
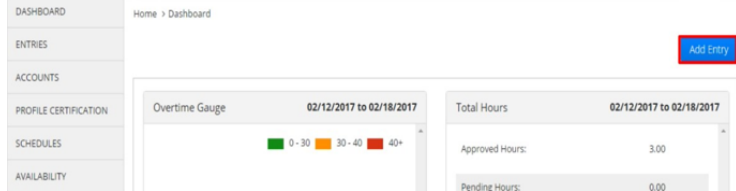


Creating a Day Care Reimbursement Portal Punch Entry

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

<p>1. Log in to https://aveanna.dcisoftware.com/</p>	
<p>Note: Contact a local AveannaCare branch if a username and/or password has not been issued.</p> <p>TIP: Visit aveannasupportservices.com to find a local branch.</p> <p>You can also visit https://aveannasupportservices.com/resources/care-provider-resources/aveannacare/ to access videos and printable user guides.</p>	
<p>2. Click on Add Entry.</p>	
<p>Complete all required fields on the Add New Entry window.</p>	





Entry Type and Employee Name will default.

3. **Complete/Update** the following fields.
 - a. Account Type. Select "Hourly".
 - b. Client.
 - c. Service Code. Select "Day Care Reimbursement".
 - d. Service Date. (Only if the date is different)
 - e. Check-In/out.
 - f. Reason. (See Note below.)

Add New Entry ✕

Entry Type: * Punch ▼

Employee Name: Bell Train

Account Type: * Hourly ▼

Client: * Ave Anna5 - 121212 ✕

Service Code: * Day Care Reimbursement ▼

Service Date: * 11/14/2023 📅

Check In: * 7:00 AM 🕒 Check Out: * 2:30 PM 🕒

Clock In EW Location: Community ▼

Clock Out EW Location: Community ▼

Check Out Date: 11/14/2023

Add Reason Codes: * ✕ Care Provider did not clock in & clock out - 170 ✕

Note: To add a reason code, click on the **Add Reason Code** field (a drop-down menu will appear) **click on one** reason.

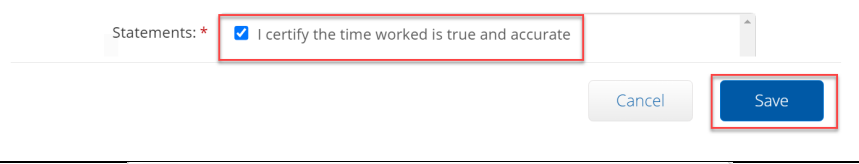
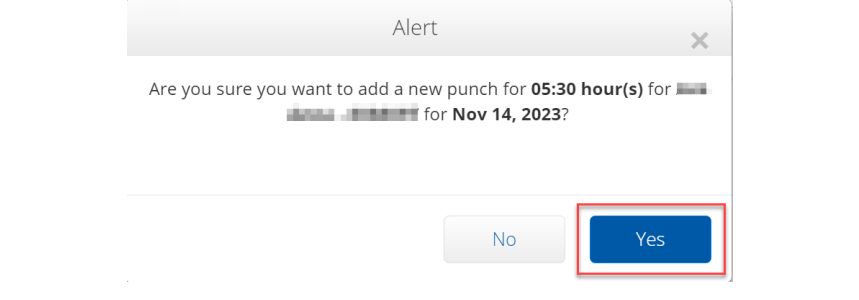
1. Care Provider did not clock in/out in real time - 170
2. Care Provider did not clock in in real time - 150
3. Care Provider did not clock out in real time - 160
4. Issue with the app AveannaCare Mobile EW - 200
5. Care Provider shift change - 190
6. The service was provided outside of the home - 230
7. The environment was unsafe - 240

✕ 1. Care Provider did not clock in/out in real time - 170 ✕

Reason Code has been added





<p>4. Apply a check mark to the statements, click Save.</p>	
<p>4. Click Yes, on the alert.</p>	

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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