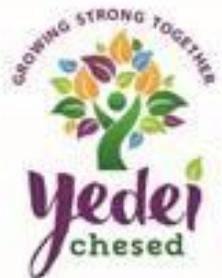


Yedei Chesed eVero Training

Self-Hired Staff Training



How To Download The Application (App)

- <https://evero.com/evero-mobile-applications/>
- Will not work on kindle devices
- 3rd party app – Follow instructions

digitalAGENCY™ Mobile

Take our EHR system is right in the palm of your hands! Access your data 24/7/365 and always know that you're HIPAA and HITECH Act compliant. Now, you can deliver quicker, higher quality care as digitalAGENCY™ Mobile helps to keep you in complete control of the electronic health records you manage.

Download digitalAGENCY™ Mobile

The industry leading care management system is right in the palm of your hand! Access your data 24/7/365 and always know that you're HIPAA and HITECH Act compliant. Now, you can deliver quicker, higher quality care as digitalAGENCY™ Mobile helps to keep you in complete control of the electronic health records you manage.

Any mobile device turns into a care management tool that travels alongside you. You can communicate with your team, track accountability with staff in the field, optimize back-end logistics, and more. Capture data right at the point of care and never worry about your accuracy in reporting again. digitalAGENCY™ Mobile brings your team into the 21st Century.

Follow the links below to download dA™ Mobile. Our app is only available directly through the eVero website; you won't find it in the App Store or Google Play.

Newest Update: digitalAGENCY™ Mobile Version 4.7
Release Date: August 2020

digitalAGENCY™ Mobile
For Android OS mobile devices

Please click here to read the dA™ Mobile Installation Guide (PDF).

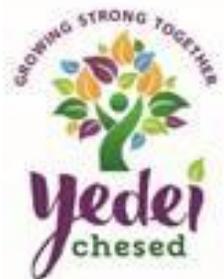
In order to properly download and install our digitalAGENCY™ Mobile application on your Android device, please make sure to follow all of the directions in the Installation Guide above.

The minimum OS supported for this release is: Android 5.0 Lollipop.

Newest Update: digitalAGENCY™ Mobile Version 4.7
Release Date: August 2020

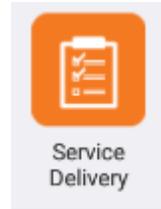
Download dA™ Mobile for Android OS

- Agency Code: YEDEICHESED

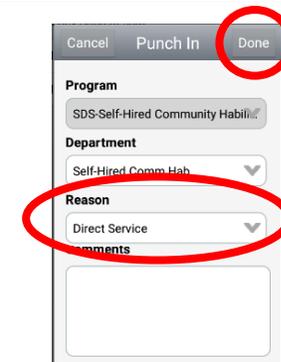
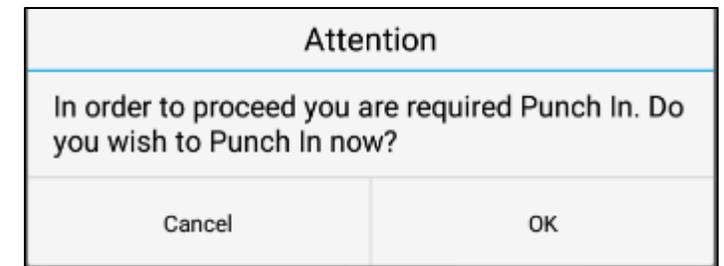
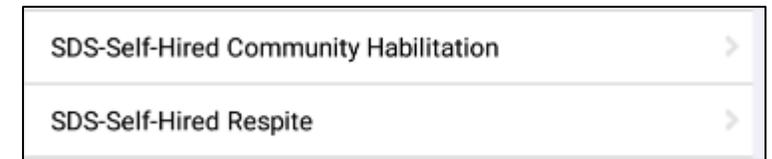


How to Punch-In

- Service Delivery

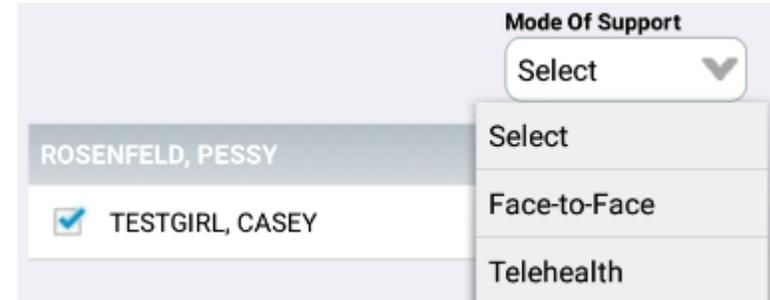


- Select Service – Com Hab or Respite
 - You will only see the services you have access to.
- Reason – Direct Service or DirectService-Overnight
 - Direct Service – Face to Face
 - DirectService-Overnight – If working before and after 12AM
- Select Done – on the top left side



How to Punch-In for Com Hab

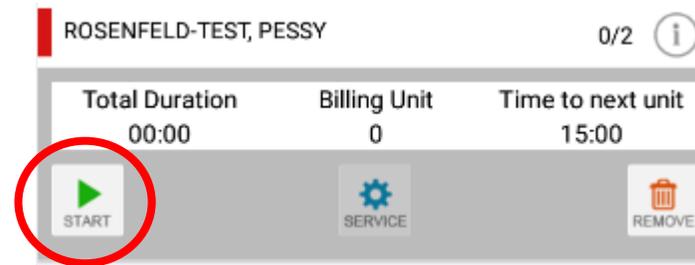
- Mode of Support
 - Face-to-Face
 - Telehealth – Prior Approval needed
- Select the participant you are working with
 - Working 2:1 needs prior approval.
- Select Done (Top right corner)



The screenshot shows a web interface with a dropdown menu titled "Mode Of Support" set to "Select". Below the dropdown is a list of participants. The first participant is "ROSENFELD, PESSY" and the second is "TESTGIRL, CASEY", which has a blue checkmark next to it. The dropdown menu is open, showing the following options: "Select", "Face-to-Face", and "Telehealth".

How to Punch-In for Com Hab Cont.

- Select the participant's name
- Select Start
- If Face-to-Face is selected the Covid Screening Questions will appear.
 - As an FI we recommend reading and answering each question individually.
- Once all the questions are answered, select Proceed to Session



A screenshot of a 'Screening Questions' form. The title is 'Screening Questions'. Below the title, it states: 'The following questions are required for COVID-19 screening before a session can occur.' There is a checkbox labeled 'Set all COVID-19 screening questions to No'. The form contains six numbered questions, each with 'Yes' and 'No' radio button options. Question 6 has the 'Yes' option selected. At the bottom of the form, there is a 'Comments' section with a text input field. Below the comments section, there are two buttons: 'Proceed to Session' (circled in red) and 'Cancel'.

Screening Questions

The following questions are required for COVID-19 screening before a session can occur.

Screening

Set all COVID-19 screening questions to No

1. Do you have any of the symptoms associated with COVID-19: fever(Temp. above 100F), cough, shortness of breath?

Yes No

2. Have you traveled to any of the countries identified by CDC as having high rates of COVID-19 transmission? (China,Iran,Italy,Japan.) [Show List](#)

Yes No

3. Have you been in close proximity to anyone with suspected or confirmed as having COVID-19?

Yes No

4. Have you or anyone in the household been tested and confirmed to have COVID-19?

Yes No

5. Have you traveled to any of the states identified by CDC as having high rates of COVID-19 transmission? (Alabama,Arkansas,Arizon... [Show List](#)

Yes No

6. Are the staff and individual (where appropriate) wearing Personal Protective Equipment?

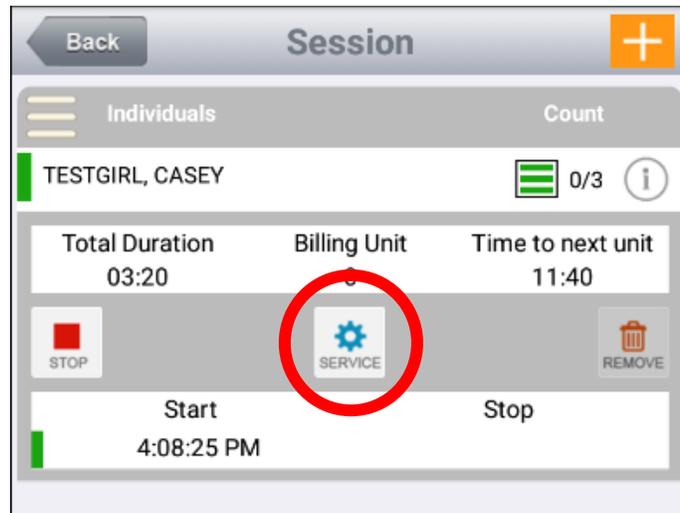
6. Are the staff and individual (where appropriate) wearing Personal Protective Equipment?

Yes No

Comments

Service Documentation

- Select Services
 - Select which valued outcome is being worked on



Service Documentation Cont.

- Staff Support
 - 1 if happened
 - 0 if it did not
 - Do not use other numbers
- Individual Responses
- Location Of Staff – Only needed if using Telehealth
- Service Location – Where the service was provided
- Comments – Write what was done during the session.
- Once all the information is filled out select Save on the top right side.

The screenshot shows a mobile application interface for service documentation. At the top, there is a navigation bar with a 'Back' button, a page indicator '1/2', and a 'Save' button circled in red. Below the navigation bar, the user's name 'Testgirl, Casey' and the service date 'Oct 19, 2020' are displayed. The form is divided into several sections: 'Services' with a text input field containing 'Money Management'; 'Methods' with a list of three items: '1 Money skills', '2. check books', and '3. Testing'; 'Staff Support' with a table of values: Physical: 0, Verbal: 0, Gestural: 0, Partial Physical: 0, and Supervision: 0; 'Individual Response' with an empty text input field; 'Location Of Staff' with an empty text input field; 'Service Location' with a dropdown menu set to 'Select' and an empty text input field for 'Enter location description'; 'Allowable Services' with a plus sign icon and an empty text input field containing 'No allowable services'; and 'Comments' with an empty text input field.

How to Punch-Out

- Select Stop
- Select Yes
 - If the participant/designee can sign, they should.
 - If the participant/designee can not sign, select “Unable to Capture Signature During Session”
- Select Done
- Documentation Record must be filled out in order to Punch-Out. An error message will appear if no documentation records are signed.

Back Session +

Individuals Count

TESTGIRL, CASEY 0/3

Total Duration 03:20 Billing Unit 0 Time to next unit 11:40

STOP SERVICE REMOVE

Start 4:08:25 PM Stop

Attention

All the individuals have been ended. Do you wish to stop the session?

No Yes

Cancel Summary 1/1

Testgirl, Casey
SDS-Self-Hired Community Habilitation

SERVICE DETAILS 10-15-2020

Service given by : Rosenfeld, Pessy

START TIME	END TIME
04:27 PM	04:34 PM
04:34 PM	04:35 PM

Total service duration : 0 hrs 7 mins

Services

1. This is goal number 2 - Refused, Staff Cont. To Prompt - (Billable).

SIGNATURE

Signed by :
Title :
Date/Time :

Unable to Capture Signature During Session

Prev Next Done

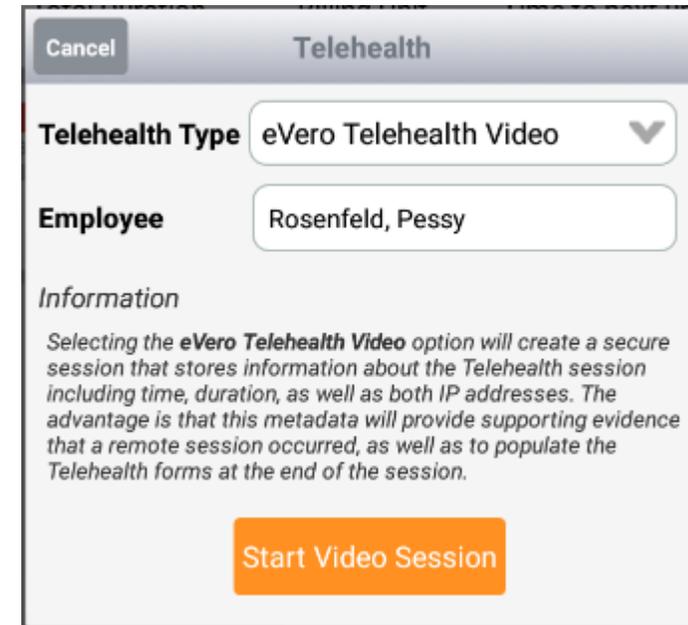
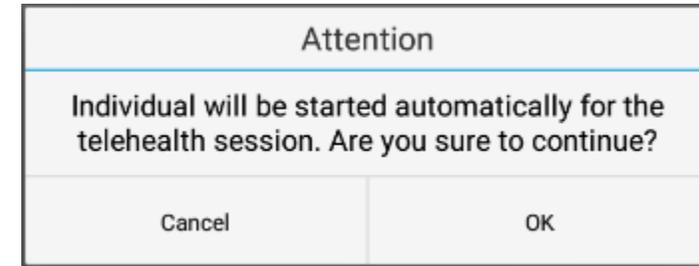
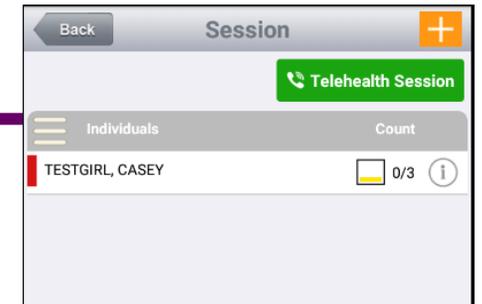
Cancel Individuals OK

The following individuals have no services entered. If you wish to remove these individuals from the session, click OK to continue. To return to a previous screen and complete documentation before moving forward, click Cancel

TESTGIRL, CASEY 0/3

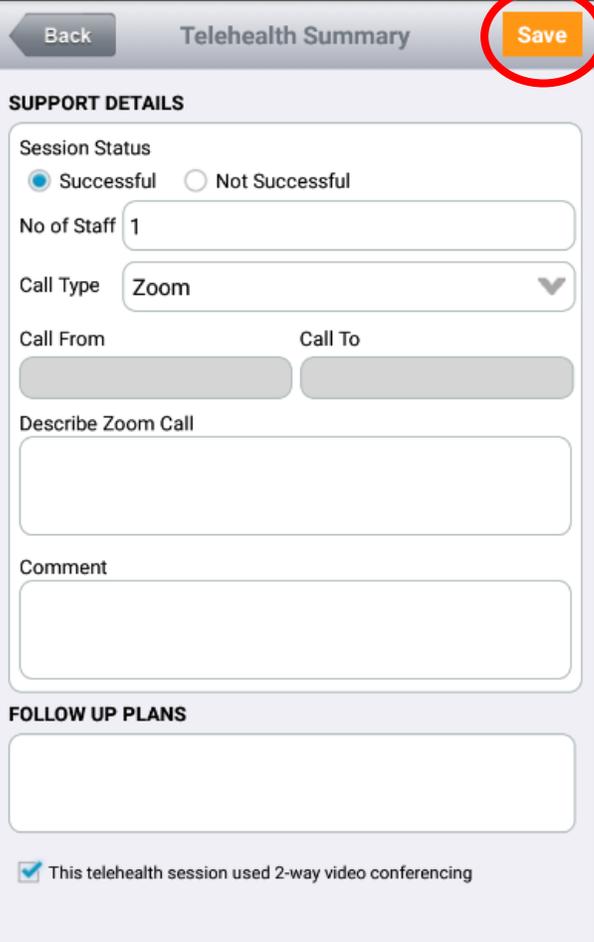
Telehealth

- eVero Telehealth Season
 - Eligibility Question
 - Telehealth Type
 - eVero Telehealth Video – Secure – Can be done through phone or email if the participant has access to the app. (either the eVero app or the eVero conference app)
 - Phone – Call From and Call To – Enter phone numbers it can call directly from the app.
 - Skype
 - Zoom
 - FaceTime
 - Other – Explain in the description box.
 - Describe Call – Type of call
- Start Video Session/Start Now



How to Punch-Out with Telehealth

- Season Status
- Number of Staff – This should only be 1
- Call Type
- Describe Zoom Call – Must be filled out
- Comment
- Follow Up Plans
- This telehealth session used 2-way video conferencing
- Select Save – top right



The screenshot shows a mobile application interface for a "Telehealth Summary" form. At the top, there is a navigation bar with a "Back" button on the left, the title "Telehealth Summary" in the center, and a "Save" button on the right. The "Save" button is highlighted with a red circle. Below the navigation bar, the form is divided into two main sections: "SUPPORT DETAILS" and "FOLLOW UP PLANS".

SUPPORT DETAILS

- Session Status:** Two radio buttons are present: "Successful" (selected) and "Not Successful".
- No of Staff:** A text input field containing the number "1".
- Call Type:** A dropdown menu with "Zoom" selected.
- Call From:** A greyed-out text input field.
- Call To:** A greyed-out text input field.
- Describe Zoom Call:** A large text input field.
- Comment:** A large text input field.

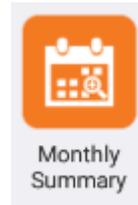
FOLLOW UP PLANS

- A large text input field.

At the bottom of the form, there is a checkbox labeled "This telehealth session used 2-way video conferencing" which is checked.

Monthly Summary

- Select participant
- Select Month
- Click on a Valued Outcome to see notes written at each season.
- Click on yellow section to determine Monthly progress



**SELF-HIRED COMM HAB
SELF DIRECTION SITE**

Search Cancel

Draft
 Signed
 Approved
 Sign-Processing
 Approve-Processing
 View Document

ROSENFELD, PESSY AUG SEP OCT

TESTGIRL, CASEY

TESTGIRL, CASEY
SELF-HIRED COMM HAB
SEP 2020

Service and Monthly Progress

1. Money Management 07-01-2020 Fully Engaged:1 Partially Engaged:0 Refused:0	I
2. This is goal number 2 07-01-2020 Fully Engaged:1 Partially Engaged:0 Refused:0	I
3. Provide support during COVID-19 state of emergency	

I=Improved, M=Maintained, D=Did Not Maintain Previous, E=Extended Absence

Monthly Summary Cont.

- Click on yellow section to determine Monthly progress
- Answer questions
- Summary – Explain what was done and what or if progress was made – Can use voice to text.
- Must wait until the end of the month to sign off

 TESTGIRL, CASEY
SELF-HIRED COMM HAB
SEP 2020

Service and Monthly Progress

1. Money Management 07-01-2020 Fully Engaged:1 Partially Engaged:0 Refused:0	I
2. This is goal number 2 07-01-2020 Fully Engaged:1 Partially Engaged:0 Refused:0	I
3. Provide support during COVID-19 state of emergency I=Improved, M=Maintained, D=Did Not Maintain Previous, E=Extended Absence	

Cancel Status

Service

This is goal number 2

Monthly Progress

Improved

Maintained

Did Not Maintain Previous

Extended Absence

Satisfied with Supports and Services

Has not had significant life changes or events

Are no health and safety issues

Non-Billable Hours

- Select Menu – Top left corner
- Punch In/Punch Out
- Click Green Punch In
- Program - You will only see the service you have access to
- Reason - What service providing
- Individuals - Select participant working with
- Answer Covid-19 Screening questions
- Select Done
- Click Orange Punch out to end the season



ROSENFELD, PESSY
COORDINATOR

Total hours worked this week: **00:00**
Total hours worked today: **00:00**



PUNCH IN

Program	Punch In	Punch Out
SDS-Self-Hired R...	05:04 PM	05:12 PM
SDS-Self-Hired C...	04:39 PM	05:04 PM
SDS-Self-Hired C...	04:24 PM	04:38 PM

Cancel Punch In Done

Program
SDS-SELF-HIRED COMMUNITY H...

Department
Self-Hired Comm Hab

Reason
Select

Individuals

No individuals added

Comments

- Reason**
- Indirect Training
- Select
- Direct Service
- Indirect Training
- Indirect Meeting
- Indirect Travel
- DirectService-Overnight

Mileage

- Select orange “+” on top right corner
- Paid to will automatically be you
- Programs – Leave default
- Date – must have worked with participant on date of request
- Select participant
- Chose Starting point
 - Default address is participants home address
 - Add new Address – Manual, Google Maps, Current Location.
 - Add to favorites – adds to Location List
- Choose destination
- Miles can be edited
- If Transportation was used add the amount – Need invoice/receipt
- Toll/Parking – Will be updated, only Toll should be used through this section
- Can be edited until Participant/Designee's review

Staff Activity Fees

- Select orange “+” on top right corner
- Paid to will automatically be you
- Programs – Leave default
- Date – must have worked with participant on date of request
- Fill in the amount for reimbursement
- Select participant
- Attach receipt. If taking a picture, it will not store on the device, only on eVer0.

Back Staff Activity Fees Save

ROSENFELD, PESSY
COORDINATOR

No Service Given Budget Amount Exceed

Staff Activity Fees

Paid to
19 Rosenfeld, Pessy
Oct,2020 Program
SDS-Other Than Personal Service Items

Amount
\$250

Individuals +
Testgirl, Casey

Comment

Attachments
NO ATTACHMENTS FOUND

Other Features

- Work history – show hours worked
 - You can see the total hours worked.
 - Can be sorted different ways
- Report issue
 - Missing punch or any issues with punches
- Service Summary – Services provided
 - Can be sorted different ways
- Staff Dashboard
 - See Staff Action Plan, Monthly summary review, and if Yedei Chesed reviewed any notes.

Miscellaneous

- Location Settings need to be turned on.
- For prior approval email FI@Yedei.org
- The app has off-line capabilities, if you log on while it is on-line
- Any questions, comments, and/or concerns please email FlVero@Yedei.org