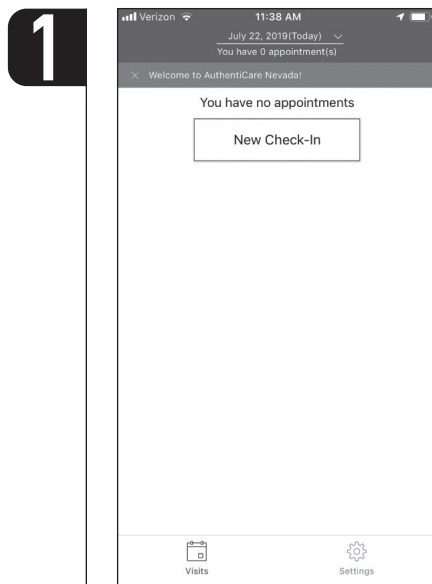
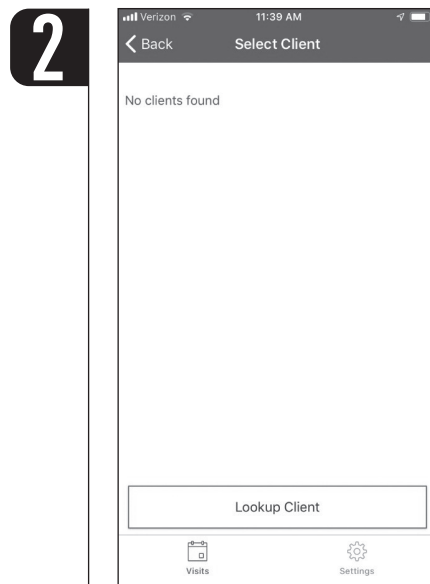




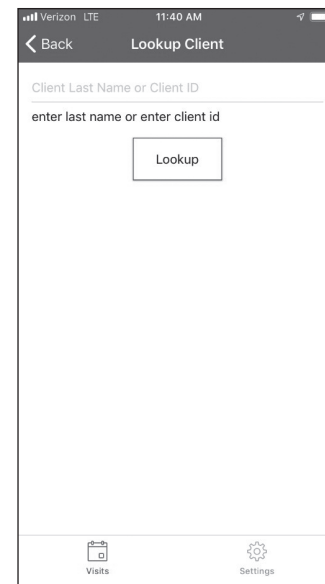
Check In with AuthentiCare 2.0



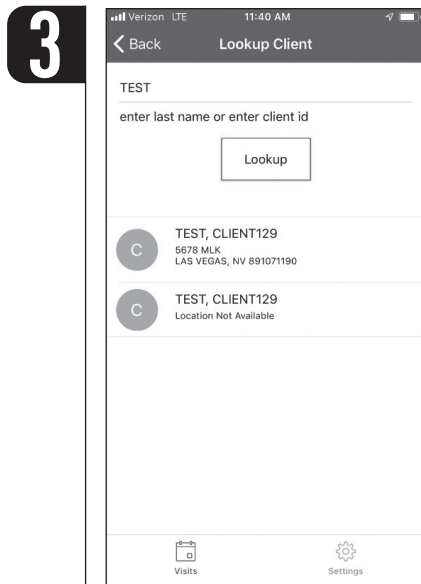
Tap **New Check-In** once you arrive at Client location



If the Client is NOT found based on your location then:
A message will appear that no Clients are found. Tap **Lookup Client**.

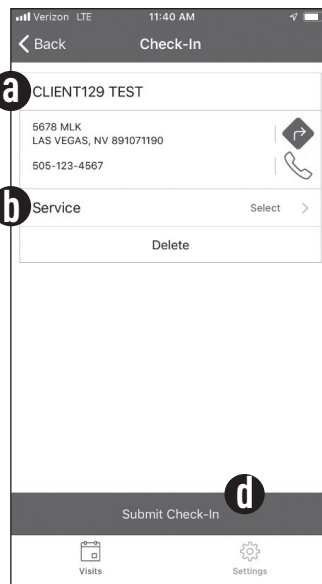


Enter the last name of the Client or the Client Medicaid ID of the Client you are there to serve.

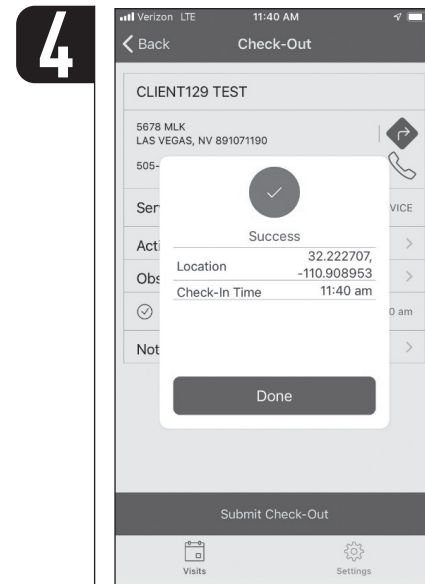


Once the name of the Client appears, or if Client is found based on your location, then:

Tap the name of the Client to be served.



a) Verify the Client's address and location to be served.
b) Tap **Service**. **c)** Select the service; tap **Done**.
d) Tap **Submit Check-In**.



A Check-In Success screen displays; tap **Done**.
The Check Out screen will automatically display in preparation for eventual Check Out.

Check Out with AuthentiCare 2.0

1

When the Check-Out screen displays, tap **Activities** to open the list. Choose one or more activities; tap **Done**. Tap **Observations** to open the list. Choose one or more observations; tap **Done**. Optionally, tap **Notes** to enter notes regarding the visit. Tap **Continue to Client Attestation**. You will receive a message that the Client needs to complete the verification for services rendered. You will hand your device to the Client at this point.

Note: To go back to the main menu after completing a check-in, tap the **Back** button on the mobile device. On the main menu, you will see the client card with a status of "In-Progress – Pending Check-Out." Tap the **Client Card** to complete the check-out process.

2

Client will need to check all boxes to approve the services, visit time, activities, and observations. Once all have been selected, the Client will press **Continue**. A signature page will load, and the Client must sign the screen with their finger. Once the Client has signed, they will press **Done**.

3

The Client will then receive a message that the Client's attestation has been recorded. They will need to hand the device back to the Worker. The Worker will select **Continue**. A check-out success screen displays, indicating that the shift has been recorded. Select **Done**. The home screen will populate with the shift reflecting completed.

Note: If your mobile device loses connection to WiFi or cellular coverage, the mobile application screen banner turns red and displays no data connection. Visits can still be completed but will be in a queued status. Once your mobile device regains WiFi or cellular connection, the red screen banner and message will disappear and visit data in a queued status will be automatically transmitted.