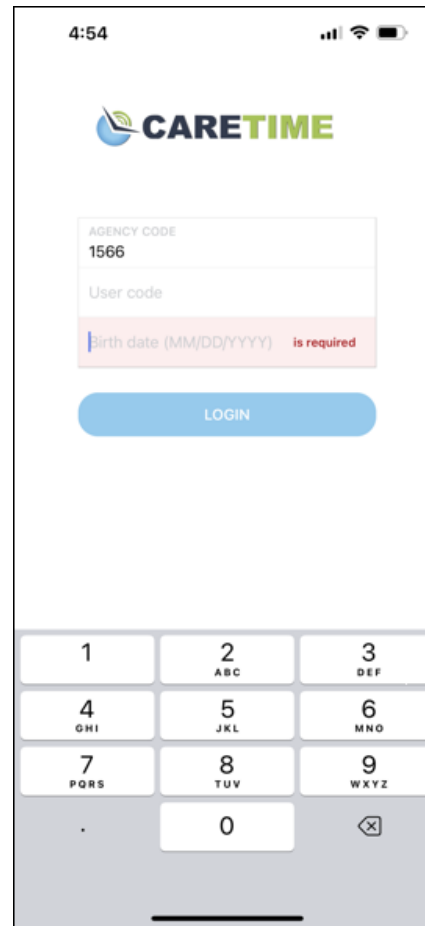


This CareTime user guide will review how to login to the mobile app, and how to properly clock in and out for a shift.

Log-In

To log-in, each Direct Care Professional must enter the following information:

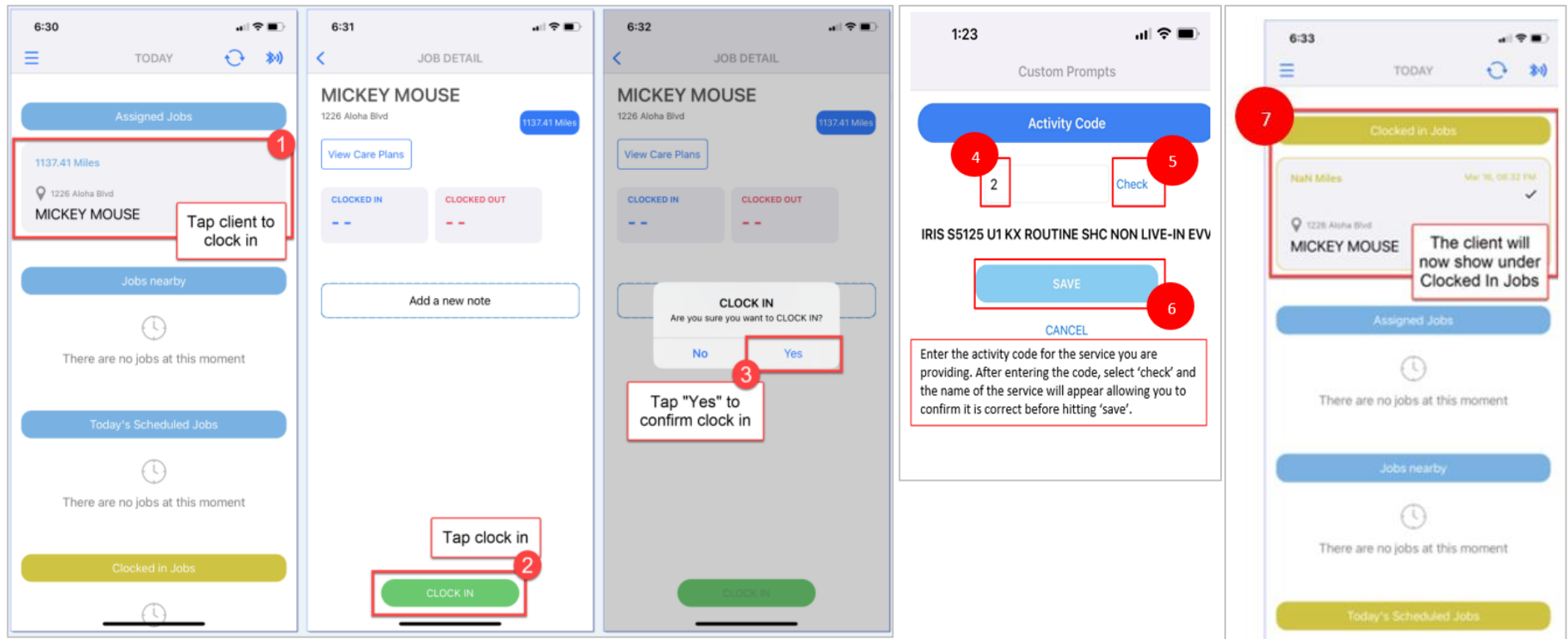
- Agency Code: 1566 (specific to Premier).
- User or Employee Code: This code is specific to each Direct Care Professional. Premier can provide this number to you.
- Date of Birth: You will type in your date of birth using MMDDYYYY as the format.



The screenshot shows the CareTime mobile app login interface. At the top, the time is 4:54 and there are signal, Wi-Fi, and battery icons. The CareTime logo is displayed. Below the logo are three input fields: 'AGENCY CODE' with the value '1566', 'User code', and 'Birth date (MM/DD/YYYY) is required'. A blue 'LOGIN' button is positioned below the input fields. At the bottom of the screen, a numeric keypad is visible, with numbers 1 through 9, 0, and a backspace key.

Clock-In

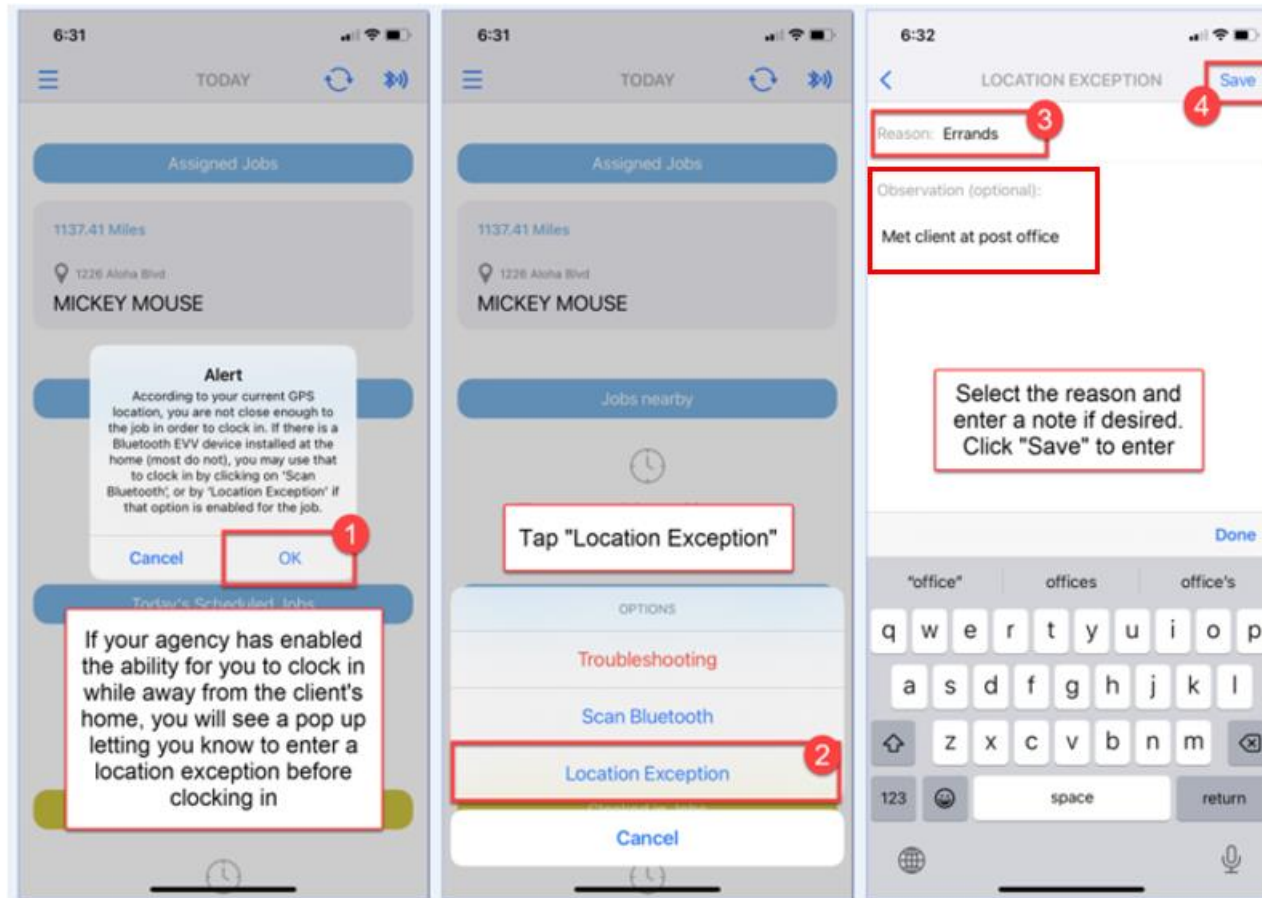
- Once you have logged into the mobile app, you will see assigned jobs. These are the participants you are set up to provide services to.
- Select the participant you want to clock in for.
- After confirming you want to clock in, you will be prompted to select the appropriate activity code.
- After entering the appropriate activity code, select 'Check'. This will allow you to confirm you have entered the correct activity code.
- Once confirmed, select 'Save'.
- You will now see the shift under your Clocked in Jobs.
- You have successfully clocked in.



Clock-In: Location Exceptions

If you are not at the participant's home, you will be prompted to enter a location exception at the time of clock in. This occurs when you provide approved services outside of the home such as at the doctor's office.

- Enter a note in the observation field, if desired.
- Follow the prompts in the screenshots below.



Clock-Out

- When you are ready to clock out, open the mobile app.
- You will see your clocked in jobs available to select from to clock out.
- Once selected, follow the prompts in the screenshots shown to finish clocking out.
- You will be prompted to select the services you provided during the shift. Once you have selected them, hit 'Save' to proceed.
- Be sure to obtain your participant's signature and review your shift together.

