

Creating an EOR Portal Punch Entry

This quick reference guide (QRG) can be used to create an EOR service (Respite, Personal Assistance, and FMS Respite) punch in the AveannaCare Portal online. This example shows the process for Respite punching.

1. Log in to
<https://aveanna.dcisoftware.com/>



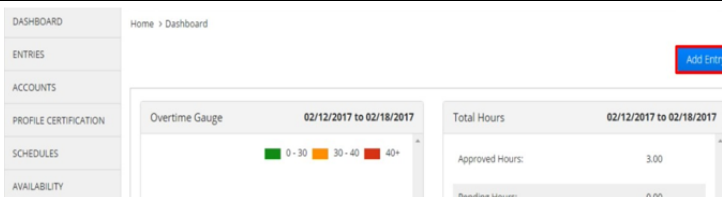
The image shows the Aveanna Healthcare sign-in page. At the top is the Aveanna Healthcare logo. Below it is a "Sign In" heading. There are two input fields: the first is labeled "dalla.caregiver" and the second is a password field with masked characters. Below the password field are two links: "Remember me" (with a checkbox) and "Forgot your password?". At the bottom is a blue "Sign In" button.

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**.



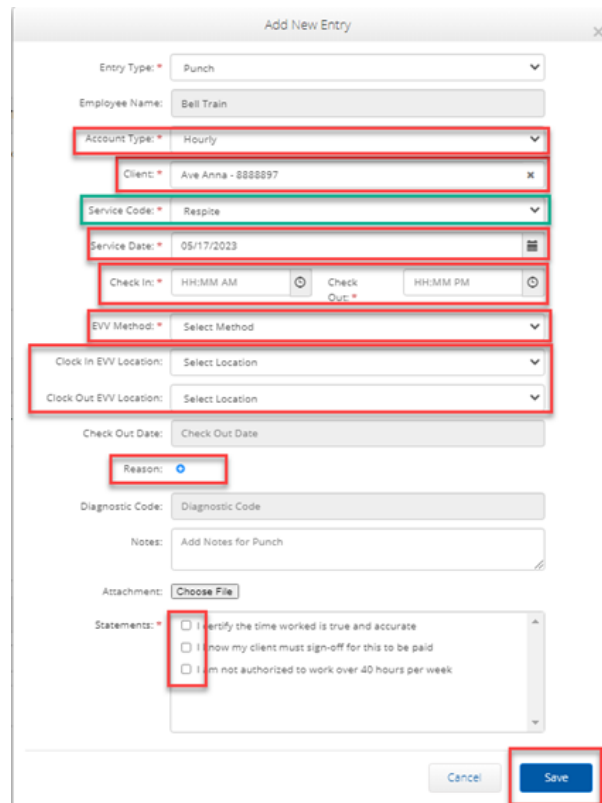
The image shows the AveannaCare dashboard. On the left is a sidebar menu with links: DASHBOARD, ENTRIES, ACCOUNTS, PROFILE CERTIFICATION, SCHEDULES, and AVAILABILITY. The main content area has a breadcrumb "Home > Dashboard" and a blue "Add Entry" button in the top right corner. Below the button is an "Overtime Gauge" for the period "02/12/2017 to 02/18/2017" with a legend: 0-30 (green), 30-40 (orange), and 40+ (red). To the right of the gauge is a "Total Hours" section for the same period, showing "Approved Hours: 3.00" and "Pending Hours: 0.00".

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

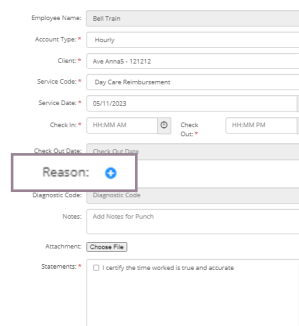


Entry Type and **Employee Name** will default.

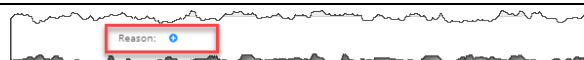
3. **Complete/Update** the following fields.
 - a. Account Type.
 - b. Client.
 - c. Service Code.
 - d. Service Date. (Only if the date is different)
 - e. Check-In/out.
 - f. EVV Method.
 - g. Clock In EVV Location and Clock Out EVV Location.
 - h. Reason. (See Note below)
 - i. Notes. (Only if applicable)
 - j. Apply a check mark on all statements.

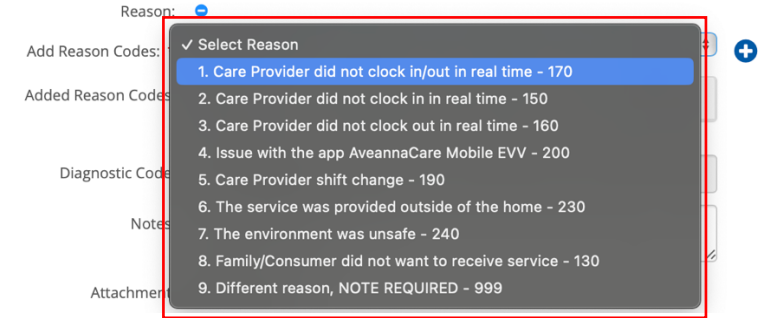
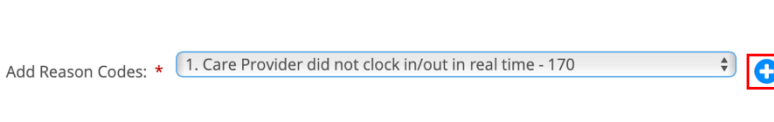
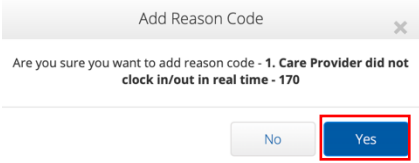
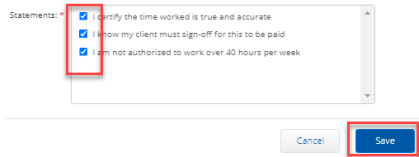


Note: Select the appropriate reason from the drop-down menu using the following process.



4. Click on the **blue plus sign** next to the reason to display the reason code drop-down menu.




5. Select a Reason from the dropdown menu.	
6. Once the Reason Code is selected, click the plus sign.	
7. Click Yes on the alert.	
8. Apply a check mark to the statements, click Save .	
9. Click Yes , on the alert.	