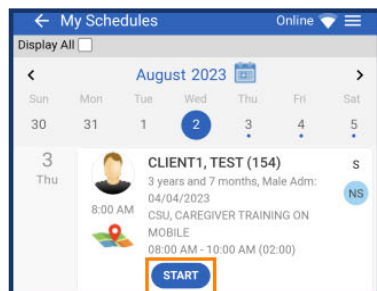
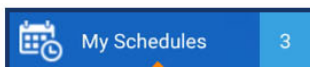


PASCO - CareVoyant



Start a Visit (Clock In)

1

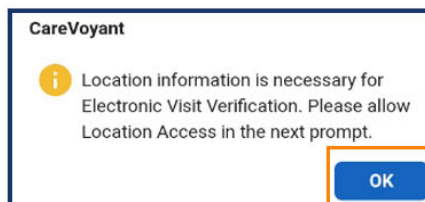


- a Go to the My Schedules screen.
- b Find the visit and click START.

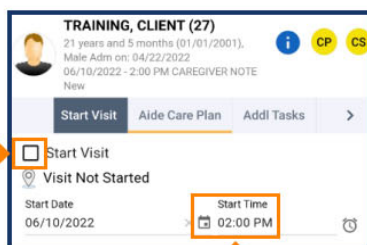
2

EVV requires location and real-time start and end time. It is important to be as accurate as possible. Questions? Contact PASCO Support.

Note: Android will ask you at this point to enable location. **Apple** location must be enabled *before* starting the visit. See the Add CV Mobile to Apple document for directions *before* starting your visit.



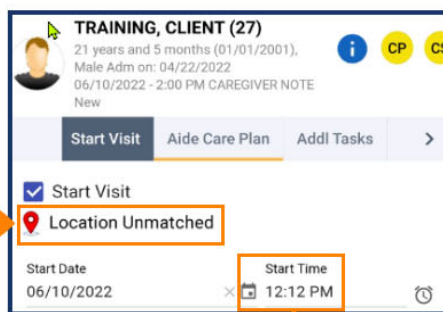
3



- a Select the Start Visit check box.
- b The scheduled visit time is shown until you clock in.

4

Once the visit has started, you can close your phone and work.



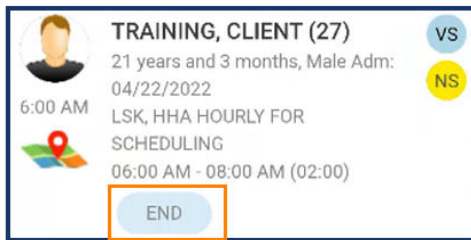
- a If you are at your client's location, the location will show a green icon and Location Matched.
- b The start time updates from the scheduled time to the actual clock in time.

PASCO - CareVoyant



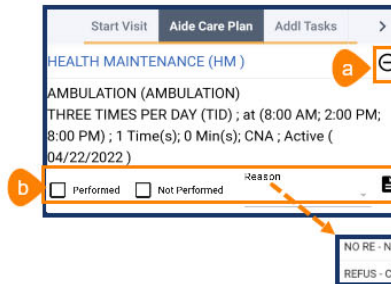
End a Visit (Clock Out)

1 Log back in and return to the visit.



Press END.

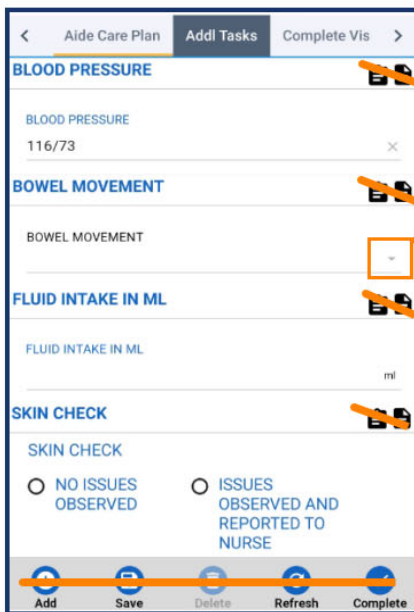
2 The Aide Care Plan tab opens. Scroll down to view all tasks, if needed.



a Hide tasks with collapse icon within that category. View hidden tasks by clicking the Expand icon.

b Document task completion. Not Performed requires a reason.

3 Click the Addl Tasks tab. (Skip if your tab is blank).

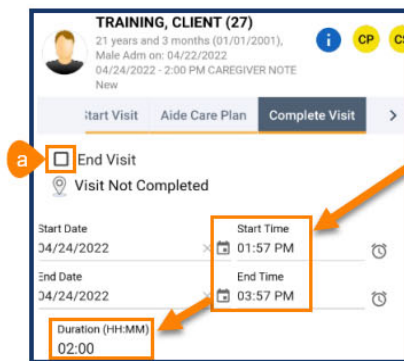


Ignore the clipboard and note icons, and the icons at the bottom.



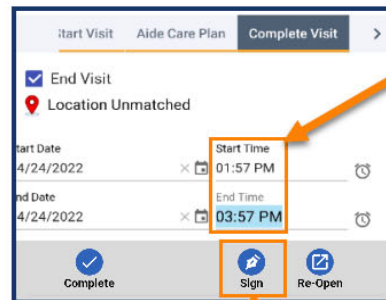
Document each task, which may include: entering a measurement, vital, or selecting an option from a drop-down menu or list of options. Scroll down if needed.

4 Click the Complete Visit tab.



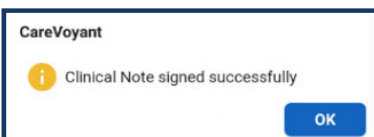
Note: The projected end time is based on the actual start time and scheduled visit duration.

a Select End Visit.



Note: The end time updates to the actual end time.

b Click the Sign icon.



Note: If you receive an error instead of success message, return and correct the error.

If you miss a clock in and/or out for a visit that you worked:

- clock in
- document the care plan tasks
- clock out

(If you clock out within a minute, you will be unable to complete the visit. If this occurs, un-check and re-check the End Visit box End Visit to continue.)

Then, email PASCO Support and include:

- your client's name
- scheduled visit date and time
- actual start and end time