# Mobile App - E-Signature Attestation (*EVV) at Punch

**Description:** In this topic, the user will learn how to enter a punch with E-Signature client attestation (*EVV) in the mobile app.

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

The instructions below are for collecting E-Signature attestation at clock out only, however, E-Signature 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. Select **E-Signature**
    a. Hand the device to the client to draw their signature on the screen
        i. If the client approves their signature, click **Save.**
        ii. If the client would like to try again, click **Clear.** Repeat as necessary.
    b. When the signature is saved, click **Confirm** to validate.
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.
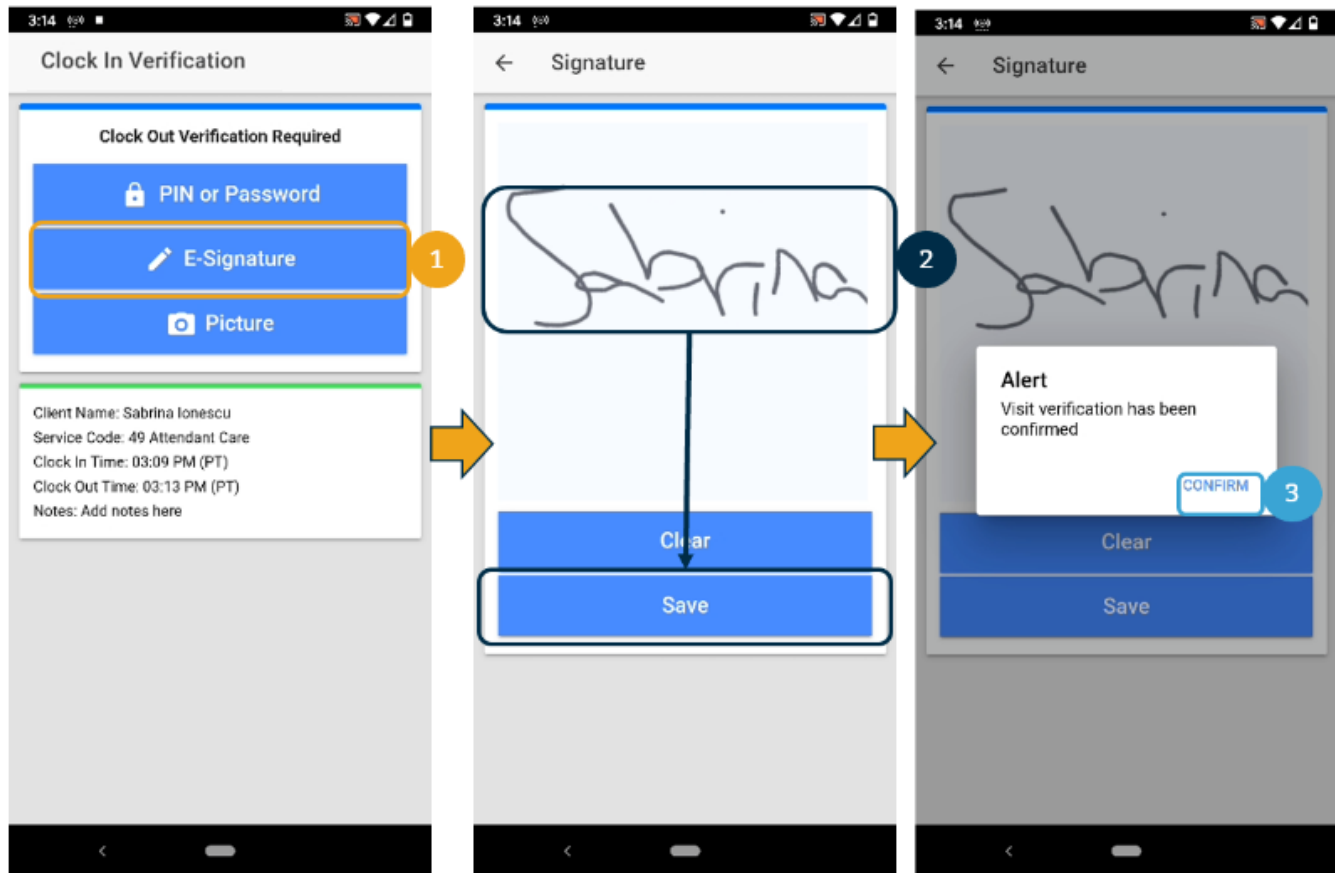
## Related articles

- Attestation (*EVV) Workflow for Clients and Guardians
- Electronic Visit Verification (EVV) / Client Attestation Quick Reference
- Client - FOB Attestation (*EVV)
- When adding EVV locations received alert, "Google could not locate this address". How do I add it?
- Submitting a DCI Support Ticket for EVV Aggregation Issues & Resolutions