

This quick reference guide (QRG) can be used to create a Day Care Reimbursement punch in the AveannaCare Portal, accessed through a mobile device.

# Creating a Day Care Reimbursement Punch

1. Access your phone's web browser. For example, Edge C or Chrome O. Search aveanna.dcisoftware.com.



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2. Add the username and password. Press Sign in.

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3. Review all the alerts. Swipe up, then press ok.



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4. When the Home page loads, press on the three lines on the top right-hand corner. When the menu appears, press New Entry.

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	Site Map
Subject: Aviso de privacidad de CA	Logout
del Consumidor de California (CCPA) y la Ley de	
Derechos de Created Date: Aug 04, 2023 08:33:25 AM	
Subject: Recordatorio de horas extras	
(trabajar más de 40 horas a la semana)	
y confirmación de pago por parte del	
Message: HORAS EXTRAS Los centros regionales	
no autorizan ni reembolsan las horas	
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5. Press on the Type Client Name field. Start typing the client's name; when it appears, select it.

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6. Next, press on the Select Service Code field. The menu will appear. Select Day Care Reimbursement.

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04/02/2025	<b>iii</b>		Drive Time	0
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Select Method	~		Purchase Reimbursement	0
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7. Press on the date field and enter the date manually, or press the calendar icon to select a date.

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8. Enter the time. Press on the Check In and Check Out fields. Then, use the drop-down to select a time or free-text the time.

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9. Next, enter a Reason code. Always select the first option.

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Day Care Reimbursement	~	Select Reason	۲
04/01/2025		1. Care Provider did not clock in/out in real time	С
7:30 AM (9) 4:00 PM	©	2. Care Provider did not clock in in real time	С
Home	~	3. Care Provider did not clock-out in real-time	С
Home	~	4. Issue with the app AveannaCare Mobile EVV	С
04/01/2025	<b></b>	5. Care Provider shift change	e C
Select Reason	_ ●	6. The service was provided outside of the home	С
Diagnosis Code		7. The environment was unsafe	С
Add Notes for Punch		8. Family/Consumer did not want to receive service	С
Choose File Statements		9. Different reason, NOTE REQUIRED	С
I certify the time worked is true		I certify the time worked is true	1

10. Once the selected reason populates, click the Blue Plus <sup>o</sup> to add the reason code.

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Diagnosis Code		Diagnosis Code		
Add Notes for Punch		Add Notes for Punch		
Choose File		Choose File		
Statements		Statements		
I certify the time worked is true and accurate		l certify the time wo and accurate	orked is true	
Cancel			Cancel	

11. The code will appear right underneath the Select Reason field. Next, apply a checkmark to the statement.

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Choose File		
Statements		Cancel
l certify the time worked is true and accurate		Save
Cancel		Copyright © 2025 Direct Care Innovations. All rights reserved.

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# SUPPORT SERVICES

12. Press Save and Yes on the Alert.



#### MOBILE WEB EDITION



SUPPORT SERVICES

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