

## 日程表的签到、签退 以及添加注释

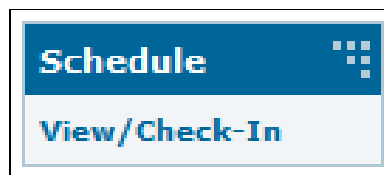
如果已在“Schedule/EVV Provider Preference”页面上为提供者选择了 **Web Check-In Enabled** 选项，则相关用户将可以使用签到和签退选项。用户只能在预定的开始和结束时间后 18 小时内为某项日程安排签到或签退。如果用户无法输入信息，日程安排员可以编辑签到和签退日期、时间和地址。对于使用无效的或已终止的服务授权创建的日程表，签到和签退活动将受到限制。

- [日程表签到](#)
- [日程表签退](#)
- [向日程表添加注释](#)

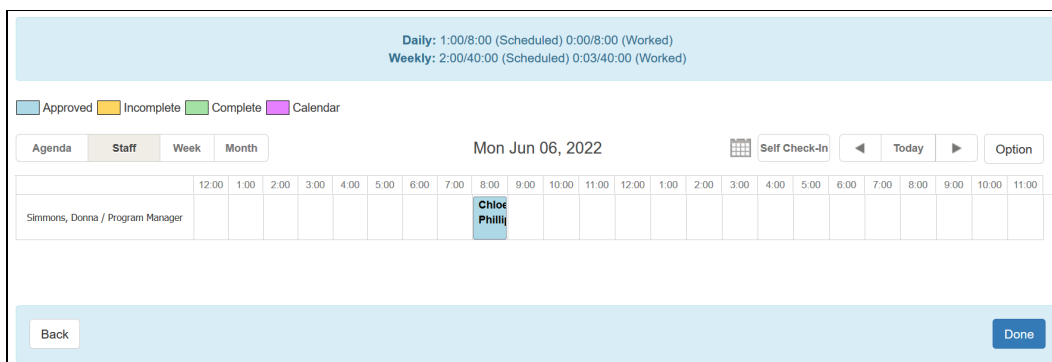
### 日程表签到

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1. 单击仪表板右侧“Schedule”部分中的 **View/Check-In** 链接。



2. 这将打开您当天的日程表网格。已获批准的日程安排将以蓝色显示。单击您想要签到的时段。



- 单击 **Check-In** 按钮。您还可以在 **Check-In Comment** 框中输入有关签到的注释或信息。如果用户想要在预定的开始时间之前或之后 15 分钟以上签到，则需要填写 **Check-In Comment** 字段。

Schedule Slot Approved ⓘ
✕

**Start Date** 06/06/2022 08:00 AM

**End Date** 06/06/2022 09:00 AM

**Schedule Type** Individual

**Individual** Chloe Phillips

**Program** 1st Street (Group Home)

**Service** Personal Care Services / T1019 / 01-01-2022

**Billable** Yes

**Start Address** 123 Oak Street, Anytown, CT 12345, USA

**Start Location** 41.717738, -72.833701 📍

**End Address (If Different)** 123 Oak Street, Anytown, CT 12345, USA

**End Location (If Different)** 41.717738, -72.833701 📍

**IVR Phone**

**Note** Personal Care Training to include: brushing teeth, combing hair and wearing clothes.

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method
Donna Simmons, Program Manager						

\* Edited by scheduler

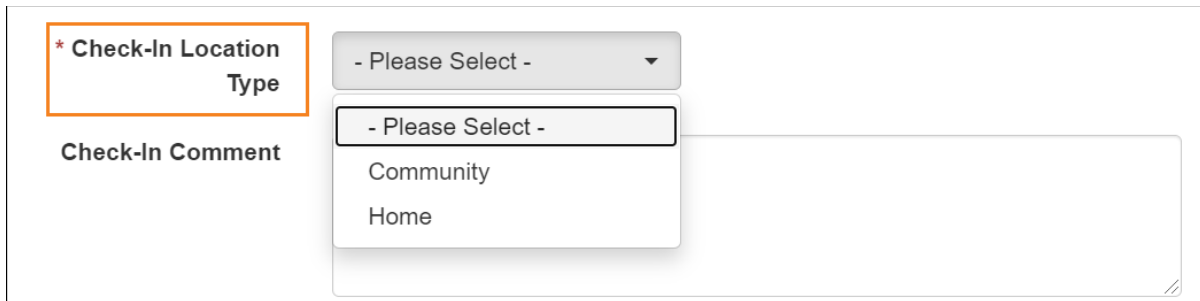
**Check-In Comment**

About 200 characters left

SComm
Comment
Check-In

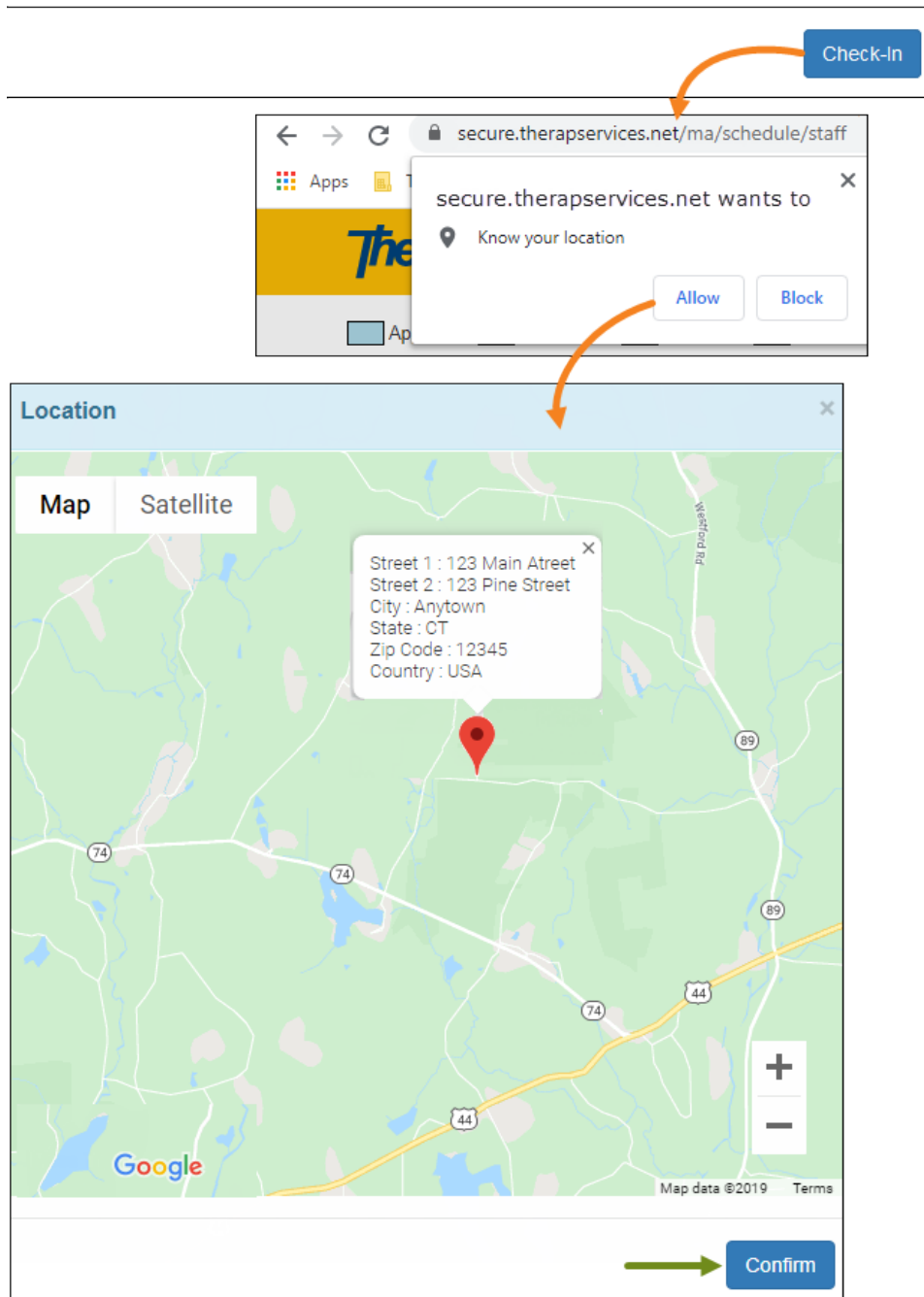
在签到日程表时，若服务的“资金来源”括号中有提及 EVV 供应商，将为以下州的用户显示 **Check-In Location Type** 字段：

- 亚利桑那州 (Sandata)
- 加利福尼亚州 (Sandata)
- 特拉华州 (Sandata)
- 纽约州 (eMedNY)
- 北卡罗来纳州 (CareBridge、HHA、Sandata)
- 宾夕法尼亚州 (Sandata)



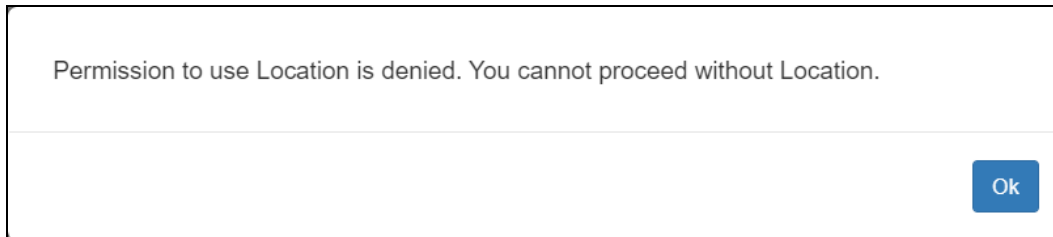
The screenshot shows a form with two main sections. The first section is labeled '\* Check-In Location Type' and contains a dropdown menu with the text '- Please Select -'. The second section is labeled 'Check-In Comment' and contains a text input field with the text '- Please Select -' and a list of options: 'Community' and 'Home'. The dropdown menu is currently open, showing these options.

4. 如果在 **Schedule/EVV Provider Preference** 页面中启用了 **Enable Geo-Location for Web Check-In** 选项，单击 **Check-In** 按钮将会在浏览器上显示弹出消息，要求获取访问位置。单击 **Allow** 以允许位置跟踪。这将允许在签到和签退时进行地理位置跟踪。单击地图上的 **Confirm** 按钮将设置您的相应位置。



5. 如果在 Schedule/EVV Provider Preference 页面上启用了 Require Geo-Location for Web Check-In 选项，而用户在签到时若尝试不提供位置，将收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*

版本 **2022.0.2**：如果在 Schedule/EVV Provider Preference 页面上启用了 Require Geo-Location for Web Check-In 选项，而用户在网上签到/签退时若尝试不提供位置，将收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*



6. 签到日期和时间将自动填充在 **Check-In Time** 列中。如果在 **Start Date** 字段中选择的时间与 **Check-In Time** 中的时间差异超过 15 分钟，则日程时段中该网格将用红色边框标出。

**Schedule Slot** Approved ⓘ

**Start Date** 06/06/2022 08:00 AM

**End Date** 06/06/2022 09:00 AM

**Schedule Type** Individual

**Individual** Chloe Phillips

**Program** 1st Street (Group Home)

**Service** Personal Care Services / T1019 / 01-01-2022

**Billable** Yes

**Start Address** 123 Oak Street, Anytown, CT 12345, USA

**Start Location** 41.717738, -72.833701

**End Address (If Different)** 123 Oak Street, Anytown, CT 12345, USA

**End Location (If Different)** 41.717738, -72.833701

**IVR Phone**

**Note** Personal Care Training to include: brushing teeth, combing hair and wearing clothes.

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method
Donna Simmons, Program Manager	06/06/2022 08:03 AM	123 Oak Street, Anytown, CT 12345, USA	Web			

**Check-In Comment:** Checking-In for personal care services and training

\* Edited by scheduler

**Travel Distance (Miles)**

**Check-Out Comment**

About 200 characters left

SComm
Comment
Check-Out

7. 签到后，网格上的时段颜色将变为橙色。单击 **Done** 按钮返回仪表盘。

Daily: 1:00/8:00 (Scheduled) 0:00/8:00 (Worked)  
Weekly: 4:00/40:00 (Scheduled) 0:02/40:00 (Worked)

■ Approved 
 ■ Incomplete 
 ■ Complete 
 ■ Calendar

Agenda
Staff
Individuals
Programs
Week
Month

Mon Jun 06, 2022

Self Check-In
◀ Today ▶
Option

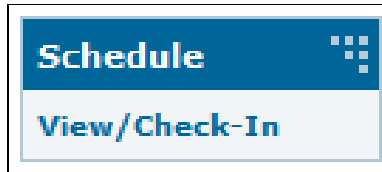
	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
Simmons, Donna / Program Manager									Chloe Phillip															

Back
Done

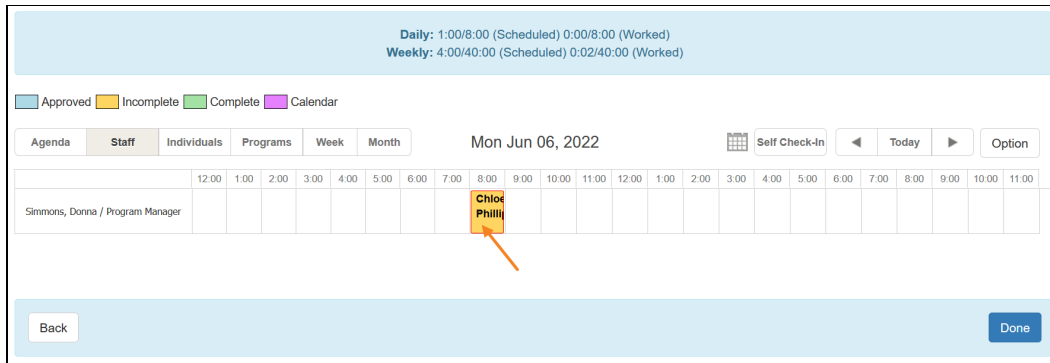
## 日程表签退

### [\[回到顶部\]](#)

1. 单击仪表板右侧面板 **Schedule** 部分中的 **View/Check-In** 链接。



2. 这将打开您当天的日程表网格。已签到的日程表尚不完整，将显示为橙色。选择您想要签退的时段。





- 如果在 **Scheduling/EVV Provider Preference** 页面中启用了 **Enable Travel Distance** 选项，您将能够在 **Travel Distance (Miles)** 字段中输入行驶距离。您还可以在 **Check-Out Comment** 框中输入有关签退的注释或信息。如果用户想要在预定的结束时间之前或之后 15 分钟以上签退，则需要填写 **Check-Out Comment** 字段。完成后单击 **Check-Out** 按钮。

**Schedule Slot** Approved ⓘ

**Start Date** 06/06/2022 08:00 AM

**End Date** 06/06/2022 09:00 AM

**Schedule Type** Individual

**Individual** Chloe Phillips

**Program** 1st Street (Group Home)

**Service** Personal Care Services / T1019 / 01-01-2022

**Billable** Yes

**Start Address** 123 Oak Street, Anytown, CT 12345, USA

**Start Location** 41.717738, -72.833701

**End Address (If Different)** 123 Oak Street, Anytown, CT 12345, USA

**End Location (If Different)** 41.717738, -72.833701

**IVR Phone**

**Note** Personal Care Training to include: brushing teeth, combing hair and wearing clothes.

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method
Donna Simmons, Program Manager	06/06/2022 08:03 AM	123 Oak Street, Anytown, CT 12345, USA	Web			

**Check-In Comment:** Checking-in for personal care services and training

\* Edited by scheduler

**Travel Distance (Miles)**

**Check-Out Comment**

I have completed the training session

About 163 characters left

SComm
Comment
Check-Out

对于北达科他州的用户，如果服务具有不同的农村差别费率，则用户在从日程时段表签退时将看到具有不同等级的 **Rural Differential Rate** 字段。如果选择的等级的单位费率 (\$) 高于在预授权表单上的 **Rate Amount** 字段中选择的费率，则将显示以下错误消息：**Selected tier exceeded max limit.**

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method
Matthew Hill, Non Specialized Service Provider	06/07/2022 10:20 AM		Web			
<b>Check-In Comment:</b> Checking in.						
<i>* Edited by scheduler</i>						
<b>* Rural Differential Rate</b>						
<b>Travel Distance (Miles)</b>						
<b>Check-Out Comment</b>						

**\* Rural Differential Rate** - Please Select -

- Please Select -

Base Rate (0-20 miles)

RD Tier 1 (21-50 miles)

RD Tier 2 (51-70 miles)

RD Tier 3 (71+ miles)

在签退日程表时，若服务的“资金来源”括号中有提及 **EVV** 供应商，将为以下州的用户显示 **Check-In Location Type** 字段：

- 亚利桑那州 (Sandata)
- 加利福尼亚州 (Sandata)
- 特拉华州 (Sandata)
- 纽约州 (eMedNY)
- 北卡罗来纳州 (CareBridge、HHA、Sandata)
- 宾夕法尼亚州 (Sandata)

* Check-Out Location Type	- Please Select -
Travel Distance (Miles)	- Please Select - Community Home

对于明尼苏达州的用户，在签退日程表时，若服务的 EVV 供应商为“HHA”，标题为 **Residing Caregiver** 的必填字段将出现在日程时段表中。用户需要在此字段中选择 **Yes** 或 **No** 才能完成签退。

4. 如果在 Schedule/EVV Provider Preference 页面上启用了 **Require Geo-Location for Web Check-In** 选项，而用户在签退时若尝试不提供位置，将收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*

Permission to use Location is denied. You cannot proceed without Location.

5. 已启用认证功能的机构用户将看到一条认证消息。单击 **Yes** 按钮继续。

By clicking here I attest that there is documentation available to support this visit and any edits made to the data. I understand that this data and documentation is subject to audit.

仅当为提供者启用了 Sandata 或认证时才会显示认证消息。俄亥俄州的用户将看到以下认证消息：*By clicking here I attest that there is documentation available to support this visit and any edits made to the data. I understand that this data and documentation is subject to audit by the State of Ohio.*

6. 签退日期和时间将自动填充在 **Check-Out Time** 列中，行程距离将显示在 **Travel Info** 列中。签退后，网格上的时段颜色将变为绿色。如果在 **End Date** 字段中选择的时间与 **Check-Out Time** 中的时间差异超过 15 分钟，则日程时段中该网格将用红色边框标出。

**Schedule Slot** Approved ⓘ ✕

**Start Date** 06/06/2022 08:00 AM

**End Date** 06/06/2022 09:00 AM

**Schedule Type** Individual

**Individual** Chloe Phillips

**Program** 1st Street (Group Home)

**Service** Personal Care Services / T1019 / 01-01-2022

**Billable** Yes

**Start Address** 123 Oak Street, Anytown, CT 12345, USA

**Start Location** 41.717738, -72.833701

**End Address (If Different)** 123 Oak Street, Anytown, CT 12345, USA

**End Location (If Different)** 41.717738, -72.833701

**IVR Phone**

**Note** Personal care training to include: brushing teeth, combing hair, wearing clothes

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method	Travel Info
Donna Simmons, Program Manager	06/06/2022 08:03 AM	123 Oak Street, Anytown, CT 12345, USA	Web	06/06/2022 09:12 AM	123 Oak Street, Anytown, CT 12345, USA	Web	Travel Distance (Miles): 10.00.

**Check-In Comment:** Checking-In for personal care services and training

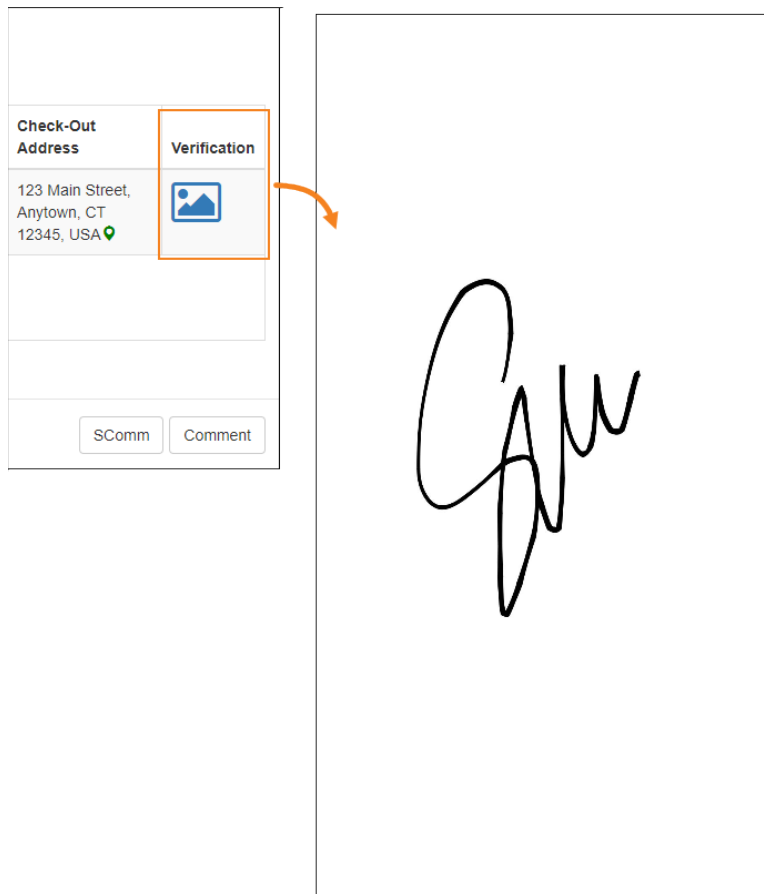
**Check-Out Comment:** I have completed the training session

\* Edited by scheduler

SComm
Comment

- 来自日程安排移动应用的经过签名或语音验证的日程将与签名和/或录音一起显示在日程时段表的“Verification”一列。日程表管理员将能够从该部分查看签名或下载录音，而其他人将看到“Signature”或“Voice”字样。

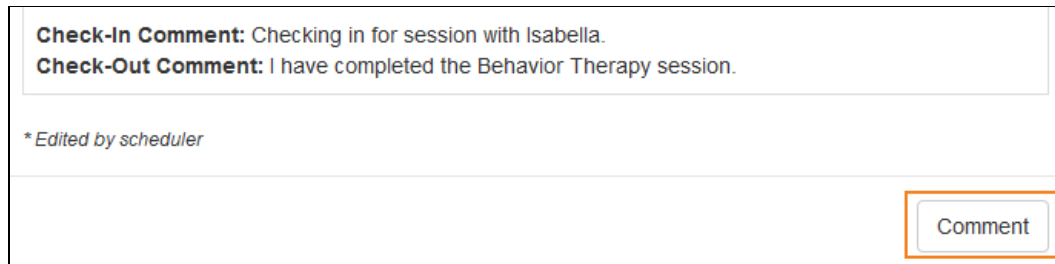
Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method	Verification
Matthew Hill, Supervisor	06/07/2022 06:03 AM	123 Main Street, Anytown, CT 12345, USA 📍	Mobile	06/07/2022 06:25 AM	123 Main Street, Anytown, CT 12345, USA 📍	Mobile	Signature
<b>Check-Out Comment:</b> Checking out early.							
<small>* Edited by scheduler</small>							



## 向日程表添加注释

### [\[回到顶部\]](#)

1. 单击位于日程时段表底部的 **Comment** 按钮。



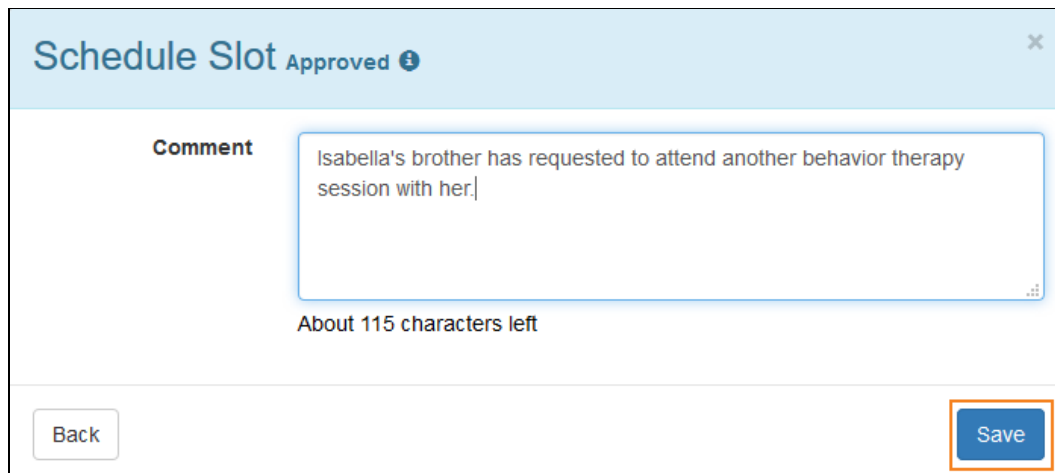
The screenshot shows a comment box with the following content:

**Check-In Comment:** Checking in for session with Isabella.  
**Check-Out Comment:** I have completed the Behavior Therapy session.

\* Edited by scheduler

At the bottom right of the box is a button labeled "Comment", which is highlighted with an orange border.

2. 在 **Comment** 文本框中输入注释，然后单击 **Save** 按钮。



The screenshot shows a dialog box titled "Schedule Slot Approved" with a close button (X) in the top right corner. Inside the dialog, there is a "Comment" section with a text input field containing the text: "Isabella's brother has requested to attend another behavior therapy session with her." Below the text field, it says "About 115 characters left". At the bottom left of the dialog is a "Back" button, and at the bottom right is a "Save" button, which is highlighted with an orange border.

3. 该注释随后将显示在日程时段表上。

**Schedule Slot** Approved ⓘ ✕

**Start Date** 06/07/2022 10:00 AM

**End Date** 06/07/2022 11:00 AM

**Schedule Type** Individual

**Individual** Isabella Johnson

**Program** 1st Street (Group Home)

**Service** Behavior Therapy / BT01 / 01-01-2022

**Billable** Yes

**Start Address** 123 Oak Street, Anytown, CT 12345, USA

**Start Location** 41.717738, -72.833701

**End Address (If Different)** 123 Oak Street, Anytown, CT 12345, USA

**End Location (If Different)** 41.717738, -72.833701

**IVR Phone**

**Note**

Staff	Check-In Time	Check-In Address	Check-In Collection Method	Check-Out Time	Check-Out Address	Check-Out Collection Method	Travel Info
Donna Simmons, Program Manager	06/07/2022 10:03 AM	123 Oak Street, Anytown, CT 12345, USA	Web	06/07/2022 11:14 AM	123 Oak Street, Anytown, CT 12345, USA	Web	Travel Distance (Miles): 10.00.

**Comment:** Isabella's brother has requested to attend another behavior therapy session with her.

**Check-In Comment:** Checking-In for session with Isabella.

**Check-Out Comment:** I have completed the behavior therapy session.

\* Edited by scheduler

SComm
Comment