

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

**Description:** In this topic, users will learn how to enter a punch with portal signoff client attestation (\*EVV) in the mobile app for web portal signoff verification. If the client is not present, willing, or able to complete any of the real-time signoff options, then portal signoff may be an option. The signoff process is not complete until the client, guardian, or employer logs in and approves the punch in the web portal.

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

The instructions below are for collecting portal signoff attestation at clock out only, however, portal signoff 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 (i.e., 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 only one client the field will auto-populate. If more than one client, click the field to select the appropriate client then click OK to confirm.
  - b. Service Code - If only one service code the field will auto-populate. If 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. Select **Portal Signoff**
6. Click **Confirm**
7. Add Notes and/or Attachments (optional based on organization requirements)
  - 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
8. Click **Confirm Clock Out**
9. 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.

? Unknown Attachment

## 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](#)