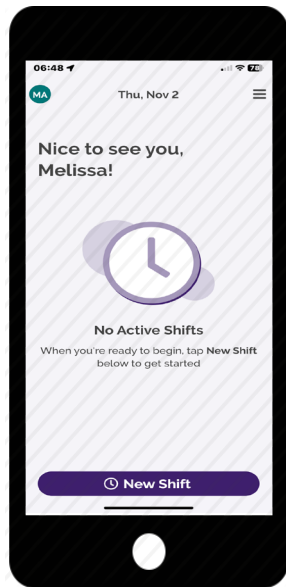


# Submitting and Approving a Late Shift in CareAttend

## Submit a Late Shift

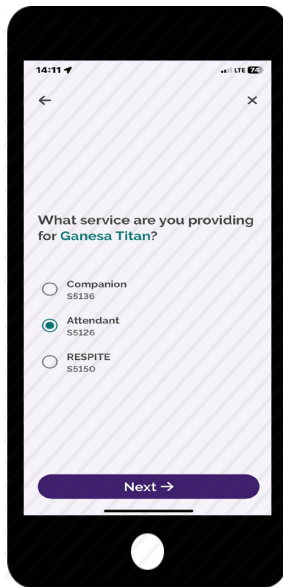
To submit a shift from a date in the past using CareAttend, follow the instructions below.



1

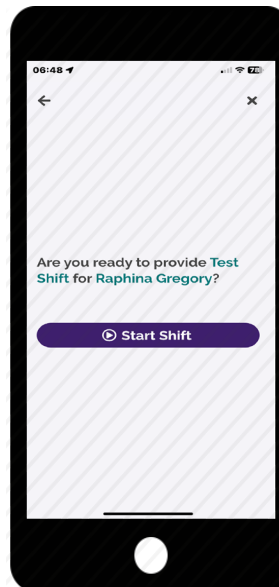
In the CareAttend app, select **"New Shift."**

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



2

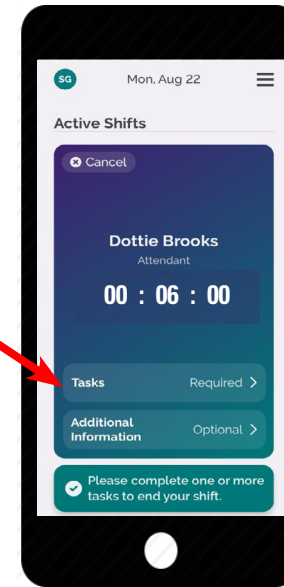
Select the service you are providing and tap **"Next."**



3

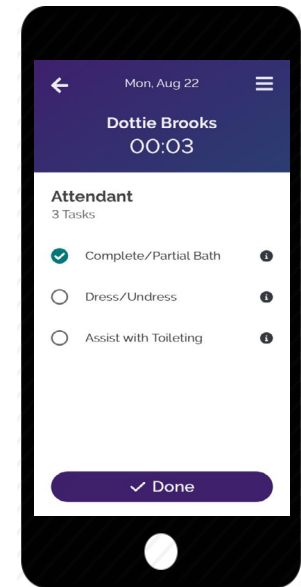
Select **"Start Shift."**

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



4

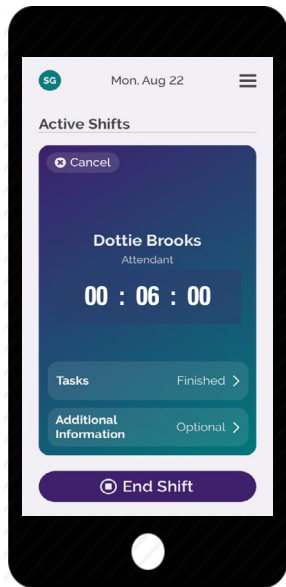
Click **"Tasks"** to enter the tasks. You must enter tasks before you can end the shift.



5

Select the tasks you completed and then tap **"Done."**

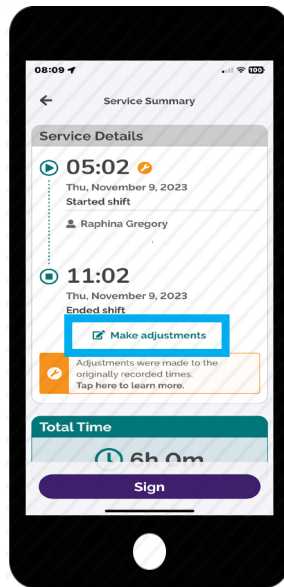
## Submit a Late Shift (cont'd)



6

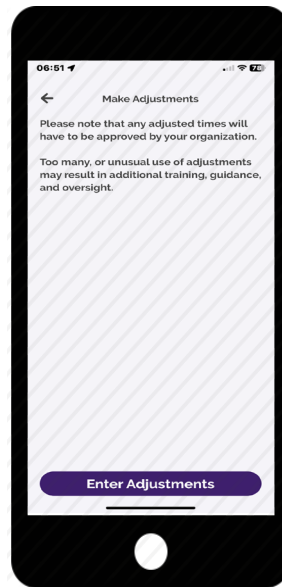
If you would like to enter any comments about the shift, select **"Additional Information."** If not, select **"End Shift."**

Additional information is not required to complete your shift. For more information on entering comments, visit the training materials section on the CDVA website.



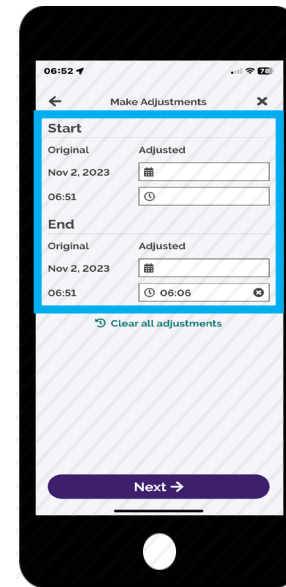
7

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



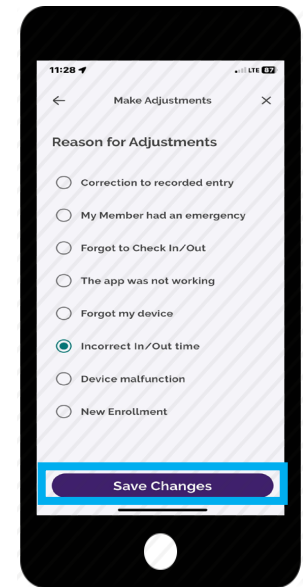
8

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



9

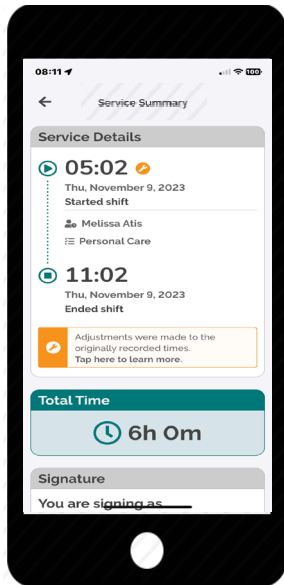
Adjust the Start and/or End dates and times. When finished, select **"Next."**



10

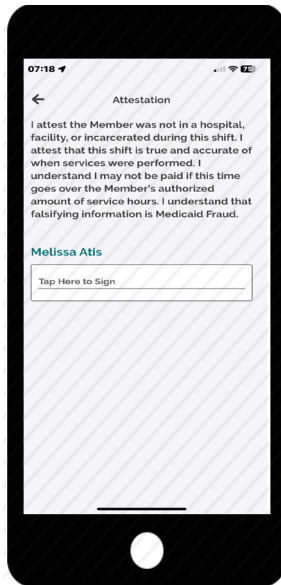
Select the reason for the adjustment(s), then select **"Save Changes."**

## Submit a Late Shift (cont'd)



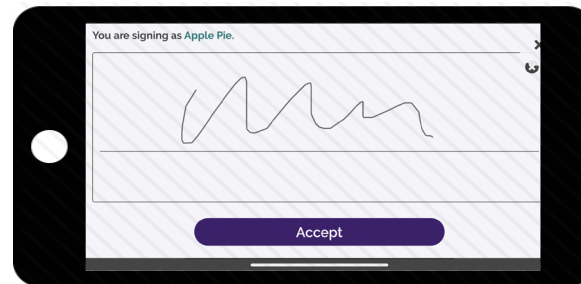
11

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



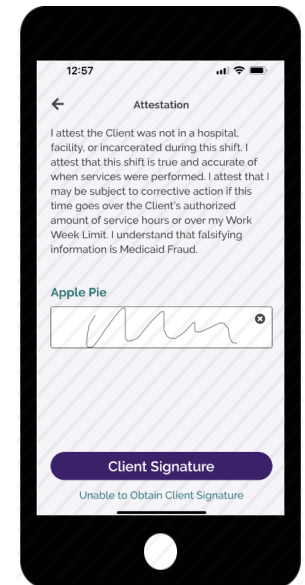
12

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



13

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



14

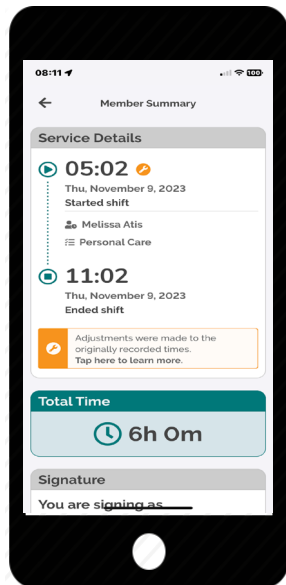
If your Participant is available to sign your electronic timecard, select **"Client Signature."**

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

## Approve the Shift

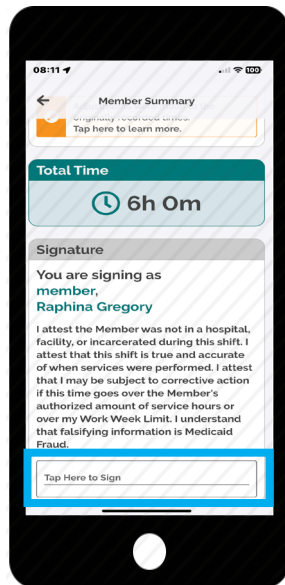
This section is to be completed by the Participant/EOR. Once the caregiver ends their shift on the device, the Participant/EOR will need to approve the shift.

**Note:** the Participant/EOR 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/EOR sign on the CareAttend mobile app at the time of submission.



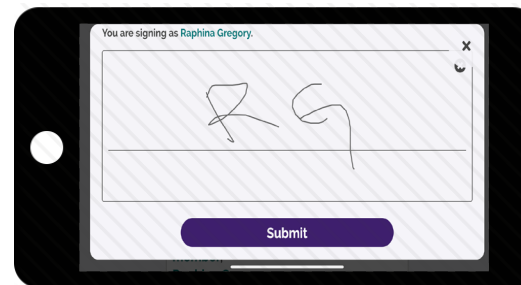
1

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



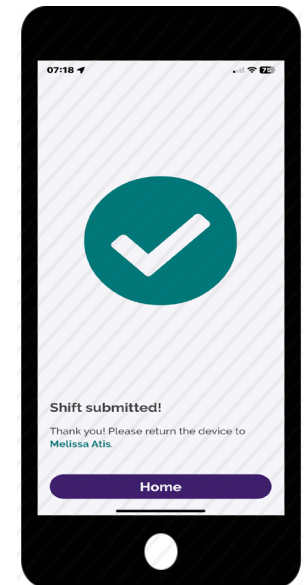
2

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.