

CARETAP EVV APP MANUAL

SRS WEB SOLUTIONS



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Caregiver's Information

Company ID

Username

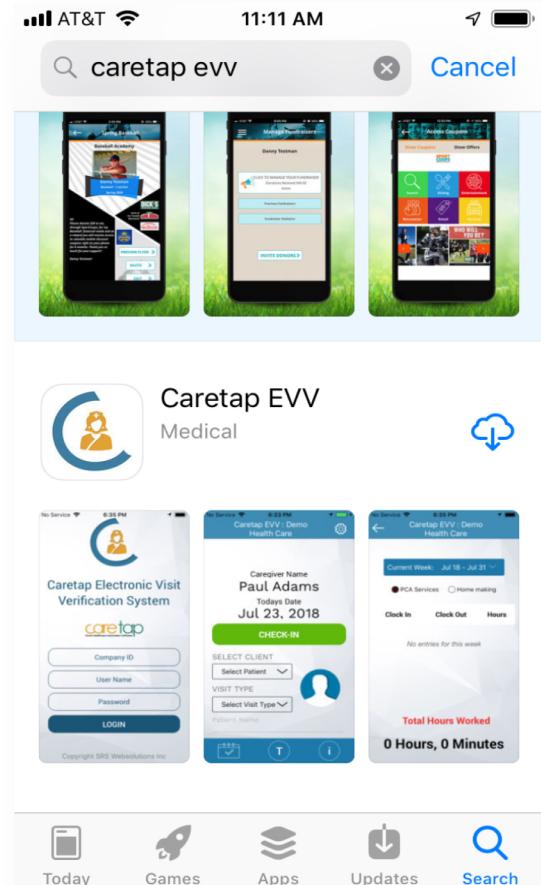
Password

Caretap EVV Customer Support – (877) 203-6767

Installation Steps

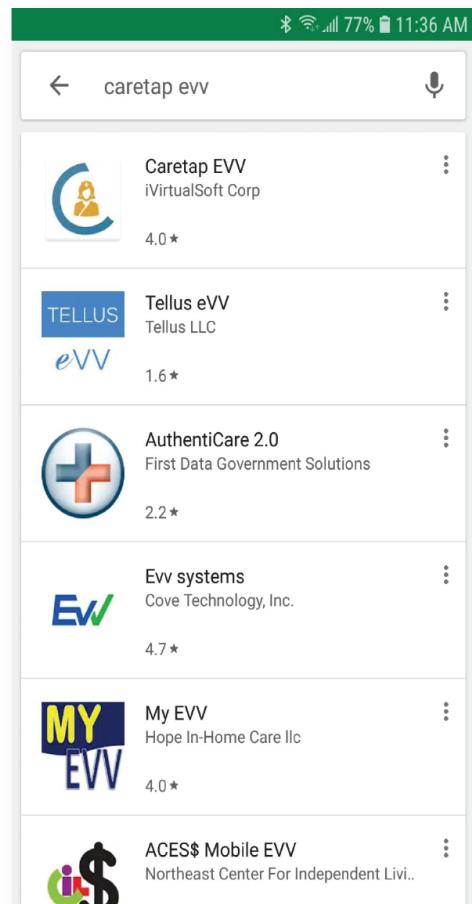
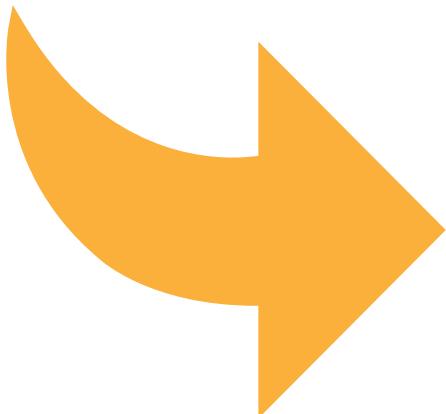
How to install the Caretap EVV app for iPhone?

- 1 Open the “App Store”
- 2 Click Search in the App Store
- 3 Type in Caretap EVV in the search text box
- 4 Install Caretap EVV



How to Install the Caretap EVV app for Android Devices?

- 1 Open the “Play Store”
- 2 Click Search in the Play Store
- 3 Type in Caretap EVV in the search text box
- 4 Install Caretap EVV



Logging In Steps

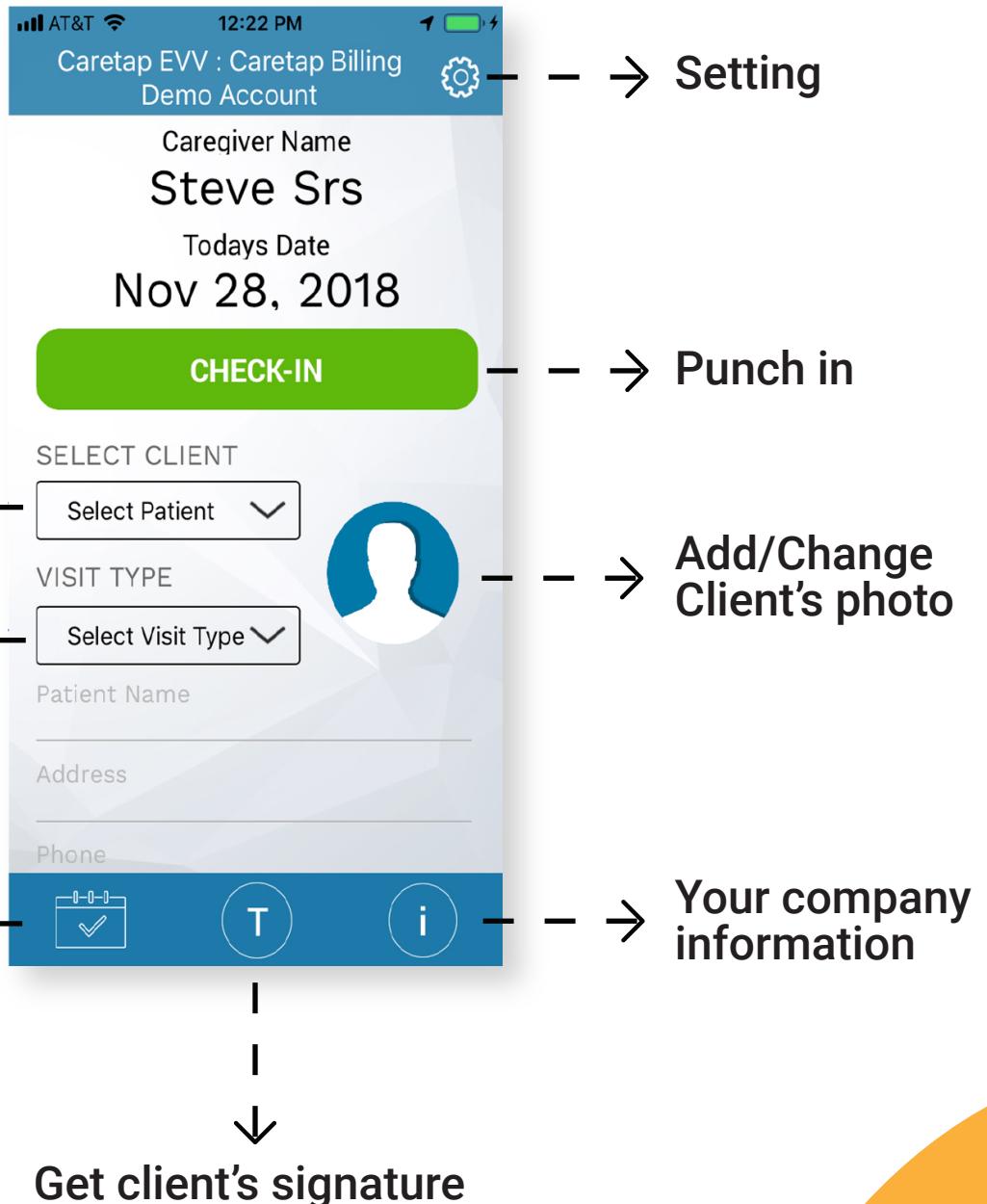
After the installation is complete

- 1 Click on the app and it will bring you to this page
- 2 Fill in the text boxes - Your administrator will give you your Company ID, User Name, and Password



- Company ID - Example: ct123 →
- User Name - Example: john123 →
- Password - Example: 123456 →

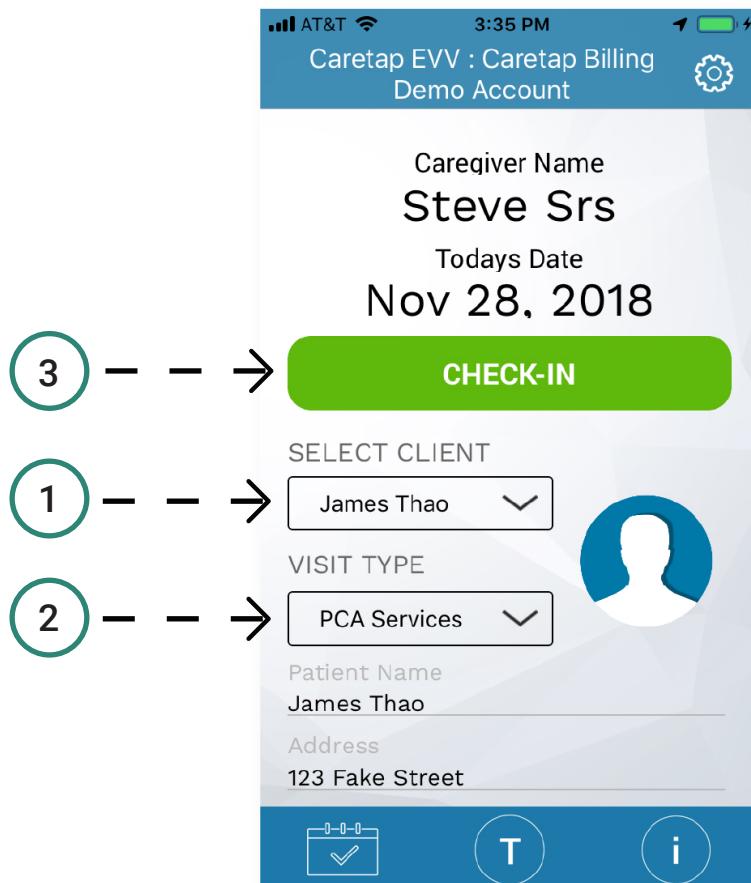
When you log in successfully, you will be directed to the page below



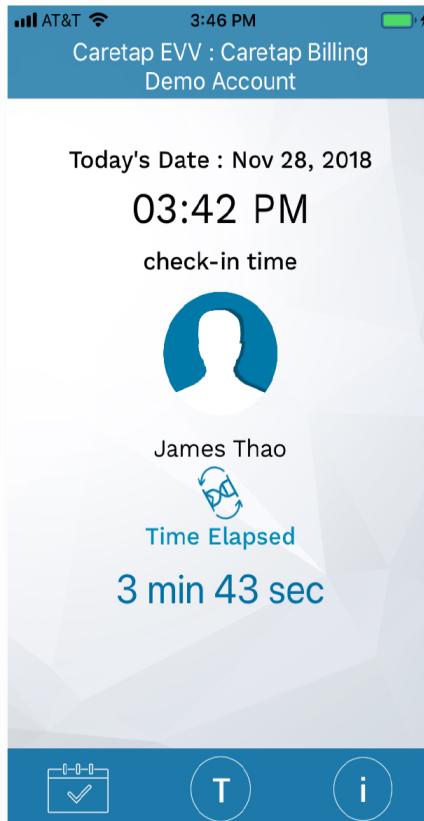
How to check-in

Caregiver checking in at the start of their shift

- 1 In the “Select Client” box, caregiver must pick the client name
- 2 In the “Visit Type” box, caregiver must pick the service they are conducting, PCA or Homemaker.
- 3 Then click the Green “Check-In” button



Once Caregiver sees this page then they successfully checked-in



Frequent Ask Questions

- Will I be able to exit out of the app?

Yes, client can exit out of the app and use other apps on their phone

- What if my phone is turned off?

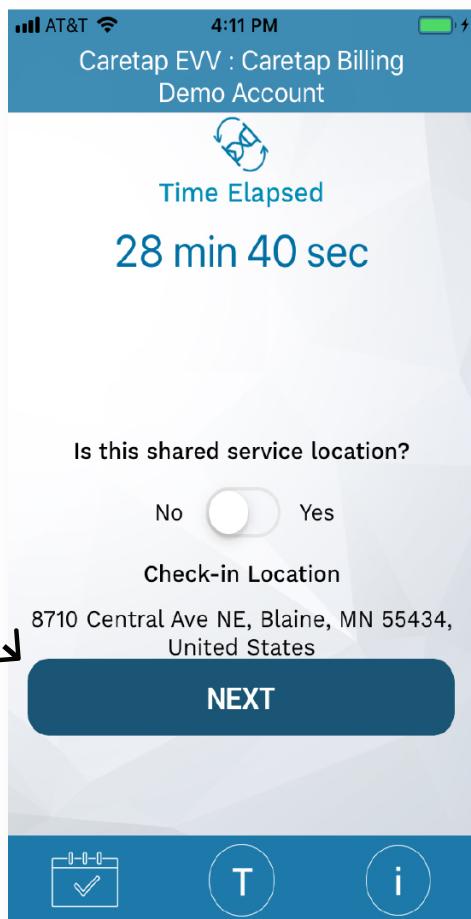
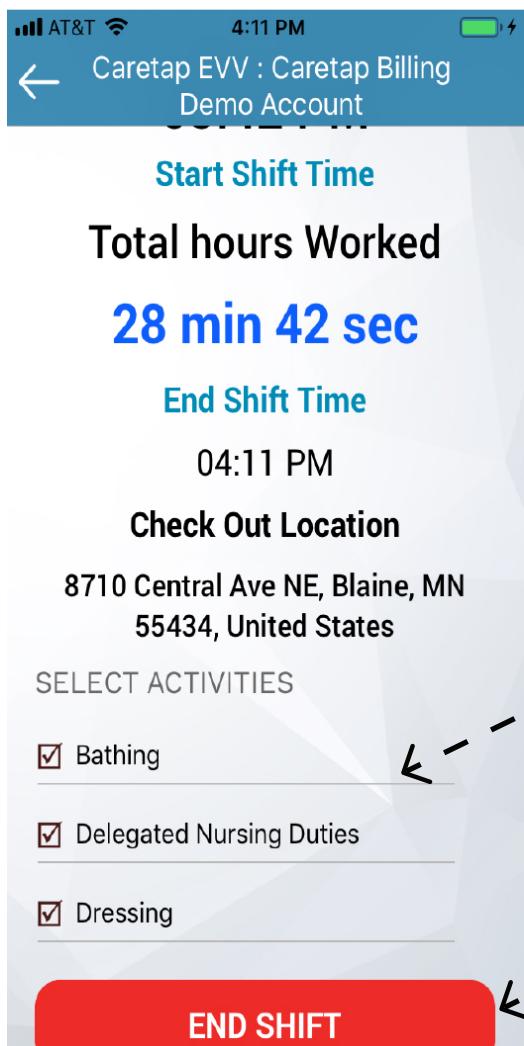
Caretap EVV will still run even if the phone is turned off

- Do I have to have internet to check-in and check-out?

Yes. You must be connected to wi-fi or have internet service in order to check-in and check-out.

How to Check-Out

- 1 Press on the “Next” button

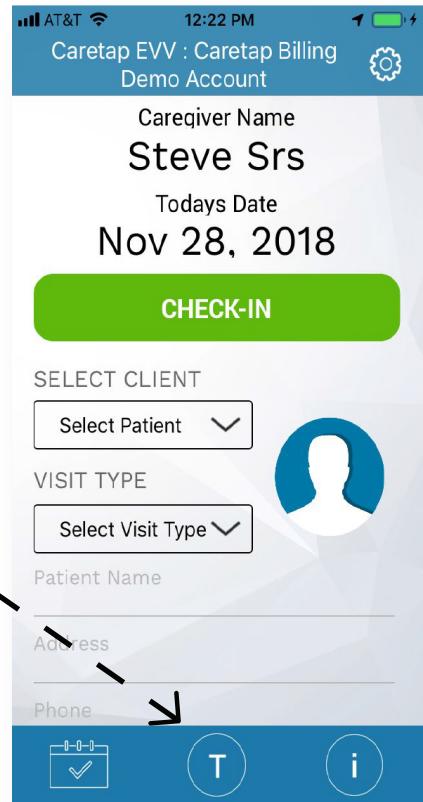


- 1 Caregiver must select the activities that was completed for the day

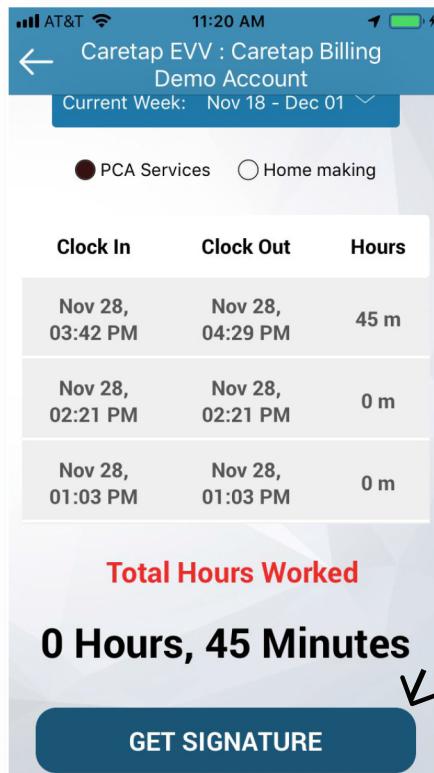
- 2 Then press “END SHIFT”

How to Get Client's Signature

- 1 In the home screen press on the "T" in the bottom



In this page caregiver can see the hours they worked



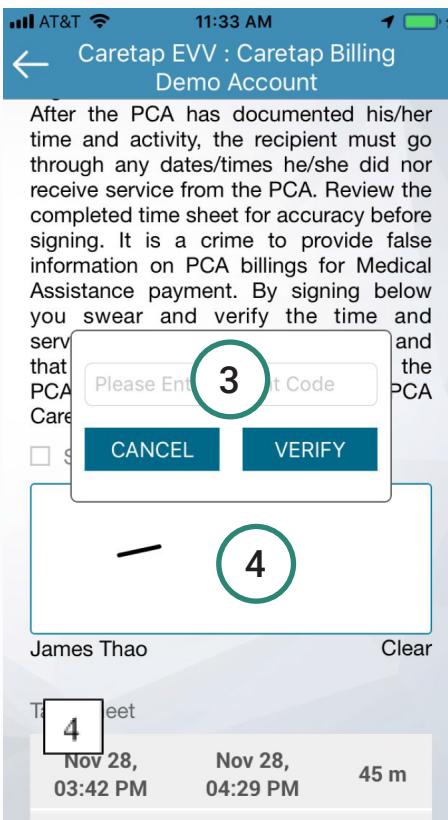
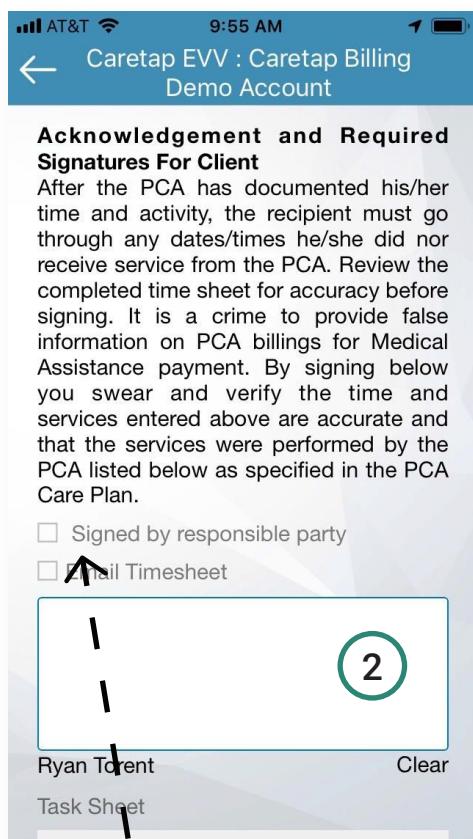
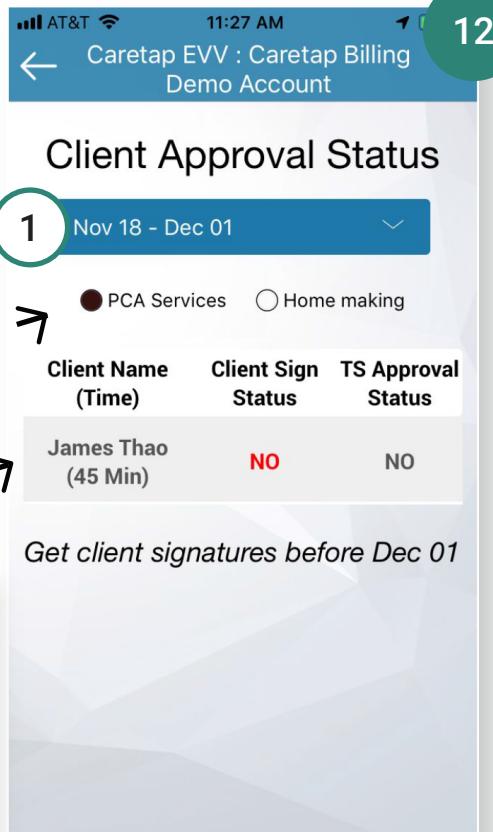
- 2 Click on "GET SIGNATURE"

How to get client's signature - continue

1 Select the work weeks that client need to sign

2 Select Service Type

3 Then click on client's name



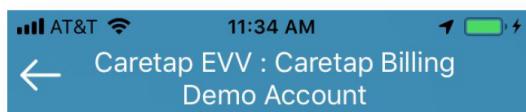
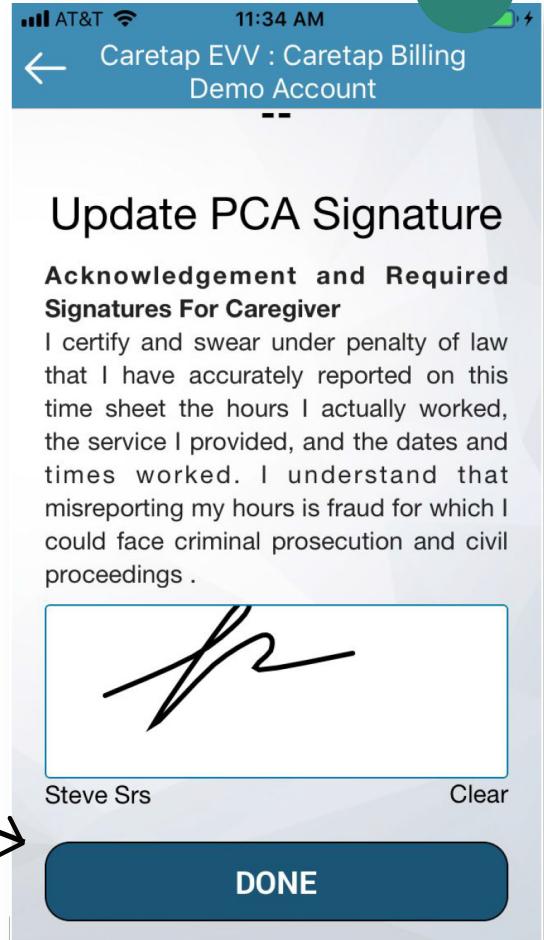
- 1 If patient is unable to sign or require a responsible party to sign, check both boxes and skip the steps below. Then go to the next page
- 2 Have client sign here
- 3 Then input in client's Patient Code
- 4 Click "VERIFY" after client enter their secret code
- 5 Then have client finish signing their signature

How to get client's signature - continue

After the client successfully signed

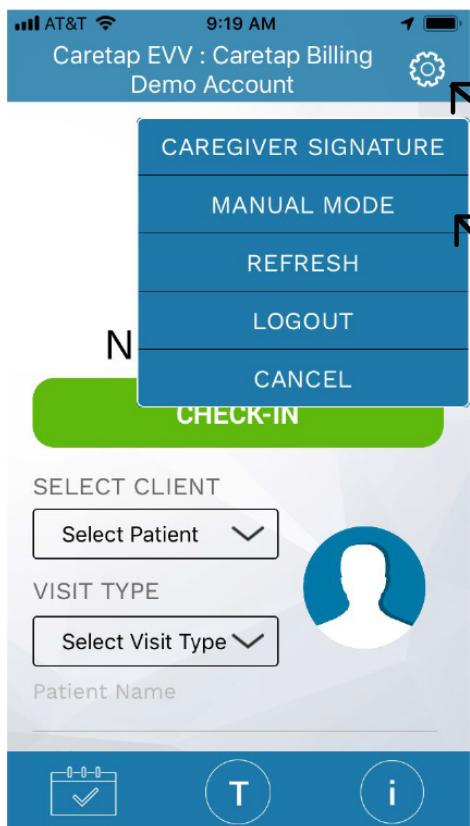
- 1 Scroll up
- 2 Under the "Update PCA Signature"
- 3 Then hit "DONE"

Caregiver sign their signatures



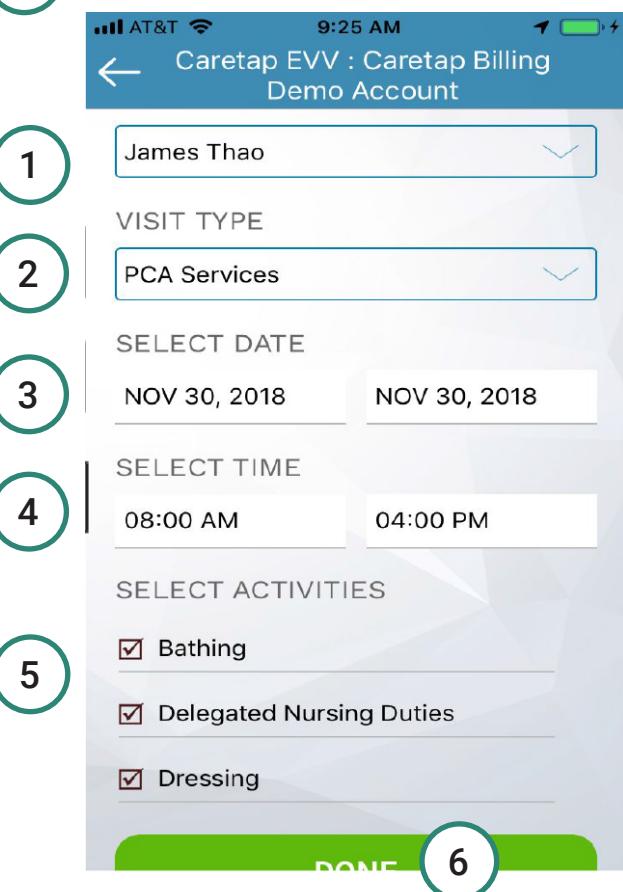
If both signatures are successfully captured, "Client Sign Status will indicate as "YES"

Get client signatures before Dec 01



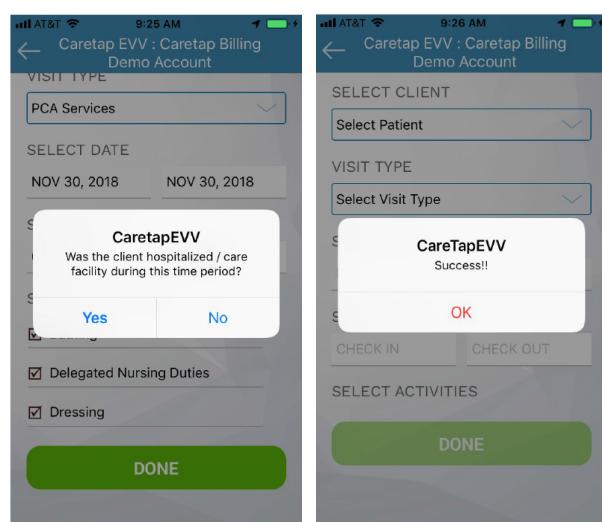
How to Clock in and Clock out Manually

- 1 Click the Gear Setting in the top right
- 2 Click on "Manual Mode"



In Manual Mode

- 1 Select the Client
- 2 Select Visit type
- 3 Enter in the date
- 4 Enter in start time and end time
- 5 Select Activities
- 6 Click "DONE"





PCA Phone Number : 763 452-9791

Home Making Phone Number : 763 762-9511

Company:

TELEPHONIC CODE SHEET

PCA SERVICES

Service	Code	Service	Code	Service	Code
Bathing	1	Positioning	7	Meal Preparation and planning	13
Dressing	2	Toileting	8	Medical Appointments	14
Eating	3	Transfers	9	Prepare Meals(Additional Services)	15
Grooming	4	Laundry	10	Run Errands(Additional Services)	16
Health Related Behaviour	5	Light House Keeping	11	Shopping	17
Mobility	6	Make Bed/ change linens if needed(Bedroom)	12	Delegated Nursing Duties	18

HOME MAKING SERVICES

Service	Code	Service	Code
Accompany to Events and Outings	50	Medical Appointments	68
Assist with Organizing (Additional Services)	51	Mirrors (Bathroom)	69
Bathtub/shower (Bathroom)	52	Pathways free of clutter (Safety Checklist)	70
Clean Oven (Additional Services)	53	Prepare meals (Additional Services)	71
Clean refrigerator (Additional Services)	54	Run errands (Additional Services)	72
Clean Windows - inside only (Additional Services)	55	Shopping	73
Countertops and appliances (Kitchen/Dining Room)	56	Sink and countertop (Bathroom)	74
Dishes (Kitchen/Dining Room)	57	Stove top free from grease (Safety Checklist)	75
Dust (Bedroom)	58	Sweep and scrub floor (Bathroom)	76
Dust (Living Room/Hallway)	59	Sweep and scrub floor (Kitchen/Dining Room)	77
Electrical Cords Safely placed (Safety Checklist)	60	Sweep or vacuum floor (Bedroom)	78
Empty garbage and replace bag (Bathroom)	61	Sweep or vacuum floor (Living Room/Hallway)	79
Empty garbage and replace bag (Kitchen/Dining Room)	62	Toilet (Bathroom)	80
Inside Refrigerator clean with no expired or moldy food (Safety Checklist)	63	Vacuum rugs or take outside to shake (Bathroom)	81
Laundry	64	Vacuum rugs or take outside to shake	82
Light Housekeeping	65	(Kitchen/Dining Room)	
Make bed/change linens if needed (Bedroom)	66	Wash and Dry (Laundry)	83
Meal Preparation and Planning	67		

Follow Simple Steps:

Step 1 : Call from the Client's Cell/Land phone assigned for Caretap

Step 2 : Press 1 for clock in and 2 for clock out

Step 3 : Provide your Caregiver ID

Step 4 : Add Activities

www.caretap.net



www.caretap.net



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