

Quick Start Guide

Clocking Out Using the EVV Mobile App

PCAs will use the EVV Mobile App on their smart device to start and end each visit.

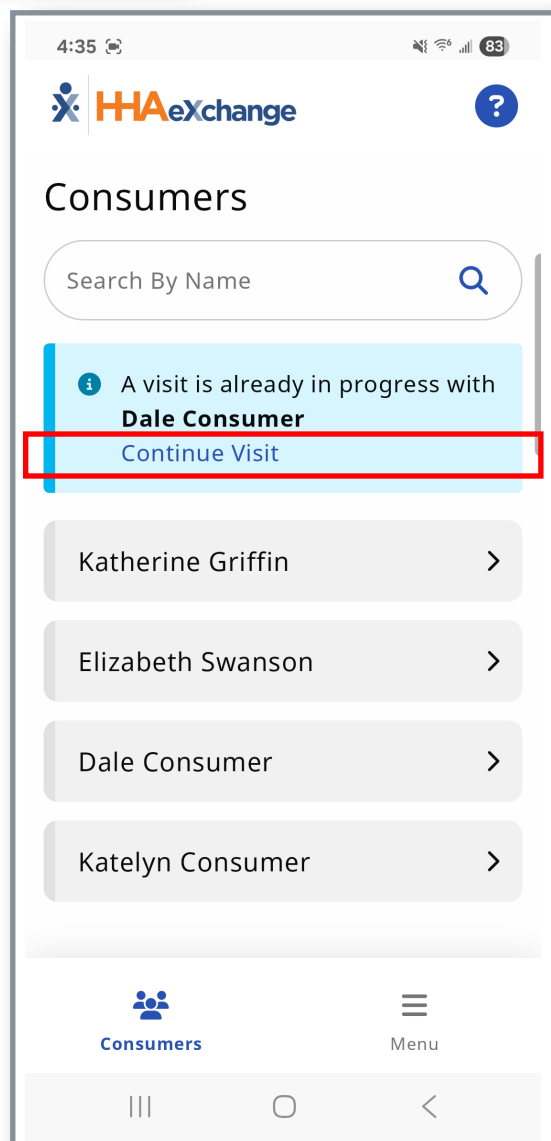
1 Step 1 - Login

At the end of your visit, tap the icon to open the EVV Mobile App.



Then, log into the EVV Mobile App.

Then, tap on **Continue Visit** in the blue box.

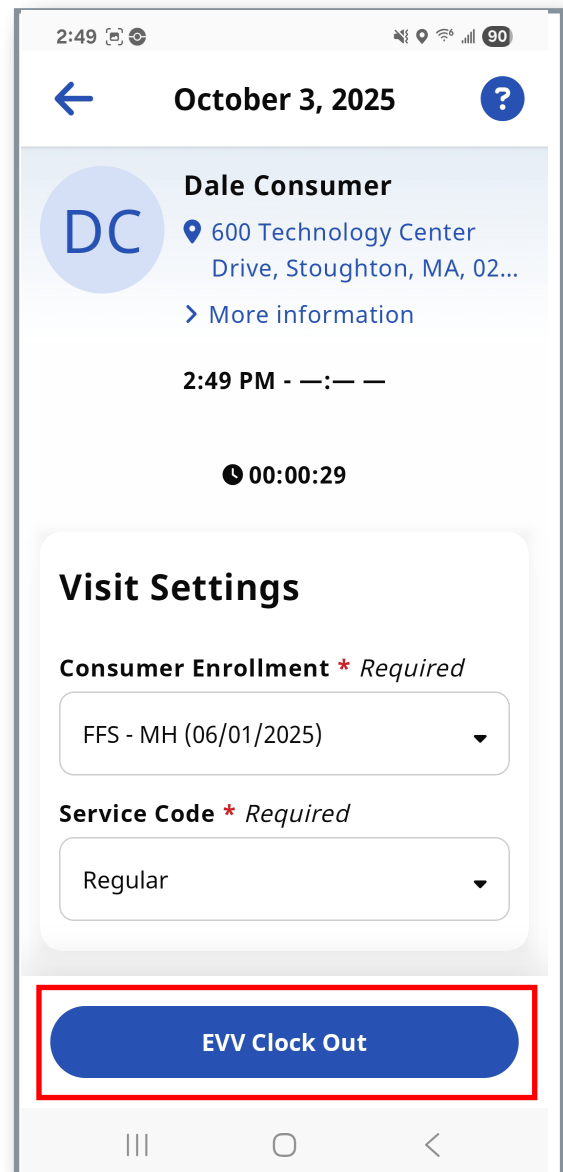


2

Step 2- EVV Clock Out

The Visit Details screen will appear.

Then tap on the
“EVV Clock Out” button.

A screenshot of a mobile application interface for EVV (Electronic Visit Verification) clocking out. The screen is titled "October 3, 2025" with a back arrow on the left and a help icon on the right. Below the title, there is a profile section for "Dale Consumer" with a blue circular icon containing "DC", an address "600 Technology Center Drive, Stoughton, MA, 02...", and a link for "More information". The current time is "2:49 PM" and the duration is "00:00:29". A "Visit Settings" section contains two dropdown menus: "Consumer Enrollment * Required" set to "FFS - MH (06/01/2025)" and "Service Code * Required" set to "Regular". At the bottom, a large blue button labeled "EVV Clock Out" is highlighted with a red rectangular border. The bottom of the screen shows standard Android navigation icons.

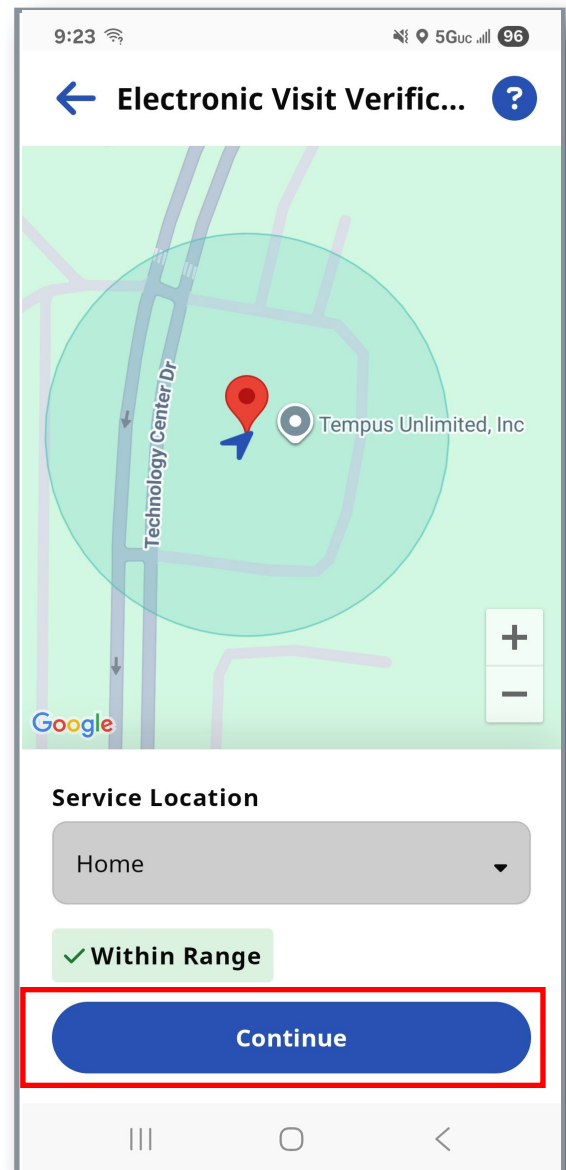
3

Step 3- Map Screen

The **Map** screen will appear.

This confirms your location at time of clock-out.

Tap the **Continue** button.



Note:

Consumer's Home location = Red pin

Radius for "Home" = Circle around Consumer's Home

PCA's location = Blue arrow

Service Location designation = "Home" or "Community"

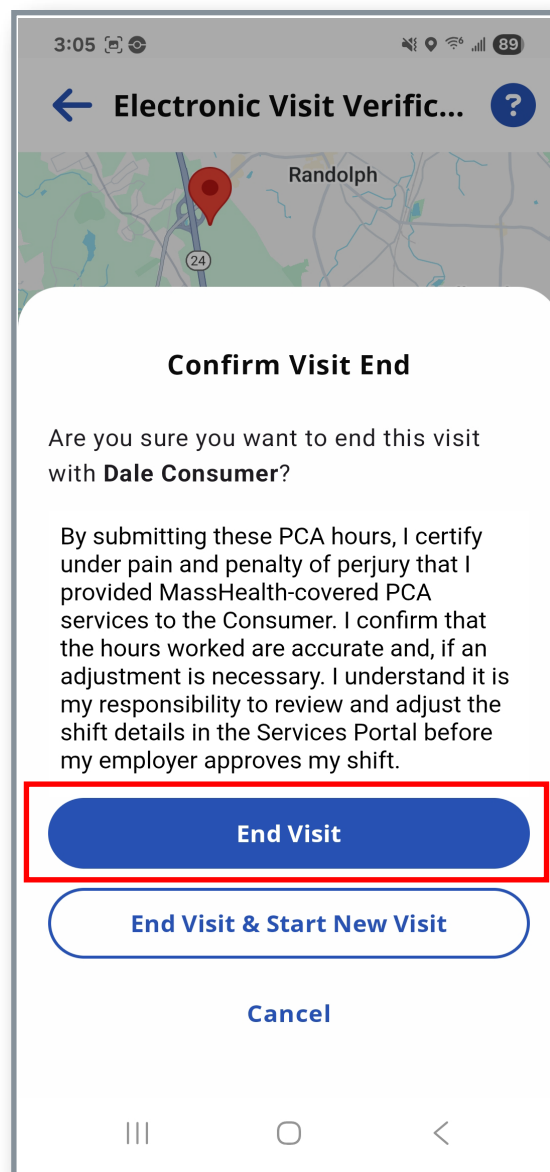
4 Step 4- Confirm Visit End

The **Confirm Visit End** message appears.

Tap **End Visit** to clock out of your shift.

You can also tap End Visit & Start New Visit, if you are immediately starting a shift for the same Consumer.

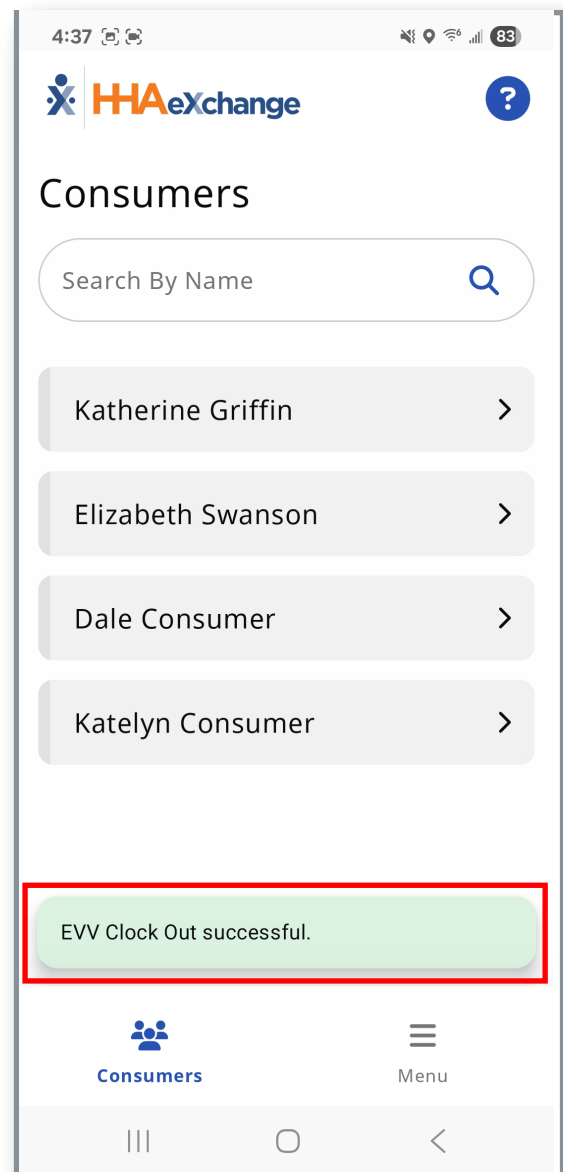
The EVV system automatically takes holidays into account.



Note:

The EVV Mobile App will automatically upload your shift to the EVV Portal. If you are connected to the internet when you end your shift, this will happen immediately. If you do not have internet when you end your shift, that's okay – however, you will need to connect to the internet by the end of the Pay Period, so the shift can be uploaded.

If you chose **End Visit**, you will return to the Consumers screen with a green message confirming **"EVV Clock Out was successful."**



Note: If you chose **End Visit & Start New Visit**, you will return to Map screen with green message confirming "EVV Clock Out was successful." You can then tap **"Continue"** to start a new visit.