

# LOGGING IN AND VIEWING SCHEDULE



1

OPEN APP



2

LOG IN



**A. Enter the corresponding address:**

The first time you login, please enter the server name under the following address:

[nchs.alayacare.com](https://nchs.alayacare.com)

You will only need to enter this once and it may already be done for you.

**B. Enter your email and password:**

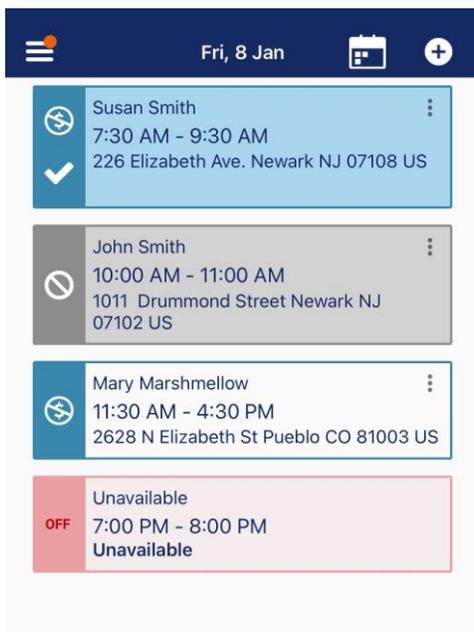
Your email has been set up in AlayaCare by NCHS

When you first log in you will use the password provided by NCHS

This will be the first screen you see when you log in. Scroll left and right to see previous and future days of your schedule.

3

VIEW YOUR SCHEDULE



**Blue Visit - Scheduled for today**

**Gray visit - Cancelled or visit is on Hold**

**Red visit - Indicated Unavailability**

**Dashed Blue visit - Future Visit (different day)**



## Important icons



Menu



Clock-in



Clock-out

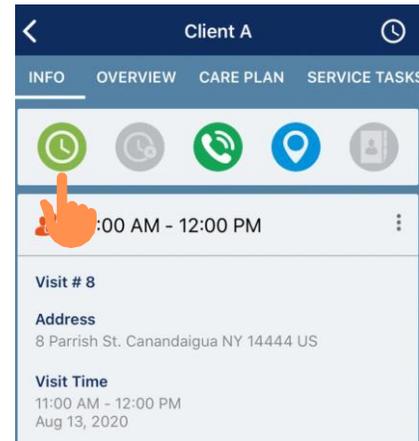


Map of Address

1

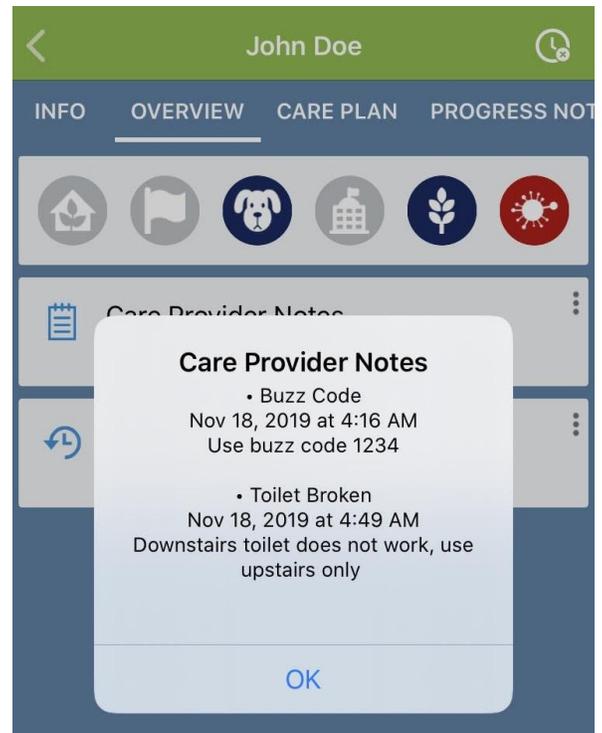
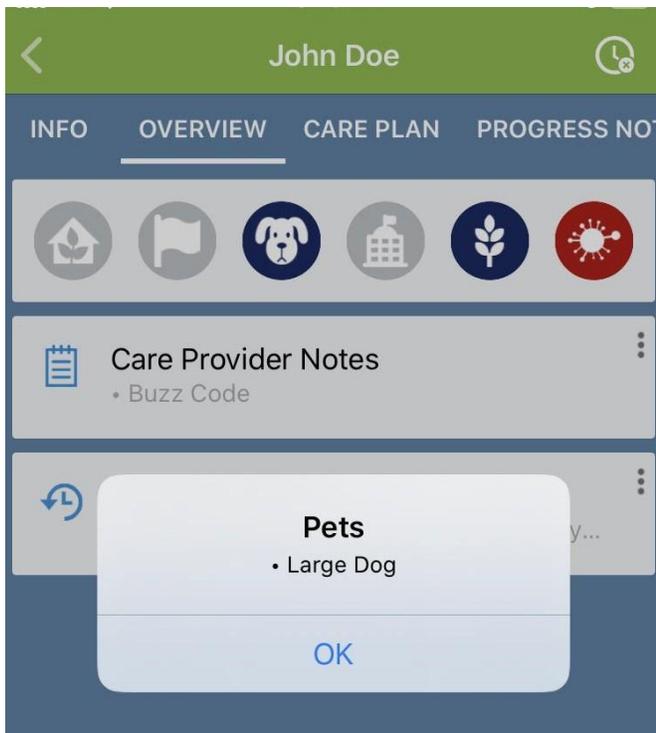
## CLOCK INTO A VISIT

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



2

## 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.**

John Doe

INFO OVERVIEW CARE PLAN PROGRESS NOTES

**Diagnoses**

Self Care Deficit ...  
From 2020-04-05  
Last updated : 2020-04-05 by Administrator

**Goals**

Personal Care

★ Increase Ambulation ...  
From 2020-04-05  
No progress tracking  
Self Care Deficit  
Last updated : 2020-04-05 by Administrator

**Interventions**

Personal Care

Bathing ...  
From 2020-04-05 | Any time | Per request  
Last updated : 2020-04-05 by Administrator

Toileting ...  
From 2020-04-05 | Any time | Per visit  
Last updated : 2020-04-05 by Administrator

## 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.

John Doe

PLAN PROGRESS NOTES SERVICE TASKS FORM

**Forms** 0/1

Assessment  
Not submitted yet

**Interventions** 0/2

Personal Care

Bathing 0 this visit

Toileting 0/1 this visit

**Goals** 0/0



## Forms Tab:

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

## Form History Tab:

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

Cancel      Assessment      Submit

New Section

Client Name

Date of birth

Options

Please choose most frequent option

Choose all that apply

Client Signature

Pain Scale

Cancel      Assessment     

Assessment

Client Laura Diruzzo (AC000000027)	Submitted by Administrator	Submitted on 2019-11-20 16:20:30 (EST)	Form ID 1
Date of Birth 905-242-4567	Service Address 90 Richmond st E, Toronto, ON, CA, m5s2a3	Agency Name and Address None, None, None, None	
Printed on 2019-11-20 16:20:30 (EST)		Approved by	Approved on

New Section

Client Name  
Laura

Date of birth  
2019-11-21

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

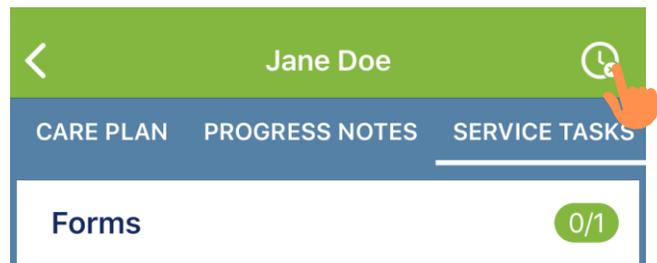
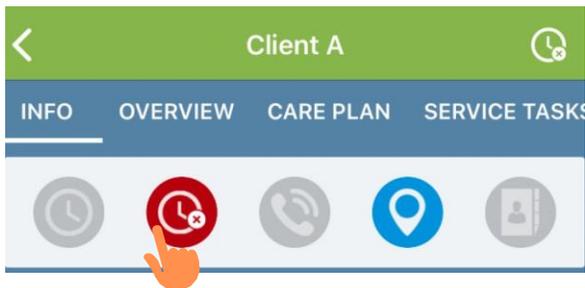
Current Diagnosis	Treatment	Start Date	End Date	Notes
F0781+Postconcussional syndrome				



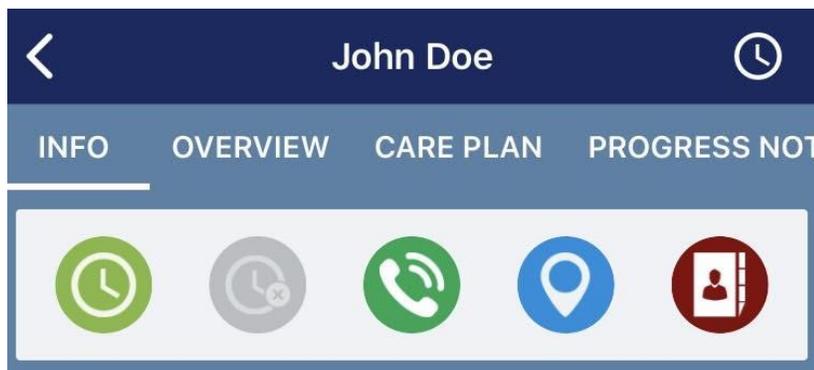
3

## CLOCK OUT

- Once you have completed all service tasks, you can clock out using the clock in the upper right corner or by navigating back to the Info tab using the red clock



**The banner of the visit will turn from Green to Dark Blue**

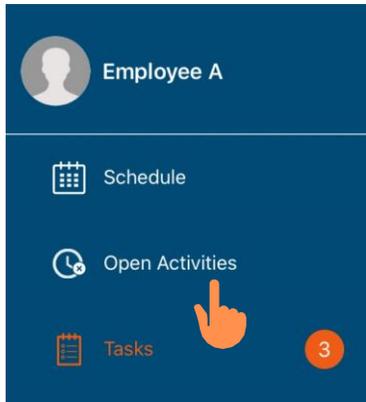


# TASKS AND SETTINGS

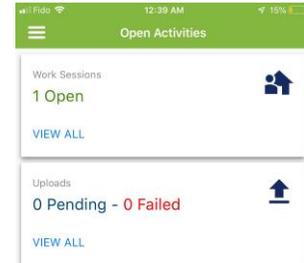


## Open Activities

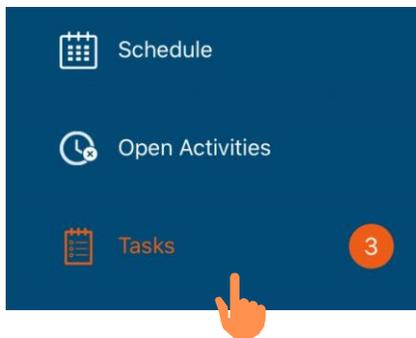
Menu (  button in the upper left)



- If you have forgotten to clock out of a shift, you can find the open shift in this section to clock out



## Tasks



Click on the Tasks button to review any tasks that have been sent to you to complete

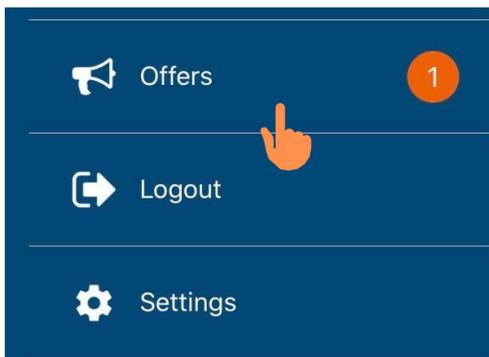
### Tasks with an attached Form:

- If the task includes a Form to be completed, click Fill Form
  - Completing the form will mark the Task "Closed"

### Tasks without a Form:

- Tasks requiring your attention will appear as an orange icon
- Tap on a task to gain more information about what is required
- Click Close when you are finished the task

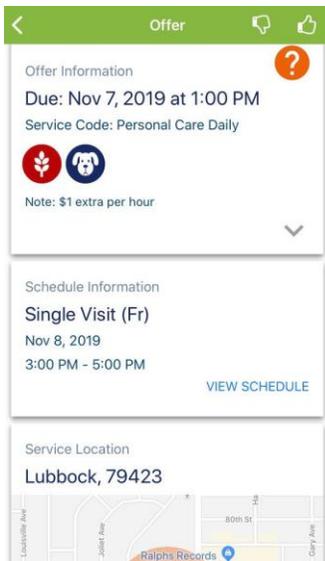
## Shift Offers



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



## Shift Offers



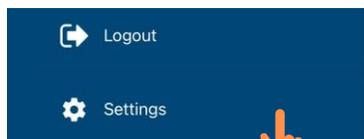
After clicking on the offer, you will be able to view the following information:

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

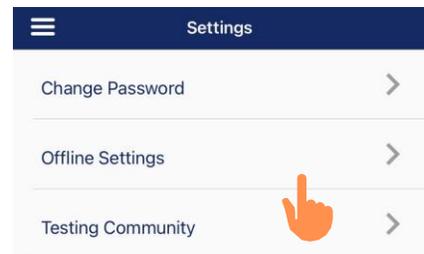
To accept or decline an offer, simply click the thumbs up or thumbs down button located at the top right corner.

Declining an offer requires a reason\*

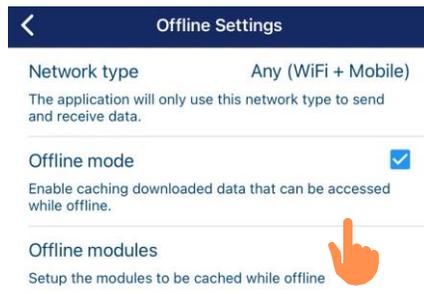
## Offline Mode



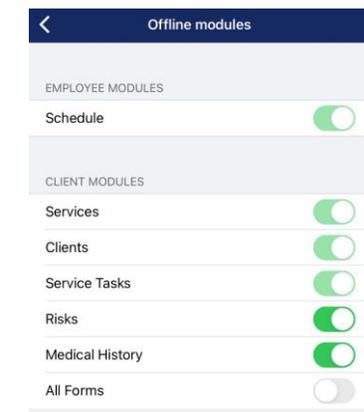
**A. Click on the menu bar (3 horizontal lines) and head to settings**



**B. Click on Offline Settings**



**C. To enable offline mode, check off the box beside "Offline mode"**



**D. To keep track of what modules will be downloaded during offline mode, click on "Offline modules" and turn on the necessary modules that should be downloaded**

If you are completing a visit at a location where you will not have access to the internet, you can enable Offline Mode.

**\*\*NOTE\*\*:**  
Download data at home and not from a public server!

Offline Mode allows you to download data from the mobile app to ensure you can complete visits even when disconnected from the internet.