



Electronic Visit Verification (EVV) System

How to clock in/out using:

- GPS
- Token Device

➤ How to clock in using GPS

Step 1: Click on Member's name


The screenshot shows the HHAExchange mobile application interface. At the top, the logo 'HHAExchange' is visible along with user and help icons. Below the header, the word 'Schedule' is displayed with a search icon. The main content area is organized by date, starting with 'Oct 20, 2023 (Today)'. Under this date, there are three visit entries. The first entry shows the member name 'JULIA' followed by a redacted name, and a time slot of '9:00 AM - 2:00 PM'. This entire entry is circled in red. The subsequent two entries are redacted. A blue link '+ New Unscheduled Visit' is located below the first entry. The next date shown is 'Oct 21, 2023', followed by two redacted visit entries. The final date is 'Oct 22, 2023', with one redacted visit entry. At the bottom, a navigation bar contains three icons: a calendar for 'Schedule', a group of people for 'Members', and a menu icon for 'Menu' with a red notification badge showing the number '0'.

➤ Clocking In

Step 2: Click on “Clock In”

Oct 20, 2023 (Today)

▼ JULIA

 9:00 AM - 2:00 PM

Scheduled Time

9:00 AM - 2:00 PM

 [Member Details](#)

Visit Type

NonSkilled

 [Visit Details](#)

 **Timesheet Required**

Clock In

Clock Out

>

>

[+ New Unscheduled Visit](#)

Oct 21, 2023

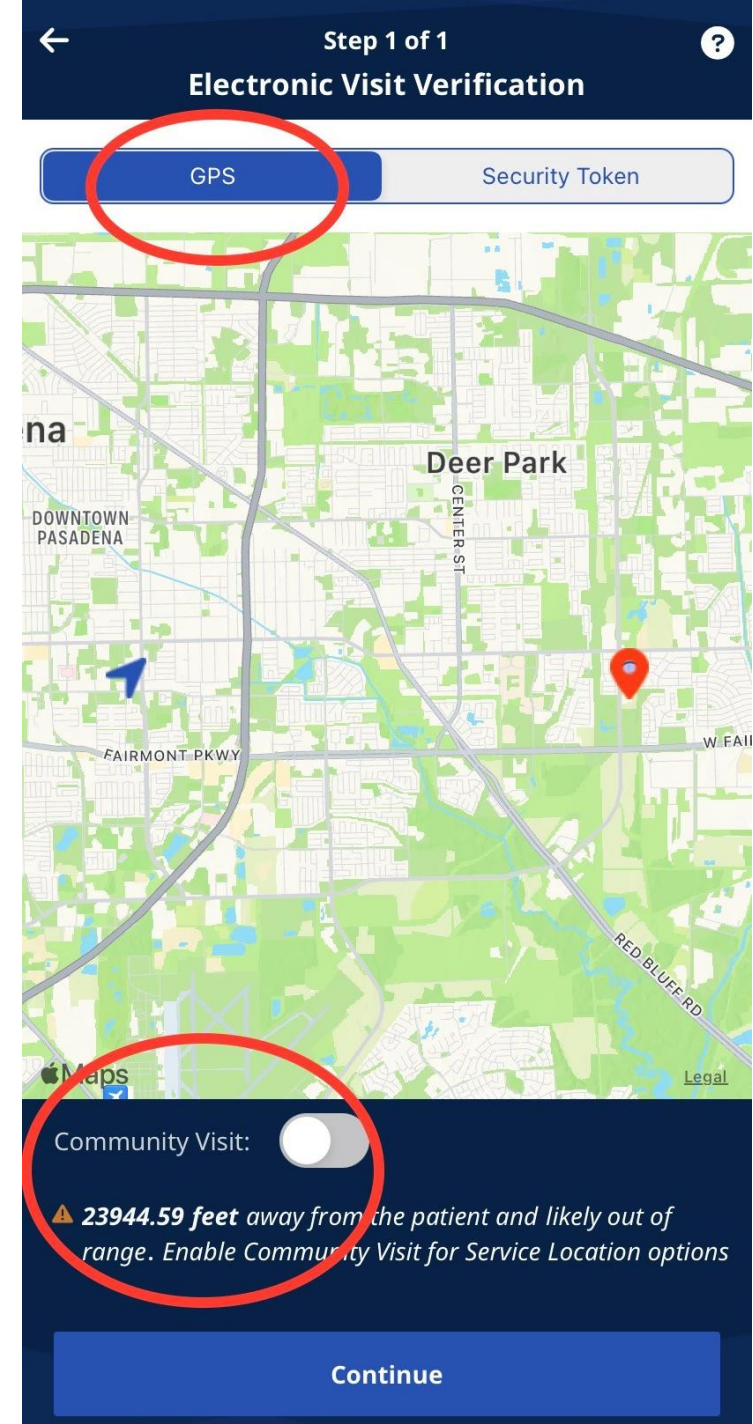
>

➤ Using **GPS** option

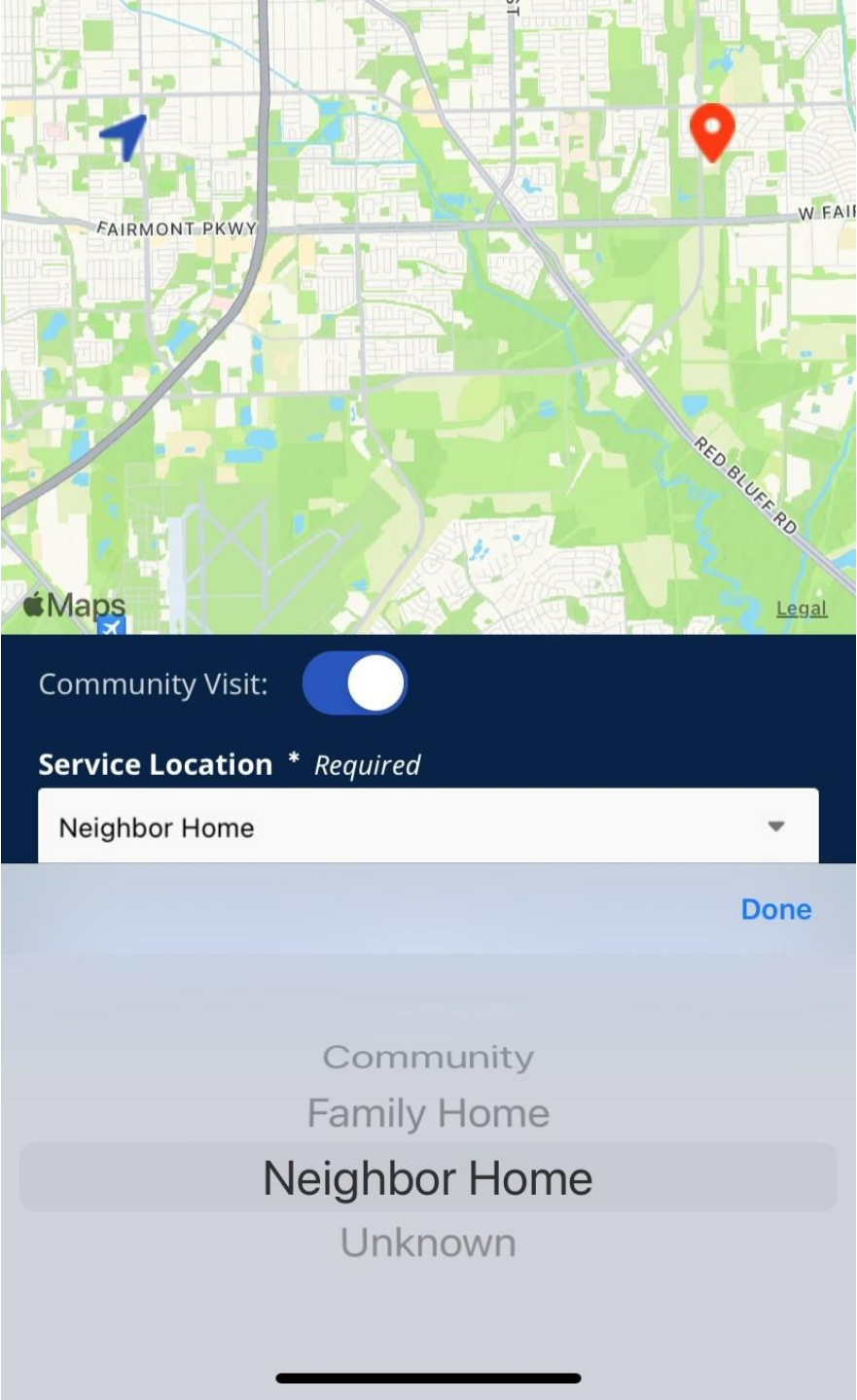
Step 3: Select “GPS”

Step 4:

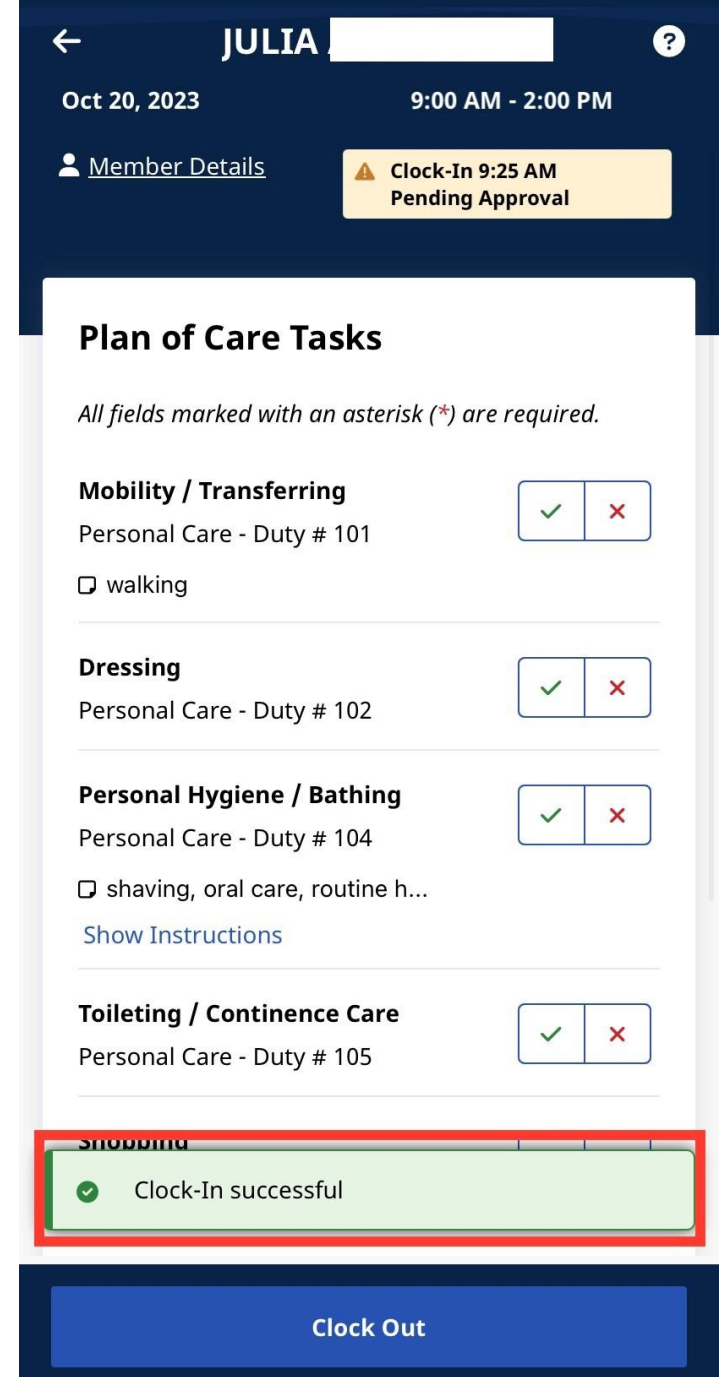
- Click on “**Continue**” if **you are** at the member’s home.
- Select “**Community Visit**” if you are **NOT** at the member’s home.



If you have selected “**Community Visit**” you must select one of the options given.
Click **Done** and **Continue**.



You should see a **Clock in Successful** message.



Any Questions?

➤ Clocking Out

Step 5: Click on “Clock out”

Note: Checking off the Plan of Care (POC) - (Tasks) is **optional**.

The screenshot shows a mobile application interface for clocking out. The top bar is dark blue with a back arrow, the name 'JULIA', and a question mark icon. Below the bar, the date 'Oct 20, 2023' and time '9:00 AM - 2:00 PM' are displayed. The main content area lists several care tasks, each with a green checkmark and a red 'X' icon in a box. The tasks are: 'Dressing' (Personal Care - Duty # 102), 'Personal Hygiene / Bathing' (Personal Care - Duty # 104), 'Toileting / Contenance Care' (Personal Care - Duty # 105), 'Shopping' (Home Management - Duty # 106), 'Meal Preparation' (Home Management - Duty # 107), and 'Housework' (Home Management - Duty # 108). Below the tasks, there is a blue button labeled '+ Add Other Duties'. At the bottom of the screen, there is a blue button labeled 'Add Note' and a dark blue bar with a red box around the 'Clock Out' button.

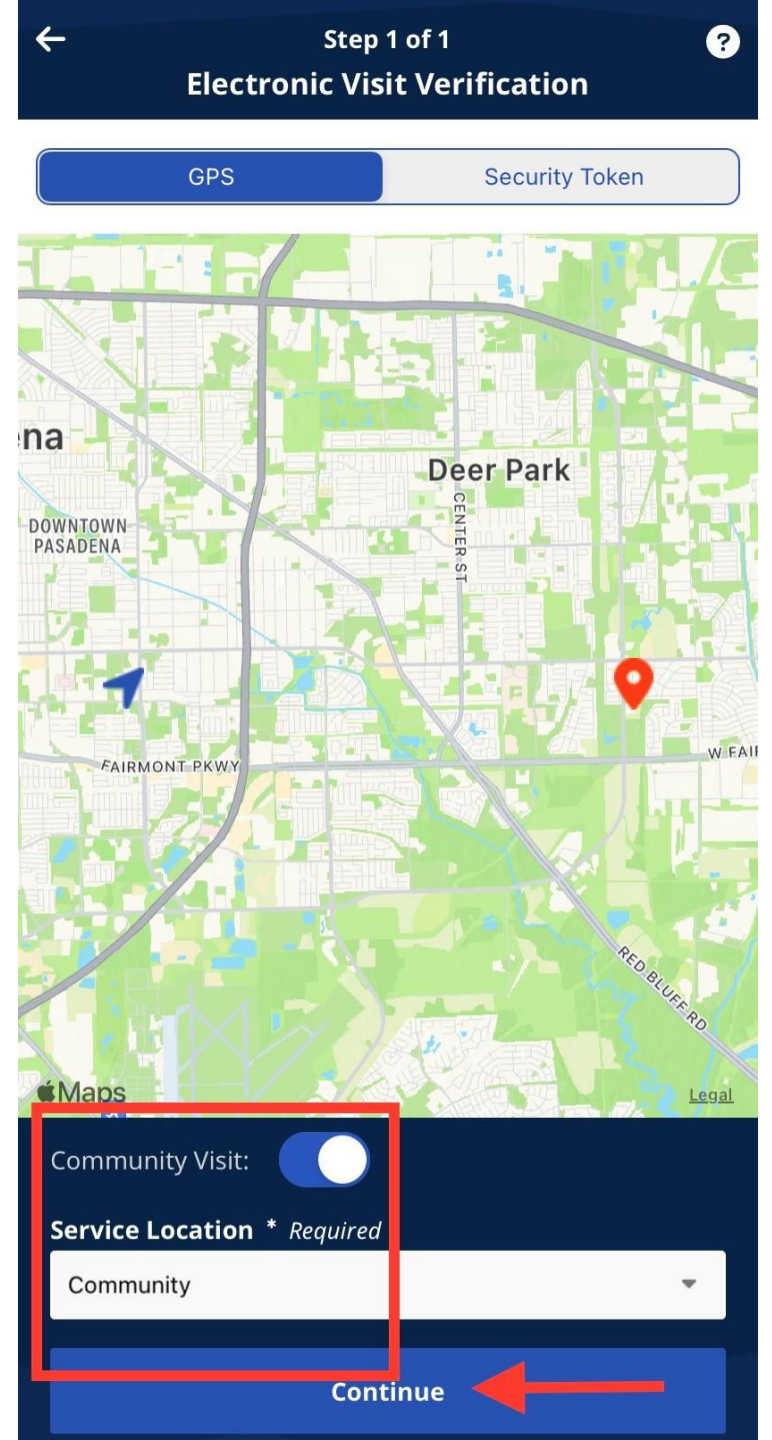
Task	Duty #	Checkmark	X
Dressing	Personal Care - Duty # 102	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Hygiene / Bathing	Personal Care - Duty # 104	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toileting / Contenance Care	Personal Care - Duty # 105	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shopping	Home Management - Duty # 106	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meal Preparation	Home Management - Duty # 107	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housework	Home Management - Duty # 108	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add Note](#)

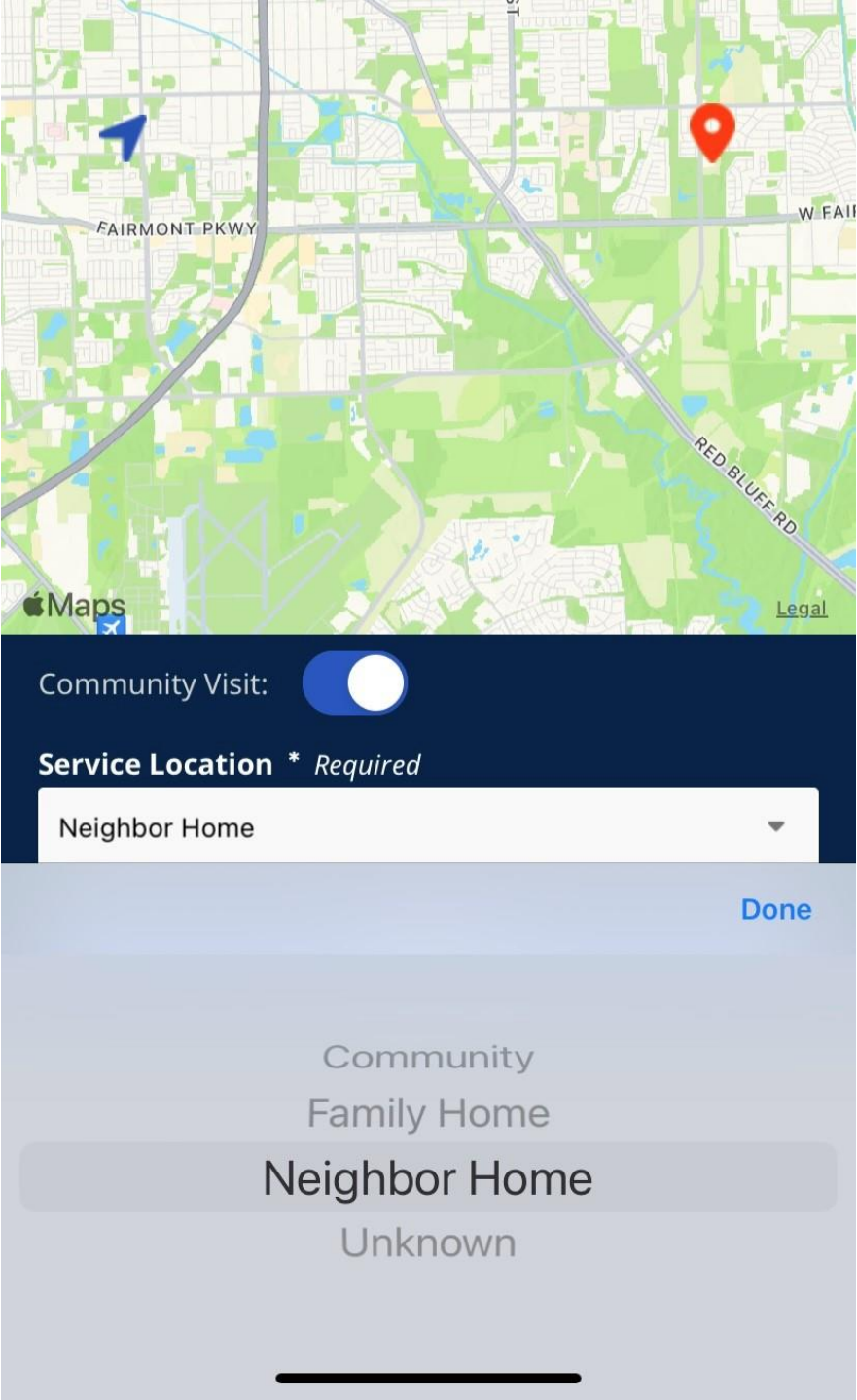
Clock Out

Step 6: Select “GPS”

- Click on “Continue” if you are at the member’s home.
- Select “Community Visit” if you are **NOT** at the member’s home.



If you have selected “**Community Visit**” you must select one of the options given.
Click **Done** and **Continue**.



Schedule



Oct 20, 2023 (Today)

- > [Placeholder]
- > [Placeholder]
- > [Placeholder]

[+ New Unscheduled Visit](#)

Oct 21, 2023

- > [Placeholder]
- > [Placeholder]

Oct 22, 2023

✔ Clock out successful

You should see a **Clock out Successful** message.

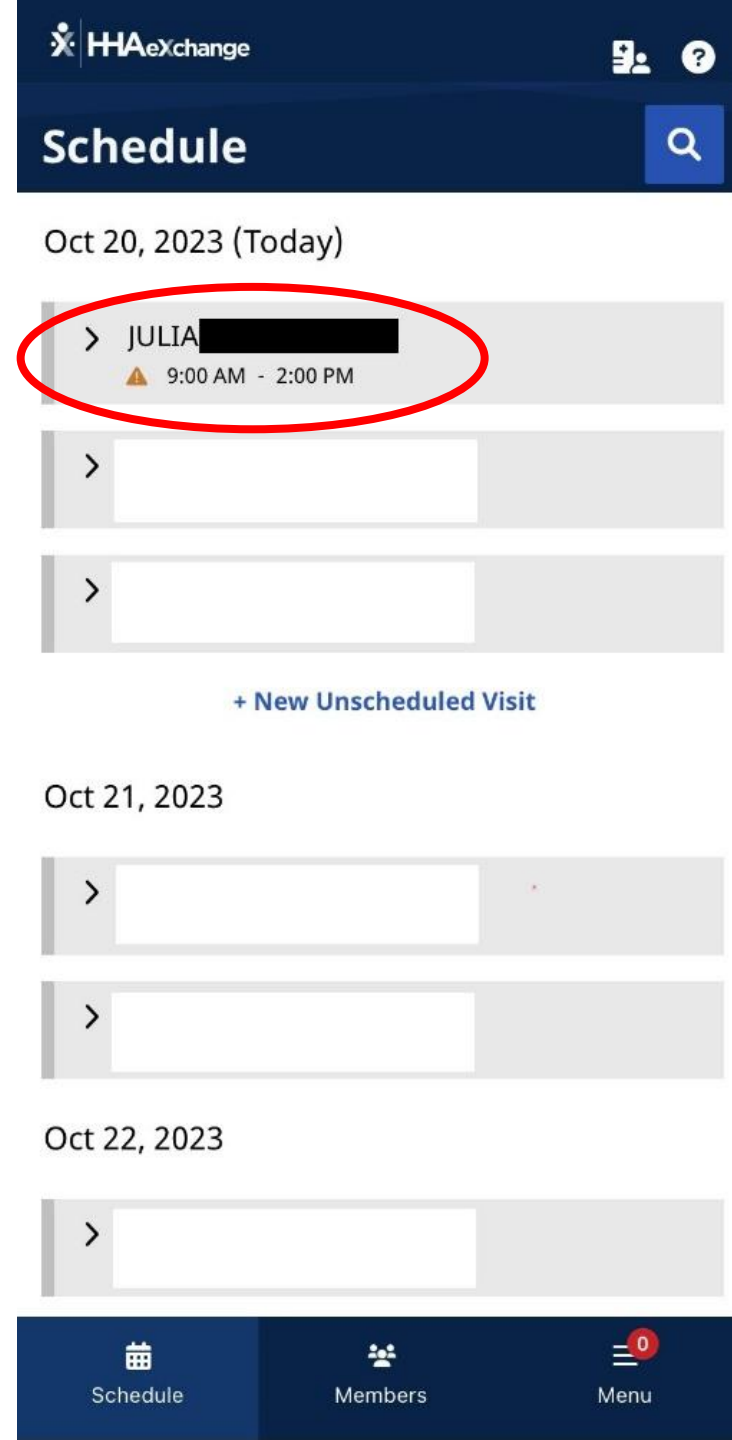
Any Questions?

➤ TOKEN Device



➤ How to clock in using Token Device

Step 1: Click on Member's name




➤ Clocking In

Step 2: Click on “Clock In”

Oct 20, 2023 (Today)

▼ JULIA

 9:00 AM - 2:00 PM

Scheduled Time

9:00 AM - 2:00 PM

 [Member Details](#)

Visit Type

NonSkilled

 [Visit Details](#)

 **Timesheet Required**

Clock In

Clock Out

>

>

[+ New Unscheduled Visit](#)

Oct 21, 2023

>

Step 3: Select “Security Token”

← Step 1 of 1 ?
Electronic Visit Verification

GPS Security Token

Enter the six-digit Device ID and passcode below.

Device ID

✖ This field is required

Passcode

Step 4: Enter 6-digits



GPS

Security Token

Enter the six-digit Device ID and passcode below.

Device ID

394844

Passcode

95202122

Step 5: Enter 8-digits




Device ID: 394-844

Step 6: Select "Continue:"



Continue

You should see a **Clock in Successful** message.

 1 visits currently in progress now

Plan of Care Tasks

All fields marked with an asterisk () are required.*

Mobility / Transferring

Personal Care - Duty # 101

walking

Dressing

Personal Care - Duty # 102

Personal Hygiene / Bathing

Personal Care - Duty # 104

shaving, oral care, routine h...

[Show Instructions](#)

Toileting / Continence Care

Personal Care - Duty # 105

Shopping

Home Management - Duty # 106

Meal Preparation

Home Management - Duty # 107

Clock-In successful

Clock Out

Any Questions?

➤ Clocking Out

Step 6: Click on “Clock out”

Note: Checking off the Plan of Care (POC) - (Tasks) is **optional**.

The screenshot shows a mobile application interface for clocking out. The top bar is dark blue with a back arrow, the name 'JULIA', and a question mark icon. Below the bar, the date 'Oct 20, 2023' and time '9:00 AM - 2:00 PM' are displayed. The main content area lists several care tasks, each with a green checkmark and a red 'X' icon in a box. The tasks are: 'Dressing' (Personal Care - Duty # 102), 'Personal Hygiene / Bathing' (Personal Care - Duty # 104), 'Toileting / Contenance Care' (Personal Care - Duty # 105), 'Shopping' (Home Management - Duty # 106), 'Meal Preparation' (Home Management - Duty # 107), and 'Housework' (Home Management - Duty # 108). Below the tasks, there is a '+ Add Other Duties' link and an 'Add Note' button. At the bottom, a dark blue bar contains a 'Clock Out' button, which is highlighted with a red box.

Task Category	Duty #	Checkmark	X
Dressing	Personal Care - Duty # 102	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personal Hygiene / Bathing	Personal Care - Duty # 104	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Toileting / Contenance Care	Personal Care - Duty # 105	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shopping	Home Management - Duty # 106	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Meal Preparation	Home Management - Duty # 107	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Housework	Home Management - Duty # 108	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Note

Clock Out

Step 3: Select “Security Token”

← Step 1 of 1 ?

Electronic Visit Verification

GPS Security Token

Enter the six-digit Device ID and passcode below.

Device ID

* This field is required

Passcode

Step 4: Enter 6-digits



GPS

Security Token

Enter the six-digit Device ID and passcode below.

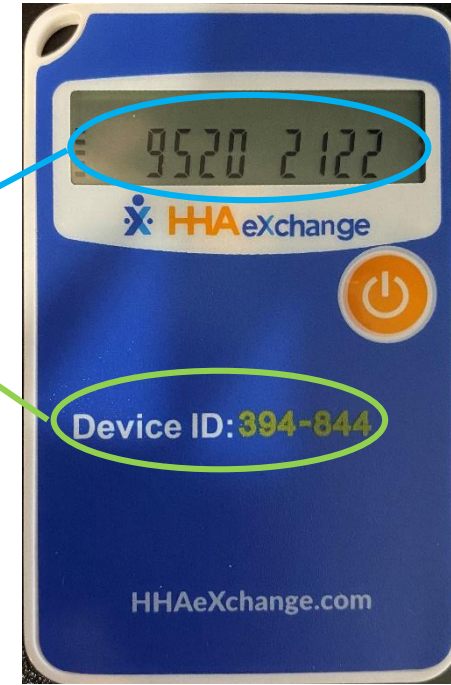
Device ID

394844

Passcode

95202122

Step 5: Enter 8-digits



Device ID: 394-844

Step 6: Select "Continue:"



Continue

Schedule



Oct 20, 2023 (Today)


>		
>		
>		

[+ New Unscheduled Visit](#)

Oct 21, 2023

>		
>		

Oct 22, 2023

	Clock out successful
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Schedule



Members



Menu

Any Questions?