

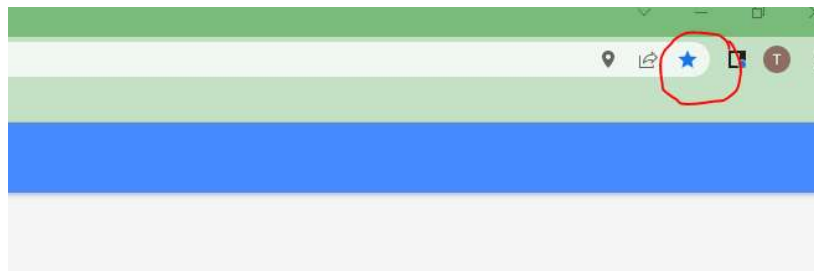
Locate App on a web browser

We suggest using the Google Chrome Web Browser. Copy and paste the **highlighted** website below to the top bar of your web browser of choice.

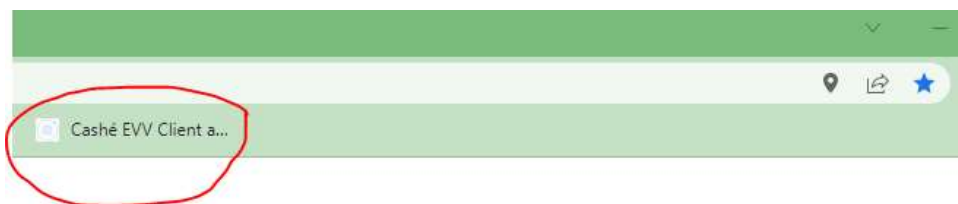
<https://evv.cashesoftware.com/app/>



If you would like to bookmark the website to your browser, click on the Star, a drop down box will appear. Make sure to click *done*. The Star will turn blue once it is saved.

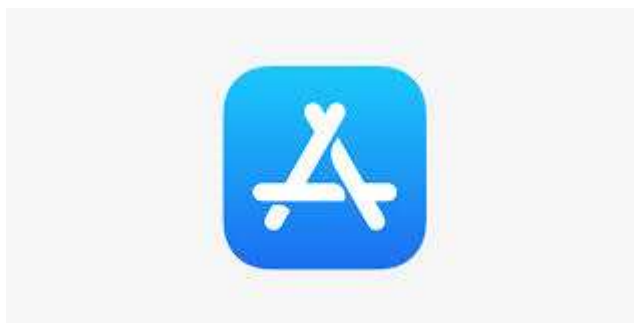


The next time you log in, it should be on the top of the screen under the search bar:

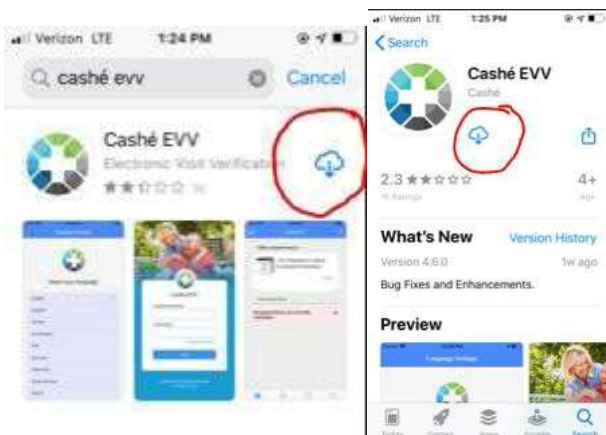


HOW TO DOWNLOAD THE APP ON AN IDEVICE(Apple)

Go to the App Store.(App Store logo below)



In the App Store, search Cashé EVV you will click the download button.(as circled below)

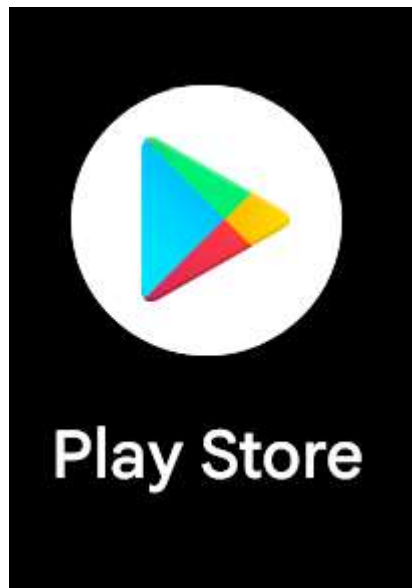


****Once the app is fully downloaded you will be able to enter it by just clicking on the app****



DOWNLOAD THE APP ON AN ANDRIOD DEVICE

Go to the Play Store.(Play Store logo below)



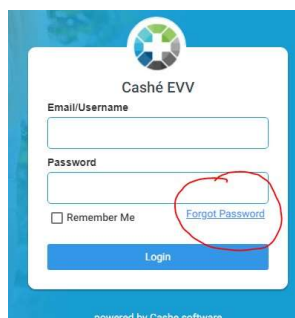
After going into the above app, search Cashe EVV you will click the install button on the Cashe EVV App.(as circled below)



****Once the app is fully downloaded you will be able to enter it by just clicking on the app****

Responsible Party Login

Your profile for the EVV app should already be set up with the email address you provided as the username. The guide below assumes use of the iOS/Android app, steps are the same for the desktop version. The 'Forgot Password' link, circled below, is used to generate a temporary password, when you are ready to login.



Cashé EVV

Email/Username

Password

Remember Me [Forgot Password](#)

Login

powered by Cashé software

This temporary password email will come from admin@cashesoftware.com and will be 6 characters with a mix of numbers and letter (as circled below)



Please type your email address, then the temporary password(case sensitive) into the password section of the log in screen of the app.(as circled below)



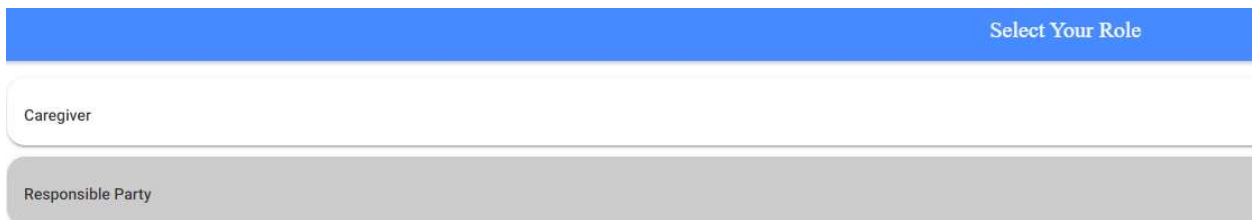
The screenshot shows the 'Cashé EVV' login interface. It features a logo at the top, followed by the text 'Cashé EVV'. Below this are two input fields: 'Email/Username' and 'Password'. The 'Password' field is circled in red. There is a 'Remember Me' checkbox and a 'Forgot Password' link below the password field. At the bottom is a blue 'Login' button.

If the previous step is done correctly it will prompt the system to have you create your own personal password, as below. Your password needs to be at least 6 characters long. We suggest you have at least one number and one capital letter.



The screenshot shows the 'Change Password' screen. It has a logo at the top and the title 'Change Password'. There are two input fields: 'New password' and 'Confirm password'. Below these fields are two buttons: a blue 'Proceed' button and a 'Cancel' link.

Note: If you are using the same email address for both your Responsible Party and your Caregiver account within the EVV app, the system will ask you which role you wish to use upon logging into the app, as below. After selecting a role, if you wish to switch to another role, log out and back in.



The screenshot shows the 'Select Your Role' screen. It has a blue header with the text 'Select Your Role'. Below the header are two radio button options: 'Caregiver' and 'Responsible Party'. The 'Responsible Party' option is selected and highlighted in grey.

The Layout of the Tabs: Once you are logged into the app you will notice tabs at the bottom of

the screen. Each tab will lead you to another page within the app:



Dashboard: In this tab you will see a list of timesheets you need to approve in order for your Coordinator to process the timesheets. Your Caregiver need to clock hours and sign and submit before you will see anything.



Care History: In this tab you will see all months that your caregivers clocked hours in. If you click on the month it will expand into the exact hours work per day, per Caregiver within that month.




My Profile: In this tab you will see the Client's Budget. You can click the *Budget Transaction Details* to expand and see the activities per this section of the budget. If your address or phone number has changed, please reach out to your coordinator to get it updated.

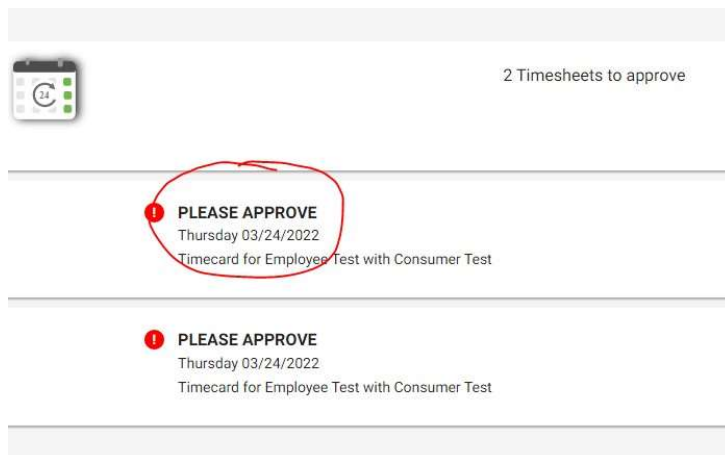


Inbox: In this tab your notifications will pop-up or any messages send to you by the Caregiver. You can also send a message to your Caregivers by clicking on the paper airplane on the far, top-right side of the screen. You can also delete the messages and notifications by clicking on the garbage can on the top of the left-side of the screen.

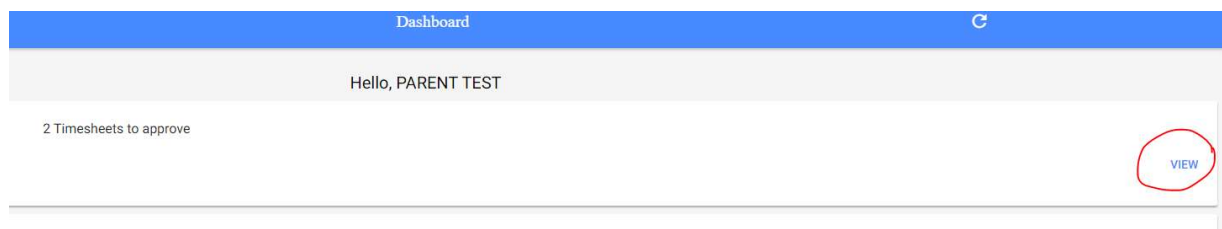
Approve a Timesheet

After a Caregiver has signed and submitted their worked shifts, the Responsible Party account can now view/approve the time shift(s).

On  the Home Tab you'll see what shifts need to be approved, indicated by Please Approve (as circled below). The total number of timesheets/shifts that are available to approve is in the top right corner.



To approve all shifts at once please click *View* on the top, right side of the screen. (as circled below)



This will bring you to the Complete Visit page. All shifts that were signed by the Caregiver and not already approved appear here. Verify the shifts are correct and confirm that the box is checked stating that you want to approve the shift. (as circled below)

Date of service
March 24, 2022 View

Caregiver
Employee Test

Client
Consumer Test

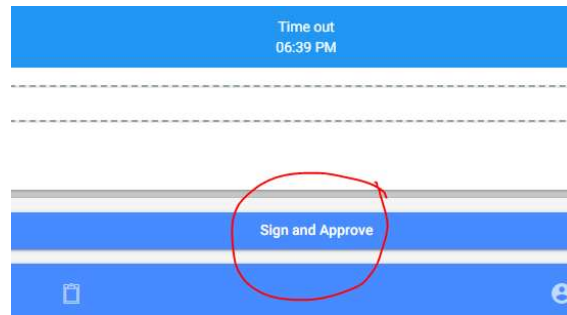
Time in	Time out	Total Time
06:48 PM	06:56 PM	0 hr 8 min

Service details

Do you want to approve this timesheet?

****Note: If the shift is not checked it will not be approved.****

Next, click *Sign and Approve* to approve all shifts that are checked. (as circled below)



Sign with your finger or mouse in the light blue box and click on Submit Time Entry (as circled below).

Signature Verification

TEST

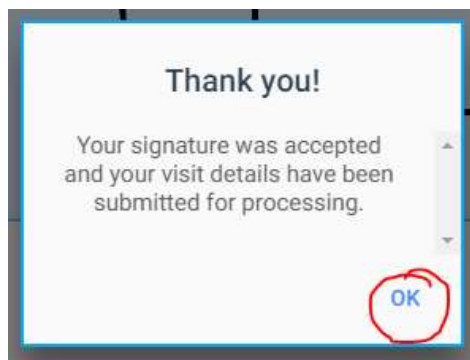
Sign your name using your finger.

[Clear Signature](#)

a fraudulent timesheet


[Submit Time Entry](#)

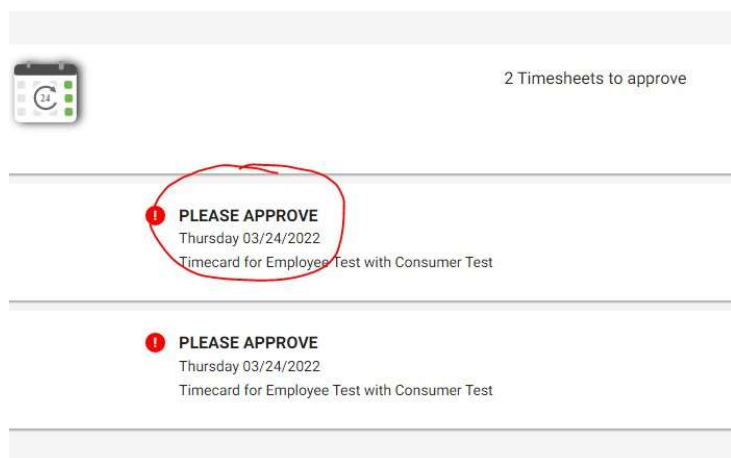
If this has all been done successfully you will get a pop-up message that says "Thank you". You will click *OK* (Example: circled in red below) and this will bring you back to the home screen.




Rejecting a Timesheet


After a Caregiver has signed and submitted their worked shifts, the Responsible Party account can now view/reject the time shift(s).

On  the Home Tab you'll see what shifts need to be approved, indicated by **Please Approve** (as circled below). The total number of timesheets/shifts that are available to approve is in the top right corner.

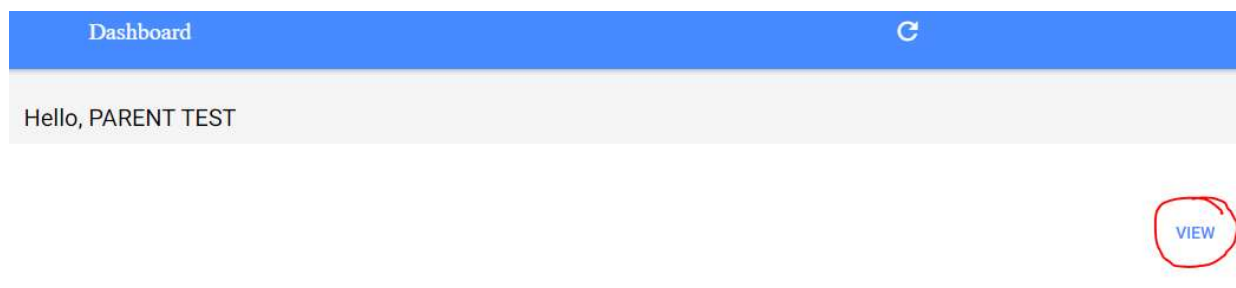



2 Timesheets to approve

 PLEASE APPROVE
Thursday 03/24/2022
Timecard for Employee Test with Consumer Test


 PLEASE APPROVE
Thursday 03/24/2022
Timecard for Employee Test with Consumer Test

To review all shifts for potential rejection please click View on the top right of the screen. (as circled below)



Dashboard 

Hello, PARENT TEST



Next, click *View* again, but make sure it is on the same line as the timesheet you wish to reject (as circled below)

HERO, PARENT TEST

Date of service
March 25,2022

Caregiver
Employee Test

Client
Consumer Test

Time in	Time out	Total Time
11:05 AM	11:06 AM	0 hr 0 min

Service details

Do you want to approve this timesheet?

This will pull up on the details of that particular time shift. Scroll to the bottom of the page, click *Reject* in order to pull up the reject screen.(as circled below)

TIME IN

11:05 AM

● LOCATION VERIFIED BY GPS

TIME OUT

11:06 AM

● LOCATION VERIFIED BY GPS

It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.

Reject Approve

Once the reject screen appears, type in a comment as to why you are rejecting this time shift, please be specific. Next, click the *Reject* button.(as circled below)

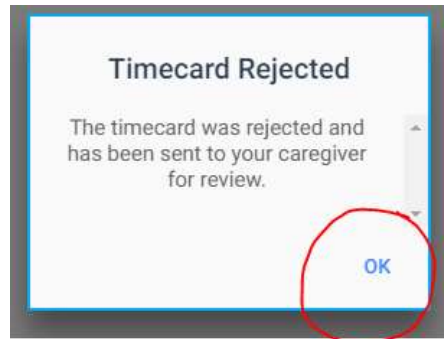
Comment

You must have forgot to clock in. My records show you were here at 8 am.

It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.

Reject Cancel

The below confirms that shift was rejected. Click *OK* to get back to the home screen.(as circled below)



****Note: Once you have successfully rejected the Timecard it will go back to the Caregiver account to be corrected, resigned, and submitted.****

Review Previous Shifts-Responsible Party

Once in the app go to the second tab  Care History.



Under the Care History tab, all months that have been worked within the app appear.

April 2022	*	22 Timesheets
March 2022	*	71 Timesheets
February 2022	*	68 Timesheets
January 2022	*	45 Timesheets

Click the month you wish to view, each day worked by the caregiver in that month appears. The completion percentage is not meaningful for this purpose.

04/11:Employee Test2	50%
04/10:Employee Test2	50%
04/09:Employee Test2	100%
04/06:Employee Test2	100%

By clicking into each shift the details can be viewed, including the total hours.(as circled below)

APPROVED THIS TIMESHEET ON
April 11 2022, 1:31 PM

100%



CD FMS Prod



RECIPIENT OF CARE
CONSUMER TEST



PROVIDED BY
EMPLOYEE TEST2

DATE OF SERVICE April 9,2022	TOTAL TIME 17 hr 14 min
SERVICE TYPE Support Staff - U1	

ACTIVITIES



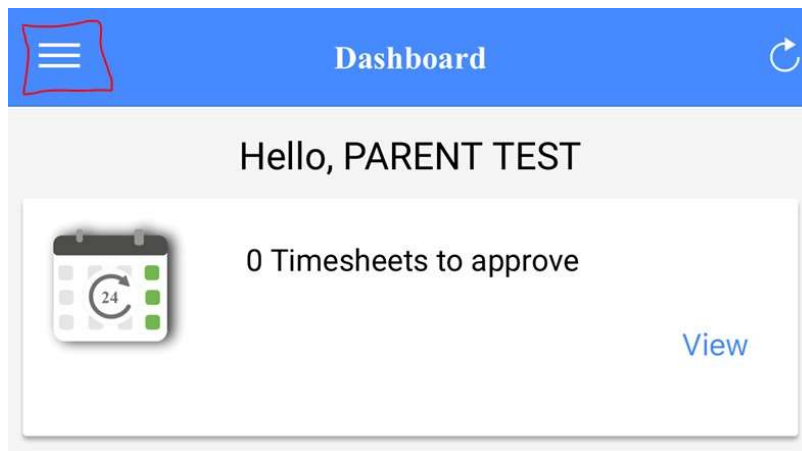
Support Staff - U1

CLIENT NOTES

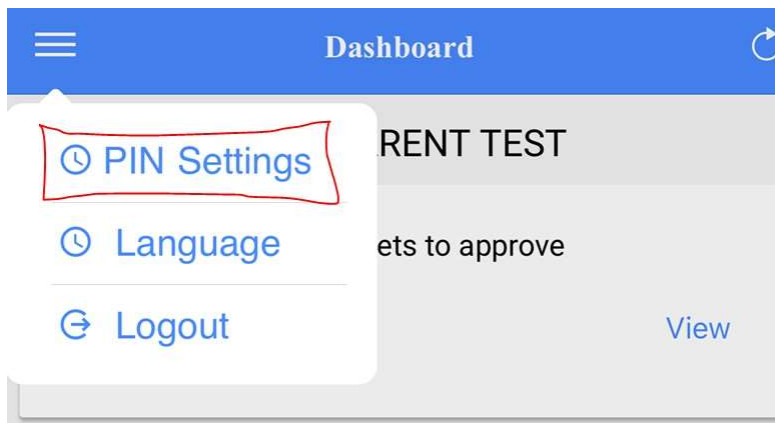
EMPLOYEE NOTES

Create a PIN

Once logged into your Responsible Party account click on the three lines on the left side of the screen.(in the square below)



Next, select PIN SETTINGS.(in the square below)



Create your unique PIN number. Enter it in both fields then click *Confirm* to save.

ENTER YOUR PIN

 Pin number should be 4 digits.

ENTER PIN	<input type="password"/>
RE-ENTER PIN	<input type="password"/>

Confirm

The screen below confirms you have successfully changed your pin. Please exit the app and you are now able to sign and approve a timecard as the Responsible Party after the Caregiver signs and approves their shift.

CHANGE YOUR PIN

CURRENT PIN	<input type="password"/>
NEW PIN	<input type="text"/>
CONFIRM PIN	<input type="text"/>

Change PIN

[Forgot PinCode](#)