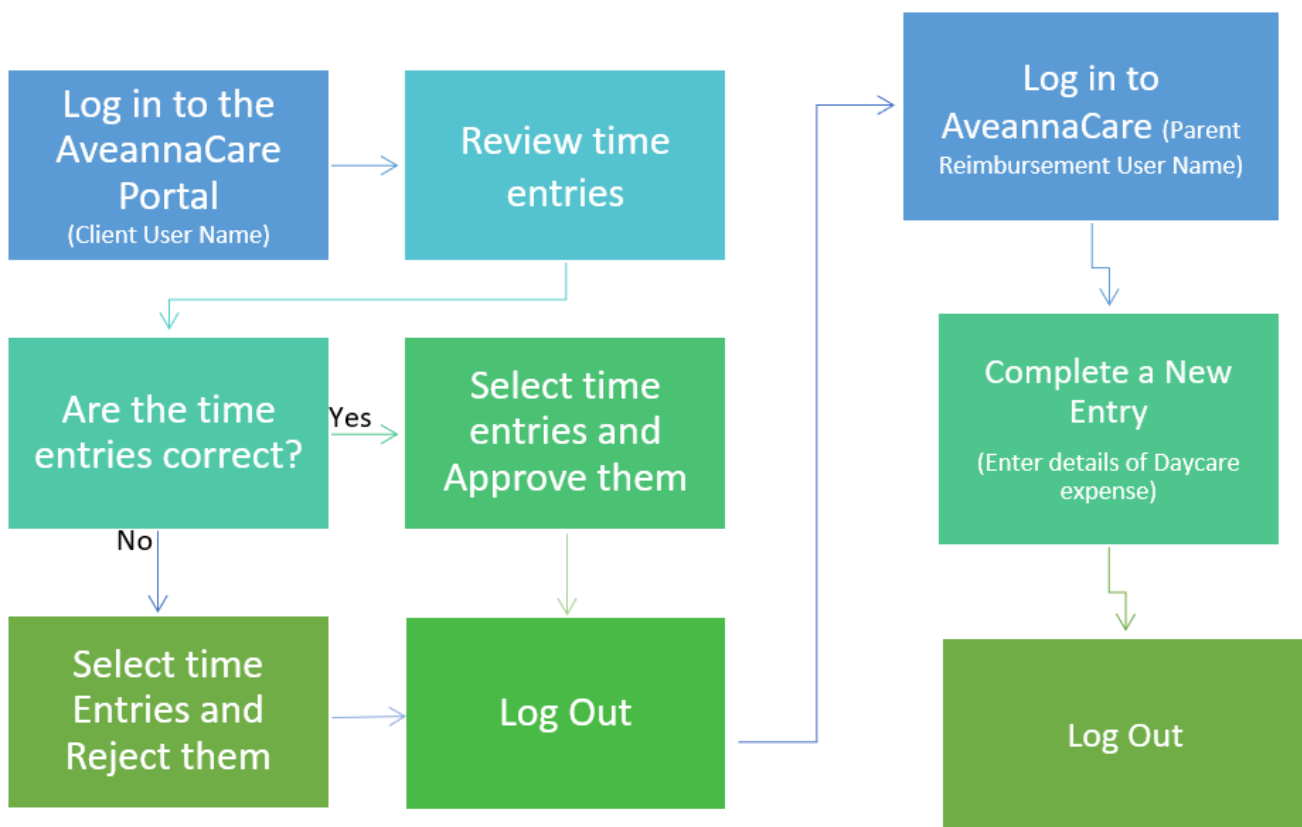


Respite and Day Care Reimbursement Flowchart Infographic

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.

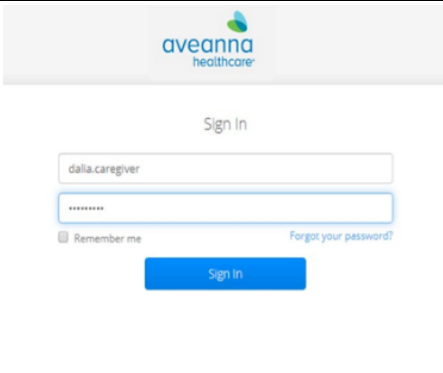
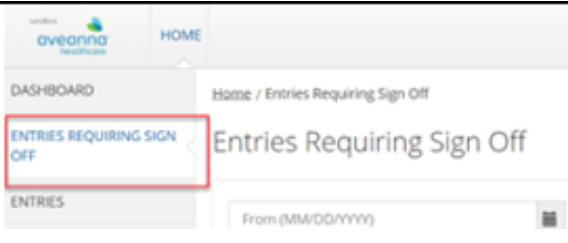
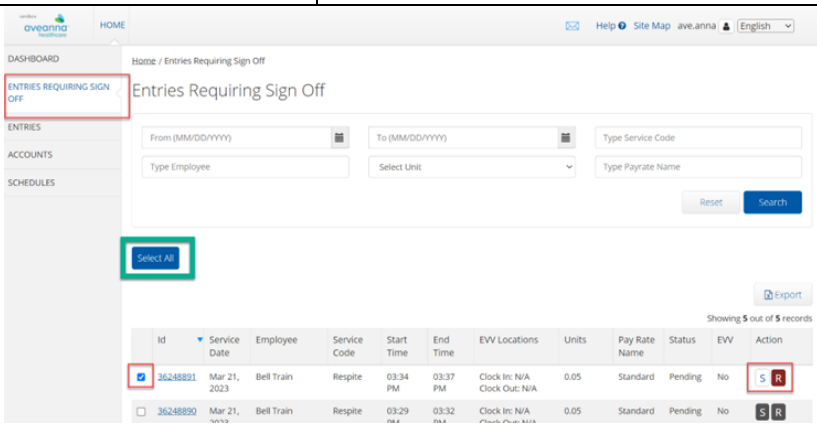


Note: The office will approve the Day Care reimbursement punch entries. Client does not need to approve/sign-off on Day Care reimbursement punch entries.

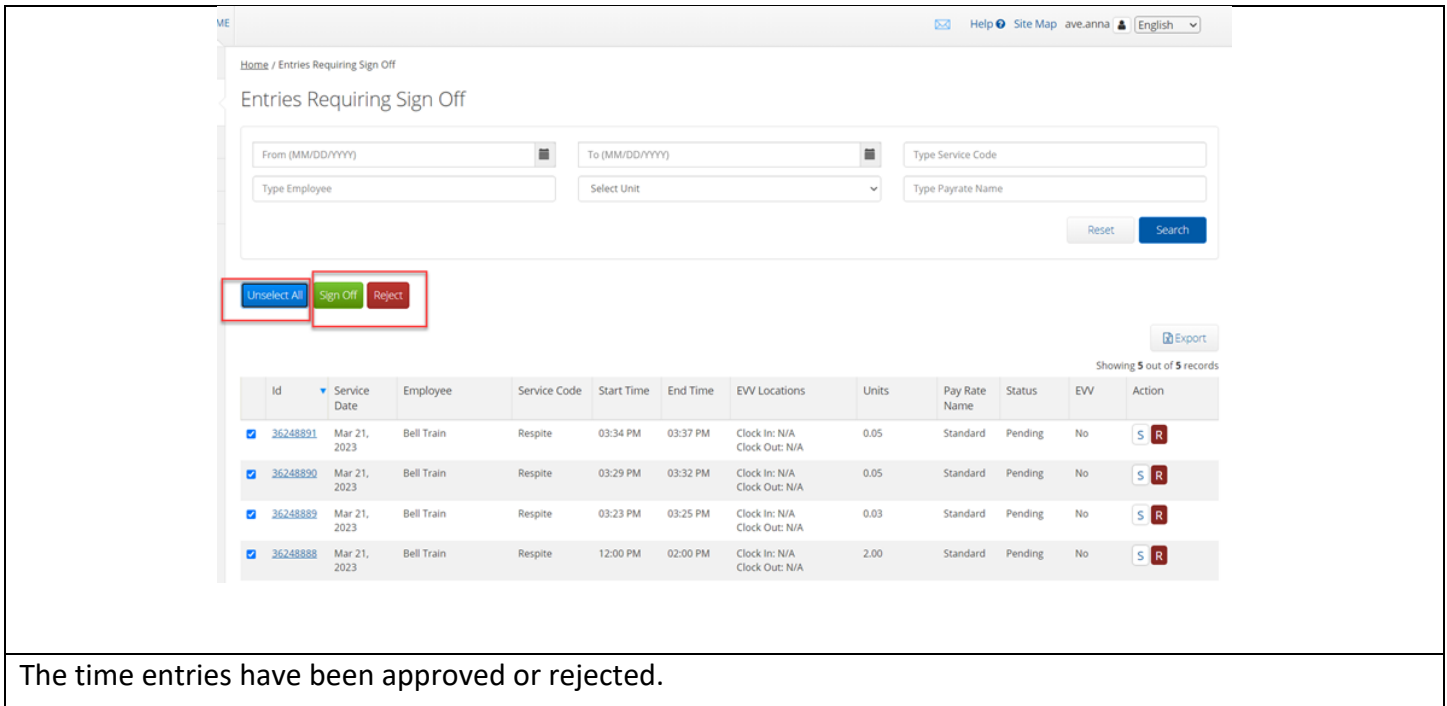


Approving/Sign-off Respite Entries in the AveannaCare Portal

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 Sign Off" tab.</p>																																					
 <table border="1"><thead><tr><th>id</th><th>Service Date</th><th>Employee</th><th>Service Code</th><th>Start Time</th><th>End Time</th><th>EVV Locations</th><th>Units</th><th>Pay Rate Name</th><th>Status</th><th>EVV</th><th>Action</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> 26248891</td><td>Mar 21, 2023</td><td>Bell Train</td><td>Respite</td><td>03:34 PM</td><td>03:37 PM</td><td>Clock In: N/A Clock Out: N/A</td><td>0.05</td><td>Standard</td><td>Pending</td><td>No</td><td>S R</td></tr><tr><td><input type="checkbox"/> 26248890</td><td>Mar 21, 2023</td><td>Bell Train</td><td>Respite</td><td>03:29 PM</td><td>03:32 PM</td><td>Clock In: N/A Clock Out: N/A</td><td>0.05</td><td>Standard</td><td>Pending</td><td>No</td><td>S R</td></tr></tbody></table>		id	Service Date	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action	<input checked="" type="checkbox"/> 26248891	Mar 21, 2023	Bell Train	Respite	03:34 PM	03:37 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R	<input type="checkbox"/> 26248890	Mar 21, 2023	Bell Train	Respite	03:29 PM	03:32 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R
id	Service Date	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action																										
<input checked="" type="checkbox"/> 26248891	Mar 21, 2023	Bell Train	Respite	03:34 PM	03:37 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R																										
<input type="checkbox"/> 26248890	Mar 21, 2023	Bell Train	Respite	03:29 PM	03:32 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R																										
<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>																																					





Home / Entries Requiring Sign Off

Entries Requiring Sign Off

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code
Type Employee Select Unit Type Payrate Name
Reset Search

Unselect All Sign Off Reject

Export

Showing 5 out of 5 records

Id	Service Date	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action
<input checked="" type="checkbox"/> 36248891	Mar 21, 2023	Bell Train	Respite	03:34 PM	03:37 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R
<input checked="" type="checkbox"/> 36248890	Mar 21, 2023	Bell Train	Respite	03:29 PM	03:32 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	S R
<input checked="" type="checkbox"/> 36248889	Mar 21, 2023	Bell Train	Respite	03:23 PM	03:25 PM	Clock In: N/A Clock Out: N/A	0.03	Standard	Pending	No	S R
<input checked="" type="checkbox"/> 36248888	Mar 21, 2023	Bell Train	Respite	12:00 PM	02:00 PM	Clock In: N/A Clock Out: N/A	2.00	Standard	Pending	No	S R

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.dcsoftware.com/> using parent reimbursement username and password.

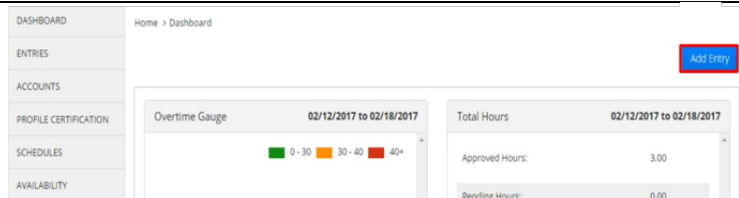


Note: Contact a local AveannaCare branch if a username and/or password has not been issued.

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**.

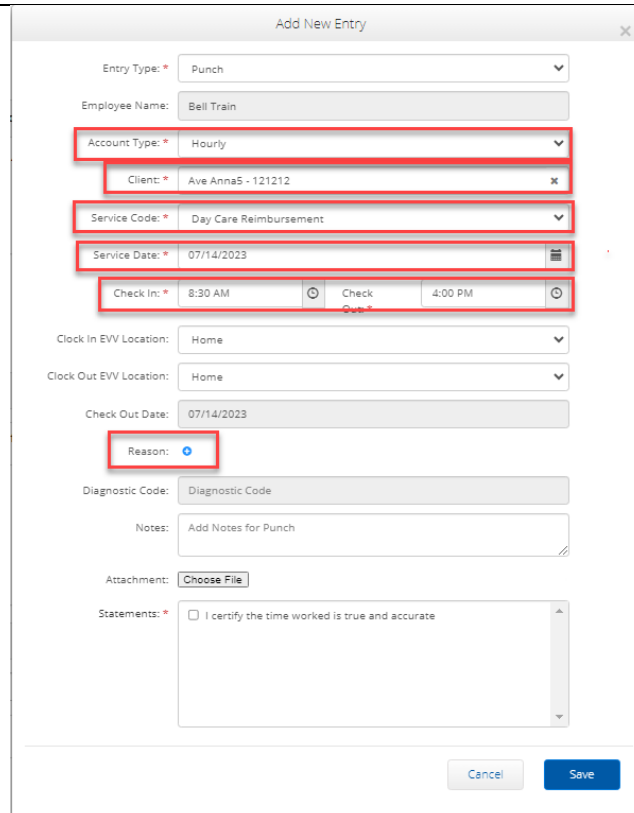


Complete all required fields on the **Add New Entry** window.

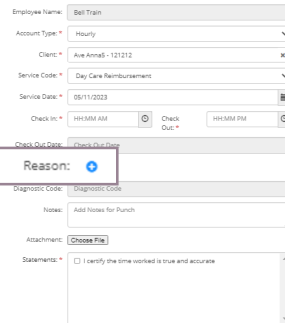
Entry Type and **Employee Name** will default.

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.)

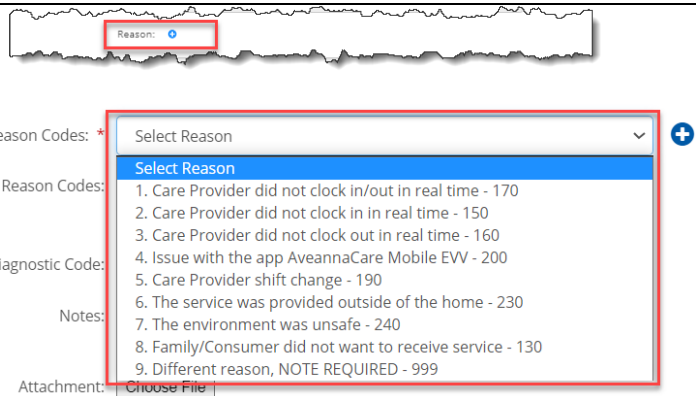



Note: For Day Care Reimbursement always select the first reason code from the drop-down menu. The selected reason code does not affect payment.



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

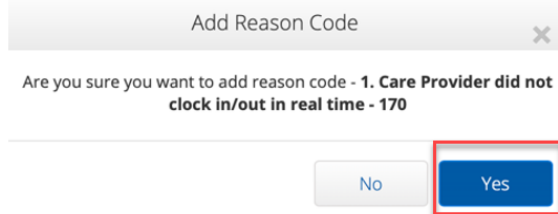
Select a Reason from the drop-down menu.



5. Once the Reason Code is selected, click the plus sign.



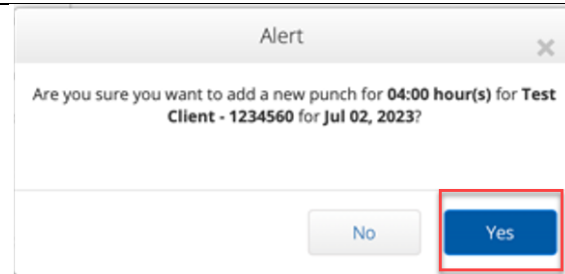
6. Click Yes on the alert.



7. Apply a check mark to the statements and click Save.




8. Click **Yes**, on the alert.



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)。

Aveanna Healthcare, LLC does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, disability, or any other basis prohibited by federal, state, or local law.

© 2023 Aveanna Healthcare, LLC. The Aveanna Heart Logo is a registered trademark of Aveanna Healthcare LLC and its subsidiaries.

