



Vodič Sandata Mobile Connect

(Sandata Mobile Connect Guide)

Vodič zaposlenih o tome kako da koriste apl. Sandata Mobile Connect (SMC)

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SE

Sadržaj

Šta je Sandata Mobile Connect (SMC)	2
Uloge u SMC-u.....	2
Postavljanje apl. SMC	3
Postavljanje sigurnosnih pitanja	4
Popostavljanje vaše lozinke.....	5
Korištenje trake menija	6
Opcije trake menija	6
Početak posjete	7
Početak nepoznate posjete.....	9
Završavanje posjete.....	11
Potvrda klijenta.....	14
Odbacivanje posjete.....	19

Šta je Sandata Mobile Connect (SMC)

- Apl. Sandata Mobile Connect također znana kao SMC softverska je aplikacija koja radi na mobilnom uređaju kao što su smartphone ili tablet. To znači da zaposleni mogu preuzeti apl. mobitela na svoje smartphone ili tablete i upotrebiti ih da snime pojedinosti o uslugama koje su pružili tokom posjete. Ako zaposleni nema mobitel, mogu koristiti metod Fixed Visit Verification (Fiksna potvrda posjete) (FVV).

BILJEŠKA: FVV može biti neprimjenjiv na vaš program.

Uloge u SMC-u

- **Zaposleni** = Osoba koja pruža njegu.
 - Prijavljuje se na posao i odjavljuje se s njega koristeći ili klijentov telefon, apl. Sandata's Mobile Connect ili uređaj Fixed Visit Verification (Fiksna potvrda posjete). Provjerite vaš program da biste znali koji se upotrebaljava i radije koristi.
- **Klijent** = Osoba koja prima njegu.
 - Koristit će EVV internetsku stranicu da bi uredili ili odobrili posjete.
- **Imenovani/a** = Predstavnik klijenta
 - Osoba imenovana da rješava klijentove dužnosti kad ovaj/ova to ne može.

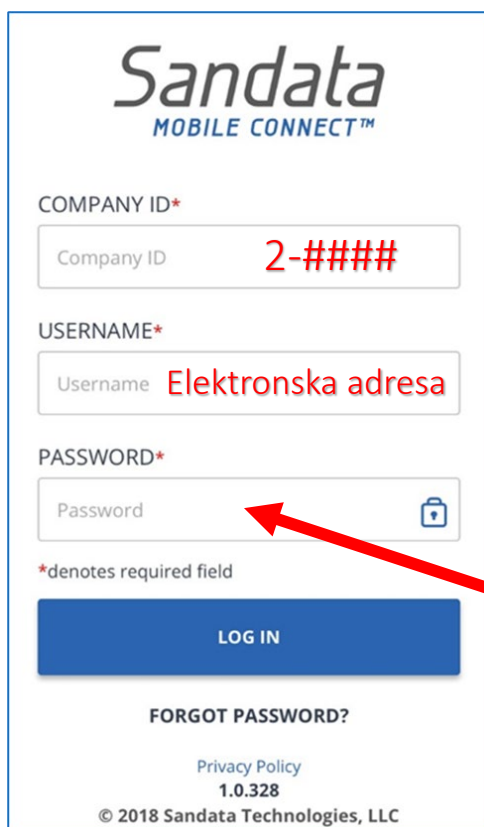
Postavljanje apl. SMC.

Odnosi se na brzu referentnu stranu „Kako preuzeti SMC Mobile apl.” da nauče kako da ugrade SMC apl. na svoj mobitel. Dostupne su obe verzije iOS i Android.

- Ubacite SMC mobilnu apl. na svoj smartphone ili tablet
- Dirnite ikonicu SMC da pokrenete apl. mobitela.



Vaši prijavni podaci bit će vam obezbeđeni. Posle otvaranja aplikacije po prvi put, morat ćete unijeti sljedeće tražene podatke;



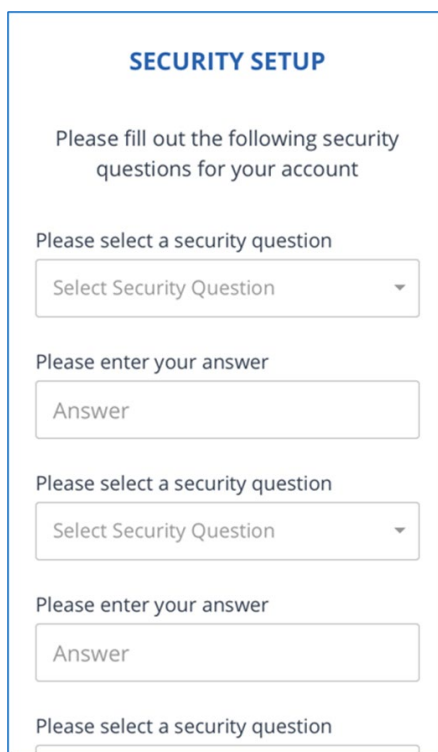
The screenshot shows the login interface for Sandata Mobile Connect. At the top is the Sandata logo with 'MOBILE CONNECT™' underneath. Below the logo are three input fields: 'COMPANY ID*' with a placeholder 'Company ID' and a red example '2-####'; 'USERNAME*' with a placeholder 'Username' and a red example 'Elektronska adresa'; and 'PASSWORD*' with a placeholder 'Password' and a red arrow pointing to it. Below the password field is a small lock icon and the text '*denotes required field'. At the bottom of the form is a blue 'LOG IN' button, a 'FORGOT PASSWORD?' link, and footer text: 'Privacy Policy 1.0.328 © 2018 Sandata Technologies, LLC'.

PASSWORD (LOZINKA)

Privremena lozinka koju ste primili e-poštom

Postavljanje sigurnosnih pitanja

Morat ćete izabrati i odgovoriti na nekoliko sigurnosnih pitanja prvi put kada se prijavite.

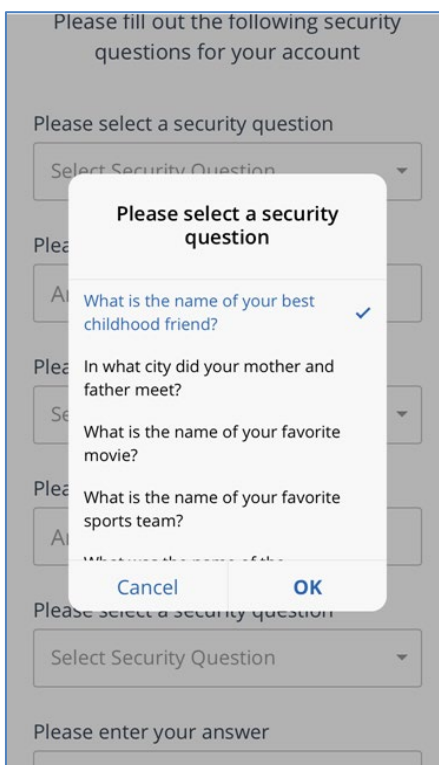


The screenshot shows a 'SECURITY SETUP' form with the following elements:

- Title: SECURITY SETUP
- Instruction: Please fill out the following security questions for your account
- Section 1: Please select a security question (dropdown menu with 'Select Security Question' placeholder)
- Section 2: Please enter your answer (text input field with 'Answer' placeholder)
- Section 3: Please select a security question (dropdown menu with 'Select Security Question' placeholder)
- Section 4: Please enter your answer (text input field with 'Answer' placeholder)
- Section 5: Please select a security question (dropdown menu with 'Select Security Question' placeholder)

Vaš bi odgovor bio...

- Da se lako pamti
- Da se lako ne pogodi
- Ne mijenjati vremenom



The screenshot shows the same 'SECURITY SETUP' form as above, but with a modal dialog box overlaid. The dialog box is titled 'Please select a security question' and contains a list of questions:

- What is the name of your best childhood friend? (checked)
- In what city did your mother and father meet?
- What is the name of your favorite movie?
- What is the name of your favorite sports team?

At the bottom of the dialog box are 'Cancel' and 'OK' buttons.

Popostavljanje vaše lozinke

Lozinka MORA imati:

Bar 1 veliko slovo

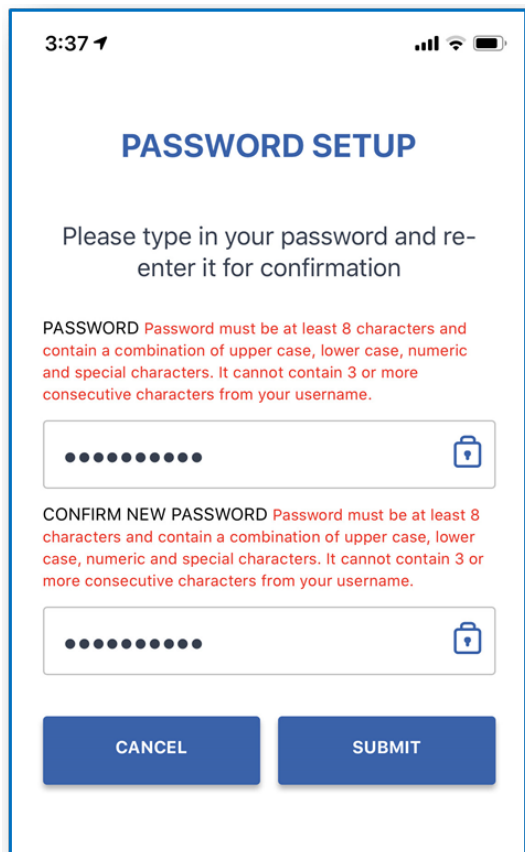
Bar 1 malo slovo

Bar 1 broj

Bar 1 poseban znak (@#\$%^)

Da je duga bar 12 znakova

Primjer: Password2020!



3:37

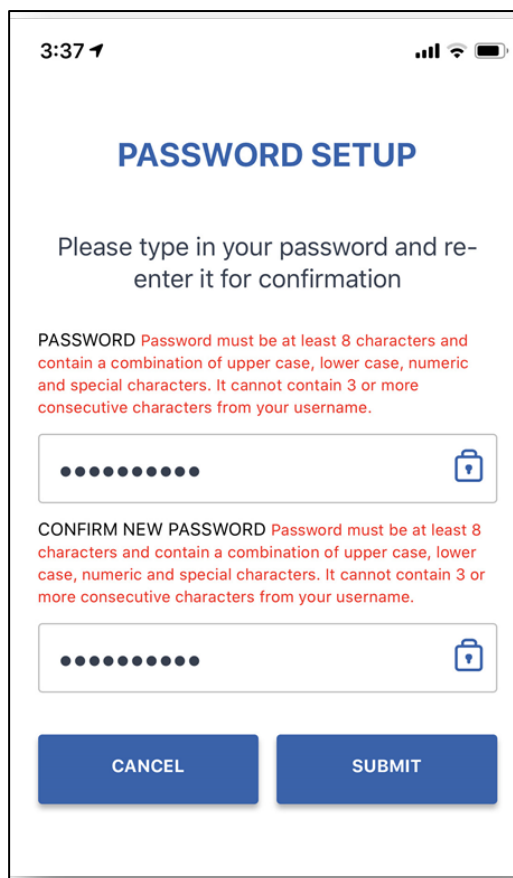
PASSWORD SETUP

Please type in your password and re-enter it for confirmation

PASSWORD Password must be at least 8 characters and contain a combination of upper case, lower case, numeric and special characters. It cannot contain 3 or more consecutive characters from your username.

CONFIRM NEW PASSWORD Password must be at least 8 characters and contain a combination of upper case, lower case, numeric and special characters. It cannot contain 3 or more consecutive characters from your username.

CANCEL SUBMIT



3:37

PASSWORD SETUP

Please type in your password and re-enter it for confirmation

PASSWORD Password must be at least 8 characters and contain a combination of upper case, lower case, numeric and special characters. It cannot contain 3 or more consecutive characters from your username.

CONFIRM NEW PASSWORD Password must be at least 8 characters and contain a combination of upper case, lower case, numeric and special characters. It cannot contain 3 or more consecutive characters from your username.

CANCEL SUBMIT

- Unesite i ponovo unesite novu lozinku
- Dirnite **SUBMIT (PODNEŠI)**
BILJEŠKA: Lozinke razlikuju velika i mala slova

Korištenje trake menija

Prikazana je traka menija na vrhu aplikacije mobitela.

1 Dirnite ovdje za menu (meni)

2 Dirnite ovdje da se log out (odjavite)



Opcije trake menija

My Visit (Moje posjete) – Pokazuje posjete

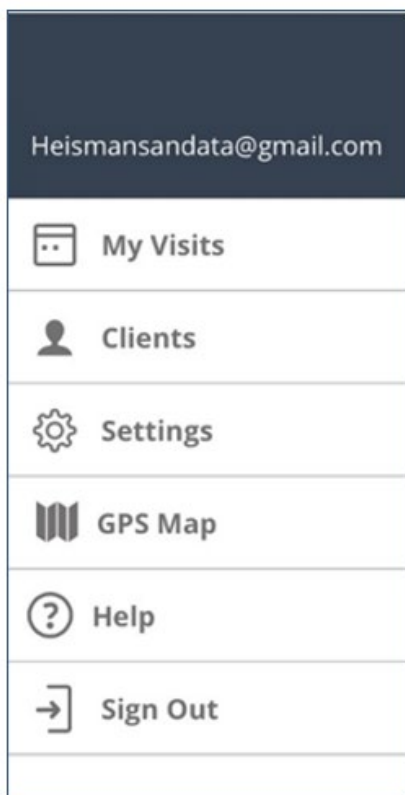
Clients (Klijenti) – Pokazuje ekran klijenti

Setting (Postavke) – Pokazuje ekran postavke

GPS – Pokazuje mapu s iglom na lokaciji

Help (Pomoć) – Pokazuje ekran pomoći

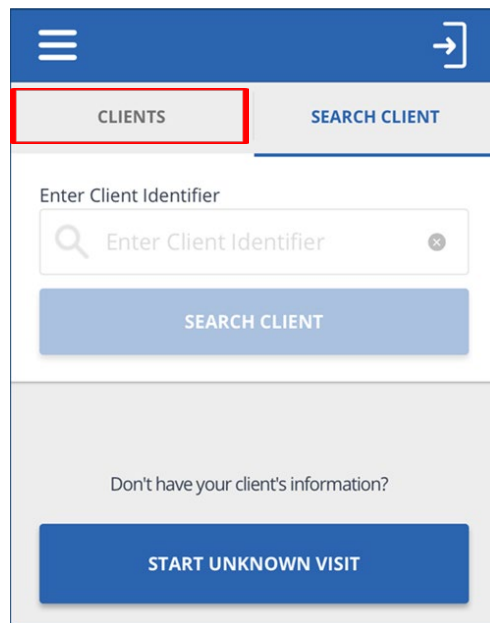
Sign out (Odjava) – Odjavljuje aplikaciju i pokazuje ekran prijave.



Početak posjete

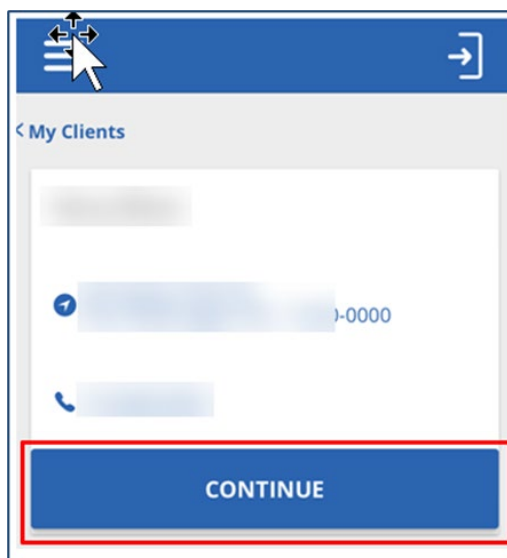
Po prijavi na Sandata Mobile Connect, bit će vam predstavljen spisak klijenata o kojima se brinete pod **Clients (Klijenti)** tipkom.

Ako biste započeli posjetu klijentu koji *nije* još povezan s vašim nalogom, trebate slijediti korake do „Start an Unknown Visit” („Počnite nepoznatu posjetu”) (strana 9)



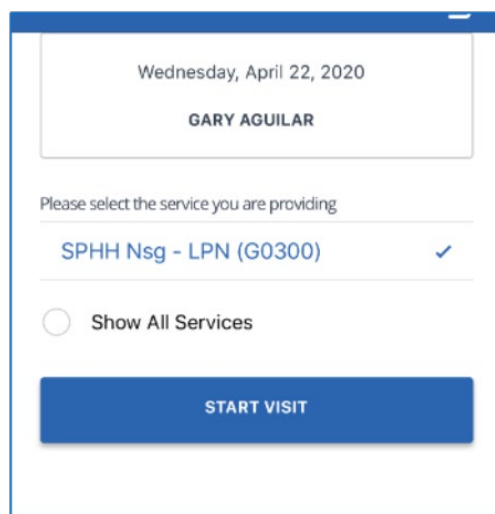
Počnite posjetu od ekrana **My Clients (Moji klijenti)**

- Dirnite klijenta sa spiska da počnete posjetu.
Provjerite da osigurate da se prikazuje pravi klijent



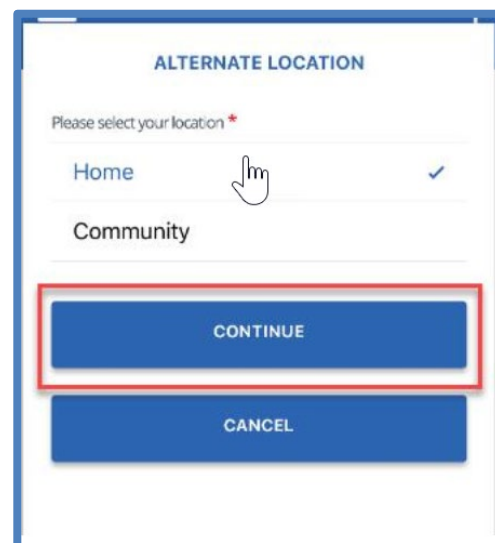
Dirnite **CONTINUE (NASTAVI)**

- Dirnite *Service (Uslugu)* da odaberete



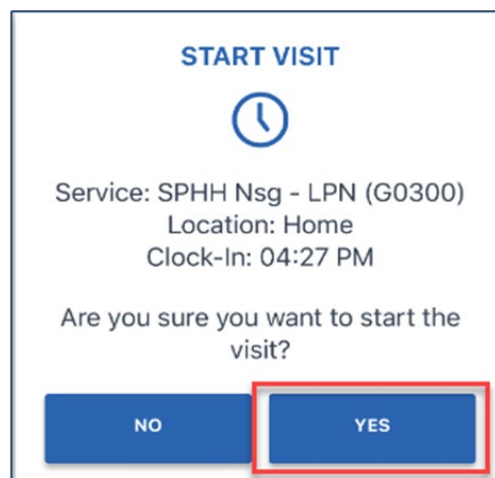
- Dirnite **START VISIT (POČNI POSJETU)**

- Izaberite lokaciju
BILJEŠKA: *Korak lokacije možda nije primjenjiv za vaš program.*



- Dirnite **CONTINUE (NASTAVI)**

- Dirnite **YES (DA)** da počnete posjetu



Početak nepoznate posjete

Možda će vam trebati da počnete posjetu za klijenta čije se ime ne pojavljuje u tipki klijenti. Ovo je poznato kao „STARTING AN UNKNOWN VISIT”. („POČINJANJE NEPOZNATE POSJETE”)

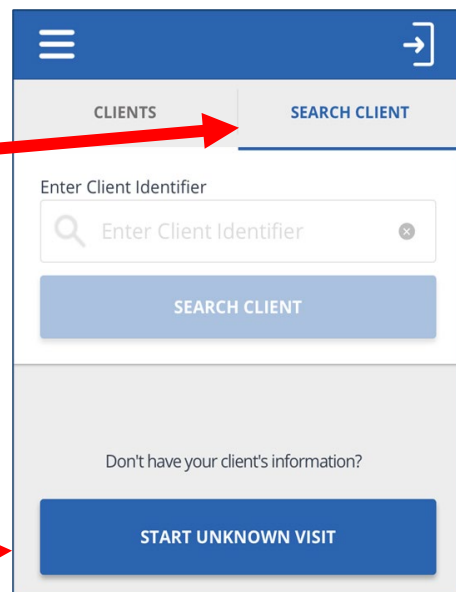
Tipka SEARCH CLIENT (PRETRAGA KLIJENATA) onemogućena je pošto zaposleni imaju pristup samo njima dodijeljenom klijentu(ima).

Dirnite START UNKNOWN VISIT (POČINJANJE NEPOZNATE POSJETE) da počnete posjetu za klijenta čije ime nije na spisku u tipki Klijenti.

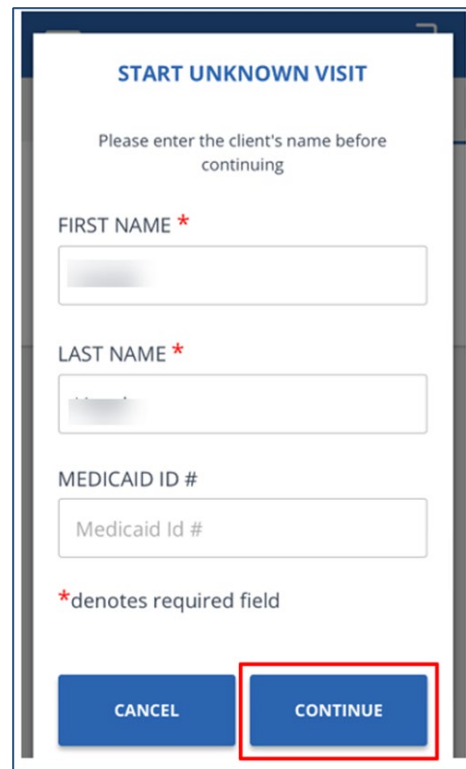
Unesite klijentovo FIRST NAME (LIČNO IME) i LAST NAME (PREZIME)

Zvezdica * znači da su ovo obavezna polja

- Dirnite CONTINUE (NASTAVI)

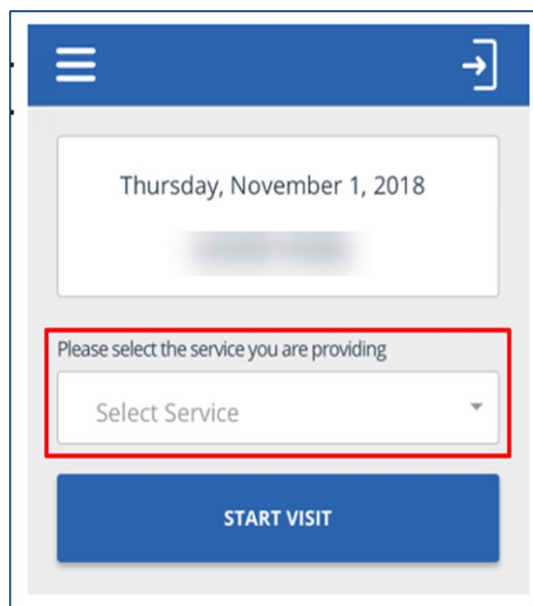


The screenshot shows a mobile application interface with a blue header. Below the header, there are two tabs: 'CLIENTS' and 'SEARCH CLIENT'. A red arrow points to the 'SEARCH CLIENT' tab. Below the tabs, there is a search input field labeled 'Enter Client Identifier' with a magnifying glass icon and a clear button. Below the input field is a blue button labeled 'SEARCH CLIENT'. Below this, there is a grey box with the text 'Don't have your client's information?' and a blue button labeled 'START UNKNOWN VISIT'. A red arrow points to this button.



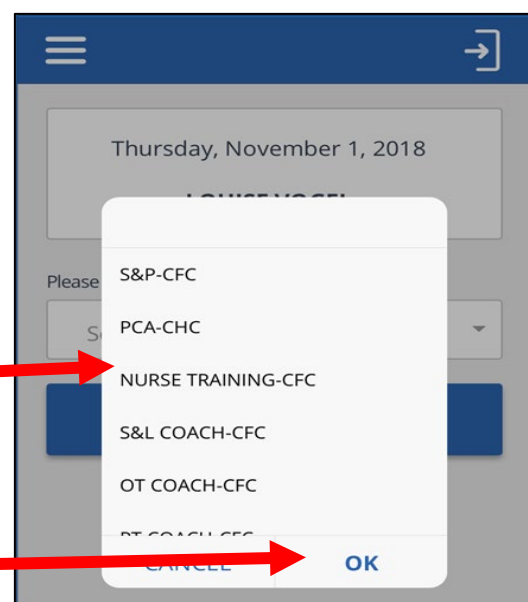
The screenshot shows a mobile application interface for the 'START UNKNOWN VISIT' screen. The title is 'START UNKNOWN VISIT'. Below the title, there is a message: 'Please enter the client's name before continuing'. There are three input fields: 'FIRST NAME *', 'LAST NAME *', and 'MEDICAID ID #'. Below the input fields, there is a note: '*denotes required field'. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a red box.

Dirnite polje **Select Service (Izbor usluge)** i dirnite **service (uslugu)** sa spiska.



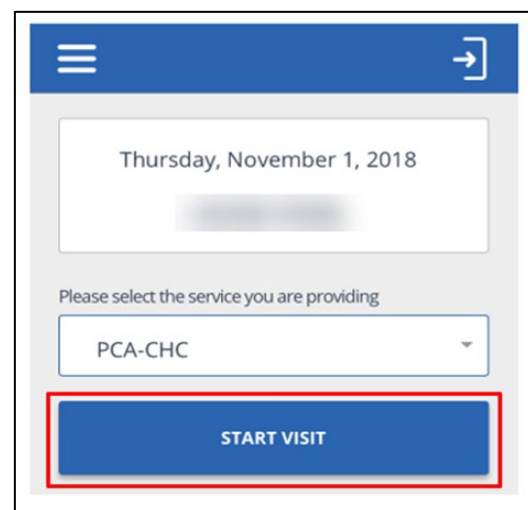
Možda može biti samo *jedna* usluga da se izabere

- Dirnite **SERVICE (USLUGA)**



- Dirnite **OK (U REDU)**

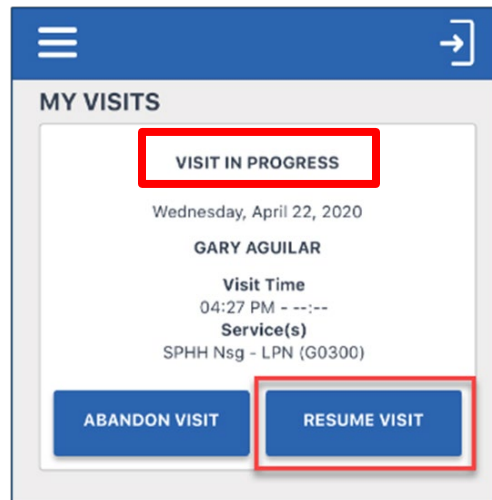
- Dirnite **START VISIT (POČNI POSJETU)**



Završavanje posjete

- Prijavite se u aplikaciju mobitela SMC.
- Ako je posjeta u toku, prikazaće se.

- Dirnite **RESUME VISIT (NASTAVI POSJETU)**

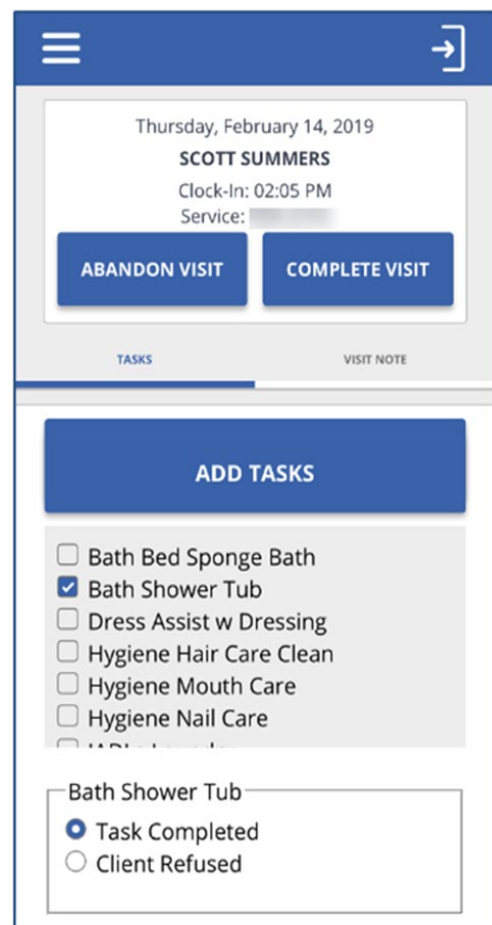


- Dirnite obavljen zadatak(ci) iz spiska zadataka.

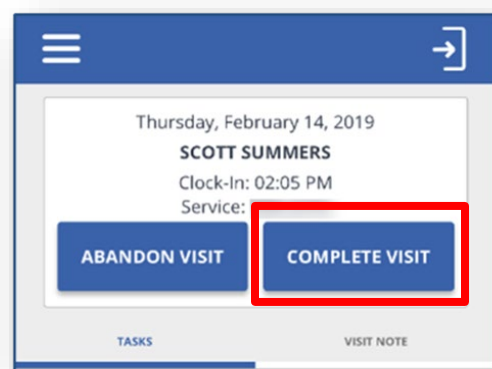
ZABILJEŠKA: *Zadaci mogu biti neprimenjivi na vaš program.*

- Izaberite izveden zadatak(tke) i onda dirnite ili „Task Completed” („Zadatak završen”) ili „Client Refused” („Klijent odbijen”).

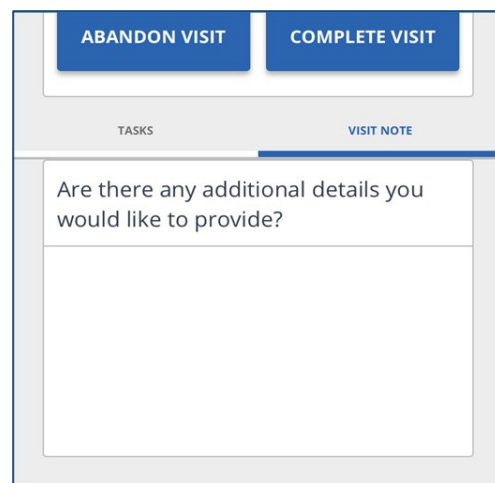
- Dirnite **ADD TASKS (DODATI ZADATKE)** da zatvorite spisak zadataka.



- Dirnite **COMPLETE VISIT** (ZAVRŠITI POSJETU)



- Dirnite tipku **VISIT NOTE** (BILJEŠKA POSJETE)

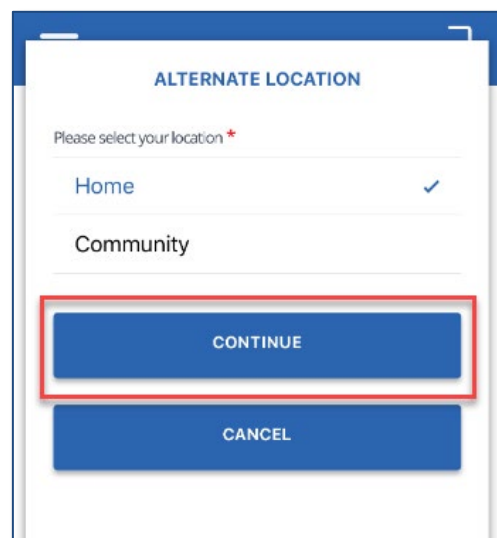


- Koristeći tastaturu na svom mobilnom uređaju, unesite bilješke o posjeti.

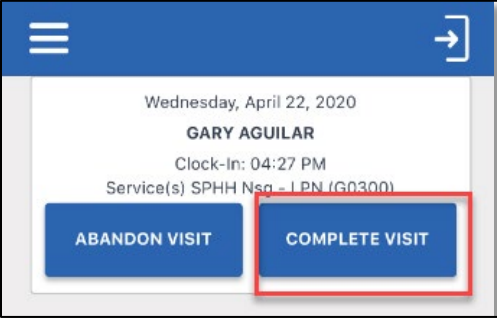
- **Bilješke o posjeti su opcione i nisu neophodne. NE upotrebljavajte bilješke o posjeti za bilo koje dokumentirane medicinske podatke.**

- Izaberite **Location (Lokaciju)**
BILJEŠKA: Korak Lokacija možda ne bude primjenjiv za vaš program.

- Dirnite **CONTINUE** (NASTAVI)



- Dirnite **COMPLETE VISIT**
(ZAVRŠITI POSJETU)

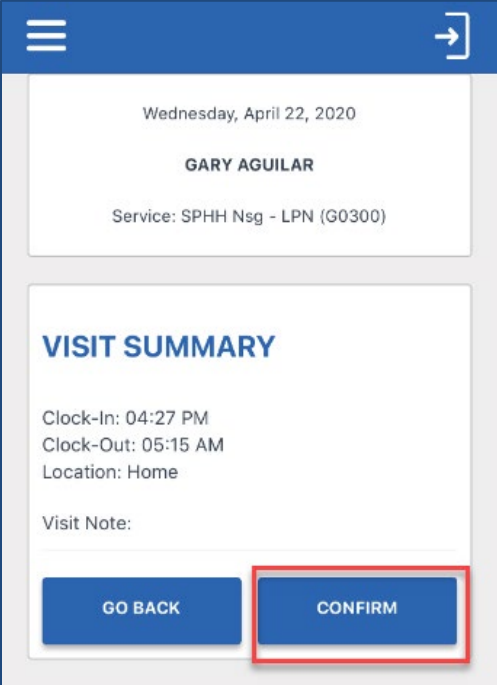


Wednesday, April 22, 2020
GARY AGUILAR
Clock-In: 04:27 PM
Service(s) SPHH Nsg - LPN (G0300)

ABANDON VISIT **COMPLETE VISIT**

The screenshot shows a mobile application interface with a blue header containing a menu icon and a back arrow. The main content area displays the date, name, clock-in time, and service details. At the bottom, there are two blue buttons: 'ABANDON VISIT' and 'COMPLETE VISIT'. The 'COMPLETE VISIT' button is highlighted with a red rectangular border.

- Dirnite **CONFIRM**
(POTVRDI)



Wednesday, April 22, 2020
GARY AGUILAR
Service: SPHH Nsg - LPN (G0300)

VISIT SUMMARY

Clock-In: 04:27 PM
Clock-Out: 05:15 AM
Location: Home

Visit Note:

GO BACK **CONFIRM**

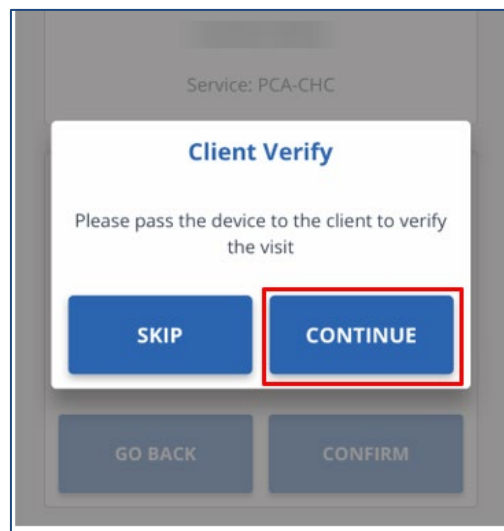
The screenshot shows a mobile application interface with a blue header containing a menu icon and a back arrow. The main content area displays the date, name, and service details. Below this is a section titled 'VISIT SUMMARY' which includes clock-in/out times and location. A 'Visit Note' field is present but empty. At the bottom, there are two blue buttons: 'GO BACK' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red rectangular border.

Potvrda klijenta

Ova opcija može ili ne mora biti zahtijevana u vašem programu.

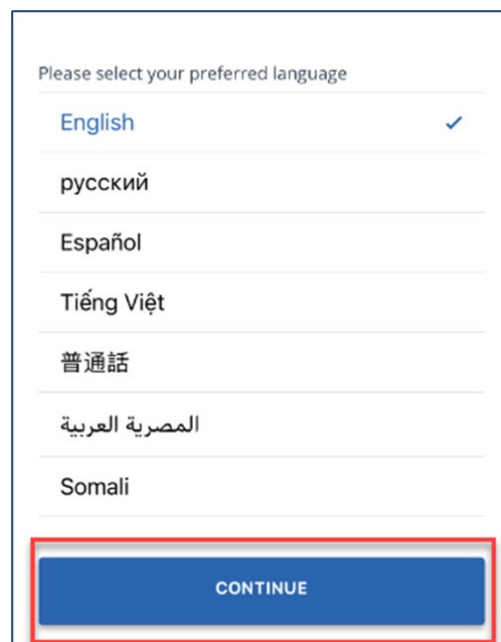
- Dirnite **CONTINUE (NASTAVI)** i dodajte mobitel klijentu da potvrdi posjetu

***BILJEŠKA:** Ako klijent nije u stanju potvrditi posjetu, dirnite **SKIP (PRESKOČITI)**.*



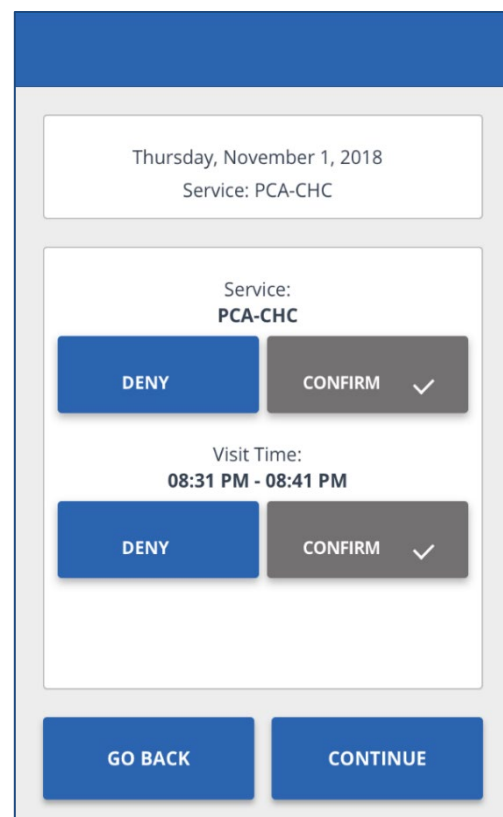
- Klijent će dirnuti polje **language (jezik)** i izabrat će jezik.

***BILJEŠKA:** Engleski bi mogao biti jedini jezik na spisku.*



- Klijent dodiruje **CONFIRM (POTVRDITI)** ili **DENY (ODBITI)** da odobri ili odbaci vrijeme **Usluge(a)** i **Posjete**.
- Ako klijent dirne **CONFIRM (POTVRDITI)**, to znači da se oni slažu da su vremena početka i završetka posjete i servisa spovedena.
- Ako oni dirnu **DENY (ODBITI)**, to znači da se oni ne slažu da su vremena početka i završetka posjete i usluge spovedena.

- Dirnite **CONTINUE (NASTAVI)**



Thursday, November 1, 2018
Service: PCA-CHC

Service:
PCA-CHC

DENY CONFIRM ✓

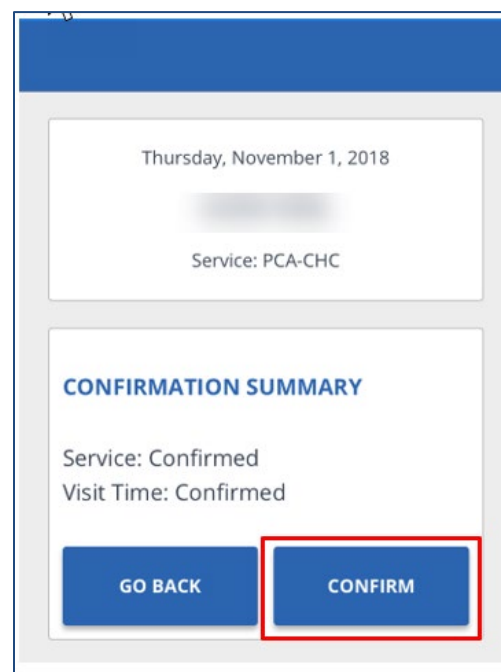
Visit Time:
08:31 PM - 08:41 PM

DENY CONFIRM ✓

GO BACK CONTINUE

BILJEŠKA: Ako klijent **DENIES (ODBIJE)** ili (ili oba) **SERVICE(s) (USLUGUe)** ili **VISIT TIME (VRIJEME POSJETE)**, ipak ćete biti u stanju završiti posjetu, ipak, posjeta će pokazati „Izuzetak” i treba biti ispravljena u EVV.

- Dirnite **CONFIRM (POTVRDITI)**




Thursday, November 1, 2018

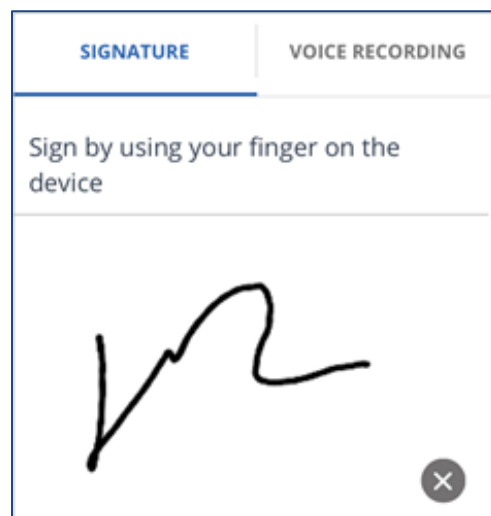
Service: PCA-CHC

CONFIRMATION SUMMARY

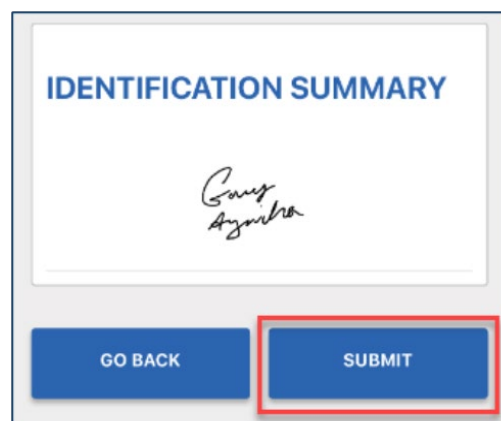
Service: Confirmed
Visit Time: Confirmed



GO BACK CONFIRM

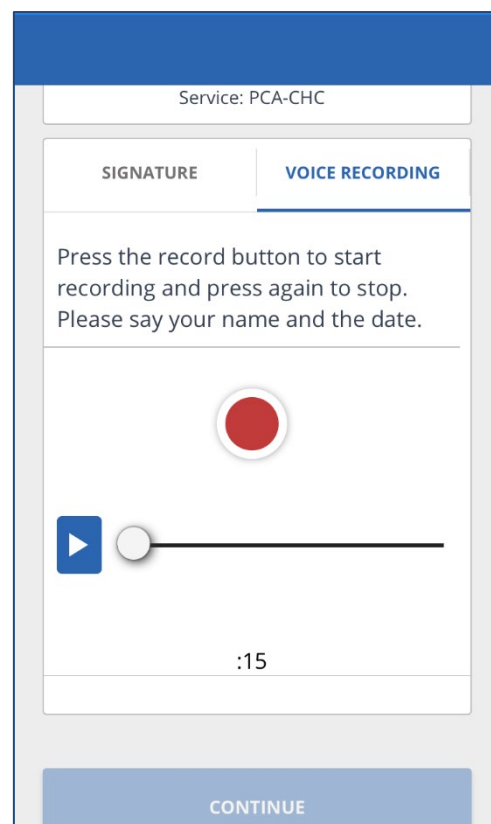
- Klijent će dirnuti ili **SIGNATURE (POTPIS)** ili **VOICE RECORDING (SNIMANJE GLASA)**.
- Koristeći **SIGNATURE (POTPIS)**, oni će potpisati uređaj koristeći prst i dirnuće **CONTINUE (NASTAVI)**.
- Dirnuti  da se očisti polje potpisa i ponovo potpiše




- Dirnite **SUBMIT (PODNEŠI)**
(Potvrda Potpisa)

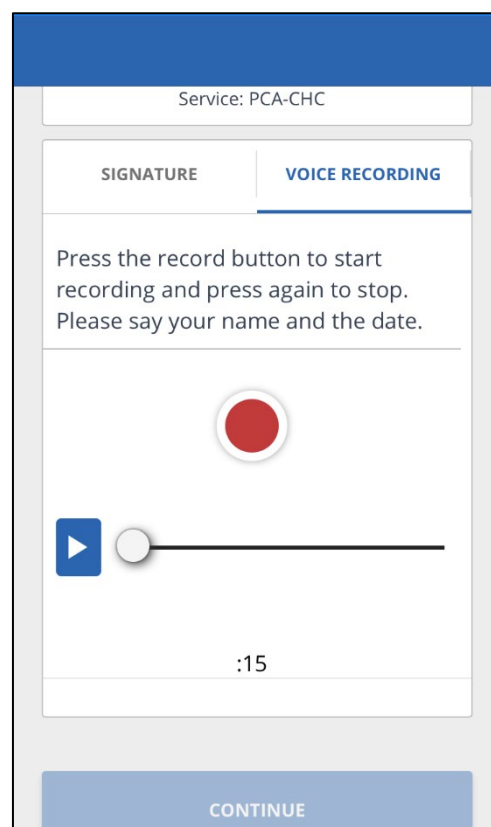


- Ako dirnu **VOICE RECORDING (SNIMANJE GLASA)**, dirnite Snimanje  ikonica
- Ako je zatraženo, dirnite **OK (U REDU)** da dozvolite apl. mobitela da pristupi mikrofону
- Dirnite Snimanje  ikonicu da zaustavite snimanje.

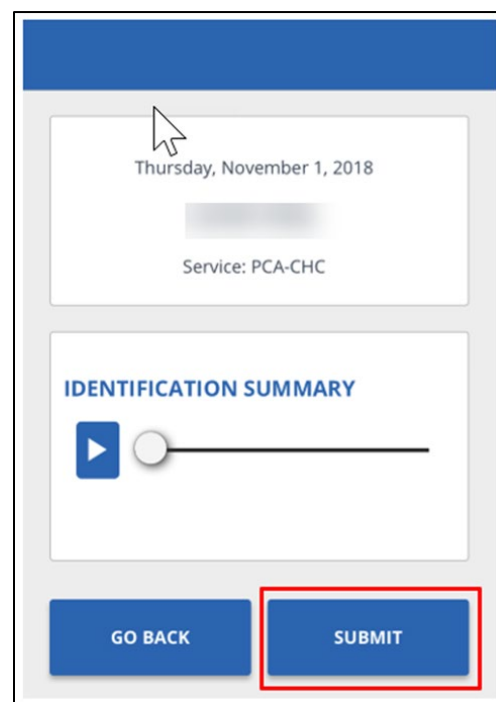


- Snimci glasa mogu trajati maksimalno 15 sekundi

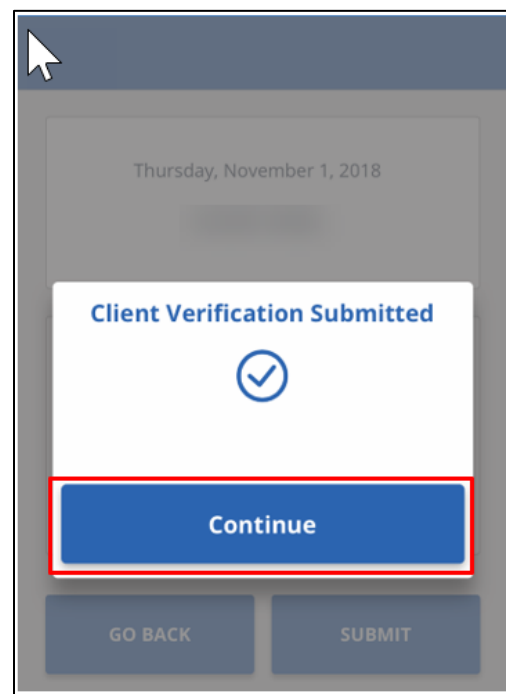
- Dirnuti Reprodukcijska  ikonicu da pustite snimljen audio



- Dirnite **SUBMIT (PODNEŠI)**
(Glasovna potvrda)



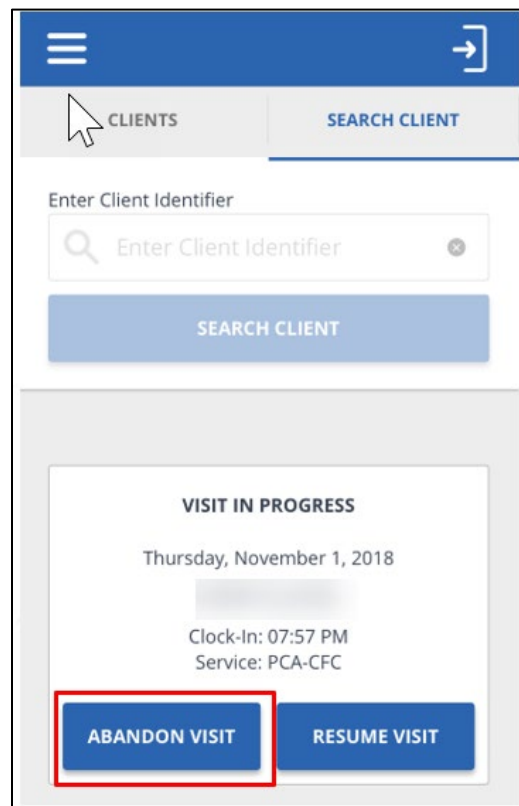
- Dirnite **CONTINUE (NASTAVI)**



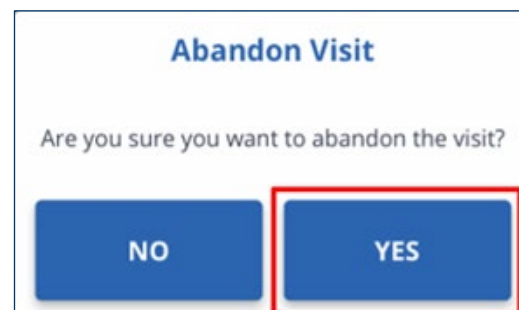
Odbacivanje posjete

- Mogu biti situacije kada morate otkazati posjetu koju ste započeli.
- Na primjer, ako ste zaboravili ili se niste mogli odjaviti na kraju posjete i trebate početi novu posjetu za drugog klijenta.

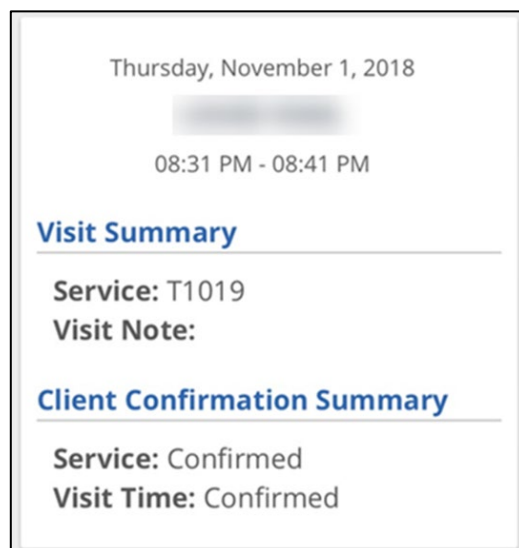
- Dirnite **ABANDON VISIT (ODBAČENA POSJETA)**




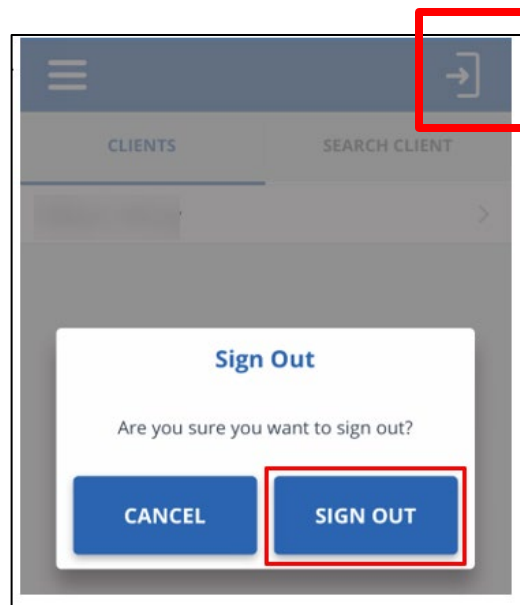
- Dirnuti **YES (DA)**



- Pogledajte prošle posjete s ekrana **My Visits (Moje posjete)**
- Dirnite posjetu da vidite pojedinosti o posjeti



- Dirnite ikonicu odjava  smještenu na vrhu ekrana u traci menija.
- Prikazuje se Iskačući ekran odjave.
- Dirnuti **SIGN OUT (ODJAVA)** i bit ćete odjavljeni iz aplikacije mobitela.



BILJEŠKA: Odbačena posjeta pokazat će se kao izuzetak i treba biti ispravljena/potvrđena u Održavanju posjeta EVV-a.