

CLOCK IN/ OUT SYSTEM



App looks like this

1. **USING A SMART PHONE/ TABLET:**
2. Download Smartcare app from Appstore.
3. Log in using your username and password
4. **PORTAL:** careohio
5. **USERNAME:** first and last name all lower case no space.
6. **PASSWORD:** Firstname#last4ofssi@cs all lower case except 1st letter
7. Go to <https://careohio.smartcaresoftware.com> and drag the key to unlock
8. Select 'This Week's Assignments'
9. Select the scheduled shift you are clocking in for and then select 'Clock'.
10. To clock yourself in, select 'Clock In' and allow GPS.
11. While on shift document all task performed for your client on the app.

AT THE END OF YOUR SHIFT:

3. Under task select 'Activities' and check off everything you did for your client
4. Click 'Update' to submit your activities
5. Select 'Customer Signature' and have your client sign on your phone using their finger/ stylus then save your work.
6. Select 'Clock Out'

USING THE TELEPHONY SYSTEM: (Only in case you can't use your phone)

1. From your Client's phone call (833) 751-2286
2. Enter your Employee ID number
3. Enter your unique pin #
4. Enter client name or client ID #
5. Follow voice prompt instructions to clock in and out
6. Follow voice prompts to enter the activity codes for everything you did for your client (activity codes upon request)

CLOCKING IN/OUT IS NOT AN OPTION.

Please make sure you are clocking in and out at your scheduled times. If there are any changes in the schedule, you will need to notify the scheduler for it to be changed in the system. If you have any questions please call us at **(419) 490-6699 or (419) 908-9888**