

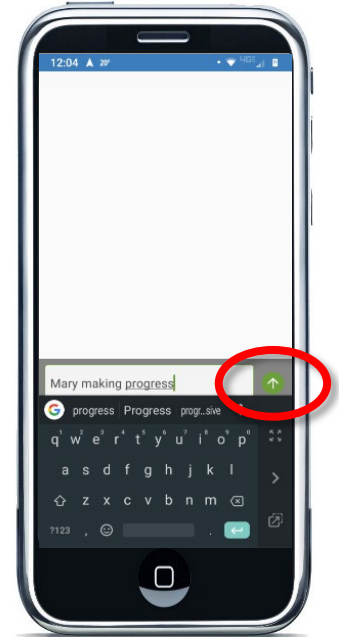
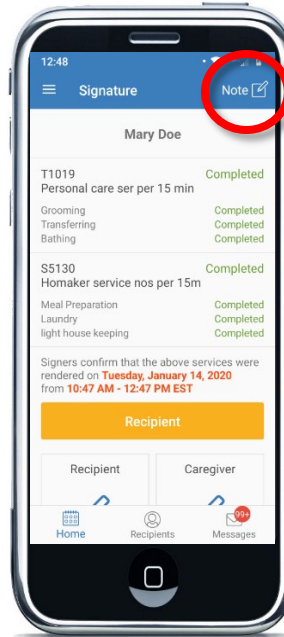
Mobile Caregiver+ Quick Reference Guide Adding Notes and Sending Alerts Using the Mobile App

You can add notes at any time during a visit. To enter a note during an active visit:

- 1) Tap **Note** in the upper right-hand corner of either the **Start Visit**, **Visit**, or **Signature** screen and enter the note. Notes are stored in the recipient's record and are viewable by the EVV administrator(s) at your provider agency or financial management agency.

Service notes only need to be entered when:

- An expected task is not completed during the visit.
- An unexpected task is completed during the visit.
- A visit starts earlier or later than scheduled.
- A visit ends earlier or later than scheduled.
- A visit begins or ends at a different location than scheduled. The note should briefly explain the reason for the change.



- 2) Click the **green arrow** to save.

- 3) You have the option to select the **Alert My Administrator** checkbox when entering a note, however, you should verify if your provider agency or financial management agency wants you to use this option or another method when you need to notify the agency of a concern.

Additional Information



A complete list of EVV resources is available in the [EVV QRG: Who to Call](#) listing, the DMS EVV website at <https://bit.ly/kywaiverEVVinfo> or by scanning the QR code to the left using your mobile device.

