



RESPONSIBLE PARTY EVV USER GUIDE

RESPONSIBLE PARTY CHEAT SHEET

SIGN AND APPROVE TIMESHEETS FOR PROCESSING

Log in as **Responsible Party**

Notification shows the number of timesheets you need to Approve – **View**

(Timesheets list current date on top – oldest date on bottom)

View timesheets individually to **Approve** or **Reject**

To Reject – click reject - asks for comment - **Fix – click Reject again** – timesheet disappears

(**Reject** when a timesheet needs to be edited or deleted. Timesheets are sent back to the Caregiver to correct. If the timesheet needs to be deleted, send an email with the date, time, and Caregiver's name to your FMS Specialist, she will delete)

You can approve them individually or all at one time

All at one time scroll to the bottom

Click in Signature Box – Sign & Approve

All timesheets approve at one time

When timesheets disappear from screen, they are complete and have been sent for processing

RECORDS OF TIMESHEETS APPROVED

Click in the Single Person Tab

All timesheets submitted will list by month. Double click month to access individual timesheets

CLIENT BUDGET INFORMATION

Click the Single Person Tab

Budget information for your client is here. Click +/- to get detailed information of transactions

You cannot change anything so click away

SET UP A PIN # TO APPROVE TIMESHEETS (SHORTCUT)

Left top corner – **Click on 3 lines - Click Pin Settings – Create Pin, Confirm Pin**

Back out of the screen (top left back arrow) and log out. (You will get notified to re-enter your pin or create a new pin – no need to do this).

You are now able to approve timesheets on the Caregiver app with your Pin # and Signature. Timesheets are immediately sent for processing, the same as approving in the Responsible Party app.

CHANGE LANGUAGE SETTING

Click on 3 Lines - Top Left - Language - Select Language click choice