CARETAP
EVV APP
MANUAL

SRS WEB SOLUTIONS

caretap
HOME HEALTHCARE AUTOMATION SOFTWARE

Table of
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Caregiver's
Information

Company ID	ct688

Username	

Password	HealthMax

Client Code:

Caretap EVV Customer Support – (877) 203-6767

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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 HM
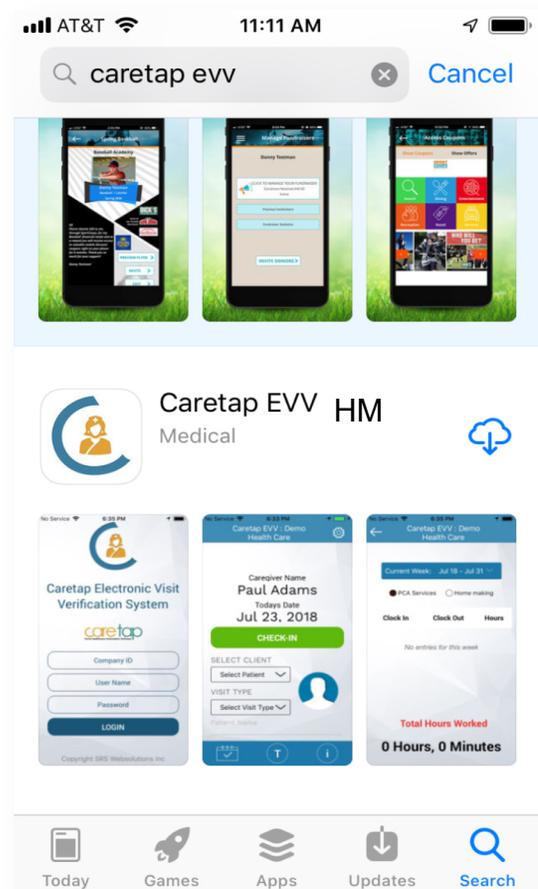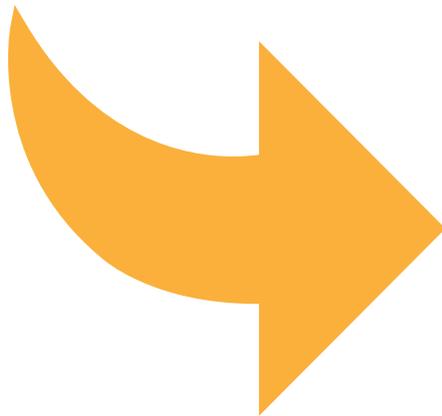
How to Install the Caretap EVV app for Android Devices?

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 HM
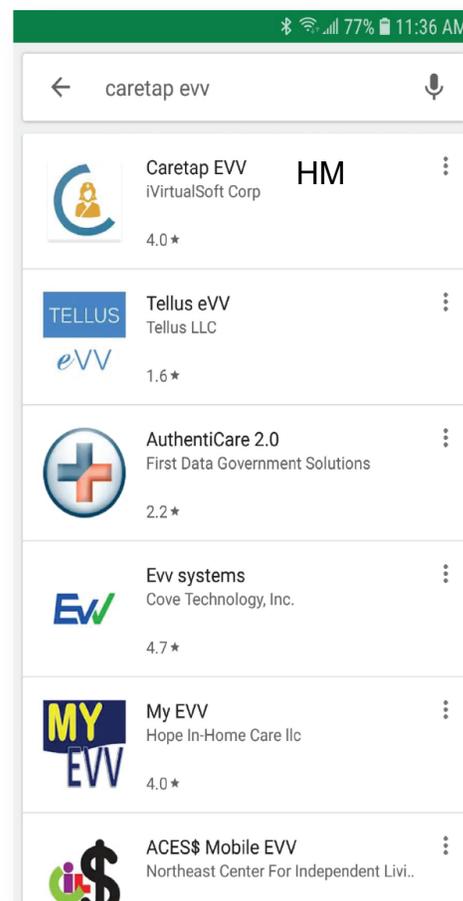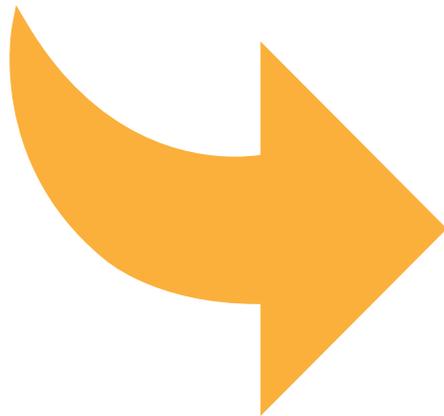
Logging In
Steps

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

Setting

Punch in

Your assigned patients

Add/Change Client's photo

PCA/Home make

Your work schedules

Your company information

Get client's signature
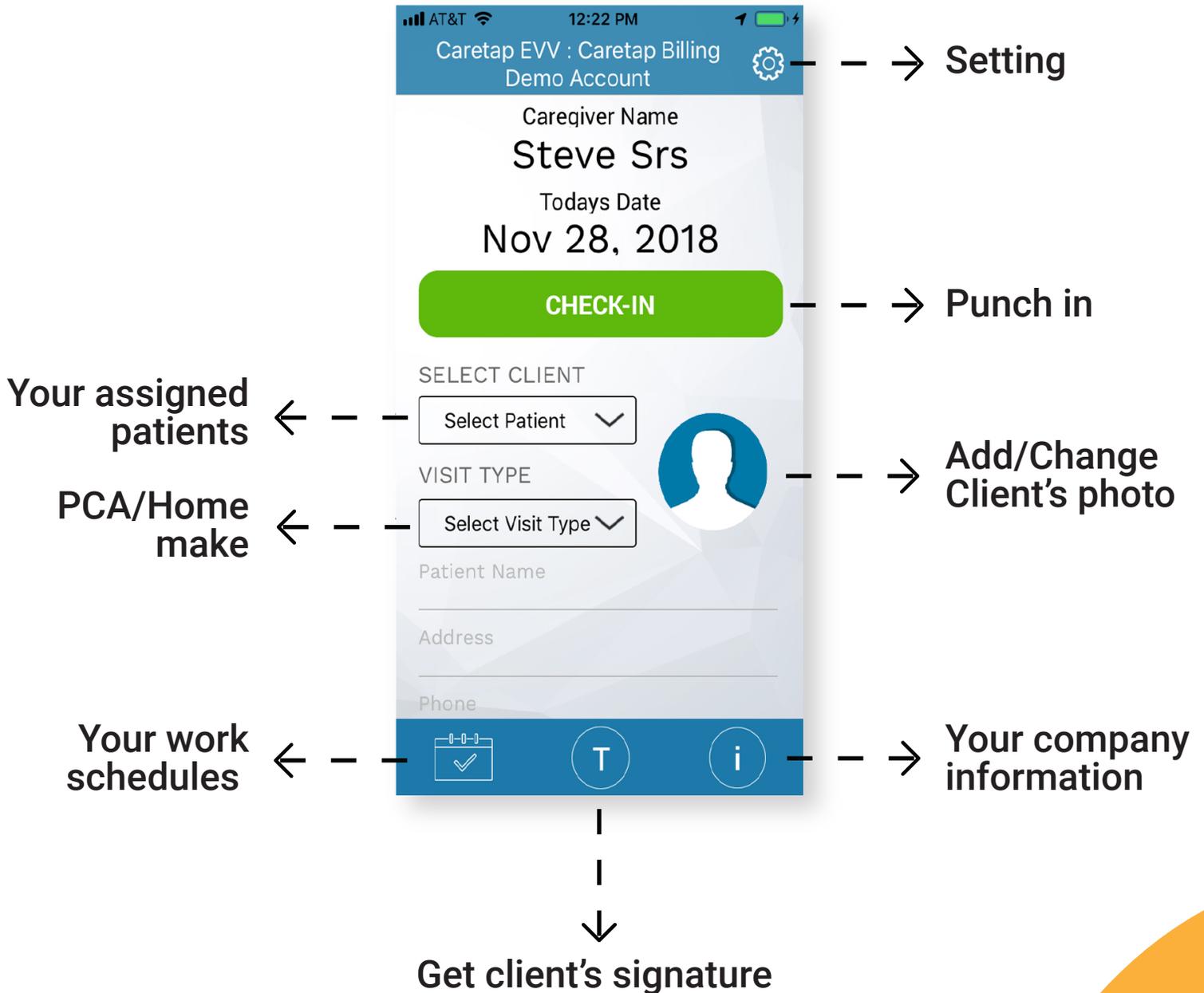
How to
check-in

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
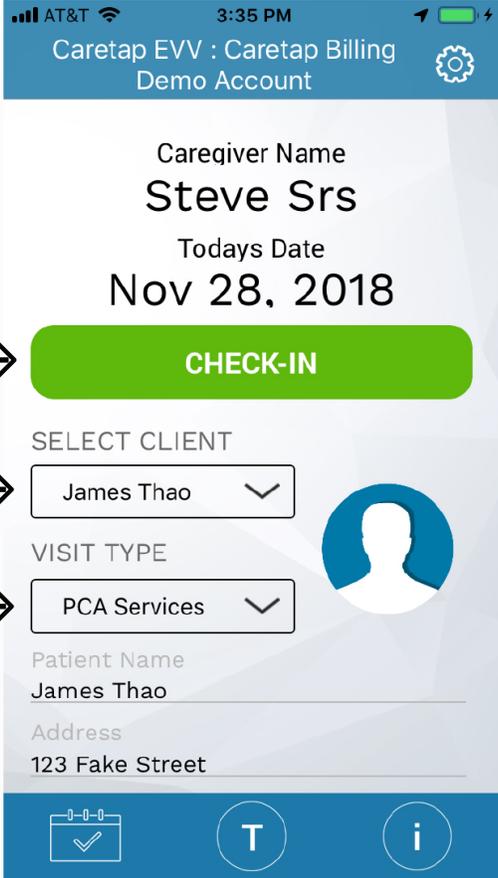
Once Caregiver sees this page then they successfully checked-in
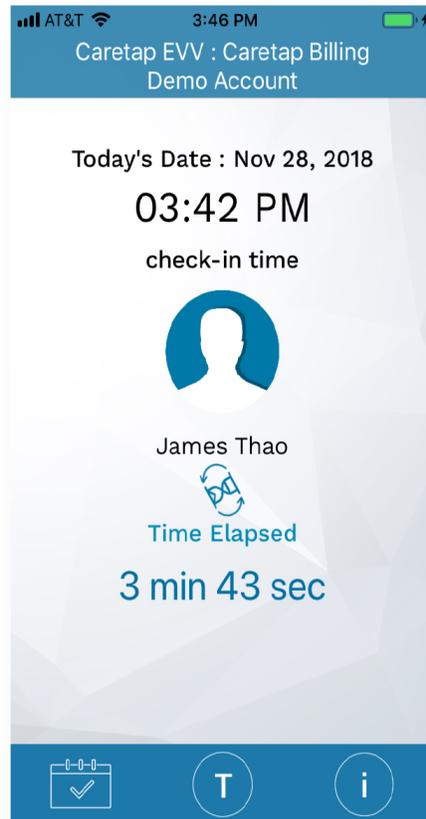
Frequent Ask Questions

● **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**

Caretap EVV : Caretap Billing
Demo Account

Time Elapsed

28 min 40 sec

Is this shared service location?

No ⬤ Yes

Check-in Location

8710 Central Ave NE, Blaine, MN 55434,
United States

NEXT

Caretap EVV : Caretap Billing
Demo Account

Start Shift Time

Total hours Worked

28 min 42 sec

End Shift Time

04:11 PM

Check Out Location

8710 Central Ave NE, Blaine, MN
55434, United States

SELECT ACTIVITIES

☑ Bathing

☑ Delegated Nursing Duties

☑ Dressing

END SHIFT

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

2 **Then press "END SHIFT"**

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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

Client Approval Status

1 Nov 18 - Dec 01 ⌄

● PCA Services ○ Home making

Client Name (Time)	Client Sign Status	TS Approval Status
James Thao (45 Min)	NO	NO

Get client signatures before Dec 01

Acknowledgement and Required Signatures For Client

After the PCA has documented his/her time and activity, the recipient must go through any dates/times he/she did nor receive service from the PCA. Review the completed time sheet for accuracy before signing. It is a crime to provide false information on PCA billings for Medical Assistance payment. By signing below you swear and verify the time and services entered above are accurate and that the services were performed by the PCA listed below as specified in the PCA Care Plan.

☐ Signed by responsible party
☐ Email Timesheet

2

Ryan Torent   Clear
Task Sheet

After the PCA has documented his/her time and activity, the recipient must go through any dates/times he/she did nor receive service from the PCA. Review the completed time sheet for accuracy before signing. It is a crime to provide false information on PCA billings for Medical Assistance payment. By signing below you swear and verify the time and serv... and that... the PCA... PCA Care...

☐ S...

3 Please Ent... t Code

CANCEL   VERIFY

4 —

James Thao   Clear

4 T... eet

Nov 28, 03:42 PM	Nov 28, 04:29 PM	45 m

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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"**

Caregiver sign their signatures

(3) **Then hit "DONE"**

Update PCA Signature

Acknowledgement and Required Signatures For Caregiver

I certify and swear under penalty of law that I have accurately reported on this time sheet the hours I actually worked, the service I provided, and the dates and times worked. I understand that misreporting my hours is fraud for which I could face criminal prosecution and civil proceedings .

Steve Srs   Clear

DONE

Client Approval Status

Current Week: Nov 18 - Dec 01

● PCA Services   ○ Home making

Client Name (Time)	Client Sign Status	TS Approval Status
James Thao (45 Min)	YES	NO

Get client signatures before Dec 01

If both signatures are successfully captured, "Client Sign Status will indicate as "YES"
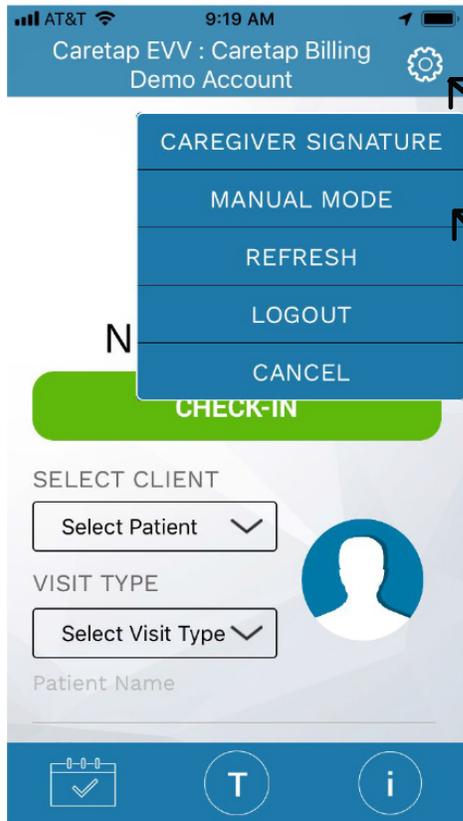
How to Clock in and Clock out Manually

1 Click the Gear Setting in the top right

2 Click on "Manual Mode"
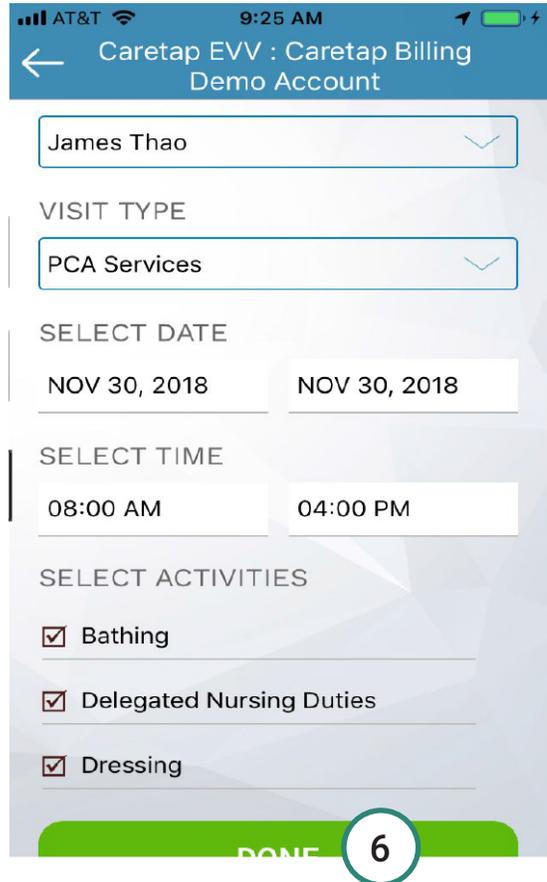
In Manual Mode

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"

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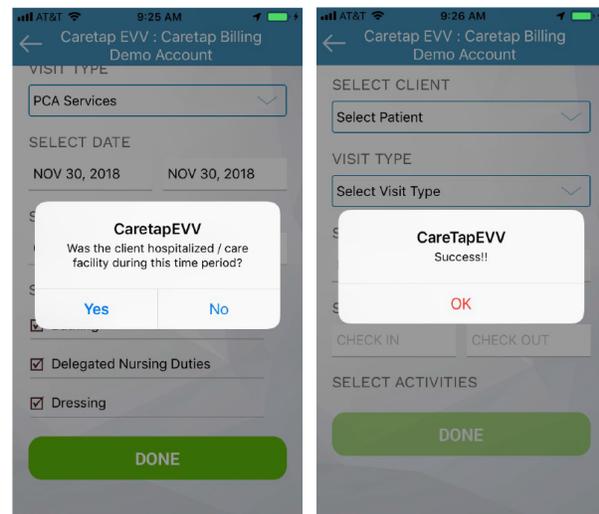
TELEPHONIC CODE SHEET

PCA Phone Number : **763 452-9791**

Home Making Phone Number : **763 762-9511**

Company:

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 (Kitchen/Dining Room)	82
Light Housekeeping	65		
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

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MN 55434, USA