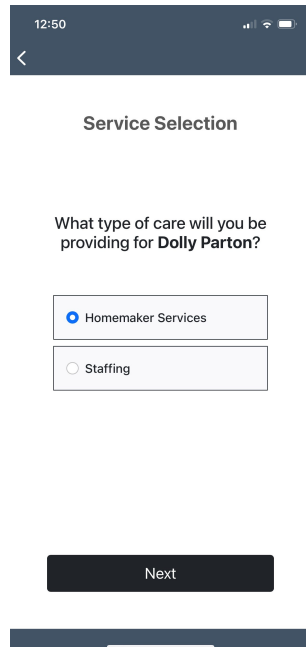
1. Upon logging in, you will be brought to the landing page. To start a shift, select "Start Shift."



2. Select the client you will be providing care for. Then select "Next." *If you work for just one client your app will skip this step

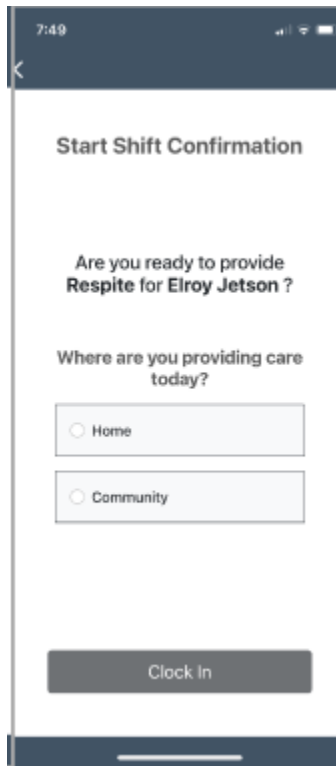


3. Select the type of care you will be providing. Then select "Next." *If you only work one service type for your client, your app will skip this step

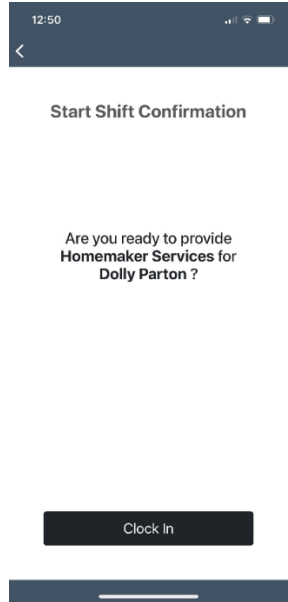


4. If geo location detects you are outside of the 500ft radius from the client’s residence, a pop-up screen will show up asking if services are being provided in the Home or the Community. If you are starting the shift within 500 feet of the clients home, you will select “Home.” If you are more than 500 feet from the client’s home, you will select “Community.”

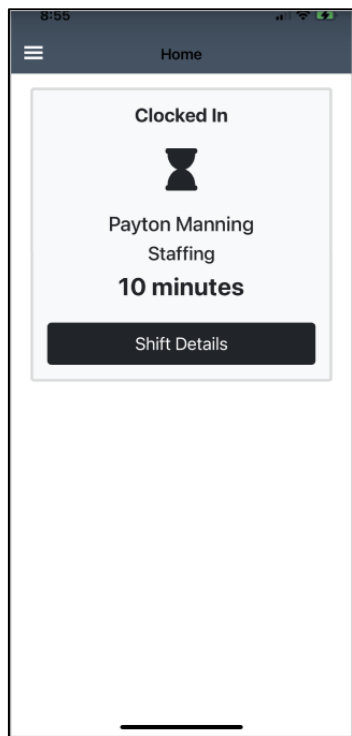
****Location services must be enabled on your device before you will be able to clock in/out for your shift**



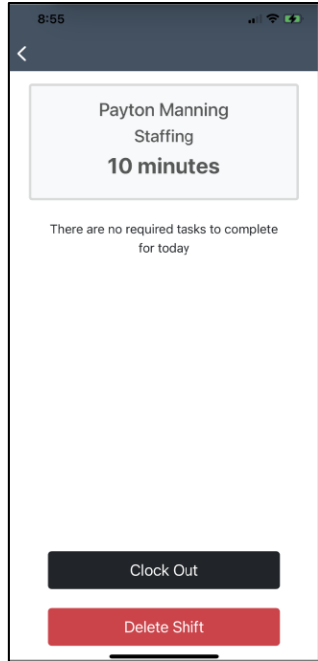
5. To clock in for your shift, select “Clock In.”



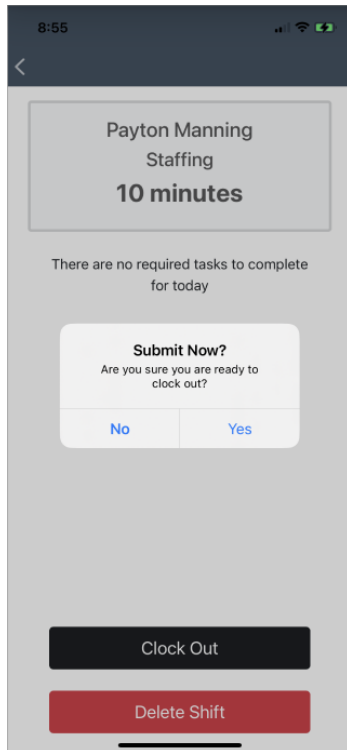
6. You will then be brought back to the landing page and will see your live shift displayed. Once you are ready to clock out, select "Shift Details."



7. To clock out of your shift, select "Clock Out".



8. To confirm that you would like to clock out, select “Yes.”



9. To submit your shift, select “Submit Now.”

11:51

<

Status Not Signed by Caregiver

Client: Harry Potter

Service: Indv Home Supts w/o Training

Date: 10/3/2023

In: 9:45 AM

Out: 3:45 PM

Length: 6 hours

Care Notes:
Add Notes

Shift Notes:
Add Notes

Submit Now

10. When submitting a shift, if the location detected exceeds 500 feet from the client's residence, you will be prompted to confirm where services were provided.

8:08

Home

Clocked In

Elroy Jetson
Respite
18 minutes

Where did you provide care today?

Home

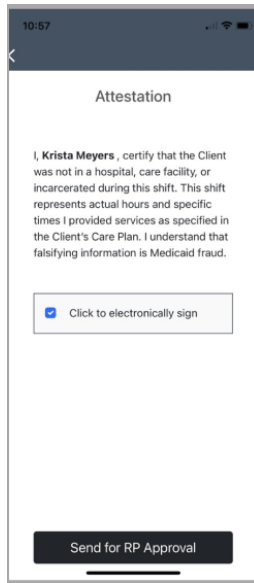
Community

Ok

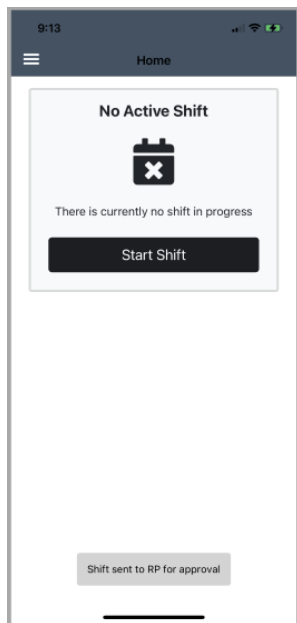
0.25 Hours

11/26/2023 to 12/2/2023

11. Check the box to electronically sign and submit your shift. Select “Send for RP Approval.”

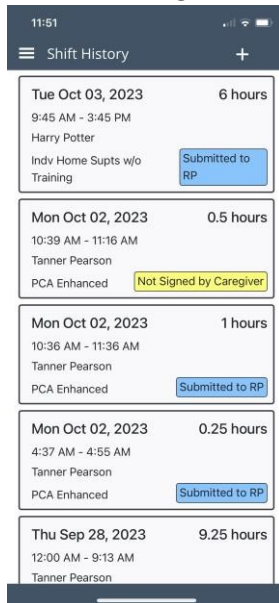


12. You will be brought back to the landing page and your shift has been sent to the RP for approval.

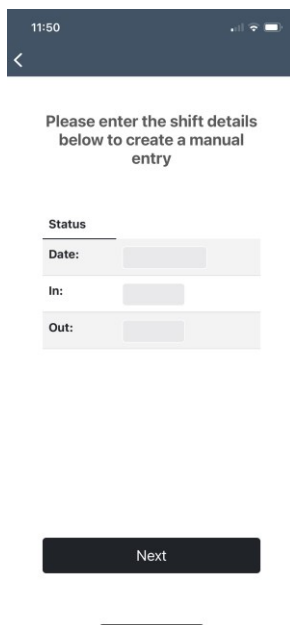


Manual Time Entry

13. From the Navigation Menu, open Shift History



14. Select the '+' at the top right tool bar



15. Enter the date, then the time in and the time out of the shift; then, click Next

11:50

<

Please enter the shift details below to create a manual entry

Status

Date: Oct 3, 2023

In: 9:45 AM

Out: 3:45 PM

Length: 6 hours

Next

A screenshot of a mobile application interface. At the top, the status bar shows the time 11:50 and signal strength. Below is a dark blue header with a back arrow. The main text asks the user to enter shift details for a manual entry. There is a section titled 'Status' with four input fields: 'Date' (Oct 3, 2023), 'In' (9:45 AM), 'Out' (3:45 PM), and 'Length' (6 hours). At the bottom, there is a dark blue button labeled 'Next' and a white home indicator bar.

16. If you work with more than one client, select the client you worked with during your shift

12:49

< Client Selection

Who are you providing care for today?

Dolly Parton

Harry Potter

Tanner Pearson

Next

A screenshot of a mobile application interface. At the top, the status bar shows the time 12:49 and signal strength. Below is a dark blue header with a back arrow and the text 'Client Selection'. The main text asks 'Who are you providing care for today?'. There are three radio button options: 'Dolly Parton' (selected), 'Harry Potter', and 'Tanner Pearson'. At the bottom, there is a dark blue button labeled 'Next' and a white home indicator bar.

17. If you work more than one service type, select the service; otherwise, skip this step

V1.01

8:42

<

Service Selection

What type of care will you be providing?

Respite

Personal Care 1:1

Next

18. If you are a non-live in caregiver, give a reason for entering a manual shift

11:51

<

Status **Not Signed by Caregiver**

Client: Harry Potter

Please Provide a Reason for Entering a Manual Shift

Forgot to clock-in

Forgot to clock-out

Forgot to clock-in and clock-out

Clockedin/out either early or late

Unable to use mobile device

Unable to connect to EVV or internet

Data entry error

Other

Cancel Ok

Submit Now

19. Select 'Submit Now' to sign and approve the shift, or 'Delete' to delete the shift

2:26

<

Client: Tanner Pearson

Service: PCA Enhanced

Date: 10/16/2023

In: 8:15 AM

Out: 4:30 PM

Length: 8 hours, 15 minutes

[View Tasks Completed](#)

Care Notes:

Add Notes

Shift Notes:

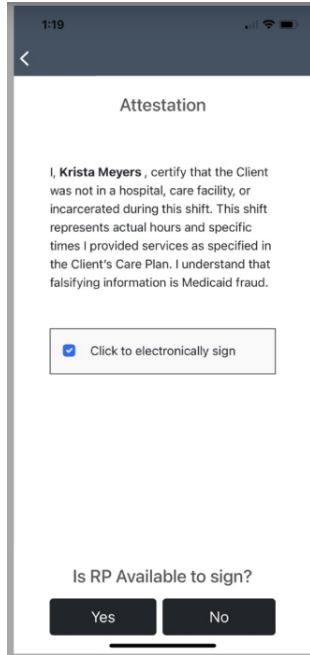
Add Notes

Submit Now

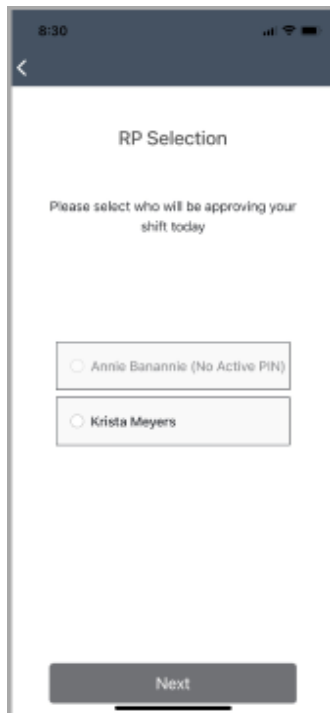
Delete Shift

Shift Approval via RP PIN

1. If the RP has set up a PIN, you will be given the option for them to approve the shift via Accra Mobile. If the RP will be approving the shift with their PIN, select "Yes."
****Please note, there must be a live shift in the portal for an RP to be able to use their PIN. The PIN cannot be used to approve manually entered shifts.**



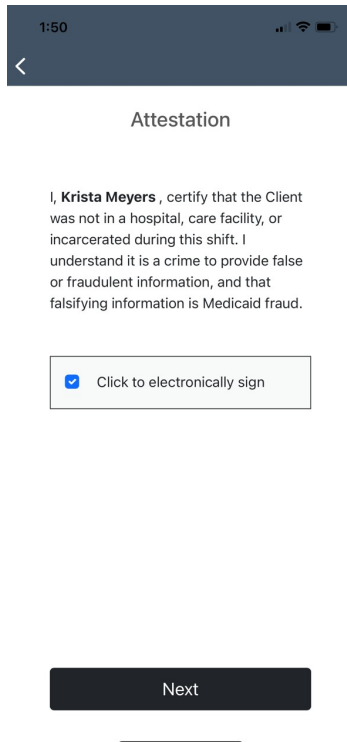
2. Select the RP that will be approving your shift. Then select "Next."



3. After the RP enters their PIN, select "Next."



4. Check the box to electronically sign and submit your shift. Select “Next.”



5. You will be brought back to the landing page.

V1.01

