

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

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

Logging into the Application

- » Launch the Vesta Mobile App from the smartphone
- » Enter Agency ID, Service Attendant ID, and Security PIN to log in.
If returning, only enter Security PIN

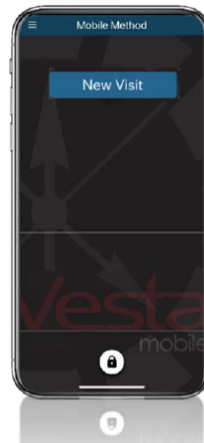
Security PIN: _____

- » **Agency ID: 6390 Employee EVV ID:** _____
- » CDTX will provide Service Attendant ID, Security PIN, and EVV IDs

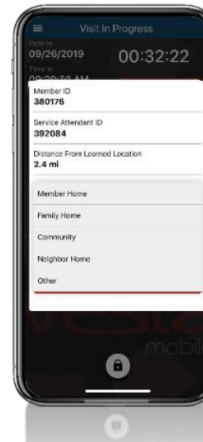
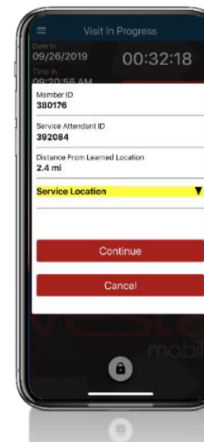


Clock In

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

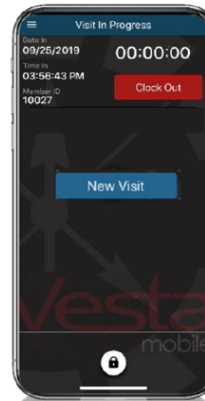


- » If the Employee is clocking in from a Community Location, the screen will show the distance from the Learned Location is beyond 100ft and a highlighted button labeled **Service Location** will prompt the Employee to select a location before continuing.
- » Select the Service Location from the dropdown menu and select **Continue**.



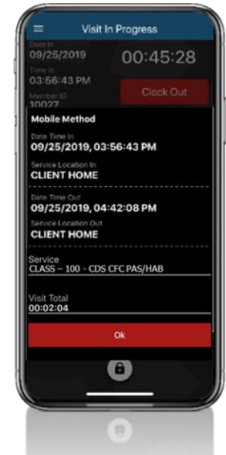
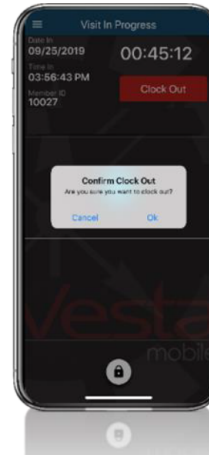
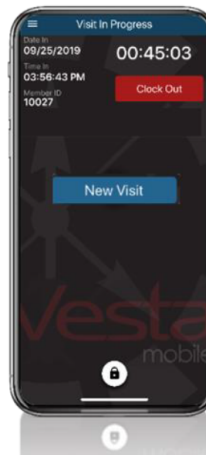
Visit in Progress

- » Once a visit has started, the Vesta Mobile App may remain open or it may be closed.
- » If the Vesta Mobile App is closed, or the smartphone shuts down due to power loss, the Vesta Mobile App will display the Visit in Progress screen upon re-launch.



Clock Out

- » If the App has been closed, re-launch the Vesta Mobile App and enter the Security PIN to re-open it.
- » Select Clock Out to end the visit. Select OK on the Confirm Clock Out prompt, then select OK to close visit details.



- » If the Employee is clocking in from a Community Location, the screen will show the distance from the Learned Location is beyond 100ft and a highlighted button labeled **Service Location** will prompt the Employee to select a location before continuing.
- » Select the Service Location from the dropdown menu and select **Continue**.

