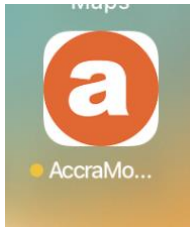


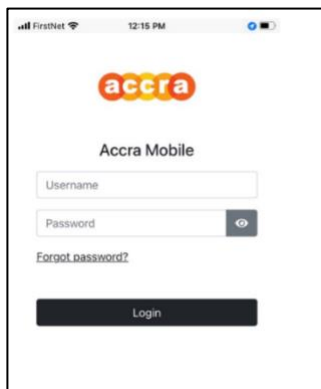


Caregiver Time Entry

1. Download the Accra Mobile app.

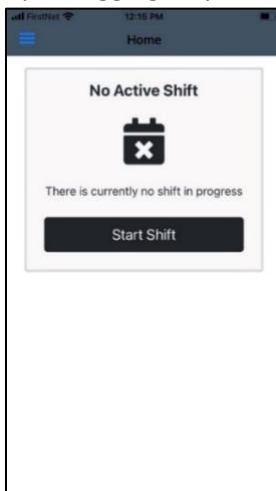


2. Log into Accra Mobile. Log in using the credentials you use for the Accra Access portal.



Live Time Entry ("Clocking In" and "Clocking Out")

1. Upon logging in, you will be brought to the landing page. To start a shift, select "Start Shift."



2. Select the client you will be providing care for. Then select "Next." *If you work for just one client your app will skip this step

11:51

< Client Selection

Who are you providing care for today?

Dolly Parton

Harry Potter

Tanner Pearson

Next

3. Select the type of care you will be providing. Then select "Next." *If you only work one service type for your client, your app will skip this step

12:50

< Service Selection

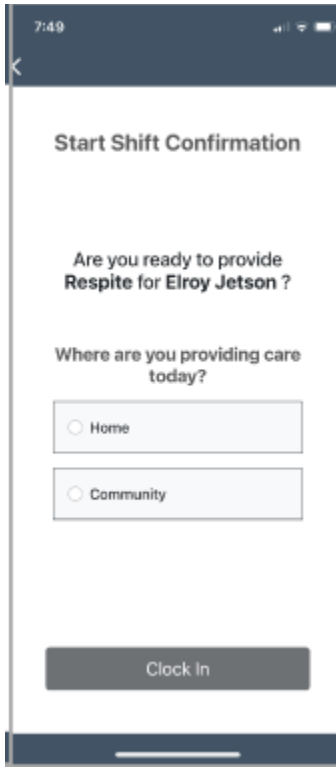
What type of care will you be providing for Dolly Parton?

Homemaker Services

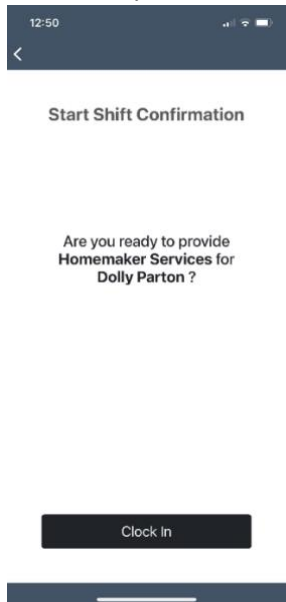
Staffing

Next

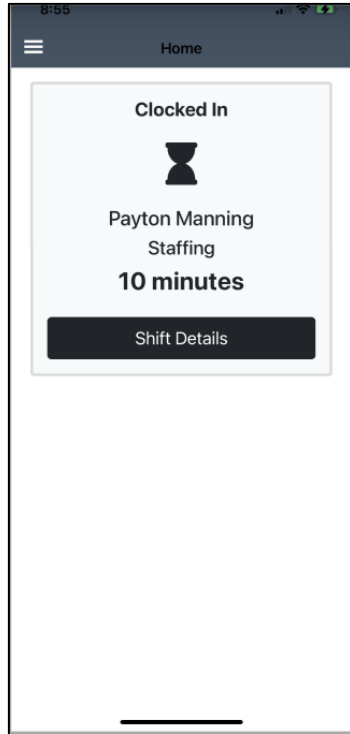
4. **If geo location detects you are outside of the 500ft radius from the client’s residence, a pop-up screen will show up asking if services are being provided in the Home or the Community. If you are starting the shift within 500 feet of the clients home, you will select “Home.” If you are more than 500 feet from the client’s home, you will select “Community.”



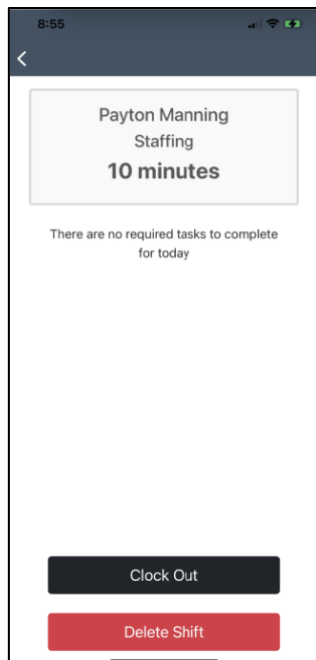
5. To clock in for your shift, select “Clock In.”



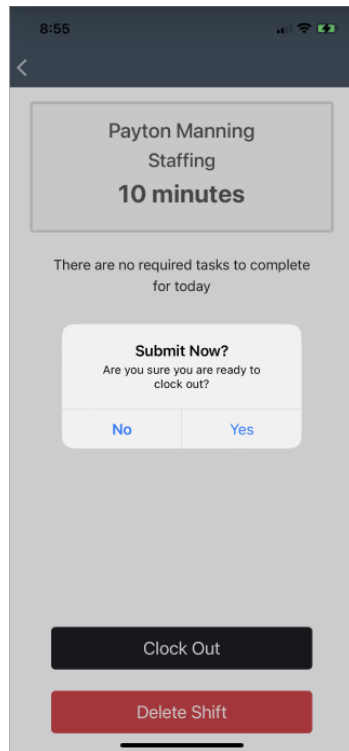
6. You will then be brought back to the landing page and will see your live shift displayed. Once you are ready to clock out, select "Shift Details."



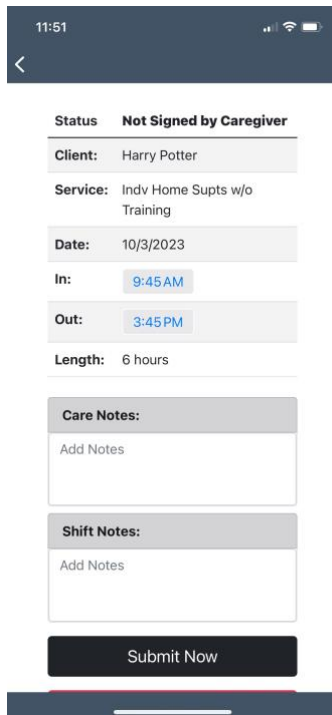
7. To clock out of your shift, select "Clock Out".



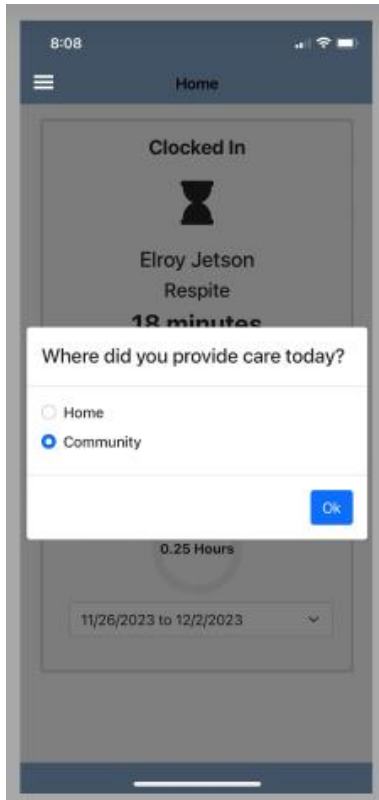
8. To confirm that you would like to clock out, select "Yes."



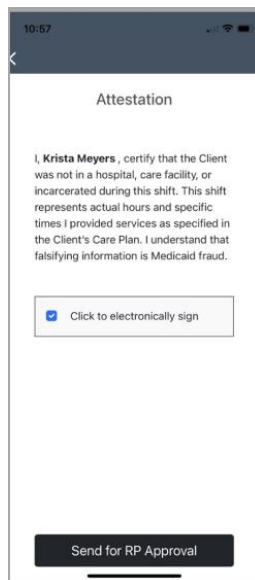
9. To submit your shift, select "Submit Now."



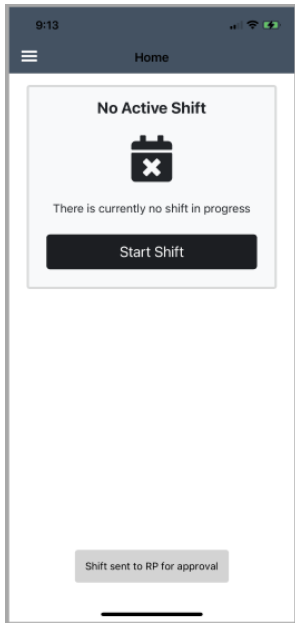
10. When submitting a shift, if the location detected exceeds 500 feet from the client's residence, you will be prompted to confirm where services were provided.



11. Check the box to electronically sign and submit your shift. Select "Send for RP Approval."

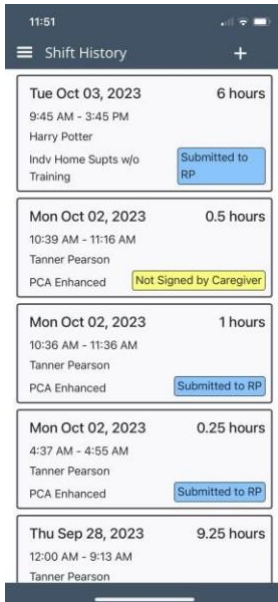


12. You will be brought back to the landing page and your shift has been sent to the RP for approval.



Manual Time Entry

13. From the Navigation Menu, open Shift History



14. Select the '+' at the top right tool bar

11:50

<

Please enter the shift details below to create a manual entry

Status

Date:

In:

Out:

Next

15. Enter the date, then the time in and the time out of the shift; then, click Next

11:50

<

Please enter the shift details below to create a manual entry

Status

Date:

In:

Out:

Length: 6 hours

Next

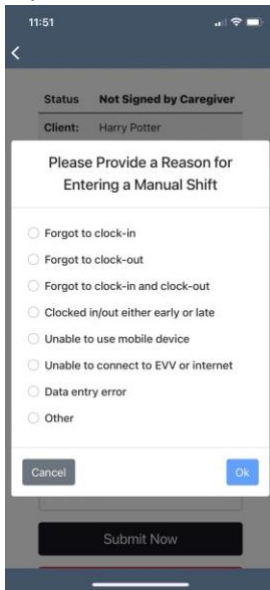
16. If you work with more than one client, select the client you worked with during your shift

The screenshot shows a mobile application interface for 'Client Selection'. At the top, the status bar displays the time '12:49' and icons for signal strength, Wi-Fi, and battery. Below the status bar is a dark blue header with a white back arrow and the text 'Client Selection'. The main content area has the question 'Who are you providing care for today?' in bold. There are three white rectangular buttons stacked vertically, each with a radio button on the left and a name on the right: 'Dolly Parton' (selected), 'Harry Potter', and 'Tanner Pearson'. Below the buttons is a dark blue 'Next' button. At the bottom of the screen, there is a dark blue bar with a white horizontal line in the center, indicating the current step in a sequence.

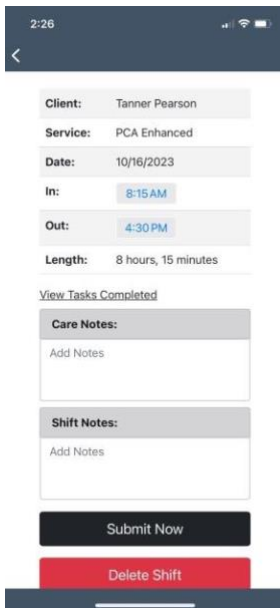
17. If you work more than one service type, select the service; otherwise, skip this step

The screenshot shows a mobile application interface for 'Service Selection'. At the top, the status bar displays the time '8:42' and icons for signal strength, Wi-Fi, and battery. Below the status bar is a dark blue header with a white back arrow and the text 'Service Selection'. The main content area has the question 'What type of care will you be providing?' in bold. There are two white rectangular buttons stacked vertically, each with a radio button on the left and a service type on the right: 'Respite' and 'Personal Care 1:1'. Below the buttons is a dark blue 'Next' button. At the bottom of the screen, there is a dark blue bar with a white horizontal line in the center, indicating the current step in a sequence.

18. If you are a non-live in caregiver, give a reason for entering a manual shift



19. Select 'Submit Now' to sign and approve the shift, or 'Delete' to delete the shift

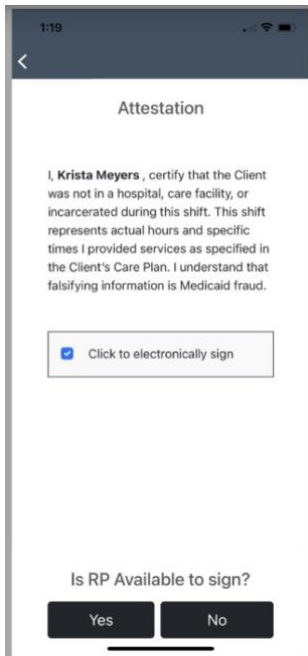


Shift Approval via RP PIN

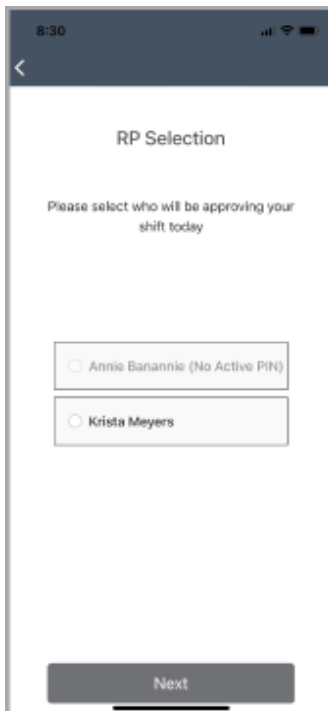
1. If the RP has set up a PIN, you will be given the option for them to approve the shift via Accra Mobile. If the RP will be approving the shift with their PIN, select "Yes."

****Please note, there must be a live shift in the portal for an RP to be able to use their PIN.**

The PIN cannot be used to approve manually entered shifts.



2. Select the RP that will be approving your shift. Then select "Next."



3. After the RP enters their PIN, select "Next."



4. Check the box to electronically sign and submit your shift. Select "Next."



Attestation

I, **Krista Meyers**, certify that the Client was not in a hospital, care facility, or incarcerated during this shift. I understand it is a crime to provide false or fraudulent information, and that falsifying information is Medicaid fraud.

Click to electronically sign

Next

5. You will be brought back to the landing page.

