



Ankota Caregiver Mobile App

Users Guide
2020

Contents

The Ankota Caregiver Mobile App.....	3
Ankota Call Walkthrough: Mobile App (Downloaded App).....	3
Visits	4
Reporting Arrival	4
Reporting Departure	6
Notification Center	9
Visit History	9
Payroll	9
Settings.....	10

The Ankota Caregiver Mobile App

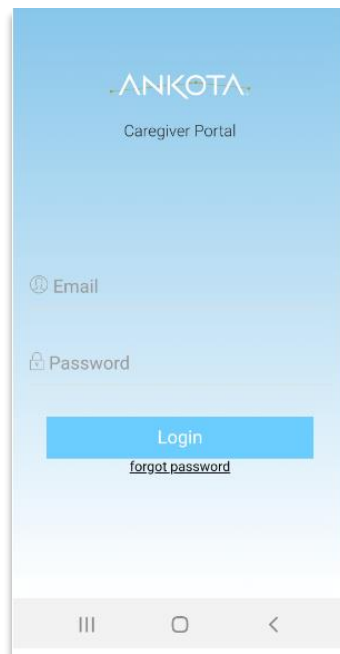
This manual will walk you through how to use the Ankota Caregiver mobile app.

A few important notes:

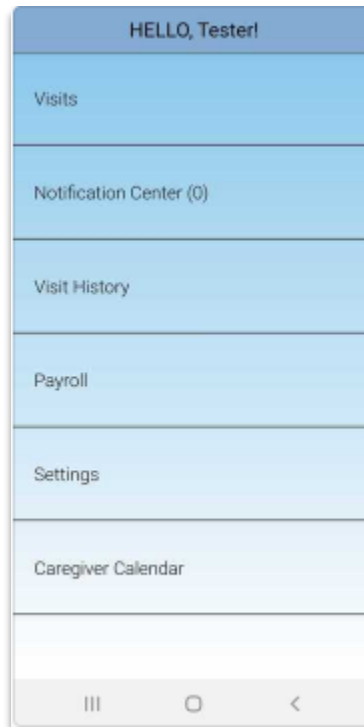
- You will download the app by going to the Play store on an Android phone or the App Store on an iPhone phone.
- You can clock in or out using telephony or the mobile app for any client, and can use different methods for different visits. *However, you should not use telephony and the mobile app on the same visit.*

Ankota Call Walkthrough: Mobile App (Downloaded App)

- Arrive at the client's residence
- Open the Ankota Caregiver app
- Enter your User Name and Password



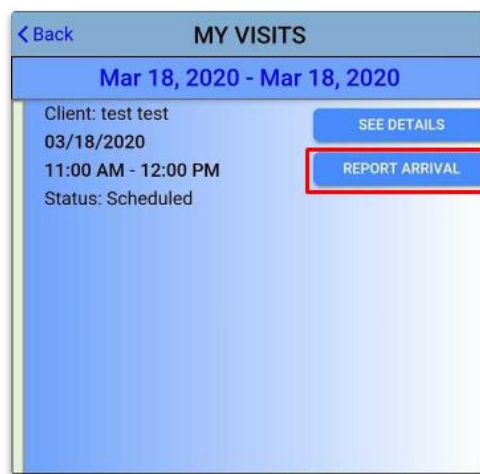
- On entering the Ankota Caregiver app, you will see several sections. These options may look different based on your organization's configurations.



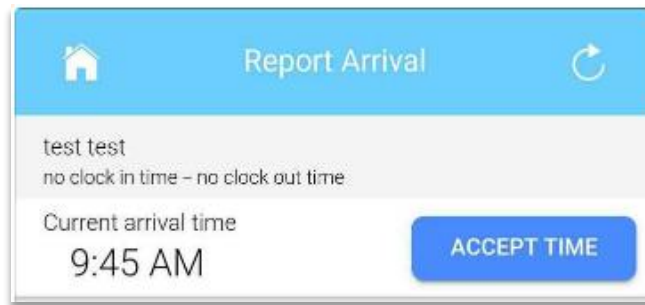
Visits

Reporting Arrival

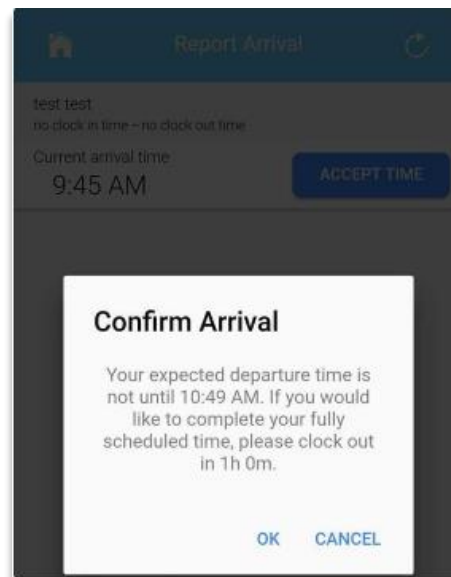
- To clock in, click the Report Arrival button
 - **NOTE:** You must allow your phone to share your location or the app will not confirm location, which is required for EVV (this may be asked when you first log in).



- Once you Report Arrival you will be asked to accept the time

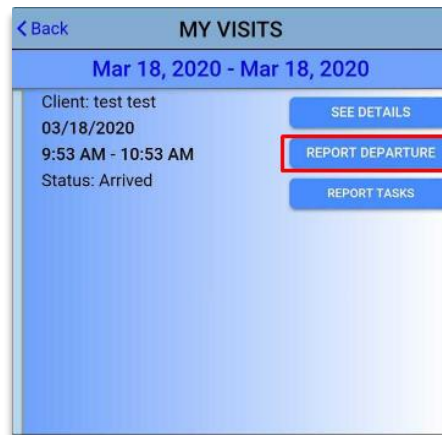


- You will then see a message confirming your arrival and telling you your expected departure time

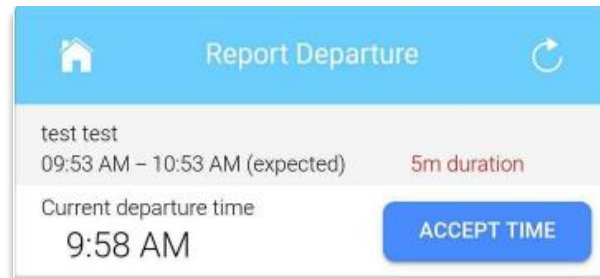


Reporting Departure

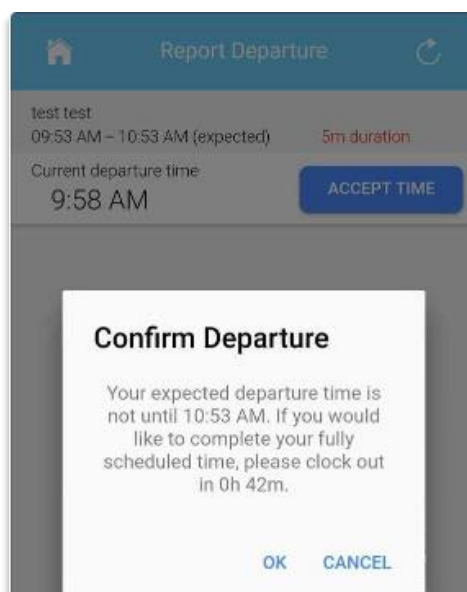
- To clock out, click on “visits” and then “Report Departure”



- Once you Report Arrival you will be asked to accept the time



- You will then see a message confirming your arrival and telling you your expected departure time



- Report care plan items as needed

The 'REPORT ITEMS' form is a vertical list of items, each with a dropdown menu set to 'Not Set'. The items are: Bathing, Change Linens, Clean Bath, Clean Floor, Clean Kitchen, Dressing and Grooming, Essential Correspondence, Laundry, Make Beds, and Medication. At the bottom of the form is a 'SAVE' button.

Item	Status
Bathing	Not Set
Change Linens	Not Set
Clean Bath	Not Set
Clean Floor	Not Set
Clean Kitchen	Not Set
Dressing and Grooming	Not Set
Essential Correspondence	Not Set
Laundry	Not Set
Make Beds	Not Set
Medication	Not Set

SAVE

- Collect signatures and report concerns if needed

The 'REPORT DEPARTURE' form includes a signature line, a 'CLEAR' button, a text area for additional notes, a section for patient concerns, and 'ADD PHOTO' and 'SUBMIT' buttons at the bottom.

Please sign here:

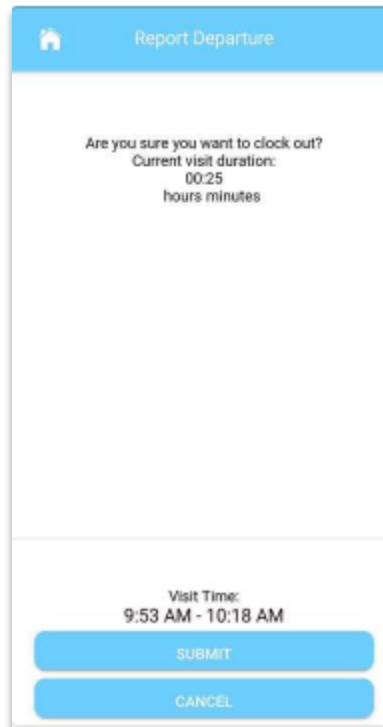
CLEAR

Enter additional notes here...

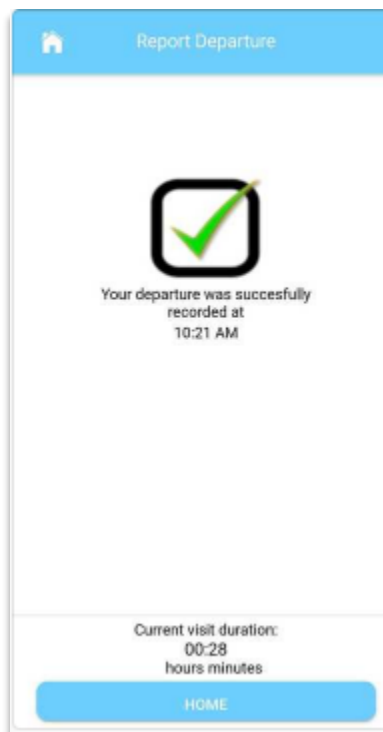
Do you have patient concerns?

ADD PHOTO SUBMIT

- You will then be asked if you are sure you want to report departure at this time. Click “submit” if you would like to continue with your clock out.

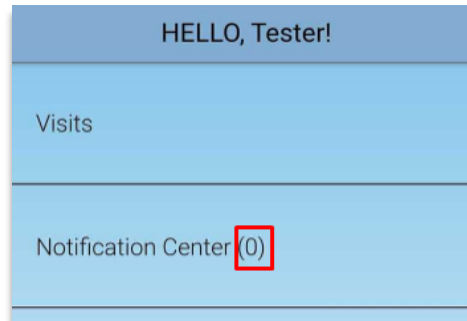


- Once you see the success message you can navigate back to the home page



Notification Center

- The Notification Center is where you will see any messages or notifications that have been sent to them by an admin. They will be able to see the number of messages they have from the main menu.



Visit History

- The Visit History is where you can see a list of visits based on a date range. You can also add notes to a past visit from this page.



Payroll

- This is where a caregiver can look and keep track of their payroll
- You can click on the date range you would like and see a summary of that payroll



PAYROLL SUMMARY	
EARNINGS	
\$10.00	
Earnings:	\$10.00
Adjustments	\$0.00
Adjustments reflect changes to previous payments.	
Expected Payment	\$10.00
Hours Worked	Number of Visits
1 hr, 0 min	1

Settings

- This is where the caregiver will need to go to log out of the app.

