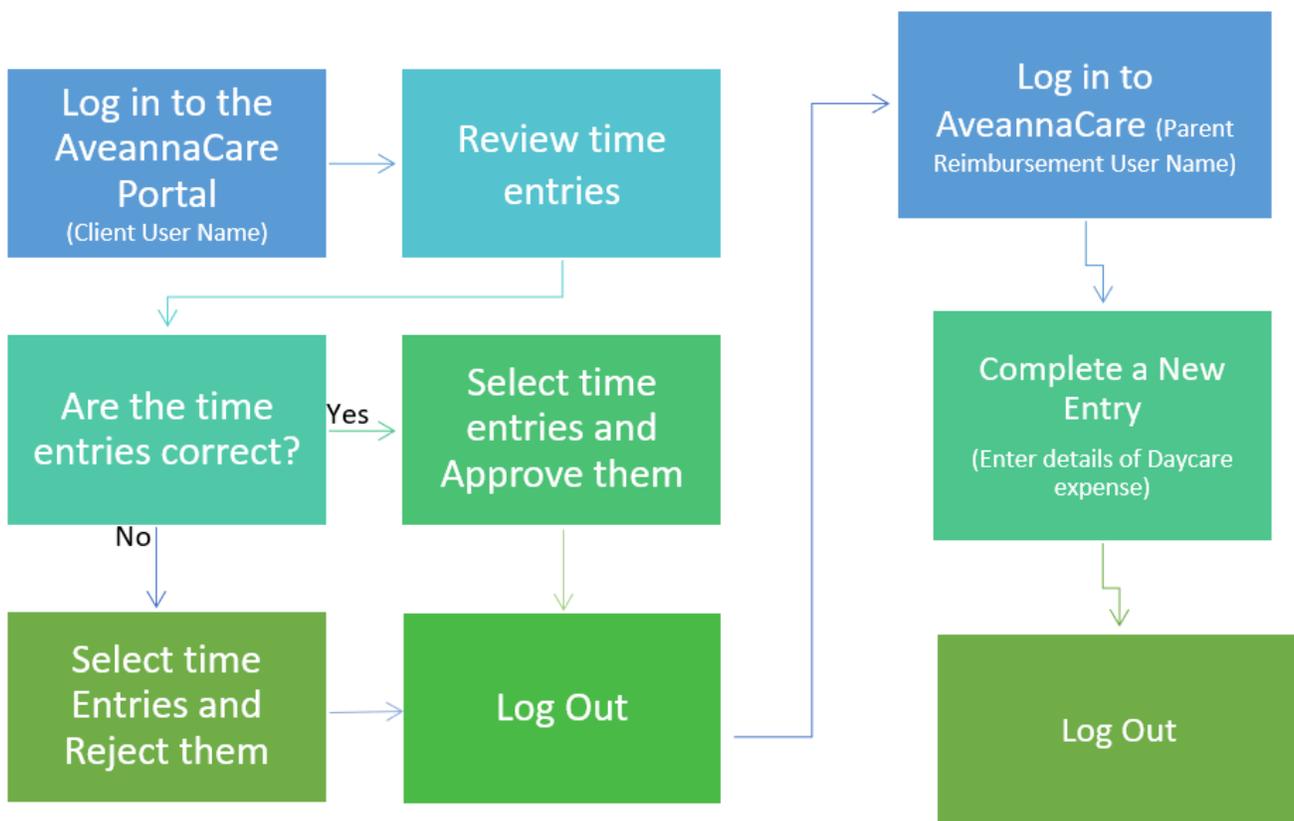


Respite and Day Care Reimbursement Flowchart Infographic

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.

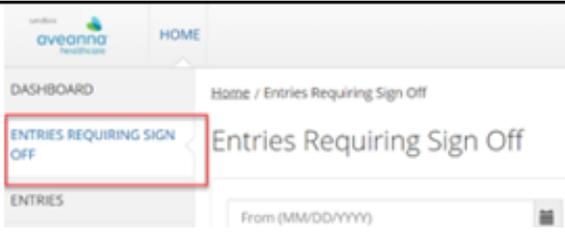
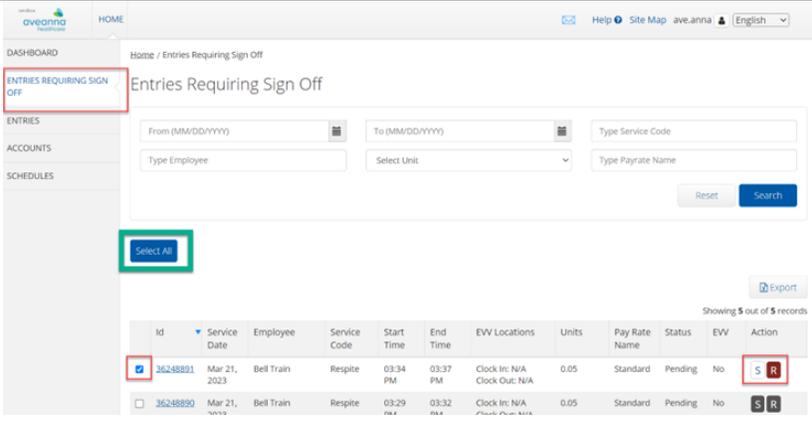


Note: The office will approve the Day Care reimbursement punch entries. Client does not need to approve/sign-off on Day Care reimbursement punch entries.

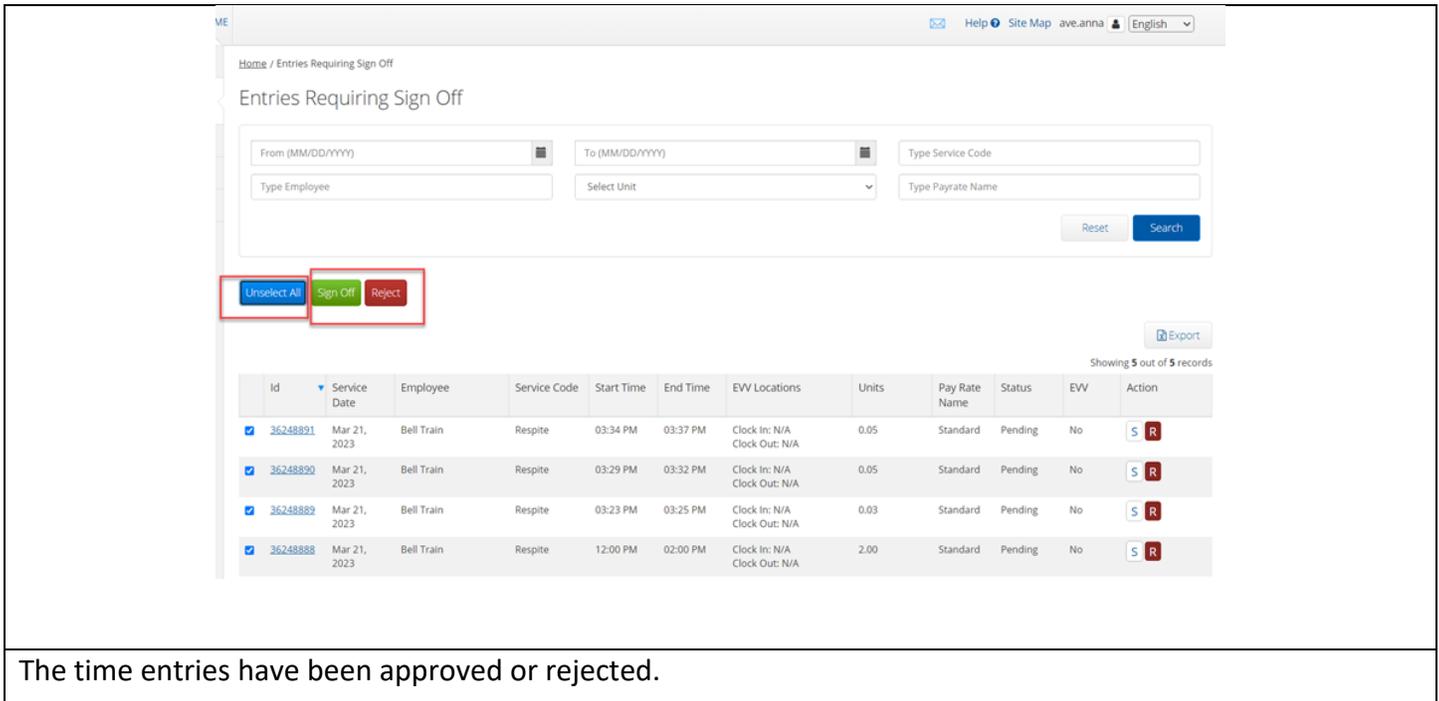


Approving/Sign-off Respite Entries in the AveannaCare Portal

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>																																					
 <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>36248891</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>36248890</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	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	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
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<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	EV 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.dcisoftware.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**.

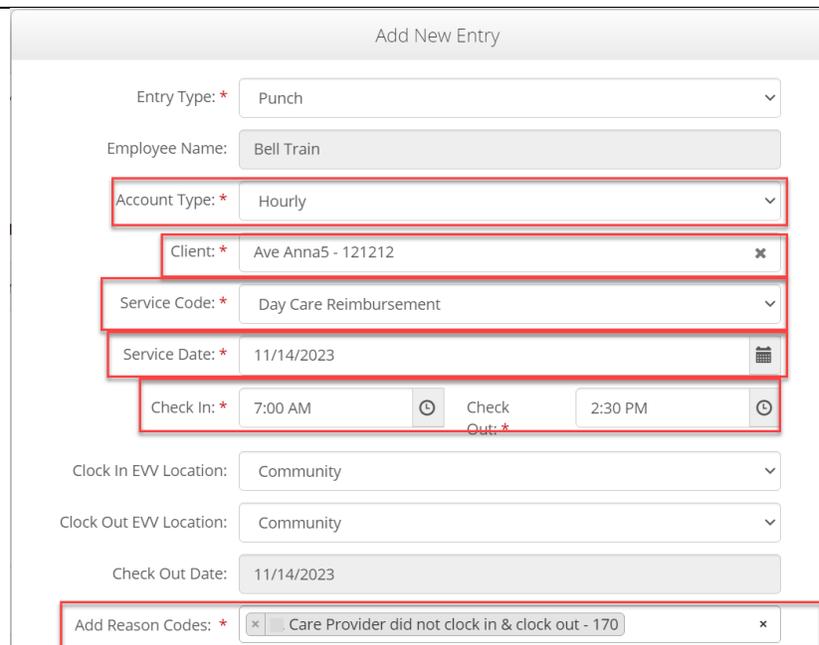


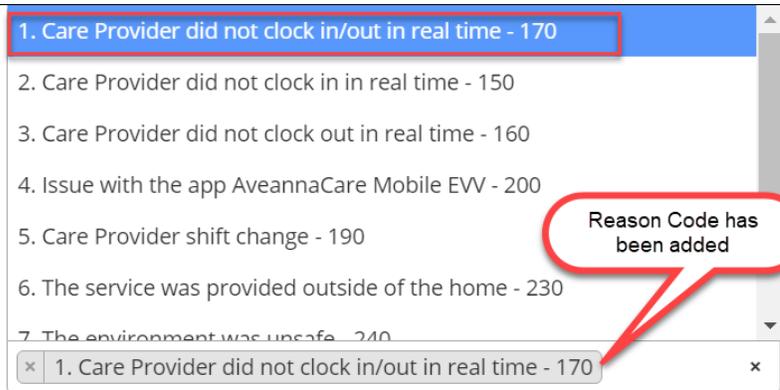
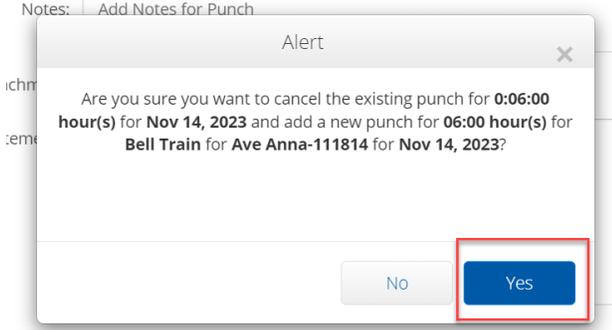
Complete all required fields on the **Add New Entry** window.

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.)




<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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