EVV MOBILE APPLICATION:
How to Edit and Approve/Reject an Edited Shift

EVV powered by CellTrak

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Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by the Wyoming Department of Health.

How to edit a shift in the mobile application (at end of shift)

Step 1. Log in

- After you have downloaded the mobile application and registered (see Downloading and Registering User Guide), you are ready to begin your first shift.
- Tap the CellTrak icon on your screen to open.
- Once the CellTrak application is open, the login screen appears.
- Employee enters their password.
- Click “Login”.
Step 2. Review the shift and finish

- Review the start date/time and duration.
- When ready to clock out, tap ‘Finish’
- The screen will then show the ‘Started’ and ‘Finished’ time of your visit, as well as the duration.
- If you need to edit the information, you may do so by selecting the ‘Current Visit Adjustment’ box.
Step 3. Adjust your visit

*Please note: When you adjust your visit, the entry will no longer be EVV compliant.*

- Select the time(s) that need to be changed.
- Adjust date and time, as needed.
- Select reason for adjustment.

Step 4. Confirm the adjustment

- Confirm that you wish to finish the activity by tapping ‘OK’.
Step 5. Authorization signatures

- When ready to authorize, click the blue checkmark at the bottom of the screen.
- Employee signs off on the shift.
- Next, if Employer is available to sign off on shift, select ‘Yes’, if not, select ‘No’.
- Note: If the Employer is not available to sign off on shift, they will need to do so within the ACES$ Online Portal.
- Provide Signatures and tap ‘Finish’.
ACES$ Online portal: How to add, edit and approve/reject a shift

How to add or edit a shift in the ACES$ Online portal

How to add a shift in ACES$ Online

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by the Wyoming Department of Health.

STEPS

STEP 1. EMPLOYEE LOGS INTO ACES$ ONLINE
STEP 2. NAVIGATE TO EDIT ELECTRONIC VISITS IN THE PORTAL
STEP 3. SELECT THE PARTICIPANT AND PAY PERIOD
STEP 4. ADD THE SHIFTS TO REFLECT THE HOURS WORKED
STEP 5. SAVE EDIT
STEP 6. SUBMIT EDITED SHIFT TO EMPLOYER FOR APPROVAL

Step 1. Employee logs into ACES$ Online

Welcome to ACES$ Online™
Step 2. Navigate to edit electronic visits in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below it.
- Click on “Edit EVV Visits”.

Step 3. Select the Participant and pay period

- Select the Participant and pay period.
- Click “Search”.

Step 4. Add shifts

- Scroll down.
- In the bottom, left corner is a green box with a “+” in it.
- Click on the “+” to add shifts, as needed, to reflect the hours worked.
- Enter date, time, service type, tasks, reason, etc. for each new shift generated.

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by the Wyoming Department of Health.
Step 5. Save edit

- Click “Save” in the row of the shift that was adjusted.

Step 6. Submit edited shift to Employer for approval

- Check the “attestation box” at the bottom of the page to certify the information.
- Click “Submit” to send it to the Employer for approval.
- Be sure the Employer logs into ACES$ Online under their account to approve the added time.
How Employees edit a shift in ACES$ Online

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by the Wyoming Department of Health.

STEPS

STEP 1. LOG INTO ACES$ ONLINE
STEP 2. NAVIGATE TO EDIT ELECTRONIC VISITS IN THE PORTAL
STEP 3. SELECT THE PARTICIPANT AND PAY PERIOD
STEP 4. EDIT THE SHIFTS TO REFLECT THE HOURS WORKED
STEP 5. SAVE EDIT
STEP 6. SUBMIT EDITED SHIFT TO EMPLOYER FOR APPROVAL

Step 1. Log into ACES$ Online (Employee)
Step 2. Navigate to edit electronic visits in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below it.
- Click on “Edit EVV Visits”.

![Image showing how to navigate to edit electronic visits.]

Step 3. Select the Participant and pay period

![Image showing how to select the Participant and pay period.]

Step 4. Edit shift(s)

- Scroll down and find the shift that needs to be edited and click “Edit”.
- Edit the shift to reflect the correct date, time, service type, tasks, reason, etc. for each edited shift generated.

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by the Wyoming Department of Health.

Step 5. Save edit

- Click “Save” in the row of the shift that was adjusted.
Step 6. Submit edited shift to Employer for approval

- Check the “attestation box” at the bottom of the page to certify the information.
- Click “Submit” to send it to the Employer for approval.
- Be sure the Employer logs into ACES$ Online under their account to approve the added time.
How Employers approve or reject a shift in ACES$ Online

STEPS

STEP 1. LOG INTO ACES$ ONLINE
STEP 2. NAVIGATE TO PENDING ELECTRONIC VISITS IN THE PORTAL
STEP 3. SELECT THE EMPLOYEE AND PAY PERIOD
STEP 4. CERTIFY THE VISIT
STEP 5. APPROVE OR REJECT THE SHIFTS, AS NEEDED

Step 1. Log into ACES$ Online (Employer)

Step 2. Navigate to edit electronic visits in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below.
- Click on “Pending EVV Visits”.

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EVV MOBILE APPLICATION: HOW TO EDIT AND APPROVE OR REJECT AN EDITED TIMESHEET
Step 3. Select the Employee and pay period

Step 4. Certify the visit

- Check the “attestation box” at the bottom of the page to certify the visit.

Step 5. Approve or reject the shifts, as needed

- Review the shifts in detail and approve or reject accordingly.
- Click “Approve” or “Reject” in the row of the shift that was adjusted to approve individual shifts. Click “Approve All” or “Reject All” to approve or reject all pending shifts at once. If rejecting a shift, the Employer will be prompted to enter a reason for the rejection.

Note: Payroll will only process approved shifts.