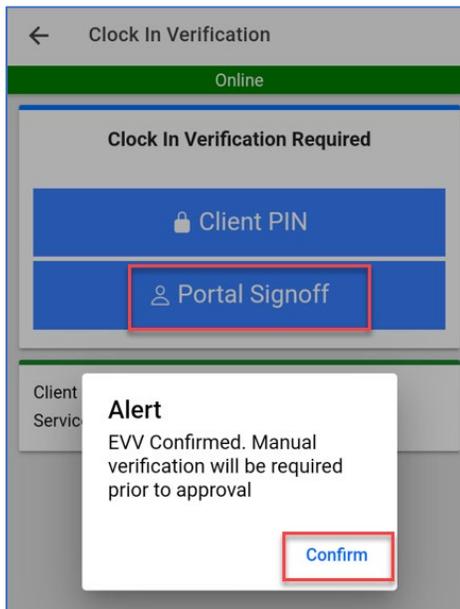


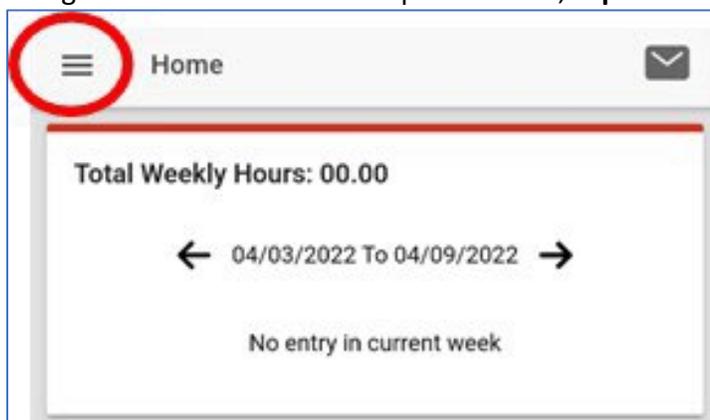
Mobile App Time Entry Approval

The Client or the Client's families can sign off hours through the AveannaCare mobile app. These are hours that have been entered with the option to sign off later by pressing the **Portal Signoff** button when the care provider starts the shift.



To verify the shift, the Client must log in to the AveannaCare Mobile EVV app with their username and PIN or Password.

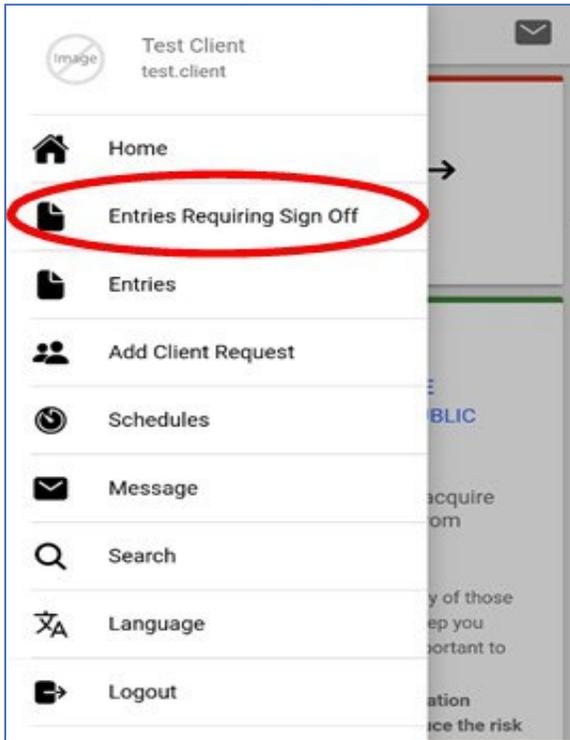
1. Navigate to the **menu** at the top left corner, **represented by three horizontal lines**.



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2. Select "Entries Requiring Sign Off"



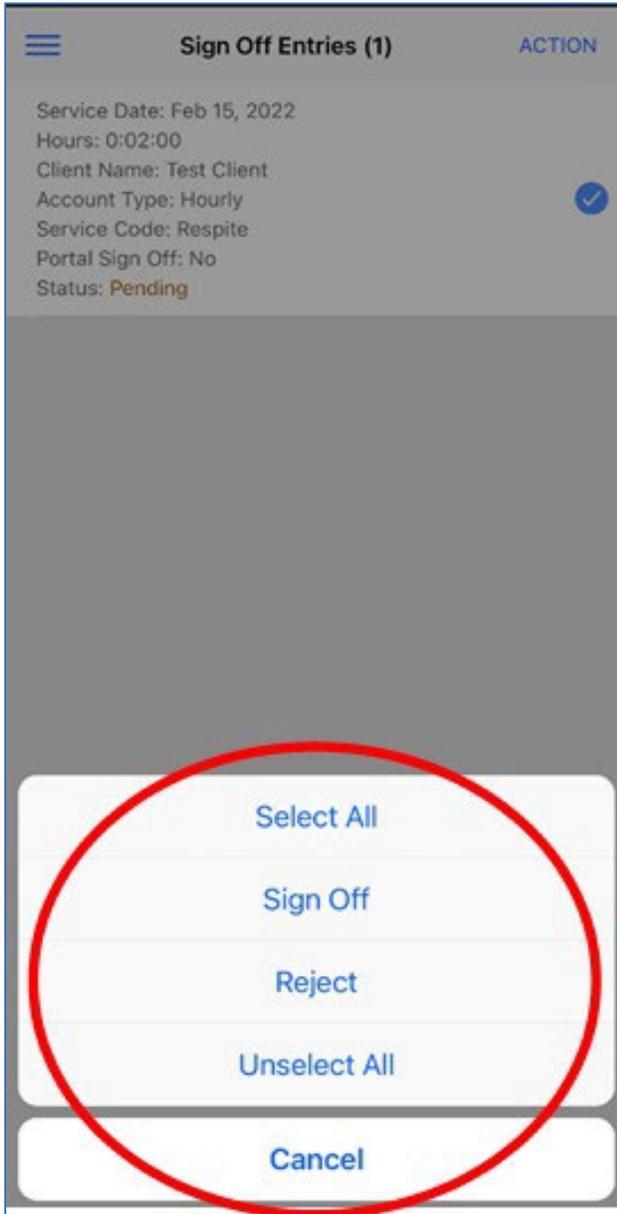
3. **Hold down on a Pending entry** (not a light tap), and the **Action** button will become visible in the top right-hand corner.
4. Press **Action**.



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5. There will be options, as seen in the screenshot. **Select All, Sign Off, Reject, Unselect All, Cancel.** Select the desired action.

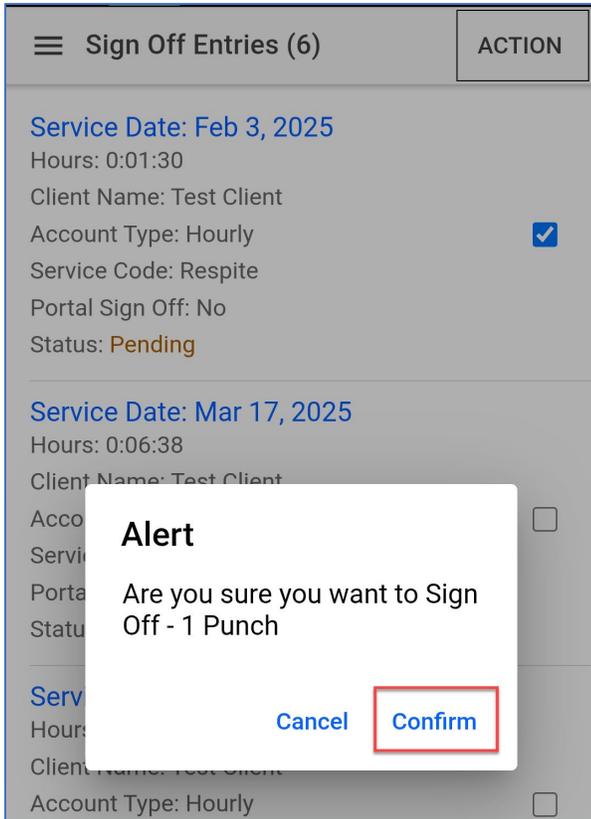


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6. If all Pending entries are OK, choose **Select All** and then select **Sign Off**.

7. Click **Confirm** the Alert.



You have now completed client verification for all pending shifts awaiting client sign-off.

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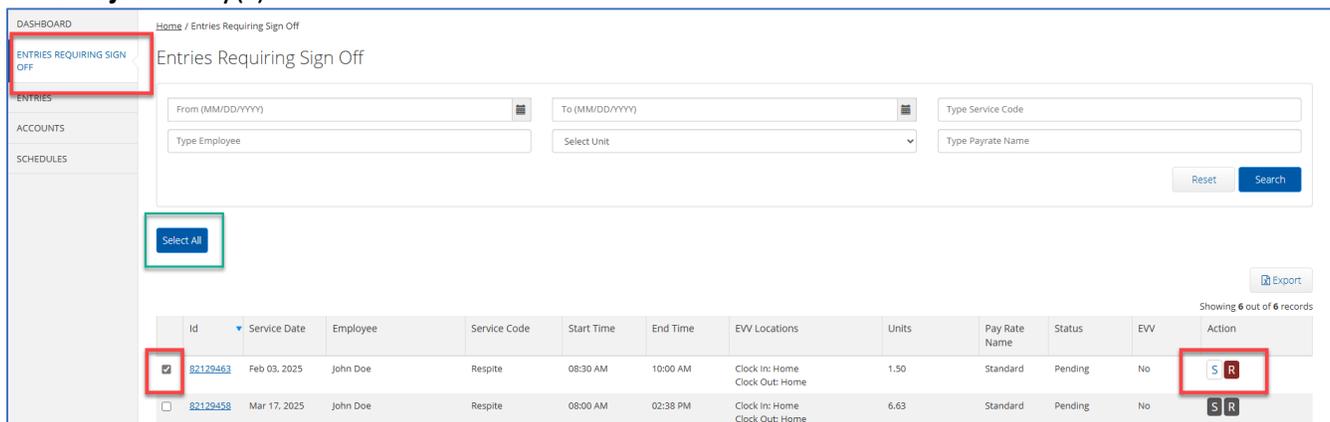
Time Entry Approval Via Web Portal

After the Care Provider has completed their shift. You will sign in to the AveannaCare web portal here: aveanna.dcisoftware.com.

1. Go to the "Entries Requiring Sign Off" tab.



2. Apply a checkmark to one line entry. The "Sign Off" or "Reject" options will become available. Sign off or reject entry(s).

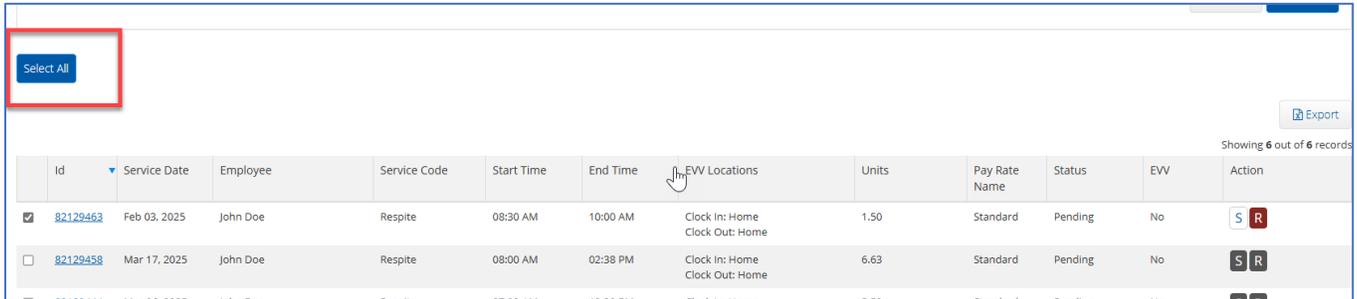


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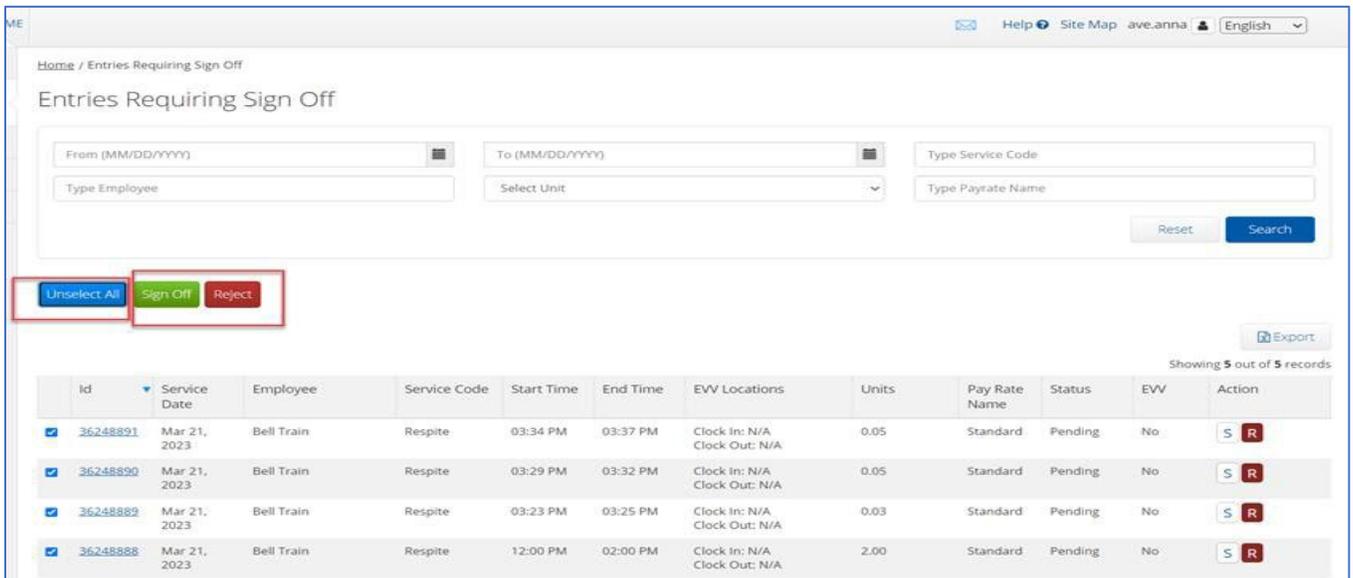
3. Click the **S** icon to sign off  or the red **R** icon to reject  the entries.

Important: You may also click **Select All** to select all unapproved time entries.



	Id	Service Date	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action
<input checked="" type="checkbox"/>	82129463	Feb 03, 2025	John Doe	Respite	08:30 AM	10:00 AM	Clock In: Home Clock Out: Home	1.50	Standard	Pending	No	 
<input type="checkbox"/>	82129458	Mar 17, 2025	John Doe	Respite	08:00 AM	02:38 PM	Clock In: Home Clock Out: Home	6.63	Standard	Pending	No	 

The Client or the Client's Family can click the Sign Off or Reject button to perform a mass approval or denial.



Home / Entries Requiring Sign Off

Entries Requiring Sign Off

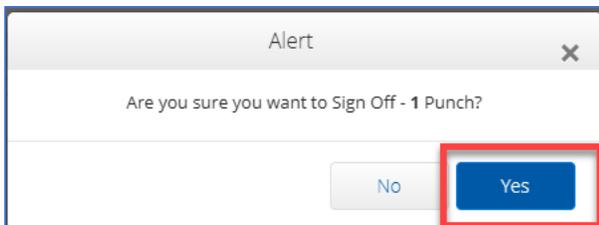
From (MM/DD/YYYY) To (MM/DD/YYYY) Type Service Code
Type Employee Select Unit Type Payrate Name

Reset Search

Unselect All Sign Off Reject

	Id	Service Date	Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action
<input checked="" type="checkbox"/>	36248891	Mar 21, 2023	Bell Train	Respite	03:34 PM	03:37 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	 
<input checked="" type="checkbox"/>	36248890	Mar 21, 2023	Bell Train	Respite	03:29 PM	03:32 PM	Clock In: N/A Clock Out: N/A	0.05	Standard	Pending	No	 
<input checked="" type="checkbox"/>	36248889	Mar 21, 2023	Bell Train	Respite	03:23 PM	03:25 PM	Clock In: N/A Clock Out: N/A	0.03	Standard	Pending	No	 
<input checked="" type="checkbox"/>	36248888	Mar 21, 2023	Bell Train	Respite	12:00 PM	02:00 PM	Clock In: N/A Clock Out: N/A	2.00	Standard	Pending	No	 

4. Once the Client or family approves or denies the entry(s), they will select **Yes** on the alert.



Alert

Are you sure you want to Sign Off - 1 Punch?

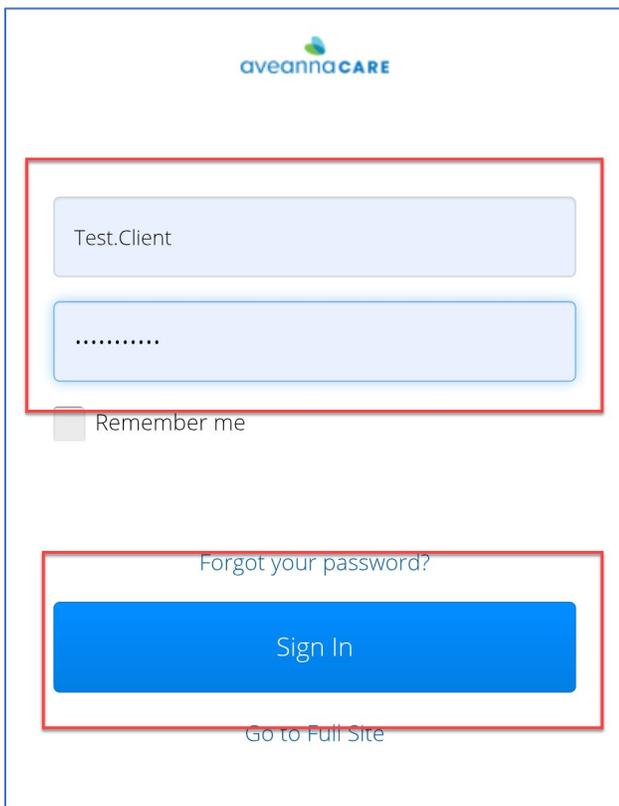
No Yes

Time Entry Approval Via Web Portal (Mobile Web Version)

The Client or the Client's Family can access the AveannaCare website through a mobile device. The layout is different than AveannaCare access through the Mobile App or the Desktop. This section guides the Client or the Client's family on what this process looks like. Access aveanna.dcisoftware.com through a mobile device

internet launcher. For example, Edge , Chrome , or the Apple Internet Explorer .

1. Sign in to the AveannaCare web portal here: aveanna.dcisoftware.com.
2. Once the login page appears, enter the username and password. Then press **Sign In**.



aveannacare

Test.Client

.....

Remember me

Forgot your password?

Sign In

Go to Full Site

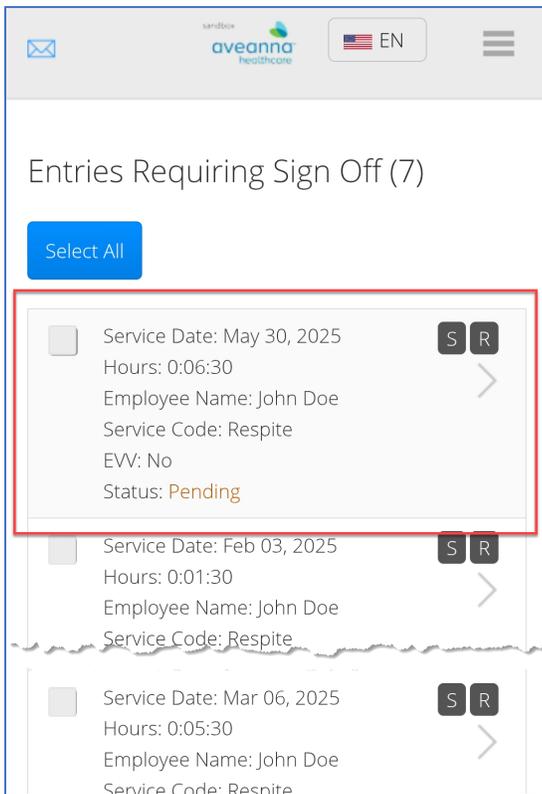
APPROVING AN EOR PUNCH

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3. Review the alerts, then click on the **three lines**. These represent the **menu**.



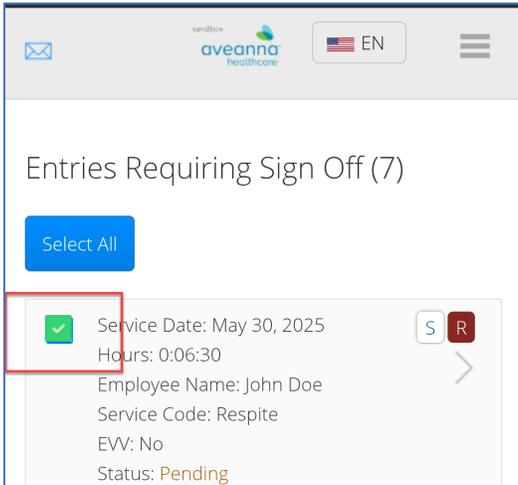
4. Press on the entry checkbox to select the entry.



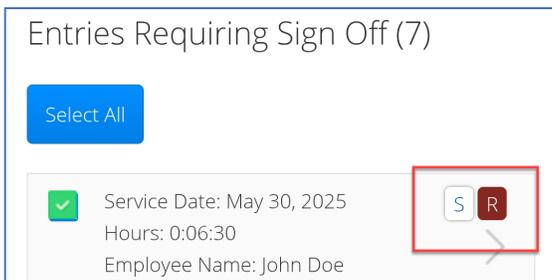
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5. A green checkmark will appear.



The **S** icon and the **R** icon will become available. The **S** icon is to Sign off or approve the time entry. The **R** icon is to deny the time entry.



The Client or the family can also press the **Select All** button.



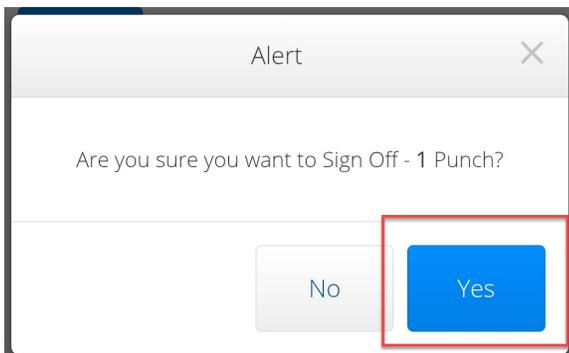
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This action selects all pending entries. Allowing the Client or family to quickly approve all entries by pressing the blue **Sign Off** button. The red **Reject** button is also available to deny all entries quickly.



6. Once the Client or family approves or denies the entry(s), they will select **Yes** on the alert.



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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