

How to Clock In & Out

Clock in:

Employee dials 1-866-380-0613 from client's phone.

System: Please enter your PIN.

Employee enters 4 digit pin.

System: Press 1 for arrival or 2 for departure.

Employee presses 1.

System: Clock in Successful. You are now clocked in for "Customer Name" at __ AM/PM. Goodbye.

Employee ends call.

Note: If you have two shifts close together, you may be asked to distinguish which customer you are clocking in for.

Clock out:

Employee dials 1-866-380-0613 from client's phone.

System: Please enter your PIN.

Employee enters 4 digit pin.

System: Press 1 for arrival or 2 for departure.

Employee presses 2.

System: Press 7 to enter task codes, 8 to play task list, or star to end.

Employee presses 7.

System: Enter task code followed by pound.

Employee enters task code performed from task list.

System: Press 1 for yes, 2 for no, or 3 for decline.

Employee presses 1.

System: Enter task code followed by pound.

Employee enters the next task code they performed followed by #, then 1, until all tasks have been entered.

NOTE: For Travel Time Between Clients and Errand Milage, employee will be asked to enter a value – either the number of minutes of travel time incurred between two clients OR the number of errand miles should be entered.

TO END THE CALL AT ANY TIME....

Employee presses star () to end the call.*

If the call does not immediately go to the "Clock out successful" prompt below, press star () again.*

System: Clock out successful. You are now clocked out of "Customer Name" at ____ AM/PM. Goodbye.

NOTE: If you try to enter a task that is not on the client's care plan, the system will say "Invalid Task Code". Call or email your office to get this task added to the care plan so you can use it during future clock outs.

00	Travel Time Between Clients
10	Assist with Bath/Shower
11	Assist with Bed Bath/ Sponge Bath
12	Assist with Toileting
13	Assist with Incontinent Care
14	Assist with Grooming/ Hair Care
15	Assist with Oral Care
16	Assist with Shaving
17	Skin Care/ Changes in Skin
18	Coping Skills
19	Assist with Dressing & Undressing
20	Prepare for Bed
21	Dust, Mop, Sweep, Vacuum

23	Bathroom Cleaning
24	Kitchen Chores
25	Trash Removal
26	Promote/Encourage Self Advocacy Skills
27	Laundry, Ironing
28	Change Bed Linens
29	Meal Preparation
30	Assist With Feeding
31	Observe Mental /Physical Changes
33	Assist with Transfer/Positioning
34	Errand Mileage
36	Assist with Ambulation

37	Assist with Exercise
38	Medication Reminder
44	Maintaining Progress
52	Safety, oversight, & supervision
53	Apply over-the counter lotion
58	Assist in Errands/Shopping Excursions
62	Encourage activities that promote the use of cognitive and reasoning skills
63	Assist in use of assistive devices
64	Assist in dietary guidance