

To Clock In on the Mobile App

1. Login to the **DCI Mobile EVV** 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** (Home or Community)
7. Click the blue **Confirm Clock In** button
8. **Choose one verification method (at each clock in/out):**
 - a. Picture (of the Client, use if directed by your employer as set up is required)
 - b. Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
 - c. E-Signature (hand the Client/Employer the phone to enter this)
 - d. Voice (hand the Client/Employer the phone to record)

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 **DCI Mobile EVV** app
2. Click on the blue **Continue to Clockout** button
3. Click **Confirm**
4. Select the **EVV Location** (Home or Community)
5. **Choose one verification method (at each clock in/out):**
 - a. Picture (of the Client, use if directed by your employer as set up is required)
 - b. Portal Signoff (for the Employer to approve at a later time on the DCI Portal)
 - c. E-Signature (hand the Client/Employer the phone to enter this)
 - d. Voice (hand the Client/Employer the phone to record)
6. **Add Notes** of the service provided during the visit (required based on program requirements)
7. Select **statements/tasks** that were completed during the shift
8. Click the blue **Confirm Clock Out** button

Congratulations, your shift has been entered

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6. Select the **EVV Location** (Home or Community)
7. Select blue **Confirm Clock In** button.
8. Choose the EVV method as determined by the program. **Choose ONLY ONE EVV (client attestation) option per shift (each clock in/out)*** (allows the client/employer to verify that they received service)

* **Option #1 – 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.

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

* **Option #2 - 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.

1. Click **Portal Signoff**
2. An alert will appear stating that EVV is confirmed, but manual verification will be required before approval. Click **Confirm**.

* **Option #3 – Signature**

1. Click **E-Signature**
2. Hand the device to the client or employer to **draw their signature on the screen**.
3. Click **Save**. To try again click Clear.
4. Click **Confirm** to validate signature

* **Option #4 – Voice**

1. Click **Voice**
2. Optionally, if device requires, allow app to record audio by selecting **While using the app**
3. Voice verification window will open
4. Click the **Red Play** button at the bottom of the page to start voice recording
 1. A computer voice will recite a phrase for the client to repeat
 2. Hand the device to the client to record the verification message in their voice
5. Click the **Red Stop** button at the bottom of the page again to stop voice recording
6. Click **Save**
7. Click **Confirm** to validate voice recording

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.

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6. Visible only if required by program. **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

- Click the **Menu** in the top left corner of the screen
- Select **Entries** on the submenu
- View the complete list of entries
 - 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.