

# **Electronic Visit Verification using ERSP Mobile site**

| <u>Step 1.</u><br>On your mobile open browser and go to:<br>ck234.ersp.biz |                         |   |              | <u>Step 2.</u><br>After logging in you will be taken to your<br>dashboard screen. Tap on your schedule. |  |  |  |  |  |
|--|-------------------------|---|--------------|---|--|--|--|--|--|
|  | https://ck234.ersp.biz/ | : |              | https://ck234.ersp.biz/   | :D :   |  |  |  |  |
| +  | eRSP™ Mobile            |   |              | Home  | =  |  |  |  |  |
| Care   | egiver Login            |   |              | Comfort<br>Keepers.   |  |  |  |  |  |
| User   | name                    |   | Upco<br>Thu, | oming - <b>John Doe</b><br>8/30 9:00P - Fri, 8/31 9:00A   | <mark>,                                    </mark> |  |  |  |  |
|  |                         |   | Broa         | dcasts  |  |  |  |  |  |
| Pass   | sword                   |   | Toda         | ny's Assignments  | 1  |  |  |  |  |
|  |                         |   | This         | Week's Assignments  | 2  |  |  |  |  |
| 0  | Login                   |   | Mes          | sages   | 15   |  |  |  |  |
|  | Franchise 234           |   |              |   |  |  |  |  |  |
| Google Play  |                         |   |              | Franchise 234   |  |  |  |  |  |
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|  |                         |   |              | Google Play   |  |  |  |  |  |



<u>Step 3.</u> Tap on Notes button.

#### https://ck234.ersp.biz/ :D : https://ck234.ersp.biz/ $\Delta$ :D : $\cap$ John Doe John Doe Ξ Ξ Thu Aug 30 9:00P - 9:00A **Plan of Care** $\odot$ **Caregiver Signature** Clock Clock Info Info Notes **Client Signature** Invalid Cloc Scheduled End Friday 9:00A Scheduled End Friday 9:00A Mileage Mileage User denied the request for Geolocation. User denied the request for Geolocation. Tips to Improve Accuracy ? Tips to Improve Accuracy 2 **Clock OUT Clock OUT** Instructions Instructions

### <u>Step 4.</u>

Tap on Plan of Care to access daily tasks. Tap on Crg Signature to add your signature on file.



## <u>Step 5.</u>

Tap on tasks that were completed during shifts, then tap on Update button.

| 1 http:                                     | s://ck234.ersp.biz/ | :D    | :                        |                            | â http       | s://ck234.ersp.biz | :/ :D     | : |  |
|---|---------------------|-------|--------------------------|----------------------------|--------------|--------------------|-----------|---|--|
|   | John Doe            |       | ≡                        |                            |              | John Doe           |           | ≡ |  |
| Thu Aug 30 9:00P - 9:00A                    |                     |       |                          | Thu Aug 30 9:00P - 9:00A   |              |                    |           |   |  |
| Info Notes                                  |                     | Clock | ock                      |                            | Notes        | Clock              | c         |   |  |
| Plan of Care ?                              |                     |       |                          | Invalid Clock-In           |              |                    |           |   |  |
| Update                                      |                     |       |                          | Scheduled End Friday 9:00A |              |                    |           |   |  |
| Home Care                                   |                     |       | •                        | Use                        | r denied th  | ne request for Geo | location. |   |  |
| Companionship                               |                     |       | Tips to Improve Accuracy |                            |              |                    |           |   |  |
| Complete                                    | Client Refused      |       |                          |                            |              |                    |           |   |  |
| Light Housekeeping                          |                     |       |                          |                            |              | Clock OUT          | D         |   |  |
| Complete No Client Refused<br>Personal Care |                     |       |                          |                            | Instructions |                    |           |   |  |
|   |                     |       | •                        |                            |              |                    |           |   |  |
| Grooming / Dressi                           | ng                  |       |                          |                            |              |                    |           |   |  |

## <u>Step 6.</u>

Enter mileage if necessary and tap on Clock Out to finish.



<u>Step 7.</u>

You will be presented with confirmation screen.

| 1 https   | ://ck234.ersp.biz    | z/ | :D         | : |  |  |  |
|---|----------------------|----|------------|---|--|--|--|
|   | John Doe             |    |            | = |  |  |  |
| Thu Aug 30 9:00P - 9:00A                                |                      |    |            |   |  |  |  |
| ()<br>Info  | Notes                |    | O<br>Clock |   |  |  |  |
| Clocked IN<br>Clocked OUT<br>Hours on Site<br>Mileage 0 | 9:00P<br>9:00A<br>12 |    |            |   |  |  |  |

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