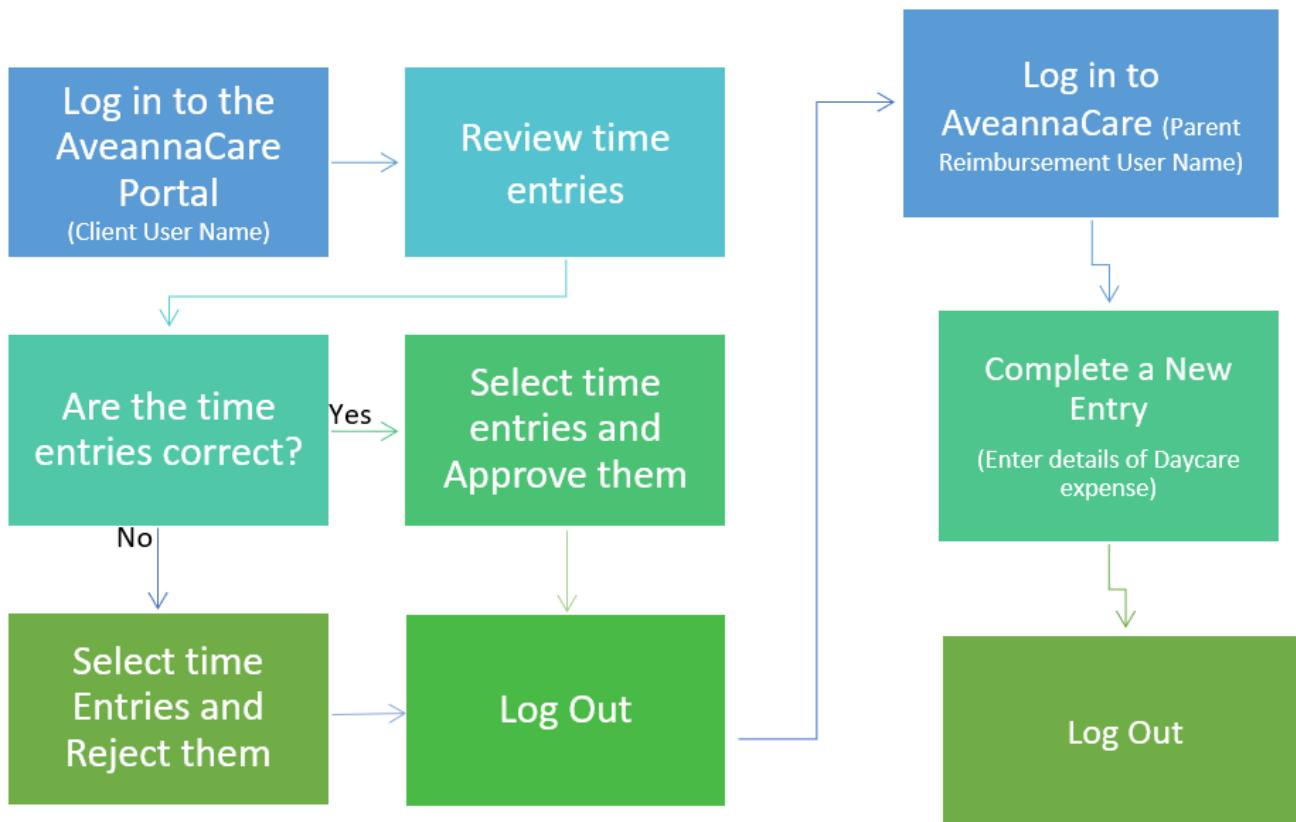


Respite and Day Care Reimbursement Flowchart Infographic

This flowchart visual illustrates how families can use the AveannaCare Portal to log in as a client and approve respite hours and then log in as a parent user to submit punch entries for reimbursement of Day Care services.

Note: Day Care reimbursement services are due on the **8th** of each month. For example, all April charges are entered by the **8th** of May. **Payment** is issued on the **15th** of every month.

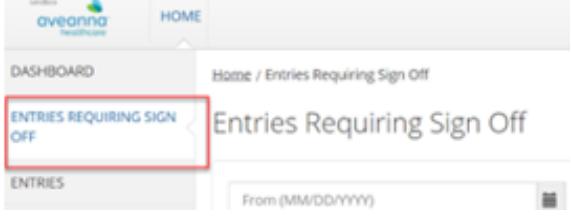
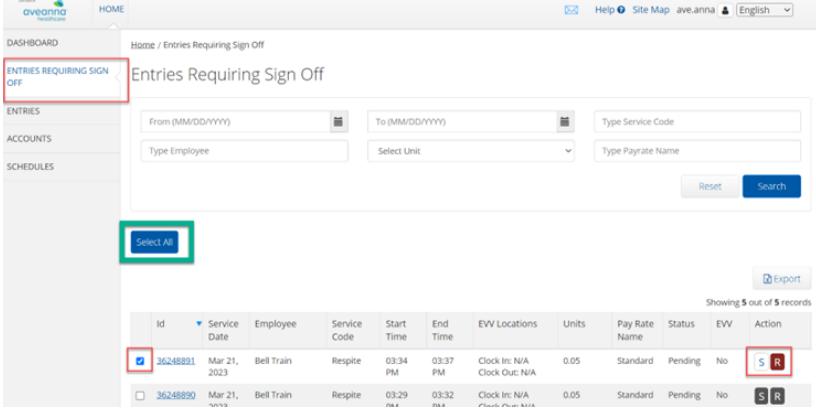


Note: The office will approve the Day Care reimbursement punch entries. Client does not need to approve/sign-off on Day Care reimbursement punch entries.



Approving/Sign-off Respite Entries in the AveannaCare Portal

This guide provides step-by-step instructions on how to approve/sign-off on Respite hours in the AveannaCare Portal.

<p>1. Log in to the portal using the Client's username. https://aveanna.dcisoftware.com/</p>	
<p>2. Go to the "Entries Requiring to Sign Off" tab.</p>	
<p>3. Apply a checkmark to one line entry. The "Sign Off" or "Reject" options will become available. Sign off or reject entry(s) by clicking "S" to sign off or "R" to reject.</p> <p>4. or click Select All to select all unapproved time entries.</p> <p>5. Click Sign Off or Reject.</p>	



Respite and Day Care Reimbursement Flowchart and Guide

- Client/Family



SUPPORT SERVICES

The time entries have been approved or rejected.

Creating a Day Care Reimbursement Entry

This quick reference guide (QRG) can be used to create a Day Care Reimbursement punch entries in the AveannaCare Portal online.

1. Log in to https://aveanna.dcisoftware.com/ using parent reimbursement username and password.	 
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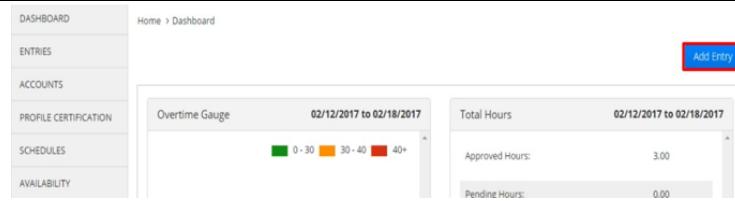


Note: Contact a local AveannaCare branch if a username and/or password has not been issued.

TIP: Visit aveannasupportservices.com to find a local branch.

You can also visit <https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/> to access videos and printable user guides

2. Click on **Add Entry**.

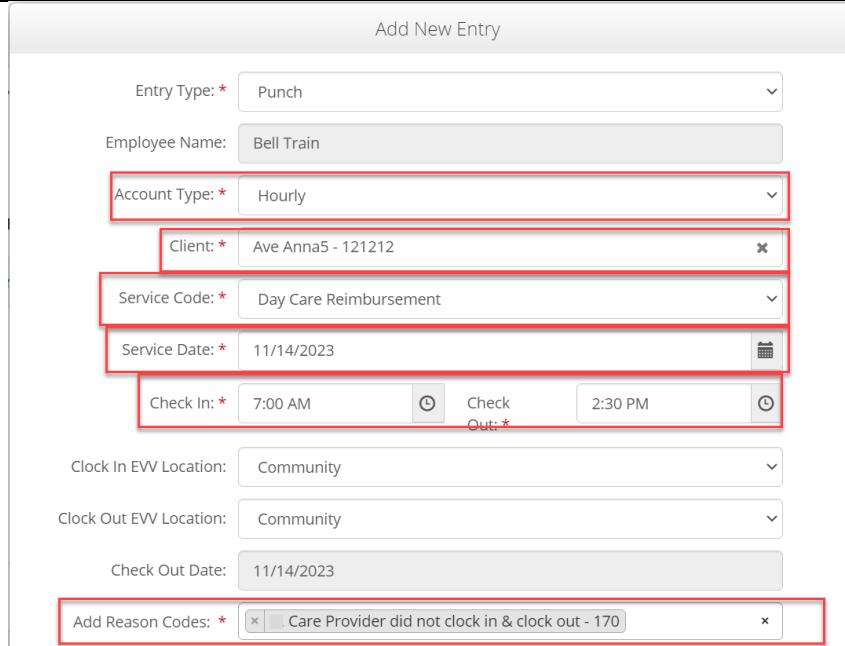


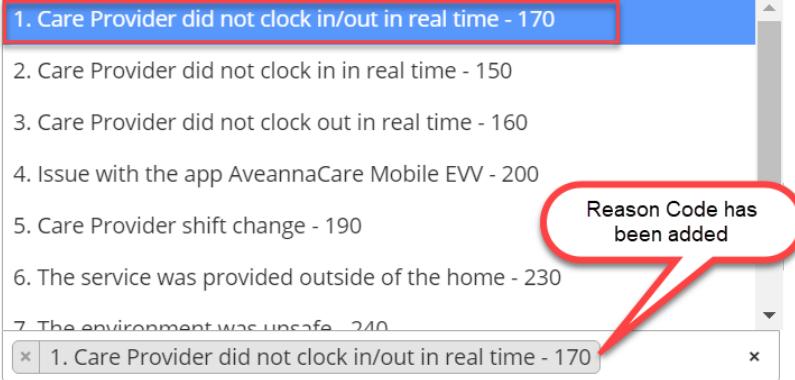
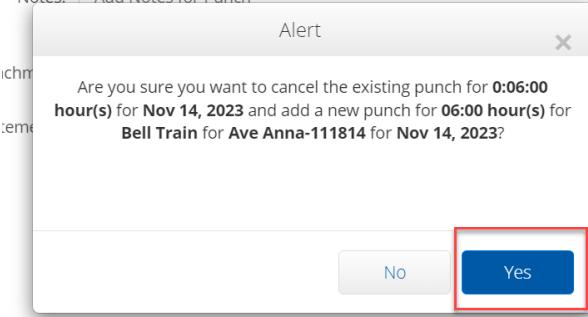
Complete all required fields on the **Add New Entry** window.

Entry Type and Employee Name will default.

3. **Complete/Update** the following fields.

- Account Type. Select "Hourly".
- Client.
- Service Code. Select "Day Care Reimbursement".
- Service Date. (Only if the date is different)
- Check-In/out.
- Reason. (See Note below.)




<p>Note: To add a reason code, click on the Add Reason Code field (a drop-down menu will appear) click on one reason.</p> <p>Important: For Day Care Reimbursement always select the first reason code from the drop-down menu. The selected reason code does not affect payment.</p>	
<p>4. Apply a check mark to the statements and click Save.</p>	
<p>5. Click Yes, on the alert.</p>	

Note: To punch entry for other reimbursement services see guides under “**EVV AveannaCare Guides to Download**” here: <https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/>.

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-888-255-8360 (TTY: 711).

注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 1-888-255-8360 (TTY: 711)。

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