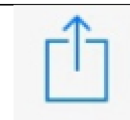
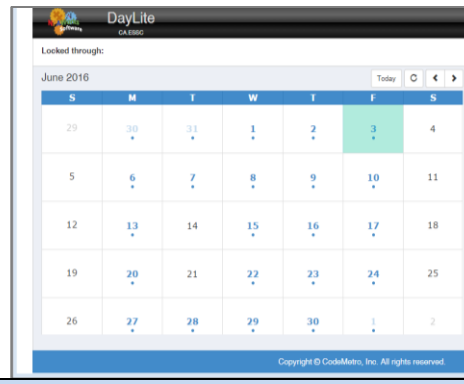
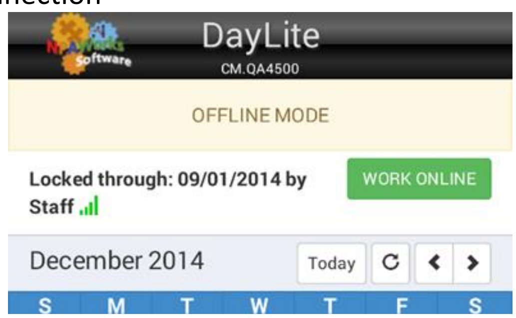
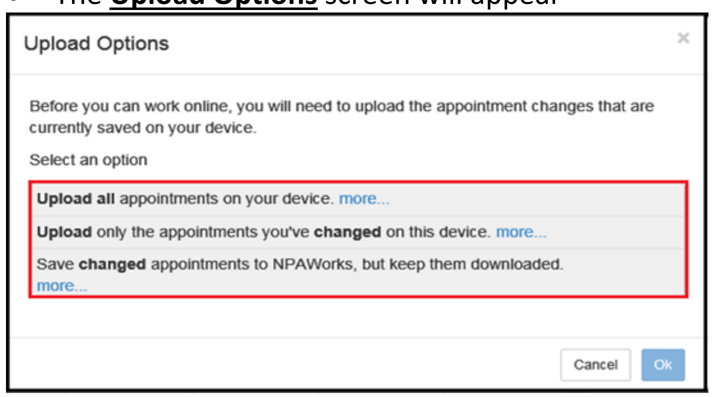
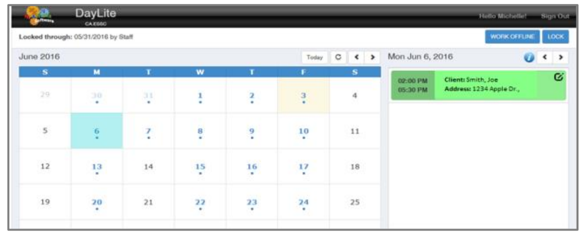
NPAWorks Daylite Instructions

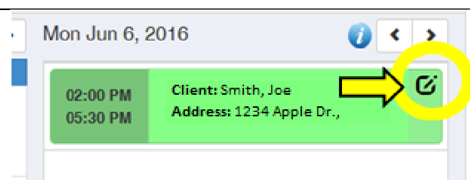
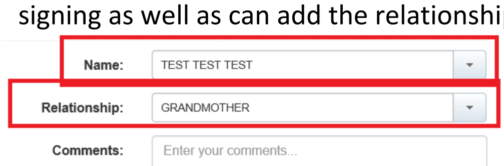
<table>
<tr><th colspan="2">Logging onto Daylite Mobile</th></tr>
<tr><th colspan="2">First Log-In</th></tr>
<tr><td>1. Open <u>Safari</u>, type in the following:
<u>https://essc.codemetro.com/mobile</u></td><td>• Do not use Daylite App</td></tr>
<tr><td>2. Bookmark site by clicking on the icon at the right and choosing “Add Bookmark”
• Choose location to save</td><td></td></tr>
<tr><td>3. Type in username/password and click <u>Log In</u></td><td>• Username: firstname.lastname
• Password: your password</td></tr>
<tr><td>4. Click <u>Allow</u> on pop-up message regarding location</td><td></td></tr>
<tr><td>5. Once logged in, your screen will be a monthly calendar view</td><td>
</td></tr>
<tr><th colspan="2">Subsequent Log-Ins</th></tr>
<tr><td>1. Open Safari and click on saved bookmark</td><td></td></tr>
<tr><td>2. Type in username/password and click <u>Log In</u></td><td>• Username: firstname.lastname
• Password: your password</td></tr>
</table>

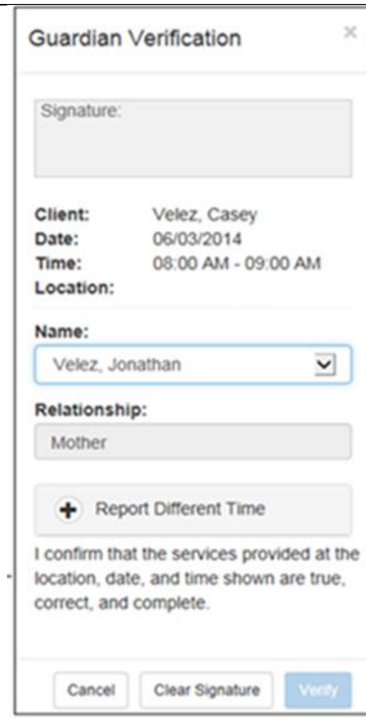
<table>
<tr><th colspan="2">Downloading Schedule</th></tr>
<tr><td colspan="2">Downloading a schedule at the start of the week, as well as re-downloading daily, will ensure faster access to a schedule and keep it updated in the case that changes occur</td></tr>
<tr><td colspan="2">Start of Week</td></tr>
<tr><td>1. Click on the <u>Work Offline</u> button at the top right of the calendar</td><td>• Should be completed prior to first session of the week</td></tr>
<tr><td>2. Select date to download and click <u>OK</u></td><td>• Maximum number of days that can be chosen is 1</td></tr>
<tr><td>3. Data will begin to download</td><td></td></tr>
<tr><td colspan="2">Start of the Day</td></tr>
<tr><td>1. Click on the <u>Work Offline</u> button at the top right of the calendar</td><td>• Should be completed prior to first session of the day</td></tr>
<tr><td>2. Choose today’s date and click “Ok”</td><td></td></tr>
<tr><td colspan="2">End of the Day</td></tr>
<tr><td>1. At end of day, click on <u>Work Online</u> and choose <u>Upload All Appointments</u></td><td>• Make sure you have an established internet connection


• The <u>Upload Options</u> screen will appear


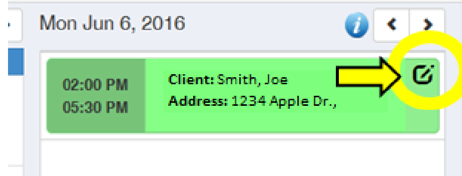
• Once you’ve made your selection, click “OK.”
• You are now working online again.
  ○ Appointments with the ✔ icon are rendered and uploaded to NPAWorks.
  ○ Appointments with the icon remain downloaded to your device.</td></tr>
</table>

Viewing a Schedule	
1. Click on the date you wish to view your schedule	• Dates that are **bolded and blue** indicate there are scheduled appointment(s)
2. All scheduled appointments will load either to the right (for desktop users) or bottom of the screen (mobile users)	
3. Click on each appointment to learn more about the individual appointment	• Review the duration of appointment • Click on **<u>Office Notes</u>** to learn more about the appointment and any potential instructions for the appointment (e.g., Relias training, overlap information)

Capturing Caregiver Signature at End of Session	
1. At the end of session, go into Daylite and locate the corresponding appointment in your calendar	
2. Click on **<u>edit icon</u>** to the right of participant appointment	
3. Scroll down at click on **<u>Guardian Verification</u>**	
4. Choose a name and relationship from the dropdown menus	• If parent/guardian name is not in the drop down list, there is a blank selection where you can type the name of the person signing as well as can add the relationship 

5. Present device for caregiver to sign in the box labeled **<u>Signature</u>**	
6. If session time is different from scheduled time	• Add note in **<u>office notes</u>** indicating difference in time • Collect guardian signature • Email update to scheduling • BI render session when appointment has been updated

<table>
<tr><th colspan="2">Capturing Associate Signature at End of Session</th></tr>
<tr><td>7. At the end of session, go into Daylite and locate the corresponding appointment in your calendar</td><td></td></tr>
<tr><td>8. Click on <u>edit icon</u> to the right of participant appointment</td><td>



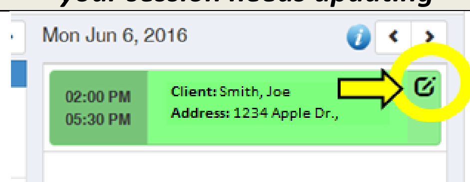
</td></tr>
<tr><td>9. Scroll down and click on <u>Sign</u> next to Therapist Signature</td><td>

</td></tr>
<tr><td>10. Sign your name with your finger and click <u>OK</u></td><td>

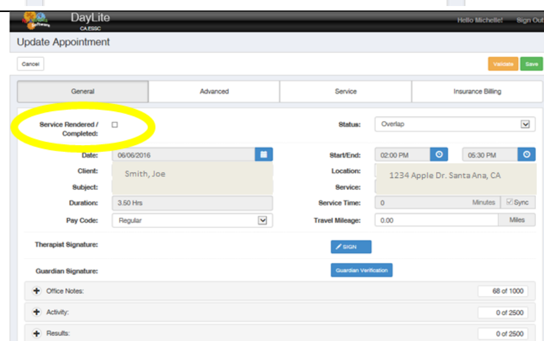
</td></tr>
<tr><td>11. If session time is different from scheduled time</td><td>

- Add note in <u>office notes</u> indicating difference in time
- Collect guardian signature
- Email update to scheduling
- BI render session when appointment has been updated

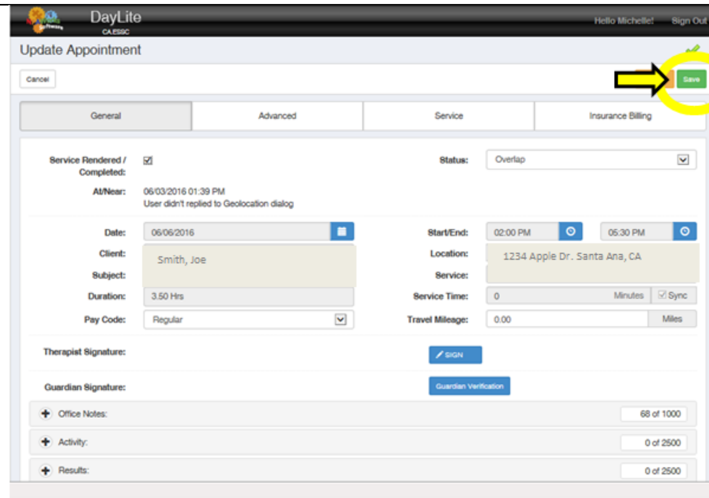
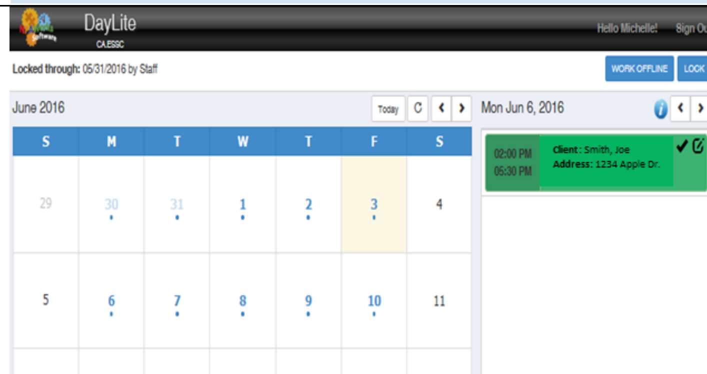
</td></tr>
<tr><th colspan="2">Rendering Participant Sessions</th></tr>
<tr><td colspan="2">**Only render sessions if they are accurate- send an NPA Update to your scheduler as needed if your session needs updating**</td></tr>
<tr><td>1. Click on <u>edit icon</u> to the right of participant appointment</td><td>

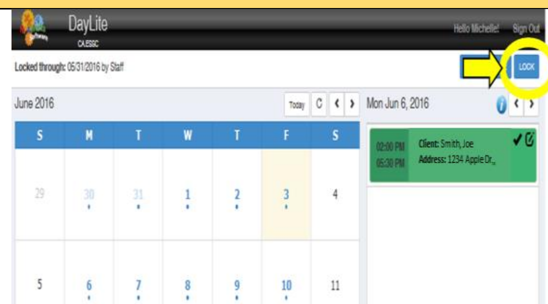


</td></tr>
<tr><td>2. <u>Check box</u> where it says “Service Rendered/Complete”</td><td>



</td></tr>
</table>

3. Click **“Save”** on top right corner	
4. Your participant session should now appear to be **dark green**	

Locking Schedule	
1. Click **Lock** on top right corner	
2. Select date you wish you lock for	• Remember to lock only if your schedule is 100% accurate • Refer to the monthly *NPA & Timekeeping calendar* to reference correct lock date
3. Click **“I affirm this statement”**	
4. Lock date will appear on top left corner of your screen	