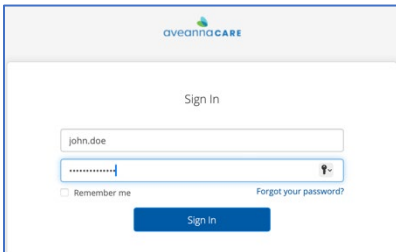


CREATING A SOCIAL RECREATION PUNCH

Creating a Social Recreation Punch

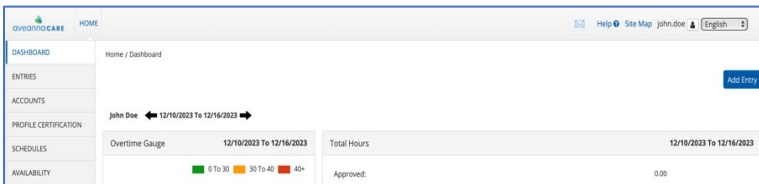
This guide can be used to create a Social Recreation punch in the AveannaCare Portal online.

1. Log in to aveanna.dcisoftware.com using your AveannaCare username and password.



The screenshot shows the AveannaCare Sign In page. It features a username field with 'john.doe', a password field with masked characters, a 'Remember me' checkbox, a 'Forgot your password?' link, and a 'Sign In' button.

2. Click on the Add Entry button.

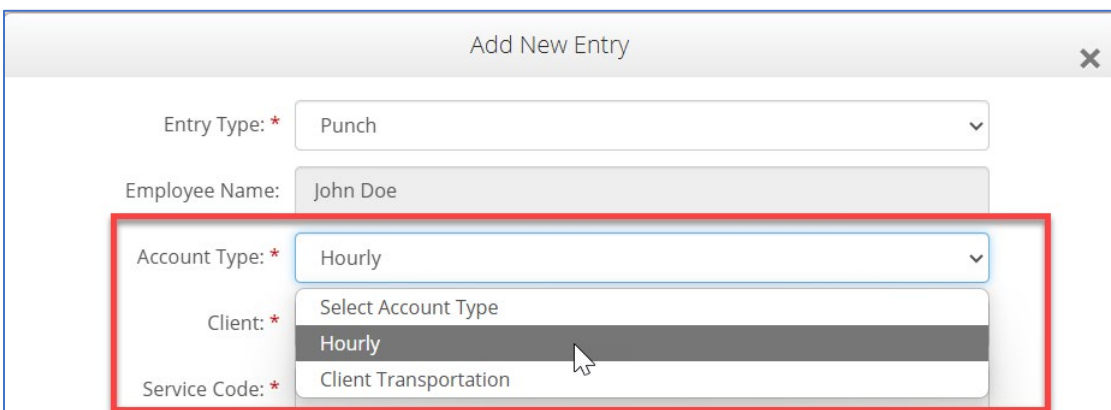


The screenshot shows the AveannaCare dashboard. On the right side, there is a blue 'Add Entry' button. The dashboard also displays a sidebar with navigation links like Dashboard, Entries, Accounts, Profile Certification, Schedules, and Availability.

Complete all required fields in the Add New Entry window.

NOTE: The Entry Type and Employee Name fields will default.

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



The screenshot shows the 'Add New Entry' window. It contains several fields: 'Entry Type' (Punch), 'Employee Name' (John Doe), 'Account Type' (Hourly), 'Client' (Select Account Type), and 'Service Code' (Client Transportation). The 'Account Type' dropdown is highlighted with a red box, and a mouse cursor is pointing at the 'Hourly' option.

CREATING A SOCIAL RECREATION PUNCH

4. Type the Client's name in the Client field.

Account Type: * Hourly

Client: * test

Service Code: * Test Client - 1234560

The screenshot shows a form with a red box highlighting the Client and Service Code fields. The Client field contains the text 'test'. A dropdown menu is open below the Client field, showing a list of client names. The first item, 'Test Client - 1234560', is highlighted in blue. A mouse cursor is pointing at this item.

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

Client: * Test Client - 1234560

Service Code: * Social Rec. Reimb Services

The screenshot shows a form with a red box highlighting the Service Code field. The Service Code field contains the text 'Social Rec. Reimb Services'. A dropdown menu is open below the Service Code field, showing a list of service codes. The first item, 'Social Rec. Reimb Services', is highlighted in blue.

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

For example: "Social Rec Reimb Services", "Social Rec Reimb Services 2", "Social Rec Reimb Services 3".

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

Service Date: * 06/11/2025

Remaining Balance: < June 2025 >

Check In: * 1 2 3 4 5 6 7

EVV Method: * 15 16 17 18 19 20 21

Check Out Date: 22 23 24 25 26 27 28

The screenshot shows a form with a red box highlighting the Service Date field. The Service Date field contains the text '06/11/2025'. A calendar dropdown menu is open below the Service Date field, showing a calendar for June 2025. The date '11' is highlighted in blue. The calendar also shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the months (June 2025).

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

Remaining Balance: 100

Check In: * 9:30 AM

Check Out: * 10:30 AM

EVV Method: * Select Method

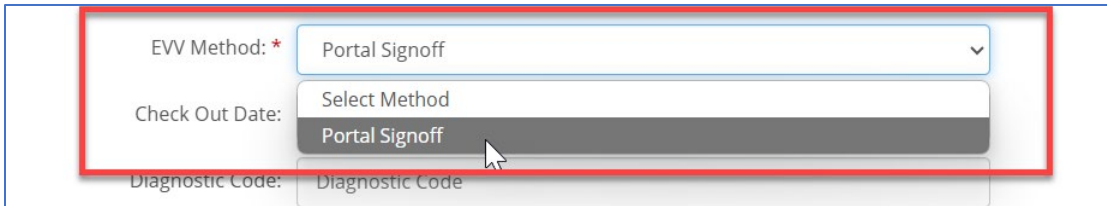
Check Out Date: 06/11/2025

The screenshot shows a form with a red box highlighting the Check In and Check Out fields. The Check In field contains the text '9:30 AM'. The Check Out field contains the text '10:30 AM'. A dropdown menu is open below the Check Out field, showing a list of times. The first item, '10:30 AM', is highlighted in blue. The dropdown menu also shows other times: '10:00 AM', '11:00 AM', and '11:30 AM'.

CREATING A SOCIAL RECREATION PUNCH

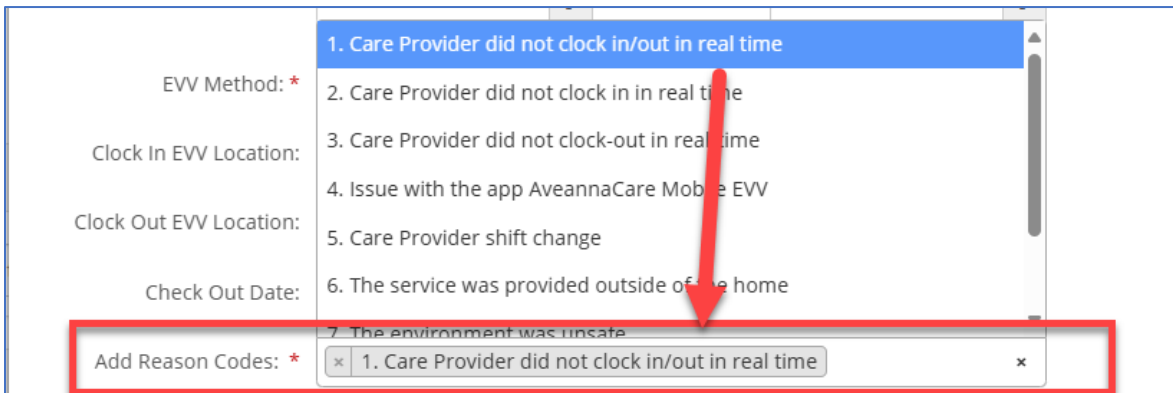
NOTE: Check-in and out times do not matter, as long as they equal the number of “hours” provided in the authorization email provided by Aveanna.

8. Click on the EVV Method field and select Portal Signoff.



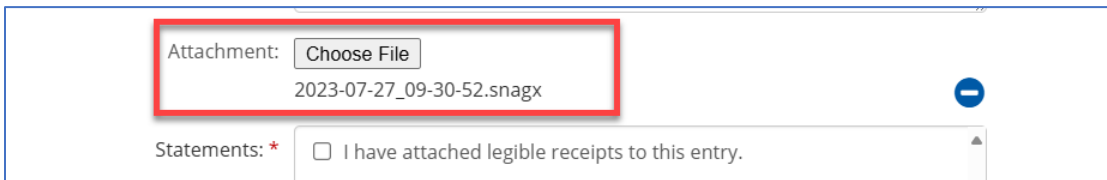
A screenshot of a web form showing the 'EVV Method' dropdown menu. The dropdown is open, displaying 'Portal Signoff' as the selected option. Other options visible include 'Select Method' and 'Diagnostic Code'. A red box highlights the dropdown menu.

9. Click on the Add Reason Codes field. Always select the first option, listed as number one.



A screenshot of a web form showing the 'Add Reason Codes' dropdown menu. The dropdown is open, displaying a list of reasons. The first option, '1. Care Provider did not clock in/out in real time', is highlighted. A red box highlights the dropdown menu, and a red arrow points to the first option.

10. Click "Choose File" to attach the service receipt.

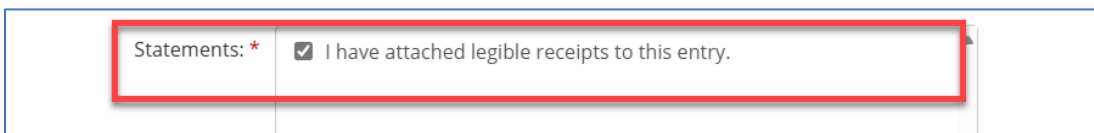


A screenshot of a web form showing the 'Attachment' field. The 'Choose File' button is highlighted with a red box. Below the button, the file name '2023-07-27_09-30-52.snagx' is displayed. A blue minus sign icon is visible to the right of the file name.

NOTE: A photo or file of the receipt confirming the purchase will be required.

NOTE: Attachment information will be displayed under the "Choose File" link once the file has been uploaded successfully.

11. Apply a check mark to the statement and click Save.



A screenshot of a web form showing the 'Statements' field. The checkbox next to the statement 'I have attached legible receipts to this entry.' is checked. A red box highlights the checkbox and the statement text.

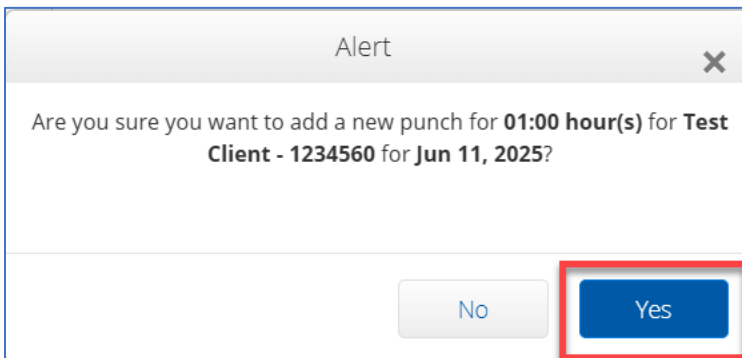
CREATING A SOCIAL RECREATION PUNCH

12. Click Yes on the alert.



Statements: * ☒ I have attached legible receipts to this entry.

Cancel Save



Alert

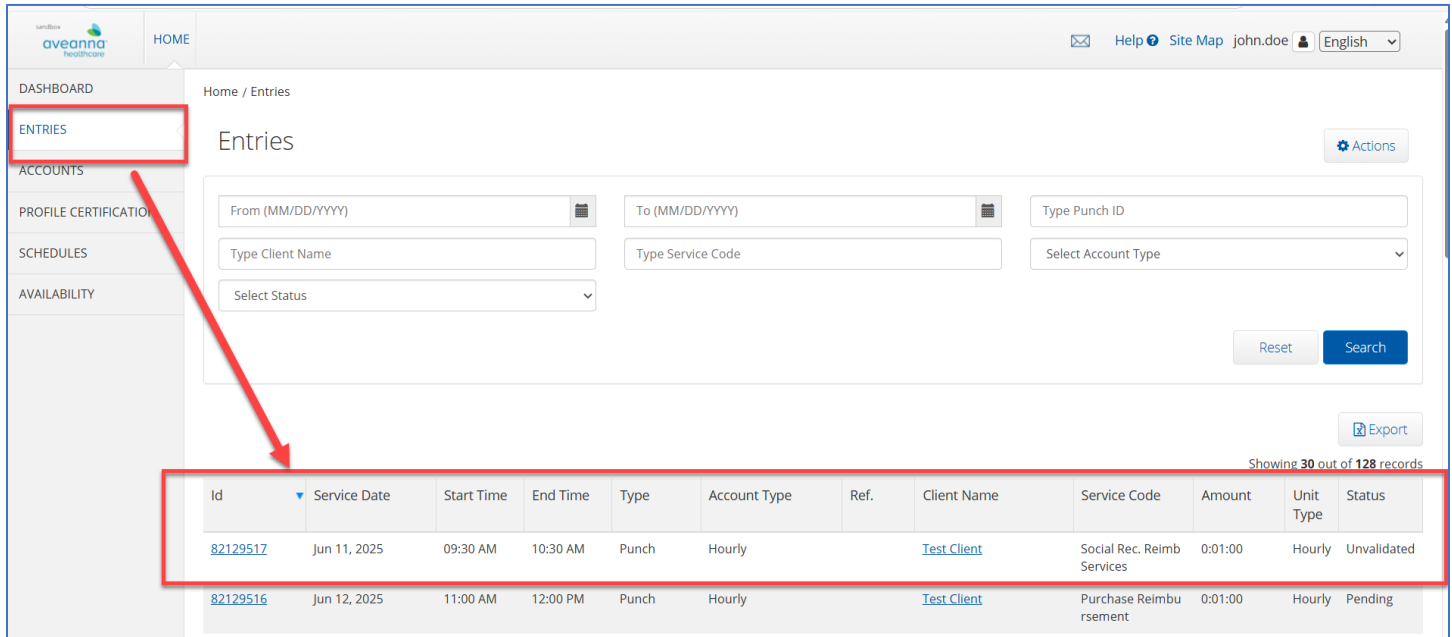
Are you sure you want to add a new punch for **01:00 hour(s)** for **Test Client - 1234560** for **Jun 11, 2025**?

No Yes

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

CREATING A SOCIAL RECREATION PUNCH

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



Home / Entries

Entries

From (MM/DD/YYYY) To (MM/DD/YYYY) Type Punch ID

Type Client Name Type Service Code Select Account Type

Select Status

Reset Search

Export

Showing 30 out of 128 records

Id	Service Date	Start Time	End Time	Type	Account Type	Ref.	Client Name	Service Code	Amount	Unit Type	Status
82129517	Jun 11, 2025	09:30 AM	10:30 AM	Punch	Hourly		Test Client	Social Rec. Reimb Services	0:01:00	Hourly	Unvalidated
82129516	Jun 12, 2025	11:00 AM	12:00 PM	Punch	Hourly		Test Client	Purchase Reimbursement	0:01:00	Hourly	Pending

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

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