

# Mobile App - Voice Attestation (\*EVV) at Punch

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**Description:** In this topic, the user will learn how to enter a punch with voice client attestation (\*EVV) in the mobile app. Voice attestation allows the client to recite a phrase in the mobile app for the employee to record a punch using voice as the attestation method.

\*Please note: EVV is determined by each state in conjunction with federal law.

The instructions below are for collecting voice attestation at clock out only, however, voice attestation may be prompted at intervals determined by the organization. Options include:

- Clock in only
- Clock out only
- Clock in and clock out
- Clock in, clock out, and defined intervals (e.g., hourly)

**Role Required:** Employee (base user)

**Permission Required:** N/A

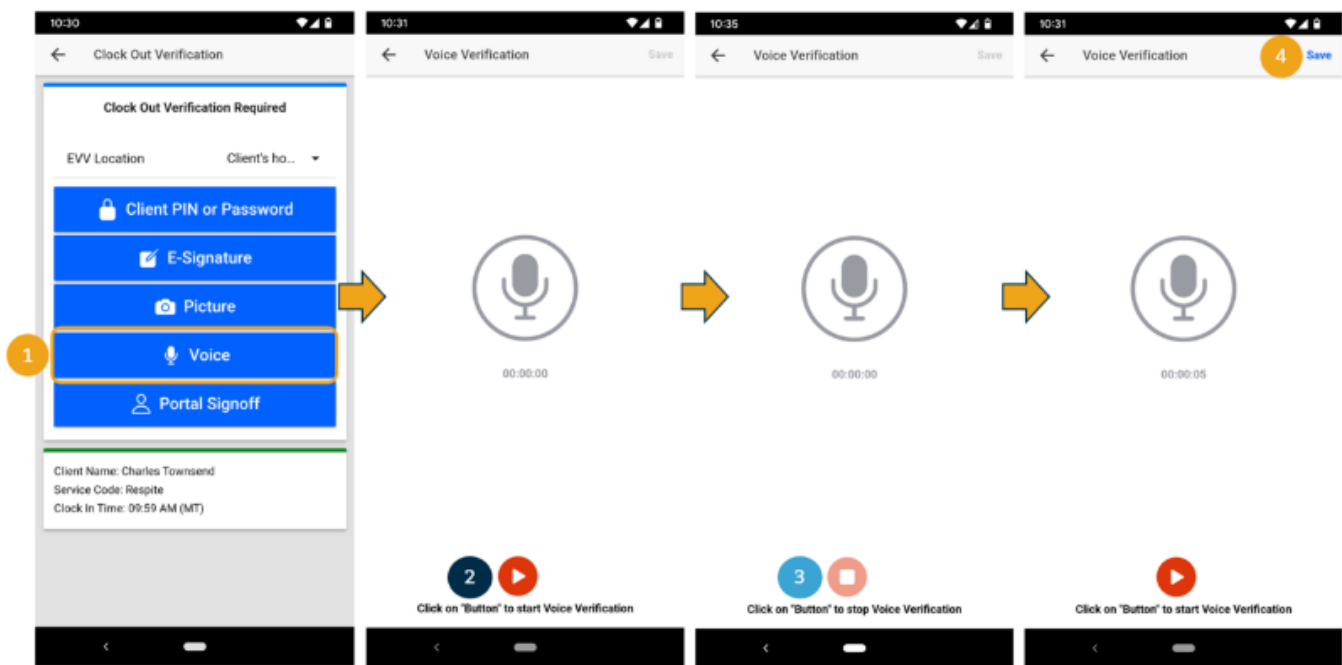
## **Clock In on the Mobile App**

1. Open the DCI EVV app
2. Log in to personal profile
3. Click **Clock In**
  - a. If the **Continue to Clock Out** button is displayed instead of Clock In, this means the user did not clock out of their last shift and needs to complete the clock out process before clocking in again.
4. Complete the **Clock In** screen
  - a. Client - If there is only one client, the field will auto-populate. If there is more than one client, click the field to select the appropriate client then click **OK** to confirm.
  - b. Service Code - If there is only one service code, the field will auto-populate. If there is more than one service code, click the field to select the appropriate service code then click **OK** to confirm.
  - c. Cost Center - The cost center will auto-populate
5. Click **Continue**
6. The clock in screen will display a summary of the clock in, including the authorization remaining balance if enabled. To edit, click the **Back Arrow** to return.
7. Select **EVV Location** if applicable and click **OK**
8. Click **Confirm Clock In**
  - a. The clock in is now confirmed. Users may log out or close the mobile app as it will not be needed again until the end of the shift.

## **Clock Out on the Mobile App**

1. Open the DCI EVV app
2. Log in to personal profile
3. Click **Continue to Clockout**
4. Click **Confirm** through the alert
5. Click **Voice**
  - a. If the device requires, allow the app to record audio by selecting **While using the app**.
  - b. The voice verification window will open
  - c. Click the **Red Play** button at the bottom of the page to start the voice recording
    - i. A computer voice will recite a phrase for the client to repeat
    - ii. Hand the device to the client to record the verification message in their voice
  - d. Click the **Red Stop** button at the bottom of the page again to stop the voice recording
  - e. Click **Save**
  - f. Click **Confirm** to validate the voice recording
6. Add Notes and/or Attachments
  - a. Add notes functionality works using the device keyboard. If talk-to-text is enabled as an option on the mobile device, the microphone feature may be used to enter notes by speaking.
  - b. Add attachment allows a picture to be taken and added to the note
7. Click **Confirm Clock Out**
8. Shift details will be displayed. Click **Home** to return to the dashboard.

\*Please note the image below may depict attestation options that may not be available to the organization.



## Related articles

- [Group Service - Supervisor Guide](#)
- [What is the DCI Mobile Web?](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)