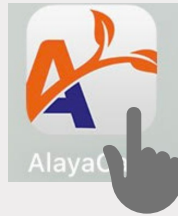


# MOBILE



1

OPEN APP



Tap the AlayaCare App to Launch it

2

LOG IN

Welcome!  
Please enter your company server name  
onecaresupport.alayacare.ca  
Next

A. Enter the corresponding address:

The first time you login, please enter this address. You will only need to enter this once.

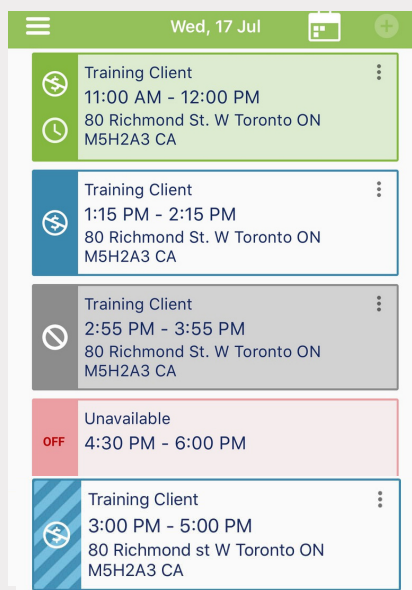
B. Enter your email and password:

Click Login with Alayacare!

employee@email.com  
Login with AlayaCare

3

VIEW YOUR SCHEDULE



Green visit - Clocked in Visit

Blue Visit - Scheduled for today

Grey visit - Cancelled or visit is on Hold

Red visit - Indicated Unavailability

Dashed Blue visit - Future Visit (different day)

This will be the first screen you see when you log in



## Important icons



Menu



Clock-in



Clock-out

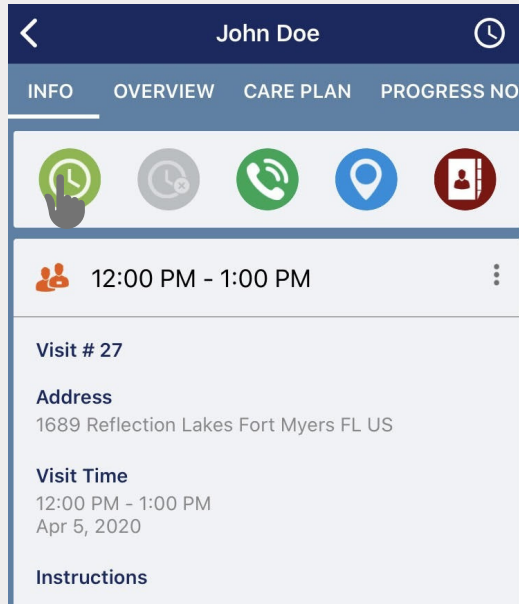


Map of Address

4

## CLOCK INTO A VISIT

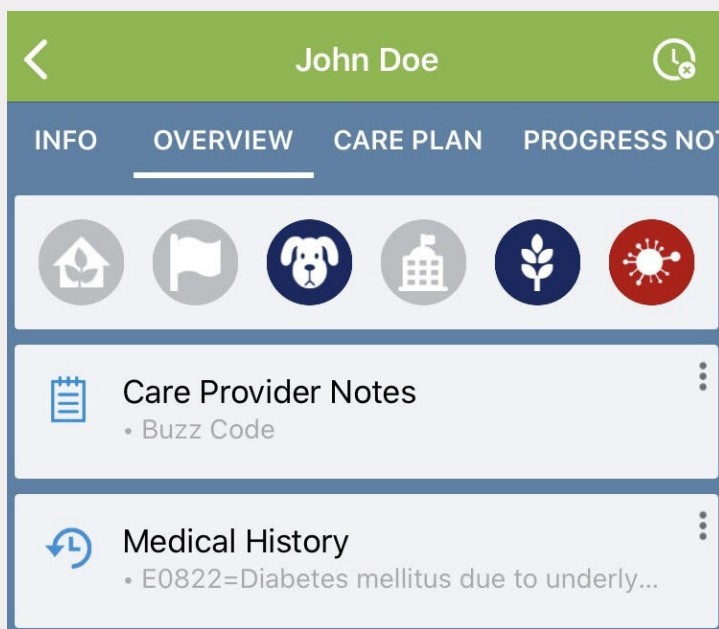
Tap on the green clock to clock in. Visit will turn green indicating you have clocked in.



## Info Tab:

### Icons

- Clock-in & Out
- Client Phone Number (Green Phone)
- Map (Client Address)
- Emergency Contact (Phone book)
- Client Address
- Basic Visit Info



## Overview Tab:

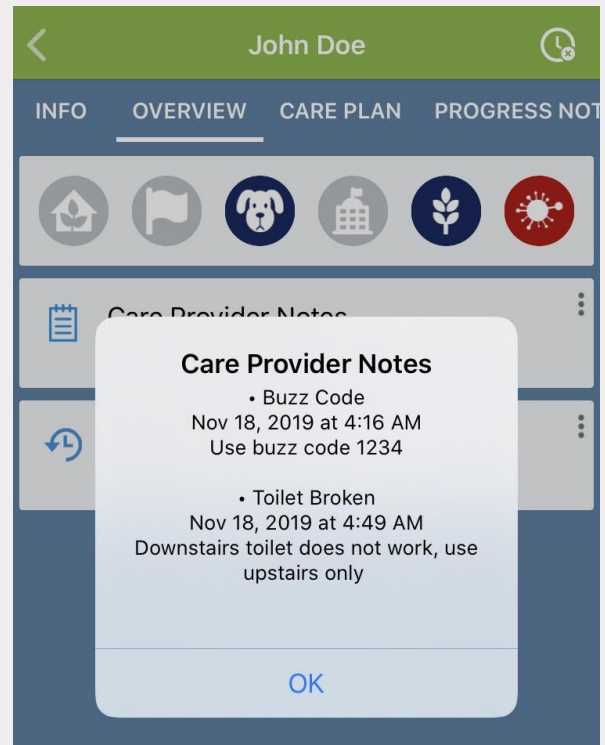
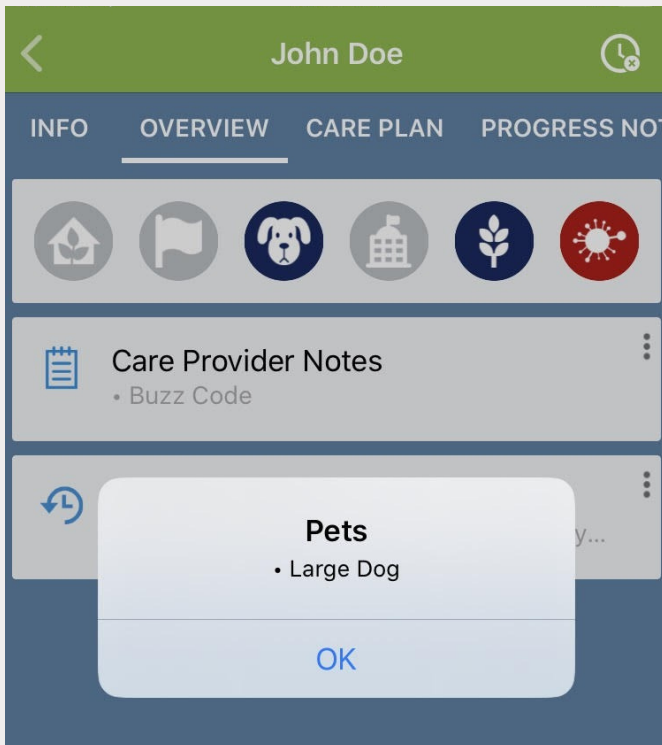
- **Risks**  
Grey = No risk  
Blue = Low-mod risk  
Red = Severe risk
- **Care Provider Notes**  
Notes the office would like you to see
- **Medical History**





# 5

## NAVIGATE A VISIT



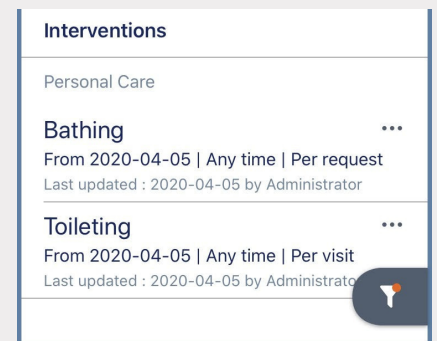
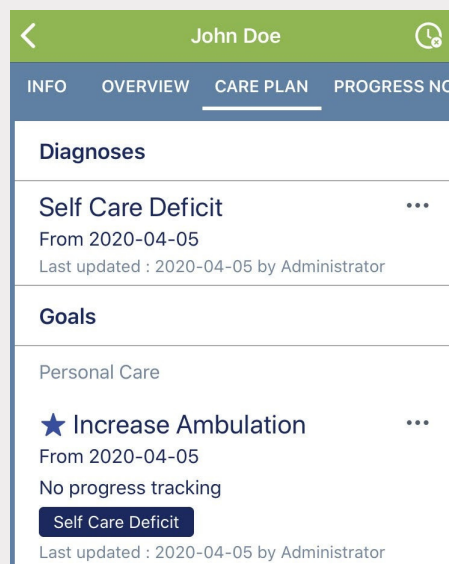
### Overview Tab:

- Simply tap directly onto the risk icon to view more details.
- You can also tap directly onto the Care Provider Notes and Medical history to view more information.



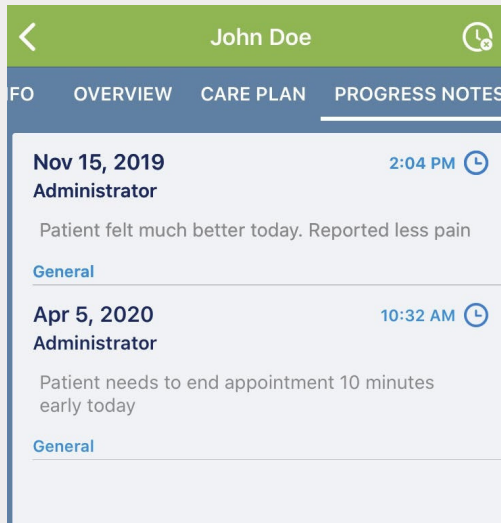
### Care Plan Tab:

- Used to simply view client's Diagnosis, Objectives and Interventions.



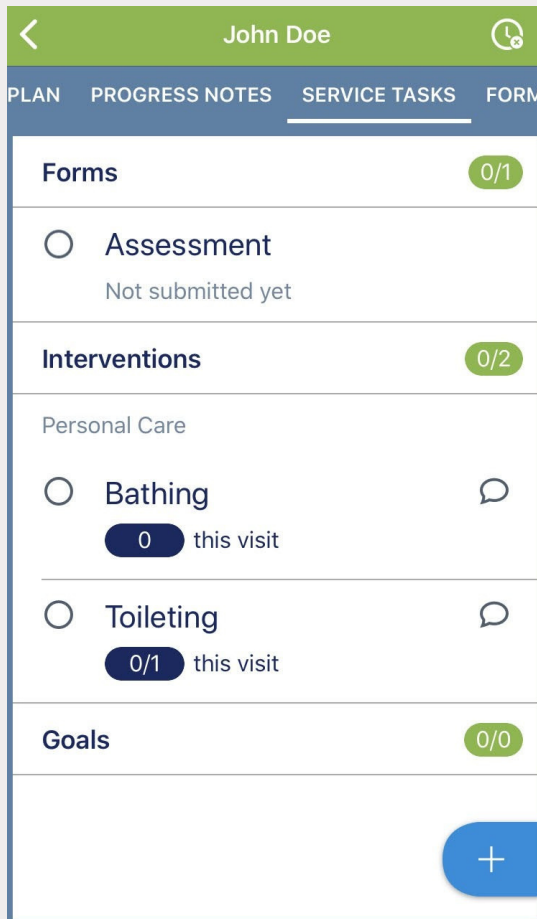
## Progress Notes tab:

- Add new progress notes to track client's progress (clinical information)
- View previously entered progress notes.



## Service Tasks Tab:

- These are the items to complete during the visit.
- Items include Forms, Interventions and Goals.
- Check the box to mark an intervention as complete or leave a comment to indicate why it was not completed.




# Forms Tab:


- To complete a form, tap directly onto the form name.
- Tap Submit when all information has been entered.

Cancel      Assessment      Submit


New Section


Client Name

Date of birth 

Options 

Please choose most frequent option


Choose all that apply 

Client Signature 

Pain Scale

# Form History Tab:

- View previously submitted forms.
- Tap onto the form name to view the completed form PDF.

Cancel      Assessment      

**Assessment**

<b>Client</b> Laura Drizzzi (AC000000127)	<b>Phone Number</b> 905 242 4607	<b>Submitted by</b> Administration	<b>Form ID</b> 1
<b>Date of Birth</b> 2019-11-20 16:20:30 (EST)	<b>Service Address</b> 80 Richmond St E Toronto, ON, CA, m5h2k3	<b>Submitted on</b> 2019-11-20 16:20:30 (EST)	<b>Agency Name and Address</b> Name, Name, Name, Name

Printed on 2019-11-20 16:20:30 (EST)      Approved by      Approved on

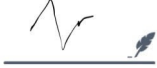
**New Section**

**Client Name**  
Laura

**Date of birth**  
2019-11-20

**Options**  
Please choose most frequent option  
Option 2

**Choose all that apply**  
• Option 2

**Client Signature**  


**Pain Scale**  
2.0

**Emergency Response Level**  
-

**New Risk Item**

Risk	Category	Severity
peanuts	Allergy	5

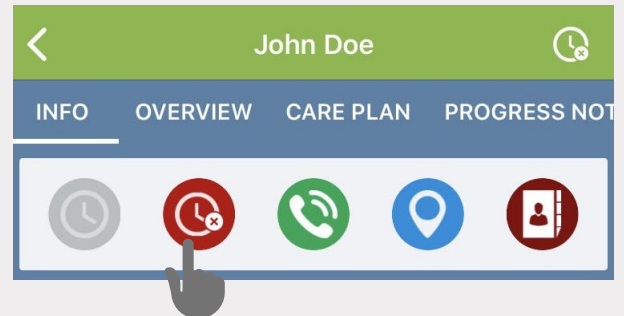
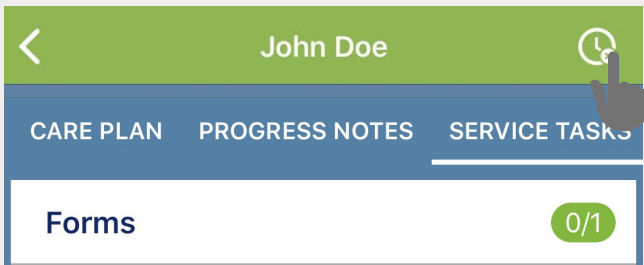
**Current Medical Diagnoses**

Current Diagnosis	Treatment	Start Date	End Date	Notes
F0781+Postconcussional syndrome				

Page 1 of 2

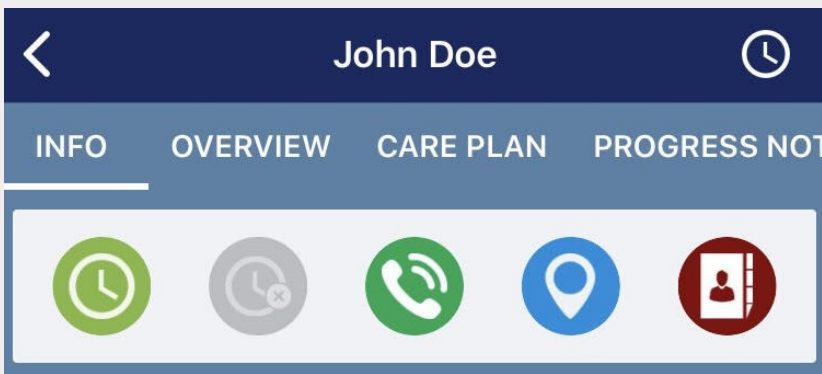
6

## CLOCK OUT



### Clock-out:

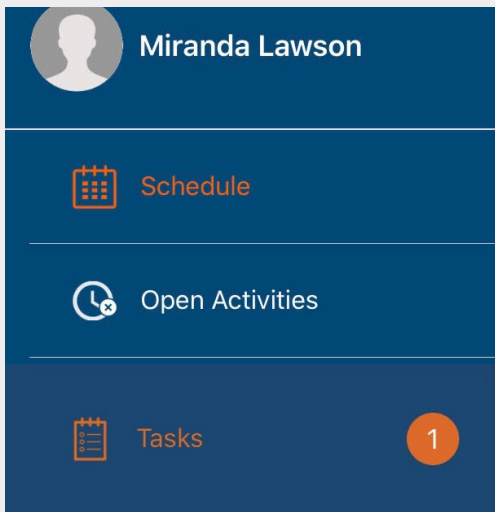
- Once you have completed all tasks, you can clock out within a tab using the clock in the upper right corner.
- You can also clock out by navigating back to the INFO tab using the red clock.



### Clock-out:

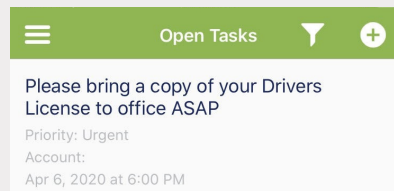
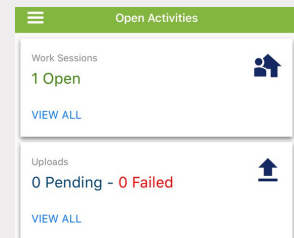
- The visit will turn from green to blue, indicating you have clocked out.

# Main Menu

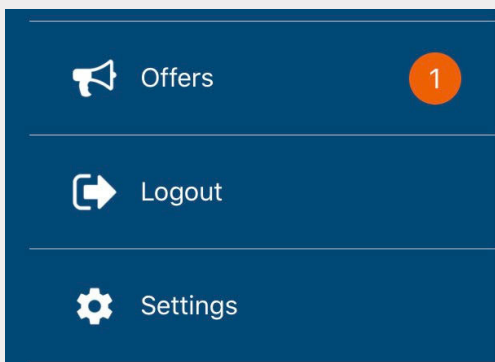


## Open Activities

- Find your open work session (i.e. clocked in shifts)
- Find pending uploads (from offline mode)



- Tasks requiring your attention will appear as an orange icon.
- Tap on a task to gain more information about what is required.



- Offers requiring your attention will appear as an orange icon.
- Click on the offer to gain more information.



After clicking on the offer, you will be able to view the following information:

- Offer due date
- Risks associated with the visit
- Incentive (if any)
- Schedule information
- General location (map) Town and Zip code only\*

To accept or decline an offer, simply click the thumbs up or thumbs down button located at the top right corner.

Declining an offer requires a reason\*

