



LOGGING IN AND VIEWING SCHEDULE



1

OPEN APP



***Note:** There are two versions of the app in the Google Playstore, please do NOT download the AlayaCare RPM

When first downloading the application, please 'Allow Location Services'

2

LOG IN

A. Enter the corresponding address:

The first time you login, please enter the company server name under the following address:

ccor.alayacare.com

***You will only need to enter this once and it may already be done for you.**

AlayaCare

Welcome!

Please enter your company server name

NEXT

B. Enter your email and password:

Your email is your

FirstName.LastName.LastTwoOfYourSSN@blossomMHCS.us

For example, John Doe would be John.Doe.34@blossomMHCS.us

Your initial password is 8 characters long, it consists of your CAPITAL FIRST INITIAL lower case last initial Last Four of your Social Security Number \$!

For example, John Doe would be Jd1234\$!

AlayaCare

LOG IN



SELF-SCHEDULING

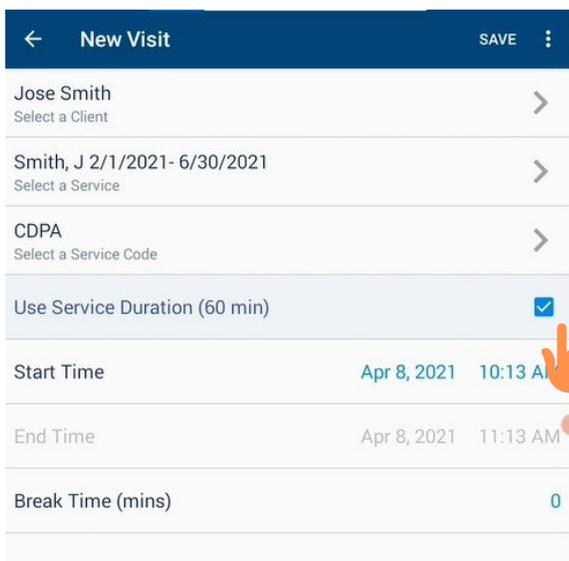
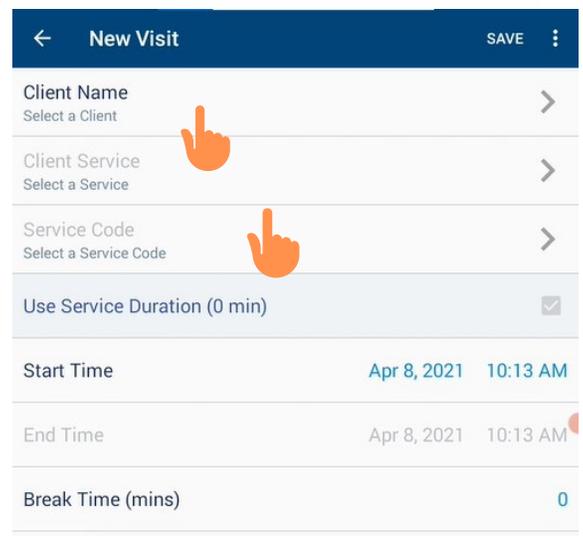


3

ADDING VISITS

- When you first log in, you will see a blank schedule for the current date.
- To view future dates swipe to the right, to see past dates, swipe to the left

- To add a visit, tap on the plus button, a New Visit screen will come up
- Tap on Client Name, Only your consumer(s) name(s) will show in this list. Select the appropriate consumer. Then tap on the back arrow or select.
- Tap on Client Service, this may auto populate, if nothing comes up select the service code that has the appropriate date range. Tap the back arrow or select.



- Use Service Duration (60 min) will be selected by default, uncheck the blue box to allow you to schedule a shift for more than one hour.
- Enter Start time: make sure the appropriate Date and time are selected. Shifts should be scheduled in 15 minute increments.
- Repeat for the End time
- Break time will always be zero

- Tap on Save



OVERNIGHT SHIFTS AND CLOCKING IN



Overnight Shifts

- Should be scheduled as two separate shifts
- First shifts should be start time- 12 am the following day
- Second shift should be 12 am to the end time

See example to the right

Start Time	Apr 12, 2021	10:00 PM
End Time	Apr 13, 2021	12:00 AM
Start Time	Apr 13, 2021	12:00 AM
End Time	Apr 13, 2021	7:00 AM

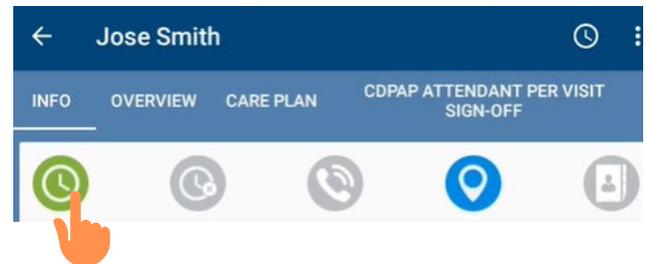
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CLOCK IN

To Clock in, tap on the shift you wish to clock into



Tap once on the green clock to clock in. Visit will turn green indicating you have clocked in.

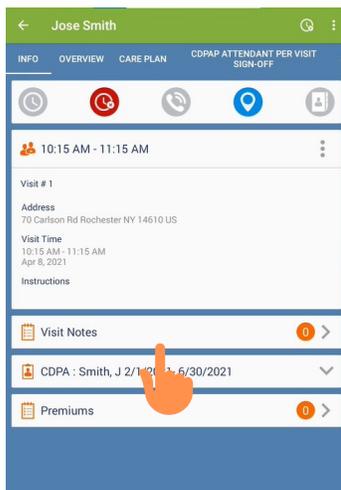


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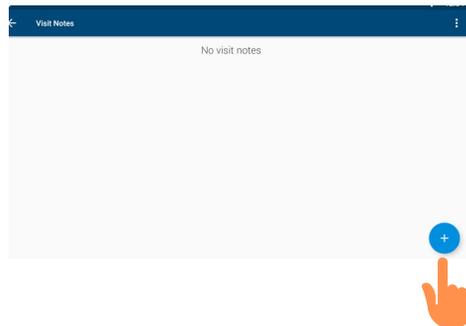
VISIT NOTES

To leave your CDPAP Coordinator a message about the visit:

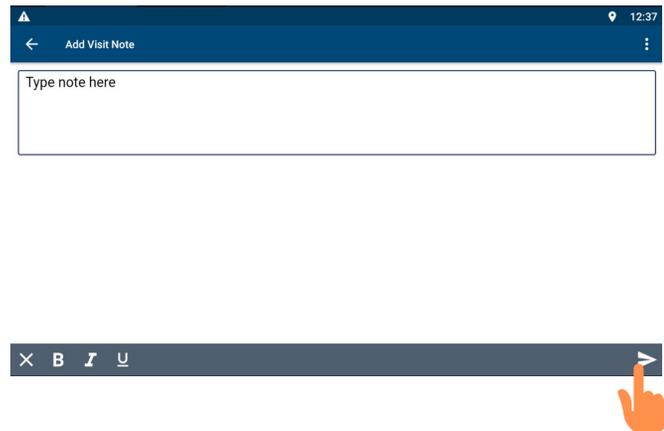
Tap on Visit Notes



Tap on the + Button



Type in your note
Tap the Arrow button to send





CONSUMER SIGN-OFF AND CLOCKING OUT



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SIGNATURES

To sign, tap on the shift you wish to sign



Signatures are to be completed at the end of every shift

Scroll over to CDPAP ATTENDANT PER VISIT SIGN-OFF



Tap on the + Button
Note: The Screen will always be blank



Attendants Signature:

Add the date of the shift
Type in CDPAP Attendants FULL NAME
Tap on the pen to sign CDPAP Attendants FULL NAME * Do NOT use Initials*
Tap on Done or the Check mark on the bottom

Verification
Date of Shift *

Attendant Name *

Attendant Attests:
With my signature, I certified that I have followed the CCOR procedures for completing this time record and I have provided personal care services as directed on the care plan devolved by the authorized agency. I have accurately recorded initiated this time record at the beginning and end of each shift I worked. My hours are not being claimed while the consumer was hospitalized. I understand that these hours are billed to Medicaid and that this is a Medicaid funded program. I understand that the Federal False Claims Act (31 USC 3729-3733) imposes liability on any person who submits a claim to the federal government that he or she knows to be false. I understand that recording time that I did not work, or failure to follow any CCOR's policies may result in termination of my employment as well as repayment to CCOR for fraudulently billed hours. In addition, falsifying time records could result in criminal prosecution as per Social Services law 366-b.

Attendant Signature *

Supervisors Signature:

Tap on the pen
Hand to Consumer to Sign
Tap on the check mark or Done
Hit Submit

Supervisor attests:

I have reviewed this time record and it accurately records the personal care services I have received on the dates indicated. I attest that the services I received were provided as directed on my care plan and that no hours were worked during any part of a hospitalization. I understand that this is a Medicaid funded program and that hours listed above will be billed to Medicaid. I understand that falsification of time records or failure to follow any of CCOR's policies may result in termination of my attendants, repayment of fraudulently billed hours and my removal from the program. I may also be subjected to criminal prosecution

Client/Supervisor Signature *

SUBMIT >

Note: If your Consumer has a Designated Representative, in the Supervisor space write the letters "D/R."

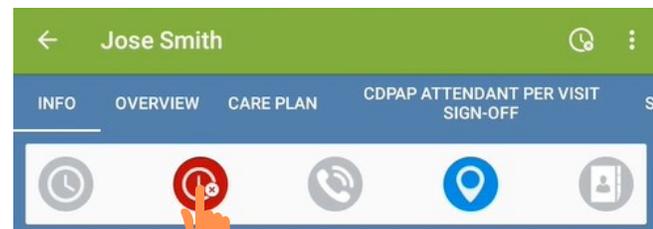
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Clocking Out

Tap on the shift you wish you clock out of



Tap once on the RED clock





EDITING VISITS AND EXTRAS



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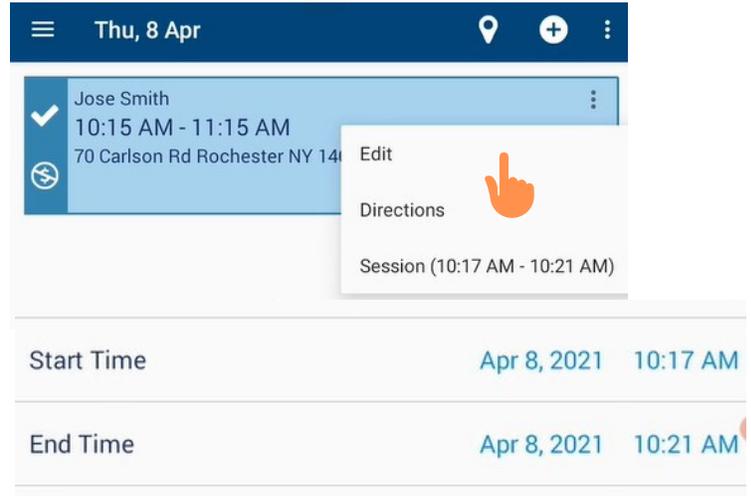
If your scheduled visit time does not match your clocked you will need to follow this process.

EDITING VISITS

Tap on the 3 horizontal dots



Note the clock in and out times, tap on Edit

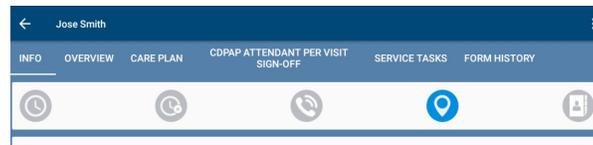


Adjust the Start and End time to match the clocked time
Hit Save

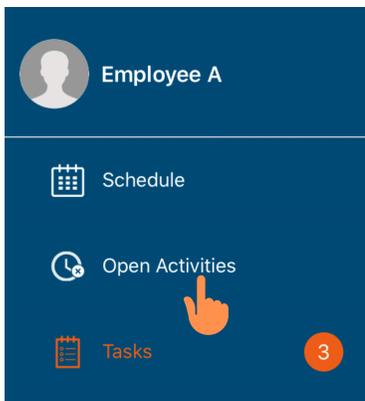
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GRAYED OUT CLOCKS

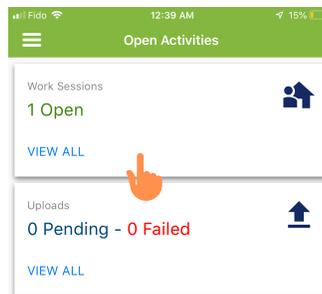
If your clock in and out buttons are grayed out follow this process



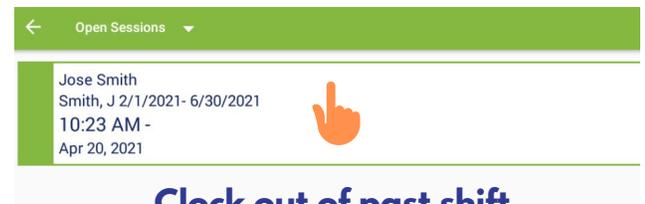
Tap on the Menu button
Tap on Open Activities



Tap on View All



The shift you are still clocked into will appear, select the shift



Click out of past shift



Once you have clocked out of the past shift, you are now able to clock into the current shift

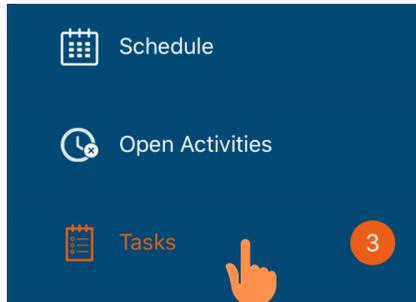


TASKS AND SETTINGS



Menu ( button in the upper left)

Tasks



Task will show if you have any forms that are due soon (for example, HR related material)

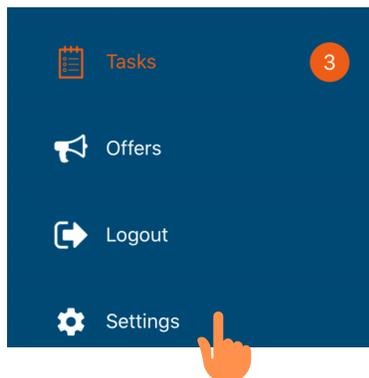
Tasks without a Form:

- Tasks requiring your attention will appear as an orange icon
- Tap on a task to gain more information about what is required
- Click Close when you are finished the task

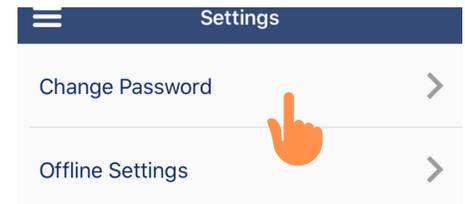
Tasks with an attached Form:

- If the task includes a Form to be completed, click Fill Report
- Completing the report will mark the Task "Closed"

Settings



In settings, you will have the option to change your password



DONT FORGET: to sign out of your profile via  in the upper left hand corner: Signing out of your profile will ensure that the next staff person can log in for their shift, as well as ensures the next staff person doesn't accidentally affect your hours in your profile.

NOTE: You are free to use AlayaCare on a personal device, but you do need an internet connection for it to work. If you choose not to use your own device, there is a tablet in every client's home for you to use instead. Please note that the app does not use much data, but Blossom will not be covering your costs if you choose to use your own device.