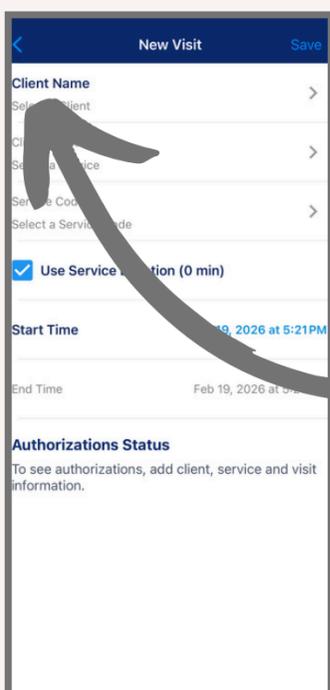# HOW DO I USE ALAYACARE TO CLOCK IN AND OUT?

The first step in using AlayaCare to clock in or out is to create a shift. Shifts can be created directly before clocking in, or in advance. You can also contact a client's support manager for help scheduling shifts or setting up a recurring schedule.

To create a shift, you will open the app and hit the " ➕ " In the top right of the homepage.

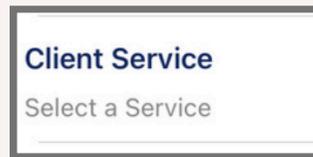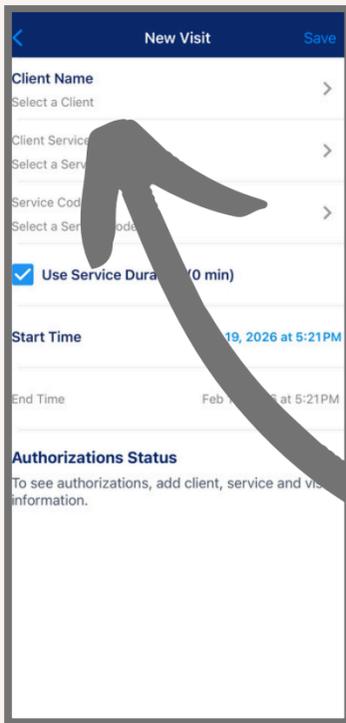Next, you will see a page with multiple selections. First, you will click on " Client Name " to choose the client you want to schedule a shift with.

1

A page will open with all clients you are authorized to work with. Check the box of the client you want to schedule with, and push "Select"

Cancel　　**Caseload**　　Select

☑ Bob Testclient

ne Testclient

☑ **Bob Testclient**

New Visit　　Save

Client Name
Select a Client

Client Service
Select a Serv

Service Cod
Select a Ser

☑ Use Service Dura (0 min)

Start Time　　　19, 2026 at 5:21PM

End Time　　　Feb　at 5:21PM

Authorizations Status
To see authorizations, add client, service and vi
information.

Now, you will repeat these steps for the service you are trying to schedule with the client.

Client Service
Select a Service

You will select the box for the correct service and push "Select"

Cancel　　**Services**　　Select

☑ 1-Hourly Attendant Care - Client Attendant Care

☐ -Hourly Attendant Care - Client Attendant Care

☑ **1-Hourly Attendant Care - Client Attendant Care**
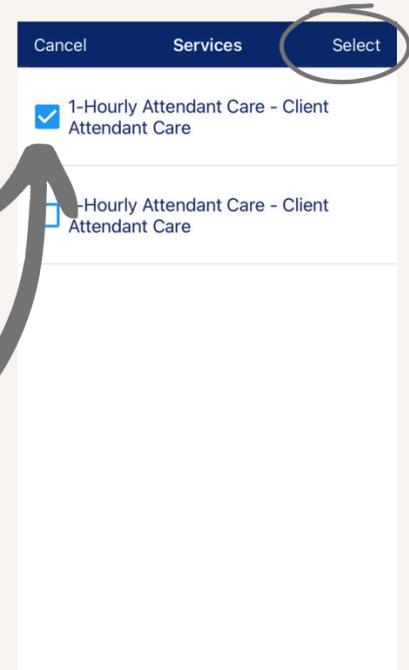
Lastly, you will set the start and end dates and times for your new scheduled shift.

First, select the start date and time for your shift.

Start Time   Feb 19, 2026 at 5:21PM
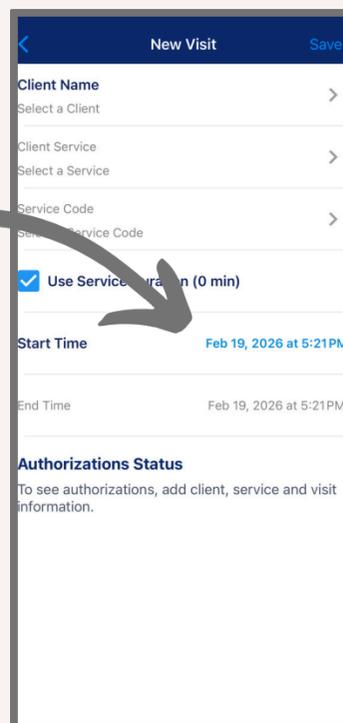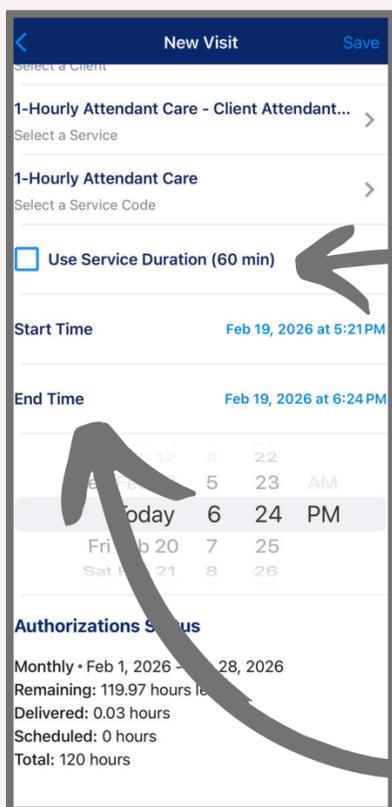
New Visit   Save

Client Name >
Select a Client

Client Service >
Select a Service

Service Code >
Select Service Code

☑ Use Service Duration (0 min)

Start Time   Feb 19, 2026 at 5:21PM

End Time   Feb 19, 2026 at 5:21PM

Authorizations Status
To see authorizations, add client, service and visit information.

New Visit   Save

1-Hourly Attendant Care - Client Attendant... >
Select a Service

1-Hourly Attendant Care >
Select a Service Code

☐ Use Service Duration (60 min)

Start Time   Feb 19, 2026 at 5:21PM

End Time   Feb 19, 2026 at 6:24PM

4	22
5	23	AM
Today 6	24	PM
Fri Feb 20 7	25
Sat 8	26

Authorizations Status

Monthly • Feb 1, 2026 - Feb 28, 2026
Remaining: 119.97 hours left
Delivered: 0.03 hours
Scheduled: 0 hours
Total: 120 hours

Next you will uncheck the

"☐ Use Service Duration (60 min)"*

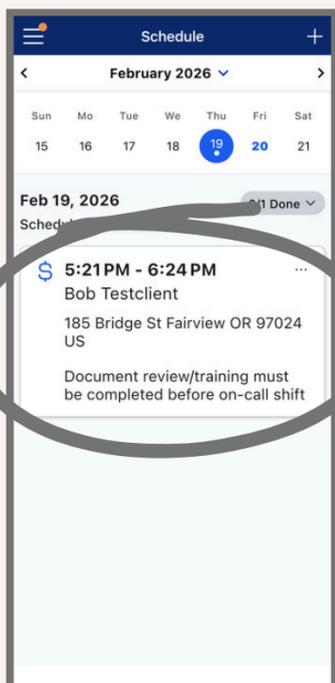box and chose your end time.

End Time   Feb 19, 2026 at 6:24PM

*Note: if you are providing relief care,
you will skip this step, and use the service duration of 24 hours.*

Finally, you will hit " Save " in the top right corner, and you are ready to clock in!

Schedule ☰ +
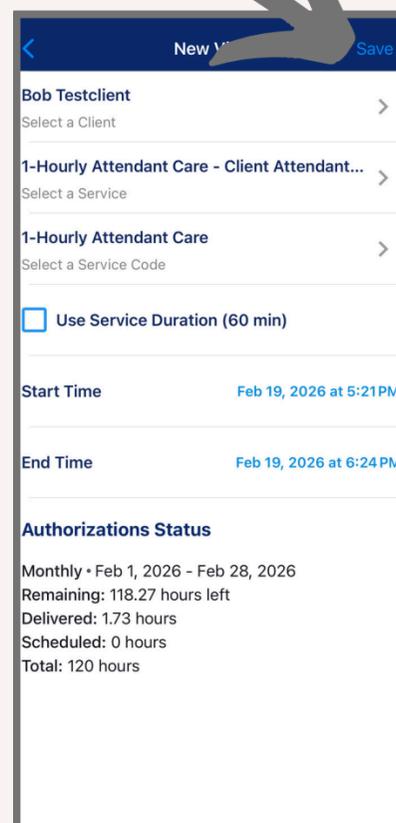
‹ February 2026 ⌄ ›

Sun	Mo	Tue	We	Thu	Fri	Sat
15	16	17	18	19	20	21

Feb 19, 2026   All Done ⌄

5:21PM - 6:24PM ⋯
Bob Testclient
185 Bridge St Fairview OR 97024 US

Document review/training must be completed before on-call shift

---

New Visit   Save

Bob Testclient >
Select a Client

1-Hourly Attendant Care - Client Attendant... >
Select a Service

1-Hourly Attendant Care >
Select a Service Code

☐ Use Service Duration (60 min)

Start Time   Feb 19, 2026 at 5:21PM

End Time   Feb 19, 2026 at 6:24PM

Authorizations Status

Monthly • Feb 1, 2026 - Feb 28, 2026
Remaining: 118.27 hours left
Delivered: 1.73 hours
Scheduled: 0 hours
Total: 120 hours

3

After you have your shift scheduled, it will be displayed on the main screen for the corresponding date. The next step in the process is to clock in for your scheduled shift.

To clock in, ensure the correct date is displayed in the blue circle at the top of the screen and click on the square detailing the clients name and time of your shift.

Once you click on the square, a page will open detailing the shift. At the top right corner of the page you will hit the green " Clock In "
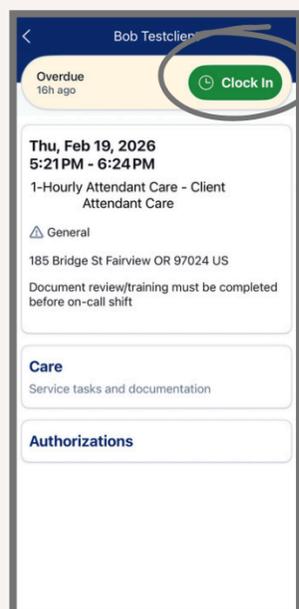
That's it, you're clocked in. This is signified by the clock in button changing to "Clock Out Early," with the time left in the shift displayed to the left.

4
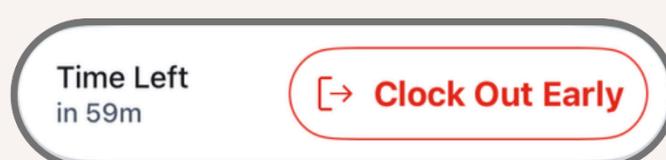
To finish off the process of clocking in and out of a shift, you will now complete your service tasks and clock out.

To clock out, ensure the date at the top of the screen is correct and click on the box with your shift details.

5:21 PM - 6:24 PM
Bob Testclient
185 Bridge St Fairview OR 97024 US

Document review/training must be completed before on-call shift
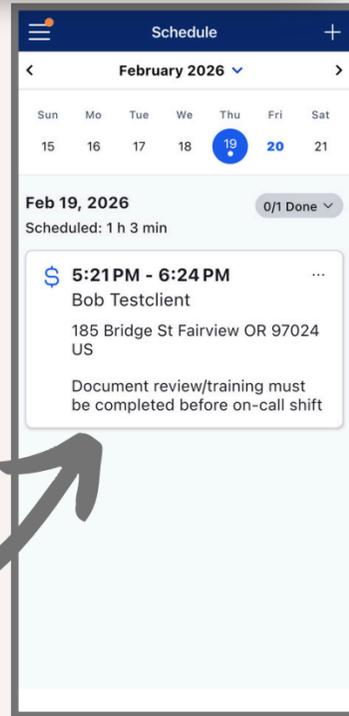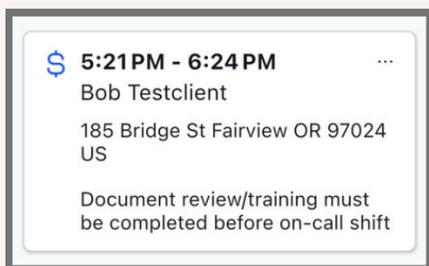
The same page from clocking in will open and you will see the "Clock Out Early," button has changed to "Clock Out' and the time left will say "Ended Now," Press clock out.

However, an error screen will pop up saying you haven't completed a service task. You will hit "ok," and be redirected to the service tasks.

5

Once you have arrived to this page you will tap on the Progress Note under

"Forms"

Service Tasks
Morgan Gene

Ended
In 53 min.   [→ Clock Out]

☐ Client Tasks   0 >

Forms   0/2

Required*
☐ Client Progress Notes - v2
Not submitted

Required
☐ Medication Management
Not submitted

Care Tasks   0/1

General medical supports

Required*
Complete the eMAR
Fill Form: Medication Management

9:36 📶 ☐ ⊿ ▷ ·   ⊙ ✳ ♀ ♥ ⊿ 🔋

← Client Progress Notes - v2   SUBMIT
    Morgan Gene

Attendant Care or Relief Care shifts
must address 1 or more of the following
client-specific goals or needs:

·Communication
·Behavioral Supports
·Dressing/Hygiene/Toileting
·Safety (environment, traffic, household, etc)
·Eating/meals
·Mobility or Transferring/positioning
·Community Integration or Socialization
·Exercise or Physical activities
·Shopping/Money management
·Housework/Chores
·Transportation
·Other needs or goals listed in client's ISP

Remember: Any behavioral concerns (injury, elopement, aggression, property damage, etc) should be reported on a **General** or **Serious Incident Form** found in the "Forms" section o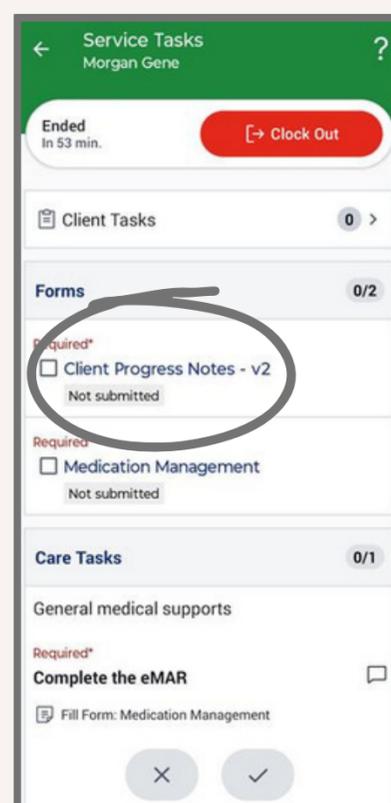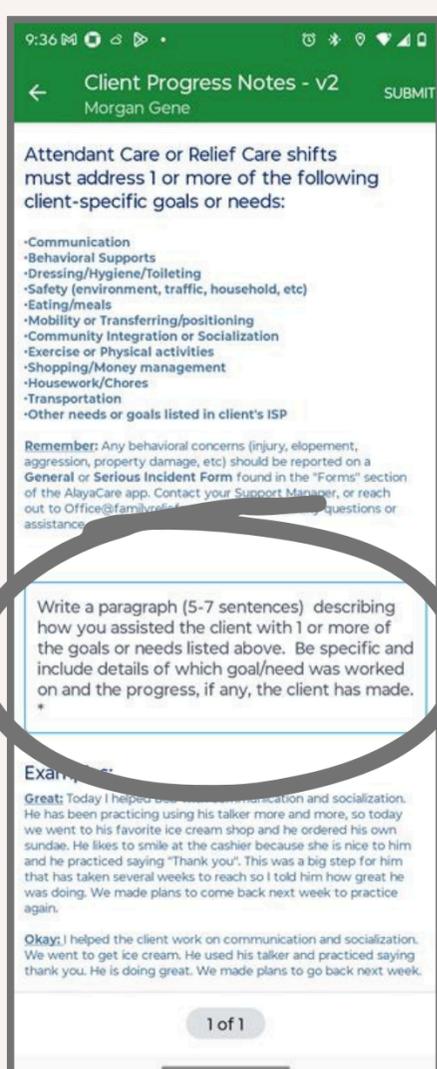f the AlayaCare app. Contact your Support Manager, or reach out to Office@familyreliefresources.com with any questions or assistance.

Write a paragraph (5-7 sentences) describing how you assisted the client with 1 or more of the goals or needs listed above. Be specific and include details of which goal/need was worked on and the progress, if any, the client has made. *

Examples:

Great: Today I helped the client with communication and socialization. He has been practicing using his talker more and more, so today we went to his favorite ice cream shop and he ordered his own sundae. He likes to smile at the cashier because she is nice to him and he practiced saying "Thank you". This was a big step for him that has taken several weeks to reach so I told him how great he was doing. We made plans to come back next week to practice again.

Okay: I helped the client work on communication and socialization. We went to get ice cream. He used his talker and practiced saying thank you. He is doing great. We made plans to go back next week.
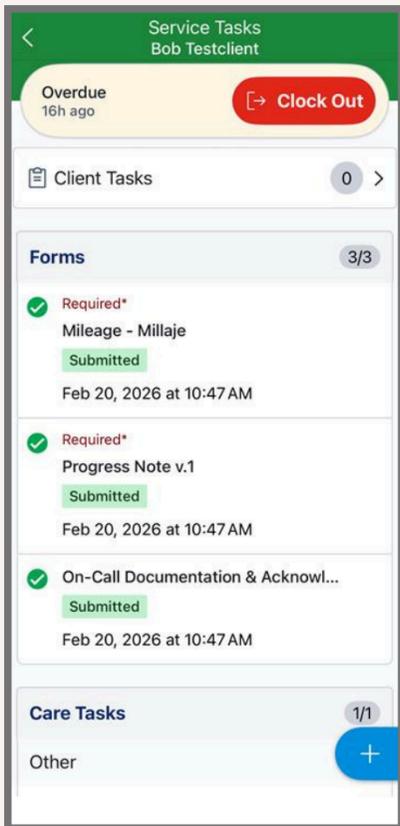
1 of 1

To complete the progress note you will read through the instructions and review the examples before writing 5-7 sentences describing how you assisted with 1 or more of the listed goals.

After you have written the progress note, you will hit SUBMIT the top right corner of the page.

9:36 📶 ☐ ⊿ ▷ ·   ⊙ ✳ ♀ ♥ ⊿ 🔋

← Client Progress Notes - v2   SUBMIT
    Morgan Gene

Attendant Care or Relief Care shifts
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·Communication
·Behavioral Supports
·Dressing/Hygiene/Toileting
·Safety (environment, traffic, household, etc)
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·Exercise or Physical activities
·Shopping/Money management
·Housework/Chores
·Transportation
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Remember: Any behavioral concerns (injury, elopement, aggression, property damage, etc) should be reported on a **General** or **Serious Incident Form** found in the "Forms" section of the AlayaCare app. Contact your Support Manager, or reach out to Office@familyreliefresources.com with any questions or assistance.

Write a paragraph (5-7 sentences) describing how you assisted the client with 1 or more of the goals or needs listed above. Be specific and include details of which goal/need was worked on and the progress, if any, the client has made. *

Ensure you complete any other client specific forms or tasks such as Medication Management, Mileage Tracking, Behavior Tracking, Etc. This will be indicated by a green Check Mark.

Finally, you are ready to clock out by hitting the red clock out button

Clock Out

When a shift is complete, it will be stored under the "1/1 Done" Drop down on the main screen of the corresponding date
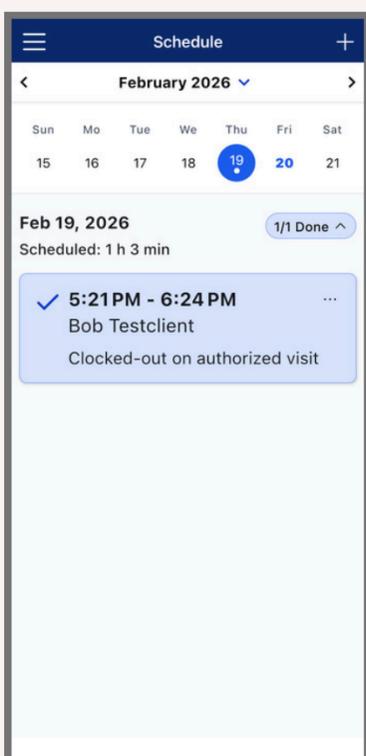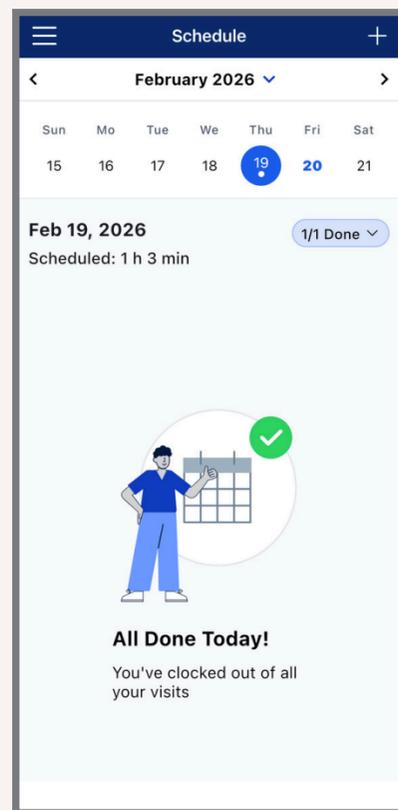
Selecting the arrow will display the completed shift as it was scheduled in a light blue color with a checkmark on the left of the shift.

7

Lastly, now that you have completed your shift, you can review the "sessions." This is the time you were actively clocked in, and it is the information that gets submitted to payroll.

To view your session(s) you will click the 3 dots in the top right corner of any completed shift.

· · ·
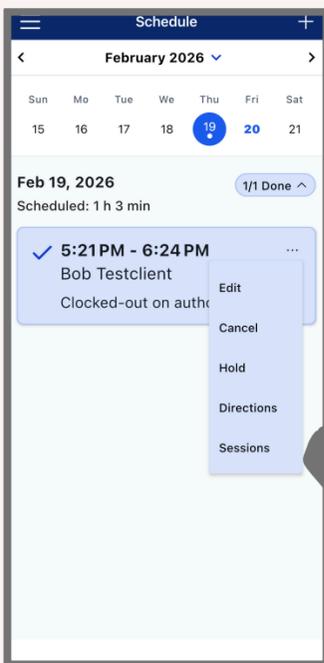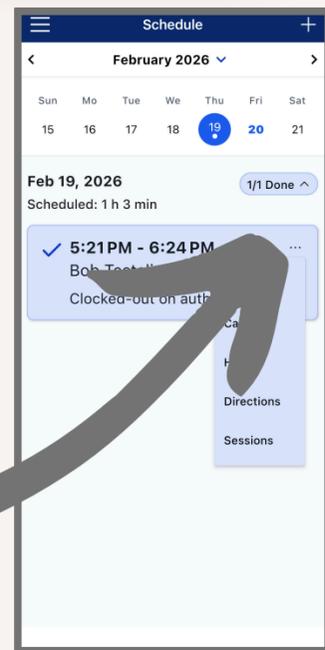
The dots will pull up the shift settings, and at the bottom you will see " Sessions "

If you press on the Sessions in any shift, it will take you to the "Sessions" page which will show all of your previous punch in and out times.*

*Note: Please be aware that sessions will not display any adjustments made by the office. If you clocked in or out incorrectly and contacted the office, or left a visit note requesting a correction, changes will not appear in sessions.

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