

Submitting and Approving a Late Shift in CareAttend

Submit a Late Shift

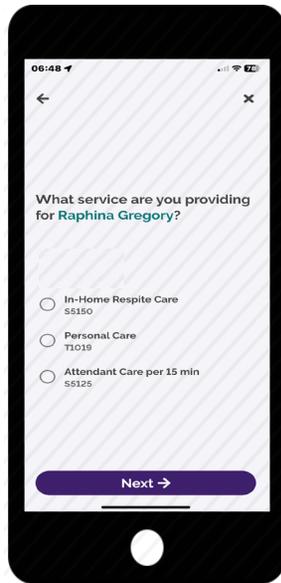
To submit a shift from a date in the past using CareAttend, follow the instructions below.



1

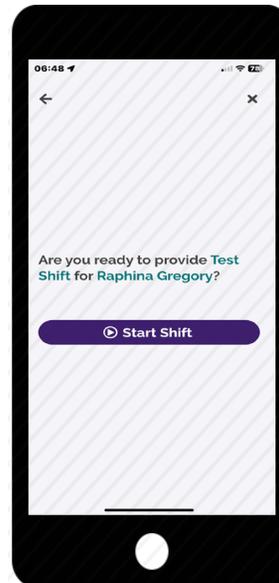
In the CareAttend app, select **"New Shift."**

Note: If you work with more than one Participant, you will need to select who you are providing services for.



2

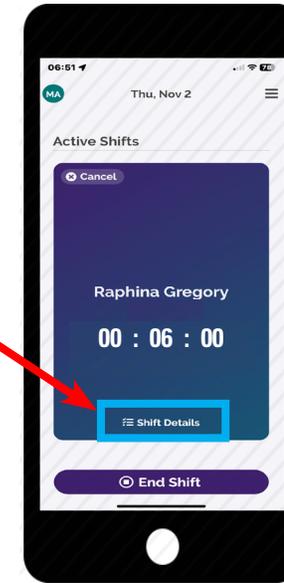
Select the service you are providing and tap **"Next."**



3

Select **"Start Shift."**

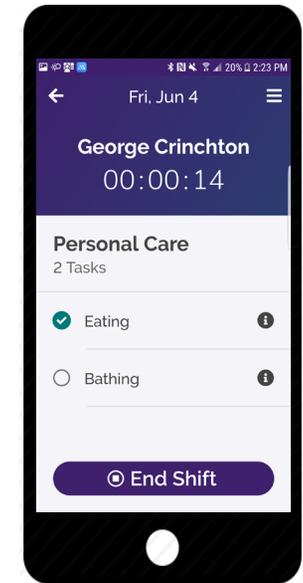
Note: You must allow the shift to run for at least one minute.



4

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

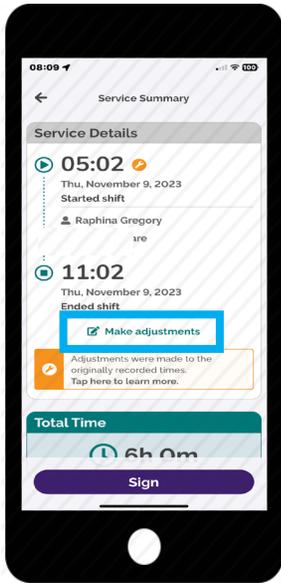
If not required to submit tasks, skip to step 6



5

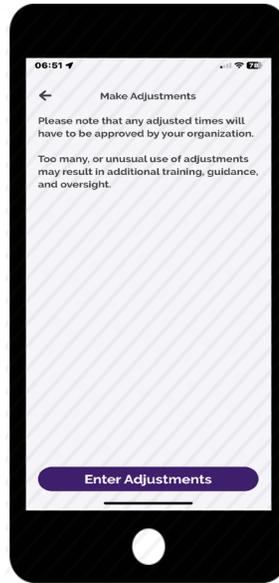
Select the tasks you completed and then tap **"End Shift."**

Submit a Late Shift (cont'd)



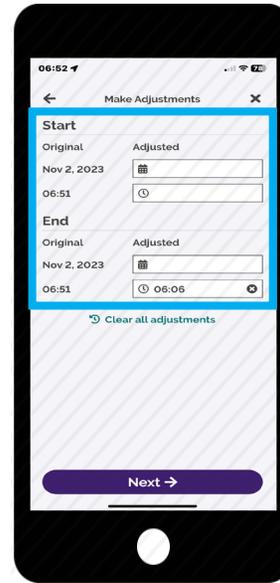
6

On the Service Summary screen, select **"Make Adjustments."**



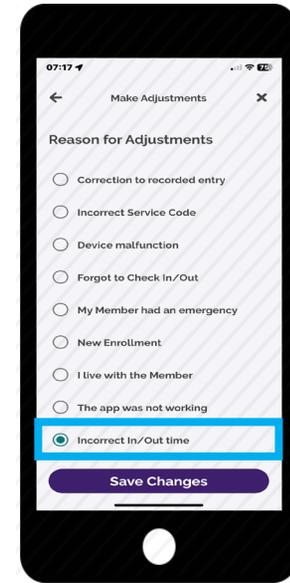
7

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



8

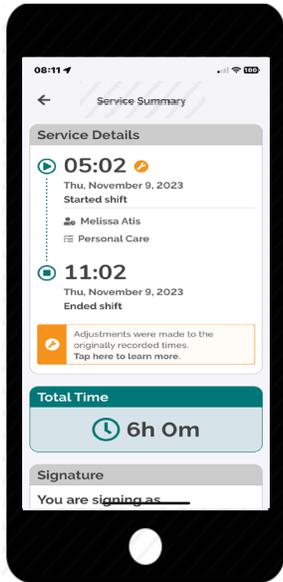
Adjust the Start and/or End dates and times. When finished, select **"Next."**



9

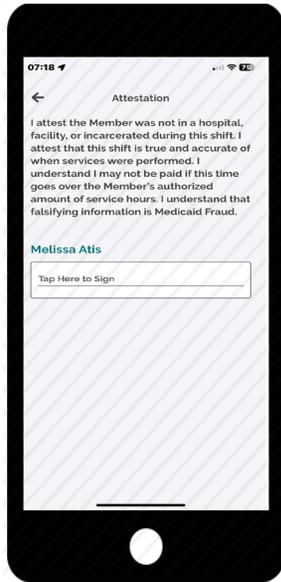
Select the reason for the adjustment(s), then select **"Save Changes."**

Submit a Late Shift (cont'd)



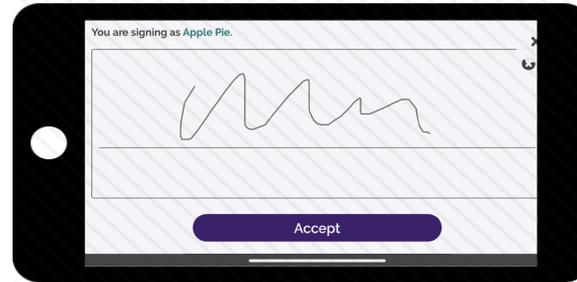
10

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



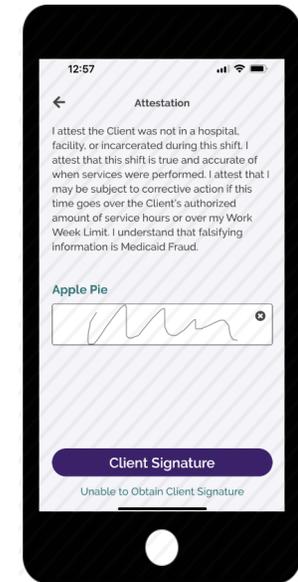
11

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



12

Use your finger or stylus to sign your name. Select **"Accept."**



13

If the Participant does not have a Designated Representative, this section is to be completed by the Participant. If the Participant has a Designated Representative, the Designated Representative must complete this section.

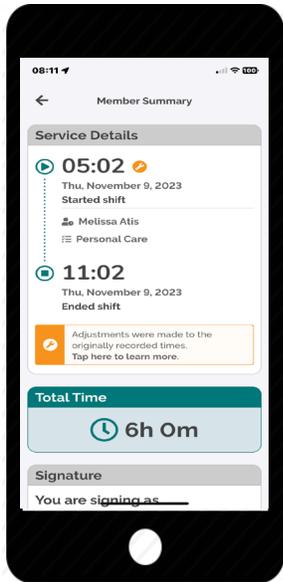
If your Participant/Designated Representative is available to sign your electronic timecard, select **"Client Signature."**

If your Participant is unavailable, select the **"Unable to Obtain Client Signature"** link below the Client Signature button.

Approve the Shift

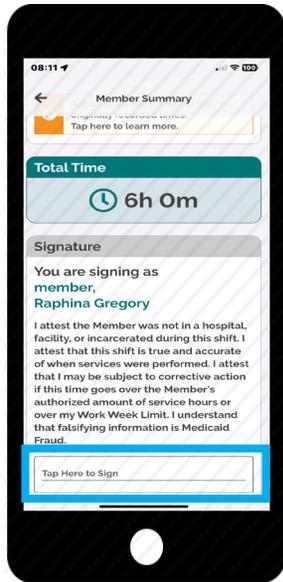
This section is completed by the Participant/Designated Representative. Once the caregiver ends their shift on the device, the Participant/Designated Representative will need to approve the shift.

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



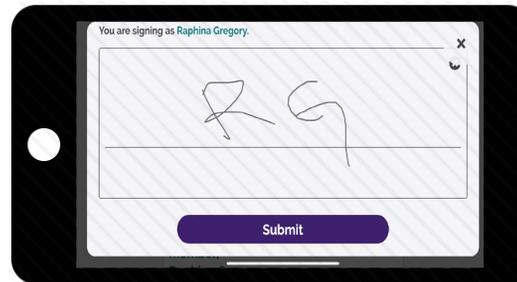
1

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



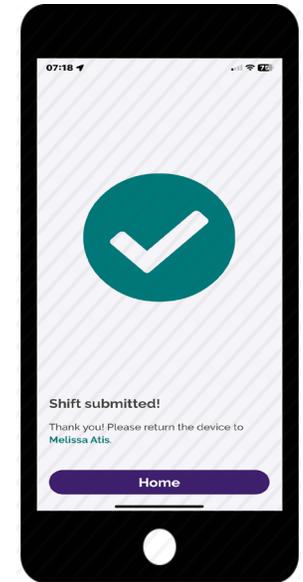
2

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.