## Accessing your Clock-in and Documentation on Alora

Step 1: Download the Alora Plus App from your App store.



Step 2: Login to Alora with your provided username and password.

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	<b>A</b> rius
🖵 Sign In	
Username	٥
Password	_
Show Text	
	Login
Forgot your Password	?
Refe	r an Agency
and	get up to \$2,500!
© 2024 Alora Healthca	re Systems, LLC.
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## Password: Jr011997@

Step 3: Click on the blue square with three white lines icon on the top left corner.



Step 4: Scroll down to 'CareConnect/EVV' tab that is third from the bottom



Step 5: Click on 'CareConnect/EVV' Tab and you will see a drop down of more options, click on the tab that says CareConnect.



Step 6: Your visits will appear on this screen, and you will be able to select your visit on the green box with the pencil under "Action". (You will have to allow Alora plus to use your location).



Step 7: Click the large green 'START VISIT' button. Clicking this button will log your CLOCK IN time and location.



Step 5: Scroll down until you see a tab that reads "SN/HHA visit note". A pop-up will appear to 'carry over previous documentation information'. Click yes but make sure to delete any information that does not pertain to your visit. Complete your visit documentation during your shift. Once you're done and at the last tab that reads "QA/Signatures mark the QA status as "in-use".

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<u>&lt; Back</u>	<u>&lt; Back</u>	
Signed Date 07/05/2024 04:19 PM	New	
Commonts	Would you like to carry over previous SNaP?	information from the
Comments	τ	Yes No Cancel
SN Visit Note		
Assessment	SN Visi	it Note
Save & Close	Asses	sment
Cancel	Save & Close	
End Visit	Cancel	
	End	Visit
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Version: 8.57.1.2	© 2024 Alora Healthcare Sys	tems, LLC.

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<u>&lt; Back</u>			
RABBIT	Г, ЈАСК		
PAN	95	DNR	No
Admit Date	09/17/2021		
Date of Birth	01/02/1934		
QA Statu	IS		
In Use	Completed	t	
Return	for Correction		
Approv	red		
Reviewed By: Reviewed Date:			
Add QA I	Note		
Add			
QA Note	S		
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Step 8: AT THE END of your visit, back on the care connect screen, get the client representative signature and your signature documented.

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Client Signature	
Add Signature	
	>
Signed Date 07/05/2024 04:19 F	PM
Caregiver Signatur	е
Add Signature	
S	
Signed Date 07/05/2024 04:19 F	PM

Step 9: End your visit documentation by going into your SN/HHA Note tab once again. Then go mark the note as 'COMPLETED' in the QA/signature tab of visit note and then press the pink "save & close" button (this should automatically take you back to your previous care connect start visit screen).

16:19 AIl 5G (23) Ack ther Interv. Interv. Summary Plan A/Signature RABBIT, JACK PAN 95 DNR No Admit Date 09/17/2021 Date of 01/02/1934 Birth	< Back	
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RABBIT, JACK       PAN     95     DNR     No       Admit Date     09/17/2021     Date of     01/02/1934       Birth     Birth     Birth     Birth		
PAN     95     DNR     No       Admit Date     09/17/2021     09/17/2021     09/17/2021       Date of     01/02/1934     09/17/2021		
PAN95DNRNoAdmit Date09/17/2021Date of01/02/1934Birth		
Admit Date 09/17/2021 Date of 01/02/1934 Birth		
Date of 01/02/1934 Birth		
	Signatures	
	Detient and Nurse Cignetur	
In Use Completed	completing your CareConne	ect visit. To sign this note,
	press "Save And Close" bel	ow to return to your
Return for Correction	will be applied to this note i	if the note is marked
Approved	"Completed."	
Reviewed By: Reviewed Date:		
	Troving Tab	Save & Print
Add QA Note	Save & Close	ncel
Add		

STEP 10: Press 'END VISIT' as this will be your clock out.

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Signed Date 07/05/2024 04:19 PM
Comments
SN Visit Note
Assessment
Save & Close Cancel
End Visit
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Version: 8.57.1.25