WORKER _____   WORKER ID _____

	Instructions to install the AuthentiCare 2.0 Mobile Application to your Mobile Device
1.	From your mobile phone, install the AuthentiCare 2.0 Mobile Application from the Google Play Store for Android or the Apple Store for iOS (iPhone). Tap on **Open** to open AuthentiCare 2.0.
2.	Tap **Allow** AuthentiCare 2.0 to access this device's location and Tap **Allow** AuthentiCare 2.0 to make and manage phone calls.
3.	The first screen requires you to enter a setup code. The Setup Code designates in which environment you will be working (Live/Production or Test/Training). Enter the Setup Code and tap Submit. Production Setup Code = **NEVADAPRD.** Training Setup Code = **NEVADACATFDX** **Important:** By entering the Setup Code and tapping Submit, the user agrees to the End User License Agreement. The End User License can be viewed by tapping on 'View End User License Agreement' before tapping Submit. **Important:** To change the Setup Code, click on **Settings > Reset and Change Setup Code**, to enter in the appropriate code (either Production or Training)
4.	After entering the setup code and submitting, you will be taken to the Login screen. Tap on **Settings** then **See Device Identifier** to get the Device ID. Your Provider Agency will need this Device ID to enter on your *Worker Entity Settings* page in AuthentiCare. Copy this Device ID and provide to this to your Provider Agency AuthentiCare Administrator.
5.	Before you can Login-In, you will need to obtain and confirm the following from your Provider Agency: • Obtain your AuthentiCare Worker ID and Mobile Password • Confirm that your Provider Agency has "mobile-enabled" selected for the Provider and Worker Entity Settings Page. • Confirm that your Provider Agency has entered your Device ID on your Worker record
6.	If Step 5 is complete, enter your Worker ID and Mobile Password and tap **Sign In**.

Instructions for an AuthentiCare Mobile Application Check-In / Check-Out

1.	You are at the client's location. If your Provider has created scheduled events for you then you will see a client card(s) for each scheduled visit for that day. Tap the client card for the appointment you are there for. Otherwise, tap **New Check-In**. If client is found based on your location then: Tap the name of the client to be served. Verify the client's address and location to be served. Tap **Services**. Select the service; tap **DONE**. If required, enter **Mileage** and **Travel Time**. Tap **Check-In**. If client is NOT found based on your location then: A message will appear that no clients are found. Tap **Lookup Client**. Enter the Last Name of the Client or the Client Medicaid ID of the Client you are there to serve. If found, Tap the name of the client to be served. Verify the client's address and location to be served. Tap **Services**. Select the service; tap **DONE**. If required, enter **Mileage** and **Travel Time**. Tap **Check-In**.
2.	A Check-In Success screen displays; tap **OK**.
3.	The Check-Out screen displays. If required, tap **Activities** to open the list. Choose one or more Activities; tap **Done**. If required, tap **Observations** to open the list. Choose one or more Observations; tap **Done**. Optionally, tap **Notes** to enter notes regarding the visit. **Note:** To go back to the Main Menu after completing a Check-In, tap the back button on the mobile device. On the Main Menu, you will see the Client Card with a status of 'In-Progress – Pending Check-Out'. Tap the Client Card to complete the Check-Out process.
4.	If the service requires attestation and the Client is available, tap **Continue to Client Attestation**. Follow the instructions to complete the Client Attestation process.
5.	If the Client is unavailable, tap **Skip Attestation**. The Check-Out Success screen displays. Tap **OK**. The Visit Details screen displays. Tap the back button on the mobile device to view the completed visit. To view the details of the visit, tap the **Client Card**.
6.	All stored data, except stored visits, is deleted at 4:00 AM each morning for privacy and security reasons. To view stored data again, a log in to the mobile app has to occur.

Important Note: If your mobile device loses connection to WiFi or Cellular coverage, the mobile application screen banner turns red and displays "No data connection". Visits can still be completed but will be in a queued status. Once your mobile device regains WiFi or Cellular connection, the red screen banner and message will disappear and visit data in a queued status will be automatically transmitted.