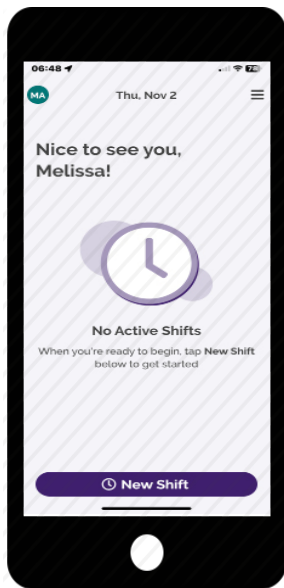


Submitting a Late Shift in CareAttend

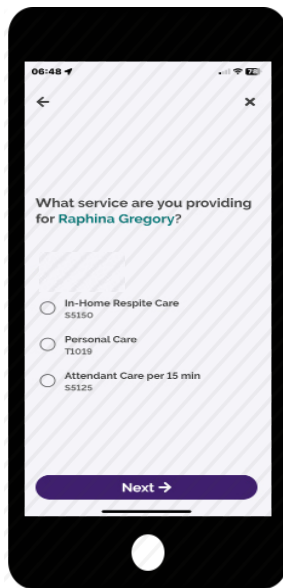
Submit a Late Shift

If you were unable to submit a shift from a previous time, you can do so by using the “Make Adjustments” feature in CareAttend. **Adjusted shifts are NOT EVV compliant.**



1

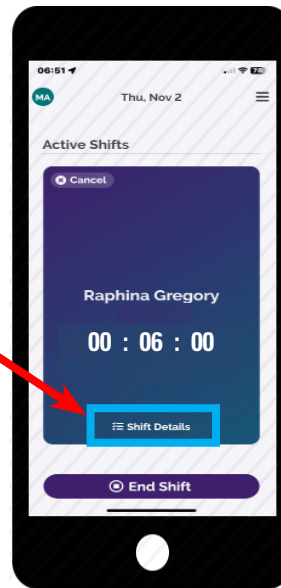
In the CareAttend app, select **“New Shift.”**



2

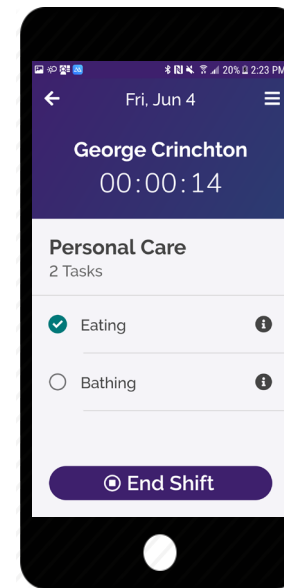
Select a member then the type of care. Select **“Start Shift”** on the next screen.

Note: You must allow the shift to run for at least one minute.



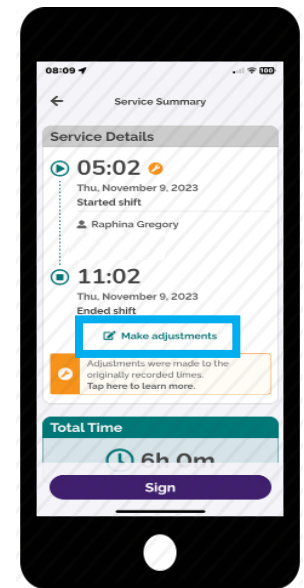
3

If your service code requires tasks, click **“Shift Details”** to enter the tasks.



4

Select the tasks you completed and then tap **“End Shift.”**



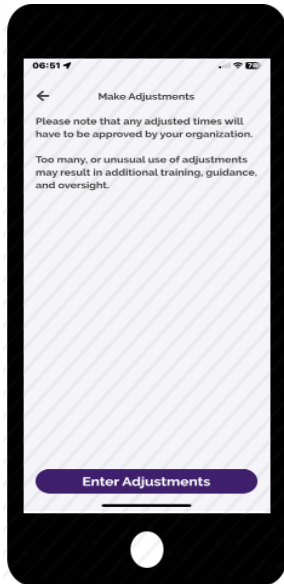
5

On the Service Summary screen, select **“Make Adjustments.”**

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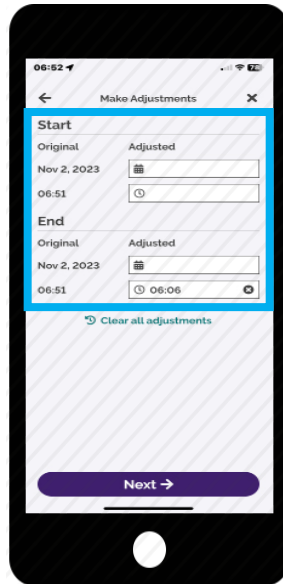
continued on next page

Submit a Late Shift (cont'd)



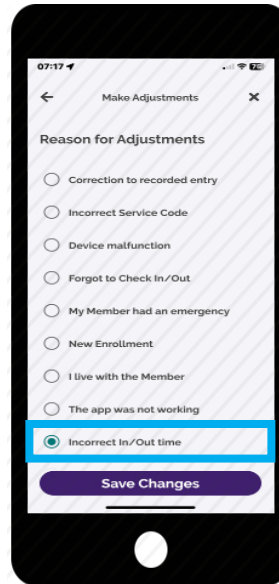
6

Review the adjustments attestation and select **"Enter Adjustments."**



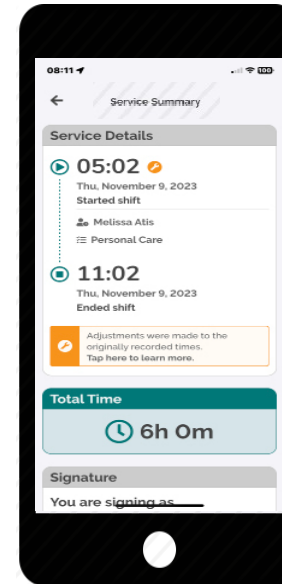
7

Adjust the Start and/or End dates and times. When finished, select **"Next."**



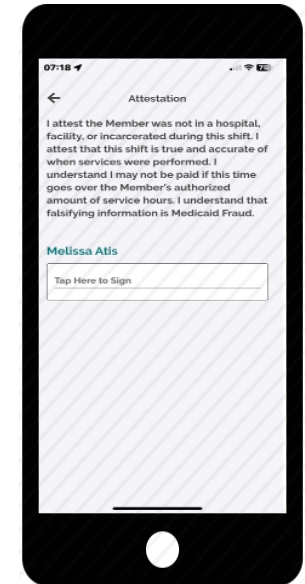
8

Select the reason for the adjustment(s), then select **"Save Changes."**



9

Review the Service Summary screen, then select **"Sign."**



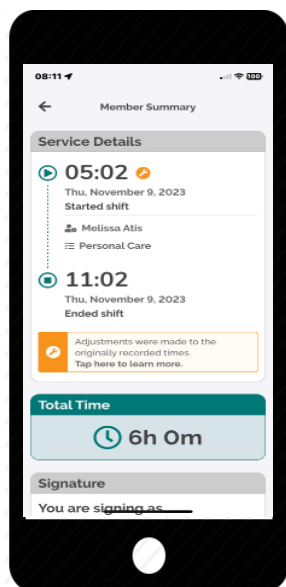
10

Tap inside the signature box and sign your name. *The signature box will turn sideways on your screen.*

Approve the Shift

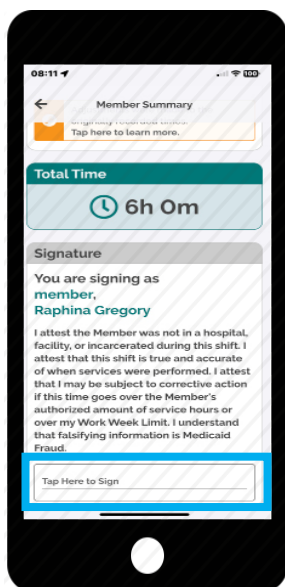
This section is completed by the Member. Once the caregiver ends their shift on the device, the Member will need to approve the shift.

Note: the Member signature is not required immediately and can be done later in the DirectMyCare web portal. However, skipping the Member's signature creates additional steps in the process that may result in delayed payment. The most efficient way to complete your shift is to have the member sign on the CareAttend mobile app at the time of submission.



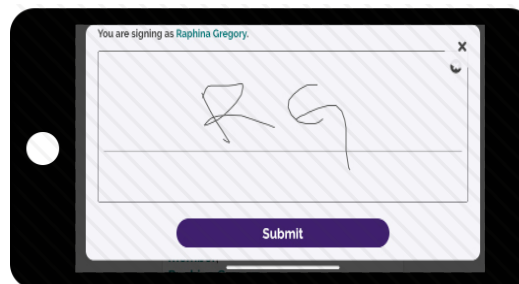
1

Review the **Service Summary** screen for accuracy.



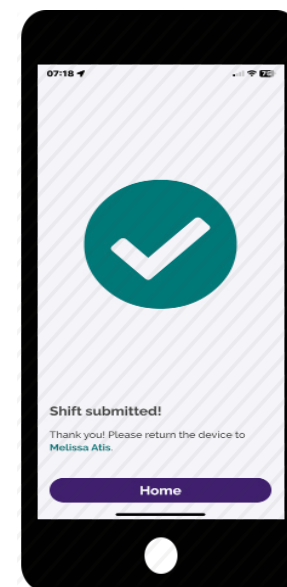
2

Scroll down, review the attestation, then tap inside the signature box.



3

Sign your name in the signature box, then select "**Submit.**" *The signature box will turn sideways on your screen.*



4

The shift has now been approved and submitted.

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