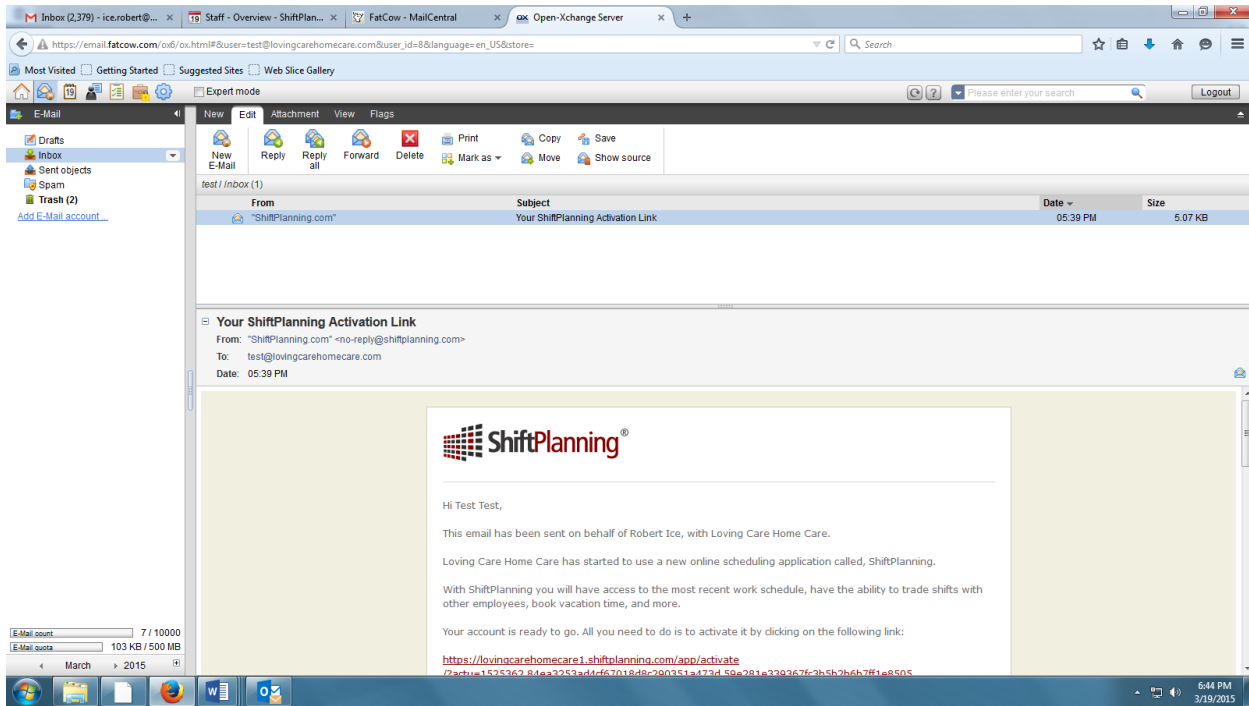


Loving Care Home Care

Schedule – ShiftPlanning

1. You will receive an email from ShiftPlanning.com with your activation link.
From: Your ShiftPlanning Activation Link



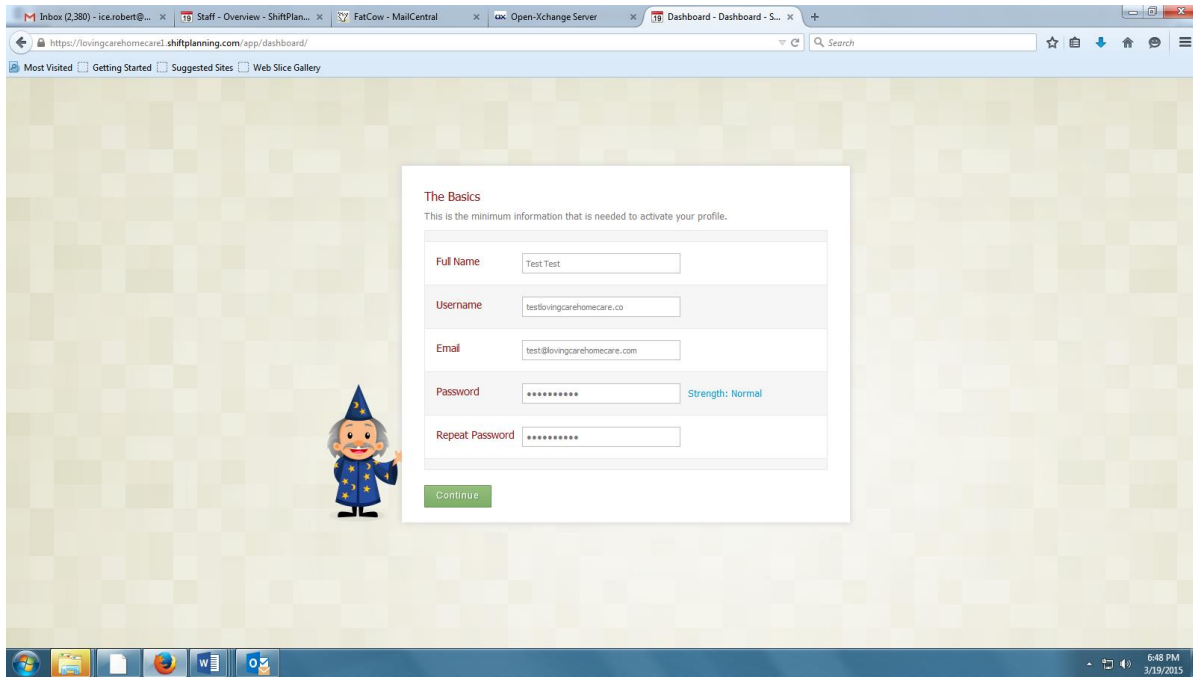
Click on the link in the email and activate your account (REQUIRED)

User ID: The Email the Activation Link was sent to

Password: The password you created during your activation

2. Go to the APP Store on your phone and download the app named: ShiftPlanning (Its FREE) – Your user ID is your email address that was used to create your account and the password you created when you activated your ShiftPlanning account.
 - a. You must enable GPS on your phone
 - b. You will also receive emails and text messages with schedule reminders and directions to clients homes.
3. Optional link if you cannot download the app: <https://lovingcarehomecare1.shiftplanning.com> you can use the web browser on your phone or any tablet connected to the internet. (please be sure to change the view – named **View in: Mobile** to mobile or tablet located under the box login)

- Once you click on the link enter the following information as requested. Create a Password



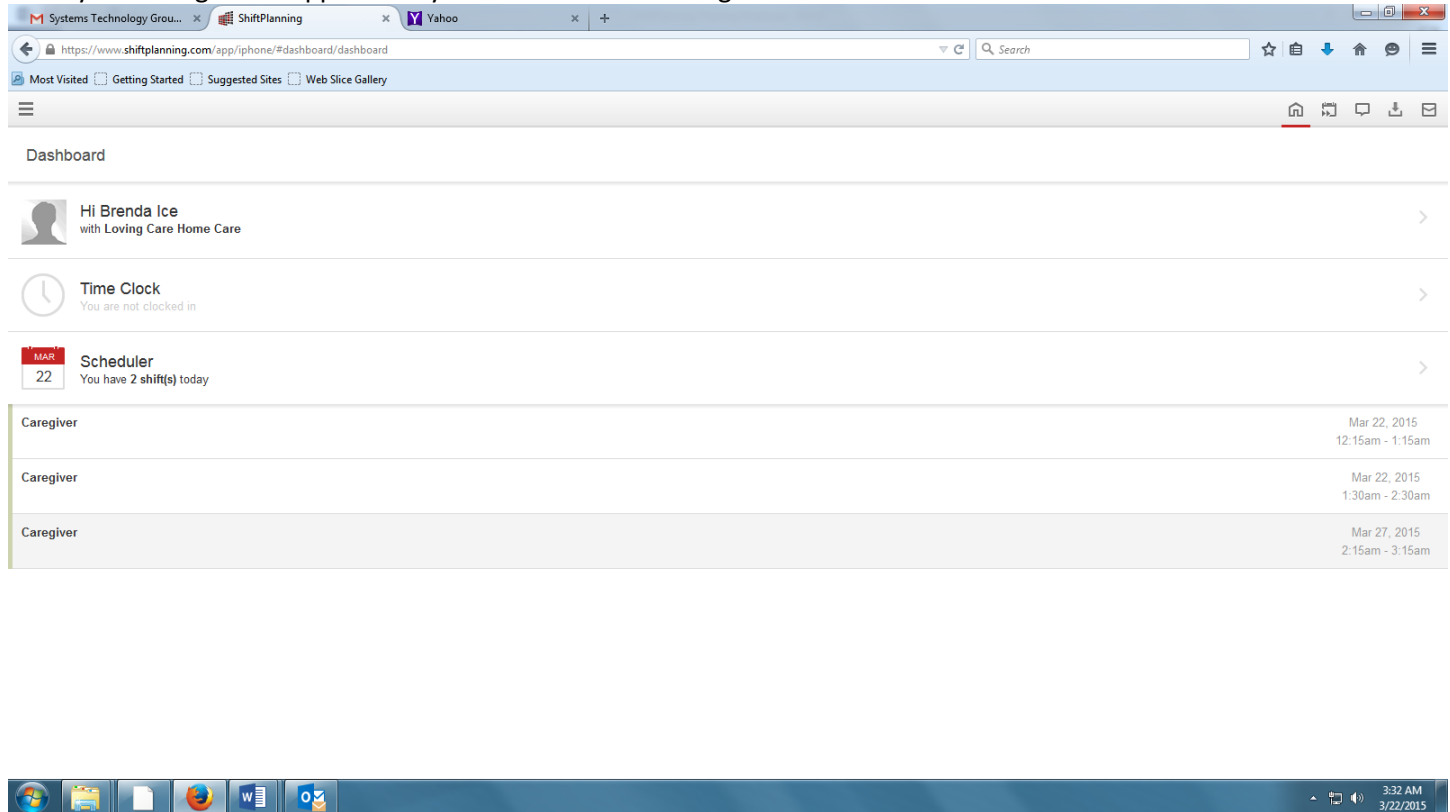
- Hit Continue, Once you are done please select Tour on the right hand side. This will explain the app and how it works.
- Dashboard – Displays the following:
 - Notifications – **YOU MUST CONFIRM YOUR MOBILE PHONE** – Click on “Send a Conformation Text Now” – Once you receive the conformation text on your phone – enter the conformation number and click “Submit”
 - Message Wall – Check the Message Wall it will give you updates
 - Upcoming Shifts – List your shifts/schedule that are coming up
 - Who’s on Now – List other employees working at your assigned clients home
- Go to Schedule at the top of the window. On the right hand side select Employee and Week. This will allow you to view the schedule by the week. You can also view your schedule by clicking “My Schedule” on the left hand side under the Calendar.
- Time Clock – Use the time clock to Clock In and Clock Out during your schedule shift. You must leave a note at the end of each shift in order to clock out. This is required.
- APPS located in the lower left hand corner. You can use the Client Sheet to log your daily activities performed. Clients are to sign the Client Sheet using his/her finger. Neighbor

Viewing your schedule from your mobile phone

Download the app: ShiftPlanning from your phones app store (Its FREE)

Log In to the App using your email address and the password you set up

Once you are log in the application you will see the following:



Dashboard:

Your Name

Time Clock: (where you clock in and out)

Scheduler: List the dates and times of your work schedule

Time Clock: When you arrive at a client's home, you must clock in. Once you clock in, it will ask for your GPS location, click "OK"

Under "**Remote Location**" click on the clients name that you are providing services (First Initial, Full Last Name) example R. Ice. You are now clocked in.

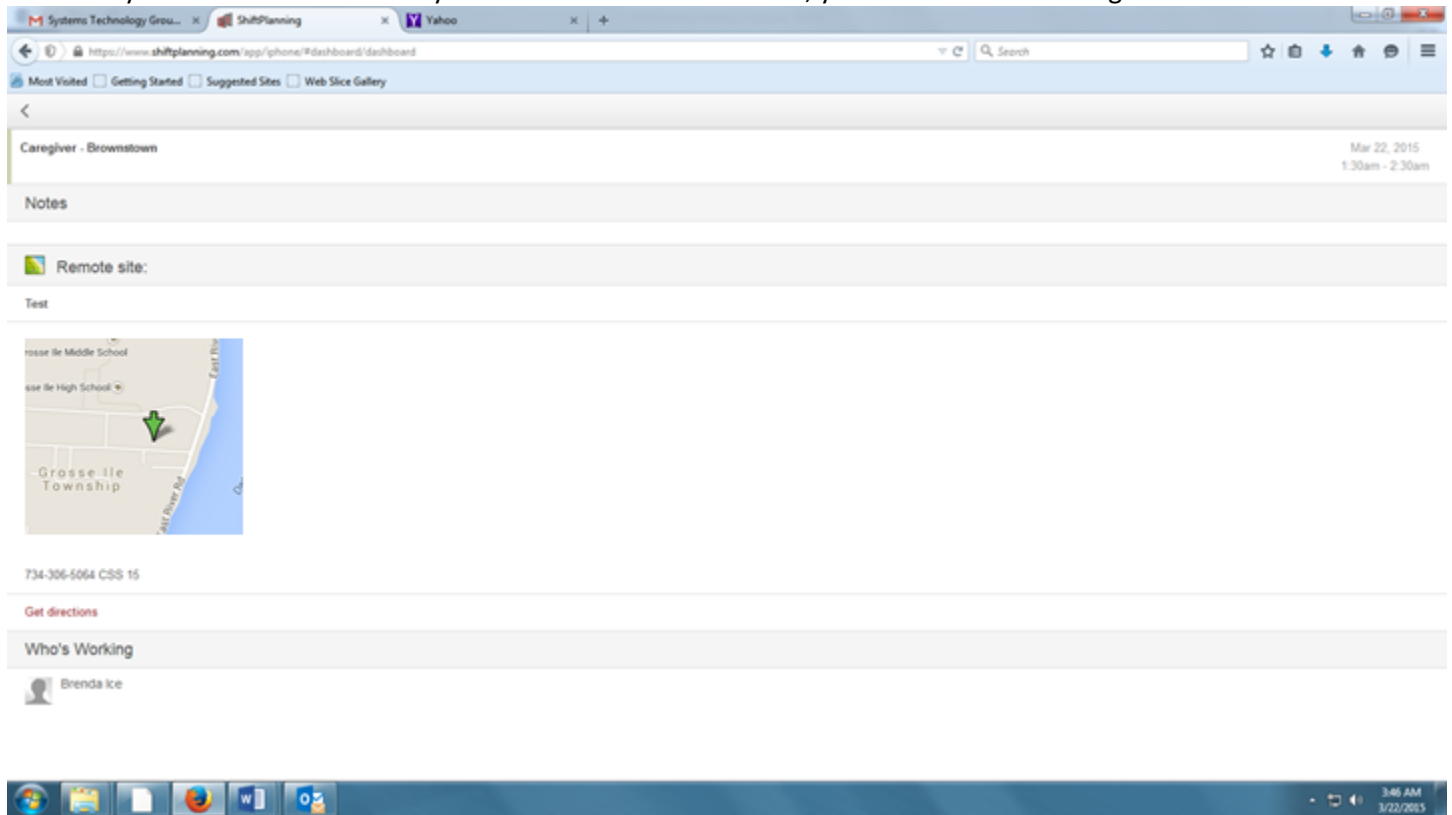
Once your shift is complete, go back to the "Time Clock" you will need to leave a "Note". Write a brief description of the services you preformed and how the client is doing. **PLEASE NOTE:** If the client needs immediate help or is in danger, call Loving Care Home Care. The notes CANNOT be used to document emergency events – **YOU MUST CALL THE OFFICE IMMEDIATELY.**

After you have completed your "Note" you can now clock out.

Error: If you receive an error saying "Not a Valid Time Frame" you have not completed your schedule shift or you selected the incorrect location based on your GPS position.

REMEMBER: YOU MUST ALSO COMPLETE A WRITTEN SIGNED CLIENT SHEET AND TIME SHEET in order to receive payment.

Scheduler: Under this heading you will see your schedule (you are the caregiver). Click on the Time & Date to see more details of your schedule shift. Once you click on the scheduled shift, you will see the following:



Remote Site: This is the location of your client. It also provides you with the clients address and the option for driving directions.

It will also have the client's phone number and what services are to be provided to the client CSS, PC, RC, HMK, this will include the total number of hours allowed per week. **DO EXCEED THESE HOURS.**

Notifications

The software will send you an email with your schedule once it is posted. The email will include the time of service and location of service. You will also receive email reminders that you have an upcoming shift.

The software will also send you a text message to remind you of your upcoming shift and any changes to your schedule. You will be required to log into the app or online to view any changes.

PLEASE NOTE: YOU CANNOT CLOCK IN MORE THAN 10 MINUTES BEFORE YOUR SHIFT OR MORE THAN 10 MINUTES AFTER YOUR SHIFT. IF YOU FORGET TO CLOCK IN OR OUT WITHIN THIS 10 MINUTE WINDOW. YOU NEED TO CALL 734-306-5064 TO ADJUST THE TIME CLOCK