

To Clock In on the Mobile App

- 1. Login to the app
- 2. Click on the blue Clock In button
- 3. Select the Client's Name
- 4. Select the Service Code
- 5. Click the blue **Continue** button
- 6. Select the EVV Location
- 7. Click the blue **Confirm Clock In** button

Begin working your shift! You can log out of the app.

To Clock Out on the Mobile App

At the end of your shift, use the app to clock out.

- 1. Login to the app
- 2. Click on the blue Continue to Clockout button
- 3. Click Confirm
- 4. Select the EVV Location

5. Choose one verification method:

- a. Client PIN or Password (hand the Client/Employer the phone to enter this)
- b. Picture (of the Client, use if directed by your employer as set up is required)
- c. or Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
- 6. Select tasks that were completed during the shift
- 7. Click the blue Confirm Clock Out button

Congratulations, your shift has been entered.



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KS Helpers – Employee Mobile App



Suggested resource: Mobile App Guide for Employees

Clock In on the Mobile App

- 1. Log in to the DCI EVV app
- 2. Click the blue **Clock In** Button
- 3. Select the Client's Name
- 4. Select the **Service Code**
- 5. Click the blue **Continue** button
- 6. Select the EVV Location
- Select blue Confirm Clock In button. This will start the time for the shift.
 *Please note: Users do not need to stay logged into the mobile app during their shift and cannot take any other action until clocked out.

Clock Out on the Mobile App

- 1. Log in to the DCI EVV app
- 2. Click the blue **Continue to Clockout** button
- 3. Click Confirm
- 4. Select the EVV Location
- 5. *Choose ONLY ONE EVV (client attestation) option per shift (each clock out)* (allows the client/employer to verify that they received service)
 - Option #1 Client PIN or Password
 - i. Click Client PIN or Password
 - ii. Hand the device to the client or employer who **enters the client PIN or Password** (client PIN or password issued on the Employer Good To Go/Welcome letter)
 - iii. The client or employer clicks the blue **Submit** button
 - iv. The client or employer clicks **Confirm** and hands the mobile device back to the employee
 - Option #2 Picture

*Please note: The employer must complete facial recognition setup before using the Client Picture EVV option. Client photos taken by the employee for electronic visit verification (EVV) are never stored on the employee's cell phone when using the DCI Mobile App.

- i. Click **Picture**
- ii. A pop-up stating "DCI EVV" Would Like to Access the Camera appears. Select **Allow**.
- iii. Click the **camera** icon to take a picture of the client
- iv. Click the **checkmark** to accept the picture, the X to cancel, or the circular arrow to retake the picture.
- v. Click **Confirm** in the alert pop-up box to confirm the punch

Option #3 - Portal Signoff

***Please note:** If the client is not present, willing, or able to complete one of the real-time signoff options, then portal signoff may be an option. The signoff process is not complete until the employer logs in and approves the punch.

- i. Click Portal Signoff
- ii. An alert will appear stating that EVV is confirmed, but manual verification will be required before approval. Click **Confirm.**
- 6. Selects the task(s)/statement(s) that was/were completed during the shift. The entry cannot be saved without a selection.
- 7. Click the blue Confirm Clock Out button. This will stop the time for the shift.

Review Entries

- 1. Click the **Menu** in the top left corner of the screen
- 2. Select Entries on the submenu
- 3. View the complete list of entries to verify that all time is submitted
 - The employer approves the time before pay schedule deadline
 - Unvalidated Entries Temporary status. Punch will be in pending or rejected status after system processes.



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