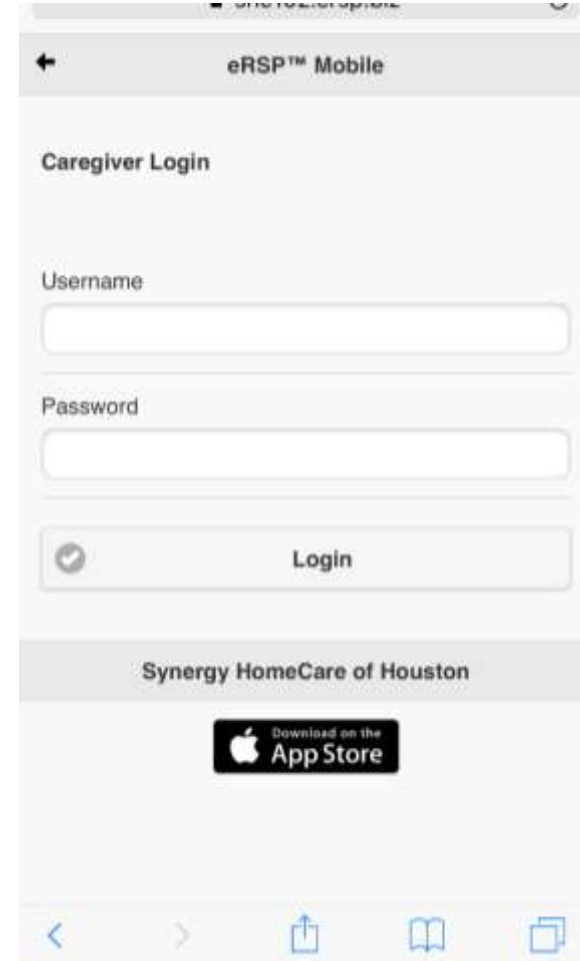
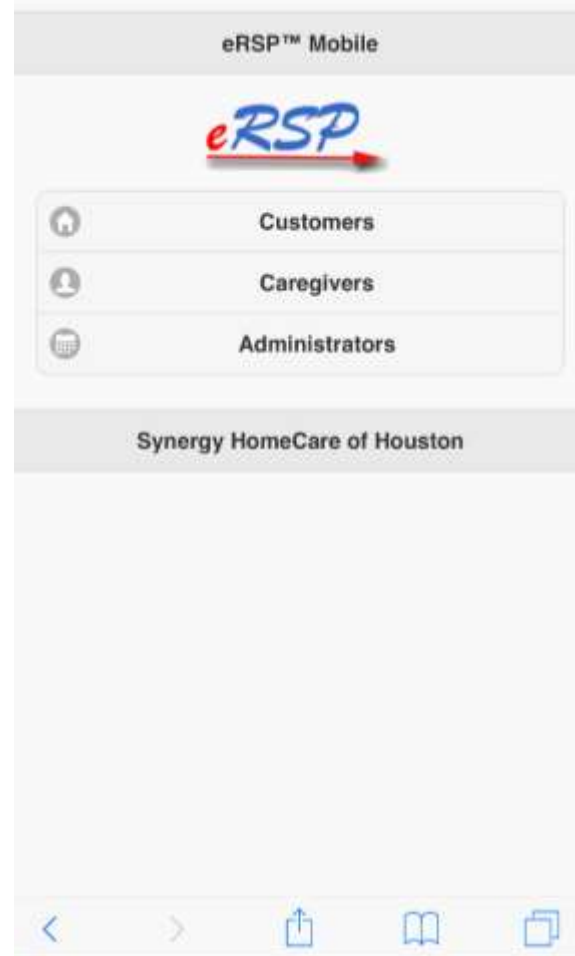


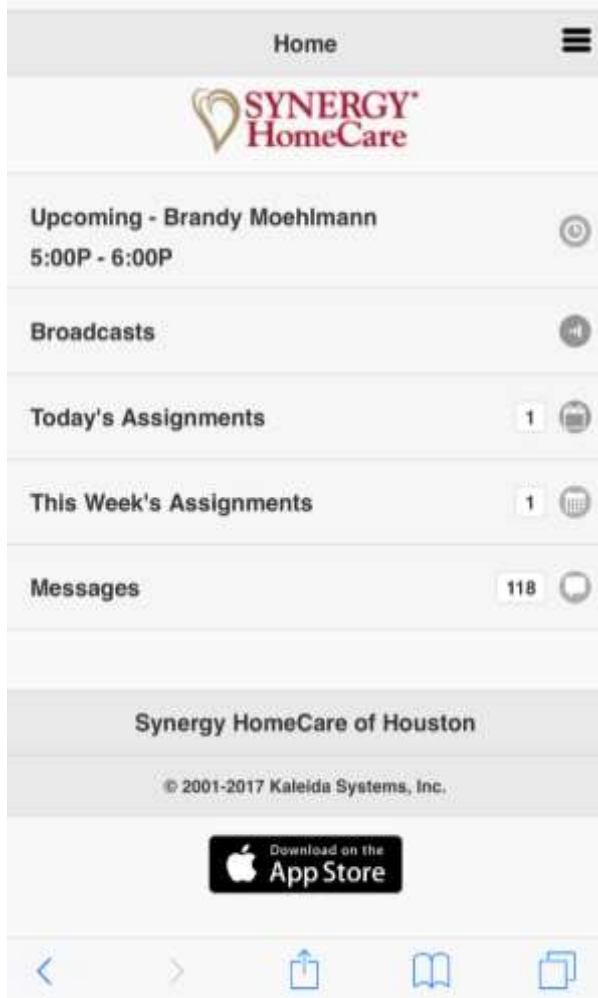
# ERSP Telephony

On your cell phone go to:

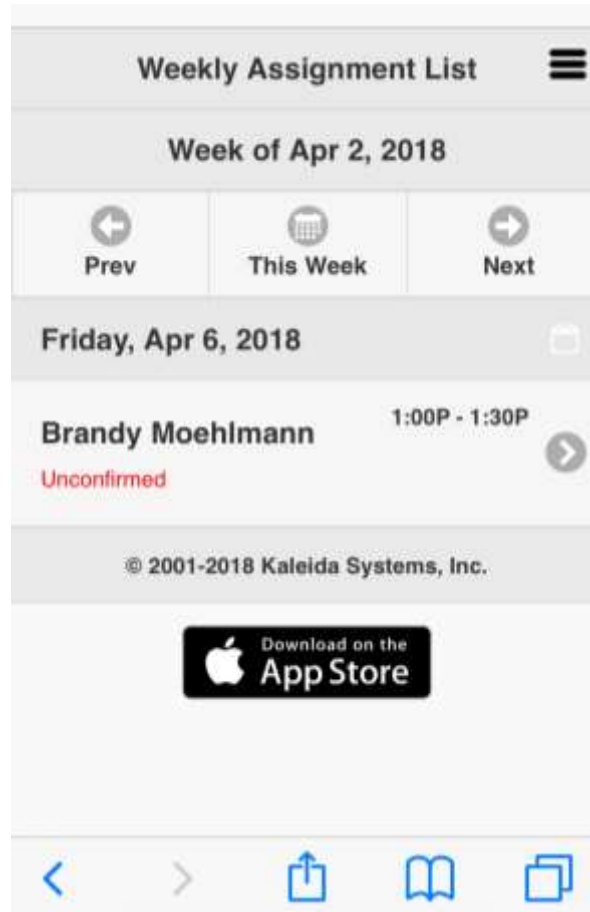
- [Shc267.ersp.biz](http://Shc267.ersp.biz)
- Select Caregivers and log in



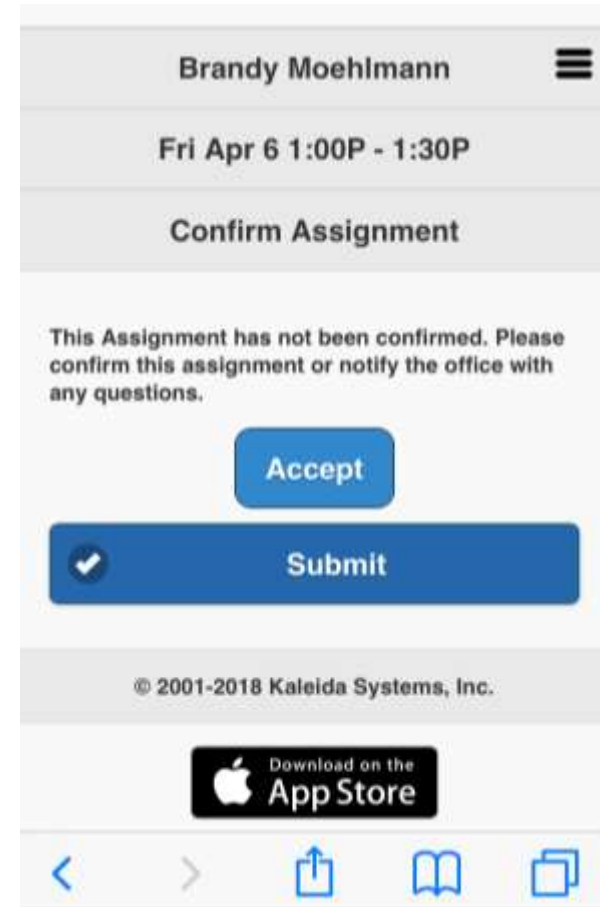
You will see your daily assignments after logging in



To confirm your assignments click "This Week's Assignments"

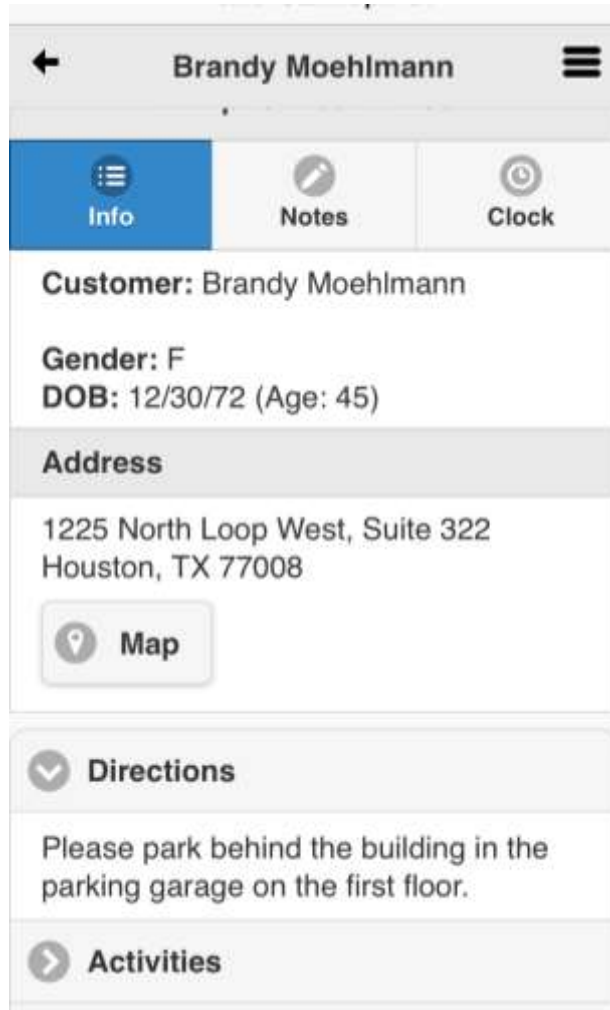


Click on assignment then click accept and submit

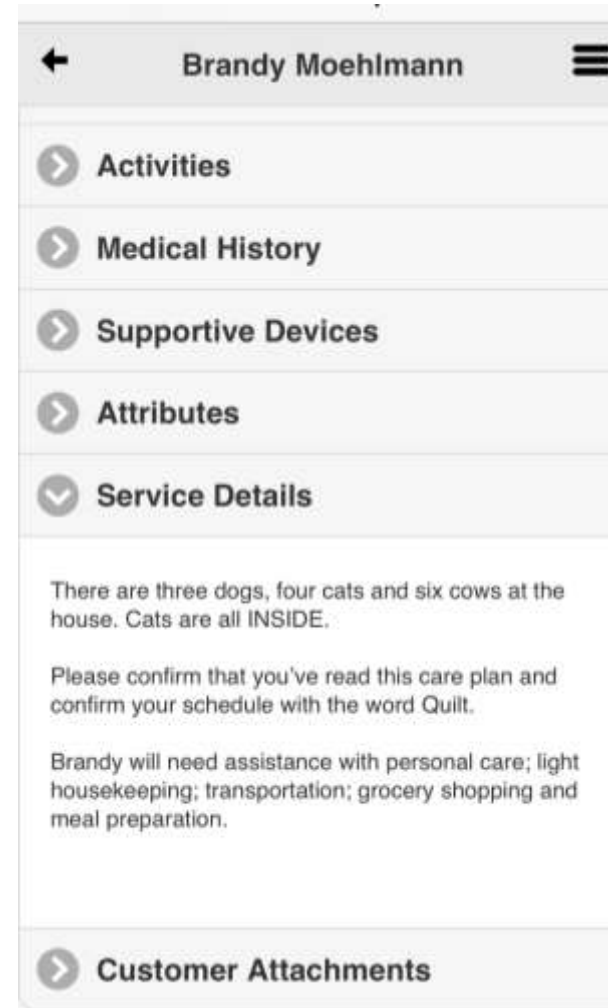


After accepting all assignments you will be able to click on the clients name.

On these tabs you will be able to access the care plan, directions and anything else you will need to know BEFORE going to work.



This is where you will see the address and directions on how to get into the home.



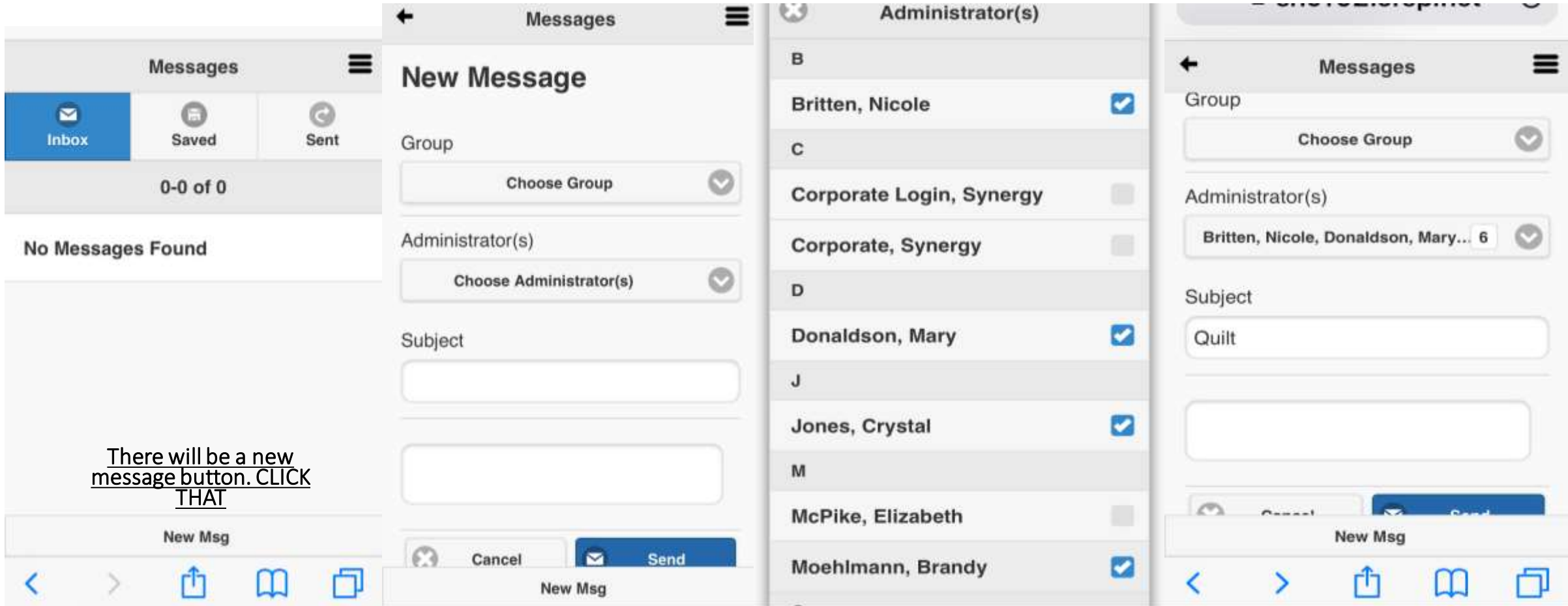
Please make sure you are sending messages BEFORE your scheduled shift.

After confirming your schedule please click the THREE lines at the top to pull up messages

Click: Choose Administrator (S)

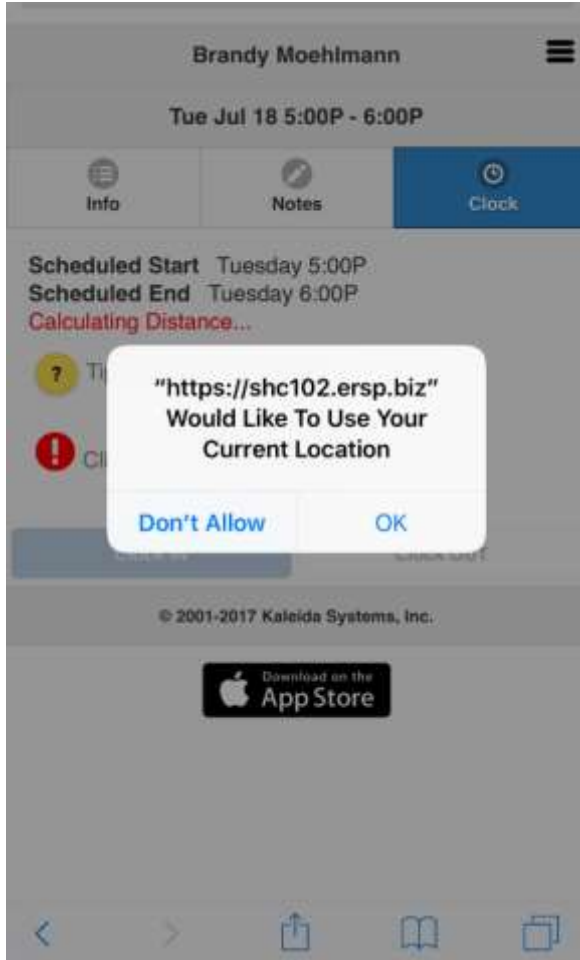
Please make sure you choose the following administrators:  
Nicole, Mary, Brandy, Latricia, Kae, and Crystal

The key word from the care plan should be inserted in the subject line. Then select "Send"

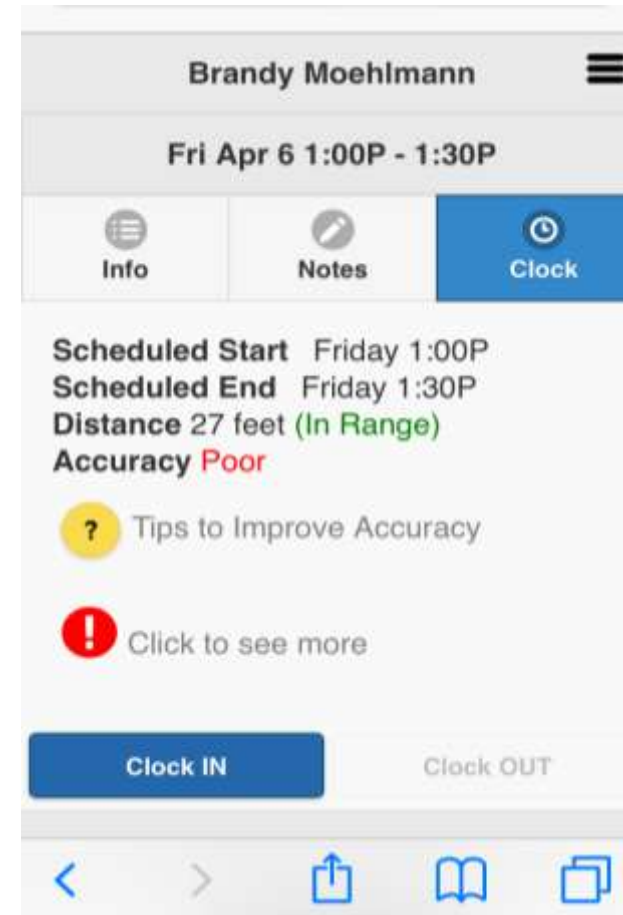


There will be a new message button. CLICK THAT

When you arrive to your client to clock in you will click “Upcoming Assignments”

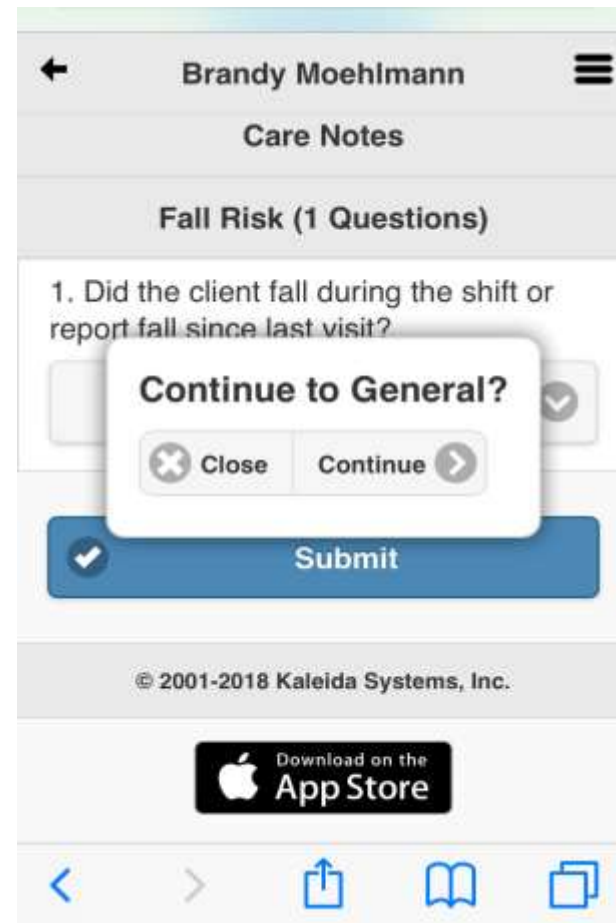
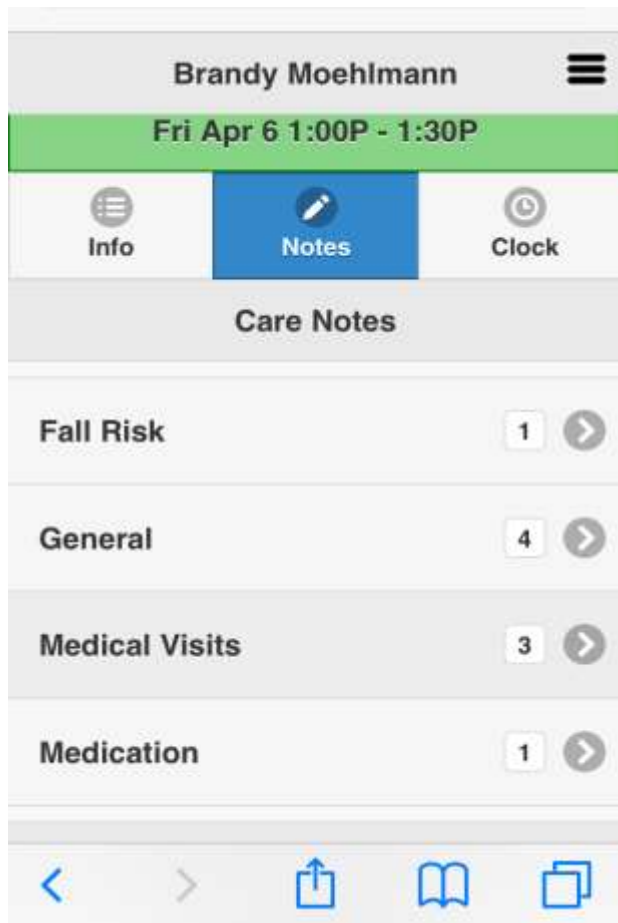
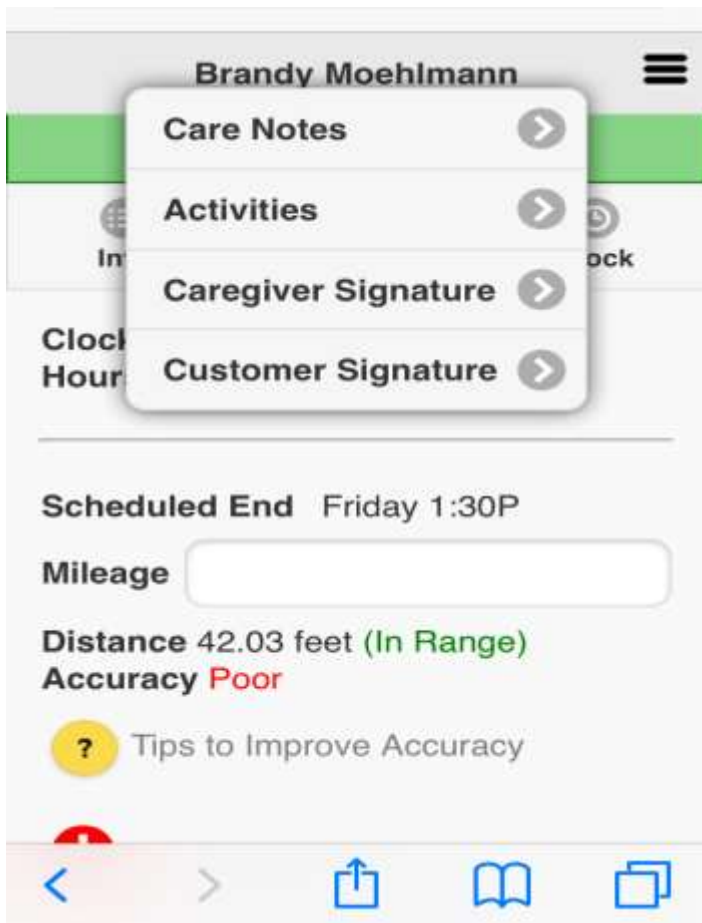


Once you allow it to view your location you will be able to clock in. Please note you have to be INSIDE the clients home to clock in correctly.



When your shift is over you will need to select the Notes Tab. A box will pop up with: Care Notes, Activities, Caregiver Signature, and Customer Signature. In order to clock out all of these tasks must be complete

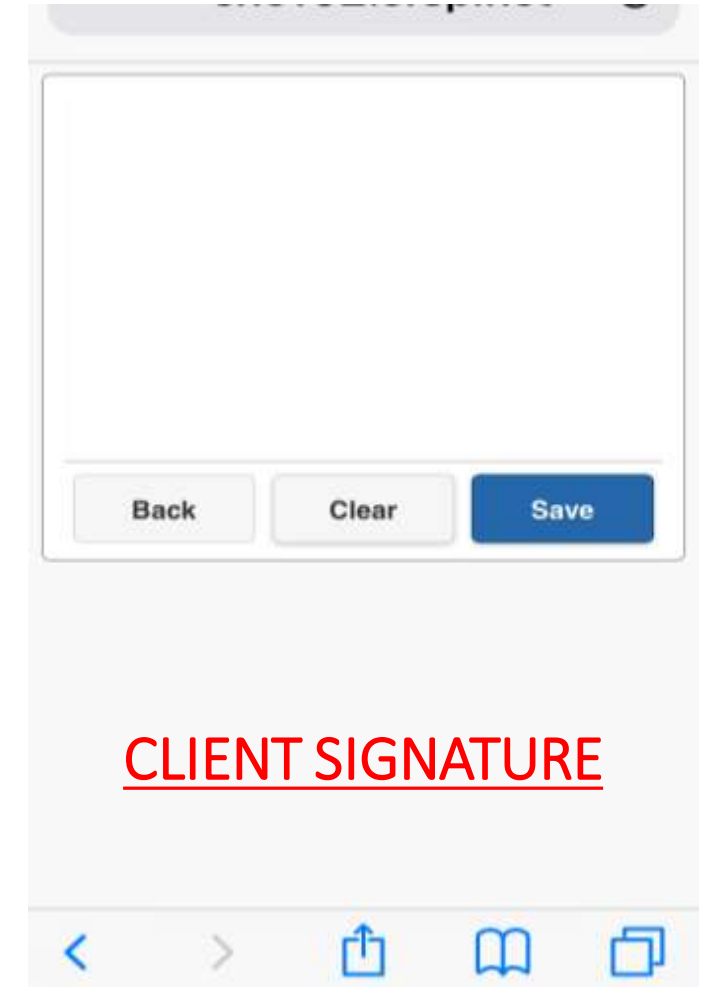
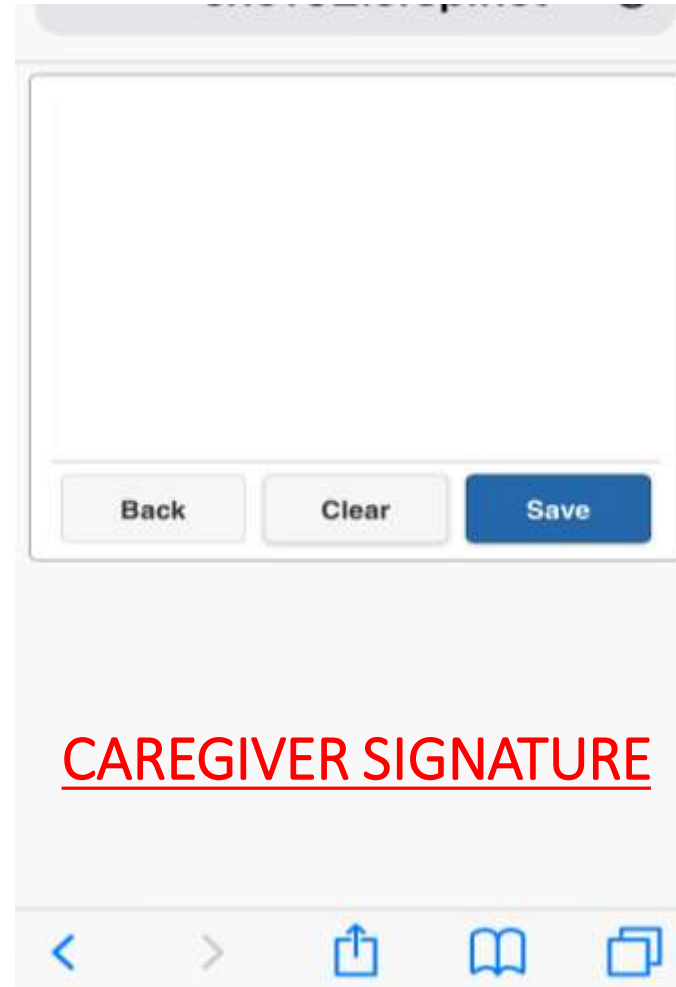
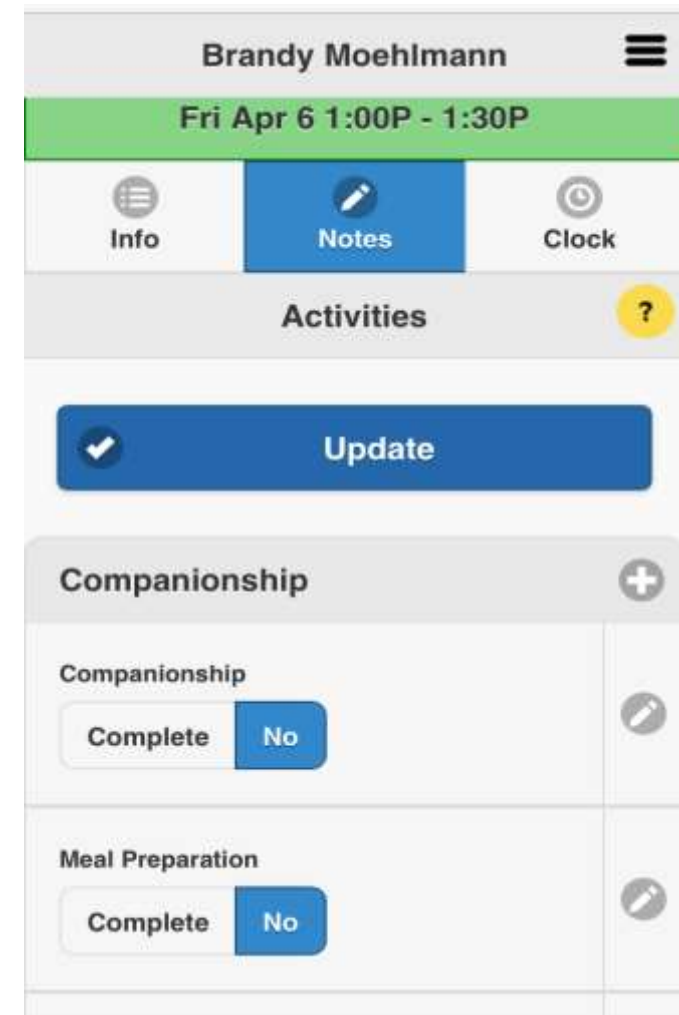
**ALL MUST BE COMPLETED BEFORE CLOCKING OUT**



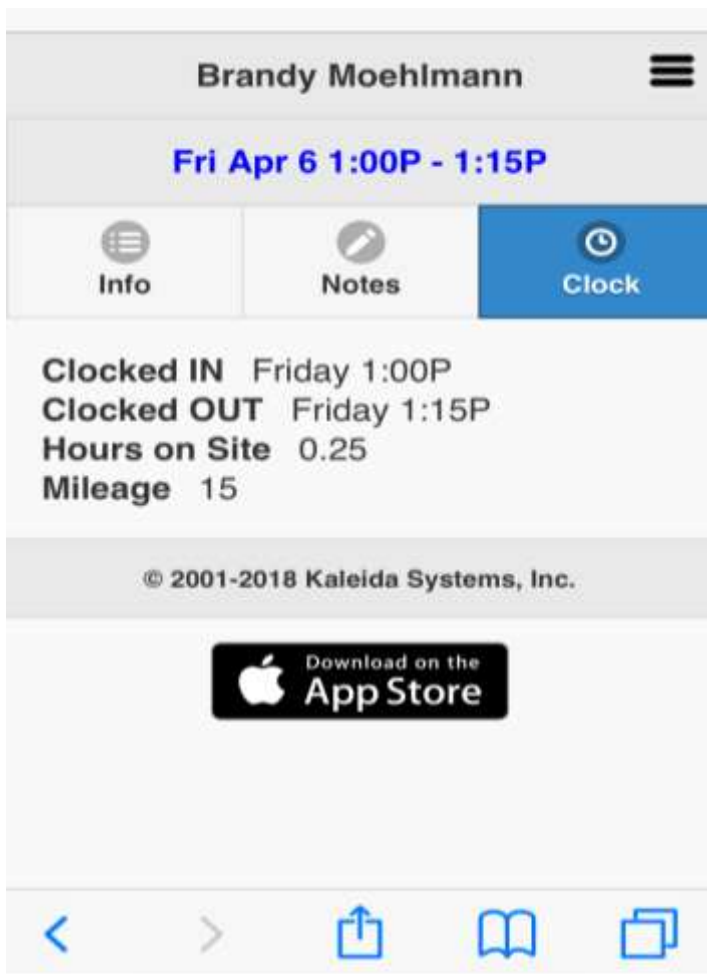
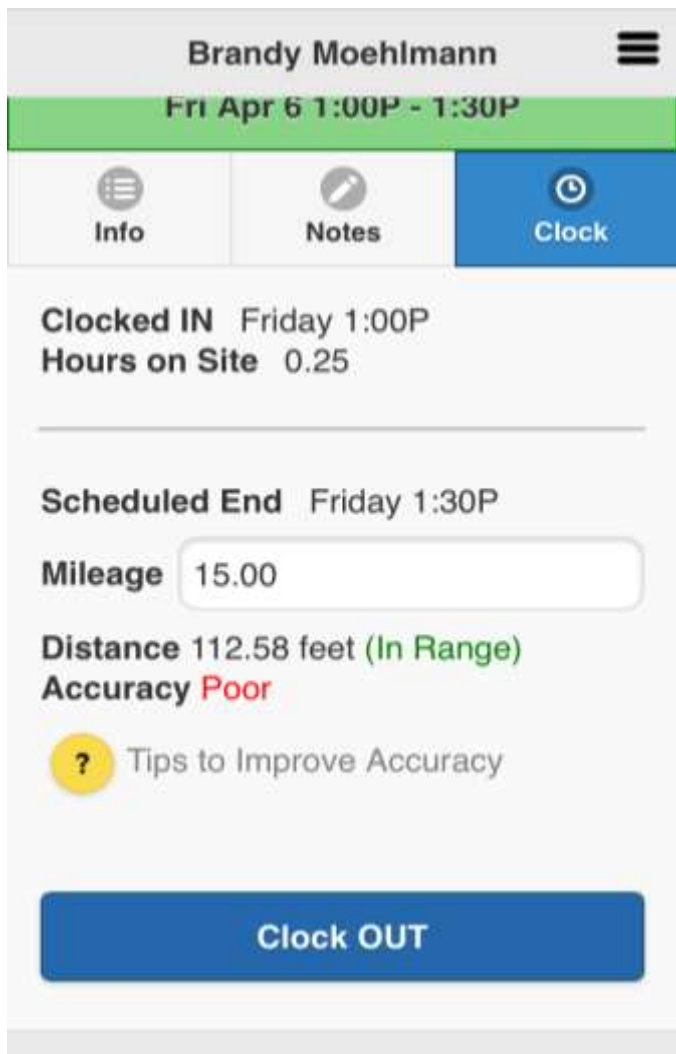
The Activities Tab will have what needs to be done for the Customer each shift.

You will need to complete what has been done before you are able to clock out. You will also be able to add notes for Office Staff to view.

After completing everything you will need to select the Notes Tab and select Caregiver Signature. You and your client will need to sign before clocking out. This needs to be done for every shift.



You may then click the “Clock” button, enter mileage and clock out.



You shift time will turn [BLUE](#) when clock out is successful.