

WORKER _____

WORKER ID _____

Instructions to install the AuthentiCare 2.0 Mobile Application to your iOS Mobile Device	
1.	From your mobile phone, install the AuthentiCare 2.0 Mobile Application from the Apple App 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 phone's 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. NOTE: This Device ID must be sent to your Provider so it can be added (for new mobile users) or updated (for current mobile users) in the AuthentiCare website under the worker or provider record. If you were previously using the old AuthentiCare mobile application from your iOS device, a new Device ID will be issued once you download the new AuthentiCare 2.0 mobile app.

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, Activities, 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 in the heading. The visit details screen displays. A second tap of the back arrow in the heading 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 arrow in the heading of 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 visit data, 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. 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, 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 in the heading. The visit details screen displays.
4.	A second tap of the back arrow in the heading 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 arrow 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 arrow in the heading to return to the Appointments screen. Now the visit displays as "Completed - Not Synced" with only the Check-In time for a service that requires both a Check-In and a Check-Out.
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 service requires a Check-Out time.

iOS Device requirements for AuthentiCare 2.0:

- Please remember only iOS mobile devices with operating systems 9.0 and greater will support AuthentiCare 2.0. Users of iOS mobile devices with operating systems prior to 9.0 will not be able to log in to the AuthentiCare 2.0 mobile application.