

WORKER _____

WORKER ID _____

Instructions to install the AuthentiCare 2.0 Mobile Application to your Android Mobile Device	
1.	From your mobile phone, install the AuthentiCare 2.0 Mobile Application from the Google Play Store. Tap on Open to open AuthentiCare 2.0.
2.	Tap Allow AuthentiCare 2.0 to access this device's location and Tap Allow AuthentiCare 2.0 to make and manage phone calls. The terms and conditions must be accepted prior to installing the App to your mobile phone.
3.	The first screen requires you to enter a setup code. The Setup Code designates in which environment you will be working (Live/Production or Test/Training). Enter the Setup Code and tap Submit. Production Setup Code = AlabamaPRD (----OR---- Training Setup Code = AlabamaCAT)
4.	Make sure your provider agency has “mobile-enabled” both the agency and you as a worker.
5.	After entering the setup code and Submitting, you will be taken to the login screen. The phones Device ID can be located under Settings.
6.	Tap on Settings on AuthentiCare 2.0 Login screen which takes you to the next screen where you can tap on the Device Identifier to get the Device ID . Your provider agency will need this Device ID to enter on your <i>Worker Entity Settings</i> page in AuthentiCare.

Instructions for a Mobile App Check-In	
1.	You are at the client's location. Tap NEW CHECK-IN . Tap the name of the client to be served. Verify the client's address and location to be served. Tap Services . Select the service; tap DONE . If required, enter Mileage and Travel Time . Tap SUBMIT CHECK-IN .
2.	A Check-In Success screen displays; tap OK . The Appointment screen displays. Once the Check-In occurs, the headings, Observations and Activities display along with SUBMIT CHECK-OUT. There is a choice for an immediate Check-Out or a return to the main Appointments screen by tapping the back arrow on the mobile device. The visit details screen displays. A second tap of the back arrow on the device displays the visit as In Progress.
3.	Once services are completed, tap Pending Check-Out . If required, tap Activities to open the list. Choose one or more Activities; tap DONE . If required, tap Observations to open the list. Choose one or more Observations; tap DONE . Tap SUBMIT CHECK-OUT .
4.	The Check-Out Success screen displays. Tap OK . The visit details screen displays. Tap the back button on the mobile device to view the status as Completed next to the client's name with the Check-In and Check-Out times of the visit.
5.	All stored data, except stored visits, is deleted at 2:00 AM each morning for privacy and security reasons. To view stored data again, a log in to the mobile app has to occur.

Instructions to Check-In and Check-Out in a Limited Service Zone	
1.	You are at the client's location. The screen banner has darkened. "No data connection" displays on the screen with "Sync failed: No data connection" flashing intermittently on the screen. Tap NEW CHECK-IN .
2.	Add the client's ID number. Tap Services to open the services list. Choose the service to be provided; tap DONE . Enter Mileage and Travel Time if required . Tap SUBMIT CHECK-IN . The message in the darkened banner displays as "No data connection."
3.	Once the Check-In occurs, the headings, Activities and Observations display along with SUBMIT CHECK-OUT . There is a choice for an immediate Check-Out or a return to the main Appointments screen by tapping the back arrow on the mobile device. The visit details screen displays.
4.	A second tap of the back arrow on the mobile device displays the visit as In Progress with the Check-In time. The client ID also displays with "Pending Check-Out – Not synced."
5.	Once services are completed, tap Pending Check-Out . If required, tap Activities to open the list. Choose one or more Activities; tap DONE . If required, tap Observations to open the list. Choose one or more Observations; tap DONE . Tap SUBMIT CHECK-OUT . The Check-Out Success screen displays. Tap OK .
6.	The visit details screen displays including GPS coordinates, if detected. Tap the back button to view the status as Completed next to the client's name with the Check-In and Check-Out times of the visit.
7.	The visit details screen displays. Tap the back button on the device to return to the Appointments screen. Now the visit displays as Completed - Not Synced with only the Check-In time.
8.	Visit data is stored in the mobile app on the mobile device. A push of the data is done when the device detects it is back in a cellular service zone. Status will display as Not Synced until the device has all data back to the AuthentiCare system. Once that is done the visit displays as Completed with both Check-In and Check-Out times if the services requires a Check-Out time.

Android Device requirements for AuthentiCare 2.0:

- Please remember only Android mobile devices with operating systems 4.4 and greater will support AuthentiCare 2.0. Users of Android mobile devices with operating systems prior to 4.4 will not be able to log in to the AuthentiCare 2.0 mobile application.