



agency caregiver EVV
implementation guide



Congratulations! You have been invited to use Pavillio for your electronic timesheets.

Let's get started!

Create your password:

Locate the email with your temporary password. Be sure to look in the spam filter or junk folders as this password expires. Read/follow the instructions in the email and decide where you will capture the visit record. Enter the email address of where you received the welcome email as your username, enter your temporary password, click login and change your password when prompted. This password expires in 30 days!



Pavillio Access:

Go to app.pavillio.com. Enter the email address of where you received the welcome email as your username, enter your temporary password, click login and change your password when prompted. Note that if you click on the link from the email you received with your temporary password, you will be automatically directed to the URL.

Google Chrome is the preferred web browser. Remember to bookmark the site! You can create an icon widget for your mobile device from a web browser.

If you have an iPhone...

Note: The steps below will work on an iPad as well.

- Visit the website in your **Safari** browser.
- Tap the **Action** button (the square button with the arrow pointing upwards).
- Scroll down and tap **Add to Home Screen**.
- Give the shortcut icon a **name** that will allow you to quickly recognize what the icon is for.
- Tap the **Done** button. The icon should now be on your Home screen.

If you have an Android phone...

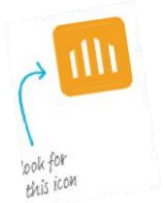
Note: The steps below will work on an Android tablet as well. If you have an Android device, the procedure for creating an icon shortcut to your favorite website will depend on which mobile web browser you're using.

Follow these steps if you're using the **stock Android browser** (the one that looks like a "globe"):

- Visit the website in your **Android browser**.
- Tap the **three vertical dots** to the right of the address bar to display the browser's menu.
- Tap **Add to Bookmarks**.
- Tap the **down-arrow** in the "Add to" field and select **Home screen** from the drop-down menu.
- Tap the **title** that's displayed in the "Label" field and give the shortcut icon a **name** that will allow you to quickly recognize what the icon is for.
- Tap **OK**. The icon should now be on your Home screen.

Follow the steps below if you're using **Google Chrome**:

- Visit the website in your **Chrome** browser.
- Tap the **three vertical dots** to the right of the address bar to display the browser's menu.
- Tap **Add to Home screen**.
- Give the shortcut icon a **name** that will allow you to quickly recognize what the icon is for.
- Tap **Add**.



Pavillio EVV App Access:

Download the Pavillio App:

For iOS Users: Search for Pavillio in the App Store. You must have a 10 or newer device.

For Android Users: Search for Pavillio in the Google Playstore. You must have a 7 or newer device.

Please note that this app is different from Cashé EVV and requires a new download. Services that require time entry, and simple activity recording (such as ADLs) should use the Pavillio EVV App. Services that require additional session notes, outcomes charting, and other attendance entries should be entered directly in Pavillio.

Pavillio EVV App

Used for services that require time entry and simple activity recording such as ADLs.

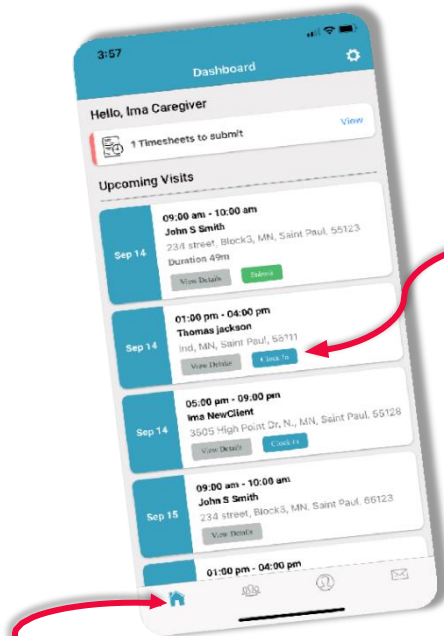
Log In:

Open the Pavillio EVV app, enter your email as your username, the password that you created and click Login.

Remember do not share your login credentials with anyone.

Clock In:

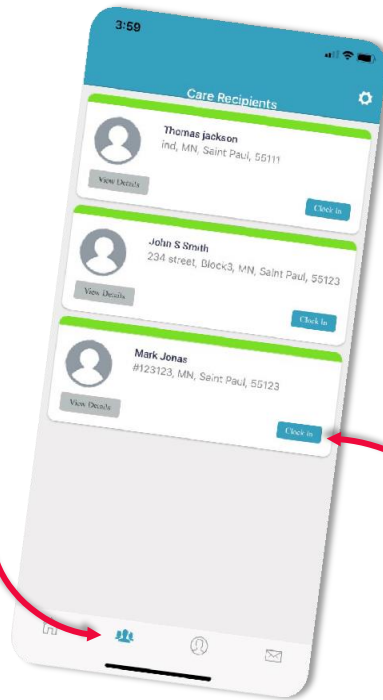
Your agency may have you use the clock in feature.



Tap Clock In, to a start a scheduled visit.

Home is where you will find scheduled visits and unsubmitted timesheets.

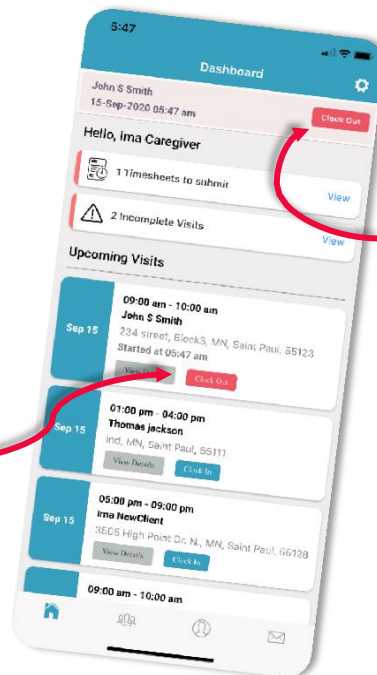
Care Recipients is where you will find tiles for the clients that you can provide services for. If you don't see your client in this area, contact your agency.



Tap Clock in to start an unscheduled visit.

Clock Out:

You can only be logged into one visit at a time. Unless it is a shared care service, then you can be clocked into 2 clients at the same time. Your agency will let you know if you are providing share care services.



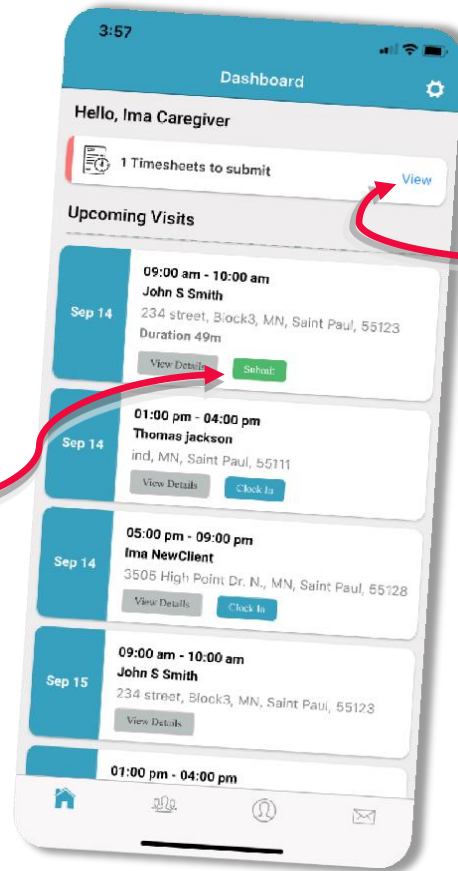
Tap Clock Out.

Or tap Clock Out.



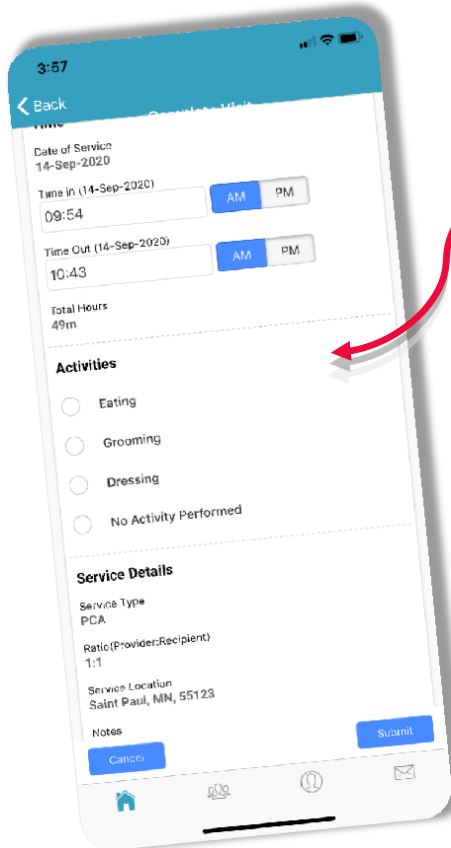
Submit Timesheets:

There are two ways to submit timesheets. You can submit them individually after each visit or in a batch. Please follow your agency's process and procedure.



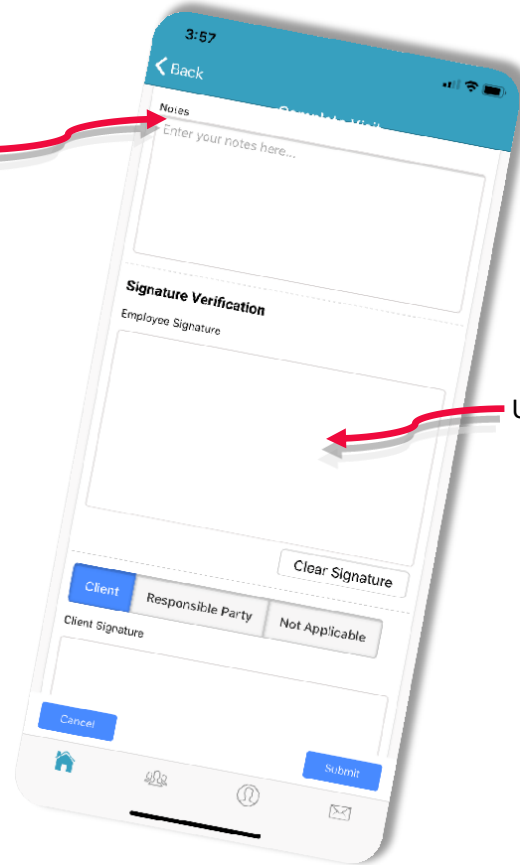
For batch submission, tap View.

Whether submitting a scheduled visit or unscheduled visit, tap Submit.



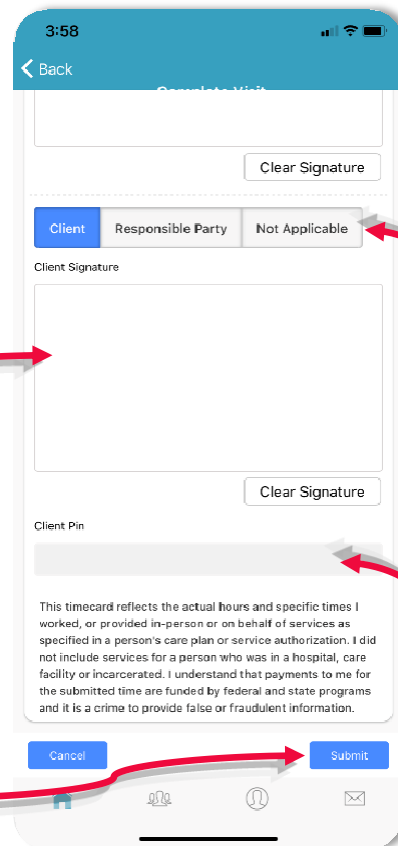
Tap the circle for the activities performed.

Add Notations. Even if you simply put nothing notable. Follow your agency's process for notes.



Use your finger to sign.

Have them sign using their finger.



Select Client or Responsible Party for their signature. If not capturing the signature at this time, select Not Applicable. Follow your agency's processes.

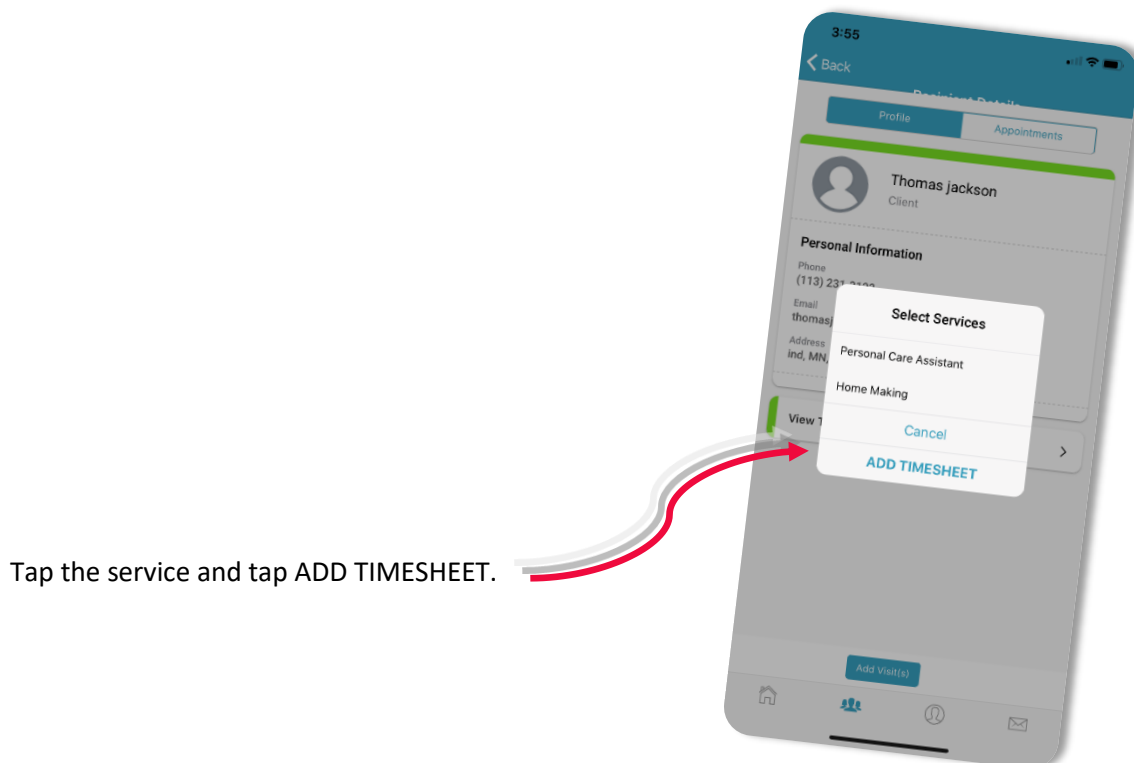
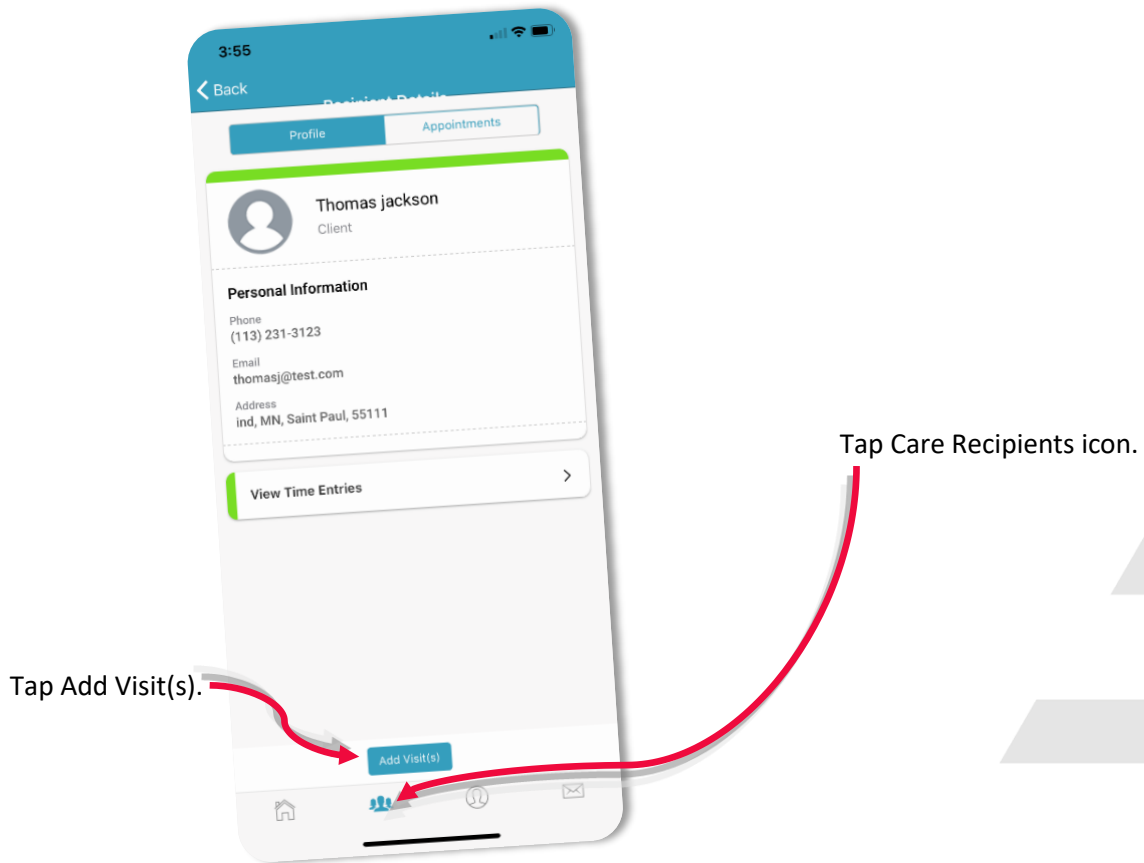
Have them enter their 4-digi pin. You as a caregiver should never know their pin number.

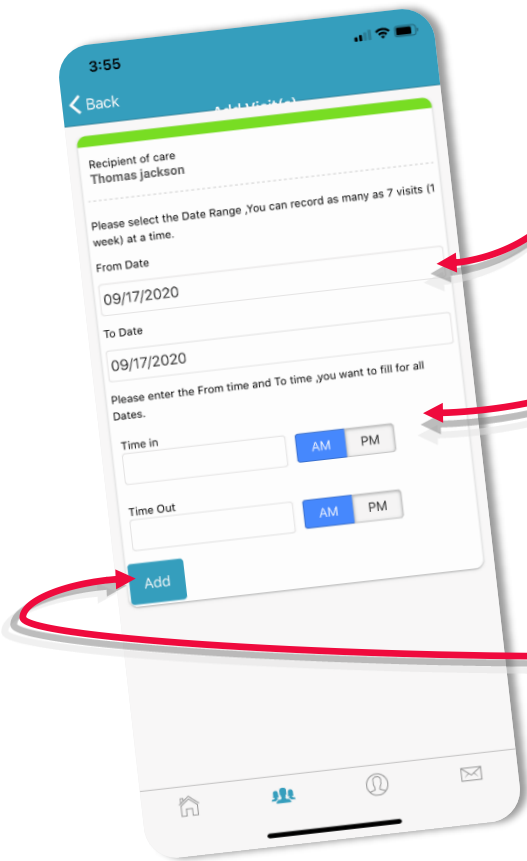
Tap Submit.



Electronic Timesheet Without Clocking In or Out:

If your agency allows you to enter an electronic timesheet without clocking in and out you will go to the **Care Recipient** area.

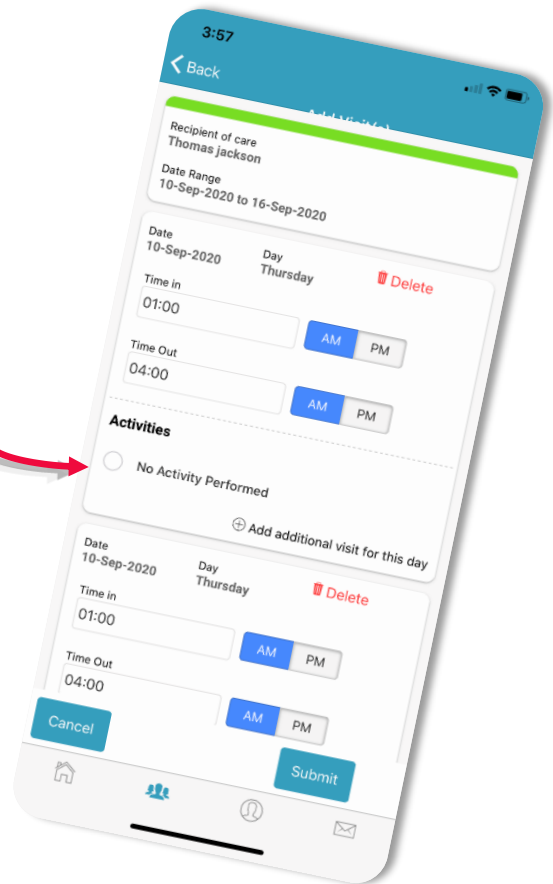




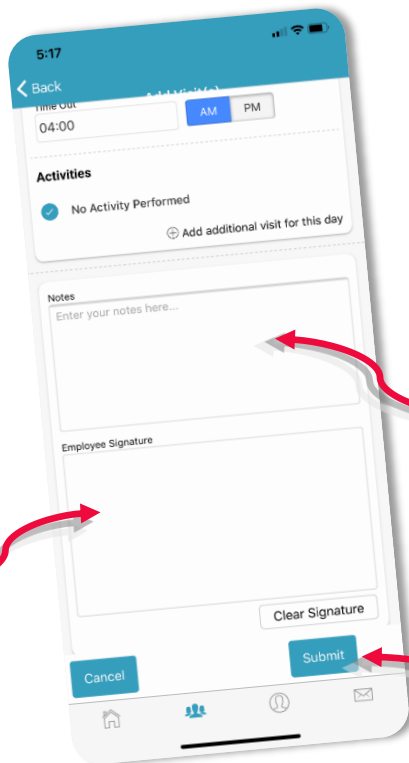
Select the date range. You can record up to 7 visits at a time.

Enter Time in and a Time Out. Even if you don't work those specific time, you need to enter the times for the number of hours worked. For example, I worked 5 hours each day, I would enter 1:00 pm to 6:00 pm.

Tap Add.



For each date indicate the Activities performed. These are specific to the client.



Add notations.

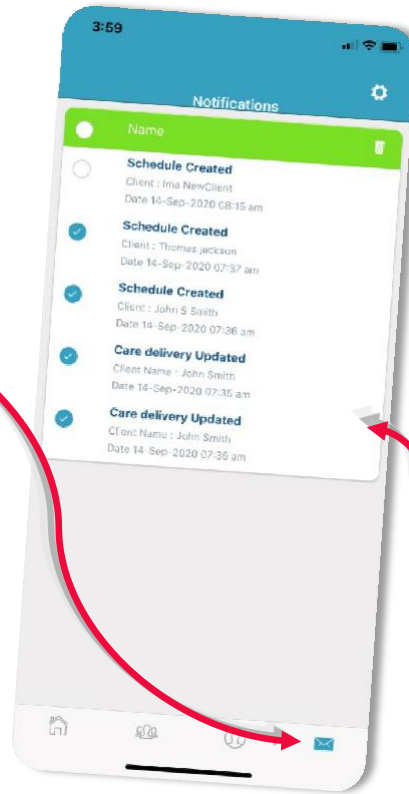
Sign.

Tap Submit.

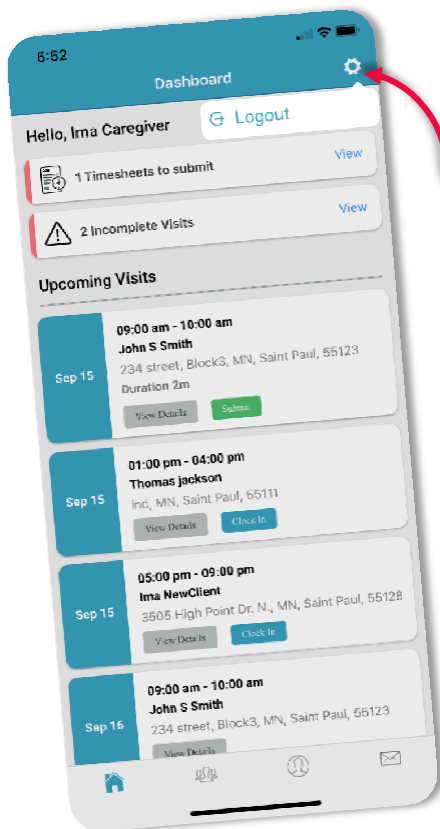


Manage Notifications:

Notifications is where you will find messages from your agency.



Currently you will receive notifications of schedules changes and updated care deliveries for your clients. In the future you will be able to communicate with your agency.



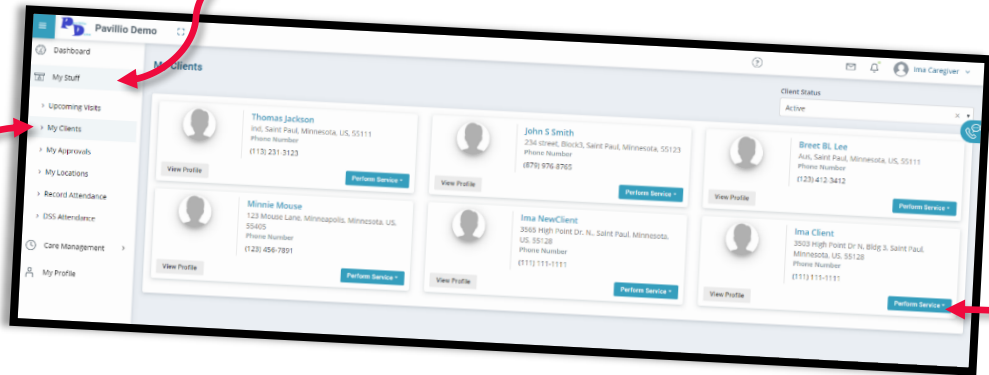
Tap the gear, then tap Logout.

Pavillio Web Browser:

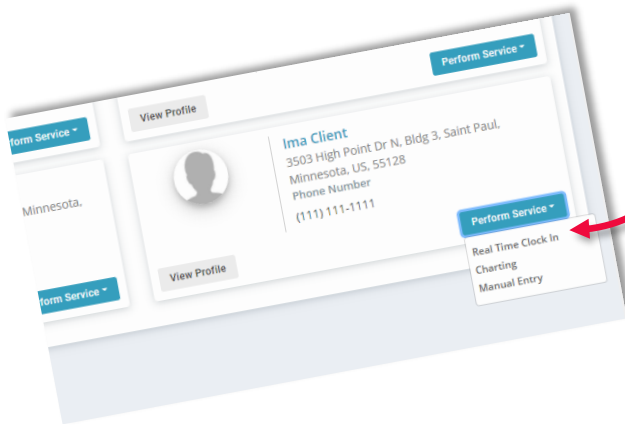
Services that require additional session notes, outcomes charting, and other attendance entries should be entered directly in Pavillio. You can also use this feature to other services that require simple notations and activities. To create an icon for app.pavillio.com on your device please see the instructions at the beginning of this guide. Or log into app.pavillio.com using Google Chrome as your web browser.

Click My Stuff.

Click My Clients. If clients do not appear here, contact your agency.

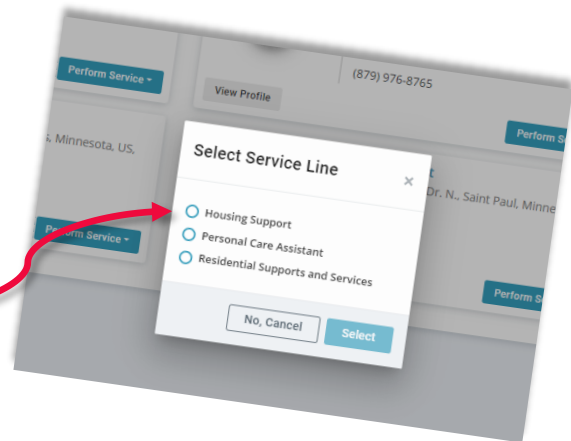


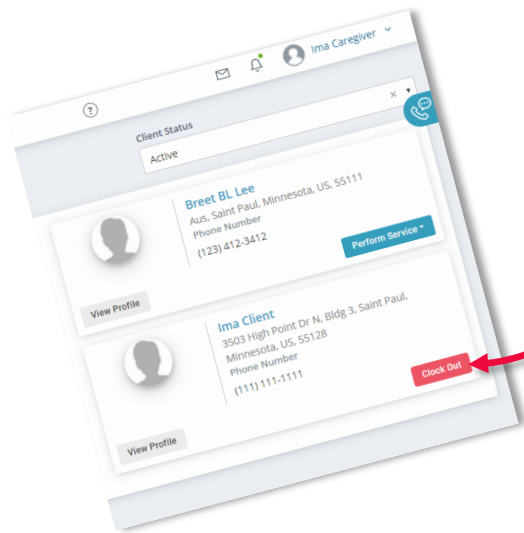
Locate the client widget and click Perform Service.



Click Real Time Clock In at the start of your visit.

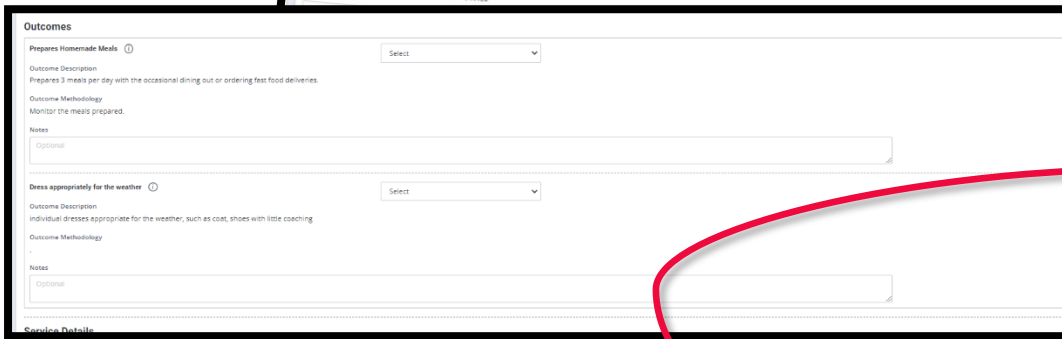
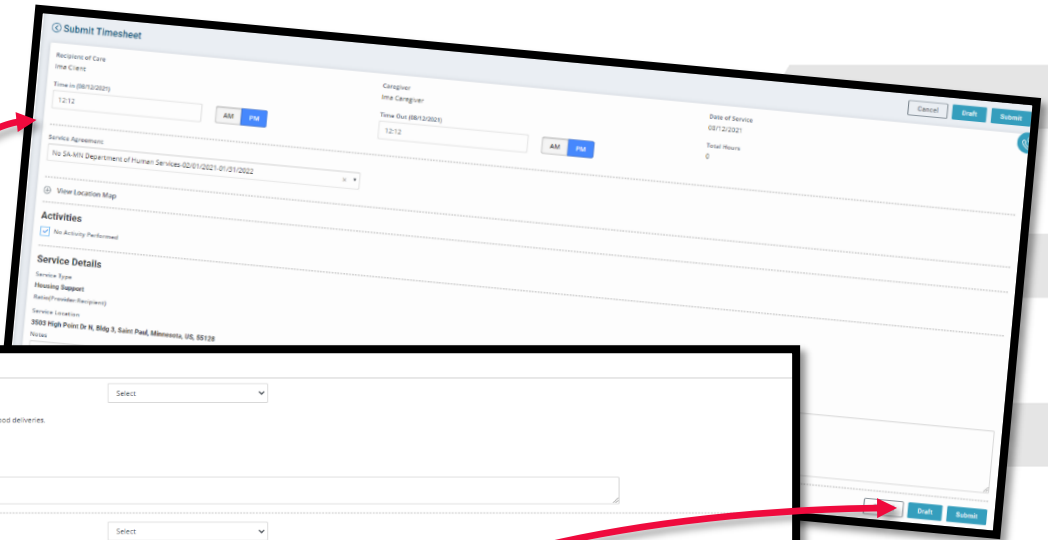
Select the service line and click Select. If you don't know the service line, contact your agency.





Click Clock Out when finished.

Complete the activities, outcome, charting as directed by your agency.



When finished all required fields click Submit. You can save it as a draft but please follow your agency's processes.

Support:

If you need support or assistance, contact your agency.