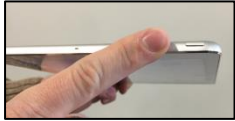


**Beginning Your Shift**

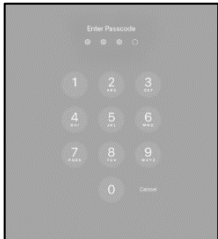
You will need to punch into your shift using the iPad and walk through the necessary check-in procedures within CareCheck, to begin your shift. The following will cover, waking up the iPad, using the Passcode, entering your credentials, signing on to the check-in procedures, and finishing the check-in process to begin your shift.



- Press the start button until the Apple logo appears on the screen



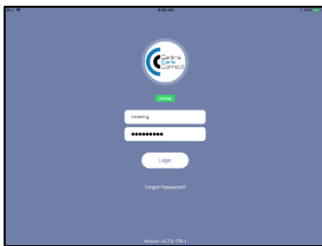
- Enter the 4-digit passcode from the log in screen to get to the main page



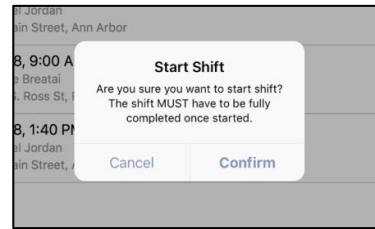
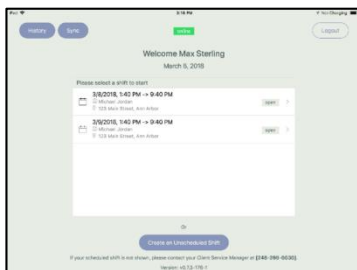
- From the Main Page, tap the CareCheck icon



- Enter your account name and password, then press Login

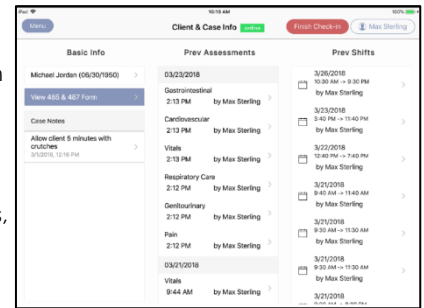


- Select the most current shift assigned to you



- Tap Confirm to Start your shift

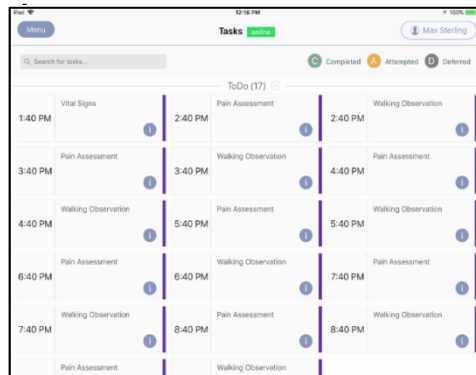
- Shift Check-In Process: Review the 485, Case Notes, Previous Shifts, and Previous Assessments



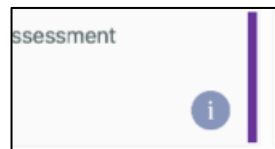
- Tap Finish Check-In after reviewing the Check-In content

**Working Your Shift**

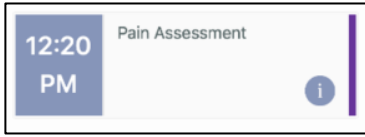
During your shift, it will be necessary to perform the provided tasks outlined in the client's plan of Care Document. CareCheck will house all information needed about the client and the tasks to be performed for the client's care.



- Select a task tile from the Task List

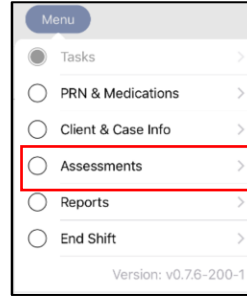


- Tap the information icon to view task description and history



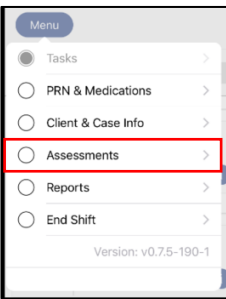
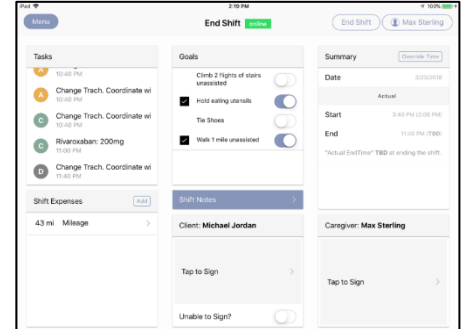
• Tap the date or the title of the task to open the task status window

• Select a task status (Attempted, Completed, or Deferred) and fill in the appropriate task fields. Tap Save to log the task



• Tap the Menu button and select End Shift

• Before ending your shift review shift tasks, mark off client goals, and enter any shift expenses

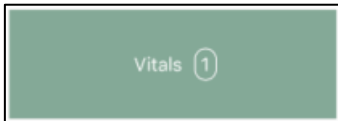


• Tap the Menu button and select Assessments to navigate to the Assessments tiles



• Select an assessment file and fill in the appropriate fields

• Fill in all required fields for the assessment and tap save to confirm the assessment



• Completed fields will be marked green

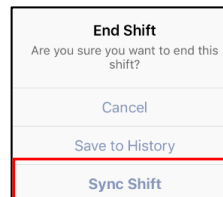
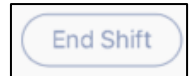


• Tap the Tap to Sign square within the Client signature box. Have the client sign with a stylus or their finger (Select Unable to Sign if applicable)



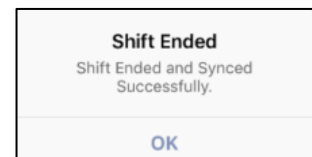
• As the healthcare provider Tap the Tap to Sign square and have the client sign within the box. (RNs and LPNs must include their profession when signing)

• When completed, tap the End Shift button in the upper right corner of your screen



• Tap Sync Shift

• Tap OK to close out and end your shift



### Ending Your Shift

Once you have completed the assigned responsibilities to your client and your shift hours have been completed, it will be time to end your shift and log out of the CareCheck mobile app