

How to use the Sandata mobile connect app

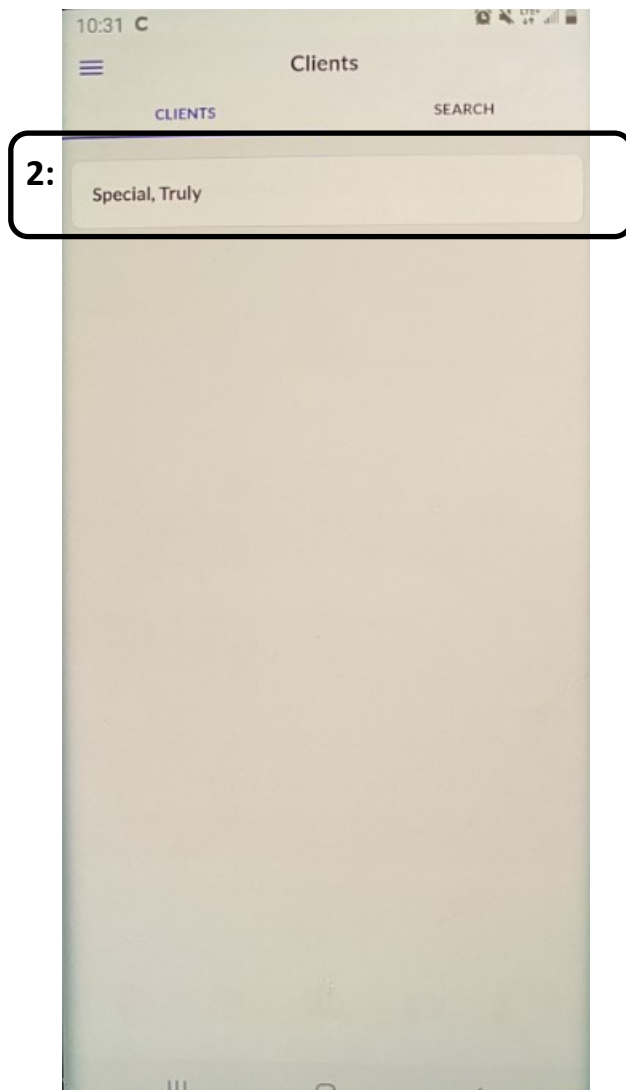
Clocking in

1: Login with your email username and password.

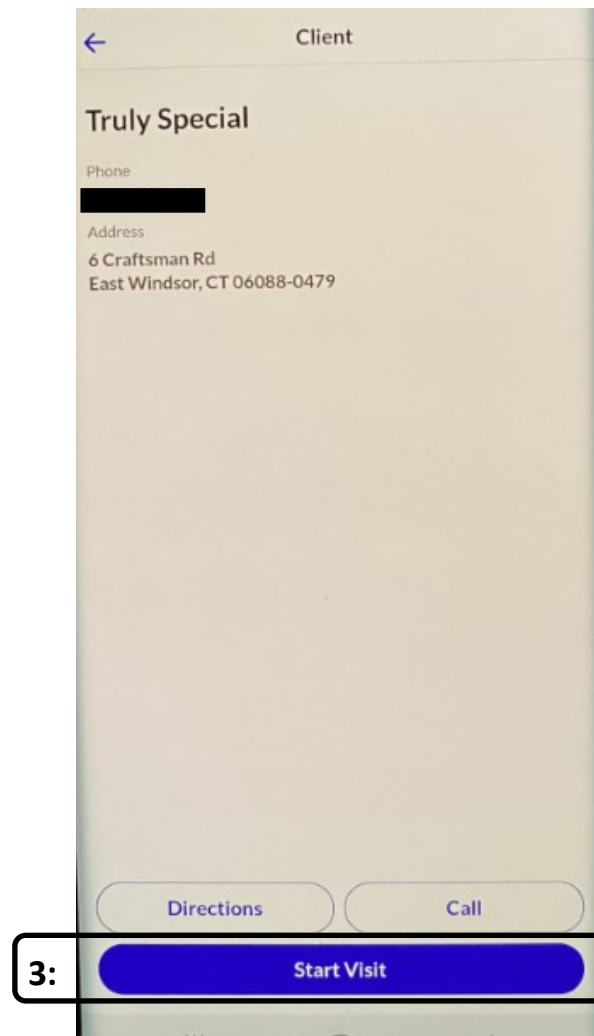
NOTE: *All letters in email do need to be lowercase.*

A screenshot of the Sandata Mobile Connect login screen. The background is a solid blue color. At the top, the "Sandata Mobile Connect" logo is displayed in white. Below the logo are two input fields: "Username" and "Password". Under the "Password" field is a "Remember Me" toggle switch, which is currently turned off. At the bottom of the form is a large white "Sign In" button. Below the button is a link for "Reset Password".

2: Once logged in you are under the “Clients” screen. Click the box showing the employer.

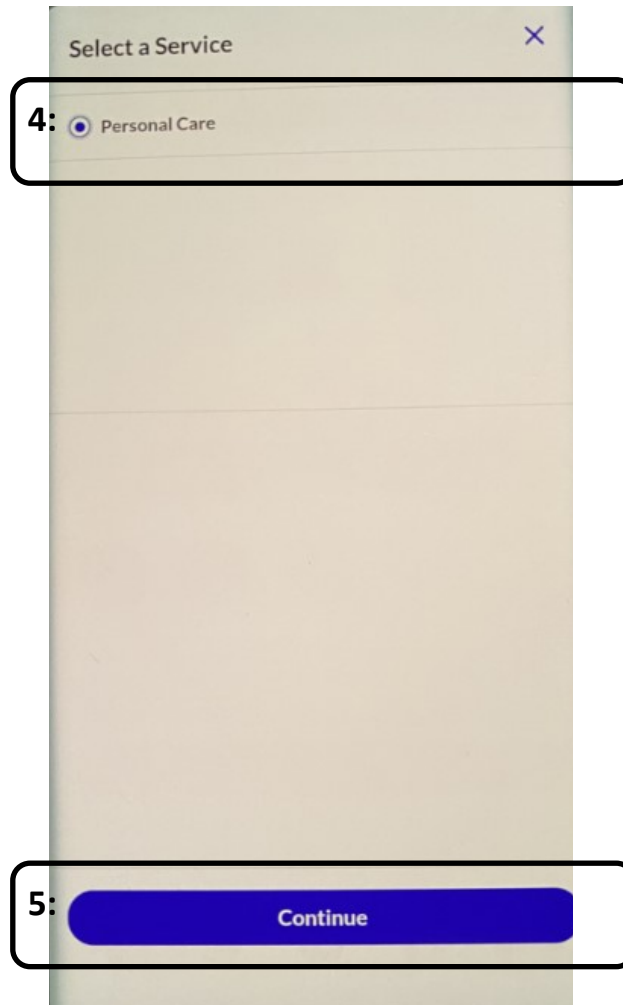


3: A new box will open with the client information. At the bottom, select the blue button to “Start Visit”.



4: Now it is going to ask you to select the authorized service.

5: Once selected, hit the blue “Continue” button.



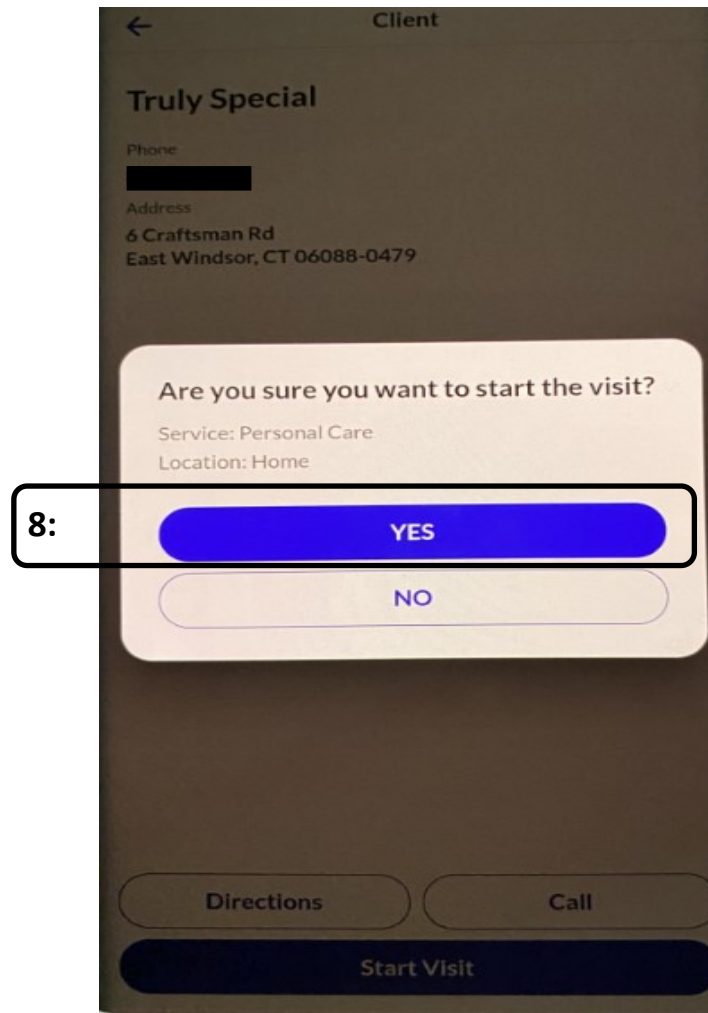
6: Now it is going to ask you to choose “Home” or “Community”.
(Location should be home unless otherwise specified in service plan)

7: Once selected, hit the blue “Continue” button.



8: A new screen will now pop up asking “Are you sure you want to start the visit?” Select the blue “Yes” button.

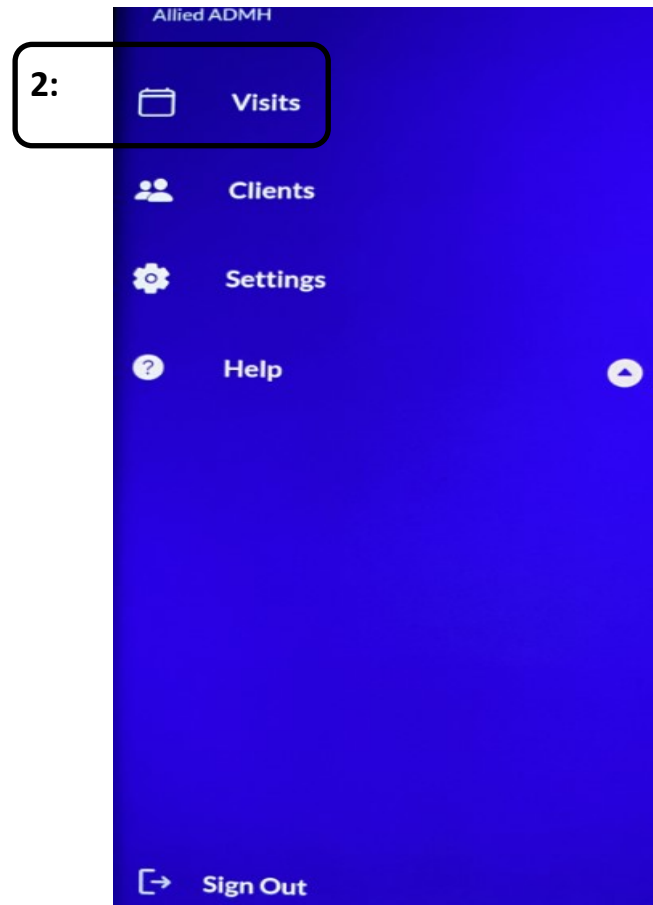
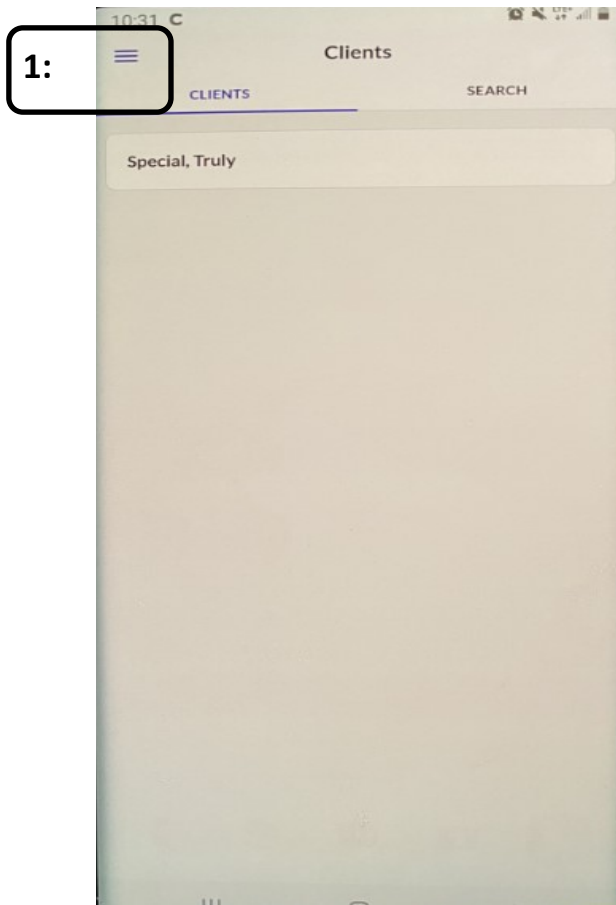
You are now clocked in!



Clocking out

1: At scheduled clock out time go back into the mobile app. You will be on the same client screen. That is not where we want to be. Instead, choose the 3 blue lines on the top left of the screen.

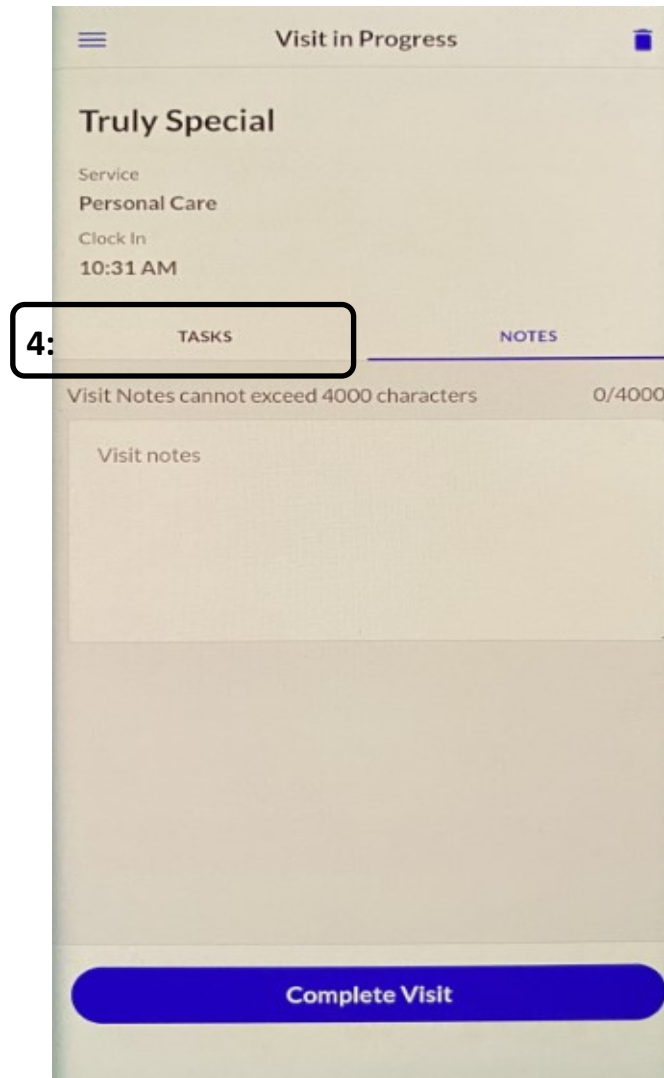
2: Next, choose “Visits”.



3: Now you can click on the blue “Visit in progress” to see further details and clock out.

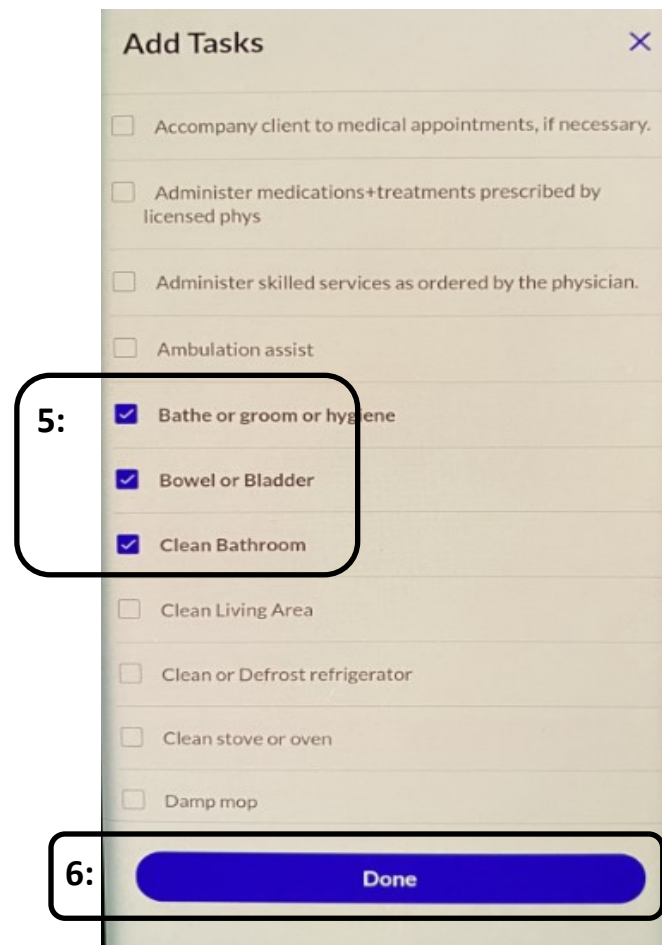


4: A new screen will open. Select “Tasks” to add the tasks performed during the shift. (Minimum requirement is 1)



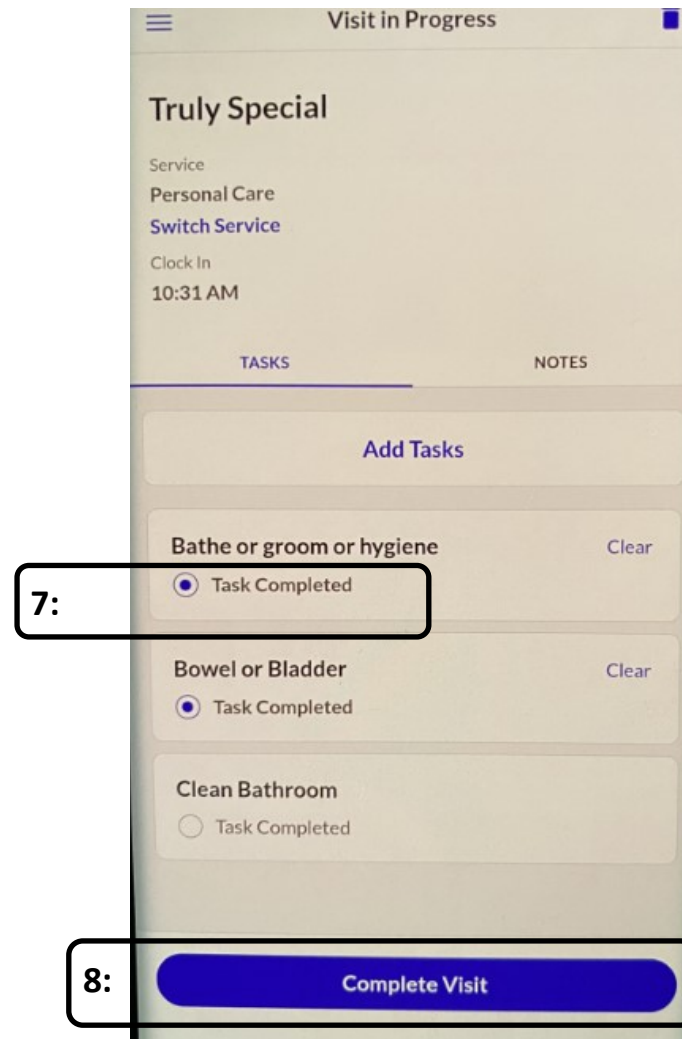
5: Choose from the task options and select those performed during the shift.

6: Hit the blue “Done” button.



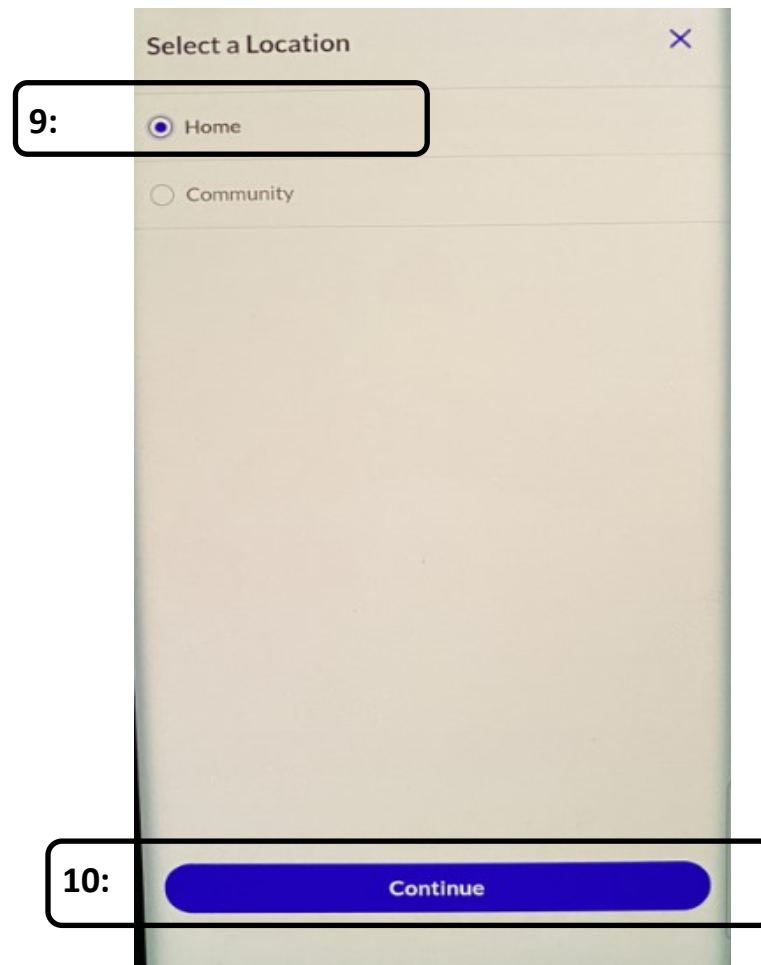
7: Under each selected task you must now check off the circle next to “Task Completed”

8: Hit the blue “Complete Visit” button.

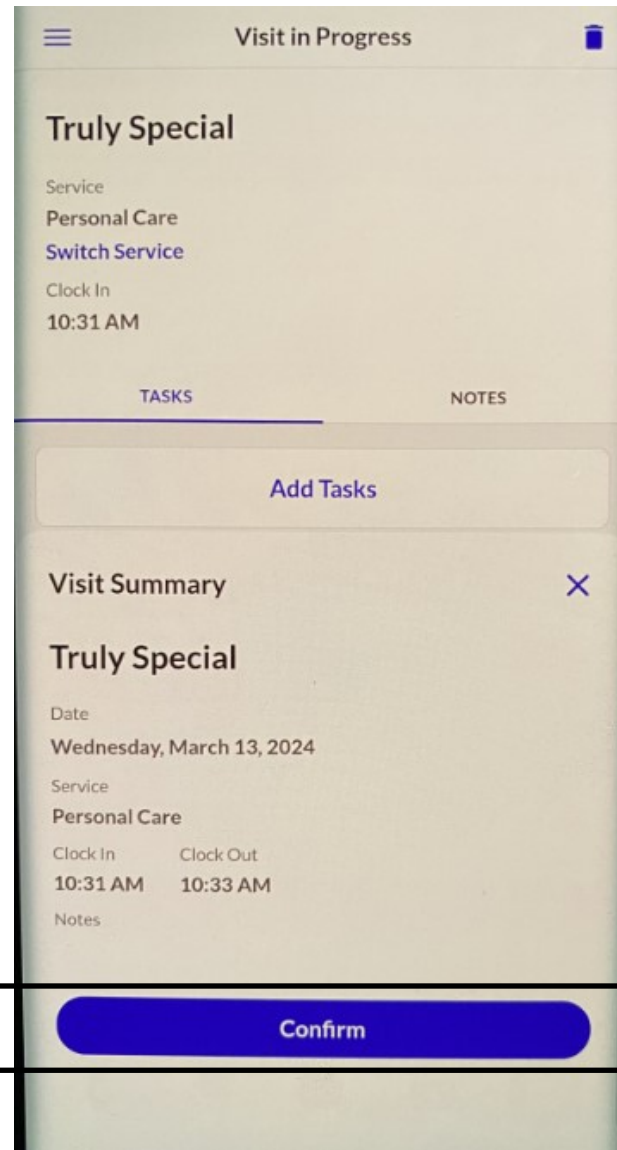


9: It will now ask you to choose location. Choose same as clock in.

10: Next, click the blue “continue” button.



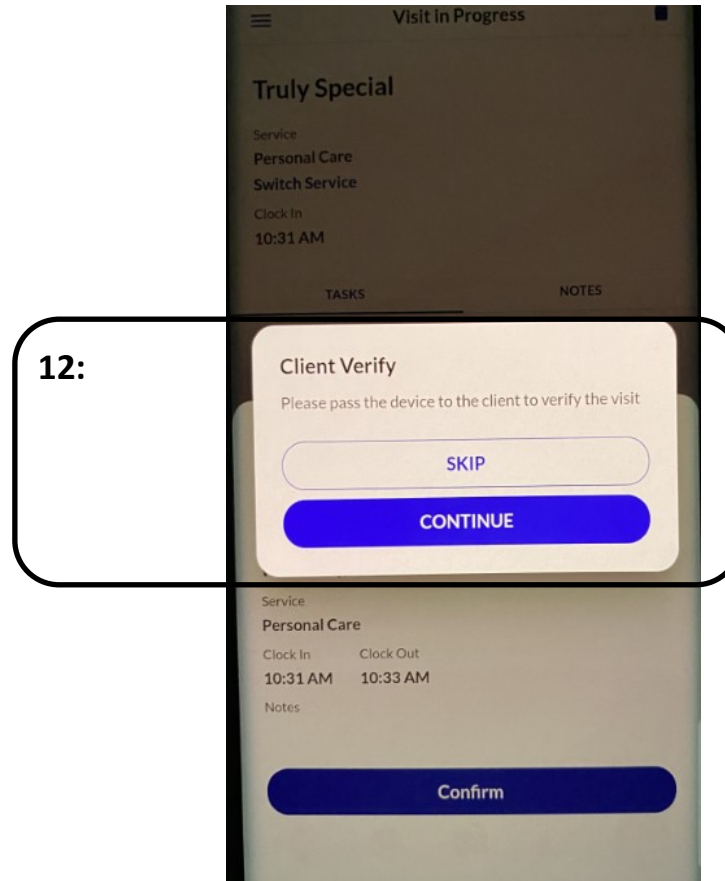
11: A visit summary will pop up. If all looks correct then choose “Confirm”.



12: Next it will ask for “Client Verify”. This means the Employer!

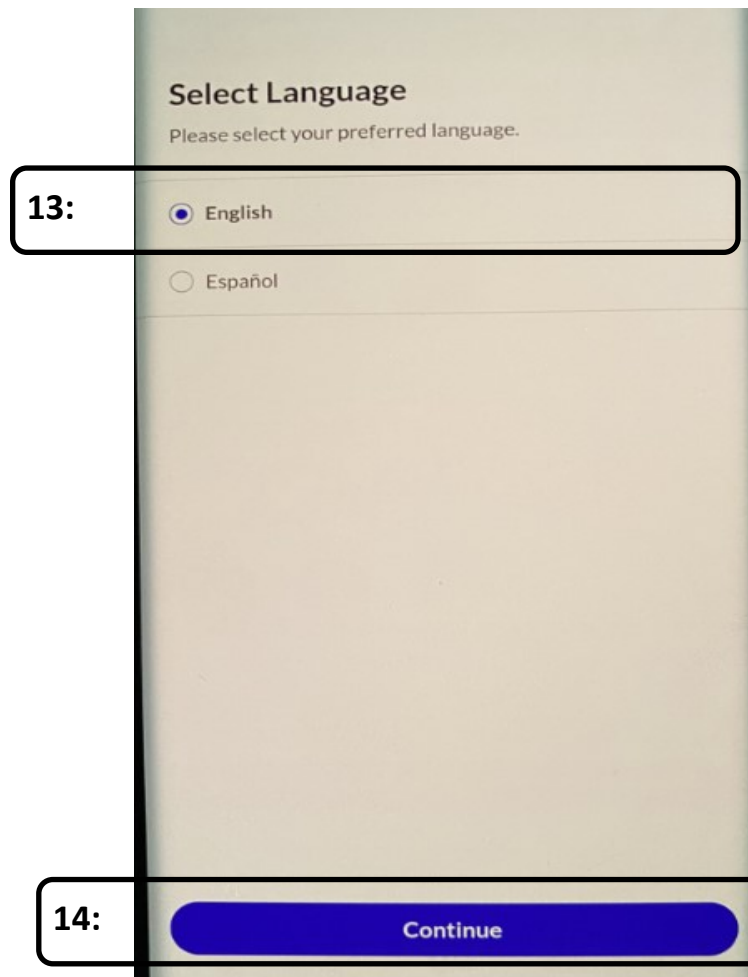
- *Hit “Skip” if employer is not present at time of clock out.*
- *Hit “Continue” and hand phone to employer if present.*

NOTE - This can be bypassed if the employer is not present at time of clock out. If not present, the employer is able to bypass the exception and approve the shift on the EVV website.



13: Hand phone to employer. Employer will first select language.

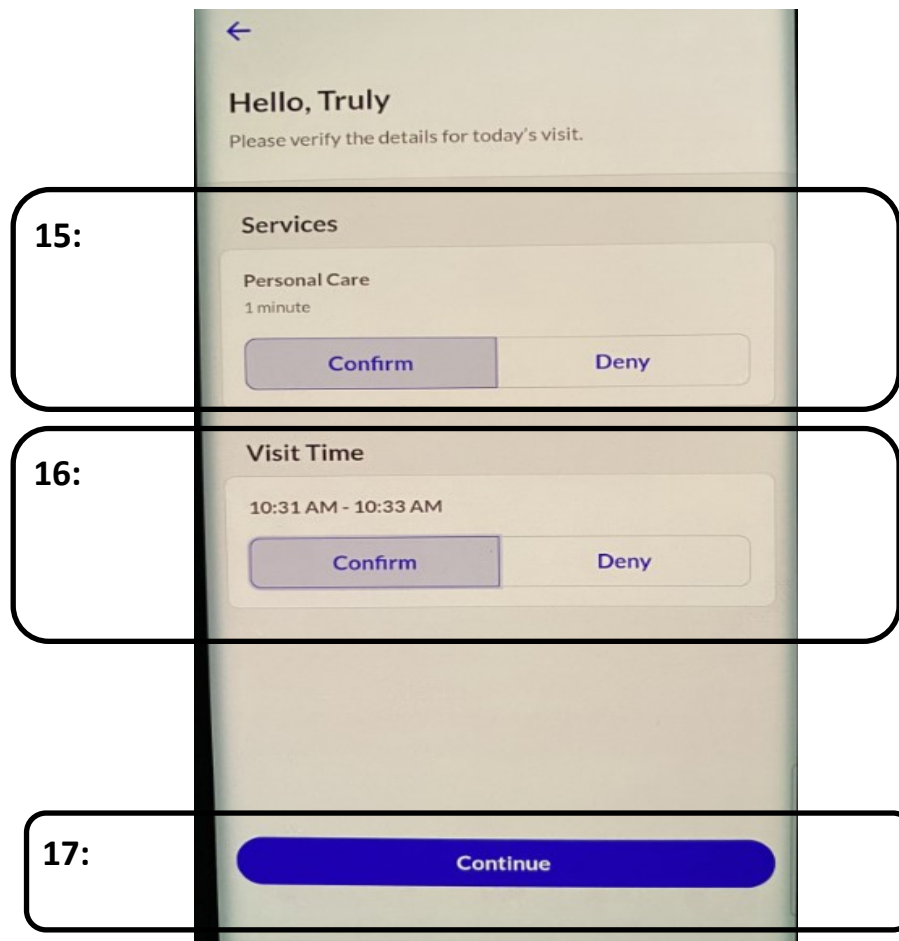
14: Then will select the blue “Continue” button.



15: It will ask the employer to verify service and duration of service. Select “Confirm” if correct.

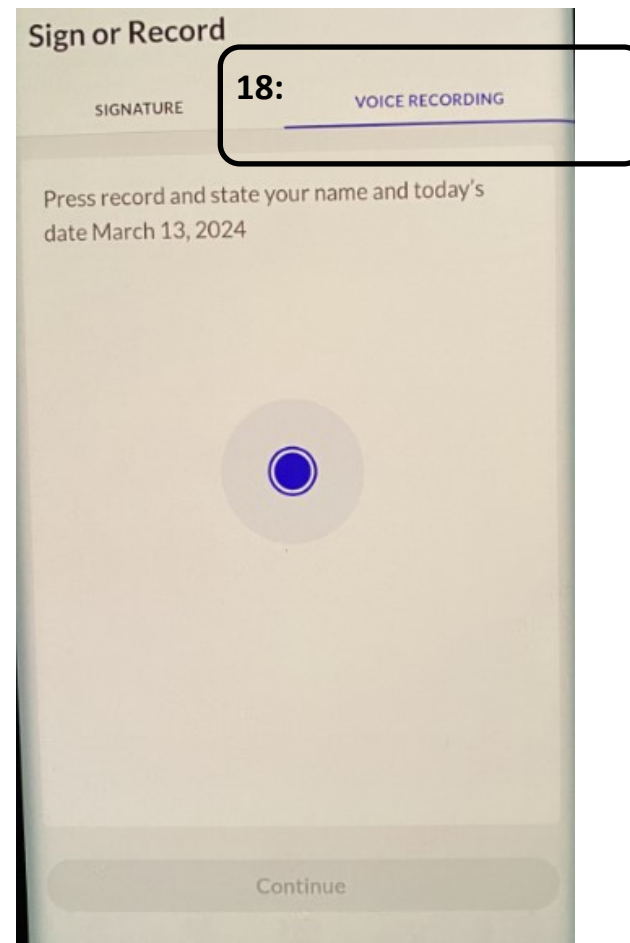
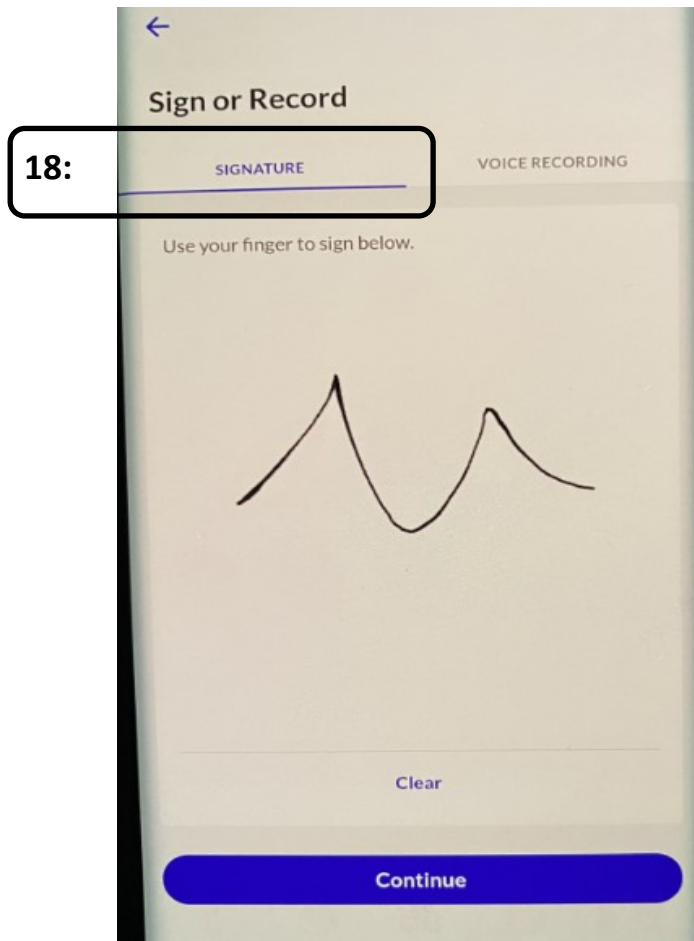
16: It will ask the employer to verify visit in and out times and duration. Select “Confirm” if correct.

17: Select the blue “Continue” button.



18: Now it asks the employer to sign or record voice for approval. Once done, you can select the blue “Continue” Button.

- *If signature is chosen it must match what we have on file for the employer.*
- *If voice recording is chosen they must record their first and last name and the current date.*



19: A screen will pop up saying “Thank You” Your visit is complete. Please hand the device back to your caregiver”.

This means you can hit “Done” and the shift is now complete and approved!

