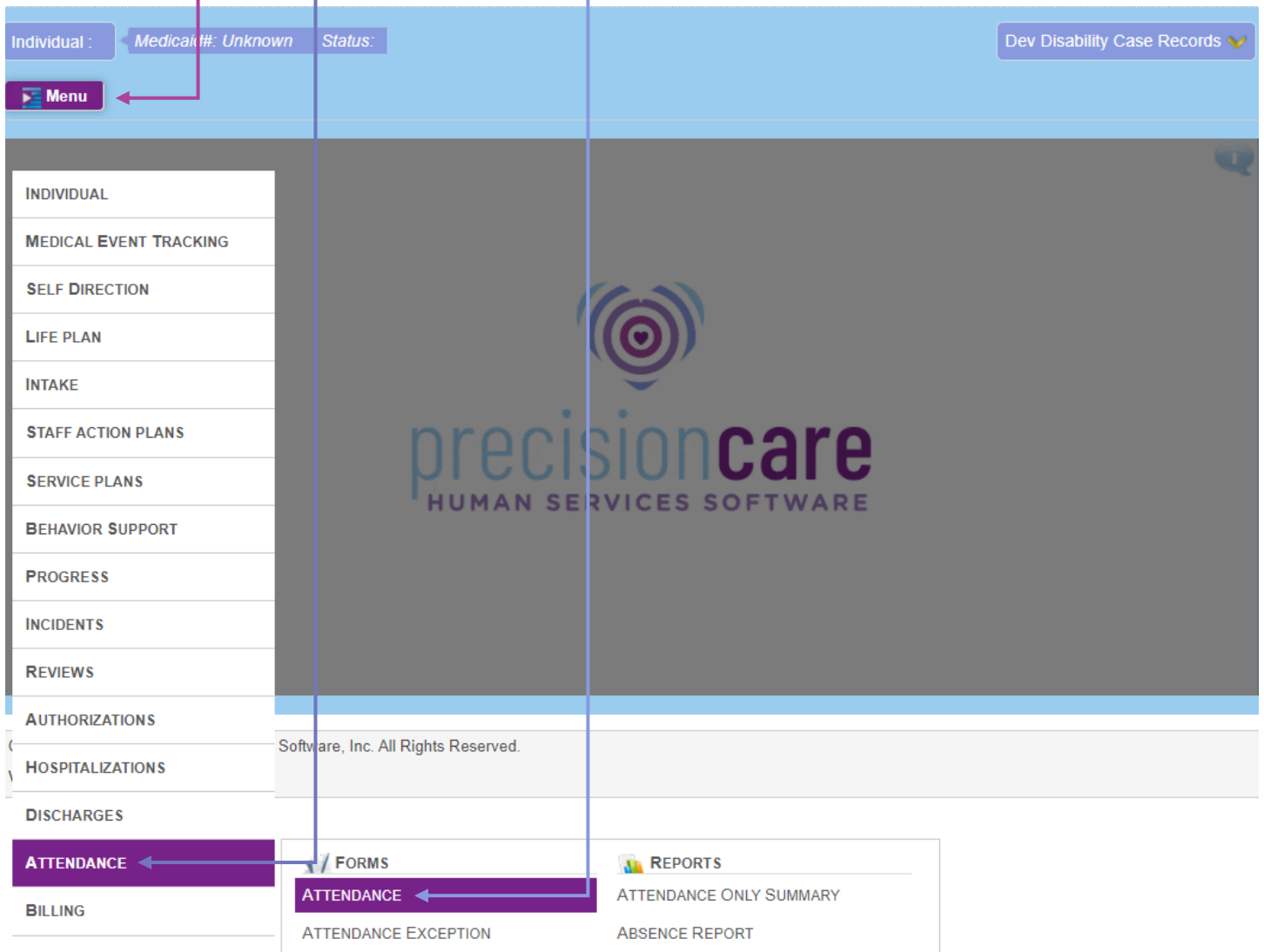


How To Utilize EVV in Attendance

Click on
MENU

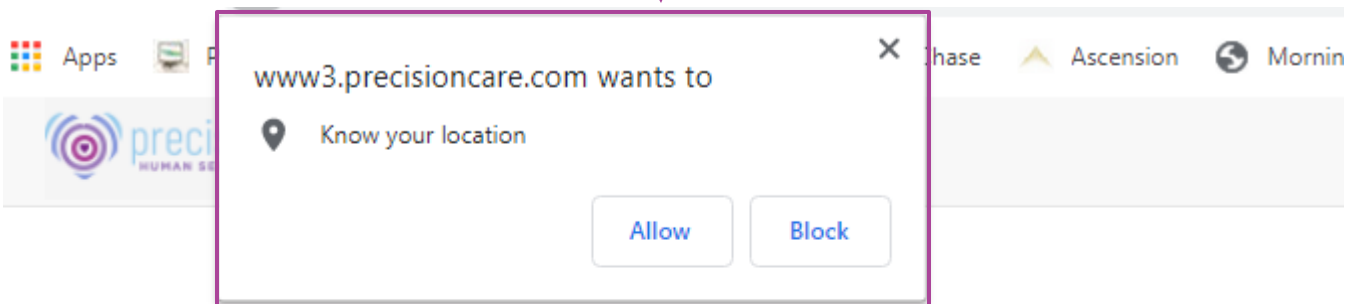
Click on
ATTENDANCE

Click on
ATTENDANCE



How To Utilize EVV in Attendance

If **GEOLOCATION** is enabled in your browser settings or phone, you will see this pop-up asking if you will **ALLOW** or **BLOCK** the capturing of this information



Dev Disability Case Records ▾

Attendance

Please select a service

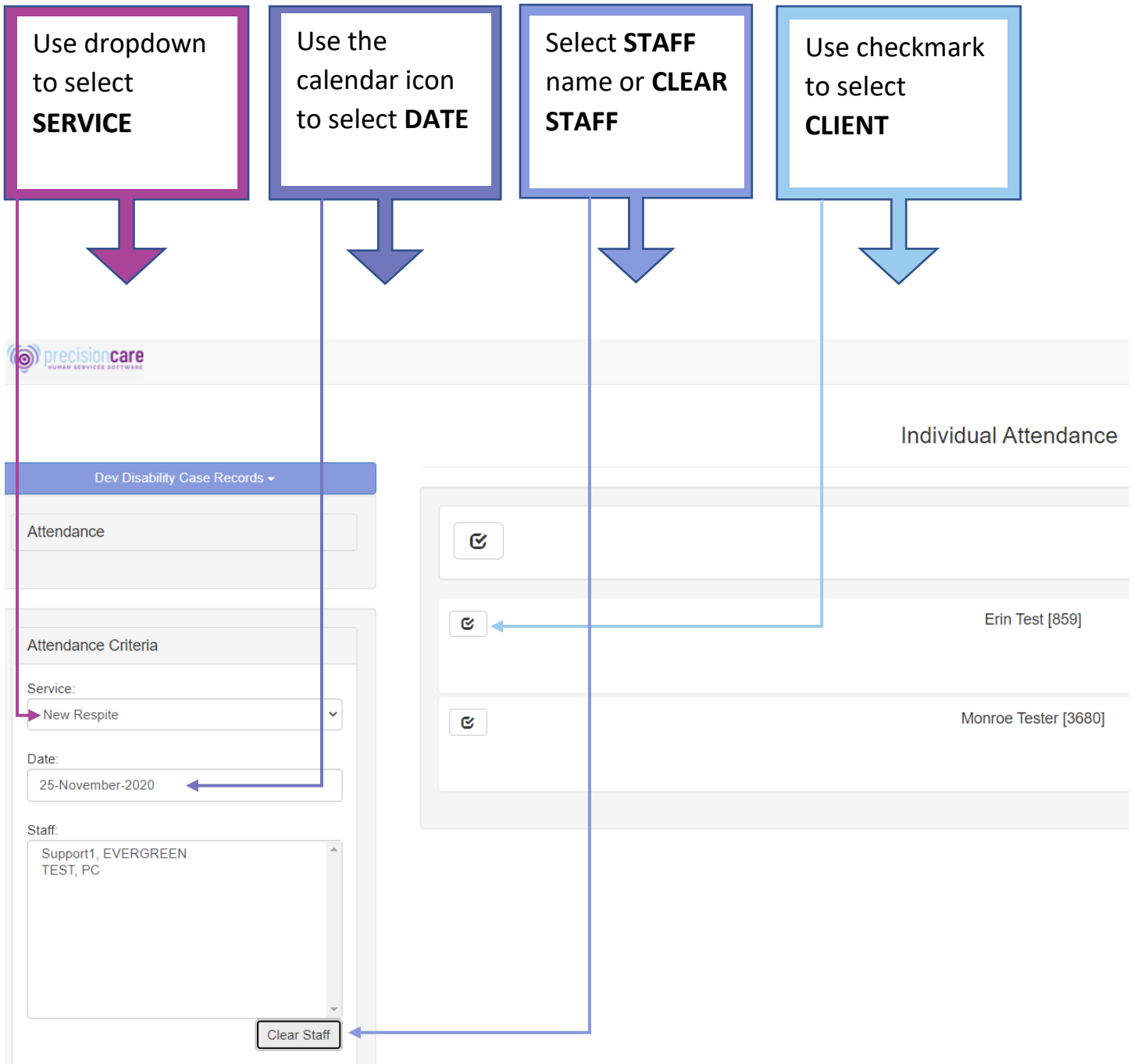
Attendance Criteria

Service:

Date:

How To Utilize EVV in Attendance

Individual Attendance



How To Utilize EVV in Attendance

Individual Attendance (cont'd)

*The following is an example of an Individual Attendance Entry

Select the **CLIENT** to enter the individual Attendance capturing the EVV data

Click on the green **IN ICON** to capture **EVV** in real time

Individual Attendance

The screenshot shows the 'Individual Attendance' interface. At the top, there is a header bar with a clock icon, the time '10:16 AM', and two buttons: a green 'In' button and a red 'Out' button. To the right of these buttons are three dropdown menus labeled 'Transportation Type:', 'Category:', and 'Service Location:'. A home icon is in the top right corner. Below the header, there is a list of clients. The first client is 'Erin Test [859]' with a blue background, and the second is 'Monroe Tester [3680]' with a white background. Each client entry has a small icon on the left and 'Present' and 'Absent' buttons on the right. A purple box with an arrow points to the 'In' button. A blue box with an arrow points to the 'Erin Test [859]' client entry. Another blue box with an arrow points to the 'In' button. A third blue box with an arrow points to the 'Erin Test [859]' client entry.

How To Utilize EVV in Attendance

Individual Attendance (cont'd)

Use the dropdowns to select the **Transport, Service Location (Required: Home or Community), In Note** and **Category**

Click the **SAVE ICON** to save the **TIME IN** data

Erin Test [859] - 0m

Present

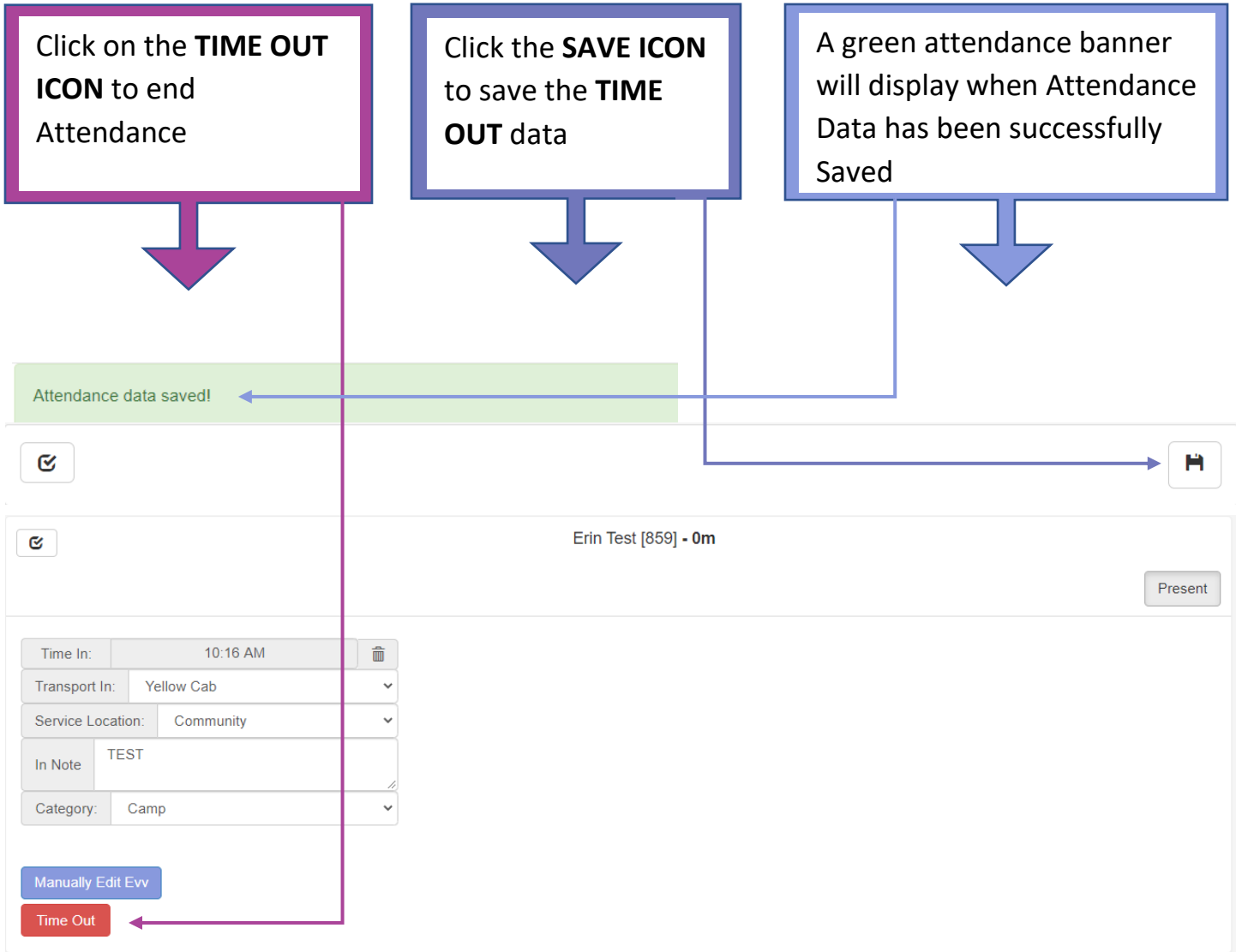
Time In:	10:16 AM	🗑️
Transport In:	Yellow Cab	▼
Service Location:	Community	▼
In Note	TEST	
Category:	Camp	▼

Manually Edit Evv

Time Out

How To Utilize EVV in Attendance

Individual Attendance (cont'd)



How To Utilize EVV in Attendance

EDIT Individual Attendance

Click on **MANUALLY EDIT EVV** to edit EVV Attendance Data

Use the Dropdown to select the **MANUALLY EVV Entry Reason**, if **Other** then add note

Click **SAVE ICON** to save edited Attendance data

Erin Test [859] - 0m

Present

Time In: 10:16 AM

Transport In: Yellow Cab

Service Location: Community

In Note: TEST

Category: Camp

Manually Edit Evv

Time Out

Manual Evv Entry Reason **Other Reason**

Other

End Service

Time Out

How To Utilize EVV in Attendance

Group Attendance

Click on the **SELECT ICON** to select **ALL** of the clients in the service, unselect clients as needed

Use the dropdown arrows to select the **Transportation Type**, **Category** and **Service Location** for the selected clients

Click on the green **IN ICON** to capture the EVV data for the selected clients

The screenshot shows the EVV attendance interface. At the top, there is a header bar with a 'SELECT' icon (checkbox), the time '1:42 PM', an 'In' button (green circle), an 'Out' button (red square), and three dropdown menus for 'Transportation Type', 'Category', and 'Service Location'. A home icon is on the right. Below the header are five client rows, each with a 'SELECT' icon, the client name and ID, and a 'Present' button. Arrows from the instructional boxes point to the 'SELECT' icon, the dropdown menus, and the 'In' button respectively.

Client Name [ID]	Status
Leslie A2Test [116]	Present
Self Hire [2522]	Present
Eve Test [2120]	Present
Milton Test [372]	Present
Omar Test [340]	Present

How To Utilize EVV in Attendance

Group Attendance (cont'd)

Click on the **SAVE ICON** when complete and all data entered at the top will populate to the selected clients and the EVV will be captured

A green attendance banner will display when Attendance Data has been successfully Saved

Click on the red **OUT ICON** to capture the OUT EVV data and click the **SAVE ICON**

Attendance data saved!

2:21 PM In Out Transportation Type: Yellow Cab Category: Camp Service Location: Home

Save icon

Leslie A2Test [116] - 25m Present

Time In:	1:56 PM	🗑️
Transport In:	Yellow Cab	▼
Service Location:	Home	▼
In Note		
Category:	Camp	▼

Time Out:	2:21 PM	🗑️
Transport Out:	Yellow Cab	▼
Service Location:	Home	▼
Out Note		