

1. **Log in screen:** This is how you login in each day to the app.



2. **Main Screen:** You will always start on this page after you sign in. This page is how you clock in/out of visits, see past visits, and view or respond to messages from ExpertCare.

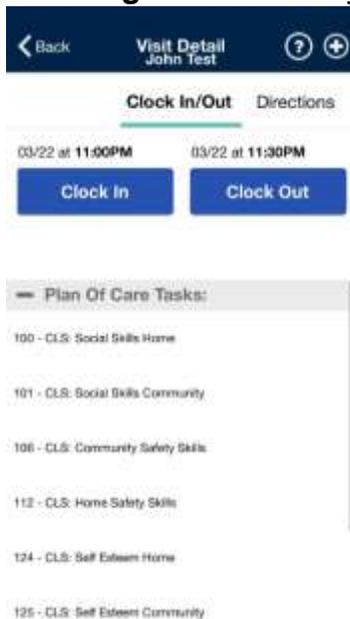


3. **Today's Schedule:** This function is used to Clock In/Out of scheduled visits for the current day. You can identify what shift is Respite or CLS by opening the visit and viewing what is listed under POC.

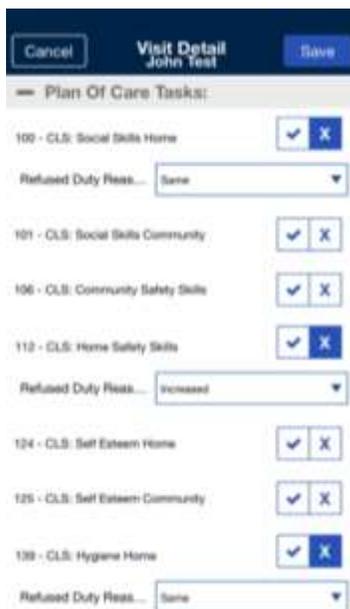
\*If the time listed is not the time you work, that is okay, you are still able to use that visit to clock in.



4. **Clocking In:** Clock into your shift, by pressing the clock in button. Always select GPS



5. **Clocking Out:** Reopen the visit and press the clock out button. Check off the goals worked on under “Plan Of Care Tasks” by pressing the “X”. This allows you to identify if the progress increased/decreased/same. Once you clock out of your shift you will need Guardian’s signature. +++++You will do the same for any other shifts/services. +++++



6. **Note:** Press the “+” in the top right corner of the visit. Select “Visit Text Note” and type your shift note detailing your shift related to if it was CLS or Respite, for that specific visit. Press “save”.

\*\*\*\* Remember to always provide a note that reflects your goals from the Plan of Care (POC).



## Other Scenarios:

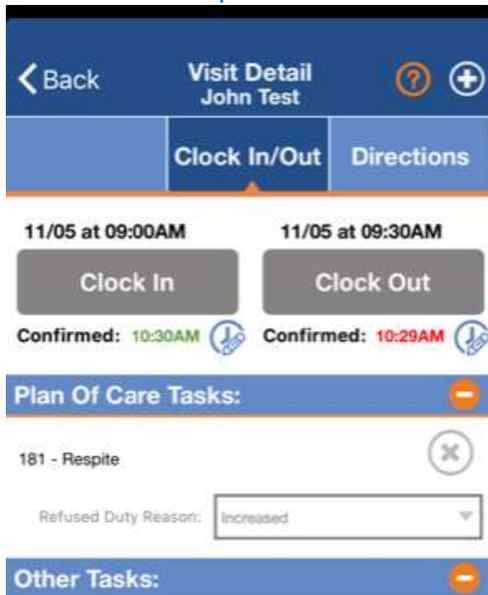
### Correcting a clock in/out time:

1. Be sure to be have the guardian around to sign off on your correction because there is no option to skip the guardian signature.
2. Open the "Visits" tab. Locate and open the visit.



The visits tab will auto show you 7 days in the past. To see future, press the sideways mega phone and update date range.

3. Press the blue pencil in the bottom right corner of the time you need to correct.



4. Enter updated information.

← Back Visit Detail  
John Test

Time Correction: 11/05/2020

Visit: **START** **END**  
Schedule: 09:00AM 09:30AM  
Confirmed: 10:29AM

---

Corrected: 10:32AM \*

Reason: Forget to Clock In/Out \*

Enter Additional Info

Next

5. Obtain Guardian's signature.
6. Press "save".

**Missing a visit:** Shift is missing or need to have a shift added? Please call the office 248-643-8900 or emergency phone 248-229-3088 ASAP.