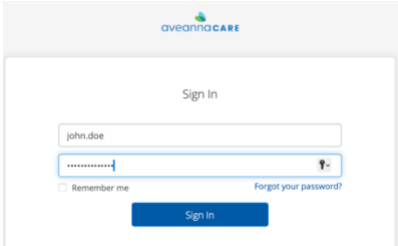
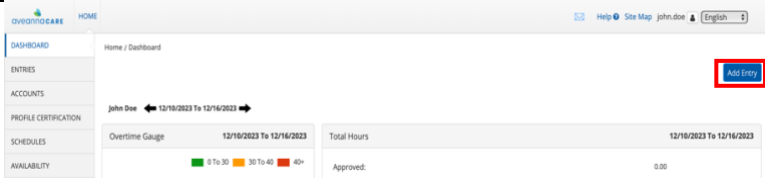
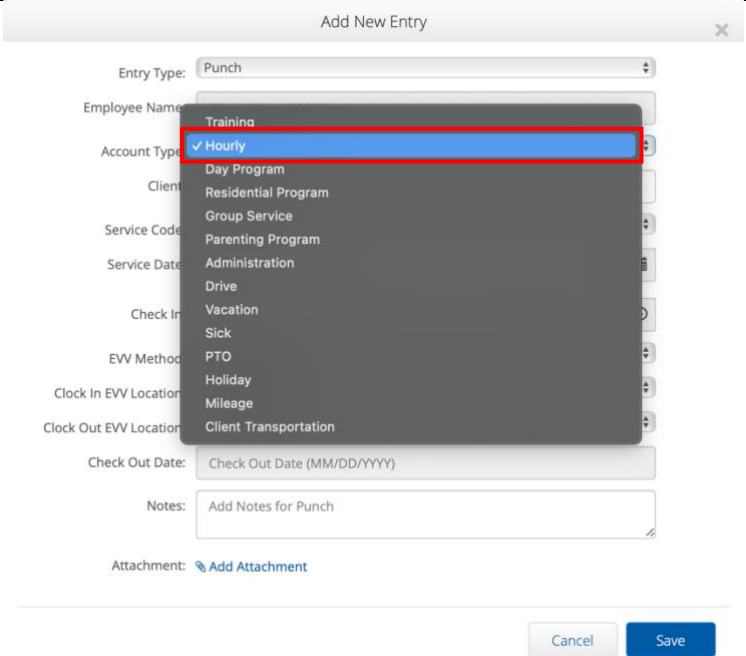


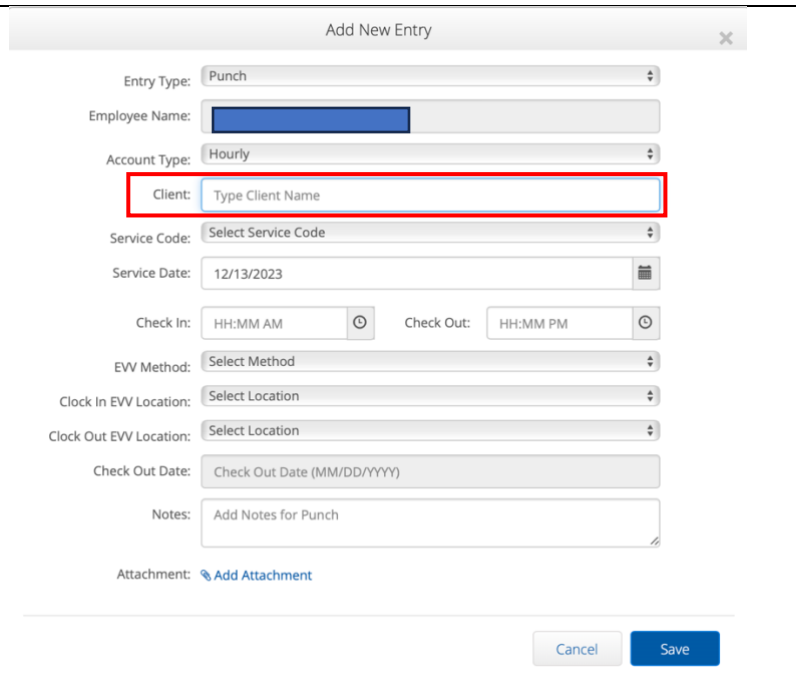
## Creating a Social Recreation Punch

This guide can be used to create a Social Recreation punch in the AveannaCare Portal online.

<p>1. Log in to <a href="https://aveanna.dcisoftware.com/">https://aveanna.dcisoftware.com/</a> using your AveannaCare username and password.</p>	
<p>2. Click on the <b>Add Entry</b> button.</p>	
<p>Complete all required fields in the <b>Add New Entry</b> window.</p> <p><b>NOTE: Entry Type and Employee Name</b> will default.</p> <p>3. Use the <b>Account Type</b> drop-down menu to select <b>Hourly</b>.</p>	



4. Type Client's name in **Client** field.

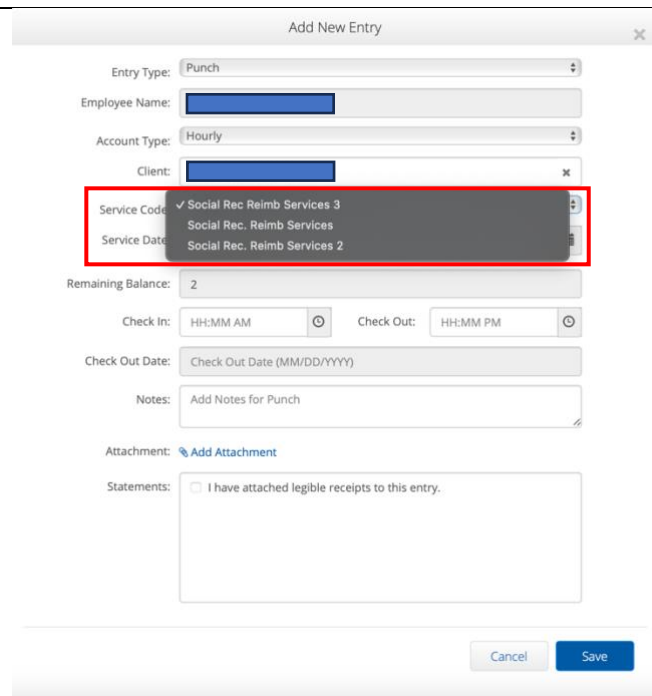


The screenshot shows the 'Add New Entry' form with the following fields: Entry Type (Punch), Employee Name (text input), Account Type (Hourly), Client (Type Client Name, highlighted in red), Service Code (Select Service Code), Service Date (12/13/2023), Check In (HH:MM AM), Check Out (HH:MM PM), EVW Method (Select Method), Clock In EVW Location (Select Location), Clock Out EVW Location (Select Location), Check Out Date (Check Out Date (MM/DD/YYYY)), Notes (Add Notes for Punch), and Attachment (Add Attachment). Buttons for Cancel and Save are at the bottom right.

5. Use **Service Code** drop-down menu to select appropriate service being provided.

**NOTE:** The correct service code is provided in the authorization email sent by Aveanna for reference.

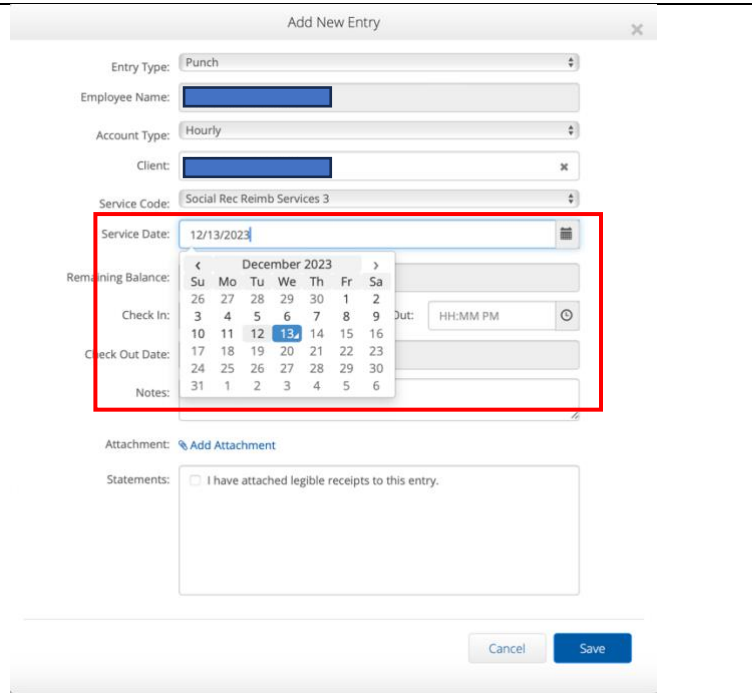
**For example:** "Social Rec Reimb Services", "Social Rec Reimb Services 2", "Social Rec Reimb Services 3".



The screenshot shows the 'Add New Entry' form with the Service Code dropdown menu open. The dropdown menu is highlighted in red and contains the following options: Social Rec Reimb Services 3 (selected), Social Rec. Reimb Services, and Social Rec. Reimb Services 2. Other fields include Entry Type (Punch), Employee Name, Account Type (Hourly), Client, Service Date, Remaining Balance (2), Check In, Check Out, Check Out Date, Notes, Attachment (Add Attachment), and Statements (checkbox: I have attached legible receipts to this entry). Buttons for Cancel and Save are at the bottom right.



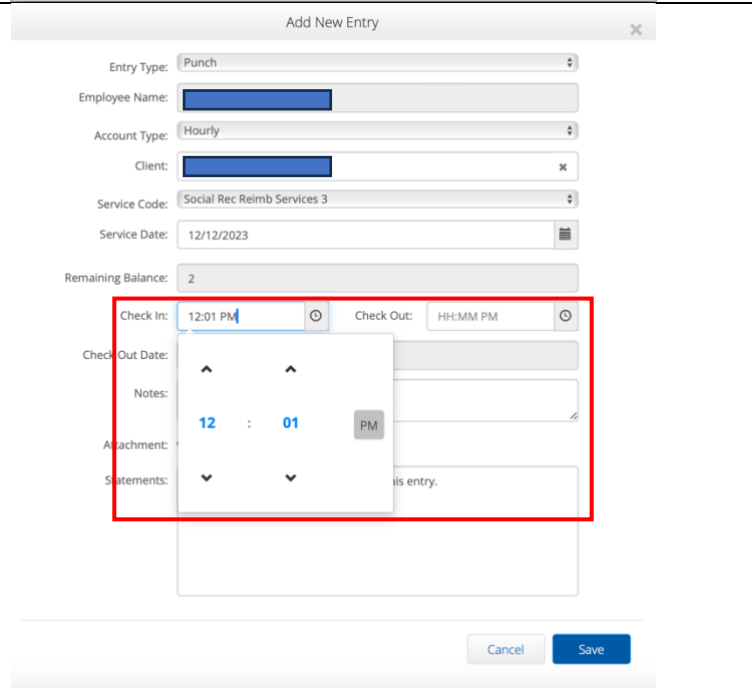
6. Select date the service was provided in the **Service Date** field.



The screenshot shows the 'Add New Entry' form. The 'Service Date' field is highlighted with a red box, and a calendar dropdown is open, showing the date 12/13/2023 selected. Other fields include Entry Type (Punch), Employee Name, Account Type (Hourly), Client, and Service Code (Social Rec Reimb Services 3). There are also fields for Remaining Balance, Check In, Check Out Date, and Notes. At the bottom, there are 'Cancel' and 'Save' buttons.

7. Input the time range for the service in the **Check In** and **Check Out** fields.

**NOTE:** Check in and out time does not matter, as long as it equals the number of “hours” provided in the authorization email provided by Aveanna.



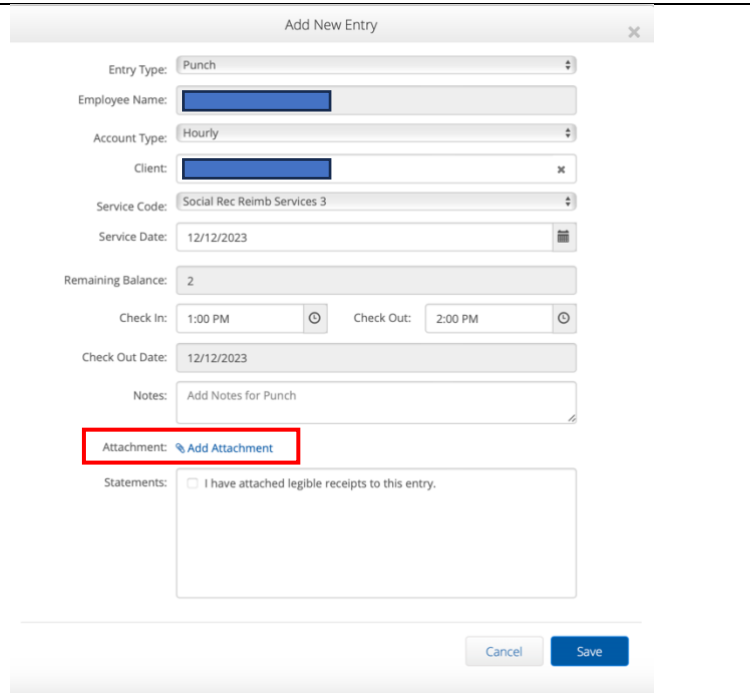
The screenshot shows the 'Add New Entry' form. The 'Check In' and 'Check Out' fields are highlighted with a red box. The 'Check In' field is set to 12:01 PM and the 'Check Out' field is set to HH:MM PM. A time selection dropdown is open, showing 12:01 PM. Other fields include Entry Type (Punch), Employee Name, Account Type (Hourly), Client, Service Code (Social Rec Reimb Services 3), Service Date (12/12/2023), and Remaining Balance (2). There are also fields for Check Out Date, Notes, Attachment, and Statements. At the bottom, there are 'Cancel' and 'Save' buttons.



# Creating a Social Recreation Punch in the AveannaCare Portal

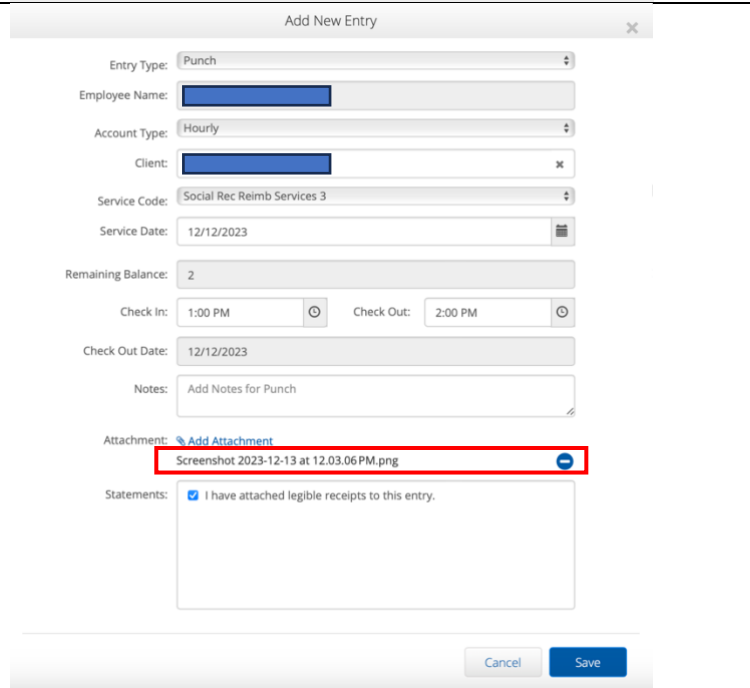
8. Click **Add Attachment** to attach receipt of service.

**NOTE:** A photo or file of the receipt confirming the purchase was made will need to be used.



The screenshot shows the 'Add New Entry' form with the following fields: Entry Type: Punch; Employee Name: [redacted]; Account Type: Hourly; Client: [redacted]; Service Code: Social Rec Reimb Services 3; Service Date: 12/12/2023; Remaining Balance: 2; Check In: 1:00 PM; Check Out: 2:00 PM; Check Out Date: 12/12/2023; Notes: Add Notes for Punch. The 'Attachment: Add Attachment' link is highlighted with a red box. Below it is a 'Statements' section with an unchecked checkbox: 'I have attached legible receipts to this entry.' At the bottom are 'Cancel' and 'Save' buttons.

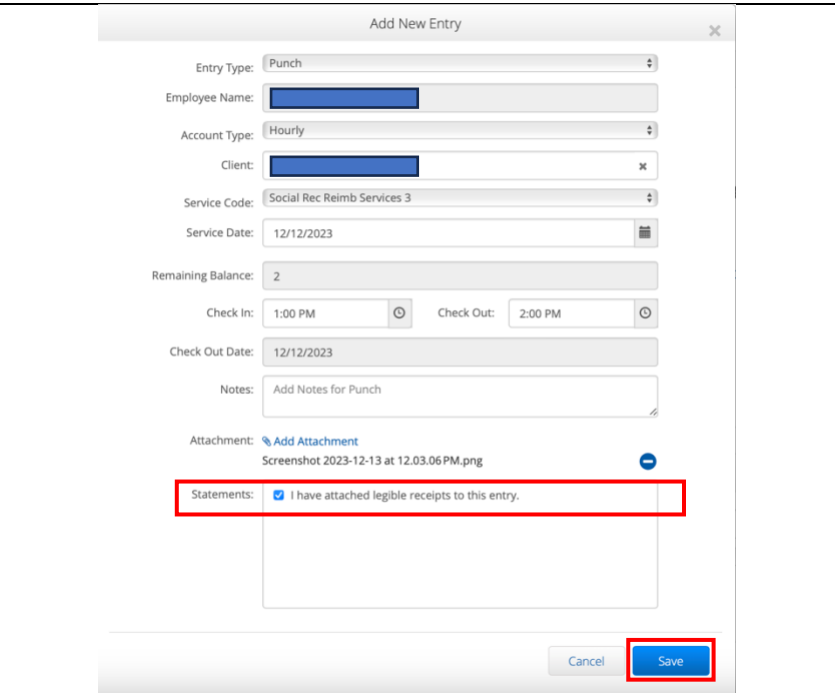
**NOTE:** Attachment information will show under the **Add Attachment** link when uploaded successfully.



The screenshot shows the 'Add New Entry' form with the same fields as the previous screenshot. The 'Attachment: Add Attachment' link is now expanded to show the file name 'Screenshot 2023-12-13 at 12.03.06 PM.png', which is highlighted with a red box. The 'Statements' section now has a checked checkbox: 'I have attached legible receipts to this entry.' At the bottom are 'Cancel' and 'Save' buttons.

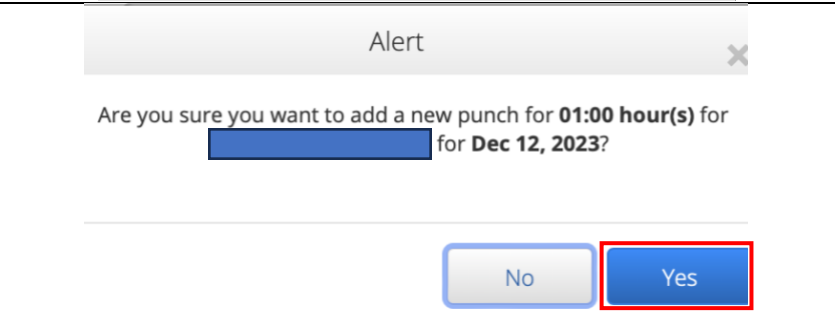


9. **Apply a check mark to the statement, click **Save**.**

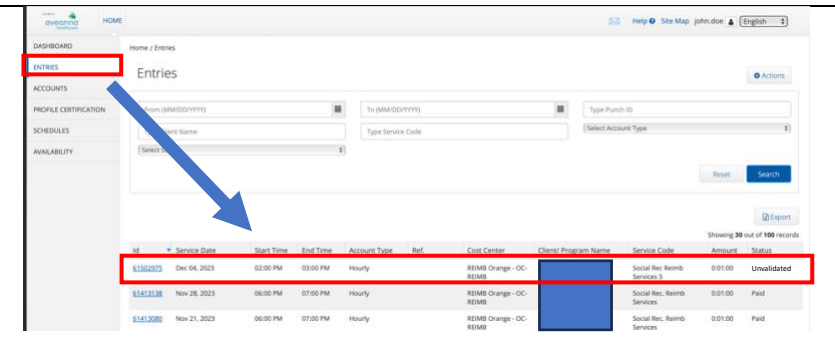


10. Click **Yes**, on the alert.

**NOTE:** Confirm the number of hours is the same as provided in the authorization email provided by Aveanna.



**NOTE:** The entry can be found under the **ENTRIES** tab. The punch/entry will be saved and marked as unvalidated if done correctly.



ID	Service Date	Start Time	End Time	Account Type	Ref	Cost Center	Client/Program Name	Service Code	Amount	Status
61562025	Dec 06, 2023	02:00 PM	03:00 PM	Hourly		REIMB Orange - OC-85148	[redacted]	Social Rec Reimb Services 3	0:01:00	Unvalidated
61413138	Nov 28, 2023	06:00 PM	07:00 PM	Hourly		REIMB Orange - OC-85148	[redacted]	Social Rec. Reimb Services	0:01:00	Paid
61413090	Nov 21, 2023	06:00 PM	07:00 PM	Hourly		REIMB Orange - OC-85148	[redacted]	Social Rec. Reimb Services	0:01:00	Paid

For any issues or questions, please email [flrc@aveanna.com](mailto:flrc@aveanna.com).

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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