EVV Mobile App - Group Service: How to start and finish a shift

For Employees who serve multiple Participants within a group setting (Comprehensive and Supports Waivers).

Contents
How to start a Group Service shift ................................................................. 2
How to finish a Group Service shift .............................................................. 9
How to start a Group Service shift

Step 1. Log in

- Open the CellTrak app on your device.
- Enter password and tap “Login”.
- To clock in for a Participant, tap “View All” under My Activities.
- Tap “Clock In/Tiempo de entrada”.
Step 2. Choose activity type

- Choose the activity type:
  
  o **Individual Service** - working with 1 Participant at a time.
  
  o **Group Service** - working with 2+ Participants at a time.
  
  o Tap the arrow to advance to the next screen.

Step 3. Select Participant

- Select the Participant.

- Tap the arrow to advance to the next screen.
Step 4. Select service type

- Select the service type.
- Tap the arrow to advance to the next screen.

Step 5. Clock In

- Tap **Start** to Clock In.
- You have started your shift for the first Participant!
- The ‘started’ date and time now appear.
- Tasks can be entered now or at Clock Out.
Step 6. Clock In for next Participant

To clock in for another Participant, the Employee must pause the first shift.

** The Pause does not stop time recording; it allows the Employee to switch between screens to Clock In for another Participant at the same time. **

- Pause shift for first Participant.
- Tap the pause button II to clock in for another Participant. You are now at a new screen.
- Tap “Clock In/Tiempo de entrada”
Step 7. Select activity type

- Select Group Service as the activity type.
- Tap the arrow to advance to the next screen.

Step 8. Select the Participant

- Select the Participant.
- Tap the arrow to advance to the next screen.
Step 9. Select service type

- Select the service type.
- Tap the arrow to advance to the next screen.
- Tap [Start] to Clock In.
Step 10. Your shift has started

- You have started your shift for the second Participant!
- The ‘started’ date and time now appear.
- Tasks can be entered now or at Clock Out.
- To view both Participants or click in for a third Participant, tap the pause button.
How to finish a Group Service shift

Step 1. Select Participant for whom you want to end your shift

- Open app.
- Tap Participant for whom you want to end your shift.
- Tap “Finish”. 

![Image of the EVV MOBILE APP - GROUP SERVICE interface showing how to finish a Group Service shift.](image)
Step 2. Select Tasks

- To enter tasks, tap “ACES$ Tasks Wyoming”.
- Tap on “Wyoming Tasks” to select tasks.
- If tasks have not been entered yet, there is a red symbol.
- If tasks have been entered, there is a green symbol.
- Select tasks provided and tap the arrow to advance to the next screen.
- Tap the arrow.
Step 3. End Shift

- Tap “End Shift”.
- If needed, adjust the clock in/out dates/times and select reason for adjustment.
Step 4. Provide shift signature

- Provide the Employee’s signature by tapping the pencil.
- If the Employer is available to sign off on shift, select ‘Yes’.
- If the Employer is not available to sign off, select ‘No’.
- Select reason why signature was not captured.
- **Note: If the Employer is not available to sign off on shift, they will need to do so within the ACES$ Online Portal.**
- Tap the arrow to Clock Out and then “OK” to confirm.

**Repeat the steps to Clock Out for any other Participants you are still serving during Group Service. **