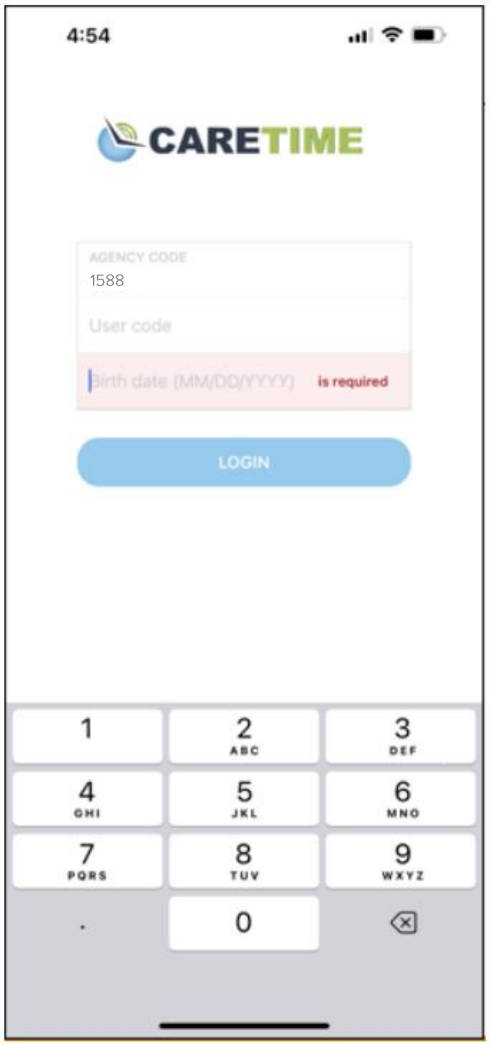
CARETIME
LOG IN, CLOCK IN, CLOCK OUT
MOBILE APP

This CareTime user guide will review how to login to the mobile app, and how to properly clock in and out for a shift.

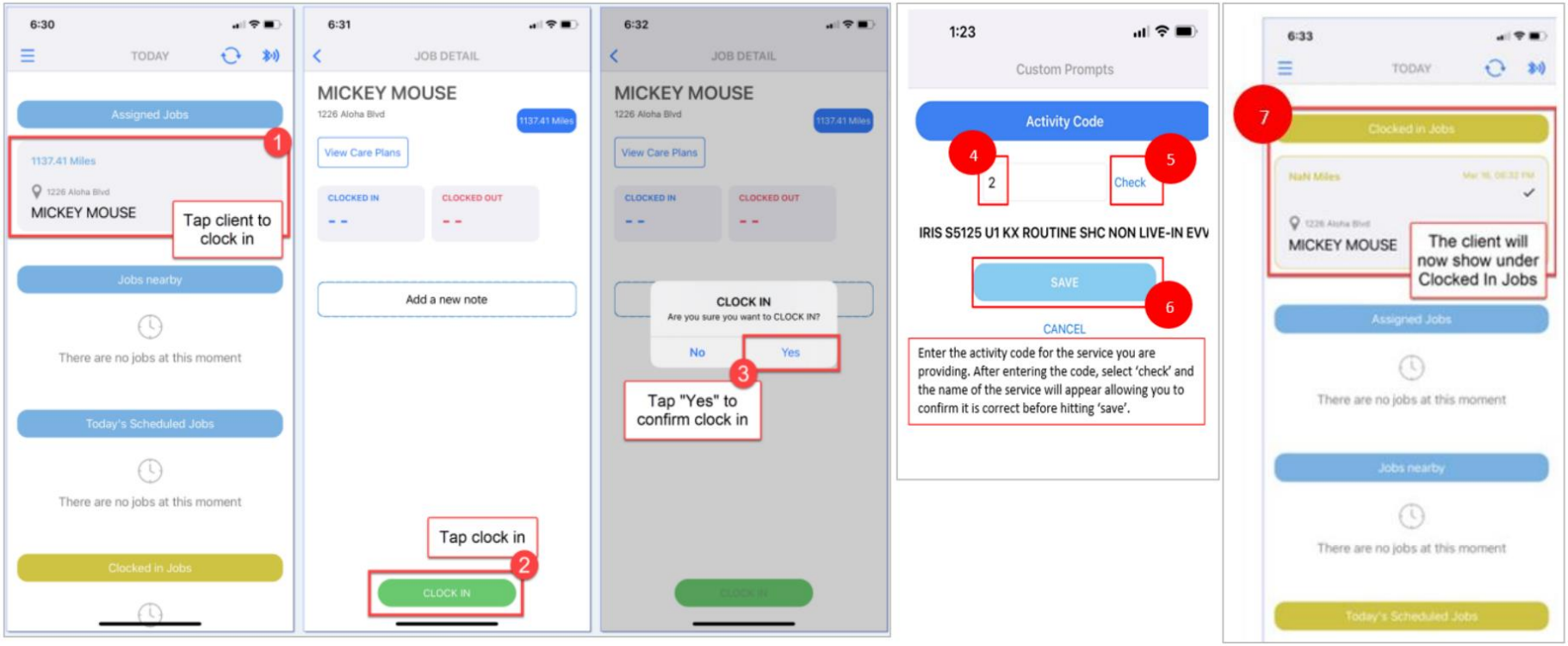
To log in, each Direct Care Worker must enter the following information:

- Agency Code: **1588** (specific to Lori Knapp Choice™)
- User or Employee Code: This code is specific to each Direct Care Worker. Lori Knapp Choice™ can provide this number to you.
- Date of Birth: You will type in your date of birth using MMDDYYYY as the format.



Clock-In

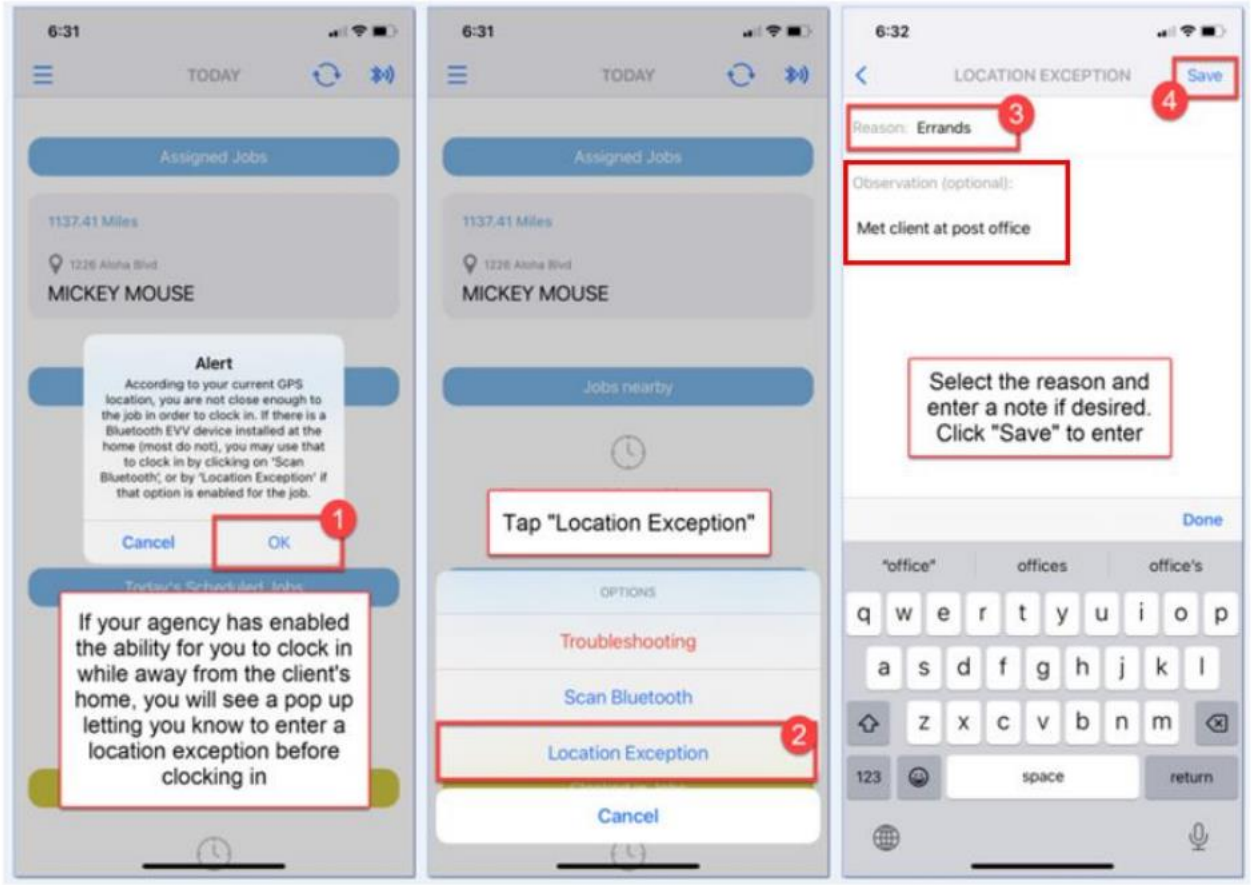
- Once you have logged into the mobile app, you will see assigned jobs. These are the consumers you are set up to provide services to.
- Select the consumer you want to clock in for.
- After confirming you want to clock in, you will be prompted to select the appropriate activity code.
- After entering the appropriate activity code, select 'Check.' This will allow you to confirm you gave entered the correct activity code.
- Once confirmed, select 'Save.'
- You will now see the shift under your Clocked in jobs.
- You have successfully clocked in.

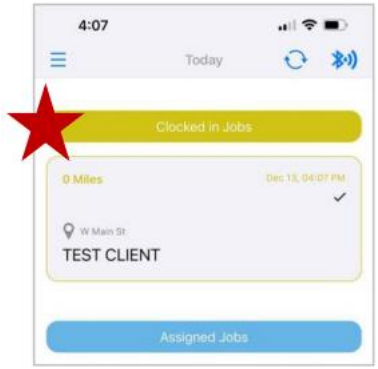
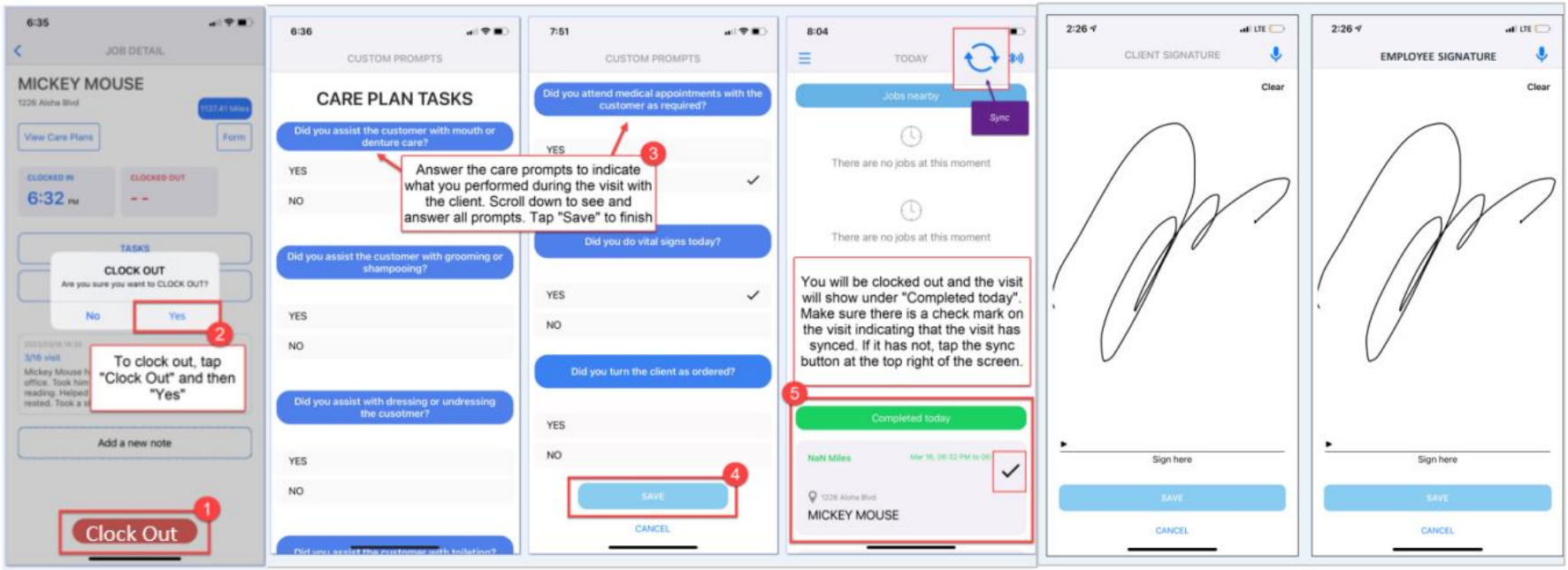


Clock-In: Location Exceptions

If you are not at the consumer's home, you will be prompted to enter a location exception at the time of clock in. This occurs when you provide approved services outside of the home (such as at the doctor's office).

- Enter a note in the observation field, if desired.
- Follow the prompts in the screenshots below.



Clock-Out:

- When you are ready to clock out, open the mobile app.
- You will see your clocked-in jobs available to select from to clock-out.
- Once selected, follow the prompts in the screenshots shown to finish clocking out.
- You will be prompted to select the services you provided during the shift. Once you have selected them, hit 'Save' to proceed.
- Be sure to obtain your consumer's signature and review your shift together.