

SHARED CARE – HOW TO ENTER TIME USER GUIDE

Overview

Welcome to Lifeworks' *Shared Care - How to Enter Time* user guide. These instructions will assist employees with verifying their support tasks, approving their time, and submitting it to the responsible party or participant for approval.

Instructions for Entering Time During Your Visit

1. To begin, log in to Cashe' Electronic Visit Verification (EVV) by entering your user name and password.

Cashé EVV


Email/Username

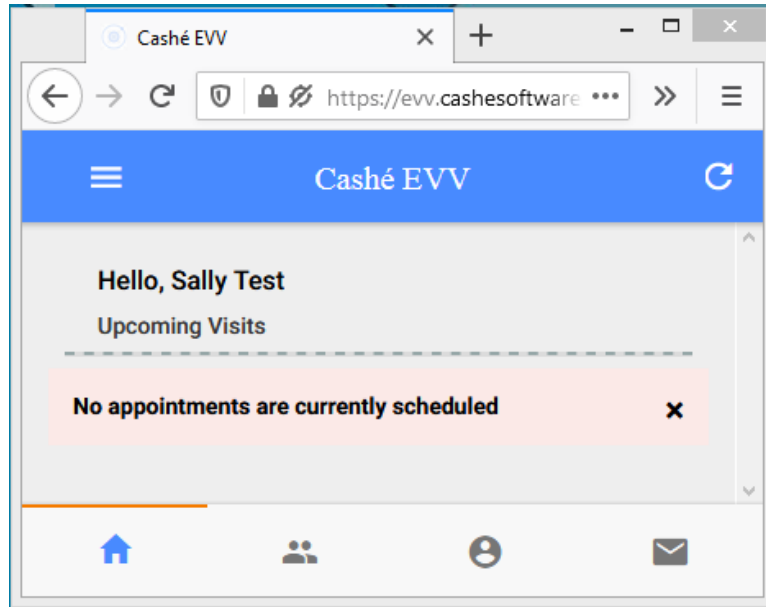
Password

[Forgot Password](#)

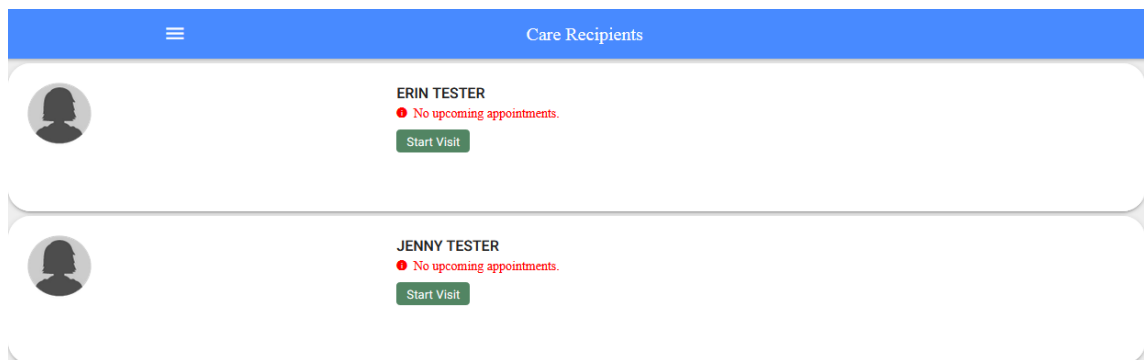
Login

powered by Cashe software
Version: 4.1.9

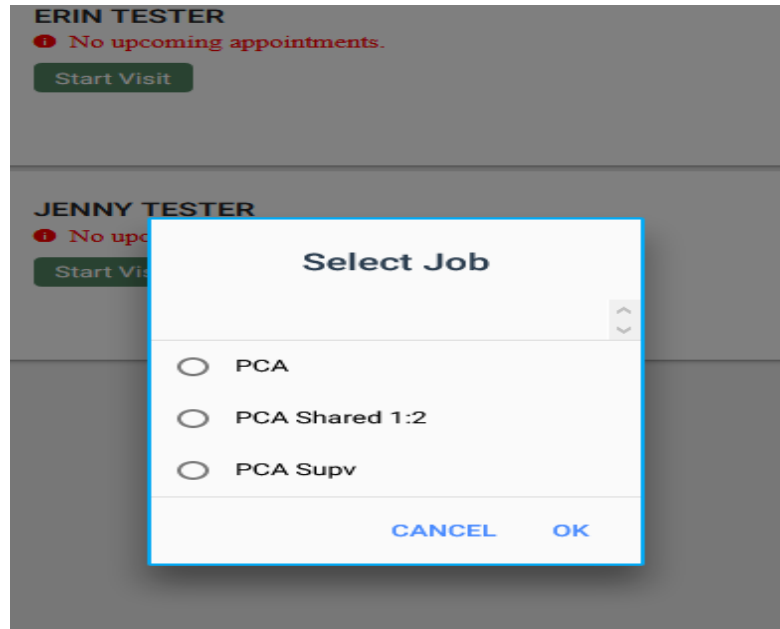
- Next, click on the  icon located at the bottom of the dashboard page to start the visit. (The phrase, “No appointments are currently scheduled” will appear in the pink textbox.)



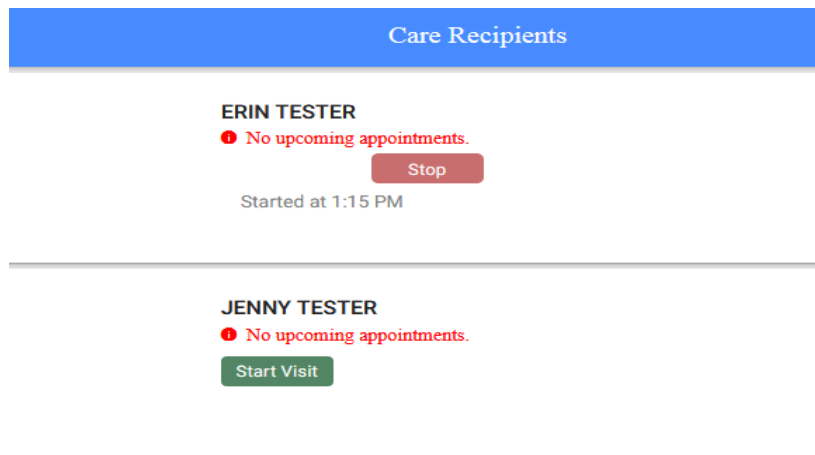
- Select the first participant you will support during Shared Care by clicking the green “Start Visit” button.



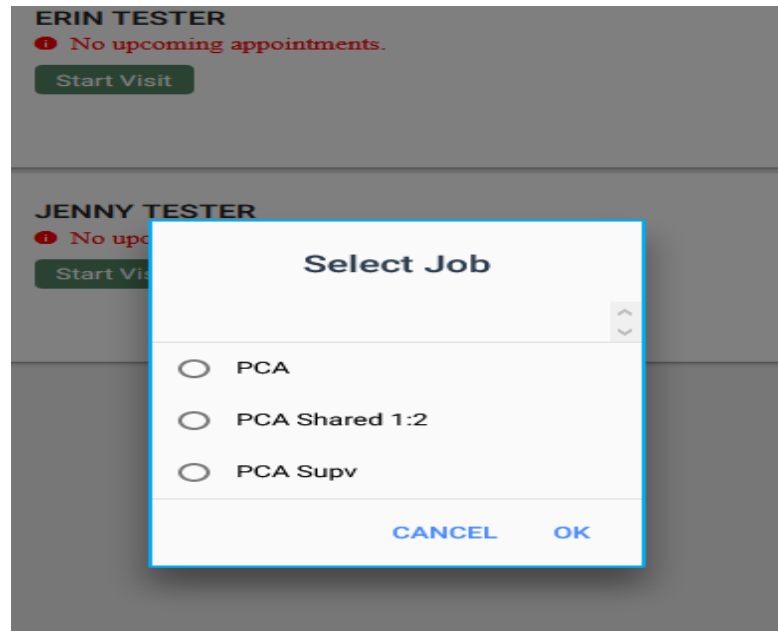
4. In the "Select Job" box, select the second option, "PCA Shared 1:2" by clicking on the circle to the left of the text. Then click on the blue "OK" text displayed in the right-hand corner of the "Select Job" box.



5. Then, select on the second participant you will support during Shared Care by clicking on the "Start Visit" button.



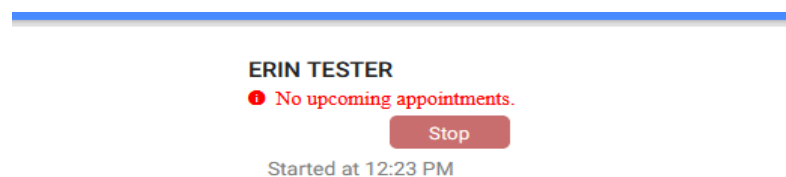
6. In the “Select Job” box, select the second option, “PCA Shared 1:2” by clicking on the circle to the left of the text. Then click on the blue “OK” text displayed in the right-hand corner of the “Select Job” box.



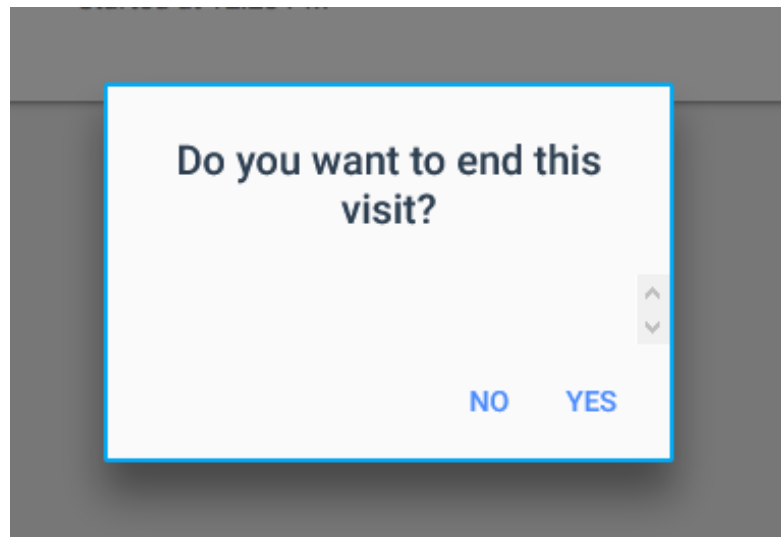
Instructions for Submitting Time After Your Visit

After you have completed your visit, return to the dashboard to submit the details of time and supports you provided.

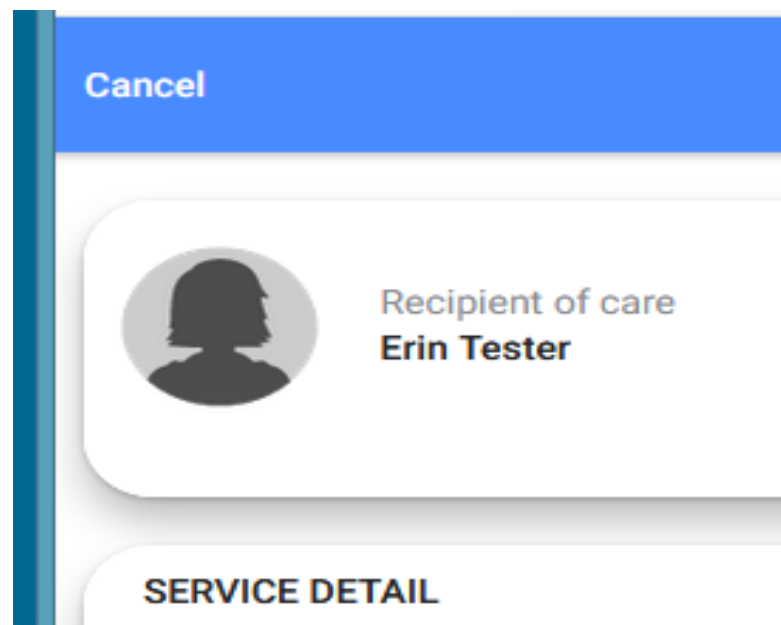
1. Return to the dashboard to submit the details of your visit. Click on the red “Stop” button for the first participant you supported during Shared Care. (The phrase, “No upcoming appointments” will appear.)



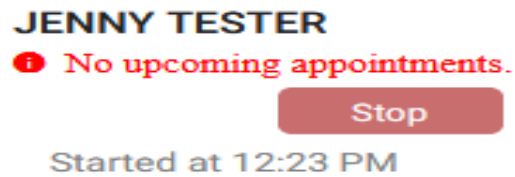
2. In the “Do you want to end this visit” box, click on the blue “OK” text displayed in the right-hand corner.



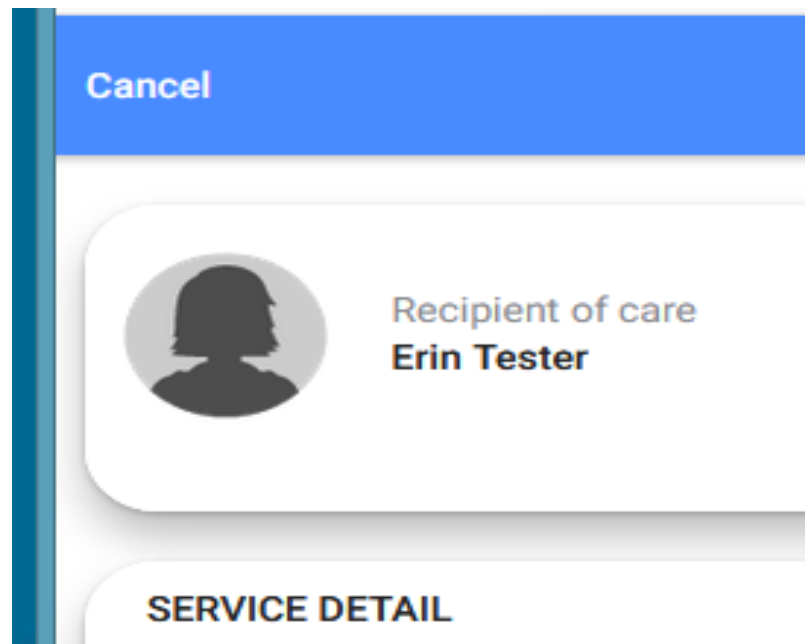
3. Click on the white “Cancel” text in the upper left-hand corner.



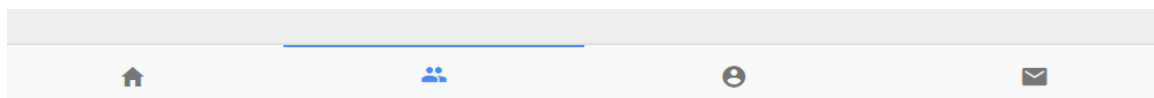
4. Click on the red, “Stop” button for the second participant you supported during Shared Care.



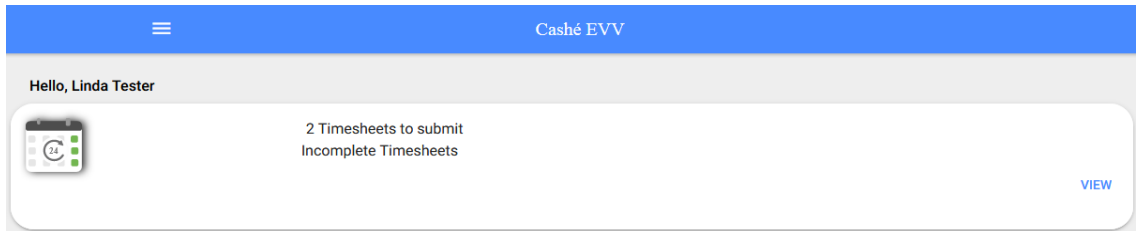
5. Click on the white “Cancel” text in the upper left-hand corner.



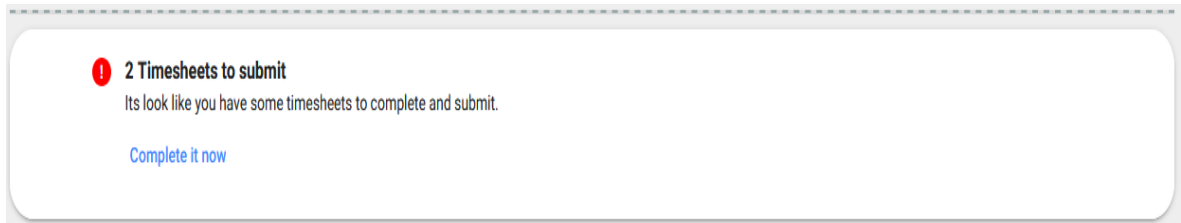
6. Click on the  icon located in the left-hand corner at the bottom of the page.



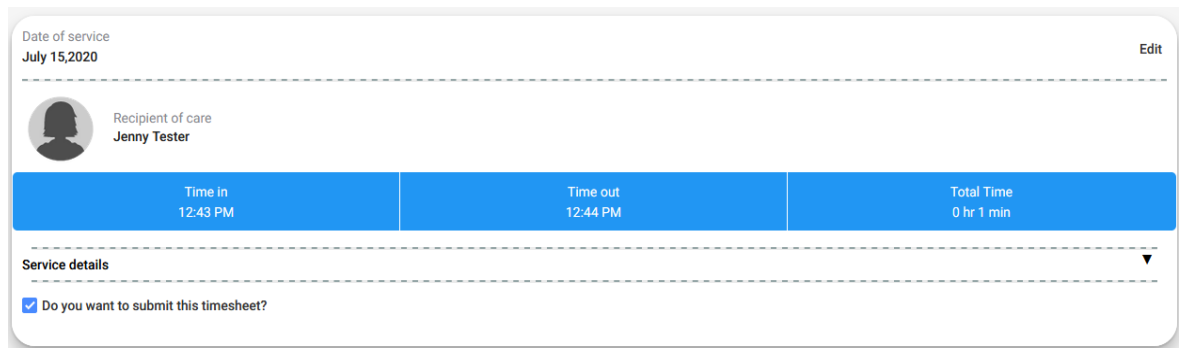
7. Inside of the box, click on blue “VIEW” text located in the bottom right-hand corner.



8. In the “Timesheets to submit box,” click on the blue “Complete it now” text located in the bottom left-hand corner. You will have a choice to do one at a time or from the same timesheet.



9. Click on the black triangle across from the “Service details” text for the first participant you supported.



10. Review the list of support tasks by scrolling through the “Activities” section. Click on the tasks that you did not perform, leaving only the boxes checked of the tasks you completed.

Service details ▲

Service type PCA Shared 1:2

ACTIVITIES

- Transport
- Bathing
- Eating
- Transfers
- Mobility
- Positioning
- Toileting
- Health Related
- Behaviors
- IADLs
- Homemaking
- Meal Prep
- Laundry

SERVICE LOCATION

456 Somewhere St, Saint Paul, MN, 55109

Do you want to submit this timesheet?

11. Click on the black triangle across from the “Service details” text for the second participant you supported.

Date of service July 15, 2020 Edit

Recipient of care
Erin Tester

Time in 12:43 PM	Time out 12:44 PM	Total Time 0 hr 1 min
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Service details ▼

Do you want to submit this timesheet?

12. Review the list of support tasks by scrolling through the “Activities” section. Click on the tasks that you did not perform, leaving only the boxes checked of the tasks you completed.

Service details ▲

Service type PCA Shared 1:2

ACTIVITIES

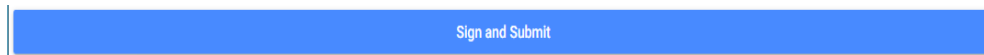
- Transport
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SERVICE LOCATION

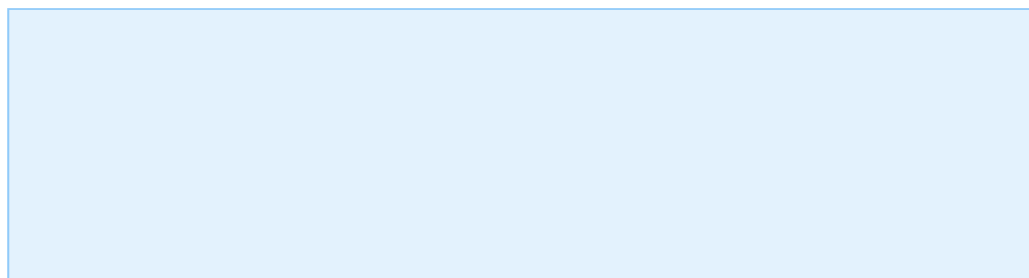
📍 456 Somewhere St, Saint Paul, MN, 55109

Do you want to submit this timesheet?

13. Once completed, click on the “Sign and Submit” button.

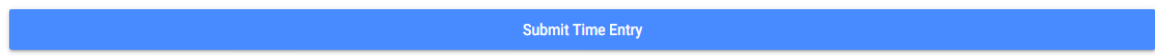


14. Use your touch screen or your mouse to sign your name inside of the blue text box. If you make a mistake, you can clear your signature by clicking on the “Clear Signature” text displayed at the bottom of the blue box.

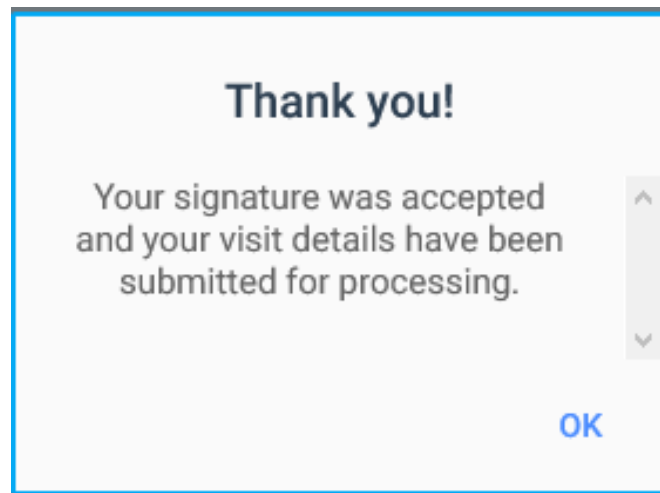


Sign your name using your finger.
[Clear Signature](#)

15. Click on the “Submit Time Entry” button.



16. Then click the blue “OK” text displayed in the right-hand corner of the “Thank You” box. Congrats! You have successfully completed submitting your time.



Repeat the process for the second participant if you have selected not to submit both of your timesheets at once.