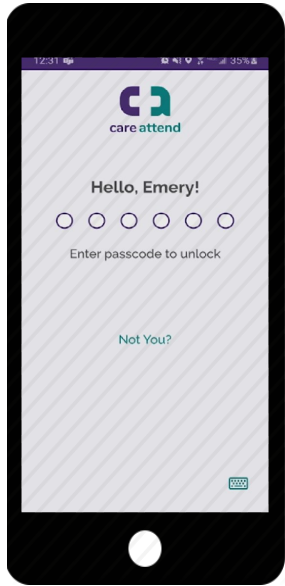


CareAttend: Ending Long-Running Shifts

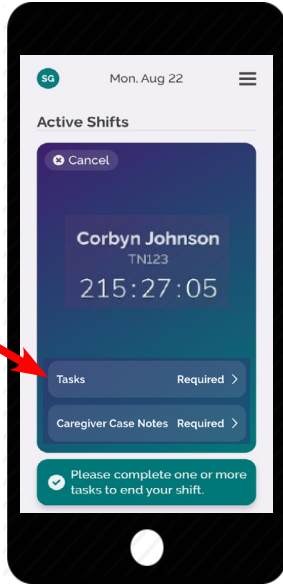
If you forgot to end your shift in CareAttend and it is still running, you can end your shift in two ways.

Option 1



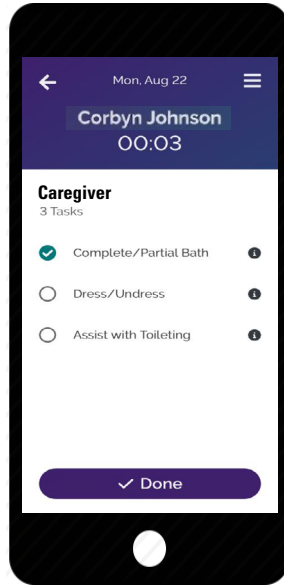
1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.



2

Click **"Tasks"** to enter the tasks. You must enter tasks before you can end the shift.



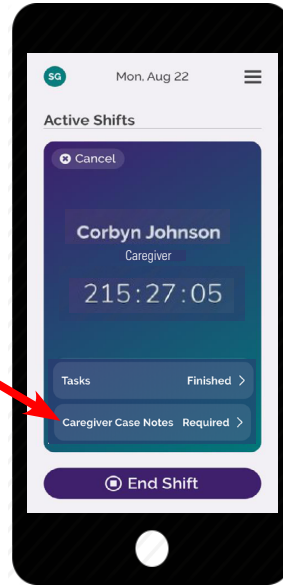
3

Select the tasks you completed and then tap **"Done."**

For each shift you must make a selection for:

Prompt 1: Yes/No Change in Condition (if selecting a change in condition, you must explain the change in the comment section)

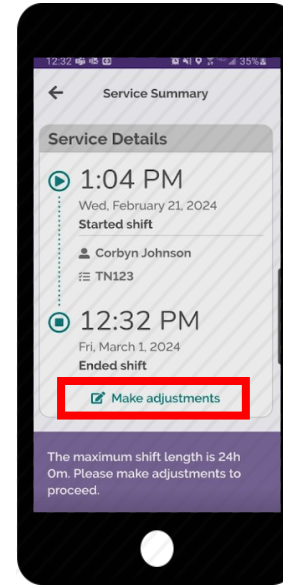
Prompt 2: Response to Care (Average/Poor/Good)



4

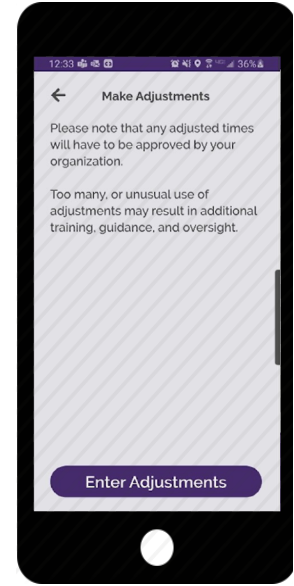
Select **"Caregiver Case Notes"** to enter a comment.

Caregiver case notes are required. For more information on entering case notes, visit the training materials section on the CDAK website.



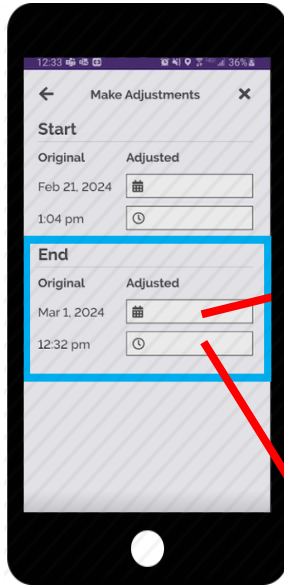
5

Select **"Make adjustments."**



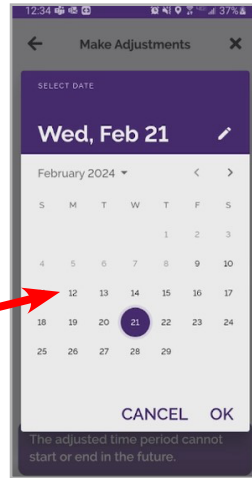
6

Select **"Enter Adjustments."**

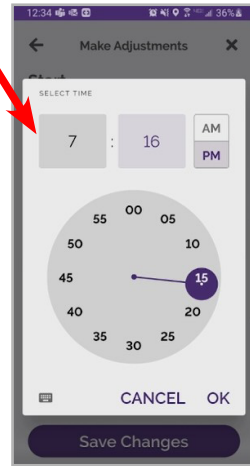


7

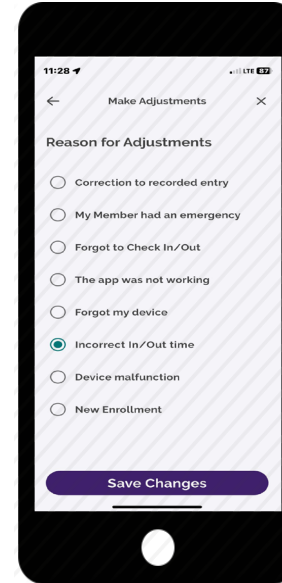
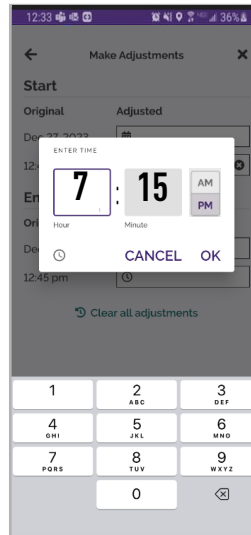
Use this screen to adjust the End date and time back to when you actually finished the shift. When you are done select **"Next."**



Select the **date field** to adjust the date on the calendar.

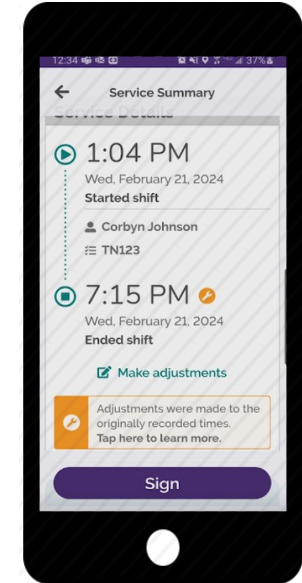


Select the **time field**, then double tap the hours/minutes field above the clock to type the clock out time.



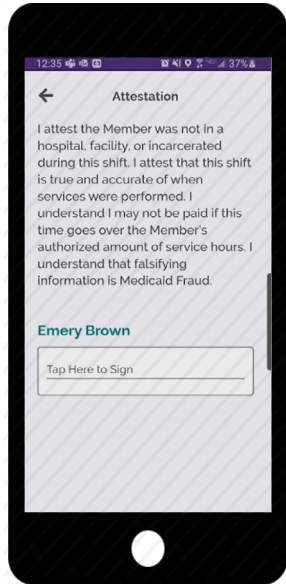
8

Choose **"Incorrect In/Out Time"** as the adjustment reason. Then select **"Save Changes."**



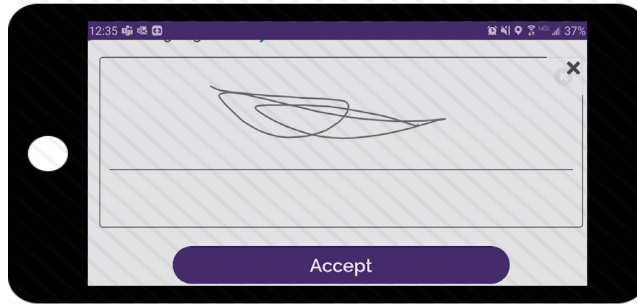
9

Review the Service Summary screen, then select **"Sign."**



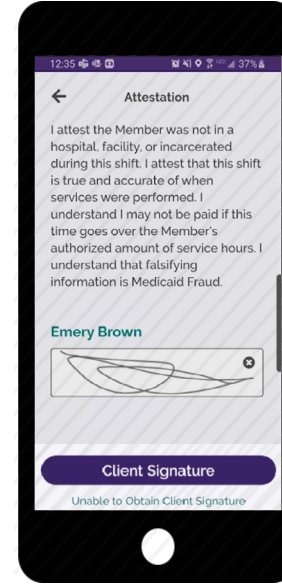
10

Tap inside the signature box. Your device screen will turn sideways.



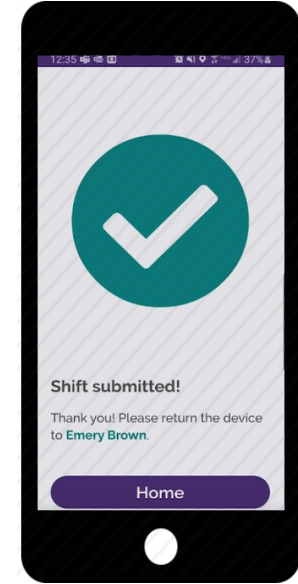
11

Use your finger or stylus to sign your name. Select **"Accept."**



12

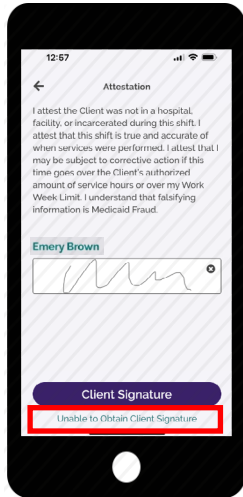
If your Client is available to sign your electronic timecard, select **"Client Signature."**
If your Client is unavailable, select **"Unable to Obtain Client Signature"** and jump to the next page.



13

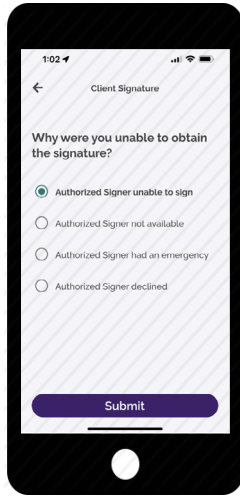
Once the Client signs, select **"Submit."**
Your shift has been submitted.

Cannot Obtain Client Approval



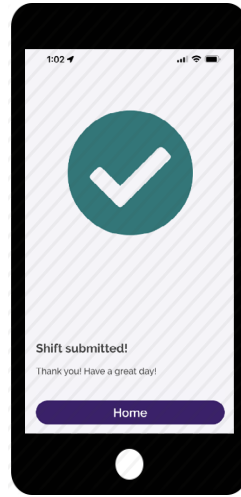
1

If the Client is not available at the end of the shift to approve the Caregiver's time, they will need to select the green words **"Unable to Obtain Client Signature"** which is located underneath the purple "Client Signature" button.



2

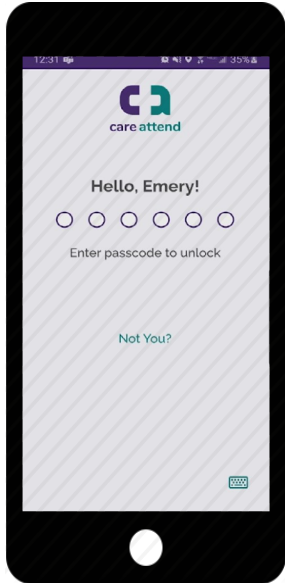
Choose a reason why you were unable to obtain the Client's signature and select **"Submit."**



3

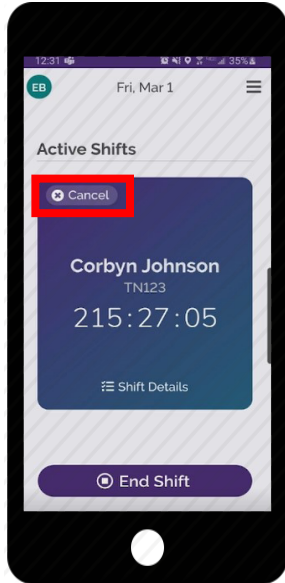
Your shift has been submitted! The Client will need to go to DirectMyCare.com to approve it.

Option 2



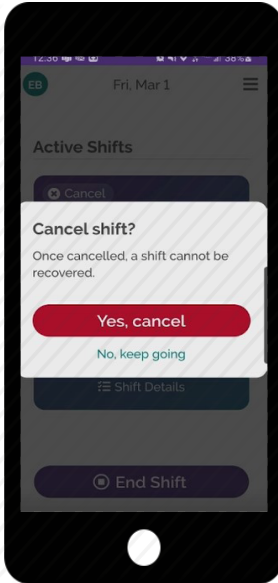
1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.



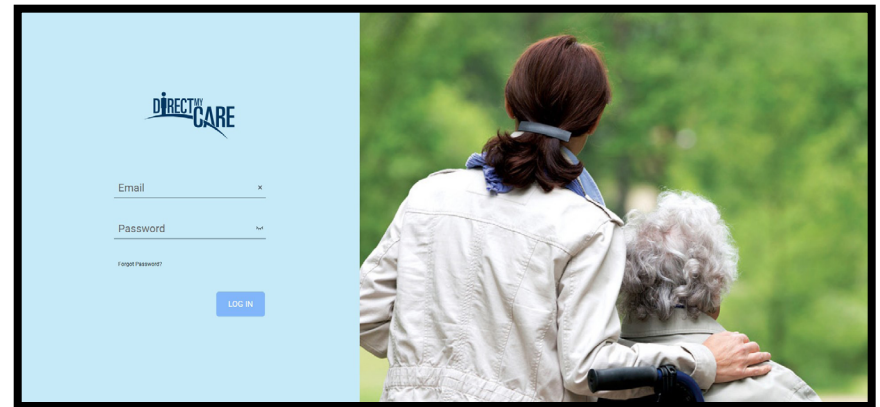
2

Select "**Cancel.**"



3

Select "**Yes, cancel.**"



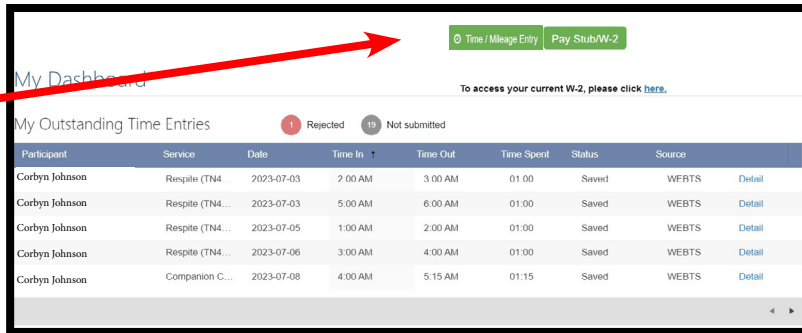
4

Navigate to DirectMyCare.com, enter your email and password, then select "**Log In.**"

Option 2 (cont'd)

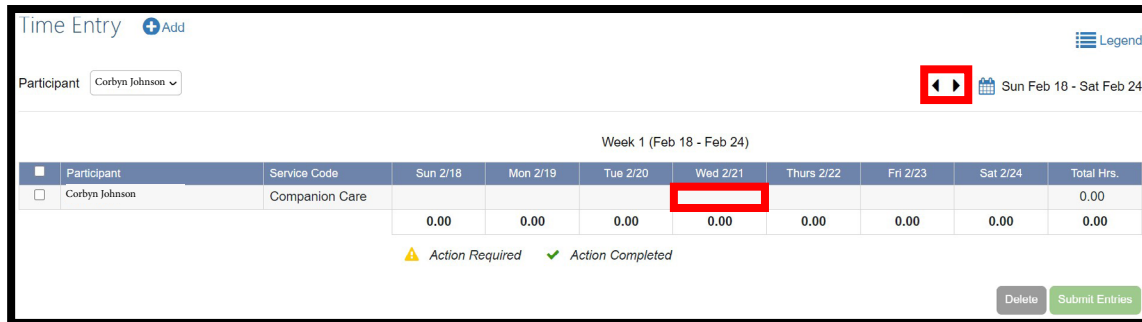
5

On the My Dashboard page, select **"Time/Mileage Entry."**



6

Use the back arrow, if needed, to navigate to the day you worked the shift. Then, click inside the box associated with the shift.



7

Enter the Time In and Time Out for the shift, then select **"Submit."**

8

Review the Attestation and choose **"I forgot to clock in / clock out,"** as the adjustment reason. Then select **"Submit."**

Your shift has been submitted.

