

Enter a Punch with EVV Location

Description: In this topic, the user will learn about EVV Locations and how to enter a punch via the mobile app or web portal.

- The EVV Locations functionality is a way to specify and record approved work locations per Electronic Visit Verification requirements
- The EVV Location drop-down will appear on the punch entry form at clock in and clock out if the client profile has at least one active EVV location. If a primary location has been selected for the client, it will be automatically selected at clock in and at clock out.
- If the EVV location is required and is not selected, the user will receive an alert and the clock in or clock out cannot occur until the location is selected.
- The supervisor or employer will create approved work locations prior to the user entering a shift
- These work locations will appear in the EVV Locations drop-down field on the punch entry form
- Select the **location** where service was provided for clock in and clock out

Role Required: Employee (base user)

Permission Required: N/A

- [EVV Location drop-down may appear on the following punches:](#)
- [Clock In with EVV Location on the Mobile App](#)
- [Clock Out with EVV Location on the Mobile App](#)
- [Enter a Punch with EVV Location in the Web Portal](#)

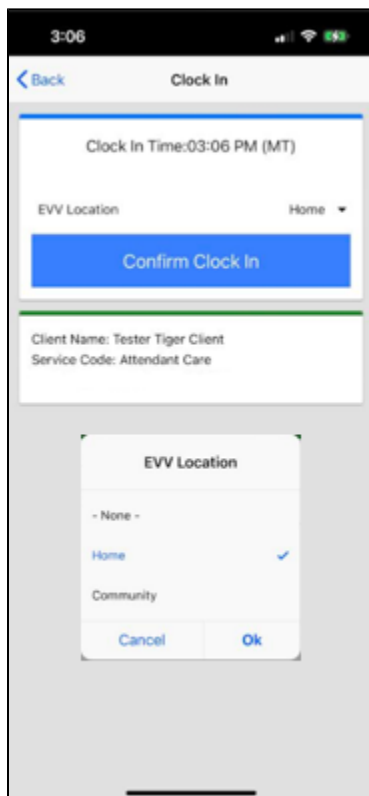
[Related articles](#)

EVV Location drop-down may appear on the following punches:

- Hourly punches - If the client profile has at least one active EVV location
- On the punch entry form via Web Portal, Mobile Web, Mobile App, or Phone EVV/IVR
 - Listed as Clock In EVV Location and/or Clock Out EVV Location
 - Upon Clock In and/or Clock Out via Mobile App
- Residential program attendance entries
- Day program attendance entries
- Parenting program attendance entries
- Group service punches Clock In and Clock Out

Clock In with EVV Location on the Mobile App

1. Open the DCI app
2. Log in to personal profile
3. Click the blue **Clock In** button on the dashboard
 - a. The Clock In button will not display if there is an open shift
 - i. If the Continue to Clock Out button is displayed this means the user did not clock out of the last shift and must clock out before clocking in again
4. Complete **Clock In**
 - a. Client - If the user has only one **Client**, this field will auto-populate. If the user has more than one **Client**, they must click on the field to select the client from the list.
 - b. Service Code - If the user has only one **Service Code**, this field will auto-populate. If the user has more than one **Service Code**, they must click on the field to select the service code from the list.
 - c. Cost Center - **Cost Center** will auto-populate
5. Click **Continue**
 - a. Select the EVV location from the drop-down in the pop-up box and click **Ok**
 - b. If it is required and *not* selected, an alert will populate stating "EVV Locations are required for this account. Select a location to continue."
 - c. If a primary location has been selected for the client, it will be automatically selected.
6. Click **Confirm Clock In** to complete the clock in process
7. The screen will display a summary of the clock in, including the authorization remaining balance if enabled.



Clock Out with EVV Location on the Mobile App

1. Open the DCI app
2. Log in to personal profile
3. Click the blue **Continue to Clockout** button
4. Click **Confirm**
5. Select the EVV location from the drop-down in the pop-up box and click **Ok**
 - a. If it is required and *not* selected, an alert will populate stating "EVV Locations are required for this account. Select a location to continue."
 - b. IF a primary location has been selected for the client, it will be automatically selected.
6. Select the Client Verification Method, complete verification, and click **Submit**.
 - a. Options are determined by the organization but may include Client PIN or Password, E-Signature, Picture, FOB, Voice, and Portal Sign-Off.
7. Click **Confirm**
8. Add optional notes or attachments
 - a. Follow the organization's requirements regarding notes
 - b. Add Attachment allows the user to take a picture and add it to the note
9. Click **Confirm Clock Out**
10. The shift details will be displayed. Click **Home** to return to the Dashboard.

Enter a Punch with EVV Location in the Web Portal

1. Log in to personal profile
2. Click the blue **Add Entry** button on the **Dashboard**
3. Complete the **Add New Entry** form wizard
 - a. Entry Type: Punch is the default but other options may be available based upon the organization
 - b. Employee Name: Prefilled with name of the employee logged into the system. This field is not editable.
 - c. Account Type: Available options will depend upon authorizations
 - d. Client: Enter the client's name and then select it from the list
 - e. Service Code: The service code(s) authorized for the client. Select the one that is most appropriate for the service rendered.
 - f. Service Date: The date the service took place
 - g. Remaining Balance: This is specific to the client and appears after the name is selected. It shows how many hours or units are remaining on the authorization if this is enabled for the organization.
 - h. Check In/Check Out: Enter the clock in/clock out times
 - i. EVV Method: The options include Portal Signoff or FOB if enabled for the organization
 - j. **Clock in EVV Location:** Select the location where the service was performed. There may be one or more options available depending on the client.
 - i. If it is required and *not* selected, an alert will populate when attempting to save stating "This field is required."
 - ii. If a primary location has been selected for the client, it will be automatically selected.
 - k. **Clock out EVV Location:** Select the location where the service was performed. There may be one or more options available depending on the client.
 - i. If it is required and *not* selected, an alert will populate when attempting to save stating "This field is required."
 - ii. If a primary location has been selected for the client, it will be automatically selected.
 - l. Check Out Date: This field is tied to the service and cannot be edited
 - m. Diagnostic Code: Enter ICD-10 code (optional)
 - n. Notes: Enter notes per the organization's requirements (optional)
 - o. Attachment: Select to attach a file (optional). Examples include receipts, photos, etc.
4. Click **Save** to continue and **Yes** to confirm

Add New Entry

Entry Type:

Punch

Employee Name:

Demo Duck Employee

Account Type:

Hourly

Client:

Tester Tiger Client - 65498

Service Code:

Attendant Care

Service Date:

08/05/2022

Check In:

8:00 AM

Check Out:

3:00 PM

EVV Method:

Portal Signoff

Clock In EVV Location:

Home

Clock Out EVV Location:

Select Location

Home

Community

Check Out Date:

08/05/2022

Diagnosis Code:

Diagnostic Code

Notes:

Add Notes for Punch

Attachment:

Add Attachment

Test:

Test

Cancel

Save

Related articles

- [Group Service - Supervisor Guide](#)
- [What is the "Needs Review" column on my employees' pending entries?](#)
- [Enter a Punch - Web Portal](#)
- [Managing Entries - Guide](#)
- [Attestation \(*EVV\) Workflow for Clients and Guardians](#)