



# Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi) Mwongozo

*Mwongozo wa Mfanyakazi kuhusu jinsi ya kutumia  
Programu ya Sandata Mobile Connect (Muunganisho wa  
Kifaa cha Mkononi). (SMC)*

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SW

# Yaliyomo

Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi) (SMC) ni nini ....	2
Majukumu katika SMC .....	2
Kuanzisha programu ya SMC. ....	3
Kuweka Maswali ya Usalama .....	4
Kuweka Nenosiri Lako .....	5
Kutumia Mwambaa wa Menyu.....	6
Machaguo ya Mwambaa wa Menyu.....	6
Kuanza Ziara .....	7
Kuanza Ziara Isiyojulikana .....	9
Kukamilisha Ziara.....	11
Uthibitishaji wa Mteja .....	14
Kuachana na Ziara .....	19

## Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi) (SMC) ni nini

- Programu ya Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi), pia inajulikana kama SMC ni programu ambayo inaendesha kwenye kifaa cha kielektroni kama vile simu janja au tableti. Hii inamaanisha wafanyakazi wanaweza kupakua programu ya simu kwenye simu janja yao au tableti na kuitumia kuandika maelezo kuhusu huduma walizotoa wakati wa ziara. Ikiwa mfanyakazi hana kifaa cha mkononi, anaweza kutumia njia ya mbinu ya Fixed Visit Verification (Uthibitisho wa Ziara) (FVV).

**KUMBUKA:** Huenda FVV isitumike kwenye progamu yako.

## Majukumu katika SMC

- **Mfanyakazi** = Mtu anayetoa huduma.
  - Anaingia na kutoka kazini kwa kutumia ama simu ya mteja, Programu ya Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi) au kifaa ya Fixed Visit Verification (Uthibitisho wa Ziara). Wasiliana na programu yako ili ujue ni programu ipi inayotumiwa na inayopendelewa.
- **Mteja** = Mtu anayepokea huduma.
  - Atatumia tovuti ya EVV kuhariri na kuidhinisha ziara.
- **Mteule** = Mwakilishi wa mteja
  - Mtu aliyeteuliwa kushughulikia majukumu ya mteja wakati hawawezi kufanya hivyo.

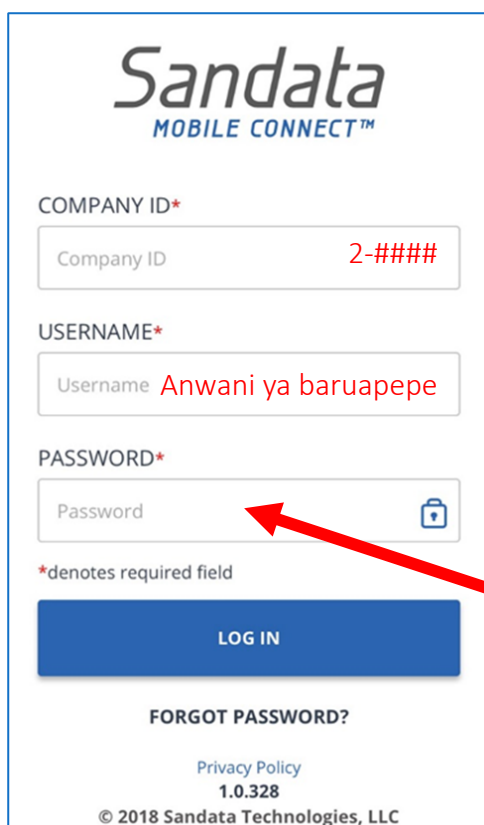
## Kuanzisha programu ya SMC.

Rejelea "How to Download the SMC Mobile App (Jinsi ya Kupakua programu ya Simu ya Mkononi ya SMC)." iliyo katika ukurasa wa marejeo ili ujifunze jinsi ya kusakinisha programu ya SMC kwenye simu yako ya mkononi. Matoleo yote mawili ya iOS na Android yanapatikana.

- Sakinisha programu ya simu ya SMC kwenye simu janja yako au tableti
- Gusa aikoni ya SMC ili uanzishe programu ya simu.



Utapewa maelezo yako ya kuingia. Baada ya kufungua programu kwa mara ya kwanza, utahitaji kuweka maelezo yafuatayo yanayotakiwa;



The image shows a login screen 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 asterisk '2-####'; 'USERNAME\*' with a placeholder 'Username' and a red asterisk 'Anwani ya baruapepe'; and 'PASSWORD\*' with a placeholder 'Password' and a red asterisk. A red arrow points to the password field. Below the fields is a blue 'LOG IN' button. At the bottom, there is a 'FORGOT PASSWORD?' link, a 'Privacy Policy 1.0.328' link, and a copyright notice '© 2018 Sandata Technologies, LLC'.

### NENOSIRI

Nenosiri la muda umepokea kwa barua pepe



## Kuweka Nenosiri Lako

### Manenosiri LAZIMA YAWE na:

Angalau herufi 1 kubwa

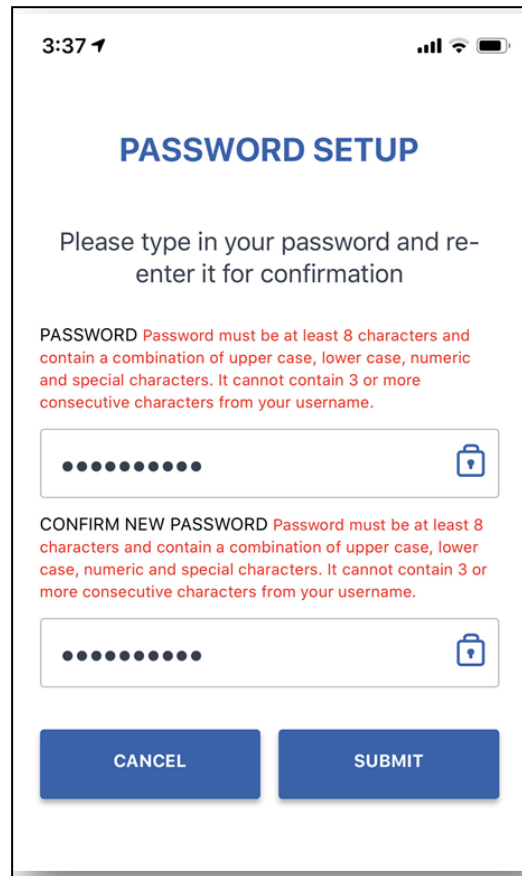
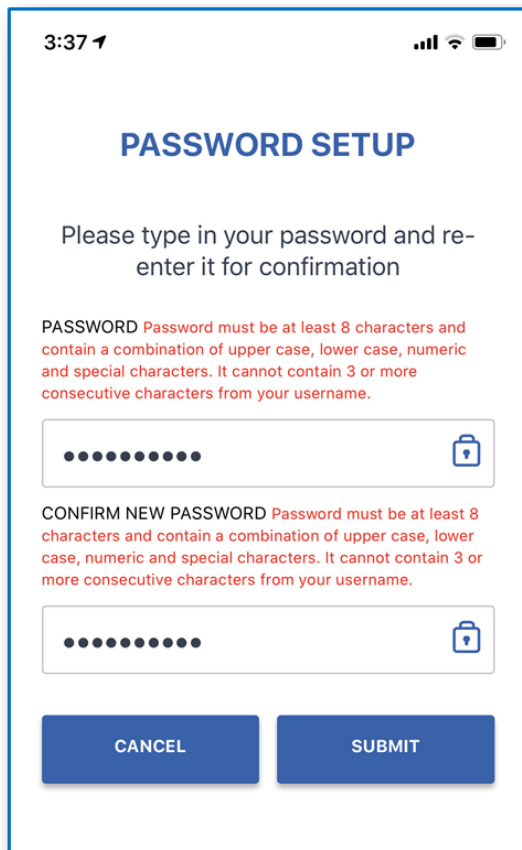
Angalau herufi 1 ndogo

Angalau nambari 1

Angalau herufi 1 maalumu (@#\$\$%^)

Uwe na urefu wa angalau herufi 12

Mfano: Password2020!



- Ingiza na uingize tena nenosiri jipya
- Bofya **SUBMIT (WASILISHA)**  
**KUMBUKA:** Manenosiri ni nyeti

## Kutumia Mwambaa wa Menyu

Mwambaa wa menyu unaonekana kwenye sehemu ya juu ya programu ya simu.

1 Bofya hapa kwa ajili ya menu (menyu ya)

2 Bofya hapa ili log out (kutoka)



## Machaguo ya Mwambaa wa Menyu

Ziara yangu – Maonyesho ya ziara

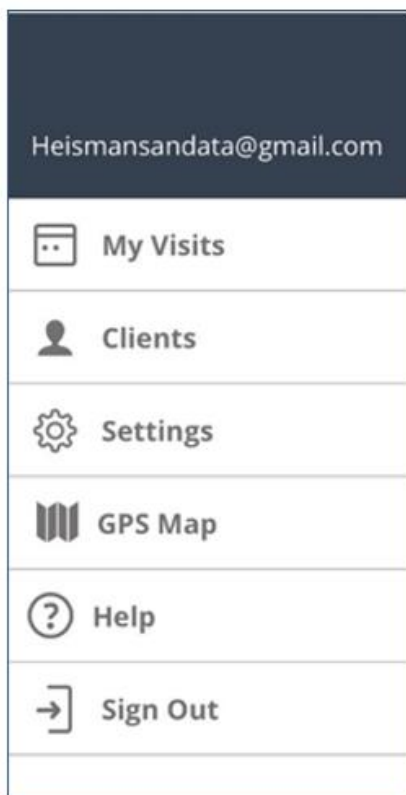
Wateja – Inaonyesha skrini ya mteja

Mpangilio – Inaonyesha mpangilio wa skrini

GPS – Inaonyesha ramani iliyo na kipini cha mahali

Msaada – Huonyesha skrini ya usaidizi

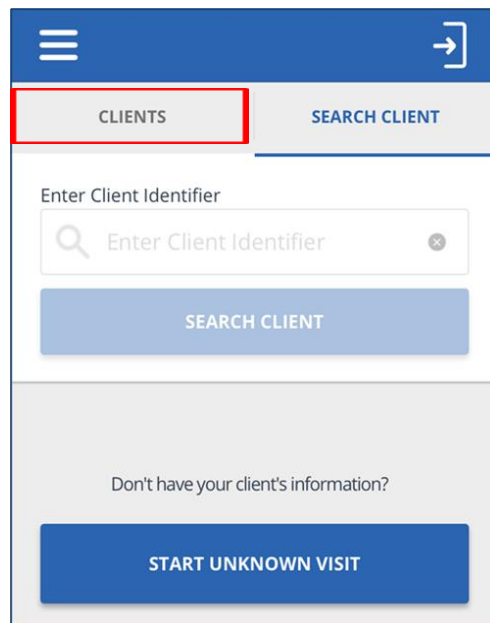
Ondoka kwenye akaunti – Huondoka kwenye programu na huonyesha skrini ya kuingia.



## Kuanza Ziara

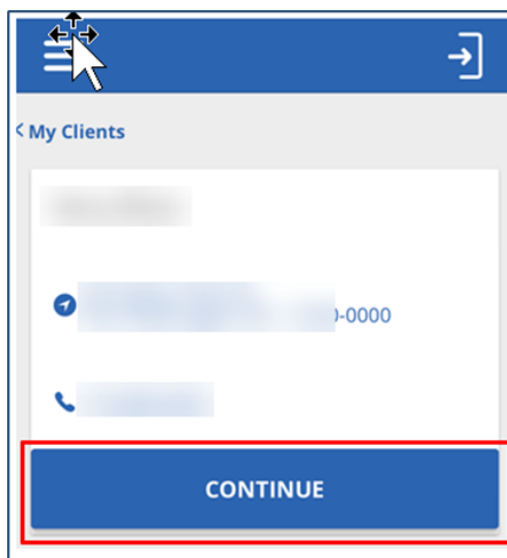
Baada ya kuingia kwenye Sandata Mobile Connect (Muunganisho wa Kifaa cha Mkononi), utawasilishwa orodha ya wateja ambao unawahudumia chini ya kichupo cha **Wateja**.

Ikiwa unahitaji kuanza kutembelea mteja ambaye **hajaunganishwa** kwenye akaunti yako, unapaswa kufuata hatua za "Start an Unknown Visit (Anza Ziara Isiyojulikana)" (ukurasa wa 9)



Anza ziara kutoka kwenye skrini ya **My Clients (Wateja Wangu)**

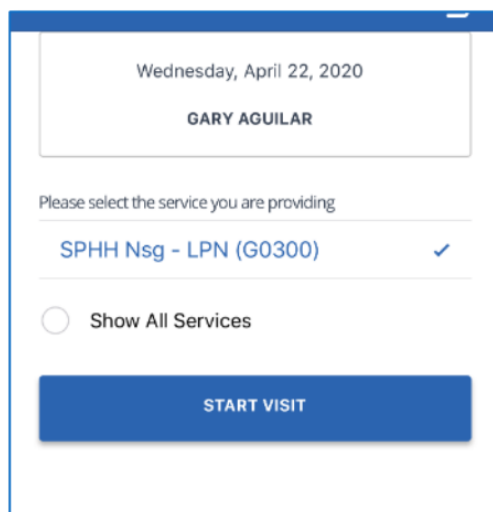
- Bonyeza mteja kutoka kwenye orodha ili uanze kutembelea Angalia ili kuhakikisha mteja sahihi maonyesho



Bofya **CONTINUE (ENDELEA)**



- Bofya *Service (Huduma)* ili kuchagua



Wednesday, April 22, 2020  
GARY AGUILAR

Please select the service you are providing

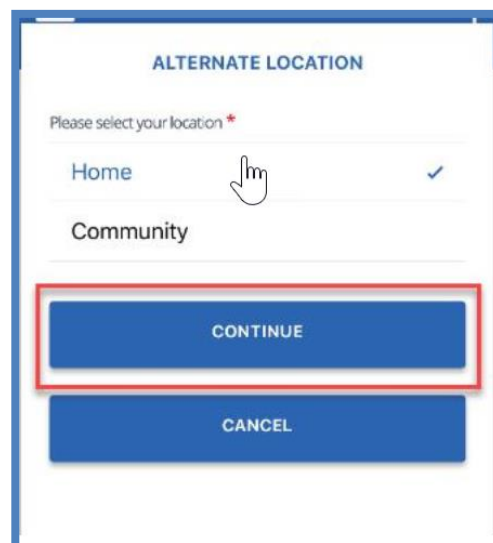
SPHH Nsg - LPN (G0300) ✓

Show All Services

START VISIT

- Bofya START VISIT (ANZA ZIARA)

- Chagua eneo  
**KUMBUKA:** *Hatua ya Eneo huenda isitumike kwenye mpango wako.*



ALTERNATE LOCATION

Please select your location \*

Home ✓

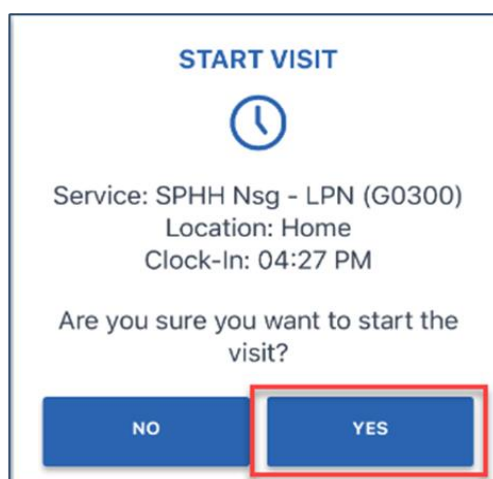
Community

CONTINUE


CANCEL

- Bofya CONTINUE (ENDELEA)

- Bofya YES (NDIYO) ili kuanza ziara



START VISIT



Service: SPHH Nsg - LPN (G0300)  
Location: Home  
Clock-In: 04:27 PM

Are you sure you want to start the visit?

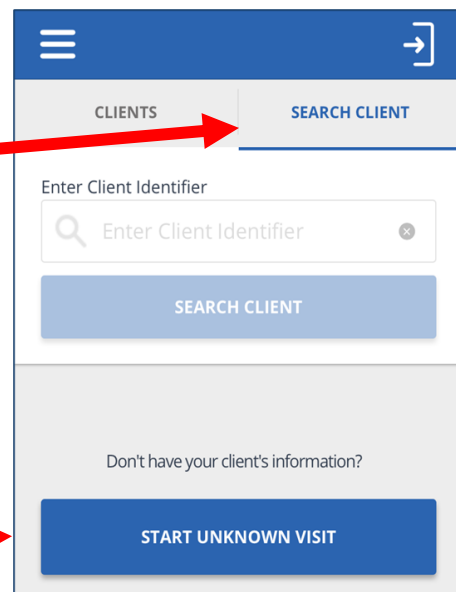
NO YES

## Kuanza Ziara Isiyojulikana

Unaweza kuhitaji kuanza ziara kwa mteja ambaye jina lake halionekani kwenye kichupo cha mteja. Hii inajulikana kama "STARTING AN UNKNOWN VISIT (KUANZA ZIARA ISIYOJULIKANA)".

Kichupo cha SEARCH CLIENT (MTEJA WA UTAFUTAJI) kimezimwa kwani mfanyakazi anaweza tu kufikia wateja aliowateua.

Bofya START UNKNOWN VISIT (KUANZA KUTEMBELEA KUSIKOJULIKANA) ili kuanza kutembelea mteja ambaye jina lake halijaorodheshwa kwenye kichupo cha Wateja.

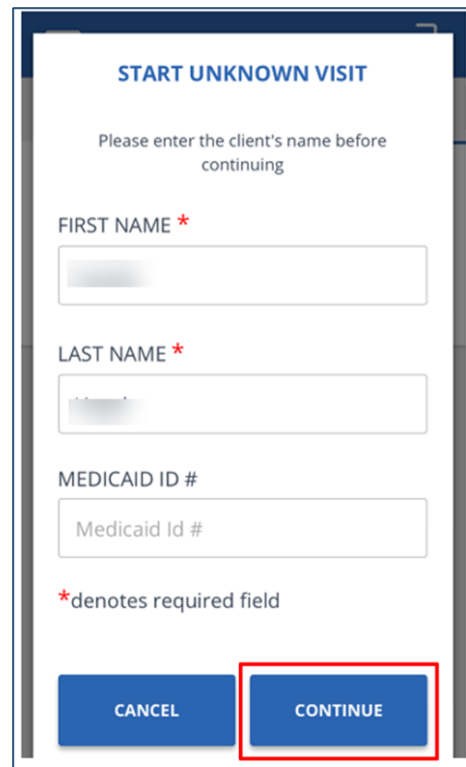


The screenshot shows a mobile application interface with a blue header. Below the header, there are two tabs: 'CLIENTS' and 'SEARCH CLIENT'. A red arrow points to the 'SEARCH CLIENT' tab. Below the tabs, there is a search input field labeled 'Enter Client Identifier' with a magnifying glass icon and a clear button. Below the input field is a blue button labeled 'SEARCH CLIENT'. Below this is a grey section 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.

Ingiza wateja FIRST NAME (JINA LA KWANZA) na LAST NAME (JINA LA MWISHO)

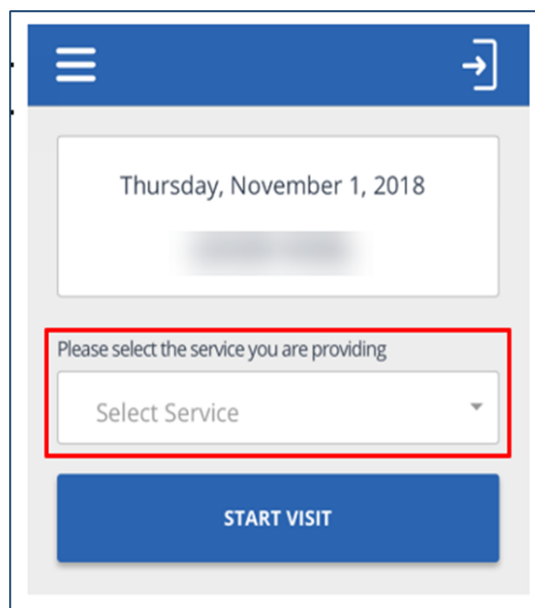
Alama ya nyota \* humaanisha hizi ni sehemu zinazohitajika.

- Bofya CONTINUE (ENDELEA)



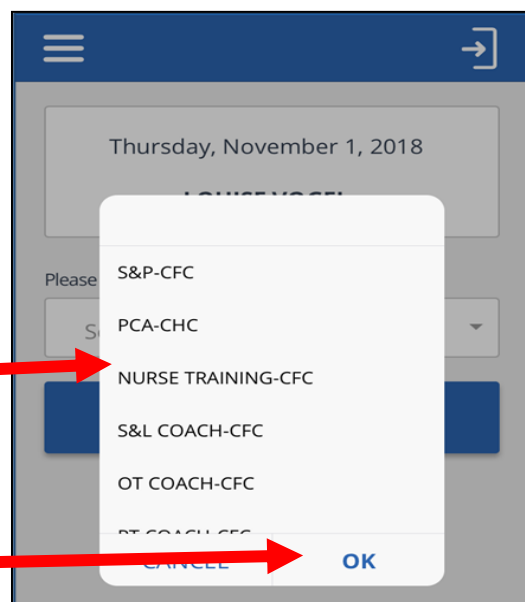
The screenshot shows a form titled 'START UNKNOWN VISIT'. Below the title, there is a message: 'Please enter the client's name before continuing'. There are three input fields: 'FIRST NAME \*', 'LAST NAME \*', and 'MEDICAID ID #'. The 'FIRST NAME' and 'LAST NAME' fields have red asterisks. Below the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

Bofya sehemu ya **Select Service (Chagua Huduma)** kisha ubofye **service (huduma)** kutoka kwenye orodha.

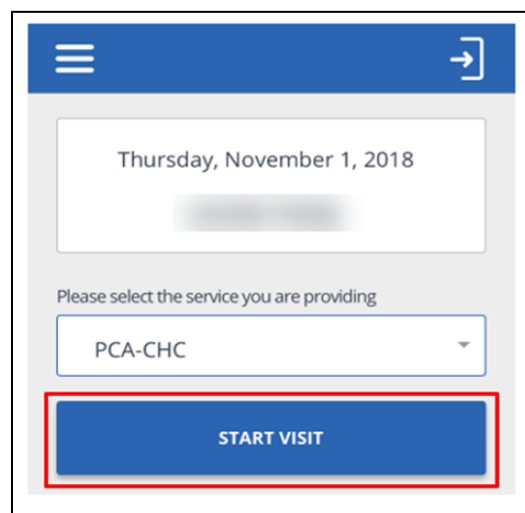


Kunaweza kuwa na huduma *moja* tu ya kuchagua.

- Bofya **SERVICE (HUDUMA)**
- Bofya **OK (Sawa)**



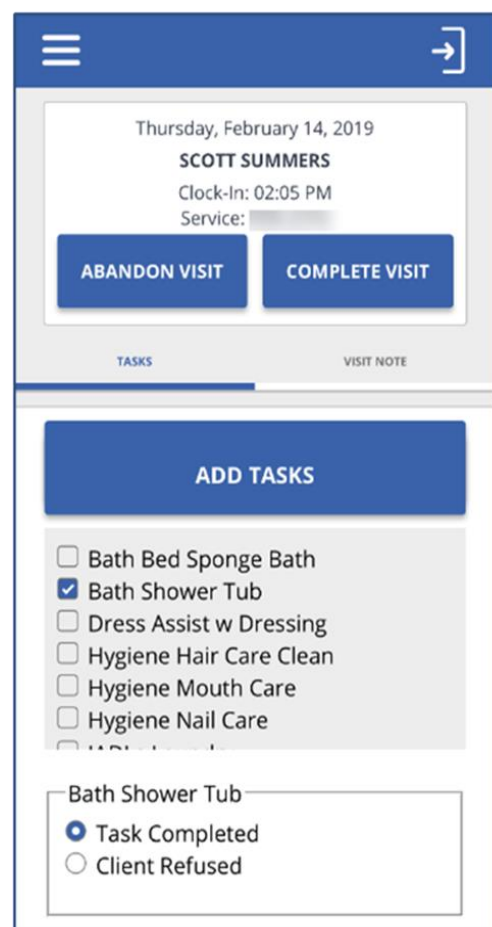
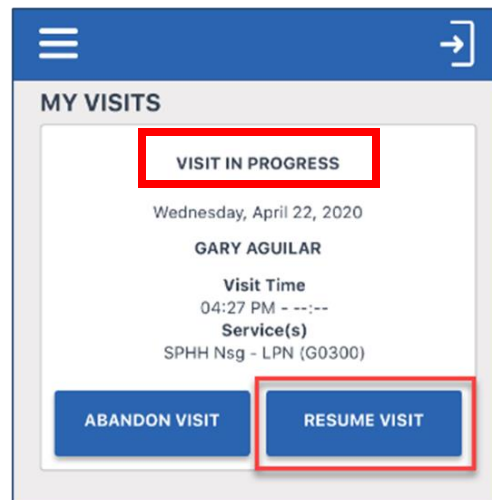
- Bofya **START VISIT (ANZA ZIARA)**



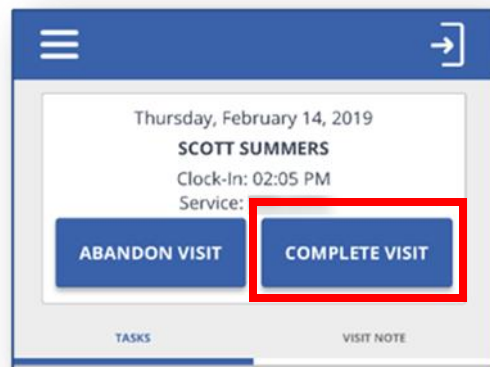
## Kukamilisha Ziara

- Ingia kwenye mobile app (programu ya simu) ya SMC.
- Ikiwa ziara inaendelea, itaonekana.
  - Bofya **RESUME VISIT (ENDELEA KUTEMBELEA)**
- Bofya kazi iliyofanywa kutoka kwenye orodha ya kazi.
 

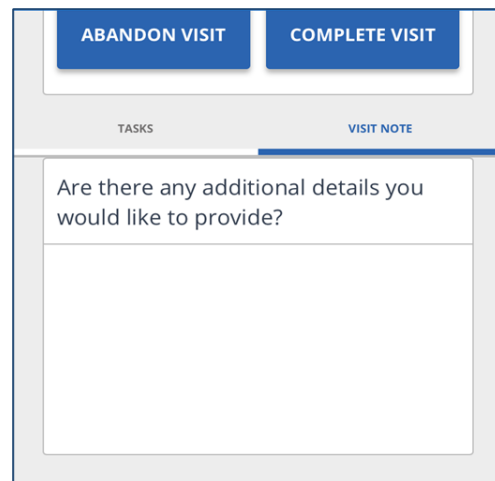
**KUMBUKA:** *Kazi huenda zisitumike kwenye programu yako.*
- Umechagua kazi iliyofanywa kisha ubofye "Task Completed (Kazi Imekamilika)" au "Client Refused (Mteja Amekataa)".
  - Bofya **ADD TASKS (ONGEZA MAJUKUMU)** ili kufunga orodha ya majukumu.



- Bofya **COMPLETE VISIT** (KUKAMILISHA ZIARA YA KUTEMBELEA)



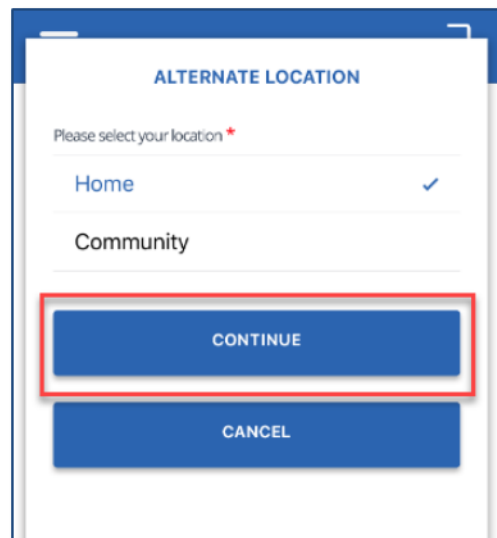
- Bofya kichupo cha **VISIT NOTE** (TEMBELEA KUMBUKA)
- Kutumia kibodi kwenye kifaa chako cha mkononi, weka maelezo kuhusu ziara hiyo.



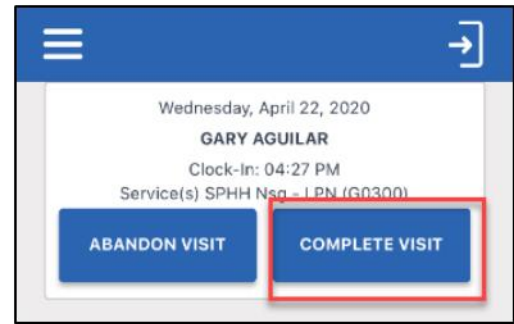
- Ujumbe wa kutembelea ni wa hiari na hauhitajiki. **USITUMIE** maelezo ya ziara kwa maelezo yoyote ya matibabu yaliyoandikwa.

- Chagua **Location (Eneo)**  
**KUMBUKA:** *Hatua ya Eneo huenda isitumike kwenye mpango wako.*

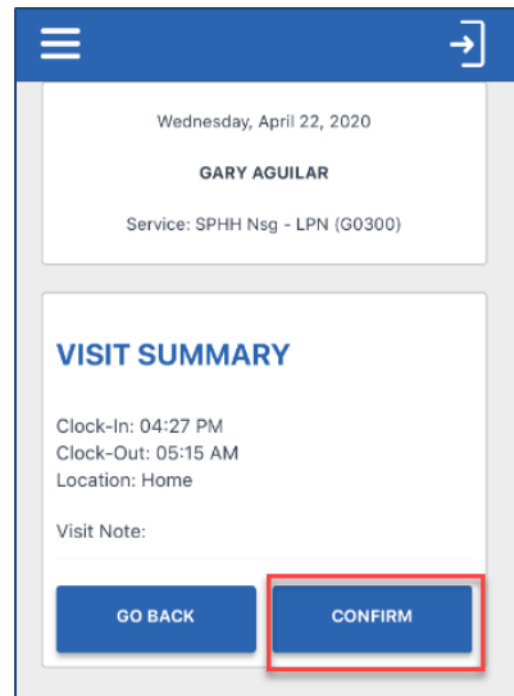
- Bofya **CONTINUE (ENDELEA)**



- Bofya **COMPLETE VISIT** (KUKAMILISHA ZIARA YA KUTEMBELEA)



- Bofya **CONFIRM** (THIBITISHA)

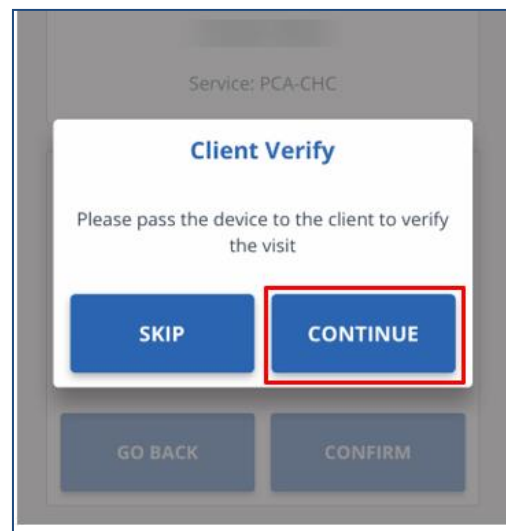


## Uthibitishaji wa Mteja

Chaguo hili linaweza kuhitajika au halihitajiki katika programu yako.

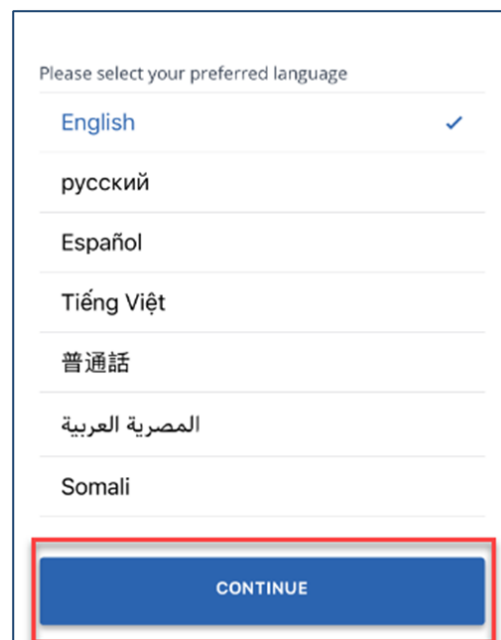
- Bofya **CONTINUE (ENDELEA)** na upitisha kifaa cha mkononi kwa mteja ili kuthibitisha ziara hiyo.

***KUMBUKA:** Ikiwa mteja hawezi kuthibitisha ziara hiyo, bofya **SKIP (RUKA)**.*

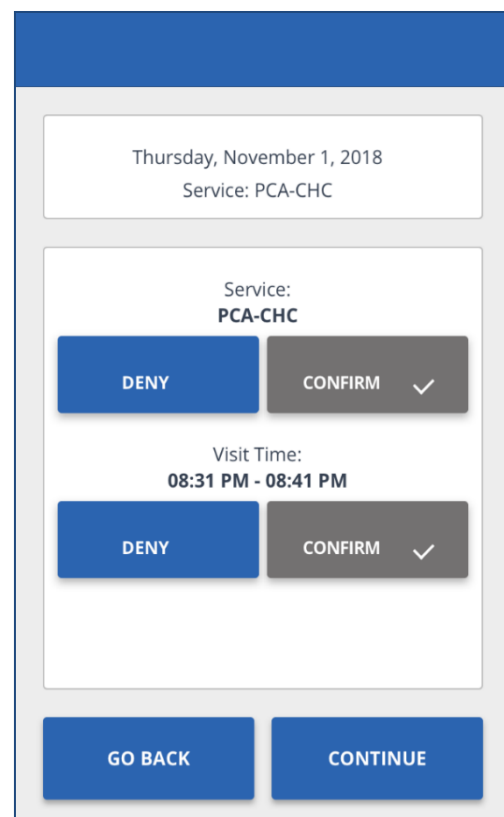


- Mteja atabofya sehemu ya **ya lugha** na kuchagua lugha.

***KUMBUKA:** Kiingereza kinaweza kuwa lugha pekee katika orodha.*



- Mteja anabofya **CONFIRM (THIBITISHA)** au **DENY (KATAA)** kuidhinisha au kukataa **Service (Huduma)** na **Visit Time (Muda wa Kutembelea)**.
- Ikiwa mteja atabofya **CONFIRM (THIBITISHA)**, inamaanisha anakubali kwamba kuanza kwa ziara na nyakati za mwisho na huduma zilifanyika.
- Ikiwa atabofya **DENY (KATAA)**, inamaanisha hakubaliani na kuanza kwa ziara na nyakati za mwisho au huduma zilizofanywa.



Thursday, November 1, 2018  
Service: PCA-CHC

Service:  
**PCA-CHC**

DENY CONFIRM ✓

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

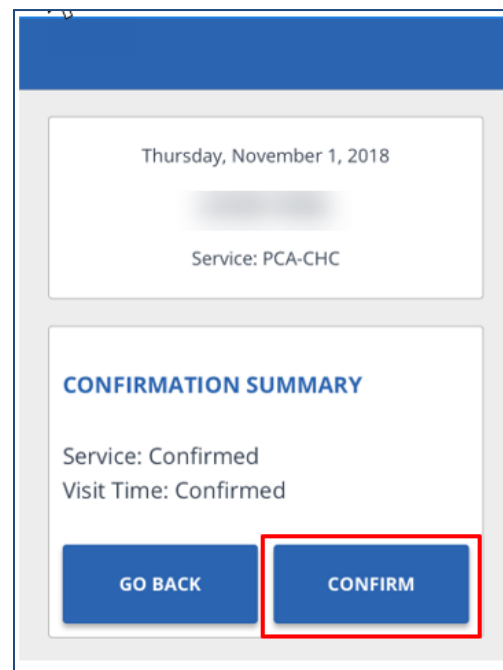
DENY CONFIRM ✓

GO BACK CONTINUE

- Bofya **CONTINUE (ENDELEA)**

**KUMBUKA:** Ikiwa mteja **DENIES (ANAKATAA)** ama (au wote wawili) **HUDUMA** au **VISIT TIME (ZIARA WAKATI)**, bado utaweza kukamilisha ziara hiyo, hata hivyo, ziara hiyo itaonyesha "Isipokuwa" na inahitaji kurekebishwa katika EVV.

- Bofya **CONFIRM (THIBITISHA)**




Thursday, November 1, 2018  
Service: PCA-CHC

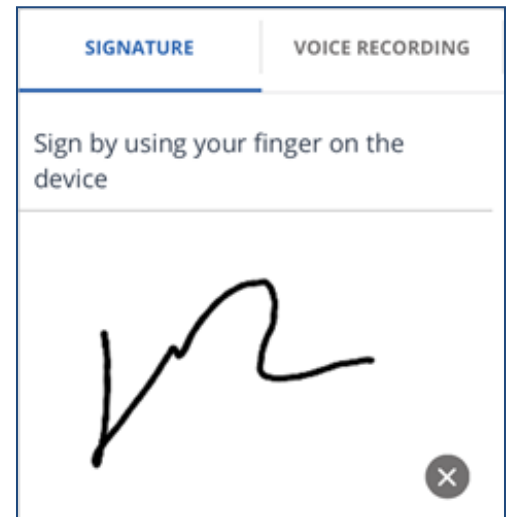
**CONFIRMATION SUMMARY**

Service: Confirmed  
Visit Time: Confirmed

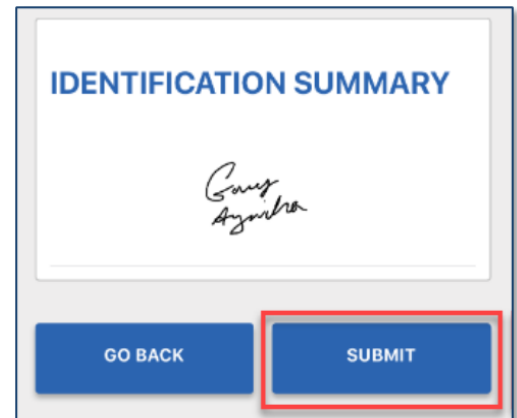
GO BACK CONFIRM



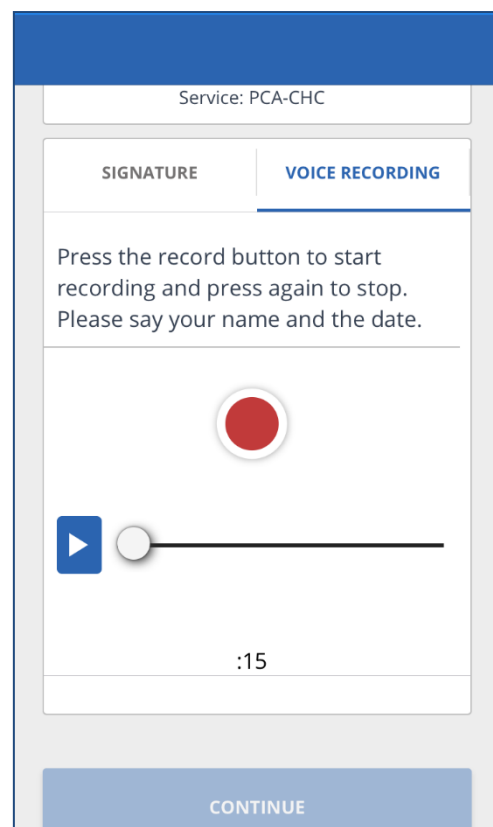
- Mteja atabofya **SIGNATURE (SAINI)** au **VOICE RECORDING (REKODI YA SAUTI)**.
- Kwa kutumia **SIGNATURE (SAINI)**, watasaini kifaa kwa kutumia kidole na kubofya **CONTINUE (ENDELEA)**.
- Bofya  ili kusafisha sehemu ya saini na utie saini tena




- Bofya **SUBMIT (WASILISHA)** (Uthibitisho wa Saini)

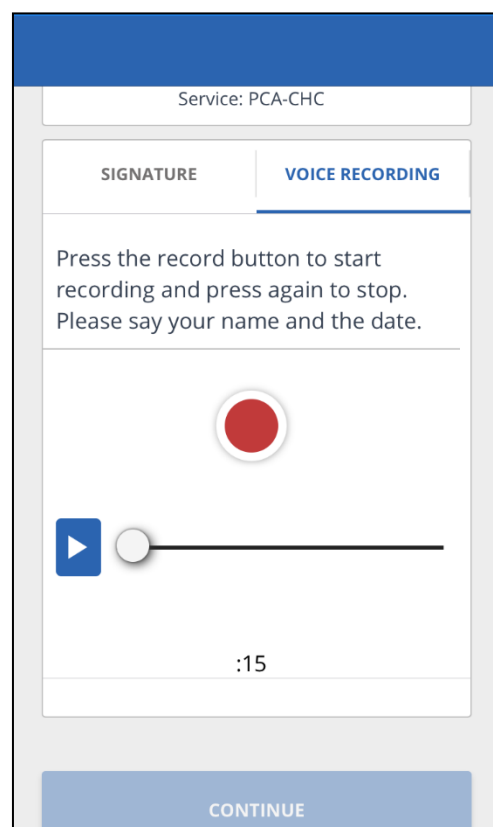


- Ikiwa atabofya **VOICE RECORDING (REKODI YA SAUTI)**, bofya alama ya Rekodi .
- Ukiulizwa, bofya **OK (Sawa)** ili kuruhusu programu ya simu kufikia kipaza sauti
- Bofya ikoni ya Rekodi  ili kusimamisha rekodi

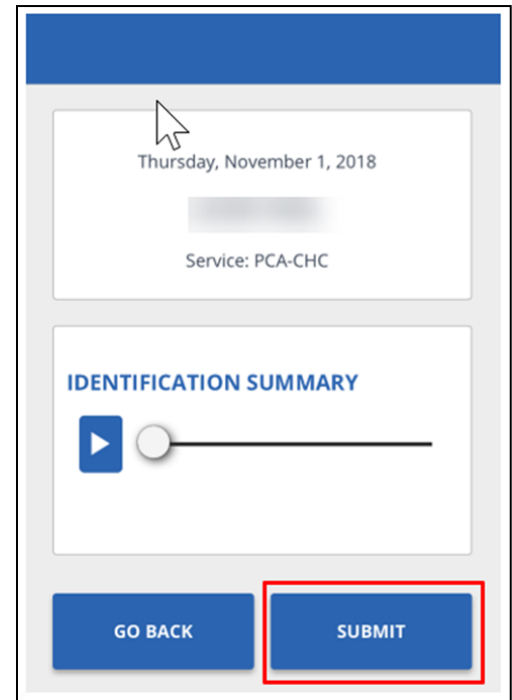


- Rekodi za sauti zinaweza kuwa hadi sekunde 15

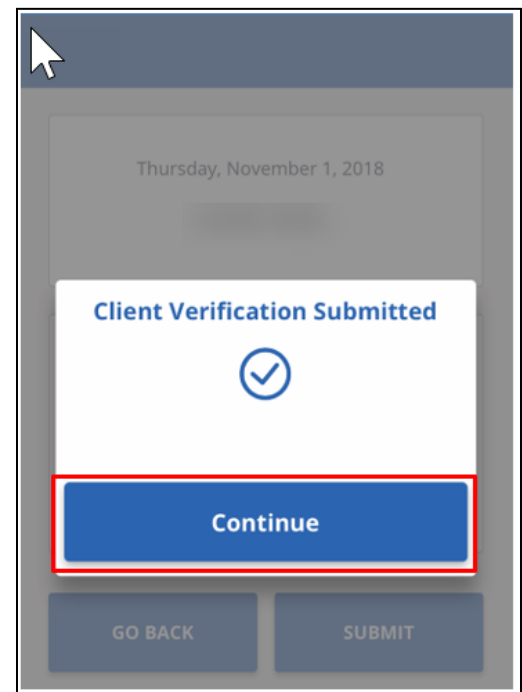
- Bofya ikoni ya Cheza  ili kucheza sauti iliyorekodiwa



- Bofya **SUBMIT (WASILISHA)**  
(Uthibitisho wa Sauti)



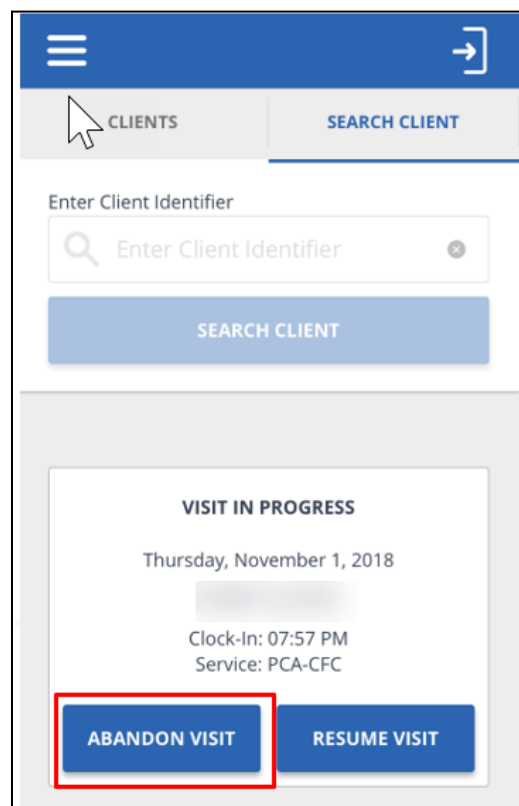
- Bofya **CONTINUE (ENDELEA)**



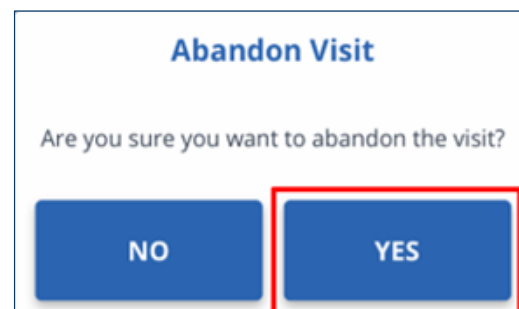
## Kuachana na Ziara

- Kunaweza kuwa na hali ambapo lazima ughairi ziara uliyoanza.
- Kwa mfano, ikiwa umesahau au haukuweza kuangalia mwishoni mwa ziara na unahitaji kuanza ziara mpya kwa mteja mwingine.

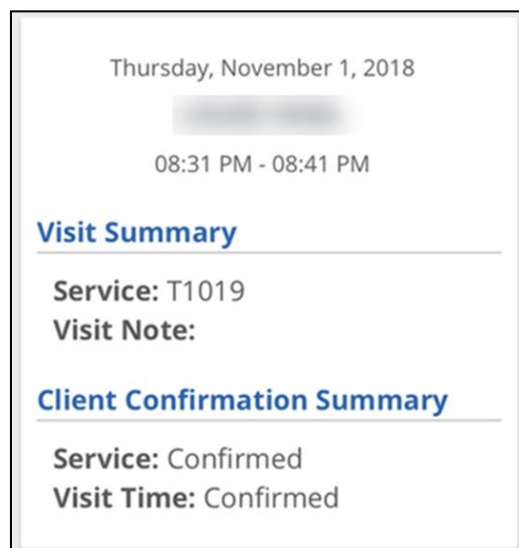
- Bofya **ABANDON VISIT (ACHA KUTEMBELEA)**




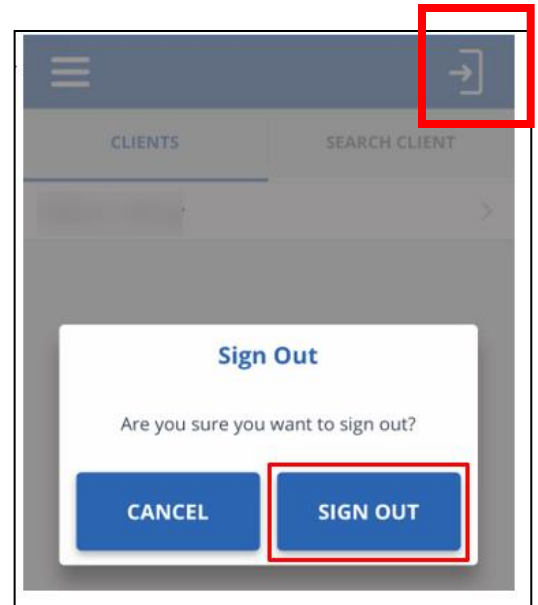
- Bofya **YES (NDIYO)**



- Angalia ziara zilizopita kutoka kwenye **My Visits (Skrini ya Ziara Yangu)**
- Bonyeza ziara ili uone maelezo kuhusu ziara hiyo



- Bofya ikoni ya kutoka  iliyo upande wa juu wa skrini kwenye upau wa menyu.
- Ishara ya kutoka itaonekana.
- Bofya **SIGN OUT (TOKA)** na utaondolewa kwenye programu ya simu.



**KUMBUKA:** Ziara iliyoachwa itaonyesha kama ubaguzi na inahitaji kurekebishwa/kukubaliwa katika Visit Maintenance (Matengenezo ya Ziara) ya EVV.