



# Submit a Late Shift in CareAttend

If you were unable to submit a shift from a previous time, you can do so by using the “Make Adjustments” feature in CareAttend. Please note that adjusted shifts are NOT EVV compliant.

## Submit a Late Shift

1. In the CareAttend app, select “**New Shift**” (Fig. 01).
2. Select the individual you provided care for, then select “**Next.**”
3. Choose the type of care you provided, then select “**Next**” (Fig. 02).
4. Next, select “**Start Shift**” (Fig. 03).
  - Note: you must allow the shift to run for at least 1 minute.
5. To end the shift, select “**End Shift**” (Fig. 04).
6. On the Service Summary screen, select “**Make Adjustments**” (Fig. 05).
7. Review the adjustments attestation and select “**Enter Adjustments**” (Fig. 06).
8. Use the clock or your keypad to adjust the shift start and end date and time to reflect the previously worked shift (Figs. 07-08).
9. Choose an adjustment reason and select “**Save Changes**” (Fig. 09).



Fig. 01

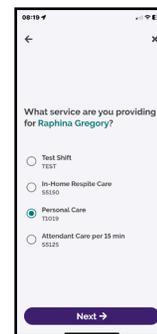


Fig. 02

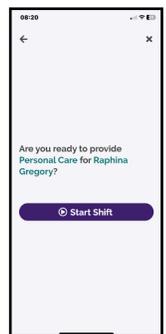


Fig. 03

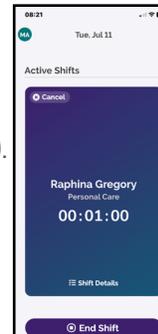


Fig. 04

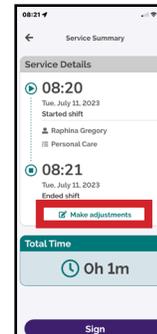


Fig. 05



Fig. 06

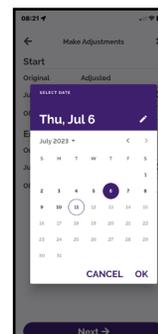


Fig. 07

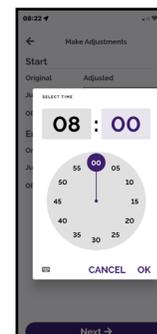


Fig. 08

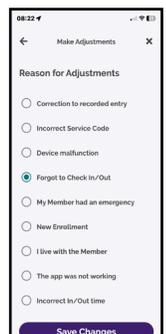


Fig. 09

## Submit a Late Shift (cont'd)

10. Review the shift details on the Service Summary screen, then select **"Sign"** (Fig. 10)

11. Tap inside the signature box and sign your name (Fig. 11).

12. If the Member is present, select **"Member Signature"** and ask the member to sign in the signature box and select **"Submit"** (Figs. 12-13).

- Your shift has been successfully submitted.

13. If the member is not present, select **"Unable to Obtain Member Signature"** (Fig. 14).

- Note: if you are unable to obtain the member's signature, the member will need to approve the shift in the DirectMyCare web portal before the shift can be paid.

14. Choose a reason why you were unable to obtain the member's signature then select **"Submit"** (Fig. 15).

- Your shift has been successfully submitted.

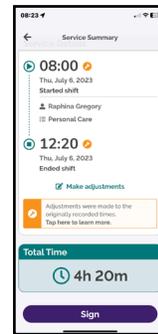


Fig. 10



Fig. 11

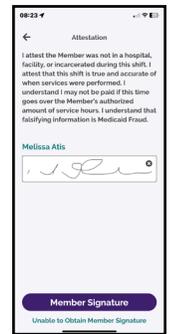


Fig. 12

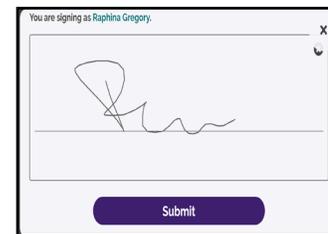


Fig. 13



Fig. 14

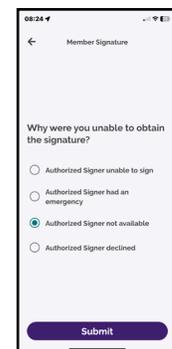


Fig. 15