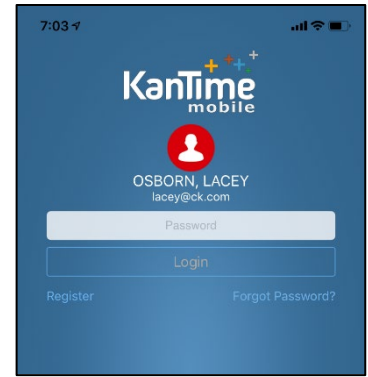
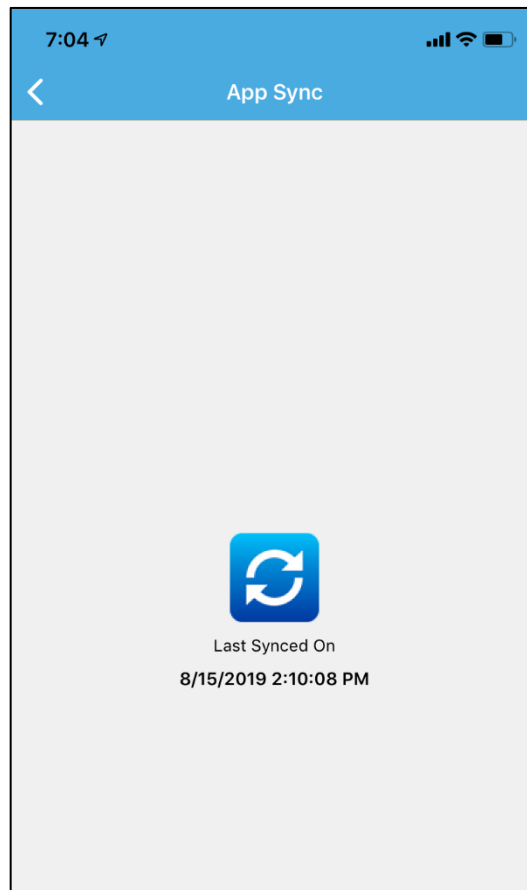


KanTime Mobile Directions

- DOWNLOAD AND SIGN IN →
 - Download App (free to download)
 - Register as home health
 - Sign into app using the use id and password you were given by HR

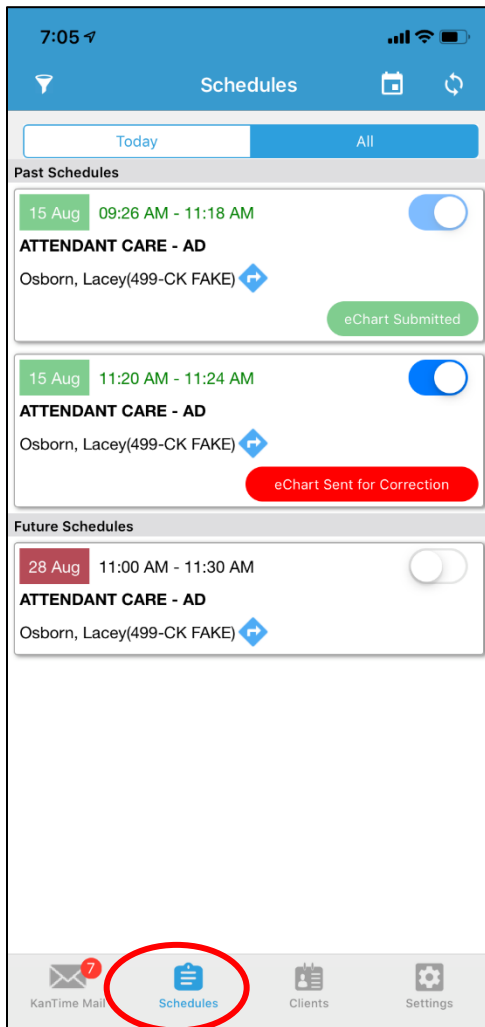


- USING THE APP
 - Before using the app for the day, you must SYNC your app to populate your visits.
 - Even if your schedule has not changed, it is **highly** recommended that you SYNC the app before use each day/morning.

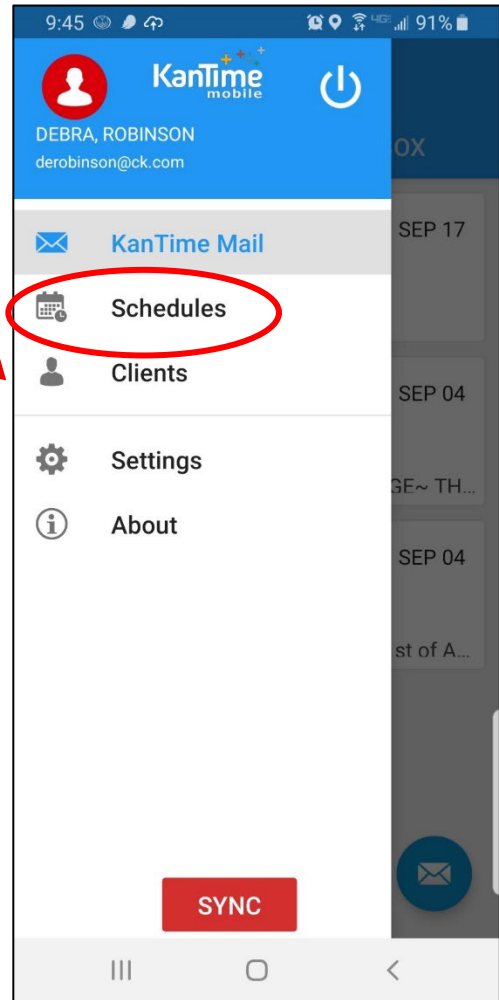


TO FIND SCHEDULED VISITS

iPhone:



Android:



****Here, you can see info about your visit(s)****

Click on "Schedules"

Your assigned visits will be listed. Click on visit to see the schedule details.

1. Checking In to Client Visit

- You must be present at the client's home
- Press Check-In
- **Immediately SYNC app to capture check-in**

Otherwise, you'll be getting a call from QA 😊



7:05 📶 🔋

< Schedule Details ⋮

Aug 15 **ATTENDANT CARE - AD**
Osborn, Lacey(499-CK FAKE)
1335 Sadlier Circle East Dr, Indianapolis, IN-46239 📍
11:30 AM - 12:00 PM CONFIRMED

CHECK-IN TIME 11:20 AM 📍 **CHECK-OUT TIME** 11:24 AM 📍

No Miles entered Miles

Client/RP Signature Captured

14 Tasks Documented

Vitals

Clinician Digital Signature ⓘ

Submit

Please stick to scheduled visit time (If you are running late or your schedule time is incorrect, please call the office and ask for scheduling at 317-788-0777).

2. Checking Out of Client Visit

- You must be present at the client's home
- Press Check Out
- Do not add milage on the chart; you MUST continue filling out Mileage Tracker if mileage is being claimed for errands/transportation (WAIVER TIME ONLY)

The screenshot shows a mobile application interface for 'Schedule Details'. At the top, the time is 7:05. The screen displays the following information:

- ATTENDANT CARE - AD** (Aug 15)
- Osborn, Lacey(499-CK FAKE)
- 1335 Sadlier Circle East Dr, Indianapolis, IN-46239
- 11:30 AM - 12:00 PM
- CONFIRMED** (green button)
- CHECK-IN TIME**: 11:20 AM
- CHECK-OUT TIME**: 11:24 AM
- No Miles entered (Miles)
- Client/RP Signature Captured
- 14 Tasks Documented
- Vitals
- Clinician Digital Signature (with info icon)

A large green **Submit** button is located at the bottom of the screen.

3. Document the tasks for the visit

- Client tasks are specific to the client and should be marked as “Performed” or “Declined”
****PLEASE NOTE**** This list of tasks you see here are examples of client tasks for HHA, ATTC and Homemaker services and may not be the exact tasks you will see for your assigned client(s).

REPORT ISSUE TO OFFICE
should only be marked as PERFORMED
IF
Client has experienced a fall, injury, hospitalization, or emergency that you are reporting.

****PLEASE NOTE****
COMPANIONSHIP IS YOUR REMINDER TO BE KIND WHEN PROVIDING ADLS, OBSERVANT TO CLIENT’S MENTAL STATUS AND OVERALL WELLBEING AND SAFETY WHEN PROVIDING ADLS.
REPORT ISSUES TO OFFICE RIGHT AWAY.

The screenshot displays the 'Aide Tasks' interface on a mobile device. At the top, the time is 7:05. The title bar is blue with a back arrow and an information icon. Below the title bar, the tasks are listed as follows:

- Report issue to office (38): Performed (green bar), Declined (white bar)
- Change bed linens (103): Performed (green bar), Declined (white bar)
- Clean bathroom (105): Performed (green bar), Declined (white bar)
- Clean bedroom (106): Performed (green bar), Declined (white bar)
- Clean kitchen (wash dishes) (108): Performed (green bar), Declined (white bar)
- Companionship (110): Performed (green bar), Declined (white bar)
- Dressing/ Undressing Assistance (111): Performed (green bar), Declined (white bar)
- Empty trash (113): Performed (green bar), Declined (white bar)
- Fall Precautions (115): Performed (green bar), Declined (white bar)
- Grooming assist (117): Performed (green bar), Declined (white bar)
- Laundry (120): Performed (green bar), Declined (white bar)

Each task entry includes a progress bar with 'Performed' and 'Declined' labels, and a plus icon on the right. Two red arrows point from the 'Report issue to office (38)' and 'Companionship (110)' tasks to the respective text boxes on the left.

4. Capture Client's (or Rep's) signature

Client can use their finger to write their name. See HR for Phone Sani Wipes if needed.

The screenshot shows a mobile application interface for capturing a signature. At the top, there is a blue header with a back arrow, the title "Client/RP Signature", and a "Save" button. Below the header, there is a section for visit details: "Visit Date: 8/15/2019", "Check In: 11:20 AM", and "Check Out: 11:24 AM". The main area is a large white box for the signature. Below this, there is a "Signed by:" section with two checkboxes: "Client" (checked) and "Other" (unchecked), followed by a text input field labeled "Person Name". At the bottom, there is a disclaimer with a checked checkbox: "*** Your signature verifies the recorded hours and cares checked are true and accurate and that the services were performed as specified in the care plan. It is a federal crime to provide false information for medical Assistance payment." Red arrows point from the text below to the "Client" checkbox, the "Other" checkbox, the "Person Name" field, and the "Save" button.

If client is NOT the individual signing, be sure to mark "Other" and put WHO the person is signing for your visit.

Then click **SAVE**

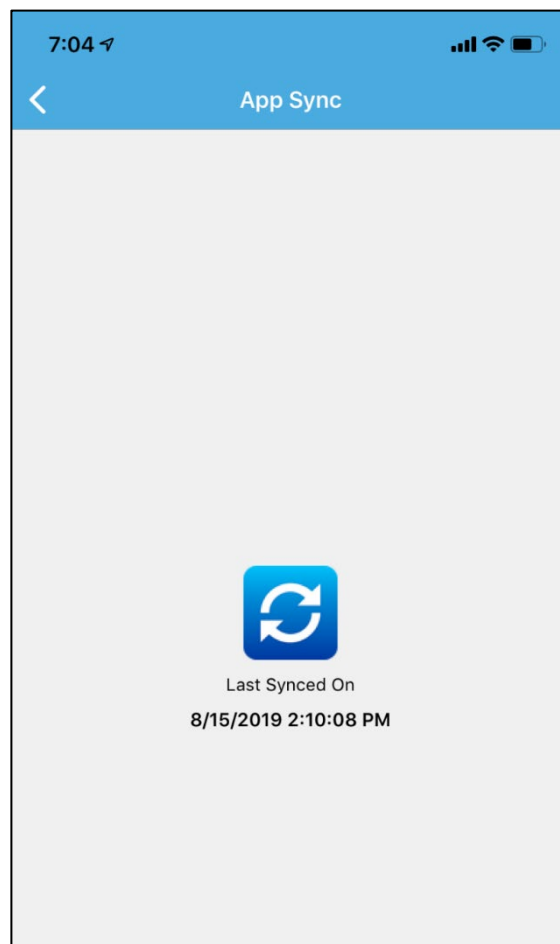
5. Digitally Mark your own Clinician Signature by marking this box:

The screenshot shows a single checkbox labeled "Clinician Digital Signature" with an information icon (i) to its right.

6. SUBMIT VISIT

**** If you submit the visit but you receive an error message please sync the app, and resubmit the visit****

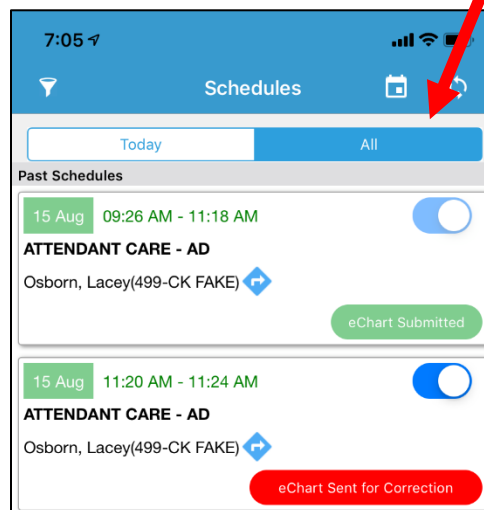
7. SYNC APP



8. Repeat process for multiple visits in same day

ERRORS / Trouble Shooting

- If you are not at the client's house – we will know
- If you get an error when checking in shows you that you are so many meters away from client's location, but you are at the client's home, notify QA. QA will ask to speak with the client to verify.
- Make sure you are checking in and out of the correct visits at the correct times.
 - If your visit time is not correct, call the office and ask for scheduling.
- When in doubt, SYNC your app.
 - We recommend doing this every morning before you start your day.
- If you did not successfully capture your client's signature, QA will send your chart/visit back to you to be corrected.
 - You can find "correction" visits in the "ALL" schedule view.



EVV REASON CODE

****Your Location will be red if you check-in or out outside of the location boundary** If you have any questions, Please call the office and ask for QA!**

3:15

Schedule Details

Oct 18

ATTENDANT CARE - AD
Osborn, Lacey(499-CK FAKE)
7550 East Washington st, Indianapolis, IN-46219
3:00 PM - 3:05 PM

CONFIRMED

Confirmation

You are Checking-Out from a place Outside allowed Boundary
Allowed distance:130
Current distance:2601
Patient Location:7550 East Washington st

Reason for Outside patient location:

Service Outside the Home

Reason Note

Drop off at different location

I confirm that there are paper documents available as evidence for this change.

Continue Cancel

Vitals

Clinician Digital Signature

Today's Notes

Submit