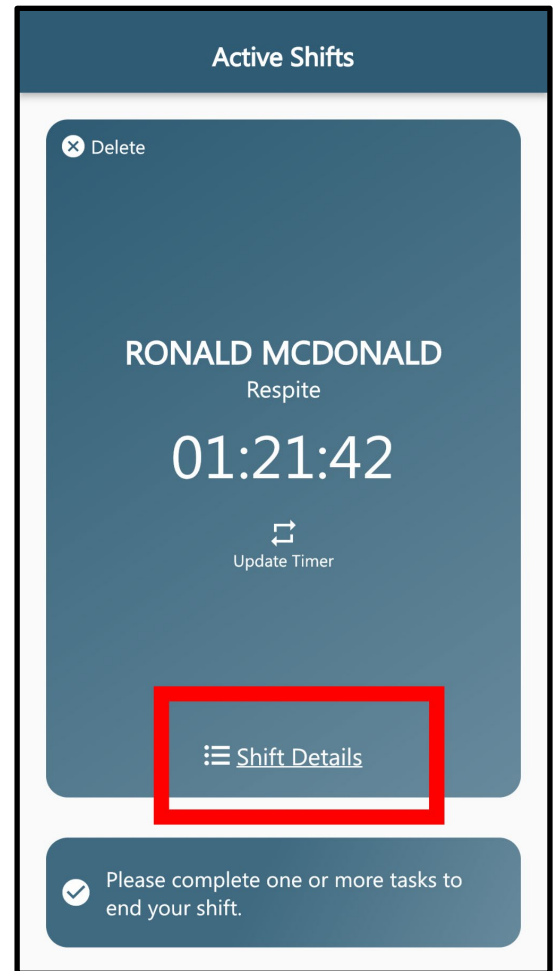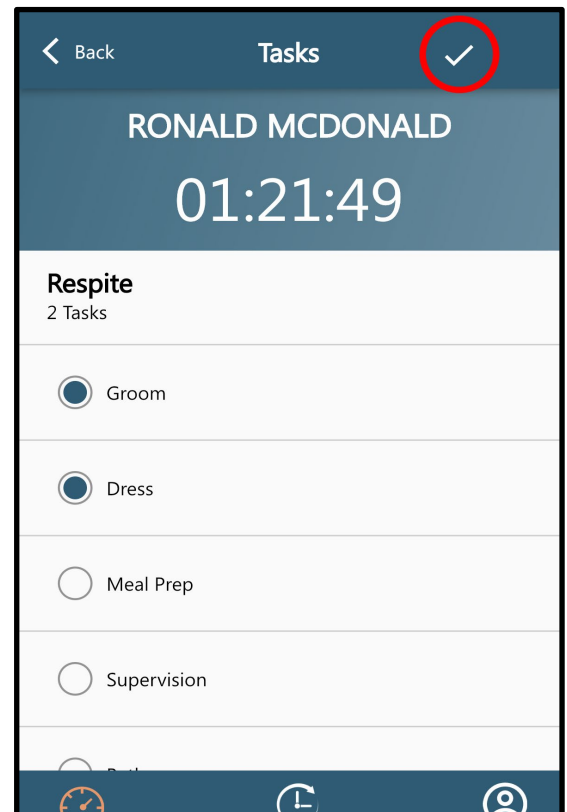# How to Clock Out of a Shift
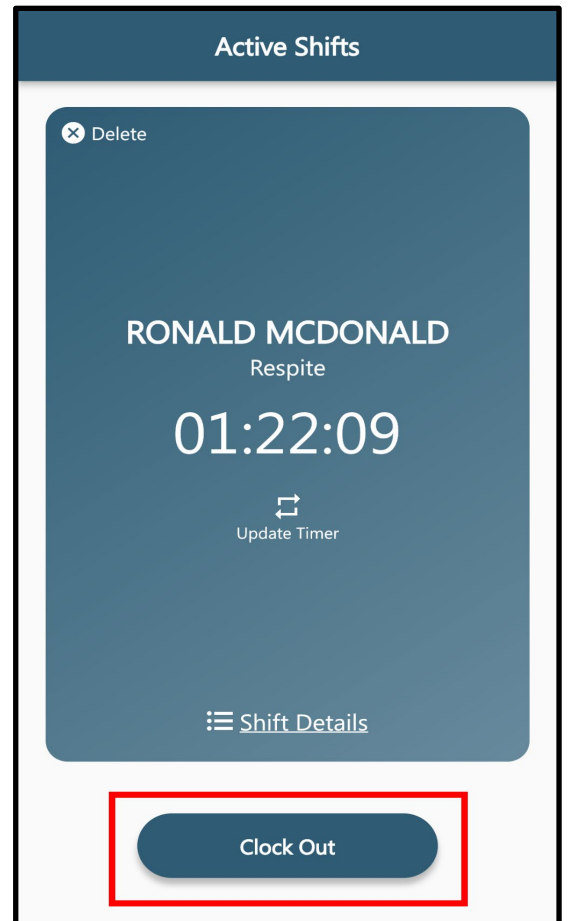
1. Open the Choice EVV app to reveal the Active Shifts screen. Select **"Shift Details"** to select which tasks you completed during your shift.

Active Shifts

⊗ Delete

RONALD MCDONALD
Respite

01:21:42

⇄
Update Timer

≣ Shift Details

✓ Please complete one or more tasks to end your shift.

2. Select the tasks you performed during your shift. When finished, select the ✔ button in the top right hand corner.

‹ Back   **Tasks**   ✓

RONALD MCDONALD

01:21:49

Respite
2 Tasks

⦿ Groom

⦿ Dress

◯ Meal Prep

◯ Supervision

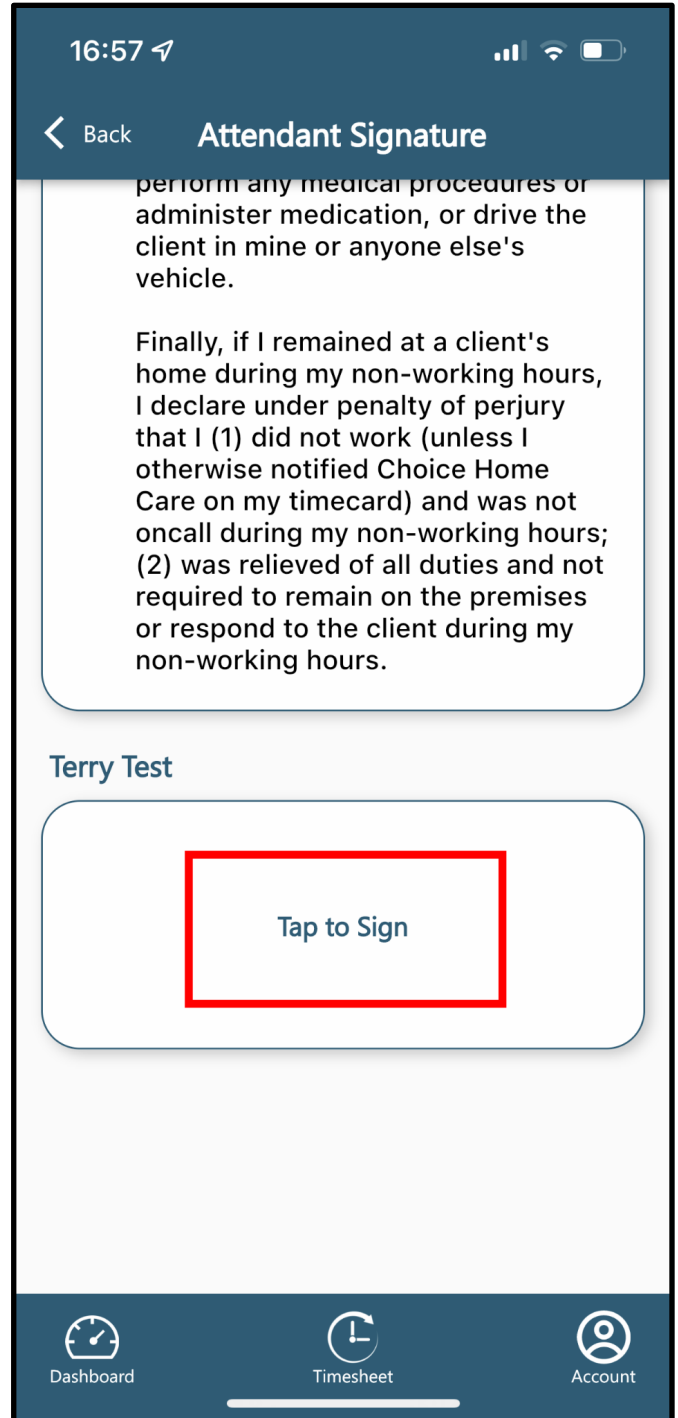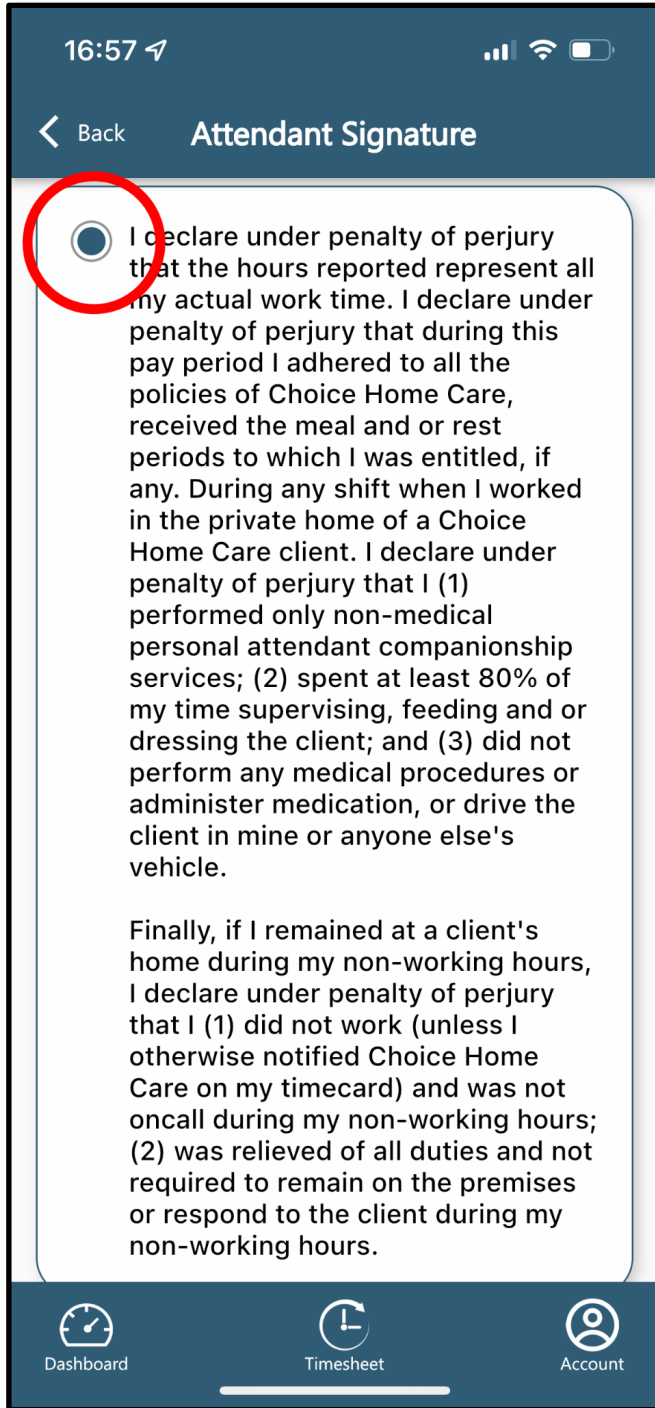**3.** Once you have returned to the Active Shifts Screen, select the **Clock Out** button.

4. To complete your Clock Out, confirm all of
The service details on the Visit Summary screen
and press **Sign**.
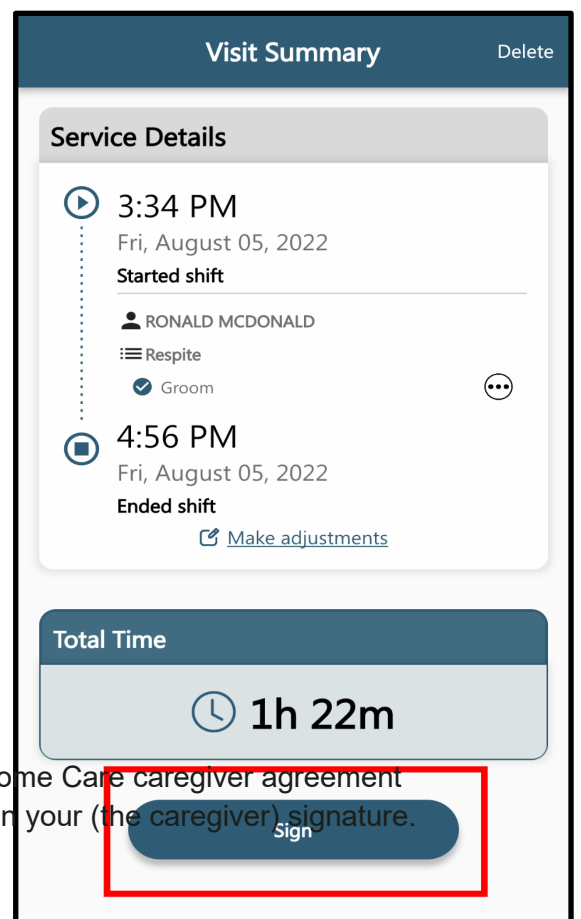
5. **Select** that you have read and understand the Choice Home Care caregiver agreement
and press **Tap to Sign** at the bottom of the screen to sign your (the caregiver) signature.

I declare under penalty of perjury that the hours reported represent all my actual work time. I declare under penalty of perjury that during this pay period I adhered to all the policies of Choice Home Care, received the meal and or rest periods to which I was entitled, if any. During any shift when I worked in the private home of a Choice Home Care client. I declare under penalty of perjury that I (1) performed only non-medical personal attendant companionship services; (2) spent at least 80% of my time supervising, feeding and or dressing the client; and (3) did not perform any medical procedures or administer medication, or drive the client in mine or anyone else's vehicle.

Finally, if I remained at a client's home during my non-working hours, I declare under penalty of perjury that I (1) did not work (unless I otherwise notified Choice Home Care on my timecard) and was not oncall during my non-working hours; (2) was relieved of all duties and not required to remain on the premises or respond to the client during my non-working hours.

Dashboard   Timesheet   Account

perform any medical procedures or administer medication, or drive the client in mine or anyone else's vehicle.

Finally, if I remained at a client's home during my non-working hours, I declare under penalty of perjury that I (1) did not work (unless I otherwise notified Choice Home Care on my timecard) and was not oncall during my non-working hours; (2) was relieved of all duties and not required to remain on the premises or respond to the client during my non-working hours.

Terry Test

Tap to Sign

Dashboard   Timesheet   Account

6. Select **Recipient Signature** and pass your device to the Parent or Guardian to sign.

Once you have obtained the Parent or Guardian signature, press **Submit Entry** to finally Clock Out of your shift.

*If you are unable to obtain a signature, select "Unable to Obtain Signature" and someone from the office will contact the family to verify your visit.