

Employee Mobile App Entries

with Client Transportation

To Clock In on the Mobile App

1. Log in to the 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 (only visible if required by program)
7. Click the blue **Confirm Clock In** button

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

To Create a Client Transportation Entry in the Mobile App

*Please note: Start Client Transportation and End Client Transportation for each stop. The app does not calculate round-trip mileage.

1. Click **Start Client Transportation**
2. Select the service code **Client Transportation** from the drop-down and click **Ok**
3. Click **Continue**
4. Click **Confirm** to acknowledge the alert: "Please select your Client Transportation start location for accurate map route." This feature is integrated with Google Maps, and the current Google Map location displays.
5. Click **Confirm** to validate the location. Mileage is now being recorded as driving begins. The starting location is marked on the map with a pinpoint labeled A. The mileage is now being recorded from the confirmed location.
6. Click **End** when arrived at the destination
7. Click **Confirm** to acknowledge the Alert - "Are you sure you want to End Client Transportation?"
8. Click **Confirm** to acknowledge the Alert, "Please select your Client Transportation end location for accurate map route." This feature is integrated with Google Maps, and the Google Map location displays.
9. Click **Confirm** to validate the map location. The ending location is marked on the map with a pinpoint labeled B.
10. The Client Transportation entry states "The drive session was ended here. You have driven ___ miles in ___ minutes." It displays: Estimated mileage (miles driven), Estimated Travel Time (minutes), Recaps Client, Recaps Service Account

The client transportation entry process is now complete. Repeat the steps for each stop.

To Clock Out on the Mobile App

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

1. Log in to the app
2. Click the blue **Continue to Clockout** button
3. Click **Confirm**
4. Select the EVV Location (only visible if required by program)
5. **Choose one verification method (only visible if required by program):**
 - 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. Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
 - d. E-Signature (hand the Client/Employer the phone to enter this)
 - e. Voice (hand the Client the phone to enter to record)
6. Select **tasks** that were completed during the shift (only visible if required by the program)
7. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered!