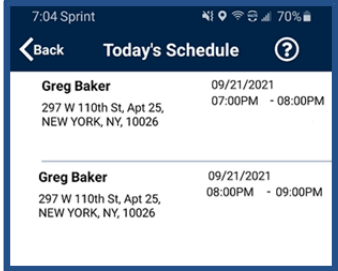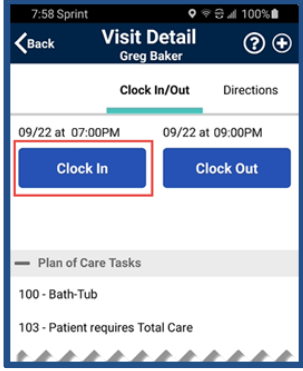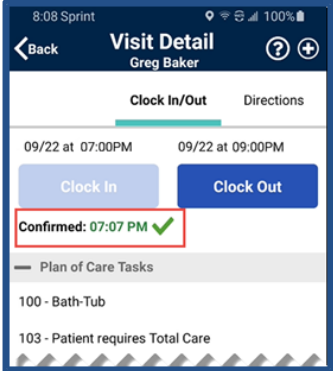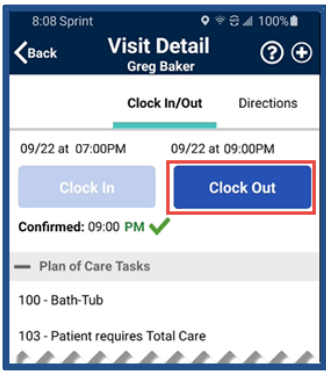# Mobile App Consecutive Shifts Job Aid

The **Consecutive Shifts** feature on the HHAeXchange Mobile App allows Caregivers to perform a single Clock-IN and Clock-OUT for consecutive shifts for the same Patient or a Consecutive Shift for two Linked Patients (Internal Contract); such as a husband and wife receiving back-to-back services at the same address. This Job Aid provides the necessary steps to complete a Visit confirmation for consecutive shifts.

Note: This feature must be enabled by the Agency. Patient Signature requirements are also configured by the Agency. Refer to the Mobile App Process Guide (Agency) for further guidance.

Consecutive Multiple Shifts – Single Patient

Complete the steps in the following table.

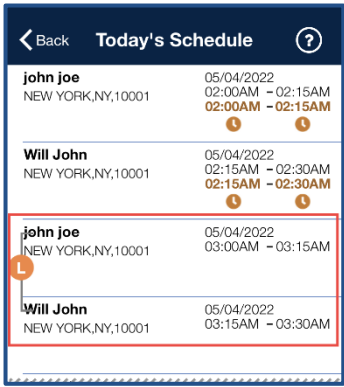| Step	Action
1	Select **Today's Schedule** from the main menu. Tap the applicable shift for a single Patient with scheduled consecutive shifts. **Today's Schedule** *Note: Consecutive Shifts can also be performed via the Visits tab.*
2	The *Visit Detail* screen opens and shows the *Start Time* and *End Time* of the Consecutive Shift sequence (Start time of the first shift and End Time of the last shift in the sequence). Tap **Clock In** to begin the Consecutive Shift. Complete any administrative requirements (if ***required at Clock-IN***; such as **Patient Signature** with Skip at the start of the shift).

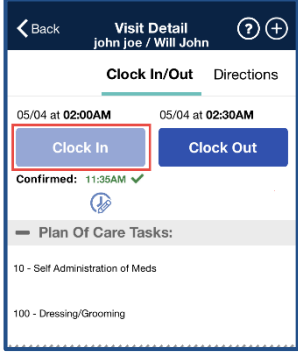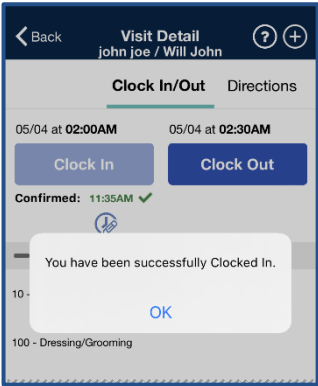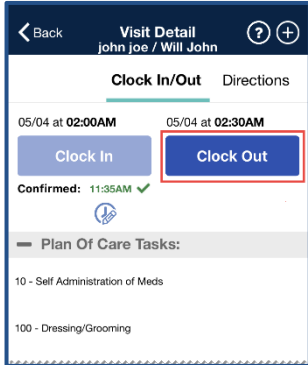| Step	Action
	 Clock In Button
3	Once Clocked IN, the Confirmed time is presented as the Start time for the Consecutive Shift which is also the start time of the first Visit. **Confirmed Time**
4	Once all shifts are completed, tap **Clock Out** to end the Consecutive Shift sequence. **Clock Out**
5	Upon *Clock Out*, complete all required administrative tasks (as configured by the Agency) that would normally occur on a per shift basis are presented in sequential order (from first to last shift).

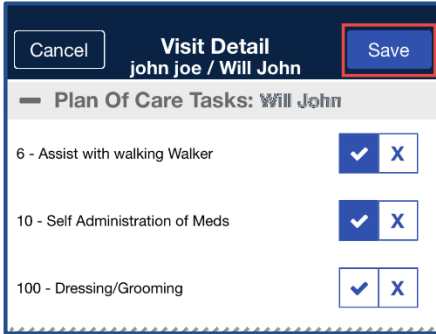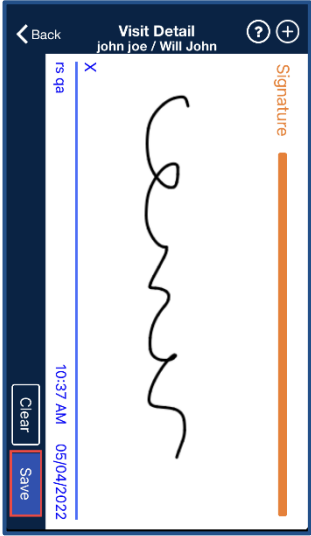| Step	Action
	A sequence number is provided in the sub-header to indicate the relative shift number in the sequence. **Plan of Care Tasks**
6	If configured, the Signature screen is presented after the POC screen has been completed for all shifts. The signature provided here is used for all the shifts in the Consecutive Shift sequence that require a signature at Clock-OUT. If *Skip Signature* is enabled, then tap *Skip* and select the **Skip Reason** (which is used for all completed shifts in the Consecutive Shift sequence for Clock Out verification. The same applies to the Signature if required at Clock In.). **Patient Signature**
7	At this stage, the process is complete. To make edits to the POC, return to **Today's Schedule** (on the main menu) and select any shift in the Consecutive Shift sequence to apply updates to that specific shift. After the Consecutive Shift sequence is completed the Consecutive Shift association is broken. The user can only enter each shift as an individual shift to make edits up to one hour after the Clock OUT time, which is calculated for all shifts other than the last.

Note: *The following bulleted list below outlines additional outcomes that may occur in the application.*

- *If the Caregiver Clocks OUT before the aggregated duration of all shifts in the sequence and does not Clock IN for the remaining shifts, then those remaining shifts will be marked as Missed.*

- *If there are shifts in a Consecutive Shift sequence that were not started, the Caregiver can Clock IN to those shifts and complete them. If these are Consecutive shifts, then these are treated as a new Consecutive Shift sequence.*

- *Consecutive Shifts for a Single Patient and Consecutive Shifts for two Linked Patients cannot be comingled.*

- *Consecutive Shifts does not support rounding at the contract level when there are multiple contracts for the same Patient with different use of rounding.*

Consecutive Multiple Shifts – Linked Patients (Internal Contract)

Step	Action
1	Select **Today's Schedule** from the main menu. Linked Patients are indicated by the bracket with an "L". Tap any of the shifts within the Consecutive Shift sequence. In this case, Clock IN and Clock OUT is performed only once for the entire shift sequence (maximum of two shifts). *Note: Consecutive Shifts can also be performed via the **Visits** tab.* **Linked Consecutive Shifts**
2	The *Visit Detail* screen opens and shows the *Start Time* and *End Time* of the Consecutive Shift sequence. Both Patients appear in the Visit Detail header. Tap **Clock In** to begin. Complete any administrative requirements (if *__required at Clock-IN,__* such as **Patient Signature** at the start of the shift). If a Signature is required at Clock-IN for both Patients, then the signature for the *first* Patient is presented at Clock-IN.

Step	Action
	Clock In
3	Once Clocked IN, the Confirmed time is presented as the Start time for the Consecutive Shift. **Clock In Confirmation**
4	Once all shifts are completed, tap Clock Out to end the Consecutive Shift sequence. **Clock Out**
5	Upon *Clock Out*, complete all required administrative tasks (as configured by the Agency) that would normally occur on a per shift basis are presented in sequential order for each Patient (Patient1/Shift 1, Patient 2/Shift 2). As the patient specific tasks are presented for each Patient their name will appear in the sub-header. Patient Names are displayed in the top header.

Step	Action
	POC Tasks
6	If a signature is required for Patient 2, this signature will be used for both the Clock Out and the Clock In. If *Skip Signature* is enabled, tap **Skip** and select the **Skip Reason.** **Signature if Required**
7	At this stage, the process is complete. To make edits to the POC, return to **Today's Schedule** (on the main menu) and select any shift in the Consecutive Shift sequence to apply updates. After the Consecutive Shift sequence is completed the Consecutive Shift association is broken. The user can only enter each shift as an individual shift to make edits up to one hour after the Clock OUT time (calculated for all shifts other than the last).

Note: The following bulleted list below outlines additional outcomes that may occur in the application.

- *If the Caregiver Clocks OUT before the aggregated duration of both shifts in the sequence, then the second shift is marked as Missed.*

- *If the second shift in a 2 patient Linked Consecutive Shift sequence was not started, then the Caregiver can Clock In to the second shift to complete it.*

- *Consecutive Shifts for a Single Patient and Consecutive Shifts for 2 Linked Patients cannot be comingled.*

- *Consecutive Shifts does not support rounding at the contract level when there are multiple contracts for the same Patient with different use of rounding.*