

排程表的簽到、簽退 以及新增註釋

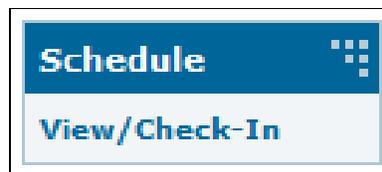
如果已在「Schedule/EVV Provider Preference」頁面上為提供者選擇了 **Web Check-In Enabled** 選項，則相關使用者將可以使用簽到和簽退選項。使用者只能在預定的開始和結束時間後 18 小時內，為某項排程簽到或簽退。如果使用者無法輸入資訊，排程管理員可以編輯簽到和簽退日期、時間和地址。對於使用無效或已終止的服務授權建立的排程表，簽到和簽退活動將受到限制。

- [排程表簽到](#)
- [排程表簽退](#)
- [向排程表新增註釋](#)

排程表簽到

[\[回到頂部\]](#)

1. 按一下儀表板右側「Schedule」部分中的 **View/Check-In** 連結。



2. 這將開啟您當天的排程表方格。已獲批准的排程將以藍色顯示。按一下您想要簽到的時段。

Daily: 1:00/8:00 (Scheduled) 0:00/8:00 (Worked)
Weekly: 2:00/40:00 (Scheduled) 0:03/40:00 (Worked)

Approved
 Incomplete
 Complete
 Calendar

Agenda **Staff** 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 Phillips															

Back
Done

3. 按一下 **Check-In** 按鈕。您還可以在 Check-In Comment 方塊中輸入有關簽到的註釋或資訊。如果使用者想要在預定的開始時間之前或之後 15 分鐘以上簽到，則需要填寫 Check-In Comment 欄位。

Schedule Slot Approved ⓘ x

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

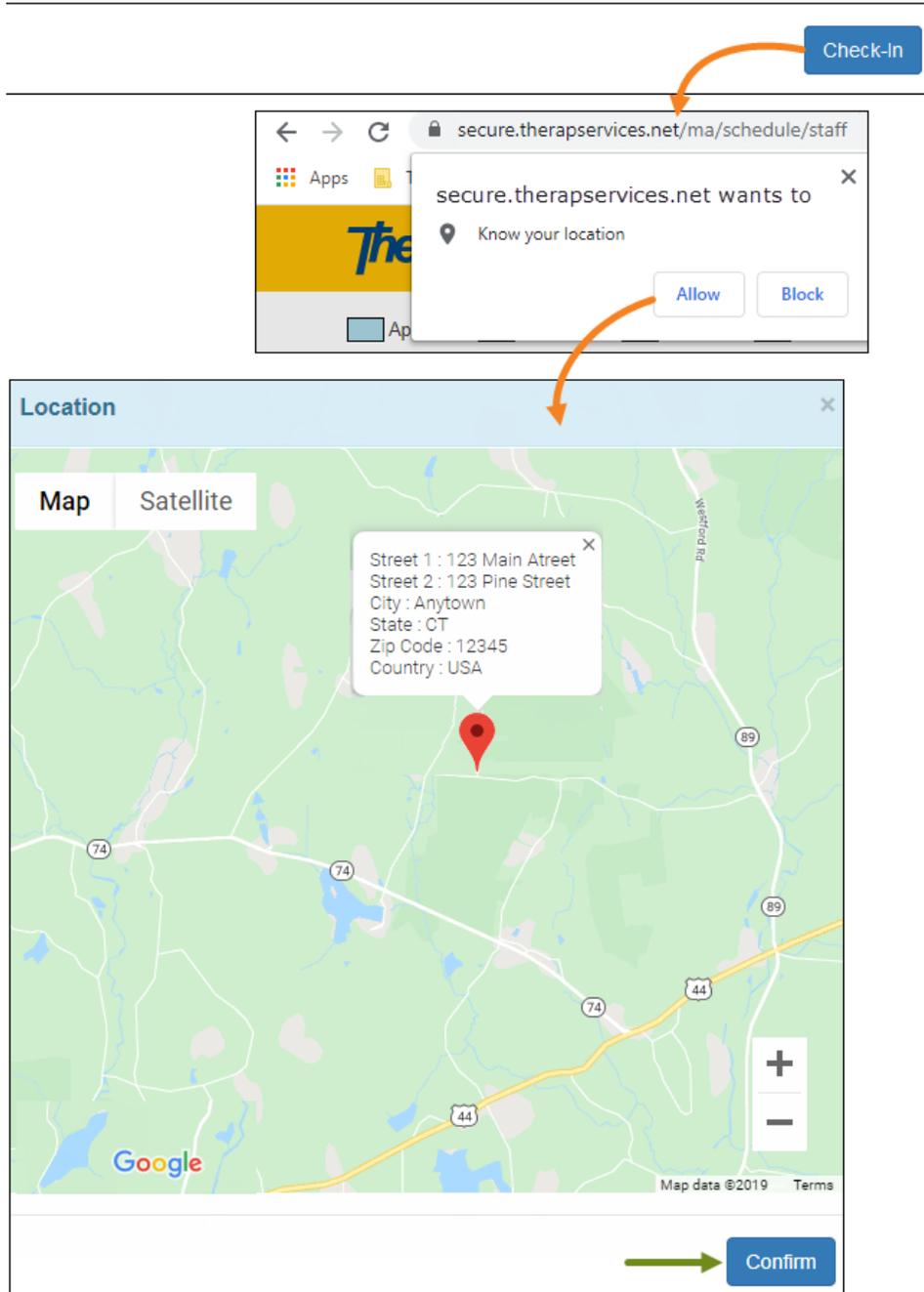
SComm
Comment
Check-In

在簽到排程表時，若服務的「資金來源」括號中有提及 EVV 供應商，將為以下州的使用者顯示 Check-In Location Type 欄位：

- 亞利桑那州 (Sandata)
- 加利福尼亞州 (Sandata)
- 德拉瓦州 (Sandata)
- 紐約州 (eMedNY)
- 北卡羅來納州 (CareBridge 、 HHA 、 Sandata)
- 賓夕凡尼亞州 (Sandata)

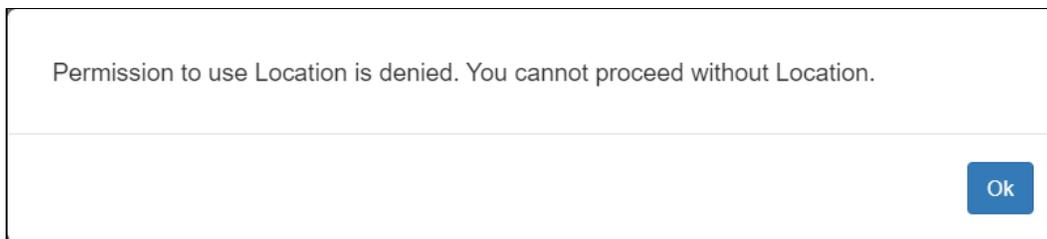
* Check-In Location Type	- Please Select -
Check-In Comment	- Please Select - Community Home

4. 如果在 Schedule/EVV Provider Preference 頁面中啟用了 Enable Geo-Location for Web Check-In 選項，按一下 **Check-In** 按鈕將會在瀏覽器上顯示快顯訊息，要求取得存取位置。按一下 **Allow** 以允許位置追蹤。這將允許在簽到和簽退時進行地理位置追蹤。按一下地圖上的 **Confirm** 按鈕將設定您的相應位置。



5. 如果在 Schedule/EVV Provider Preference 頁面上啟用了 Require Geo-Location for Web Check-In 選項，而使用者在簽到時若嘗試不提供位置，將收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*

版本 2022.0.2：如果在 Schedule/EVV Provider Preference 頁面上啟用了 Require Geo-Location for Web Check-In 選項，而使用者在網上簽到/簽退時若嘗試不提供位置，將收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*



6. 簽到日期和時間將自動填入至 **Check-In Time** 欄中。如果在 **Start Date** 欄位中選擇的時間與 **Check-In Time** 中的時間差異超過 15 分鐘，則排程時段中該方格將用紅色邊框標出。

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. 簽到後，方格上的時段顏色將變為橙色。按一下 **Done** 按鈕返回儀表板。

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

 Self Check-In
 ◀ Today ▶
 Option

Mon Jun 06, 2022

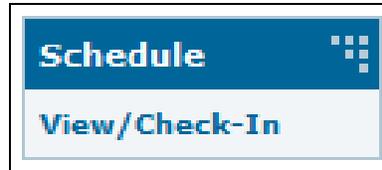
	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
Simmons, Donna / Program Manager									Chloe Phillip															

Back
Done

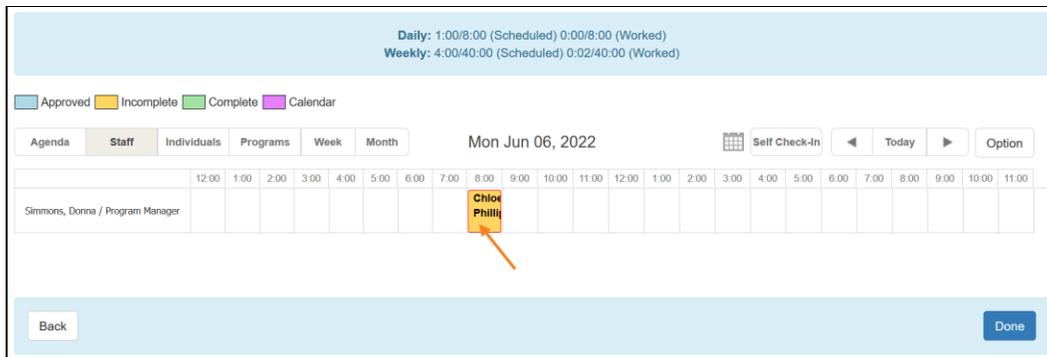
排程表簽退

[\[回到頂部\]](#)

1. 按一下儀表板右側面板 **Schedule** 部分中的 **View/Check-In** 連結。



2. 這將開啟您當天的排程表方格。已簽到的排程表尚不完整，將顯示為橙色。選擇您想要簽退的時段。



3. 如果在 Scheduling/EVV Provider Preference 頁面中啟用了 Enable Travel Distance 選項，您將能夠在 Travel Distance (Miles) 欄位中輸入行程距離。您還可以在 Check-Out Comment 方塊中輸入有關簽退的註釋或資訊。如果使用者想要在預定的結束時間之前或之後 15 分鐘以上簽退，則需要填寫 Check-Out Comment 欄位。完成後按一下 **Check-Out** 按鈕。

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

對於北達科他州的使用者，如果服務具有不同的鄉村差別費率，則使用者在從排程時段表簽退時將看到具有不同等級的 Rural Differential Rate 欄位。如果所選等級的單位費率 (\$) 高於在預授權表單上的 Rate Amount 欄位中選擇的費率，則將顯示以下錯誤訊息：*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			
Check-In Comment: Checking in.						
<i>* Edited by scheduler</i>						
* Rural Differential Rate			- Please Select -			
Travel Distance (Miles)			- Please Select -			
Check-Out Comment			Base Rate (0-20 miles)			
			RD Tier 1 (21-50 miles)			
			RD Tier 2 (51-70 miles)			
			RD Tier 3 (71+ miles)			

在簽退排程表時，若服務的「資金來源」括號中有提及 EVV 供應商，將為以下州的使用者顯示 Check-In Location Type 欄位：

- 亞利桑那州 (Sandata)
- 加利福尼亞州 (Sandata)
- 德拉瓦州 (Sandata)
- 紐約州 (eMedNY)
- 北卡羅來納州 (CareBridge 、 HHA 、 Sandata)
- 賓夕凡尼亞州 (Sandata)

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

對於明尼蘇達州的使用者，在簽退排程表時，若服務的 EVV 供應商為「HHA」，標題為 Residing Caregiver 的必填欄位將出現在排程時段表中。使用者需要在此欄位中選擇 **Yes** 或 **No** 才能完成簽退。

4. 如果在 Schedule/EVV Provider Preference 頁面上啟用了 Require Geo-Location for Web Check-In 選項，而使用者在簽退時若嘗試不提供位置，將收到以下提示：*Permission to use Location is denied. You cannot proceed without Location.*

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

5. 已啟用認證功能的機構使用者將看到一條認證訊息。按一下 **Yes** 按鈕繼續。

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.

僅當為提供者啟用了 Sandata 或認證時才會顯示認證訊息。俄亥俄州的使用者將看到以下認證訊息：*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. 簽退日期和時間將自動填入至 **Check-Out Time** 欄中，行程距離將顯示在 **Travel Info** 欄中。簽退後，方格上的時段顏色將變為綠色。如果在 **End Date** 欄位中選擇的時間與 **Check-Out Time** 中的時間差異超過 15 分鐘，則排程時段中該方格將用紅色邊框標出。

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

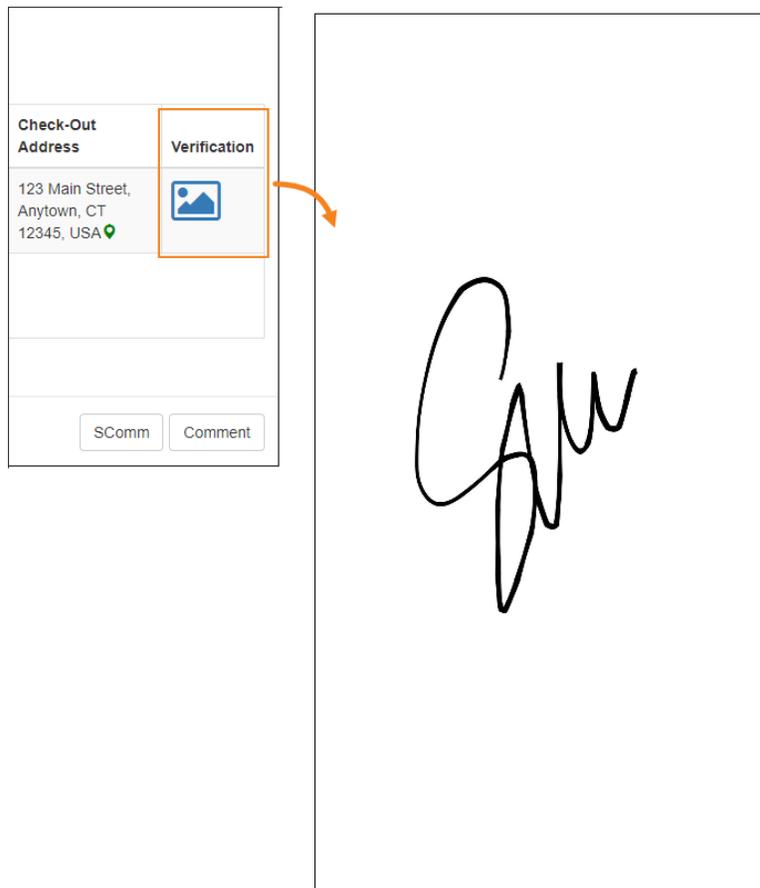
SComm
Comment

7. 來自排程行動應用程式的經過簽名或語音驗證的排程將與簽名和/或錄音一起顯示在排程時段表的「Verification」一欄。排程表管理員將能夠從該部分檢視簽名或下載錄音，而其他人將看到「Signature」或「Voice」字樣。

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

Check-Out Comment: Checking out early.

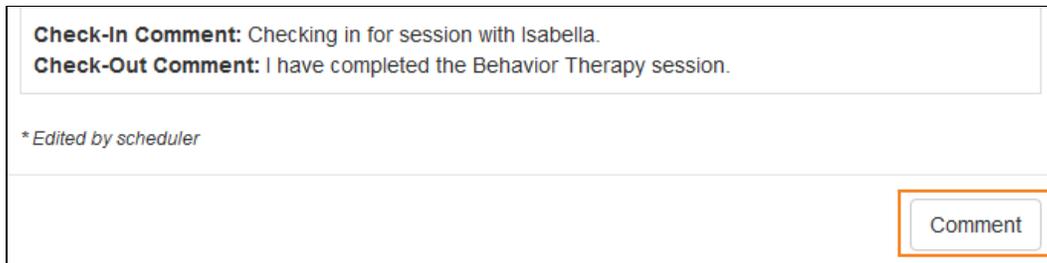
* Edited by scheduler



向排程表新增註釋

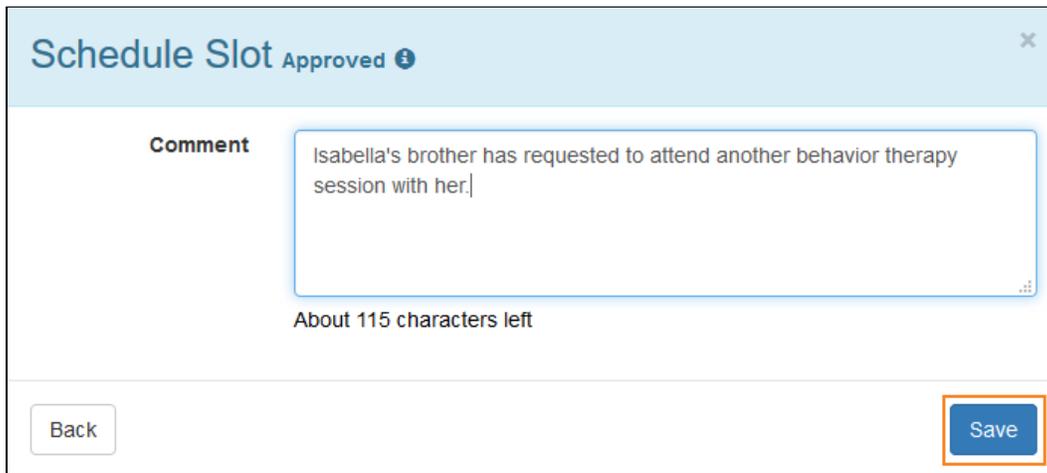
[\[回到頂部\]](#)

1. 按一下位於排程時段表底部的 **Comment** 按鈕。



The screenshot shows a form with two text input fields. The first field contains the text "Check-In Comment: Checking in for session with Isabella." and the second field contains "Check-Out Comment: I have completed the Behavior Therapy session." Below these fields is a note that reads "* Edited by scheduler". At the bottom right of the form, there is a button labeled "Comment" which is highlighted with an orange border.

2. 在 Comment 文字方塊中輸入註釋，然後按一下 **Save** 按鈕。



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 section labeled "Comment" with a text input field containing the text "Isabella's brother has requested to attend another behavior therapy session with her." Below the input 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. 該註釋隨後將顯示在排程時段表上。

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