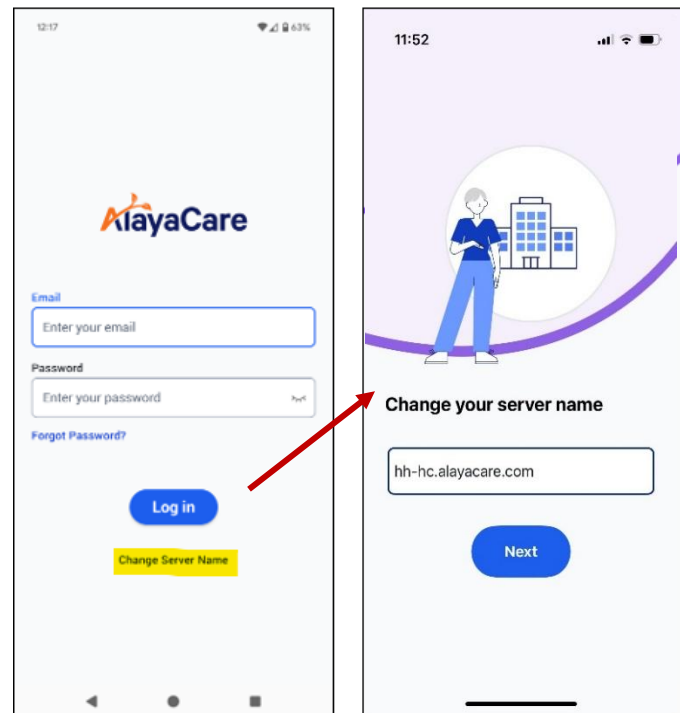


Getting Started

1. Download the AlayaCare app
 - a. Available in the app store or google play store
 - b. Please ensure you have allowed location services



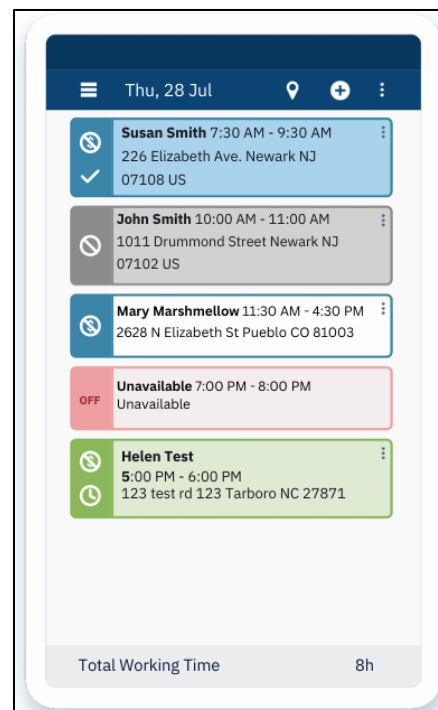
2. Open the AlayaCare app
 - a. On the home screen select “change server name”
 - b. The server name will be:
hh-hc.alayacare.com
 - c. This will only need to be entered at your first log in
3. Log into the app
 - a. Your username and password HHHC provided to you.



4. View your schedule
 - a. This is the first screen you will see when you log in. The schedule will display the client name, visit start and end time, and address
 - b. Swipe right to see previous schedules
 - c. Swipe left to see future schedules

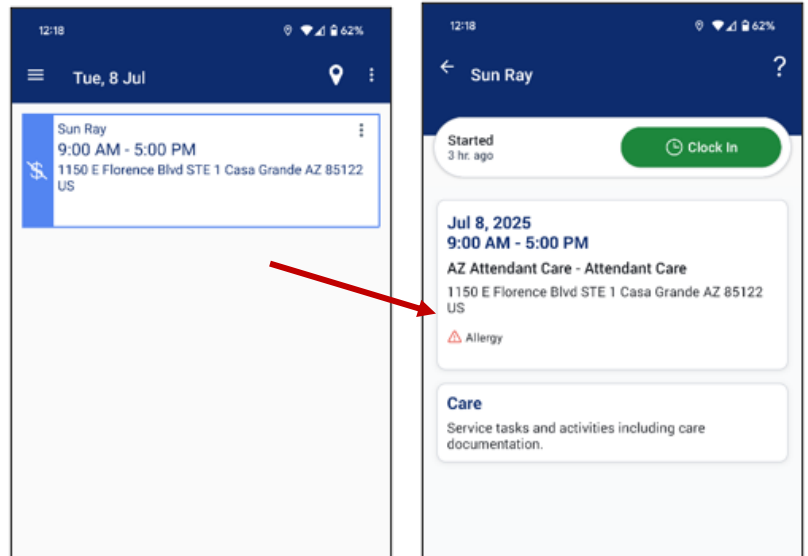
Schedule color indicators:

- **Green** – clocked into a visit
- **Blue** – completed visit
- **Grey** – cancelled or visit on hold
- **Red** – unavailable
- **Outline Blue** – to be completed



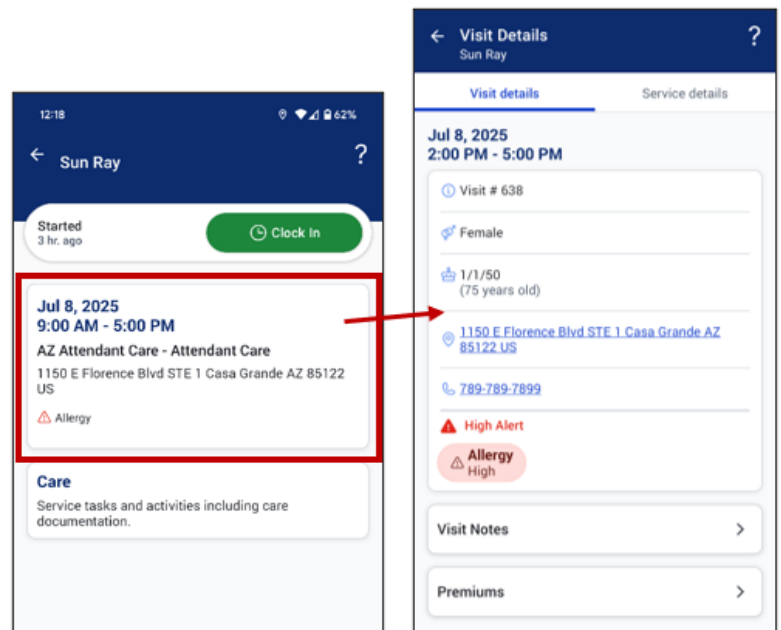
5. Visit Information

- To open a visit, click directly on the schedule
- This will open the **visit details**



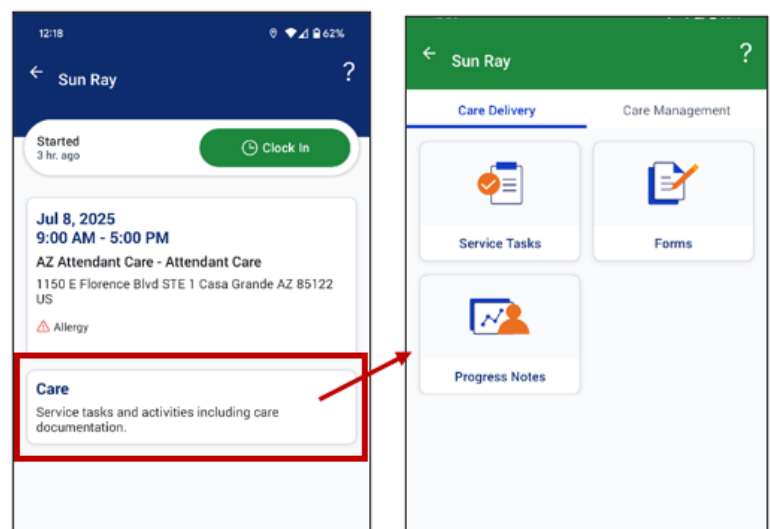
First Card: summary of information on the visit and on the client, you're scheduled to serve

- Click on this area to display more information regarding the client, services, and scheduled visit
- Within this area, you can also add a visit note that the office will be able to see



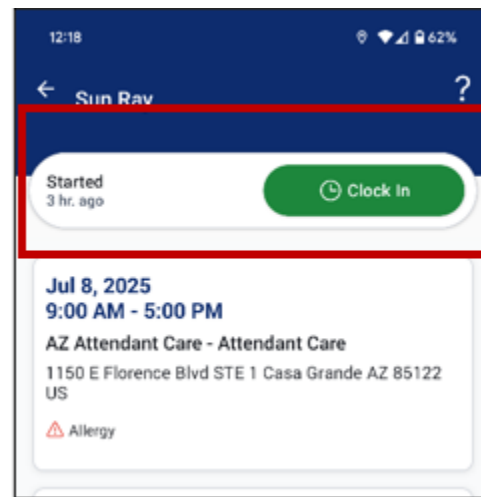
Second Card: Care section including service tasks and activities

- Click on this area to display more information regarding the service tasks and required forms
- Click on each individual section for service tasks, forms, and progress notes to view more information



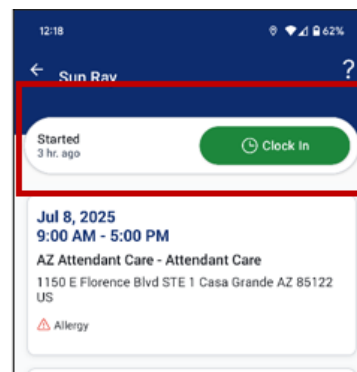
Clock In button: where you can clock in for the schedule

- a. This is where you will clock in when you are ready



6. Clocking in

- a. When you are ready to clock in for your shift, click the green **Clock In** button



- b. You might receive a pop up with a “visit warning”

1. If you are receiving this popup, the system detects that you are clocking in outside of the scheduled time or your location does not match the clients

2. Attention

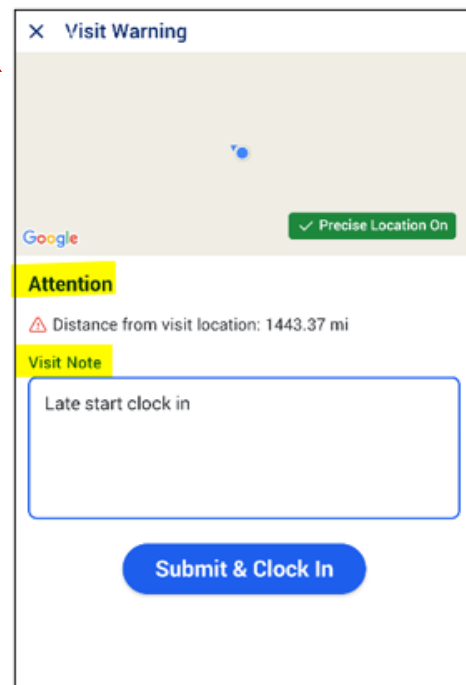
- i. This area will list the issues the system detected

3. Visit Note

- a. In this area, leave an explanation for the error
 - i. Example: forgot to clock in, actual clock in time 9:00 AM

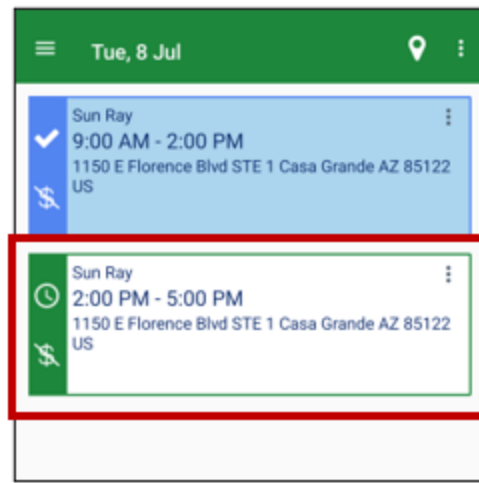
4. Submit & Clock in

- a. Click this to officially clock in



7. Completing Visit Details

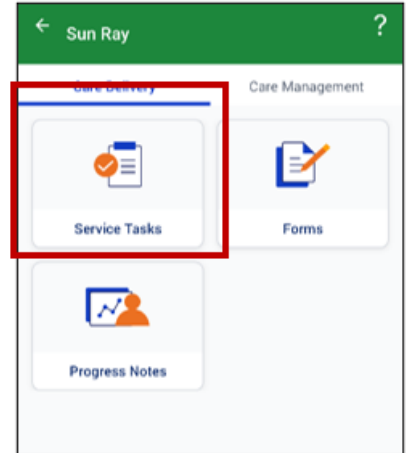
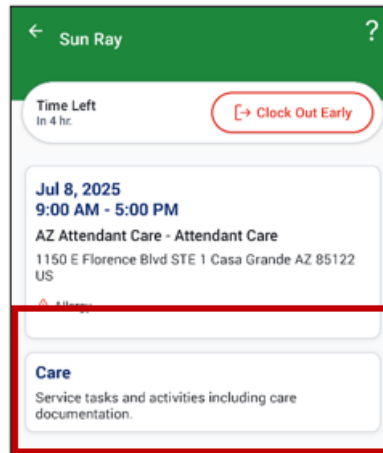
- a. When ready to complete the visit details, click on the scheduled visit to re-open it
- b. After the visit is opened, click the **Care** section to complete the **Service Tasks, Employee Signature Form, and Client Signature**



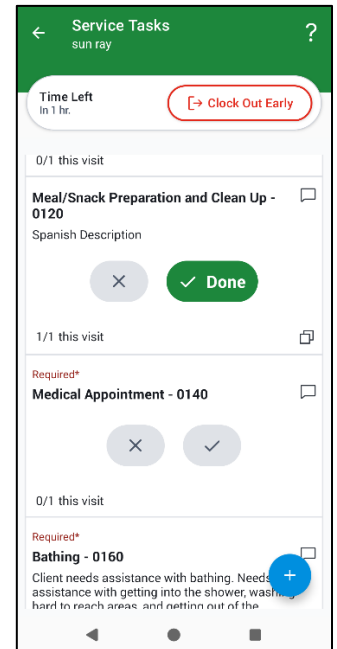
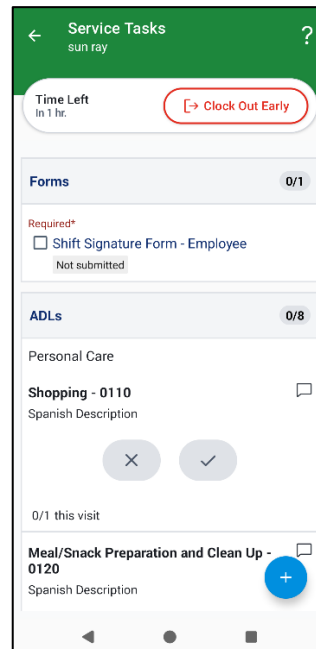
- c. Click on the **Care Card**

- d. Click on **Service Tasks**

1. Service tasks are the Activities of Daily Living (ADLs), Interventions and other tasks associated with the service being provided.

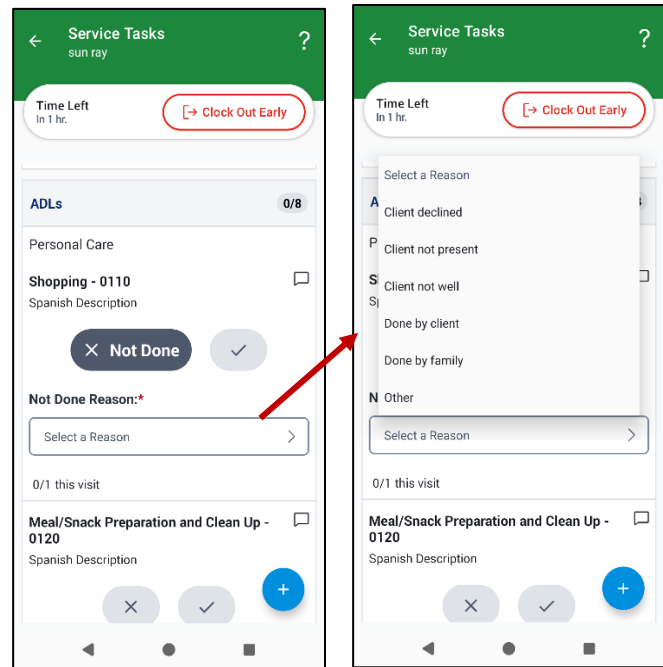


1. Check the box next to each ADL you want to mark as completed.
 - a. If a task was completed during the visit, click on “✓”.

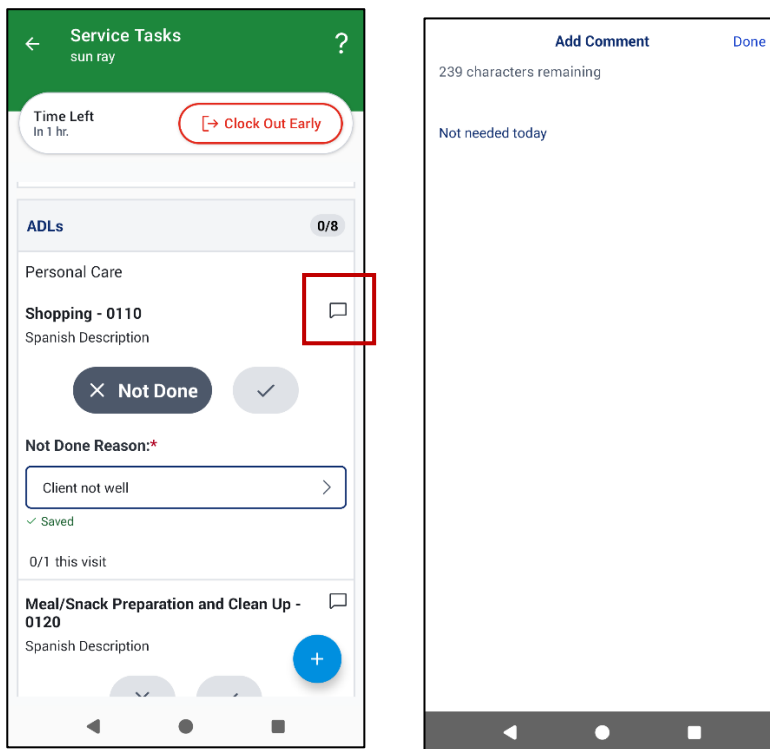


- a. If a task was not completed during the visit, click on “X”. You will need to select a reason why:

- Client declined
- Client not present
- Client not well
- Done by client
- Done by family
- Other



- b. To leave notes on an ADL, click the comment box icon to the right of the ADL



g. Completing **Client Signatures**

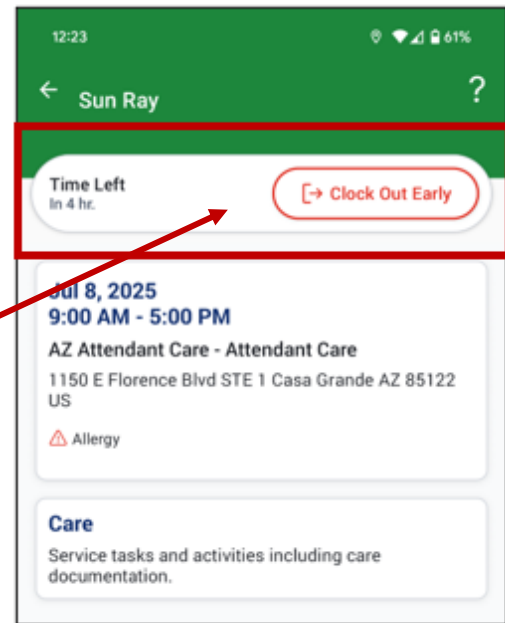
1. Select **Client Signature**
2. In the drop down, select if the client is able to sign
 - a. If **no**, select the reasoning they are not available
3. Click the pencil icon to capture client signature
4. Click the Blue Submit button when completed

The image displays four sequential screenshots of a mobile application interface, illustrating the steps to complete a client signature.

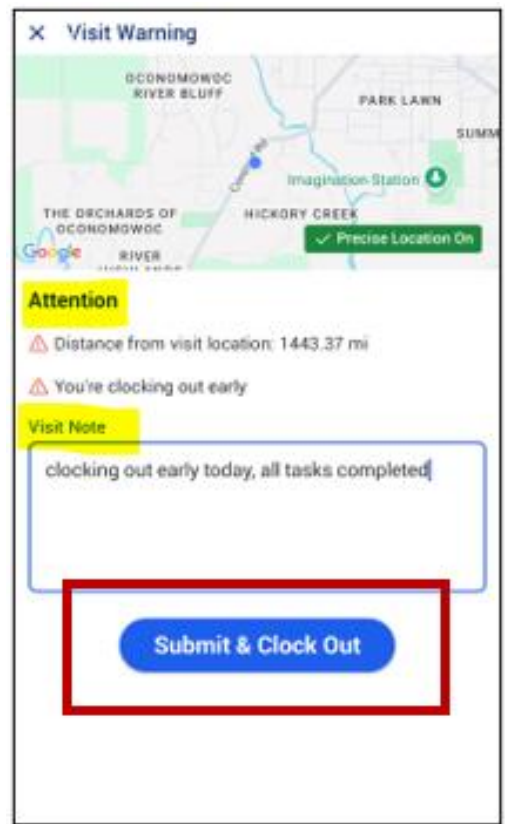
- Screenshot 1 (Service Tasks):** Shows a list of tasks. The 'Visit Signature' task is highlighted with a red box. It is marked as 'Required*' and shows a progress indicator of '0/1'.
- Screenshot 2 (Client Signature Form):** Shows the 'Visit Signature' form. The dropdown menu 'Is the client able to sign? *' is highlighted with a red box. Below it, a red error message states 'Error: This field is required'.
- Screenshot 3 (Client Signature Form):** Shows the 'Client's signature *' field, which is highlighted with a red box. It contains a pencil icon for capturing the signature.
- Screenshot 4 (Client Signature Form):** Shows the final 'SUBMIT' button at the bottom of the form, highlighted with a red box.

8. Clocking Out

- a. Prior to clocking out, the following areas must be completed:
 1. Employee Signature Form
 2. ADLs
 3. Progress notes (optional)
 4. Client Signature
- b. To clock out, open up the visit
 1. Click the red **clock out** button

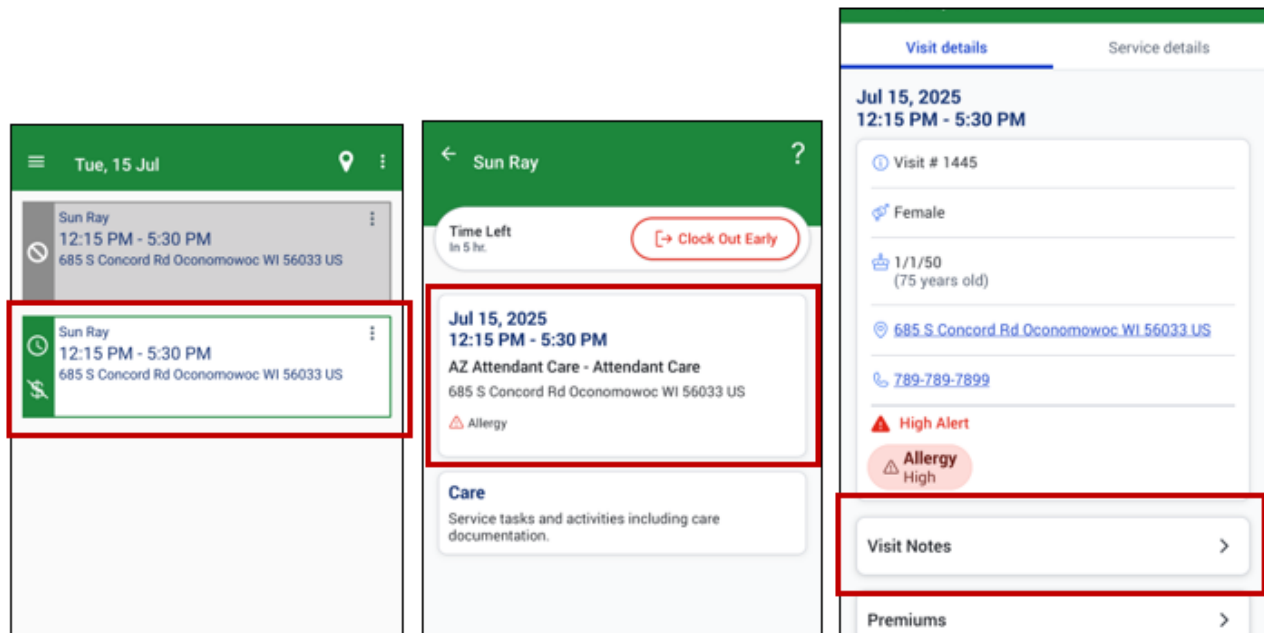


- a. You might receive a pop up with a **“visit warning”**
 1. If you are receiving this popup, the system detects that you are clocking out **outside of the scheduled time** or your **location does not match** the clients
 2. **Attention**
 - i. This area will list the issues the system detected
 3. **Visit Note**
 - b. In this area, leave an explanation for the error displaying
 - i. Example: clocking out early, all tasks completed
 4. **Submit & Clock out**
 - c. Click this to officially clock in
- b. You have now successfully completed a shift.



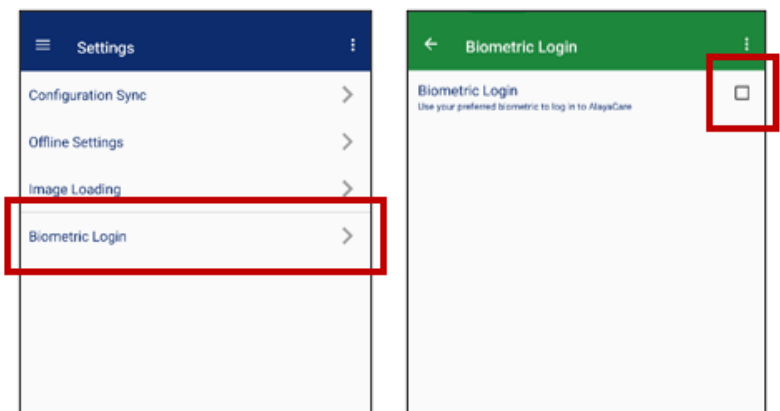
9. Adding a Shift Note

- a. Click on the schedule you want to add a note on
 1. This can be done at any time: before you clock in, after you clock out, etc.
- b. Click on the visit details
- c. Click on Visit Notes
 2. In the next screen that displays, you can add in any notes
 - a. Any notes added in the office will be able to view



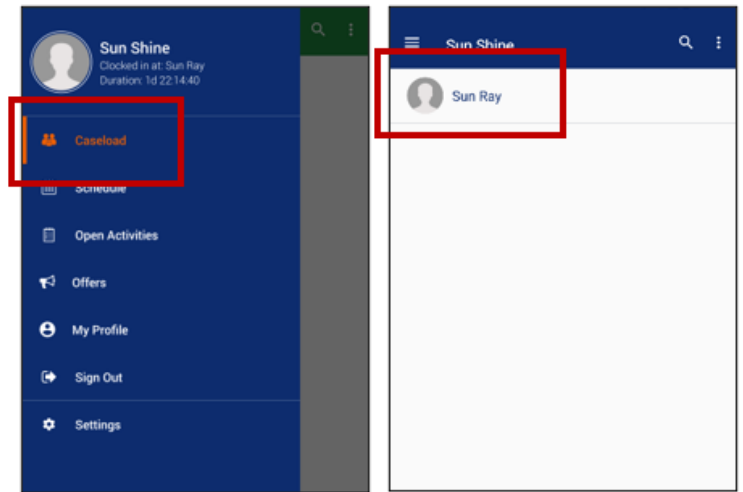
Additional Features

1. Turning on biometric log in
 - a. Click the hamburger menu on the top left
 - b. Select Settings
 - c. Select Biometric Login
 1. Check this option to log in with your face ID or fingerprint



2. Caseload

- a. Select the hamburger menu on the top left
- b. Select Caseload
 1. Here you will find any clients assigned to you
 2. Click on each client to view more information



3. Open Activities

- a. Select the hamburger menu on the top left
- b. Select Open Activities
 1. Here any open sessions that you have

