

Entering Staff Activity Fees Reimbursement Request

eVeroMobile App

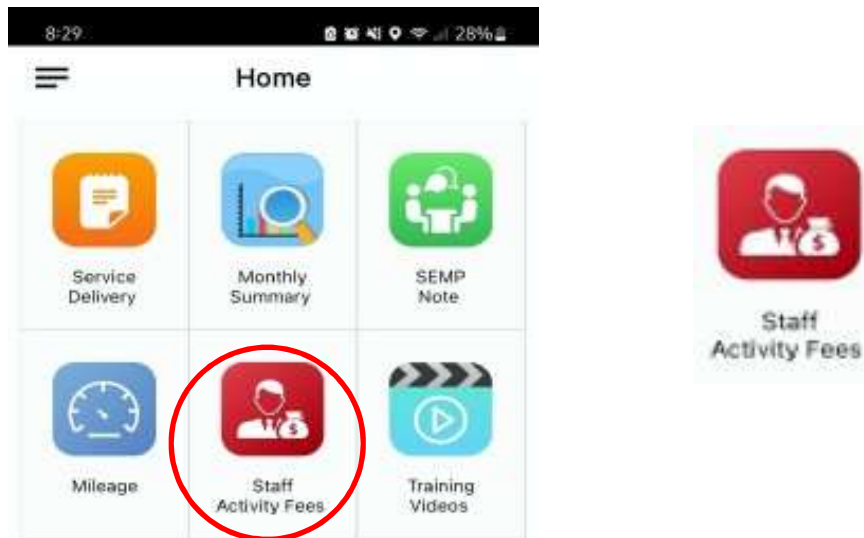
***Staff Activity Fees (SAF)-** Staff activity fees to cover meals, admissions, fees, transportation or other costs incurred by staff when providing support to the self-directing person in activities that support a valued outcome (requires itemized receipt and proof of payment for activities in the community)

*** eVeroMobile app-** app utilized by staff to submit reimbursement requests. All reimbursement requests must be submitted directly on the eVero app.

***Staff Activity Fee Note-**

- In order to reimburse for OTPS Staff Activity Fees staff must be clocked in/providing services
- Locations/destinations of the activity fee must be mentioned in the daily note in order to qualify for reimbursement

1. From the 'Home' screen select 'Staff Activity Fees' icon



2. Under 'Staff Activity Fees' screen, select the blue plus sign to enter new staff activity fee request (top right-hand corner)



3. Select date of expense using the calendar icon (upper left-hand side of screen)
4. Ensure the 'Paid to' section reflects who is seeking reimbursement
5. Verify Program category is 'Other Than Personal Service Items'

[< Back](#) **Staff Activity** [Save](#)

TEST, STAFF
Sds Staff

No Service Provided | Budget Amount Exceeded

STAFF ACTIVITY FEE

24
Feb 2023

Paid to: **Test, Staff**

Program: **SDS-Other Than Personal Service Items**

Amount: \$

INDIVIDUALS [+](#)

No individuals added

Comment

Attachments [📎](#)

No attachments added

6. To choose individual select the **blue plus sign** (upper right-hand corner)
7. Select individual by clicking empty checkbox (selection indicated by grey checkmark)
8. Select 'Done' (upper right-hand corner)

INDIVIDUALS [+](#)

No individuals added

[< Back](#) **Individuals** [Done](#)

Search individual...

Less than 5% Less than 10% Less than 20% Sp

No Service Provided | Budget Amount Exceeded

Individual	Budget Balance
<input type="checkbox"/> AVERAGE, JOE	

[< Back](#) **Individuals** [Done](#)

Search individual...

Less than 5% Less than 10% Less than 20% Sp

No Service Provided | Budget Amount Exceeded

Individual	Budget Balance
<input checked="" type="checkbox"/> AVERAGE, JOE	

9. Under 'Amount' enter dollar amount of the reimbursement request
10. Under 'Comment' enter note on staff activity fee
11. To upload attachments, select the **blue paperclip** and select '**From Camera**' or '**From Photo Library**' (indicated by **red** and **orange** photo icons)
12. Once an attachment is selected enter 'Photo Description' (example: Photo 1 or ice cream receipt) and select '**OK**'

The screenshot shows the 'Staff Activity' form with the following elements and annotations:

- Staff Activity Header:** Includes 'Back', 'Staff Activity', and 'Save' buttons. Below is a profile card for 'TEST, STAFF' (Sds Staff) and status indicators: 'No Service Provided' and 'Budget Amount Exceeded'.
- STAFF ACTIVITY FEE Section:**
 - Date:** 24 Feb 2023
 - Paid to:** Test, Staff
 - Program:** SDS-Other Than Personal Service Items
 - Amount:** \$5 (This field is circled in red).
 - INDIVIDUALS:** AVERAGE, JOE
 - Comment:** (This label is circled in red, with an arrow pointing to the comment input field below it).
 - Attachments:** No attachments added. A blue paperclip icon is circled in red, with an arrow pointing to the 'Upload Image' dialog.
- Comment Input Field:** Contains the text 'joe and i got ice cream'.
- Upload Image Dialog:** Shows two options: a red camera icon ('From Camera') and an orange photo icon ('From Photo Library'). A red arrow points from the orange icon to the 'Photo Description' dialog.
- Photo Description Dialog:** Contains the text 'Photo 1' and two buttons: 'Cancel' and 'OK' (The 'OK' button is circled in red).

13. Verify all information is correct and receipt is legible upon upload
14. Select 'Save' to save staff activity fee entry
15. Attention screen will indicate data was saved successfully; Select 'OK'

[< Back](#)
Staff Activity
Save

TEST, STAFF

Sds Staff

No Service Provided

Budget Amount Exceeded

STAFF ACTIVITY FEE

24

Paid to: Test, Staff

Program: SDS-Other Than Personal Service Items

Amount: \$5

INDIVIDUALS

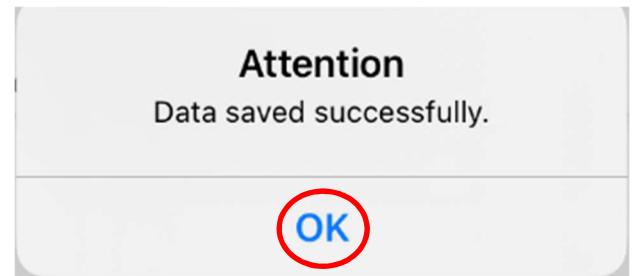
AVERAGE, JOE

Comment

joe and i got ice cream

Attachments

Photo 1



16. Return to 'Staff Activity Fees' screen to review entry populated
17. Select blue plus sign (upper right-hand corner) for additional entries

[< Back](#)
Staff Activity Fees
+

TEST, STAFF

Sds Staff

Period: This Week(SUN-SAT)

02-24-2023

Activity 1

Paid to : Test, Staff

Amount : \$5.00

Description : joe and i got ice cream