WEB, APP, AND MOBILE WEB EDITION



SUPPORT SERVICES

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.

← (Clock In Verification						
	Online						
	Clock In Verification Required						
	🔒 Client PIN						
	은 Portal Signoff						
Client Servic	Alert EVV Confirmed. Manual verification will be required prior to approval						

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 righthand 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: <u>aveanna.dcisoftware.com</u>.

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

sandbox aveanna healthcore	HOME	
DASHBOARD		Home / Entries Requiring Sign Off
ENTRIES REQUIRING S	SIGN	Entries Requiring Sign Off
ENTRIES		
ACCOUNTS		
SCHEDULES		Туре спірюуее

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

DASHBOARD	Home / Entries Requiring Sign Off										
ENTRIES REQUIRING SIGN OFF	Entries Requiring Sign Off										
	From (MM/DD/YYYY)	iii	To (MM/DD/YYYY)				Type Service Code				
SCHEDULES	Type Employee		Select Unit			~	Type Payrate Name				
										Reset Search	
	Select All										
										D Export	
	Id • Service Date Employee	Service Code	Start Time	End Time	EVV Locations	Units	Pay Rate Name	Status	EVV	Action	
	82129463 Feb 03, 2025 John Doe	Respite	08:30 AM	10:00 AM	Clock In: Home Clock Out: Home	1.50	Standard	Pending	No	SR	
	B2129458 Mar 17, 2025 John Doe	Respite	08:00 AM	02:38 PM	Clock In: Home Clock Out: Home	6.63	Standard	Pending	No	SR	

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3. Click the **S** icon to sign off



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or the red **R** icon to reject

R the entries.

S

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

Sel	ect All											
		-										Export 🔀
												Showing 6 out of 6 records
	ld •	Service Date	Employee	Service Code	Start Time	End Time		Units	Pay Rate Name	Status	EVV	Action
	<u>82129463</u>	Feb 03, 2025	John Doe	Respite	08:30 AM	10:00 AM	Clock In: Home Clock Out: Home	1.50	Standard	Pending	No	SR
	<u>82129458</u>	Mar 17, 2025	John Doe	Respite	08:00 AM	02:38 PM	Clock In: Home Clock Out: Home	6.63	Standard	Pending	No	SR

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

lom	g / Entries Re	equiring Sign	Off									
In	tries R	equirin	g Sign Off									
	From (MM/D)	0/1/11			To (MM/DD/YY	0)			Type Service Code	E.		
	Type Employ	00			Select Unit			~	Type Payrate Nan	ne		
											Reset	Search
Jn	select All	Sign Off	eject									
Un	select All	Sign Off R	eject									⊡ Exp
Un	select Al	Sgn Off R	eject								Sho	REXP wing 5 out of 5 re-
Un	Id 1	Sign Off R Service Date	Employee	Service Code	Start Time	End Time	EW Locations	Units	Pay Rate Name	Status	Shor	Wing 5 out of 5 re-
Un	Id 36248891	Sign Off R Service Date Mar 21, 2023	Employee Bell Train	Service Code Respite	Start Time 03:34 PM	End Time 03:37 PM	EW Locations Clock in: N/A Clock Out: N/A	Units 0.05	Pay Rate Name Standard	Status Pending	Shor EVV No	Ming 5 out of 5 re Action
2	Id 1 16248891	Service Date Mar 21, 2023 Mar 21, 2023	Employee Bell Train Bell Train	Service Code Respite Respite	Start Time 03:34 PM 03:29 PM	End Time 03:37 PM 03:32 PM	EVV Locations Clock In: N/A Clock Out: N/A Clock Out: N/A	Units 0.05 0.05	Pay Rate Name Standard	Status Pending Pending	Shor EVV No No	Ming Sout of Sre Action
2	Id 36248891 36248890 36248889	Service Date Mar 21, 2023 Mar 21, 2023 Mar 21, 2023	Employee Bell Train Bell Train Bell Train	Service Code Respite Respite Respite	Start Time 03:34 PM 03:29 PM 03:23 PM	End Time 03:37 PM 03:32 PM 03:25 PM	EVV Locations Clock in: N/A Clock Out: N/A Clock Out: N/A Clock in: N/A Clock in: N/A	Units 0.05 0.03	Pay Rate Name Standard Standard Standard	Status Pending Pending Pending	Shot EVV No No No	Action SR SR SR

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



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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 C, Chrome, or the Apple Internet Explorer



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

aveanna CARE
Test.Client
Remember me
Forget your password?
Forgot your password?
Sign In
Go to Full Site

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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.

sendice avecanica healthcare EN
Entries Requiring Sign Off (7)
Service Date: May 30, 2025 S R Hours: 0:06:30

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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.

,	Alert						
Are you sure you v	vant to Sign O	ff - 1 Punch?					
	No	Yes					

ATENCIÓN: si habla español, tiene a su disposición servicios gratuitos de asistencia lingü.stica. 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,

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