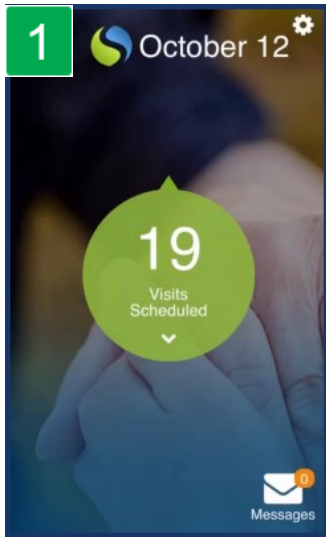
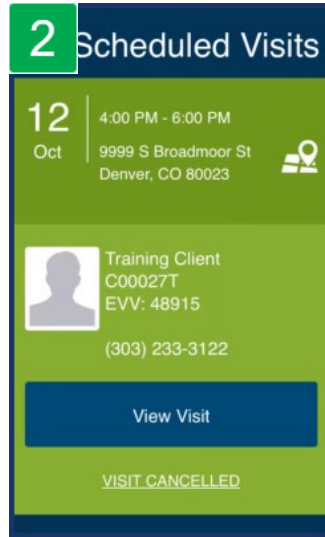


PASCO Savii Connect App

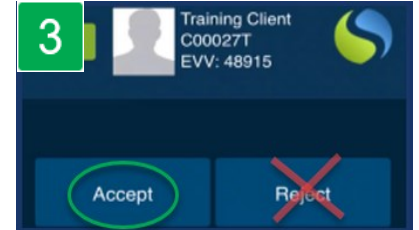
How to Arrive, Depart and Cancel Visits



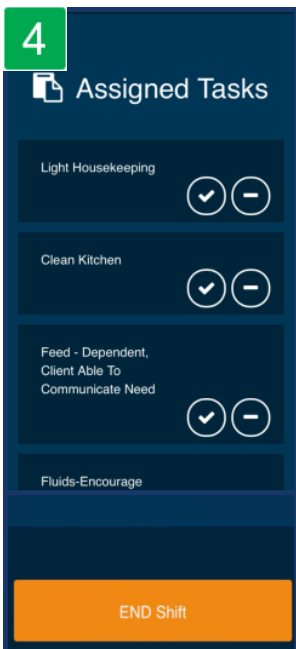
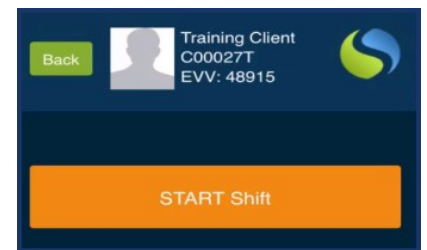
- From the home screen:
- Click the gear icon (upper right corner) to change your password.
 - Click on "Visits Scheduled" or scroll down to see visits.
 - "Messages" doesn't work in the yet. Contact PASCO Support.



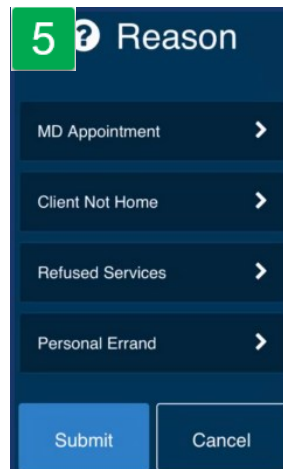
- In "Scheduled Visits":
- Swipe to view future visits. You can't see past visits.
 - Click "View Visit" to view assigned tasks, start and end your shift.
 - Click "Visit Cancelled" to cancel the visit. See step 5 for more directions.



- In "View Visit":
- You need to click "Accept" before you can "Start Shift". NEVER "Reject" a visit. Contact PASCO Support if the visit doesn't belong in your schedule.
 - Click "Start Shift" to begin from your client's care location.



- While still at the client care location, when you are done:
- Click on "View Visit" (seen in Step 2 above).
 - Enter all tasks: check mark = performed dash = not performed (if the task shouldn't be in the care plan, enter that as the reason and contact PASCO Support).
 - Ignore: aide notes, mileage, travel time, and signatures (listed after tasks).
 - Click "End Shift".



- To cancel a visit:
- Click on "Visit Cancelled" (seen in Step 2 above).
 - Enter a reason.
 - Click "Submit".

Contact PASCO Support right away if:

- You miss a clock in or out. We need to correct the visit record and client billing. It will still count against our EVV and we may need you to complete paperwork for the correction.
- If you find a task that shouldn't be in the client's care plan.
- If you have an inaccurate visit in your schedule, with either date or time.

PASCO Support:
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 (303)233-3122