

Submitting and Approving a Late Shift in CareAttend

Submit a Late Shift

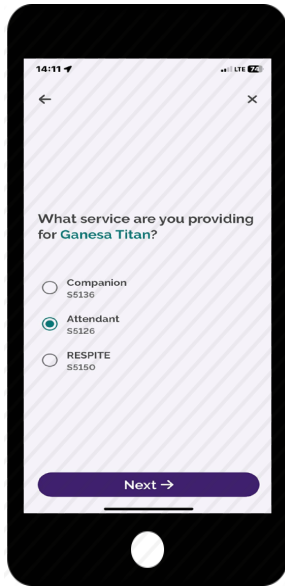
To submit a shift from a date in the past using CareAttend, follow the instructions below.



1

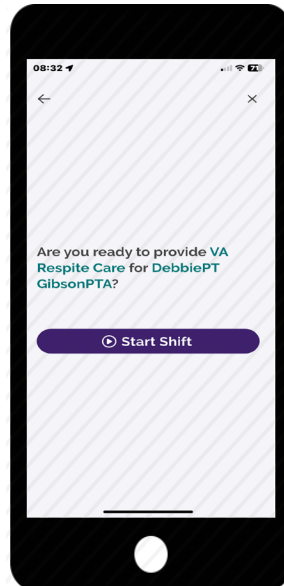
In the CareAttend app, select **"New Shift."**

Note: If you work with more than one Client, you will need to select who you are providing services for.



2

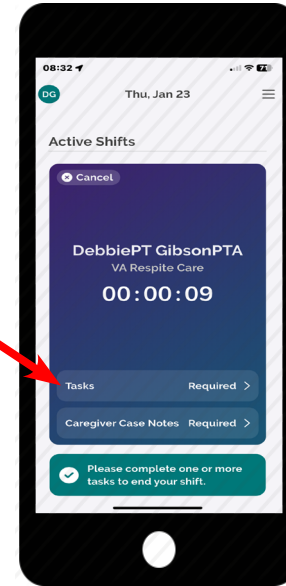
Select the service you are providing and tap **"Next."**



3

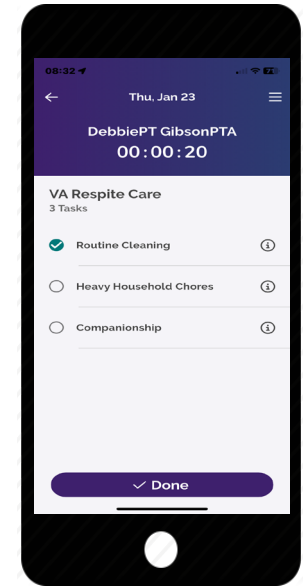
Select **"Start Shift."**

Note: You must allow the shift to run for at least one minute.



4

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



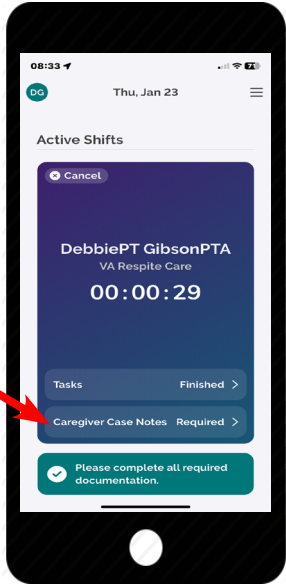
5

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)

Submit a Late Shift (cont'd)



6

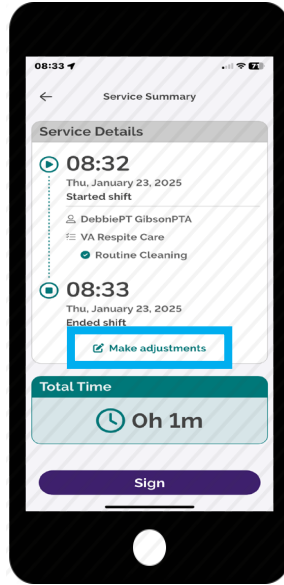
Select **"Caregiver Case Notes"** to enter a shift comments.

You must enter a comment before you can end the shift.

After entering your comment, select **"End Shift."**

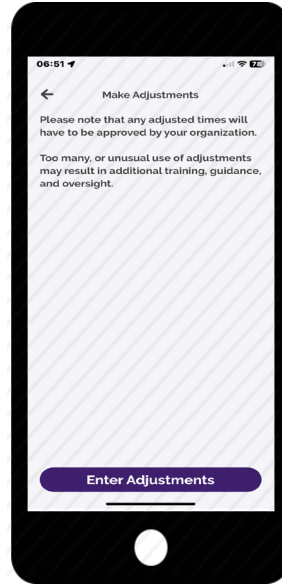
Note: for habilitative services, use the comment section to record the objectives, support codes, and number of times addressed.

For example: 1.1 P/3, 1.2 PS/1



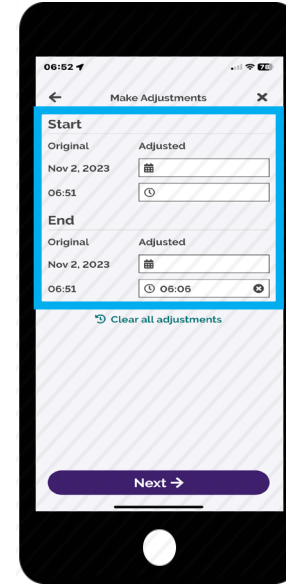
7

On the Service Summary screen, select **"Make Adjustments."**



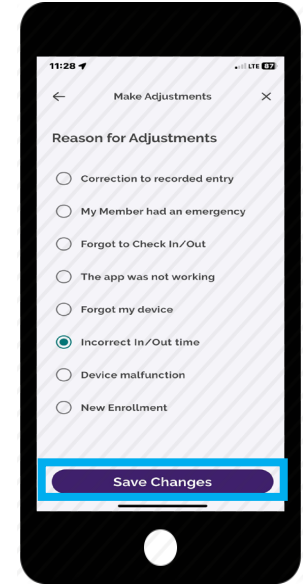
8

Review the adjustments attestation and select **"Enter Adjustments."**



9

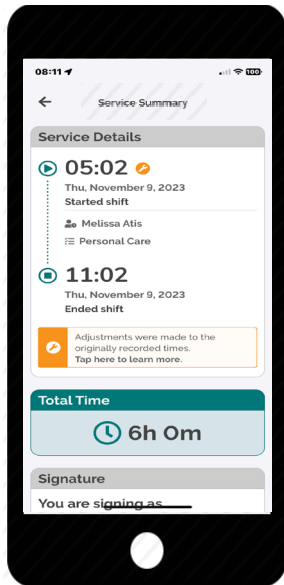
Adjust the Start and/or End dates and times. When finished, select **"Next."**



10

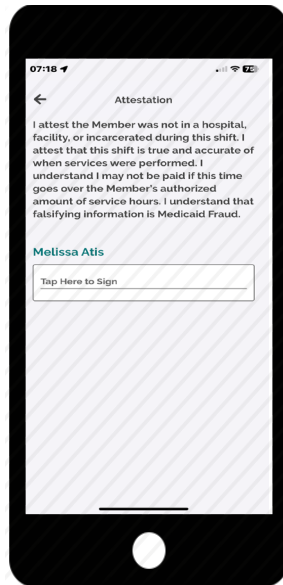
Select the reason for the adjustment(s), then select **"Save Changes."**

Submit a Late Shift (cont'd)



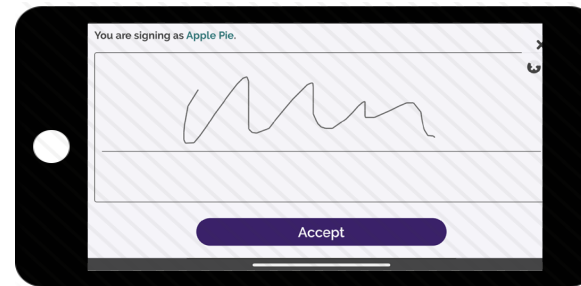
11

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



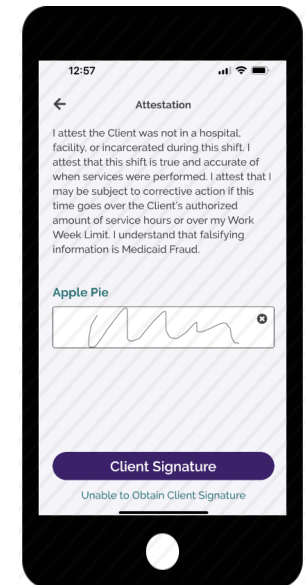
12

Tap inside the signature box and sign your name. *The signature box will turn sideways on your screen.*



13

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



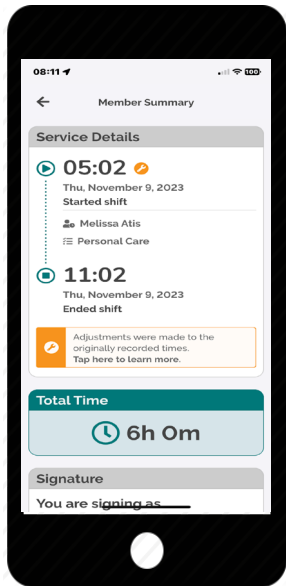
14

If your Client is available to sign your electronic timecard, select **"Client Signature."**

If your Client is unavailable, select the **"Unable to Obtain Client Signature"** link below the Client Signature button.

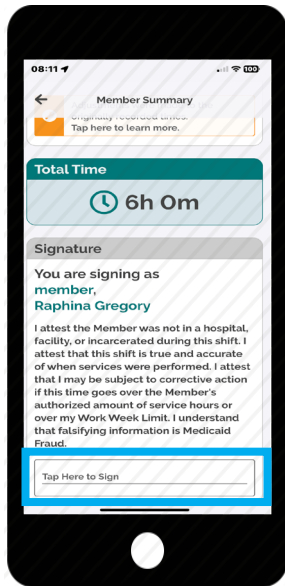
Approve the Shift

This section is completed by the Client/Authorized Representative (AR). Once the caregiver ends their shift on the device, the Client/AR will need to approve the shift. **Note:** the Client/AR signature is not required immediately and can be done later in the DirectMyCare web portal. However, skipping the signature step creates additional steps in the process that may result in delayed payment. The most efficient way to complete your shift is to have the Client/AR sign on the CareAttend mobile app at the time of submission.



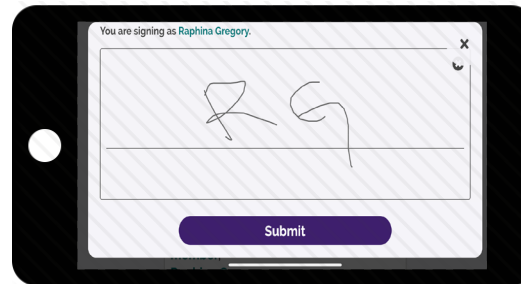
1

Review the **Service Summary** screen for accuracy.



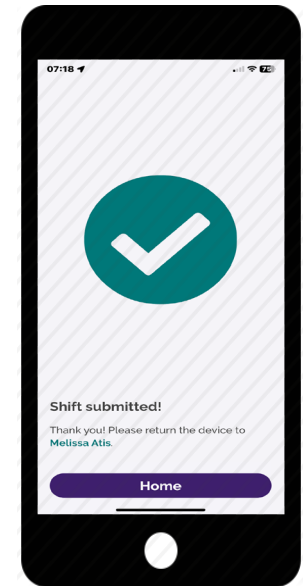
2

Scroll down, review the attestation, then tap inside the signature box.



3

Sign your name in the signature box, then select "**Submit.**" *The signature box will turn sideways on your screen.*



4

The shift has now been approved and submitted.