

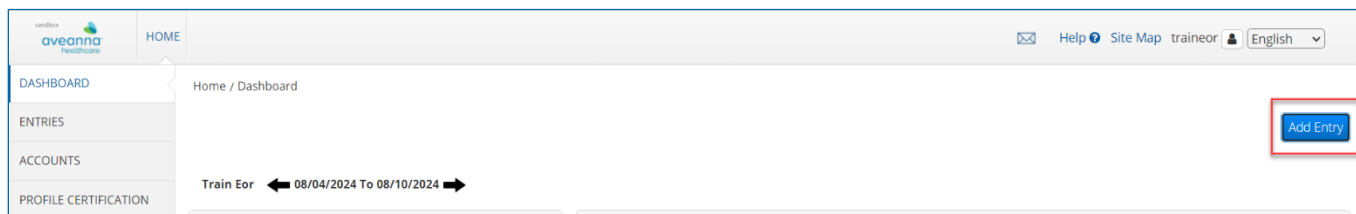


This guide can be used to create a Social Recreation punch in the AveannaCare Portal online.

Creating a Social Recreation Punch

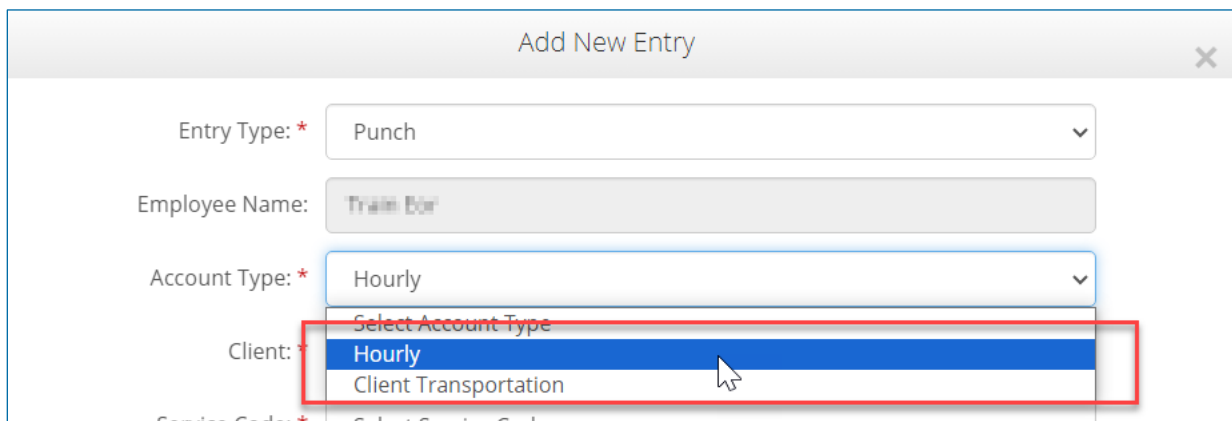
Follow the below steps to create a Social Recreation punch.

- 1) Log in to <https://aveanna.dcisoftware.com/> using your AveannaCare username and password.
- 2) Click on the **Add Entry** button.



Complete all required fields in the **Add New Entry** window. **NOTE: Entry Type and Employee Name will default.**

- 3) Use the **Account Type** drop-down menu to select **Hourly**.



- 4) Type the Client's name in the **Client** field.

★ Note: Once the name is typed, it will appear as a dropdown option. Click on the name to select it.



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

Add New Entry ✕

Entry Type: Punch

Employee Name: [REDACTED]

Account Type: Hourly

Client: [REDACTED]

Service Code:

- ✓ Social Rec Reimb Services 3
- Social Rec. Reimb Services
- Social Rec. Reimb Services 2

Service Date: [REDACTED]

Remaining Balance: 2

Check In: HH:MM AM 🕒 Check Out: HH:MM PM 🕒

Check Out Date: Check Out Date (MM/DD/YYYY)

Notes: Add Notes for Punch

Attachment: 📎 Add Attachment

Statements: I have attached legible receipts to this entry.

Cancel Save

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

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

Add New Entry ✕

Entry Type: Punch

Employee Name: [REDACTED]

Account Type: Hourly

Client: [REDACTED]

Service Code: Social Rec Reimb Services 3

Service Date: 12/13/2023

Remaining Balance: [REDACTED]

Check In: HH:MM AM 🕒 Check Out: HH:MM PM 🕒

Check Out Date: [REDACTED]

Notes: [REDACTED]

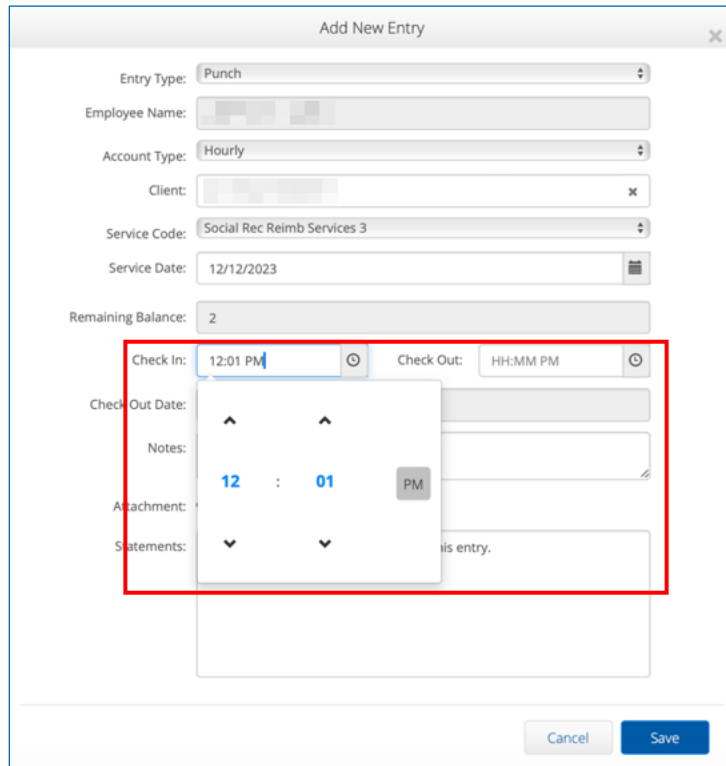
Attachment: 📎 Add Attachment

December 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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

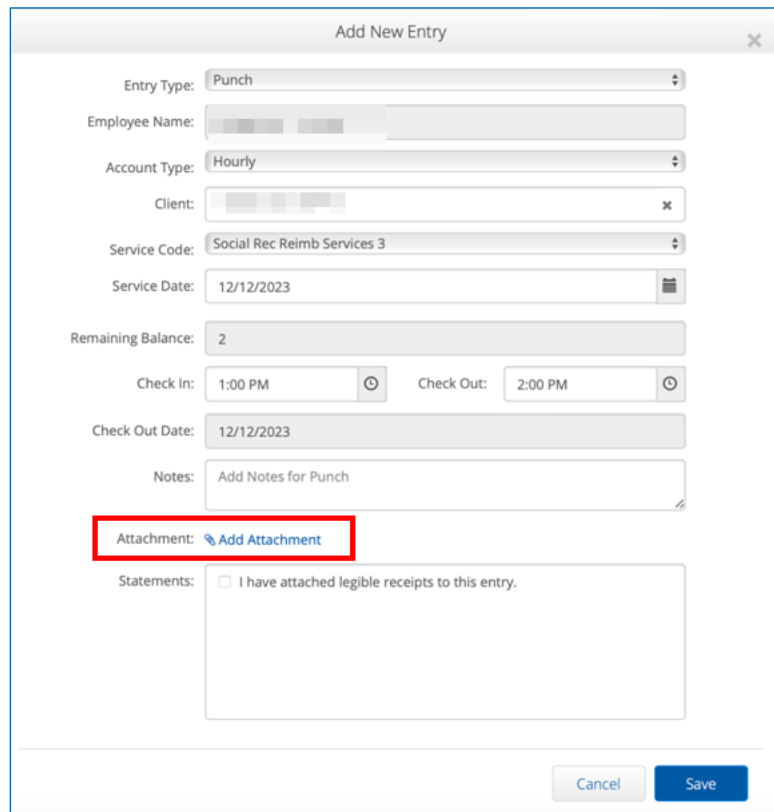
NOTE: Check-in and check-out times do not matter as long as they equal the number of “hours” provided in Aveanna's authorization email.



The screenshot shows the 'Add New Entry' form with the following fields: 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). The Check In field is set to 12:01 PM and the Check Out field is set to HH:MM PM. A time selection pop-up is open over the Check In field, showing 12:01 PM. The pop-up has up and down arrows for hours and minutes, and a PM/AM selector. The form also includes fields for Check Out Date, Notes, Attachment, and Statements, and buttons for Cancel and Save.

8) Click **Add Attachment** to attach a 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, Account Type (Hourly), Client, Service Code (Social Rec Reimb Services 3), Service Date (12/12/2023), and Remaining Balance (2). The Check In field is set to 1:00 PM and the Check Out field is set to 2:00 PM. The Check Out Date is set to 12/12/2023. The Notes field contains 'Add Notes for Punch'. The Attachment field has a blue 'Add Attachment' button highlighted with a red box. The Statements field has a checkbox labeled 'I have attached legible receipts to this entry.' The form also includes buttons for Cancel and Save.

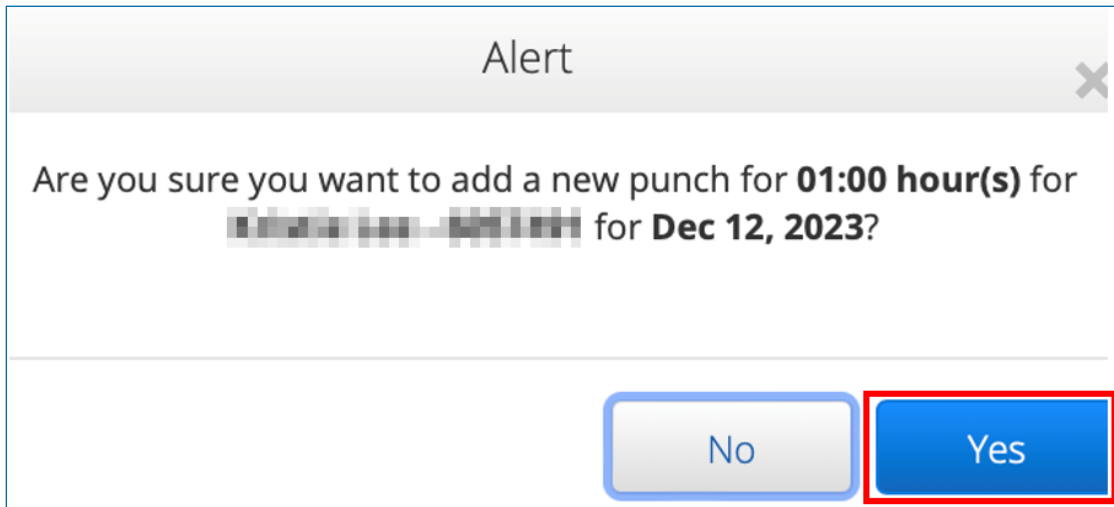
NOTE: Attachment information will show under the **Add Attachment** link when uploaded successfully.

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; Attachment: Add Attachment link and a file named 'Screenshot 2023-12-13 at 12.03.06 PM.png' which is highlighted with a red box; Statements: A checkbox labeled 'I have attached legible receipts to this entry.' is checked. At the bottom right, there are 'Cancel' and 'Save' buttons.

9) Apply a checkmark to the statement and click Save.

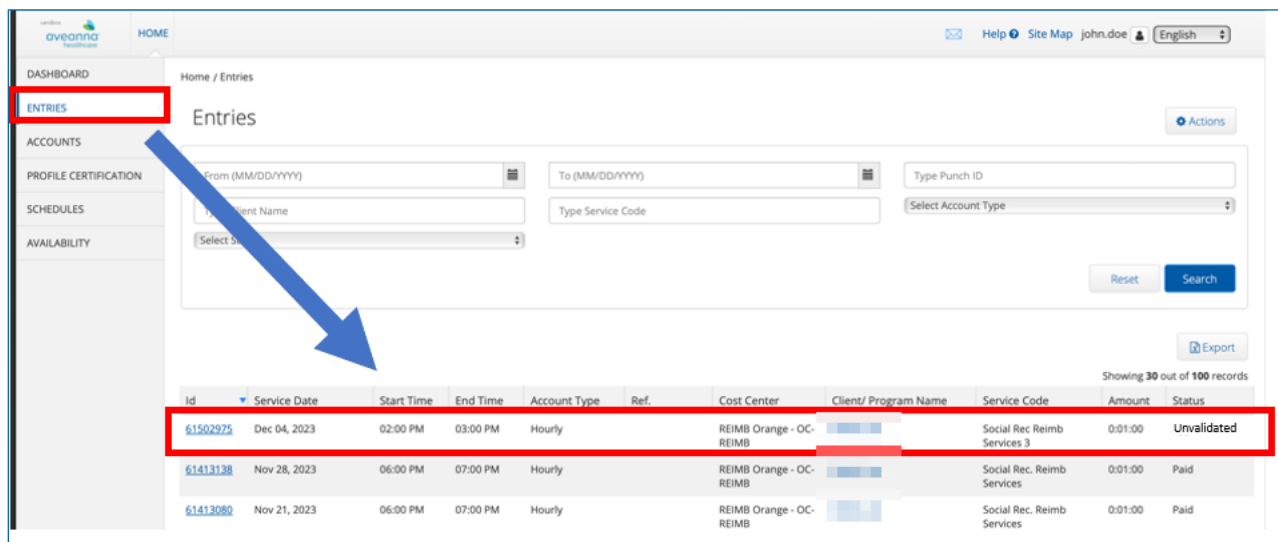
This screenshot is identical to the previous one, but with a red box around the checked 'I have attached legible receipts to this entry.' statement and another red box around the 'Save' button at the bottom right.

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



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

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



For any issues or questions, please email firc@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)。

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.

© 2024 Aveanna Healthcare, LLC. The Aveanna Heart Logo is a registered trademark of Aveanna Healthcare LLC and its subsidiaries.