

Vesta Mobile Application – Mobile Method



Follow these steps to ensure you can successfully clock in and clock out from the member's home, using the Vesta Mobile Application.

LOGGING IN TO THE APPLICATION

- Launch the Vesta Mobile Application from the smartphone.
- For first time use, enter the Agency ID, Service Attendant ID, and the Security PIN in order to login. If you previously logged in and did not log out completely, you must enter your **Security PIN**.

CLOCK IN

- From the Mobile Method main screen, select **New Visit**.
- Enter the Member EVV ID or select the Member EVV ID using the dropdown.
- Use the drop-down to select the service that is being provided for the visit.
- Select **Clock In**.

VISIT IN PROGRESS

- Once a visit has started, the Vesta Mobile Application may remain open or it may be closed.
- If Vesta Mobile Application is left open, the **Visit In Progress** screen displays when accessing the application.
- If the Vesta Mobile Application is closed or the smartphone shuts down due to power loss, once the phone is restarted and upon re-launching the Vesta Mobile Application, the **Visit In Progress** screen displays.

Note: Closing the Application does not stop the timer that shows the duration of the visit.

CLOCK OUT

- If the application has been closed, launch the Vesta Mobile Application, and enter the Security PIN to re-open it.
- Click **Clock Out** to end the visit. A Confirm Clock Out prompt appears.
- If ready to end visit, click **OK**. Visit details appear.
- Click **OK** to close the detail information.

Note: You will not select a service upon clocking out. The original service selected is associated with the clock in and clock out.

****The Vesta Mobile Application uses Global Positioning Service (GPS) to identify the location of a visit ONLY at the time a CDS employee clocks in and clocks out. The Vesta Mobile Application does not use GPS at any other time during the visit.**

Vesta Mobile Application – Community Location



Follow these steps to ensure you can successfully clock in and clock out away from the member's home, using the Vesta Mobile Application.

CLOCK IN

- From the mobile app main screen, select **New Visit**.
- Enter the Member EVV ID or select the Member EVV ID using the dropdown.
- Use the drop-down to select the service that is being provided for the visit.
- Select **Clock In**.
- The screen shows the distance from the Learned Location is beyond 100 feet and a highlighted button labeled 'Service Location' prompts you to select a location before continuing.
- Select the appropriate Service Location from the drop-down list and select **Continue**.

VISIT IN PROGRESS

- Once a visit has started, the Vesta Mobile Application may remain open or it may be closed.
- If Vesta Mobile Application is left open, the **Visit In Progress** screen displays when accessing the application.
- If the Vesta Mobile Application is closed or the smartphone shuts down due to power loss, once the phone is restarted and upon re-launching the Vesta Mobile Application, the **Visit In Progress** screen displays.

Note: Closing the Application does not stop the timer that shows the duration of the visit.

CLOCK OUT

- If the mobile app has been closed, launch the Vesta Mobile Application, and enter the security pin to re-open the mobile application.
- Click **Clock Out** to end the visit.
- The screen shows distance from Learned Location is beyond 100 feet and therefore a highlighted button labeled **Service Location** prompts you to select a location before continuing.
- Select the appropriate **Service Location** from the drop-down list and select **Continue**.
- Upon clicking **Continue**, visit details are displayed. You have the option of making corrections to service locations before clicking **OK**.

Note: You will not select a service upon clocking out. The original service selected is associated with the clock in and clock out.

****The Vesta Mobile Application uses Global Positioning Service (GPS) to identify the location of a visit ONLY at the time a CDS employee clocks in and clocks out. The Vesta Mobile Application does not use GPS at any other time during the visit.**

Vesta Mobile Application – Alternative Device



Follow these steps to ensure you can successfully clock in and clock out from the member's home, using the alternative device with the Vesta Mobile Application.

CLOCK IN

- From the mobile application main screen, select the **Menu** icon and select **Alternative Device**.
- Select the **New Visit** button.
- Enter the Member EVV ID or select the Member EVV ID using the dropdown.
- Use the drop-down to select the service that is being provided for the visit then select **Submit**.

CLOCK OUT

- If the application has been closed, launch the Vesta Mobile Application and enter the security PIN to re-open the application.
- Enter the **Token Number Out** and select **Submit**.
- You will not select a service upon clocking out. The original service selected will be associated with the clock in and clock out.
- Upon clocking out, the service details will display.

The Vesta Mobile Application does not use Global Positioning Service (GPS) when clock in and out with the alternative device.

The Vesta EVV system uses information gathered from the Vesta Mobile Application to auto-verify visits.

When specific criteria are met for a visit, the visit will auto-verify and will not require visit maintenance.

With a scheduled visit:

- CDS Employee EVV ID must match.
- The Member EVV ID must match the EVV ID for the member (members can only be identified by the EVV system via this number).
- Valid Device Value for Time In (when entering Token numbers through the Vesta Mobile Application).
- Valid Device Value for Time Out (when entering Token numbers through the Vesta Mobile Application).
- EVV total worked hours must match the scheduled hours for the visit.
- There should only be one clock in and one clock out per visit for the member.

Without a scheduled visit:

- CDS Employee EVV ID must match.
- The Member EVV ID must match the EVV ID for the member (members can only be identified by the EVV system via this number).
- Valid Device Value for Time In (when entering Token numbers through the Vesta Mobile Application).
- Valid Device Value for Time Out (when entering Token numbers through the Vesta Mobile Application).
- There should only be one clock in and one clock out per visit for the member.