

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

<ol> <li>Log in to <u>https://aveanna.dcisoftware.com/</u> using your AveannaCare username and password.</li> </ol>	Sign In phn.doe Sign Remember me Forgat your password?
2. Click on the <b>Add Entry</b> button.	Sign In         Inter / Sashaud         Inter / Sashaud           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Heig @ Sex Map johnder ( English )           Inter / Sashaud         Inter / Sashaud )           Inter / Sashaud )         Inter / Sashaud )           Inter / Sashau
Complete all required fields in the <b>Add New Entry</b> window.	Add New Entry X
NOTE: Entry Type and Employee Name will default.	Employee Name Training Account Type V Hourly Day Program Client Residential Program
<ol> <li>Use the Account Type drop-down menu to select Hourly.</li> </ol>	Group Service     Group Service       Service Code     Parenting Program       Service Date     Administration       Drive     Drive       Check In     Vacation       Sick     District       EVV Method     PTO       Clock In EVV Location     Holiday       Mileage     Client Transportation       Check Out Date:     Check Out Date (MM/DD/YYY)
	Notes:     Add Notes for Punch       Attachment:          Add Attachment
	Cancel Save



### in the AveannaCare Portal



### SUPPORT SERVICES

4. Type Client's name in <b>Client</b>	Add New Entry
field.	Entry Type: Punch \$
	Employee Name:
	Account Type: Hourly \$
	Client: Type Client Name
	Service Code \$
	Service Date: 12/13/2023
	Check In: HH:MM AM O Check Out: HH:MM PM O
	EVV Method \$
	Clock In EVV Location: Select Location
	Clock Out EVV Location: \$
	Check Out Date: Check Out Date (MM/DD/YYYY)
	Notes: Add Notes for Punch
	Attachment 20
	Cancel Save
5. Use Service Code drop-down	Add New Entry
menu to select appropriate	Entry Type: Punch +
service being provided.	Employee Name:
	Account Type: Hourly \$
<b>NOTE</b> : The correct service code is	Client:
provided in the authorization email	Service Cod: ✓ Social Rec Reimb Services 3
sent by Aveanna for reference.	Service Date Social Rec. Reimb Services 2
	Remaining Balance: 2
For example: "Social Rec Reimb	Check In:         HH:MM AM         O         Check Out:         HH:MM PM         O
Services", "Social Rec Reimb	Check Out Date: Check Out Date (MM/DD/YYYY)
Services 2, "Social Rec Reimb	Notes: Add Notes for Punch
Services 3".	Attachment: % Add Attachment
	Statements: I have attached legible receipts to this entry.
	Cancel Save



aveanna healthcare

### Creating a Social Recreation Punch

### in the AveannaCare Portal

SUPPORT SERVICES

6. Select date the service was		Add New Entry	×
provided in the Service Date	Entry Type:	Punch	\$
field.	Employee Name:		
	Account Type:	Hourly	\$
	Client:		×
	Service Code:	Social Rec Reimb Services 3	۵)
	Service Date:	12/13/2023	=
	Remaining Balance:	<ul> <li>✓ December 2023 →</li> <li>Su Mo Tu We Th Fr Sa</li> </ul>	
	Check In:	26         27         28         29         30         1         2           3         4         5         6         7         8         9         Dut:         HH:MM PM	©
	Check Out Date:	10 11 12 13, 14 15 16 17 18 19 20 21 22 23	
	Notes:	24         25         26         27         28         29         30           31         1         2         3         4         5         6	
			le .
		% Add Attachment	
	Statements:	I have attached legible receipts to this entry.	
		Cancel	Save
7. Input the time range for the		Add New Entry	×
7. Input the time range for the service in the <b>Check In</b> and	Entry Type:	Add New Entry Punch	*
	Entry Type: Employee Name:		*
service in the Check In and	entry type.		* •)
service in the <b>Check In</b> and <b>Check Out</b> fields.	Employee Name:	Punch	х • • •
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does	Employee Name: Account Type:	Punch	* • * *
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the	Employee Name: Account Type: Client:	Punch Hourty	
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the	Employee Name: Account Type: Client: Service Code:	Punch Hourly Social Rec Reimb Services 3	\$
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Account Type: Client: Service Code: Service Date:	Punch Hourty Social Rec Reimb Services 3 12/12/2023	\$
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance:	Punch Hourly Social Rec Reimb Services 3 12/12/2023 2 12:01 PM O Check Out: HHEMM PM	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In:	Punch Hourly Social Rec Reimb Services 3 12/12/2023 2	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes:	Punch Hourly Social Rec Reimb Services 3 12/12/2023 2 12:01 PM O Check Out: HHEMM PM	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes: Notes:	Punch       Hourly       Social Rec Reimb Services 3       12       12       12         Punch	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes:	Punch Hourly Social Rec Reimb Services 3 12/12/2023 2 12:01 PM O Check Out: HH::MM PM	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes: Notes:	Punch           Hourly           Social Rec Reimb Services 3           12           12           12           12	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes: Notes:	Punch           Hourly           Social Rec Reimb Services 3           12           12           12           12	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes: Notes:	Punch           Hourly           Social Rec Reimb Services 3           12           12           12           12	0 10
service in the <b>Check In</b> and <b>Check Out</b> fields. <b>NOTE:</b> Check in and out time does not matter, as long as it equals the number of "hours" provided in the authorization email provided by	Employee Name: Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check In: Notes: Notes:	Punch           Hourly           Social Rec Reimb Services 3           12           12           12           12	0 10



### in the AveannaCare Portal



### SUPPORT SERVICES

8. Click Add Attachment to attach		Add New Entry	×
receipt of service.	Entry Type:	Punch \$	
	Employee Name:		
<b>NOTE:</b> A photo or file of the receipt	Account Type:	Hourly \$	
confirming the purchase was made	Client:	×	
will need to be used.	Service Code:	Social Rec Reimb Services 3 *	
	Service Date:	12/12/2023	
	Remaining Balance:	2	
	Check In:	1:00 PM         O         Check Out:         2:00 PM         O	
	Check Out Date:	12/12/2023	
	Notes:	Add Notes for Punch	
	Attachment:	Add Attachment	
	Statements:	I have attached legible receipts to this entry.	
		Cancel Sa	ave
NOTE: Attachment information will		Add New Entry	
<b>NOTE:</b> Attachment information will		Add New Entry	×
show under the Add Attachement	Entry Type: Employee Name:	Add New Entry Punch	×
	Employee Name:		×
show under the Add Attachement		(Punch +)	×
show under the Add Attachement	Employee Name: Account Type:	(Punch ¢) Hourly ¢)	×
show under the Add Attachement	Employee Name: Account Type: Client:	Punch ¢) Hourty ¢)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code:	(Punch ¢) (Hourly ¢) Social Rec Reimb Services 3 ¢)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date:	Punch	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance:	Punch ¢) (Hourly ¢) (Social Rec Reimb Services 3 ¢) (12/12/2023 🖬 2	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In:	Punch         •)           Hourly         •)           Social Rec Reimb Services 3         •)           12/12/2023         ••)           2         ••)           1:00 PM         ••)           Check Out:         2:00 PM	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes:	Punch     •)       Hourly     •)       Social Rec Reimb Services 3     •)       12/12/2023     ••)       1300 PM     O       Check Out:     2:00 PM       12/12/2023     ••)       12/12/2023     ••)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes:	Punch     •)       Hourly     •)       Social Rec Reimb Services 3     •)       12/12/2023     ••)       1300 PM     O       Check Out:     2:00 PM       12/12/2023     ••)       12/12/2023     ••)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes:	Punch	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes: Attachment:	Punch     •)       Hourly     •)       Social Rec Reimb Services 3     •)       12/12/2023     ••)       12/12/2023     ••)       12/12/2023     ••)       Add Attachment     ••       Screenshot 2023-12-13 at 12.03.06 PM.png     ••)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes: Attachment:	Punch     •)       Hourly     •)       Social Rec Reimb Services 3     •)       12/12/2023     ••)       12/12/2023     ••)       12/12/2023     ••)       Add Attachment     ••       Screenshot 2023-12-13 at 12.03.06 PM.png     ••)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes: Attachment:	Punch     •)       Hourly     •)       Social Rec Reimb Services 3     •)       12/12/2023     ••)       12/12/2023     ••)       12/12/2023     ••)       Add Attachment     ••       Screenshot 2023-12-13 at 12.03.06 PM.png     ••)	×
show under the Add Attachement	Employee Name: Account Type: Client: Service Code: Service Date: Remaining Balance: Check In: Check Out Date: Notes: Attachment:	Punch       •         Hourly       •         Social Rec Reimb Services 3       •         12/12/2023       •         12/12/2023       •         2       •         12/12/2023       •         Add Attachment       •         Screenshot 2023-12-13 at 12.03.06 PM.png       •         I have attached legible receipts to this entry.       •	X





#### in the AveannaCare Portal

SUPPORT SERVICES

9. Apply a check mark to the	Add New Entry
statement, click <b>Save</b> .	Entry Type: Punch \$
	Employee Name:
	Account Type: Hourly \$
	Client: X
	Service Code: Social Rec Reimb Services 3
	Service Date: 12/12/2023
	Remaining Balance: 2
	Check In:         1:00 PM         O         Check Out:         2:00 PM         O
	Check Out Date: 12/12/2023
	Notes: Add Notes for Punch
	Attachment: Screenshot 2023-12-13 at 12.03.06 PM.png
	Statements: 🕑 I have attached legible receipts to this entry.
	Cancel Save
10. Click <b>Yes</b> , on the alert.	
, ,	Alert 🗙
NOTE: Confirm the number of hours	Are you give you want to add a new punch for 01:00 heur/a) for
is the same as provided in the	Are you sure you want to add a new punch for <b>01:00 hour(s)</b> for for <b>Dec 12, 2023</b> ?
authorization email provided by	
Aveanna.	
/wearing.	
	No Yes
NOTE: The entry can be found under	evenne kove Starkke johnder (* English 3)
the <b>ENTRIES</b> tab. The punch/entry	DAGRADO Home / Entries
will be saved and marked as	Accounts Photos
	MORE (REMARKING         Source (REMARKING)         Source (RE
unvalidated if done correctly.	AVALABLEY (Select) 1) Reset Select
	Bloot
	attions Sensing Marcellas M + Sense Date Sast Time End Time Account Type Ref. Cost Center Clenit Program Name Sensing Code Amount South
	1552827         Dec 54, 203         6120 PM         0500 PM         Houry         REMM Drage=05         Social feet RemB         051:00         Umplicated Services           14413         No-23, 2023         0600 PM         90:00 PM         Houry         REMM Drage=05         Social feet RemB         051:00         Umplicated Services           14413         No-23, 2023         0600 PM         90:00 PM         Houry         REMM Drage=05         Social feet RemB         051:00         Paid
	Littl338         Nev 21, 2023         06.00 PM         05.00 PM         Hourly         REMID Onge-OC- IMING         Social Re-Remit         05.00 Paid           5.412.000         Nev 21, 2023         06.50 PM         05.00 PM         Hourly         REMID Onge-OC- IMING         Social Re-Remit         05.00 PAid
	NU99 (2333)

#### For any issues or questions, please email flrc@aveanna.com.

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