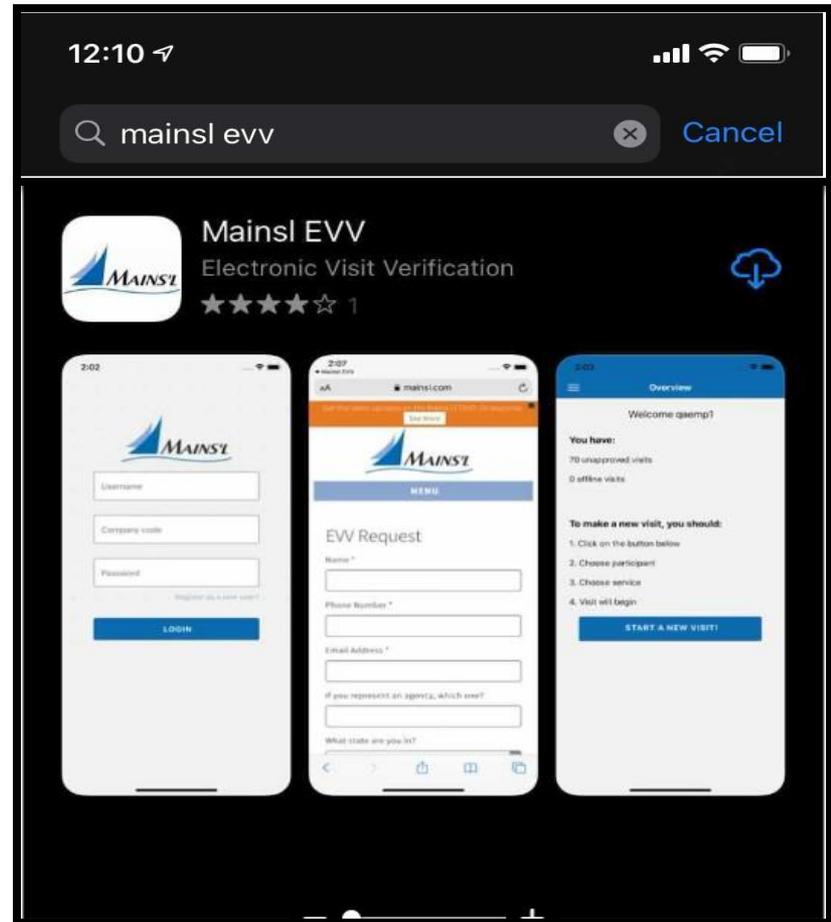




Welcome to the Employee Electronic Visit Verification Tutorial for an iOS device.

To get started, you must install the Mains'l EVV application on your compatible iOS device.

Go to the App Store and search **Mains'l EVV** and install



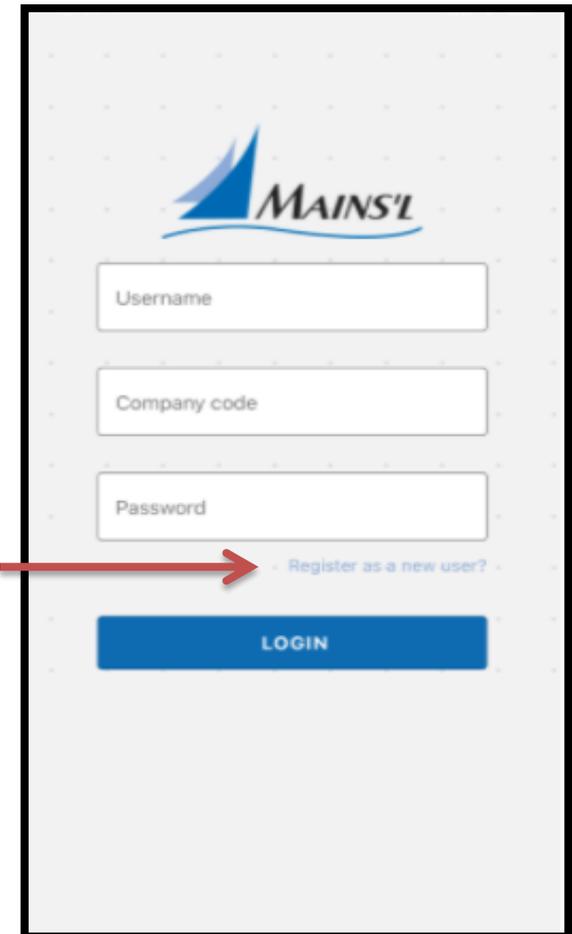
Opening the application

Once the application is installed, click on the icon to open it. Log in with your username, company code and password. * If the user doesn't have credentials, please contact your company admin for assistance

Please Note: you may have to turn off Wi-Fi and switch to cellular service to install the application, if it fails for the first time.



*Please Note – Employee does not have to click “Register New User” as they are already registered



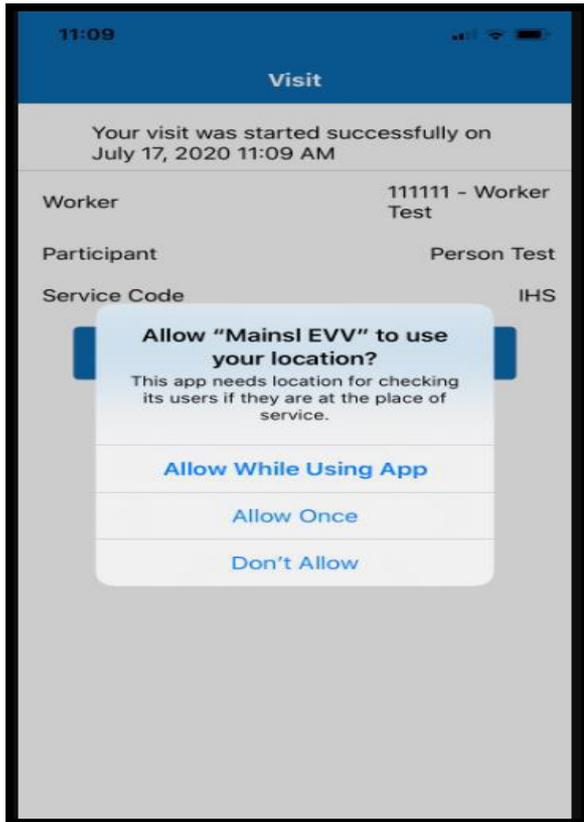
Allow access to the location

Your device Location settings MUST be on when using this app

Once you log in, your device will ask you to allow the application to use your location.

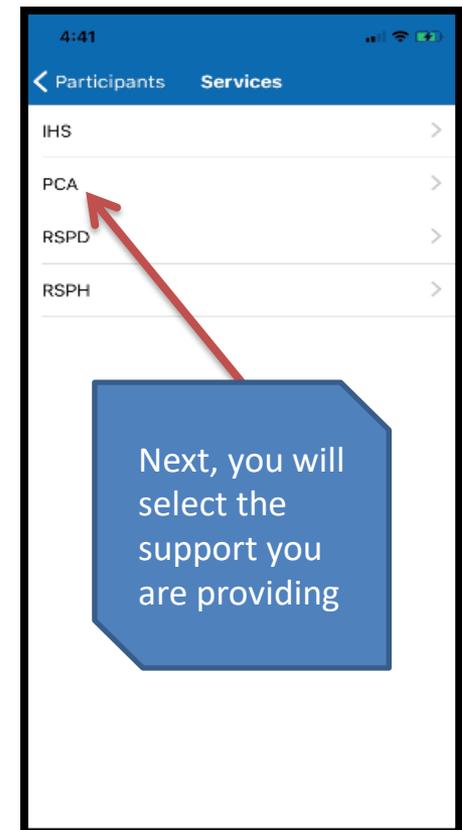
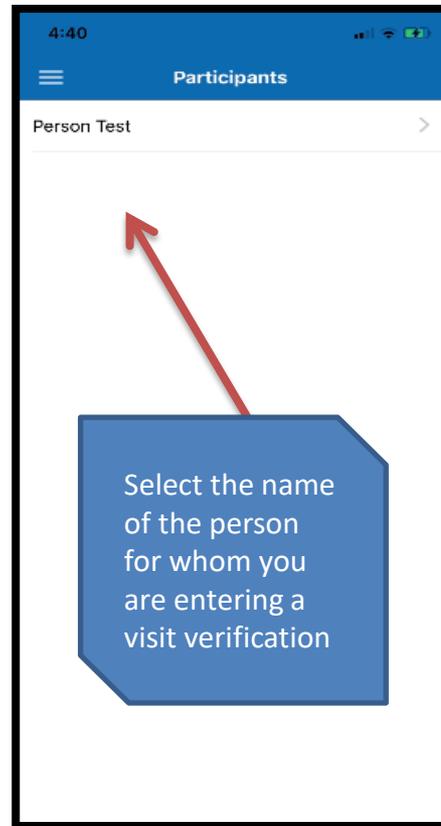
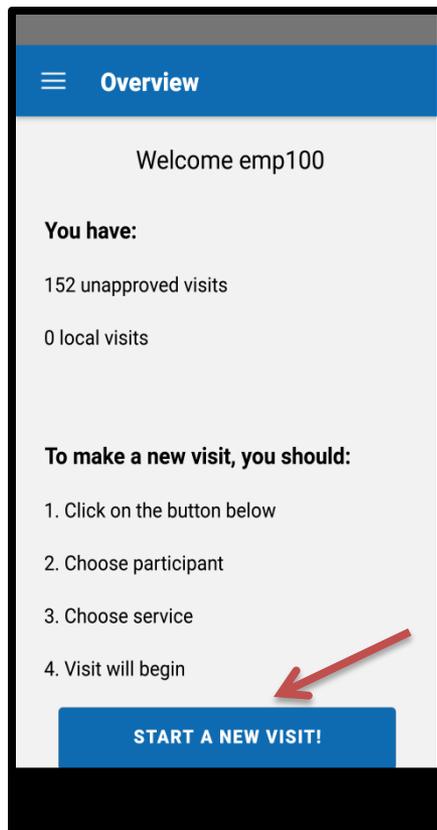
*Click Allow While Using App

If you accidentally clicked Don't allow, go to Settings -> Privacy -> Location services, make sure it's ON. Then, scroll down and look for Mains' EVV, click on the item and choose While Using the App



Start your electronic visit verification

Once you are logged in, you will see an overview screen, to start your visit click on Start a New Visit



Activity Documentation

On the next screen you will see the confirmation that your visit has started successfully

Activity Documentation

You will be able to add service documentation to the visit by using the checkboxes under Activities.

The activities listed will be based on the service code selected. In addition to being able to select the activities, you will also be able to enter in Comments for the Visit

You will be able to see and select activities for the visit up until you click the Finish Visit

You may need to scroll down the screen to see the full list of activities, comment box and Finish Visit button

4:35

Visit

Your visit was started successfully on November 17, 2020 6:35 PM

Worker 18222 - DoNotPay Ever

Participant DoNot Pay

Service Code PA

Activities

Select one or many service activities that apply

- Maintaining a safe environment
- Communication
- Breathing
- Ability to use telephone
- Shopping
- Food preparation

Comments

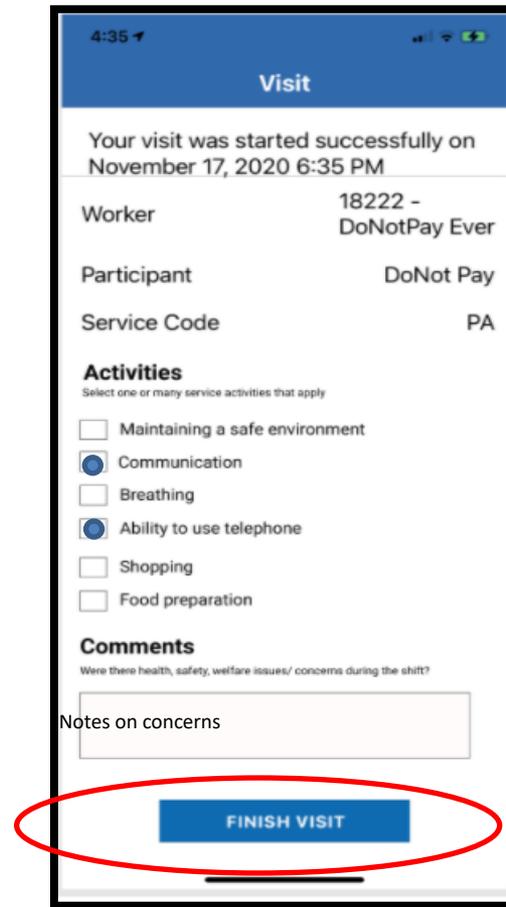
Were there health, safety, welfare issues/ concerns during the shift?

FINISH VISIT

Finalizing your Electronic Visit Verification

To complete the verification of your visit into the application. You will be able to complete and/or finish selecting your Activities for Documentation.

Once you have finished your Activities for Documentation you can and select the Finish Visit button



Visual Work Flow of Activity Documentation

4:33

Visit

Your visit was started successfully on December 11, 2020 4:52 PM

Worker 1 – Employee Test

Participant Client Test-1

Service Code ac

Activities

Select one or many service activities that apply

- Maintaining a safe environment
- Breathing
- Eating and drinking
- Elimination
- Sleeping

4:34

Visit

Your visit was started successfully on December 11, 2020 4:52 PM

- Elimination
- Sleeping
- Ability to use telephone
- Responsibility for own medications
- Other

Comments

Were there health, safety, welfare issues/ concerns during the shift?

There were no concerns today

4:17

Visit

Your visit was started successfully on December 11, 2020 4:52 PM

Comments

Were there health, safety, welfare issues/ concerns during the shift?

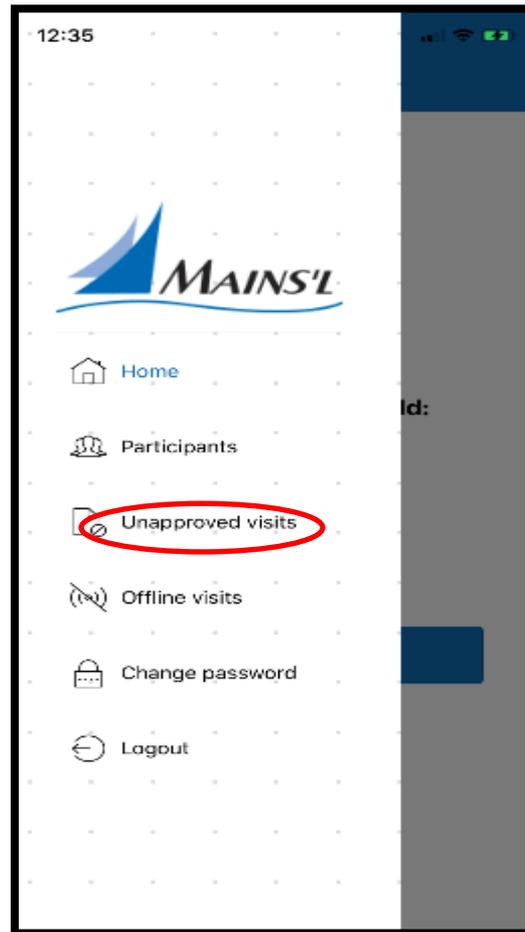
There were no concerns today

FINISH VISIT

You can continue using your mobile phone or other apps now by minimizing.
When you need to complete your visit, return to this app and select, "Finish Visit".

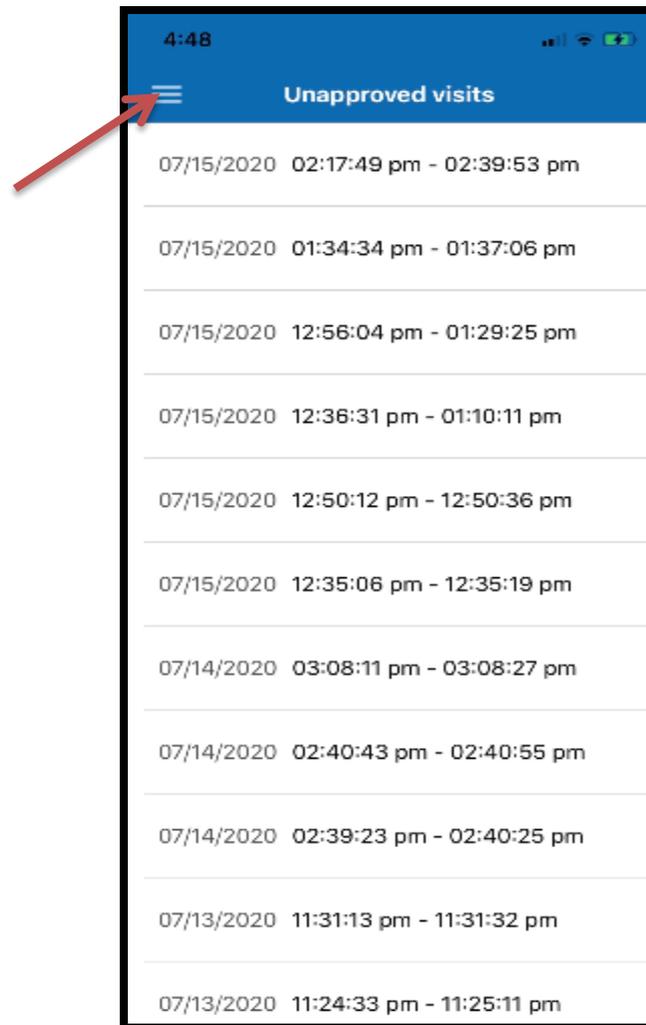
Review of Unapproved Electronic Visit

To review the unapproved time sheets, select Unapproved Visits from the menu



This will take you to all your unapproved visit checks.

Note: The user will select the Hamburger menu to go back to the previous menu

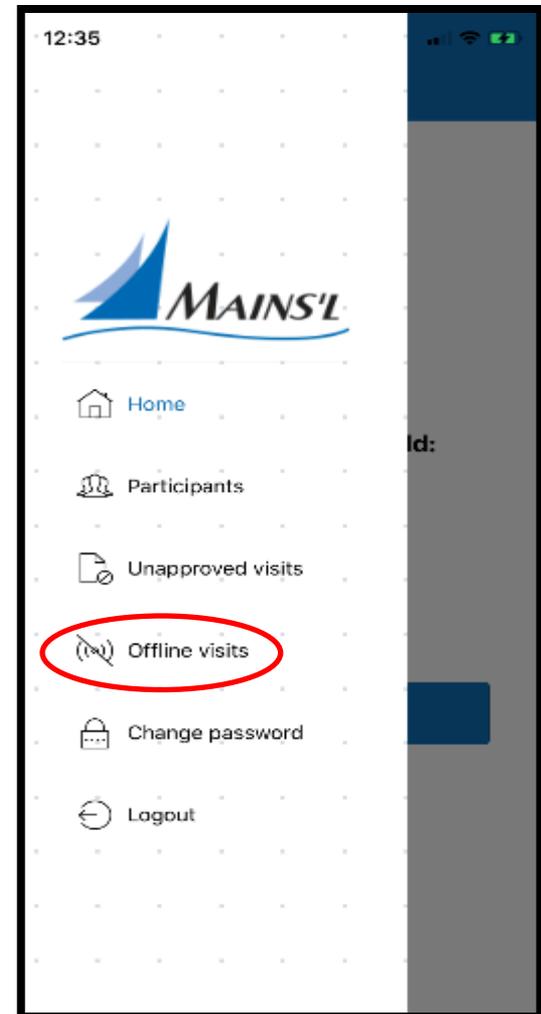


Entering visitor checks when you do not have access to the Internet

You can start and finish your electronic visit verification even when you do not have access to the internet. This is considered an Offline visit

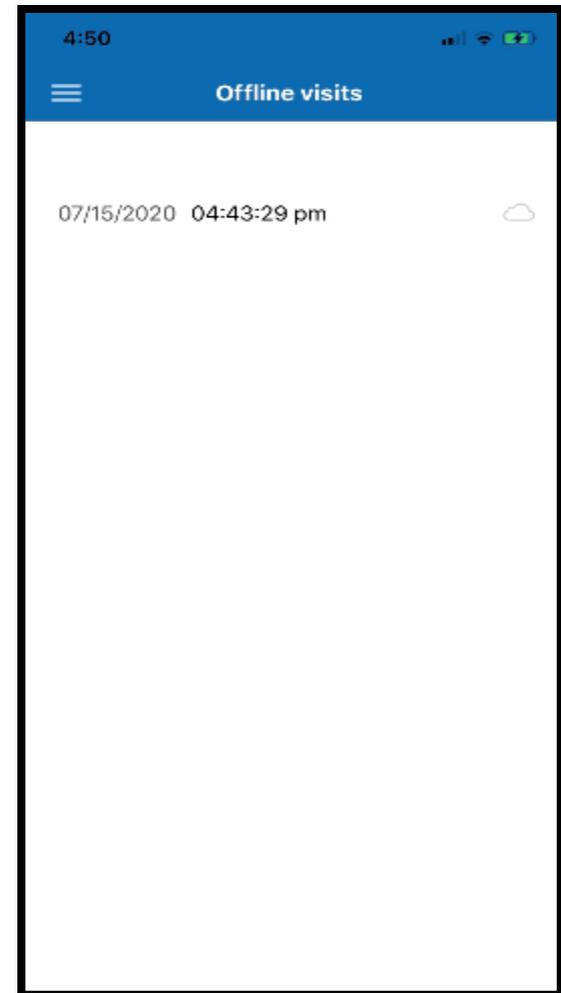
To view saved visits while not accessing the Internet

1. Click on the menu
2. Select Offline visits



This will show you a list of all visits that are saved and will be synchronized with the system when you are connected to the Internet again.

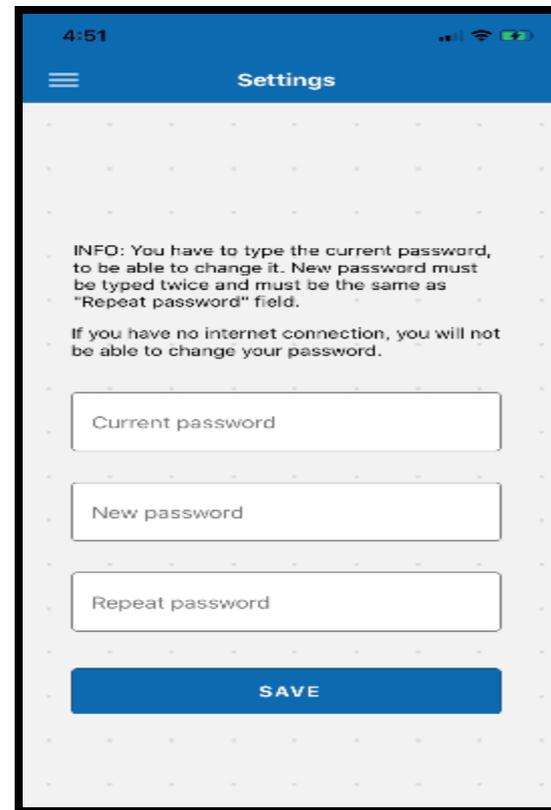
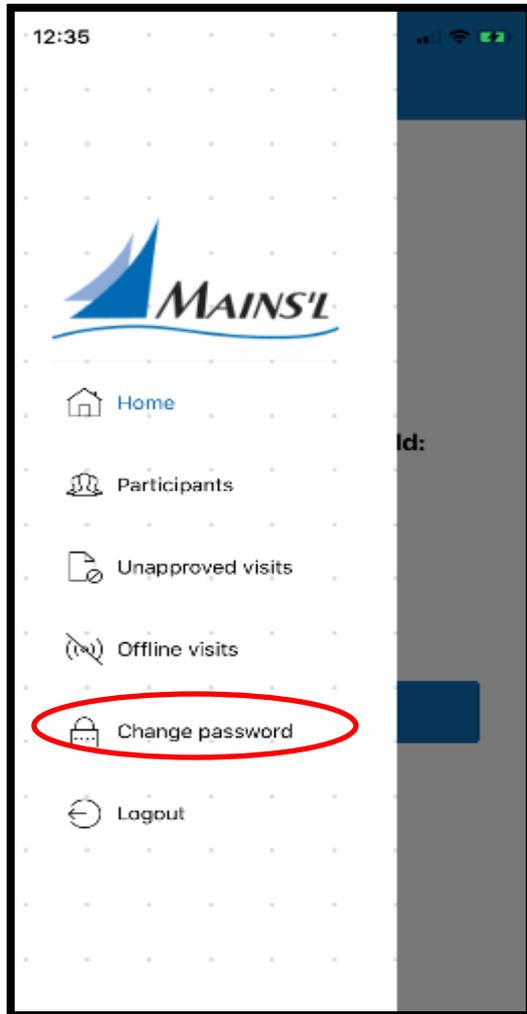
You can only check the verifications of saved visits. There may be several pages to review



Changing your Password

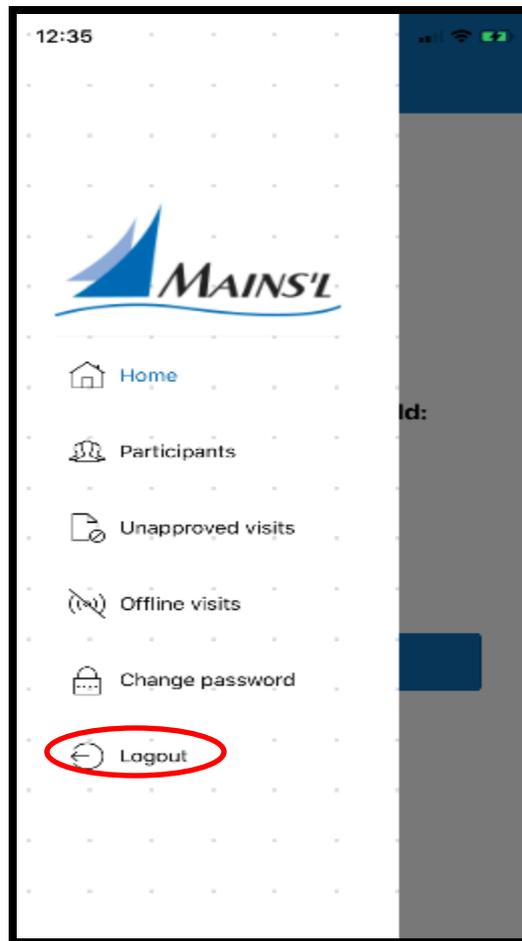
To change your password, select the Change password option

1. Enter your current password
2. Enter new password
3. Confirm the new password
4. Click on the Save button



Log out of the Application

You can log out of the application at any time by clicking the Log out button at the bottom of the menu





This will conclude the EVV iOS Tutorial
Thank you!