## Using the Evvie App

Logging a Visit

Logging a visit on the Evvie mobile app is quick, easy, and can be done with just a few clicks. It's important to note, that although Evvie supports offline visit capture, Workers must log in while connected to the internet at least one time before they log a visit. This will allow the app to load data for both the Worker and their Participants. After this is done, the worker can complete the steps below to log a visit either with or without an internet connection.

1. Once the Worker is signed into the Evvie mobile app, (and has selected the FI, if applicable) they will be presented with a page that displays all of the Participants they work for. If the Worker is already signed in from a previous session, they will see this screen as soon as they open the app.
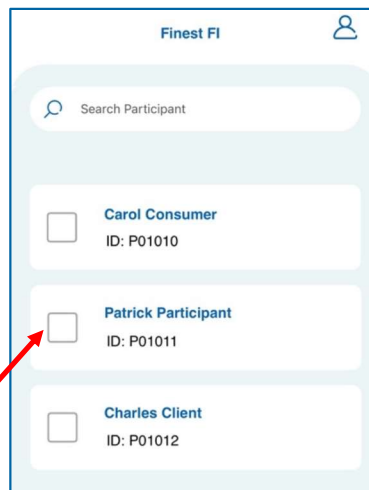

2. Click the checkbox next to the Participant you want to log a visit for. Then click "Start Shift". You will need to click "Yes" in the pop-up to confirm that the selected Participant is accurate. If you are working with more than one Participant at a time, select all Participants you are working with before clicking "Start Shift"
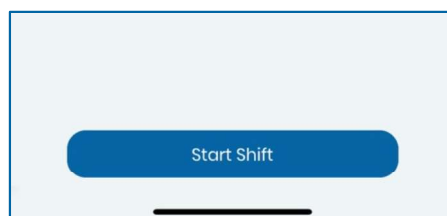
3. The shift has now begun and Evvie is tracking the time. The Worker will need to fill out the fields on the shift tracking page at some point before completing the shift. The fields include information like: start/end location, service code, notes, goals, ADLs/IDLs etc. Please note that the fields on the shift tracking page are unique for each different FI, so the fields shown in the example to the right may be slightly different for your program. The Worker can update these fields at any point in the visit but must do so before ending the visit.
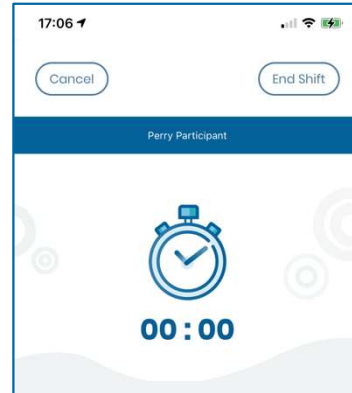
4. If the visit was started in error, the Worker can click the "Cancel" button in the top left corner to cancel the visit. No EVV data will be tracked or saved. Click, "End Shift" in the top right corner to finalize and submit a completed shift.
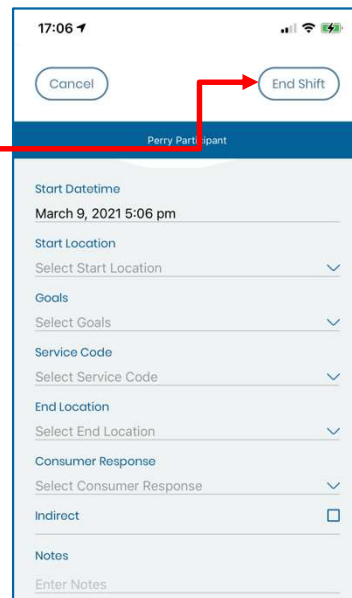
5. After clicking "End Shift" you'll need to confirm that you want to end the shift, and will have to select one of three options: End and Complete, End and Start New, or Cancel. Selecting Cancel here will return you to the shift.
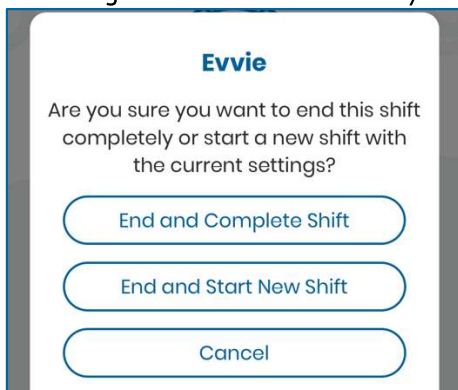
6. If the Worker is connected to the internet at the end of the visit, the visit will be automatically sent to the Evvie Portal website within the next 30-60 seconds. If the Worker is not connected to the internet, the visit will be stored in the Account page until the Worker has connected to the internet again and the visit can be manually transmitted. Instructions for manually submitting visits to the Evvie Portal website can be found in the next section of this guide titled: Offline Shift Submission.