



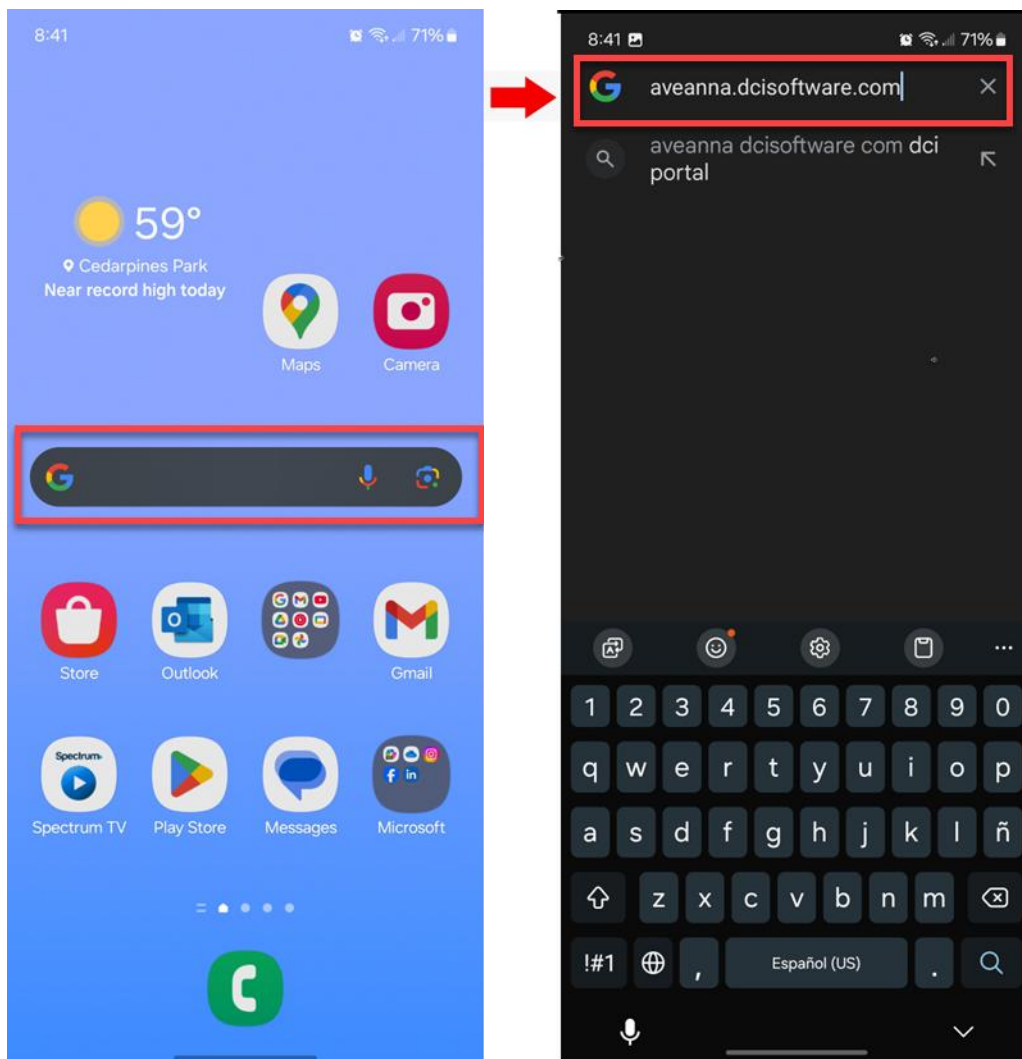
# CREATING AN EOR PUNCH

MOBILE WEB EDITION

This quick reference guide (QRG) can be used to create an EOR service (Respite, Personal Assistance, and FMS Respite) punch in the AveannaCare Portal online using a mobile device. This example shows the process for Respite punching.

## Creating an EOR Portal Punch Entry

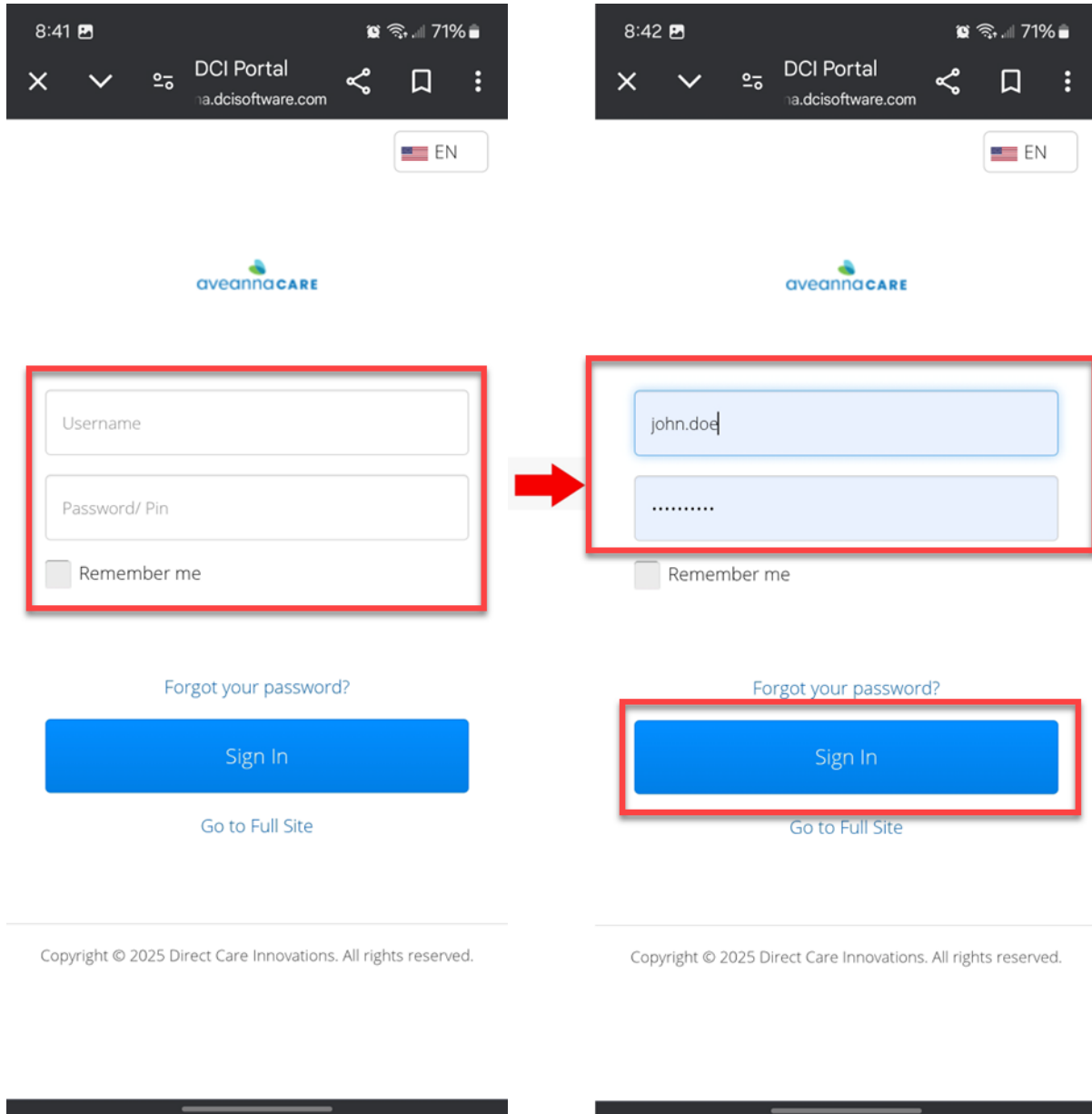
1. Access your phone's web browser. For example, Edge  or Chrome . Search [aveanna.dcisoftware.com](https://aveanna.dcisoftware.com).



# CREATING AN EOR PUNCH

MOBILE WEB EDITION

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



8:41 DCI Portal na.dcisoftware.com 71%

aveannaCARE

Username

Password/ Pin

☐ Remember me

Forgot your password?

Sign In

Go to Full Site

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8:42 DCI Portal na.dcisoftware.com 71%

aveannaCARE

john.doe

.....

☐ Remember me

Forgot your password?

Sign In

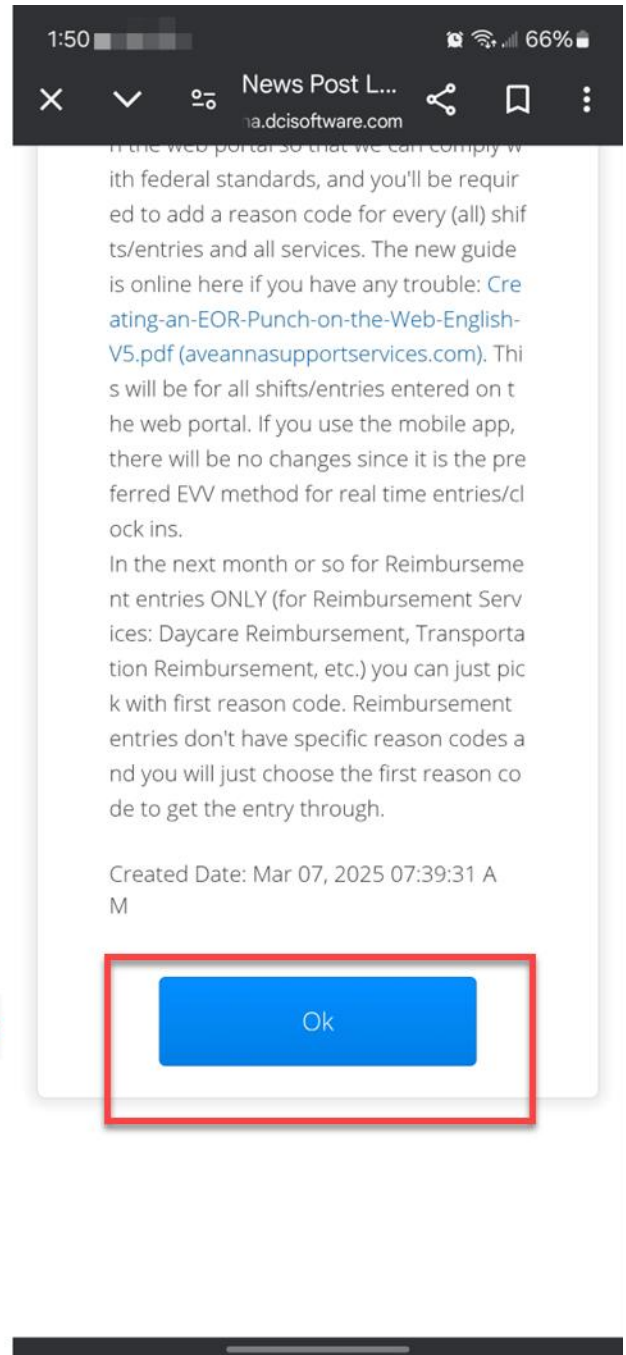
Go to Full Site

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# CREATING AN EOR PUNCH

MOBILE WEB EDITION

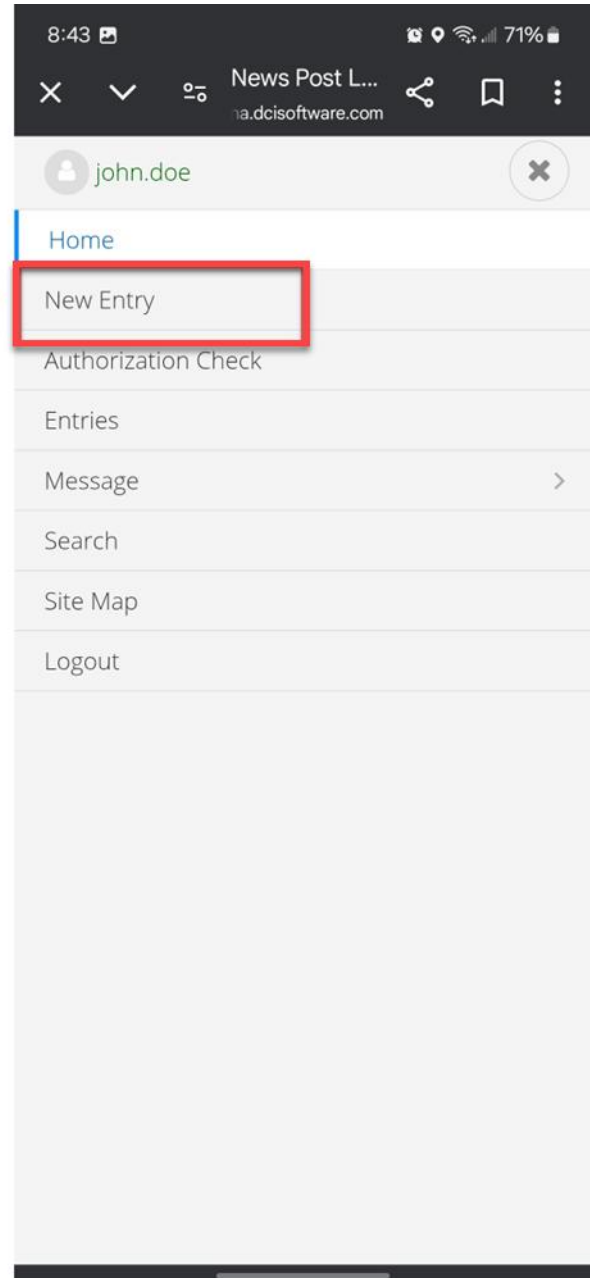
3. Review all the alerts. Swipe up, then press ok.



# CREATING AN EOR PUNCH

MOBILE WEB EDITION

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

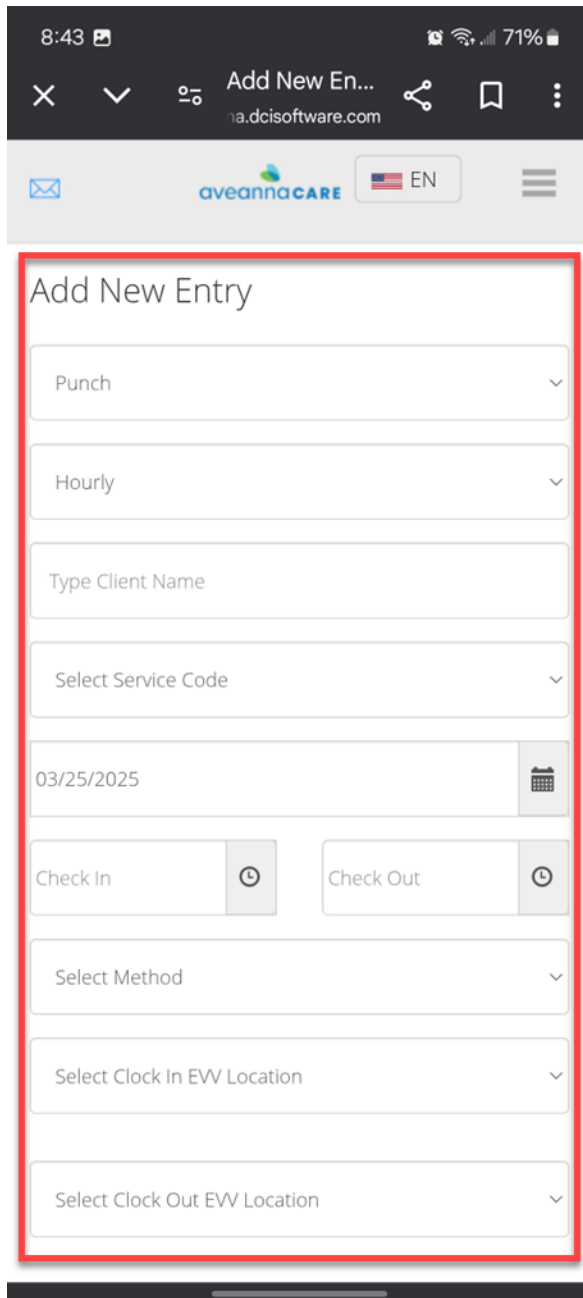




# CREATING AN EOR PUNCH

MOBILE WEB EDITION

5. The Add New Entry page will load. Start typing the client's first name. When the name appears, select it.



8:43 Add New En...  
na.dcisoftware.com

aveannaCARE EN

Add New Entry

Punch

Hourly

Type Client Name

Select Service Code

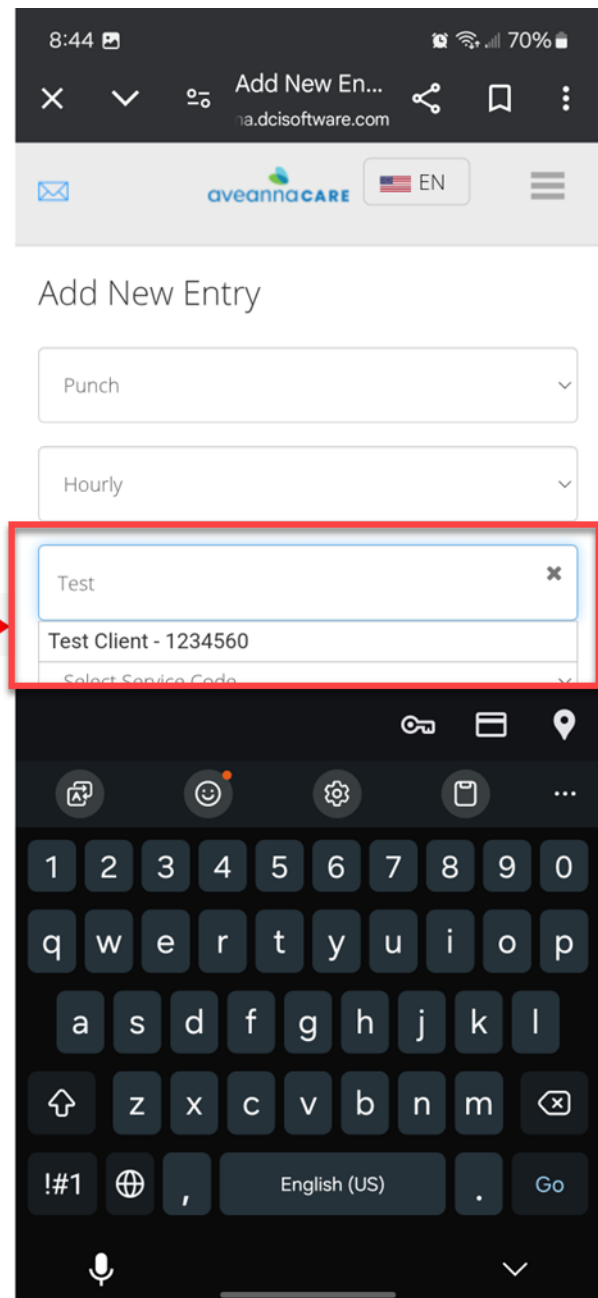
03/25/2025

Check In Check Out

Select Method

Select Clock In EW Location

Select Clock Out EW Location



8:44 Add New En...  
na.dcisoftware.com

aveannaCARE EN

Add New Entry

Punch

Hourly

Test

Test Client - 1234560

Select Service Code

1 2 3 4 5 6 7 8 9 0

q w e r t y u i o p

a s d f g h j k l

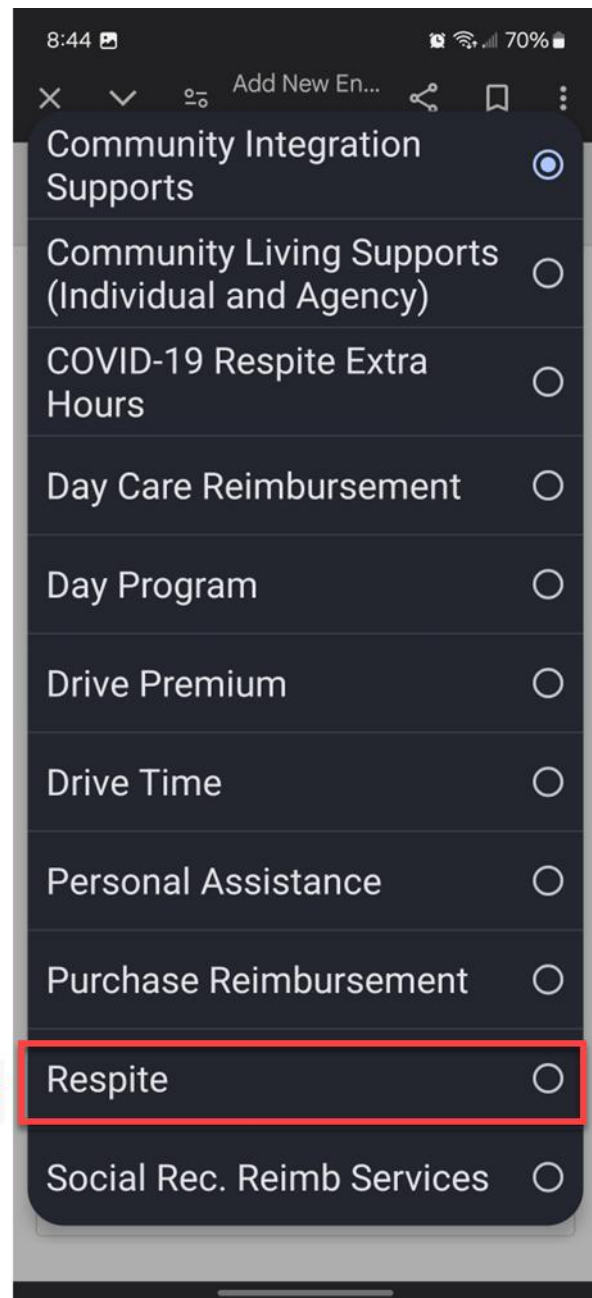
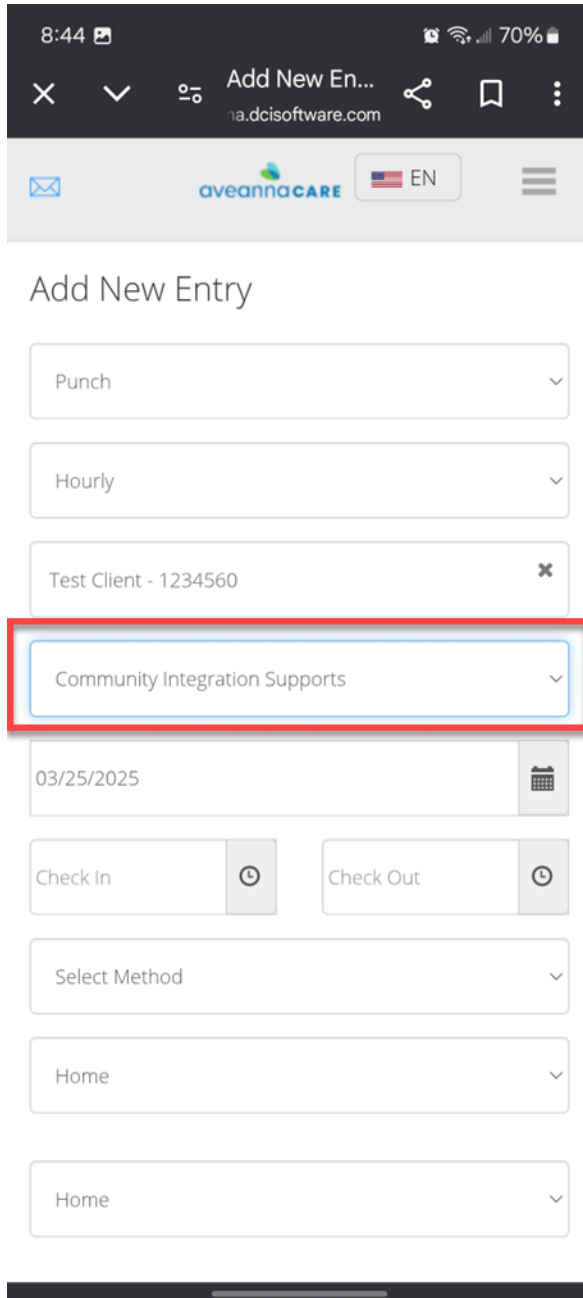
z x c v b n m

!#1 , English (US) . Go

# CREATING AN EOR PUNCH

MOBILE WEB EDITION

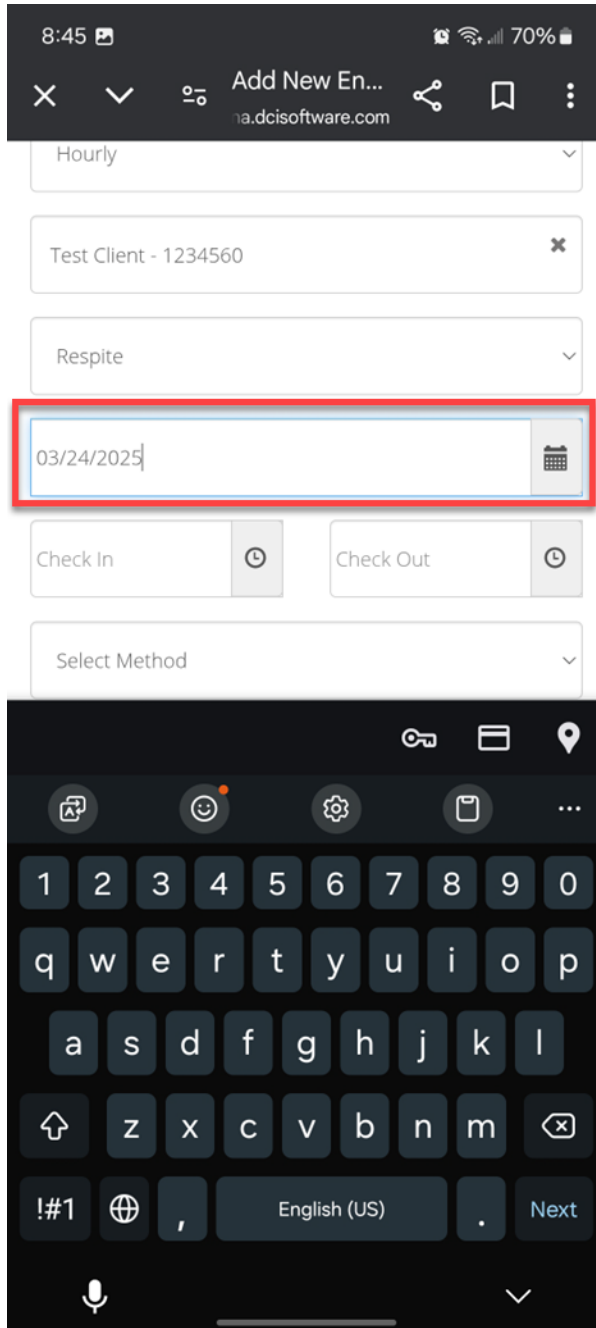
6. In the “Service Code” field, select the service being provided. Press on the field, and a menu will appear. Press on the service being provided.



# CREATING AN EOR PUNCH

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7. Next, select the date the service was provided. Press on the calendar to access the monthly calendar. The Care Provider may also text the date.



8:45 70%

Add New En...  
na.dcisoftware.com

Hourly

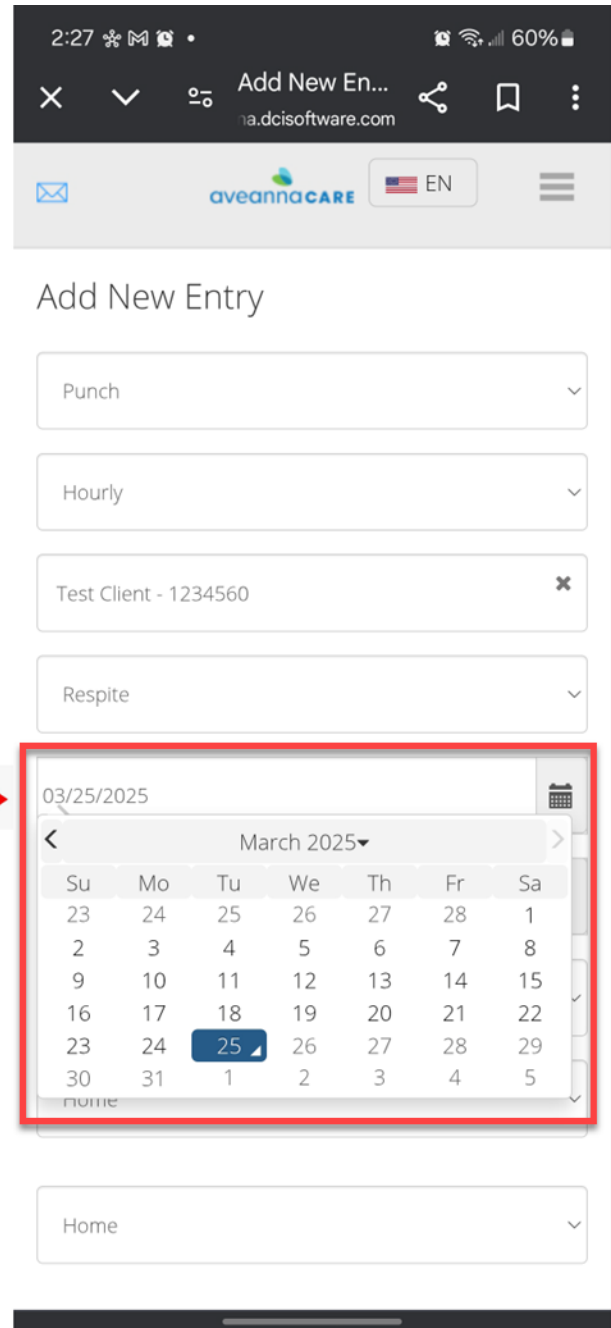
Test Client - 1234560

Respite

03/24/2025

Check In Check Out

Select Method



2:27 60%

Add New En...  
na.dcisoftware.com

aveannacare EN

Add New Entry

Punch

Hourly

Test Client - 1234560

Respite

03/25/2025

March 2025

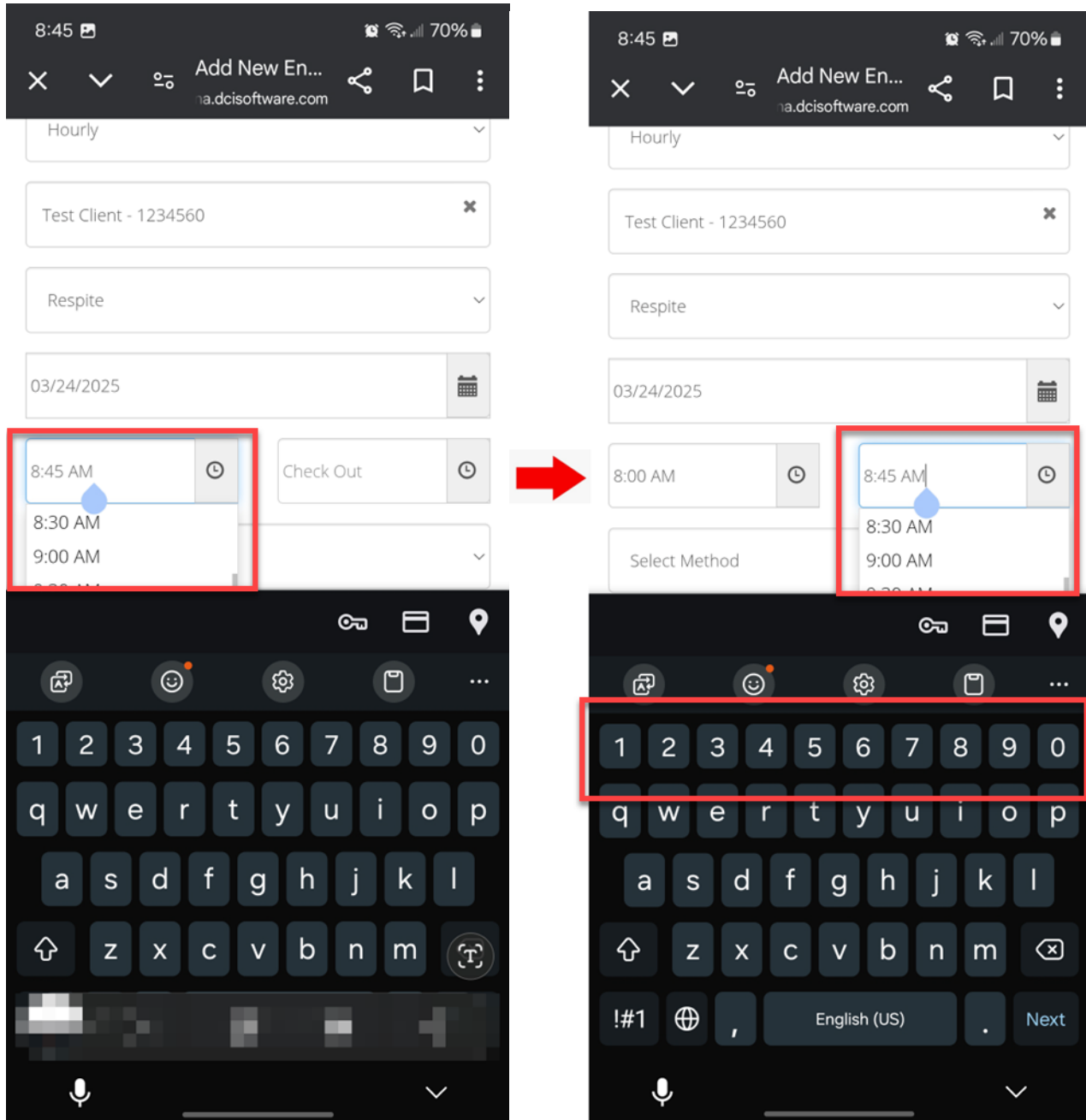
Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Home

# CREATING AN EOR PUNCH

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8. Next, enter the beginning and end of the shift hours. The hours can be entered by using the scroll option or by typing the time directly.

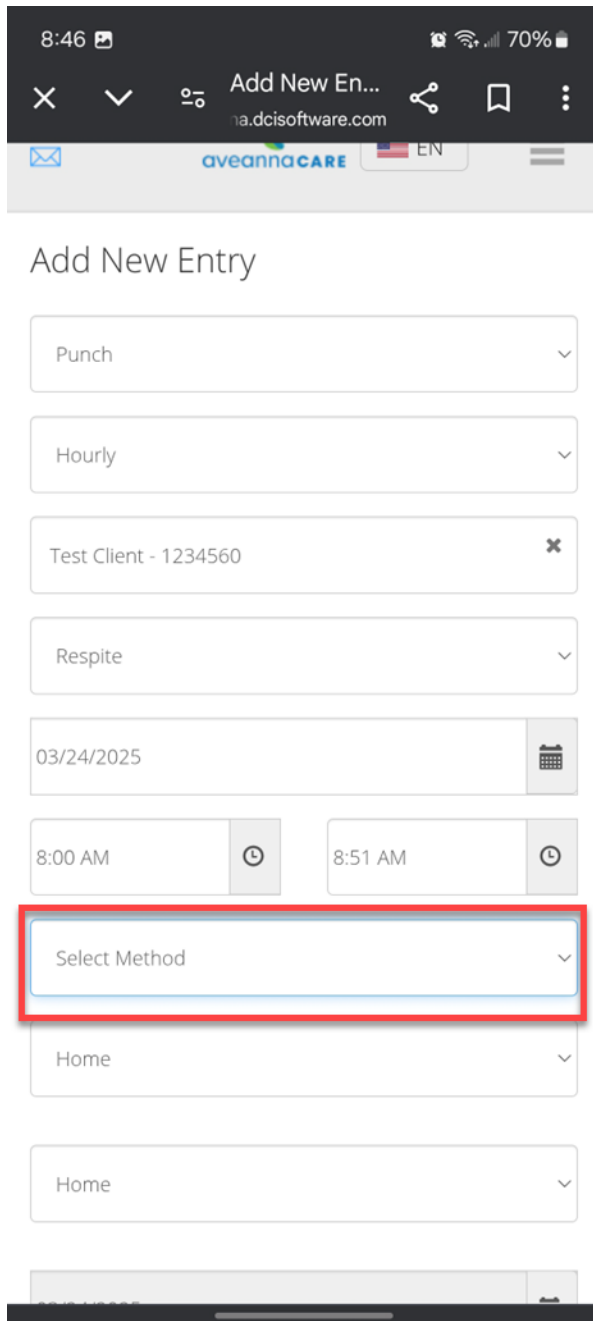




# CREATING AN EOR PUNCH

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9. Next, enter the verification method in the “Select Method” field. Press the field, and the menu will appear. Select Portal Signoff.



8:46 70%

Add New En...  
na.dcisoftware.com

aveannaCARE EN

Add New Entry

Punch

Hourly

Test Client - 1234560

Respite

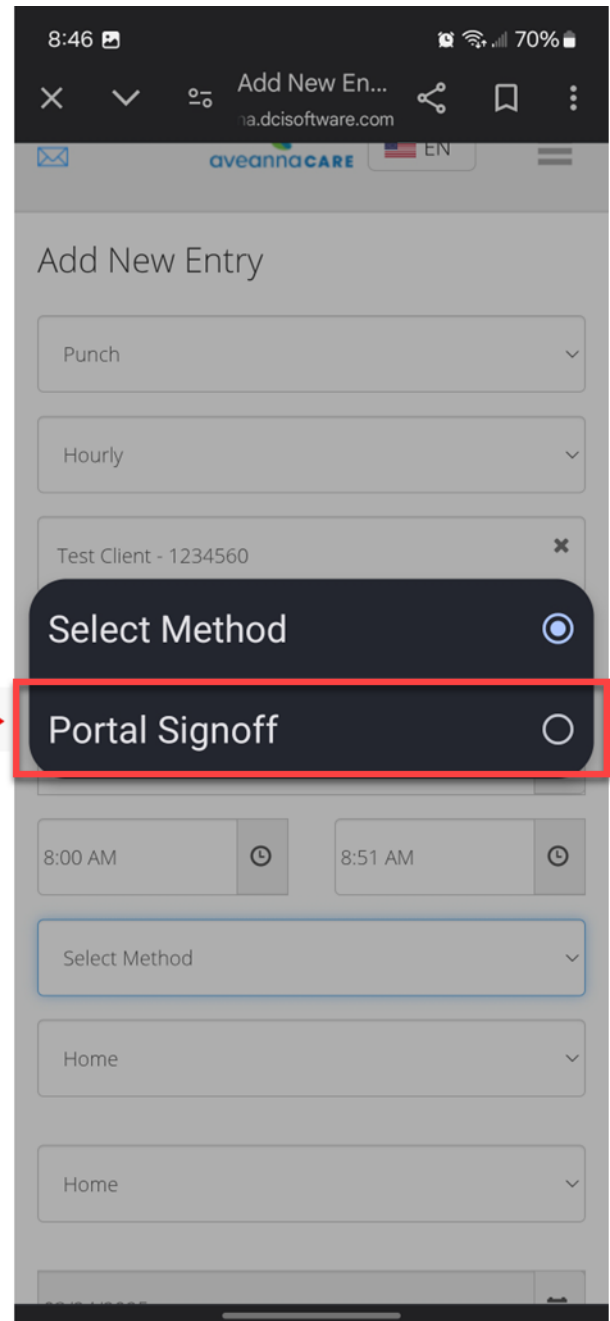
03/24/2025

8:00 AM 8:51 AM

Select Method

Home

Home



8:46 70%

Add New En...  
na.dcisoftware.com

aveannaCARE EN

Add New Entry

Punch

Hourly

Test Client - 1234560

Select Method

Portal Signoff

Select Method

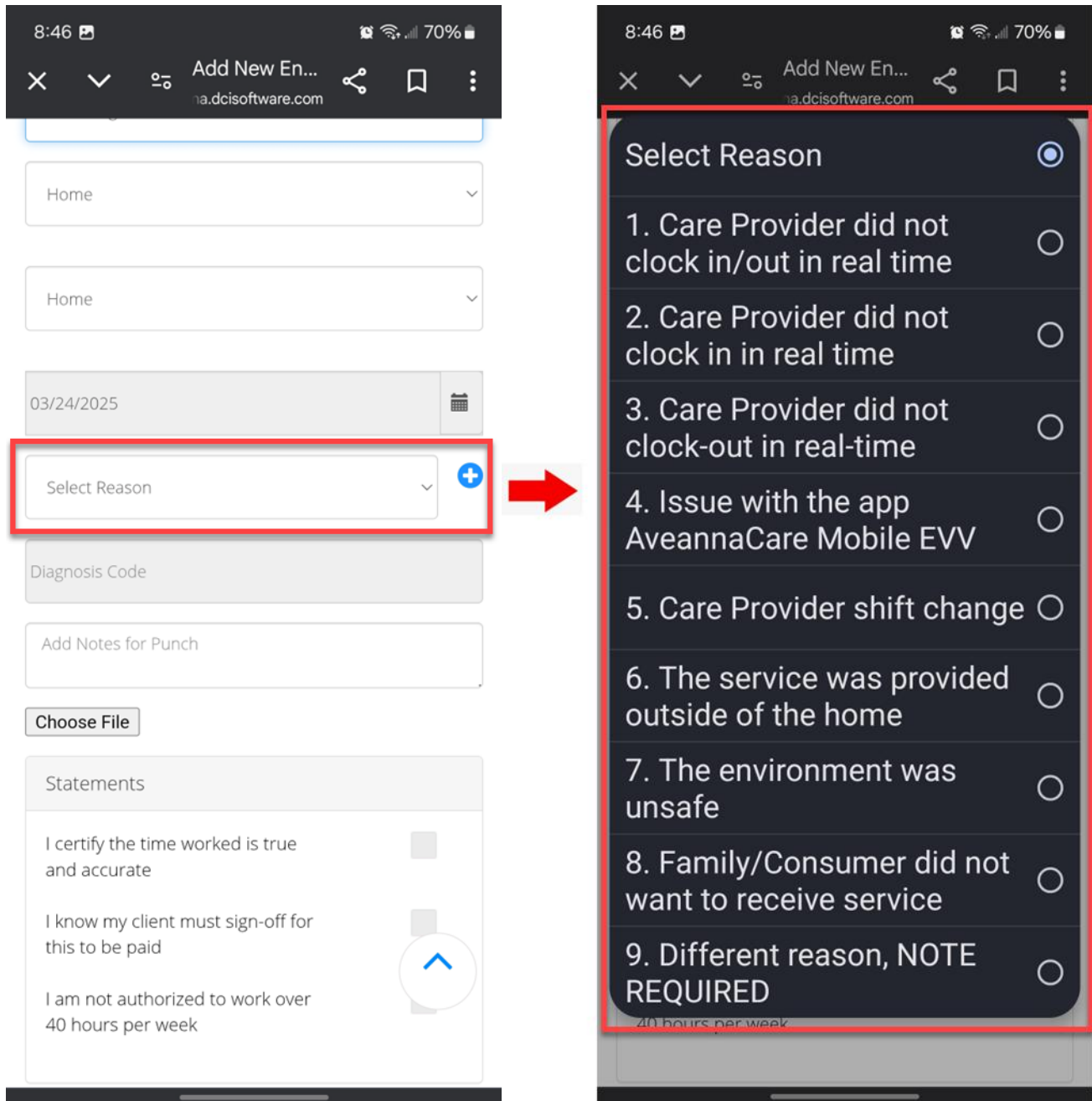
Home

Home

# CREATING AN EOR PUNCH

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10. Swipe up to the “Select Reason” field. Press the field, and the menu will appear. Select the applicable reason. This field identifies why the mobile app was not used to enter the punch.



8:46 70%

Add New En...  
a.dcisoftware.com

Home

Home

03/24/2025

Select Reason

Diagnosis Code

Add Notes for Punch

Choose File

Statements

I certify the time worked is true and accurate

I know my client must sign-off for this to be paid


I am not authorized to work over 40 hours per week

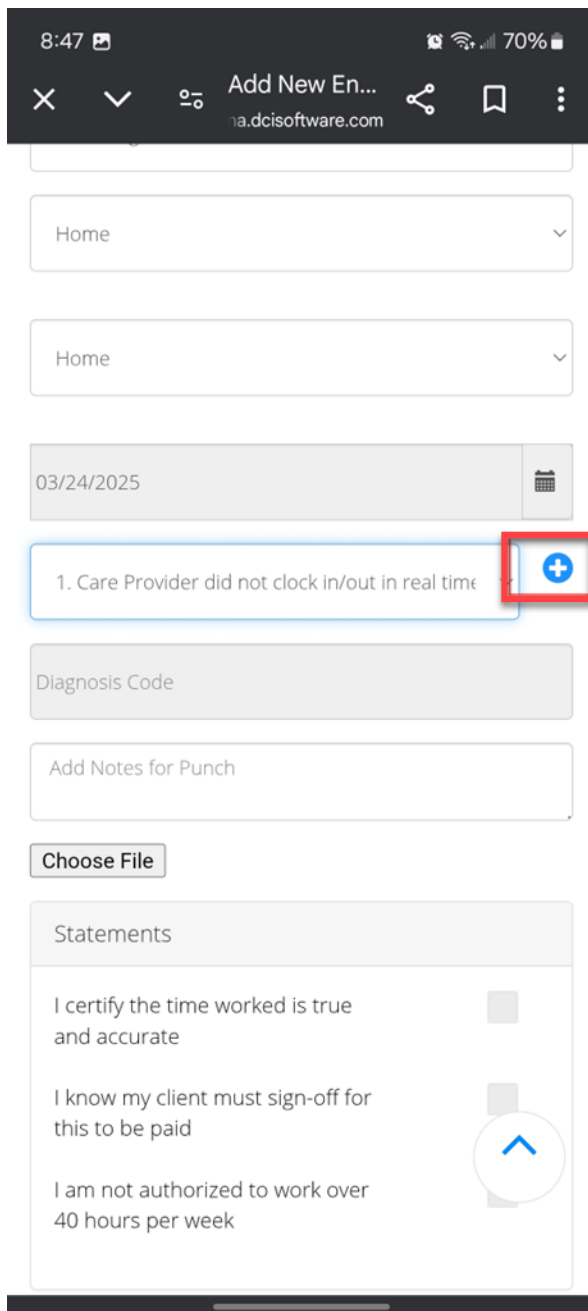
Select Reason

- 1. Care Provider did not clock in/out in real time
- 2. Care Provider did not clock in in real time
- 3. Care Provider did not clock-out in real-time
- 4. Issue with the app AveannaCare Mobile EVV
- 5. Care Provider shift change
- 6. The service was provided outside of the home
- 7. The environment was unsafe
- 8. Family/Consumer did not want to receive service
- 9. Different reason, NOTE REQUIRED

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11. Once the reason is selected, it will populate the field. Next, press on the Blue plus sign  to save the reason code. Once it is saved, it will appear in a box right underneath the field.




8:47 70%

Add New Enrollment  
na.dcisoftware.com

Home

Home

03/24/2025

1. Care Provider did not clock in/out in real time 

Diagnosis Code

Add Notes for Punch

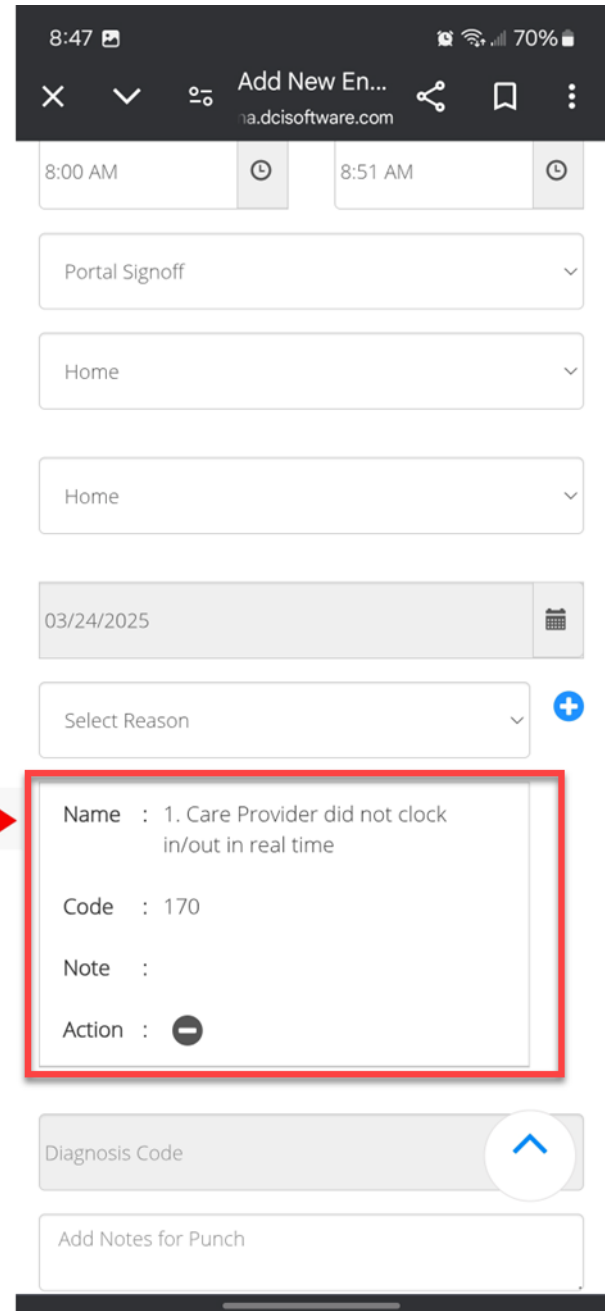
Choose File

Statements

I certify the time worked is true and accurate

I know my client must sign-off for this to be paid

I am not authorized to work over 40 hours per week



8:47 70%

Add New Enrollment  
na.dcisoftware.com


8:00 AM 8:51 AM

Portal Signoff

Home

Home


03/24/2025

Select Reason 

Name : 1. Care Provider did not clock in/out in real time

Code : 170

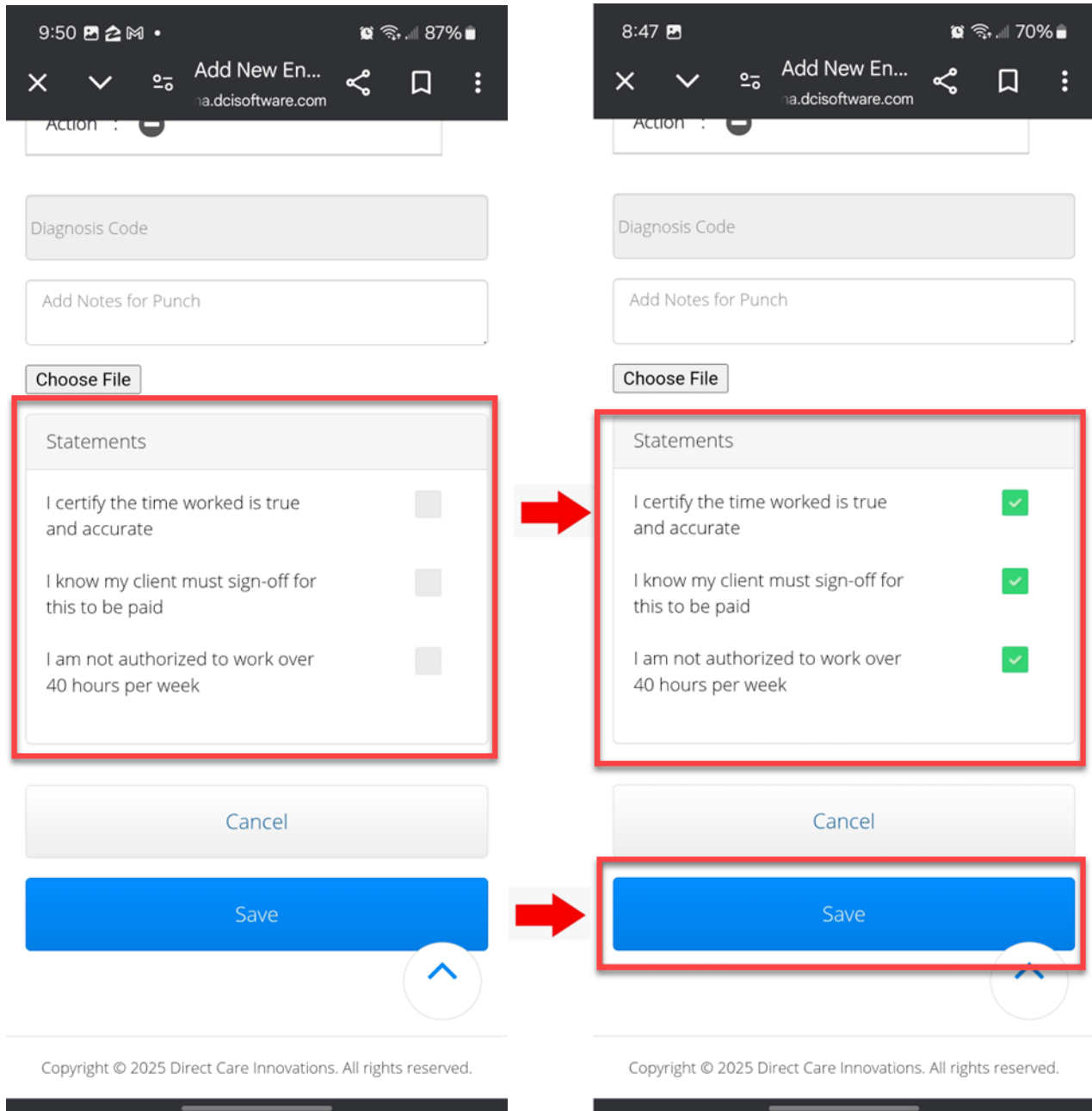
Note :

Action : 

Diagnosis Code

Add Notes for Punch

12. Swipe up to the Statement section. Apply a checkmark to each statement. Then press Save.



The image displays two sequential screenshots of a mobile application interface for creating an EOR punch. The interface is shown in a dark-themed mobile browser window.

**Left Screenshot (9:50 AM, 87% battery):**

- Top bar: "Add New En..." and "na.dcisoftware.com".
- Form fields: "Diagnosis Code" and "Add Notes for Punch".
- Section: "Choose File".
- Section: "Statements" (highlighted with a red box). It contains three statements, each with an unchecked checkbox:
  - "I certify the time worked is true and accurate"
  - "I know my client must sign-off for this to be paid"
  - "I am not authorized to work over 40 hours per week"
- Buttons: "Cancel" and "Save" (highlighted with a red box).
- Bottom: A circular arrow icon.

**Right Screenshot (8:47 AM, 70% battery):**

- Top bar: "Add New En..." and "na.dcisoftware.com".
- Form fields: "Diagnosis Code" and "Add Notes for Punch".
- Section: "Choose File".
- Section: "Statements" (highlighted with a red box). It contains the same three statements, each with a checked checkbox (green checkmark):
  - "I certify the time worked is true and accurate"
  - "I know my client must sign-off for this to be paid"
  - "I am not authorized to work over 40 hours per week"
- Buttons: "Cancel" and "Save" (highlighted with a red box).
- Bottom: A circular arrow icon.

Red arrows indicate the transition from the left state to the right state, showing the completion of the statements and the saving of the punch.

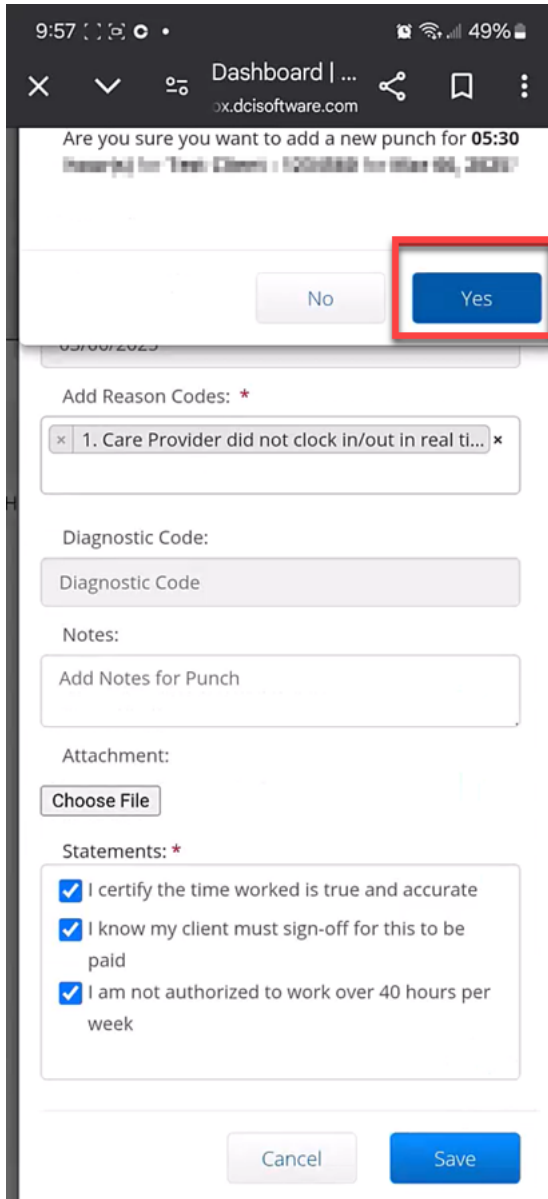
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# CREATING AN EOR PUNCH

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13. Lastly, click yes on the alert to save the punch entry.



9:57 [Battery Icon] [Signal Icon] 49%

Dashboard | ...  
dx.dcssoftware.com

Are you sure you want to add a new punch for **05:30**  
(Reserved for Time: 05:30 - 05:30 for Office 05, 2025)

No Yes

Add Reason Codes: \*

1. Care Provider did not clock in/out in real ti... x

Diagnostic Code:

Diagnostic Code

Notes:

Add Notes for Punch

Attachment:

Choose File

Statements: \*

☒ I certify the time worked is true and accurate

☒ I know my client must sign-off for this to be paid

☒ I am not authorized to work over 40 hours per week

Cancel Save

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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