

# Clock In/Out Self-Hired SEMP

## eVeroMobile App

\*SEMP (Supported Employment)- a service delivered with direct and indirect activities associated with helping a person get a job and gain skills necessary to retain the job.

- This provides assistance for an individual to obtain, maintain, or advance in self-employment or in competitive, integrated employment in the general workforce (compensated at or above minimum wage).
- The goal of SEMP service is a sustained competitive wage job that meets the individual's personal and career goals.

\*eVeroMobile app- timekeeping app utilized by staff when providing NYS Medicaid supports



\*Staff Attendance- All shifts must be documented real-time by staff via the **eVeroMobile App** on an electronic device per federal (EVV) Electronic Visit Verification mandates. Any missed shifts or shift corrections must be submitted by staff to eVero Payroll at [everopayroll@aimservicesinc.org](mailto:everopayroll@aimservicesinc.org) utilizing the manual payroll template

- Manual Payroll Templates must be submitted via AIM Self-Direction <https://www.aimservicesinc.org/self-direction/>
- Please reach out to SD Team if staff need a manual payroll template
- Submissions must be timely in order to avoid delays in payment

\*Overtime Policy: Overtime must be requested and confirmed by AIM team to ensure sufficient support in the budget prior to staff providing services (overtime is billed at time and a half)

- Overtime cannot be scheduled using the AIM Notice of Employment form

\*eVero Payroll ([everopayroll@aimservicesinc.org](mailto:everopayroll@aimservicesinc.org)) - Assists with processing payroll, time off approval, and communications with staff on shift updates/corrections in accordance to AIM Payroll Schedule

\*Shift Documentation- includes a checklist and a shift note

# Clock In/Out Self-Hired SEMP

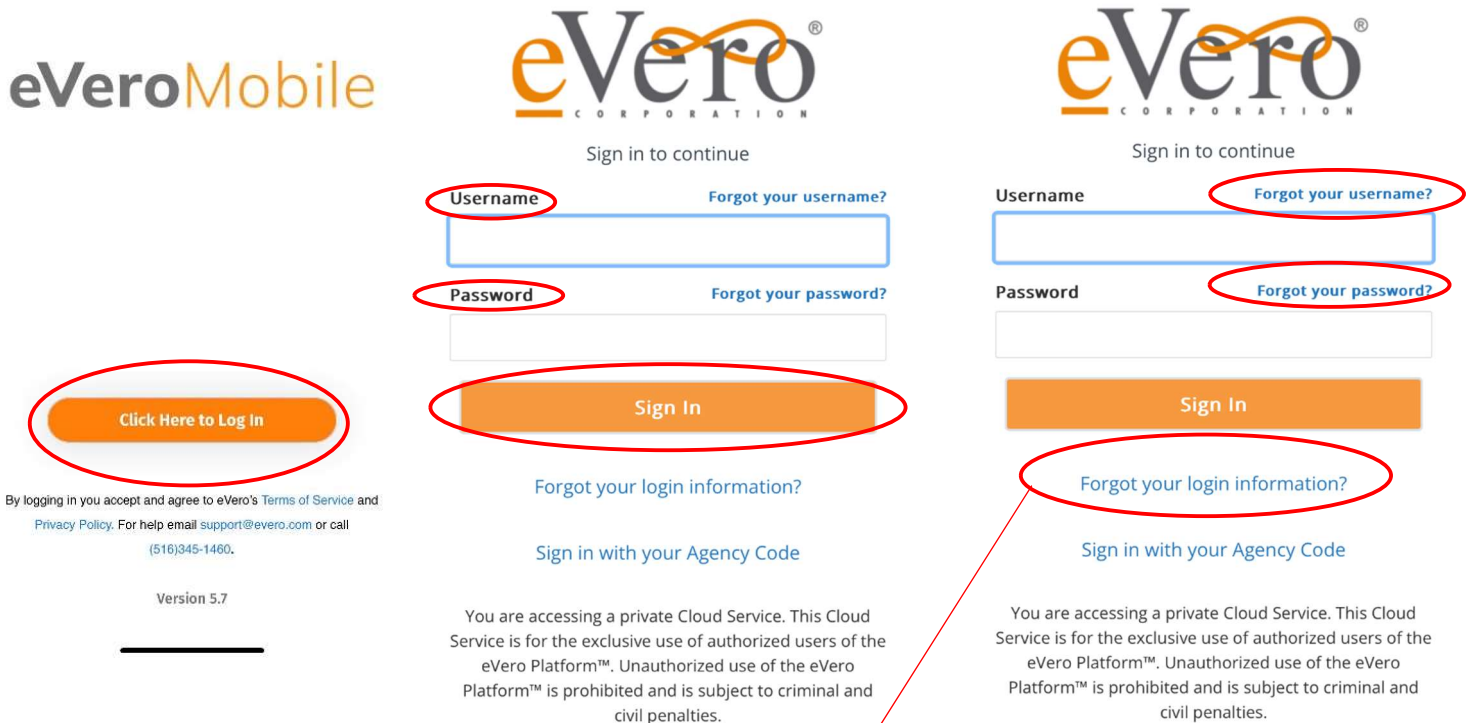
## eVeroMobile App

**\*Quality Notes-** staff will enter daily shift notes when providing Supported Employment services. Notes should include important details of the supports provided during that shift. This should directly relate to the individual's goals/valued outcomes as indicated in the eVeroMobile app (NYS Medicaid requirement for quality documentation)

### Example Shift Note:

I accompanied Joe to his first day of work to assist with getting familiar with his new routine on Mondays and Wednesdays. I assisted Joe with locating the shift manager who he will be working closely with. We took a tour of the main area Joe will be working as well as the break room and bathroom areas. Joe received an orientation packet when the tour was over which we plan on reading through when Joe and I meet up again. Joe had a great day and is excited to being this new step in employment.

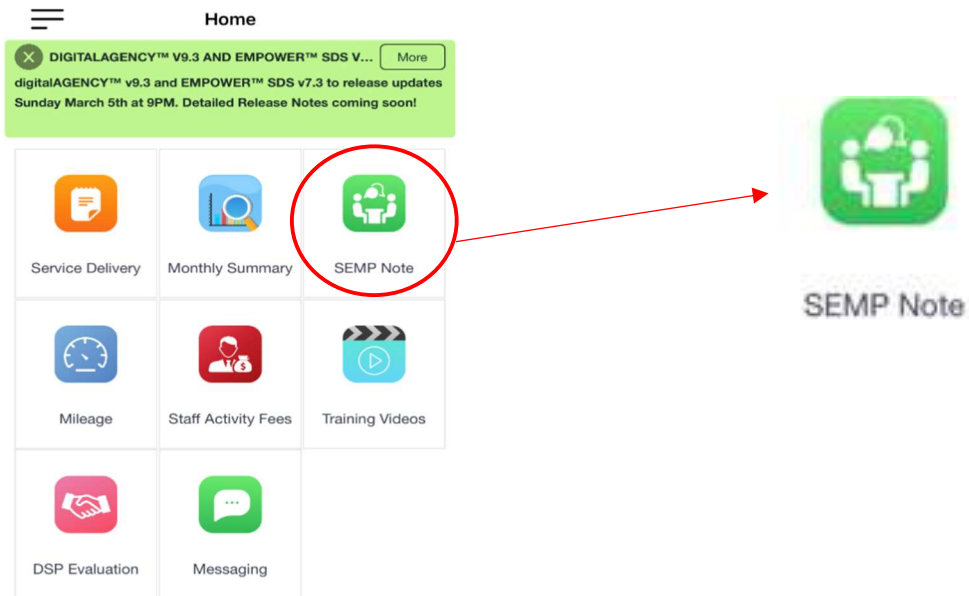
1. Select 'Click Here to Log In' and proceed to 'eVero Sign In' screen
2. Enter username and password; Select 'Sign In'



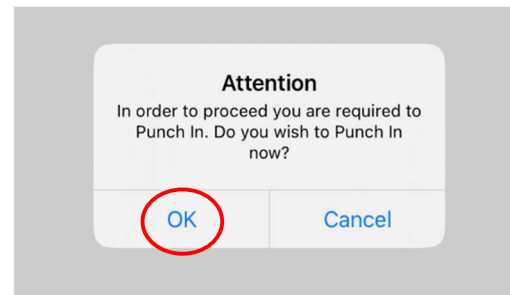
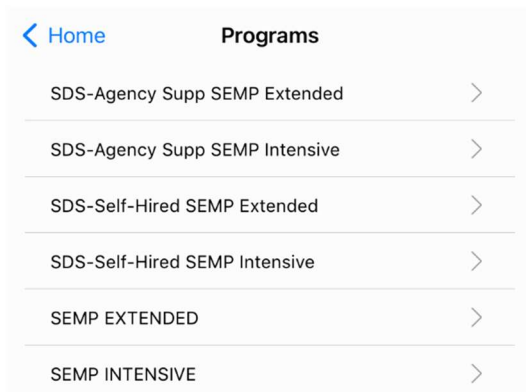
The image displays three sequential screenshots of the eVeroMobile app's login interface. The first screenshot shows the 'Click Here to Log In' button circled in red. The second screenshot shows the 'Sign In' screen with the 'Username' and 'Password' input fields, the 'Sign In' button, and the 'Forgot your login information?' link all circled in red. The third screenshot shows the 'Sign In' screen with the 'Forgot your login information?' link circled in red. A red arrow points from the circled 'Forgot your login information?' link to a text box at the bottom of the page.

**Forgotten User/Password:** Select 'Forgot your username' or 'Forgot your password' or 'Forgot your login information' (blue hyperlinks on right-hand side or bottom center) and follow onscreen instructions for **Username or Password**

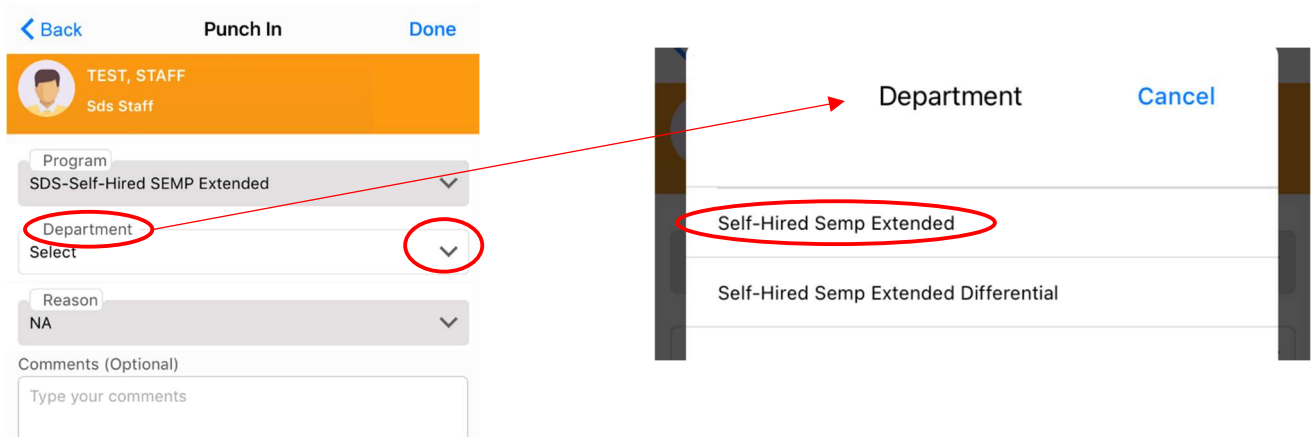
### 3. Select 'SEMP Note' (green icon top right)



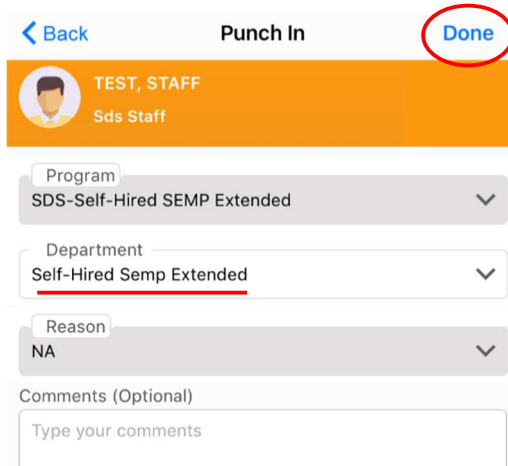
### 4. Select SEMP Program and proceed to Punch in from the 'Attention Screen' by selecting 'OK'



### 5. Select 'Department' (grey arrow) from dropdown



6. Verify information is correct on 'Punch In' screen (comments are optional); select 'Done' (upper right-hand corner)

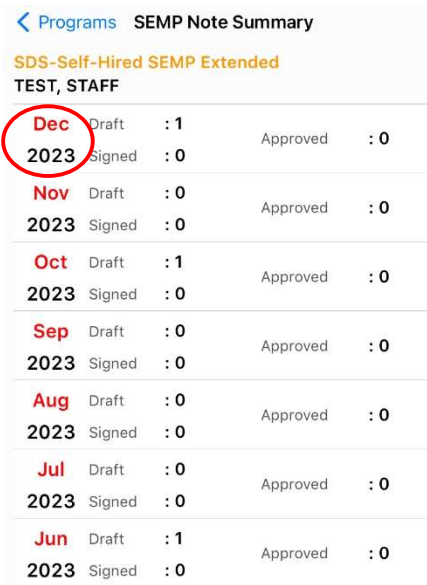


The 'Punch In' screen for 'TEST, STAFF' (Sds Staff) shows the following details:

- Program:** SDS-Self-Hired SEMP Extended
- Department:** Self-Hired Semp Extended
- Reason:** NA
- Comments (Optional):** Type your comments

The 'Done' button in the top right corner is circled in red.

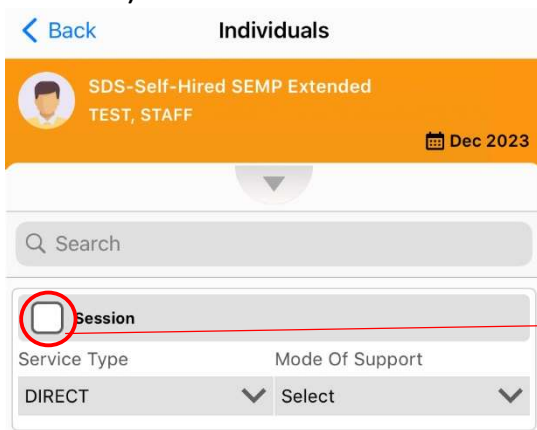
7. Under 'SEMP Note Summary' select the current month



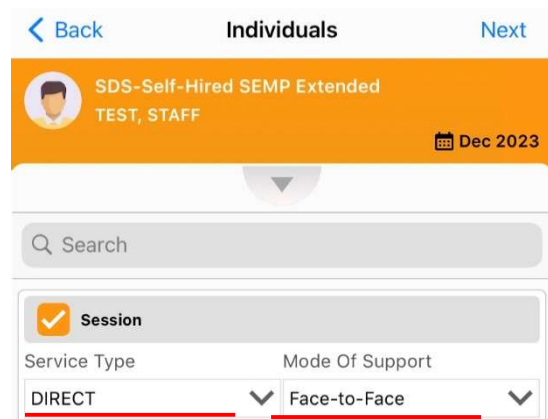
The 'SEMP Note Summary' screen for 'TEST, STAFF' displays a table of notes for the current month (Dec 2023) and previous months. The 'Dec' header for the current month is circled in red.

Month	Draft	Signed	Approved
<b>Dec 2023</b>	: 1	: 0	: 0
Nov 2023	: 0	: 0	: 0
Oct 2023	: 1	: 0	: 0
Sep 2023	: 0	: 0	: 0
Aug 2023	: 0	: 0	: 0
Jul 2023	: 0	: 0	: 0
Jun 2023	: 1	: 0	: 0

8. Select 'Session' by clicking empty checkbox (selection indicated by orange checkmark); verify Service Type (Direct) and Mode of Support (Face-to-Face)

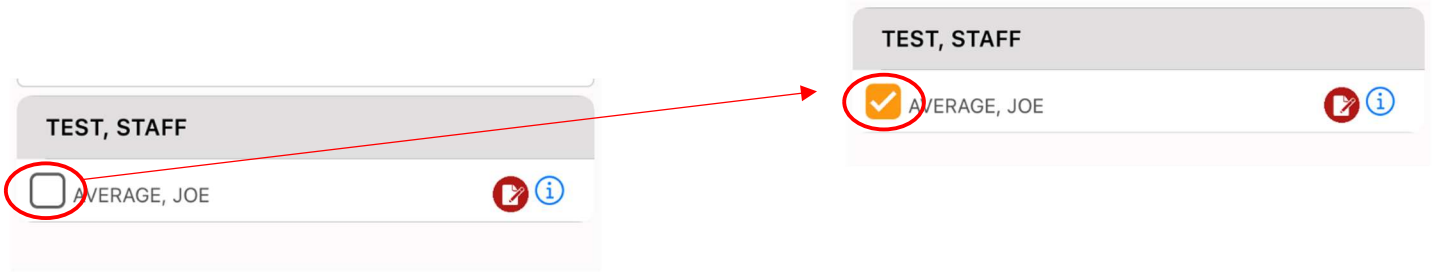


The 'Individuals' screen for 'TEST, STAFF' (SDS-Self-Hired SEMP Extended) shows the 'Session' checkbox selected (indicated by an orange checkmark). The 'Service Type' is set to 'DIRECT' and the 'Mode Of Support' is set to 'Select'.

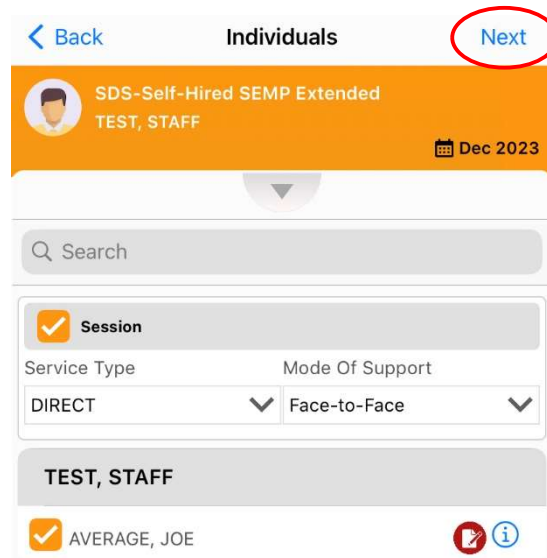


The 'Individuals' screen for 'TEST, STAFF' (SDS-Self-Hired SEMP Extended) shows the 'Session' checkbox selected (indicated by an orange checkmark). The 'Service Type' is set to 'DIRECT' and the 'Mode Of Support' is set to 'Face-to-Face'.

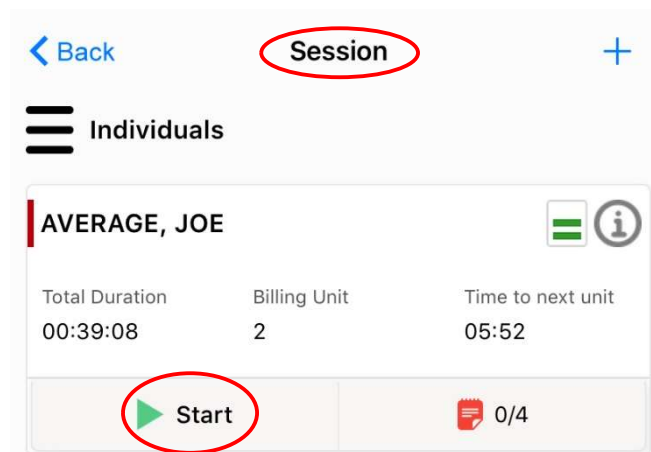
9. Select Individual by clicking empty checkbox (selection indicated by **orange checkmark**)





10. Select 'Next' (upper right-hand corner)



11. To begin session press 'Start' (green play icon)



12. Select **orange** notepad (indicated by '0/4') to open 'Staff Action Log' page which will expand **all current** goals/valued outcomes


**AVERAGE, JOE**




Total Duration	Billing Unit	Time to next unit
00:36:41	2	08:19

Start Time

12 : 02 : 59 PM


Stop Time

 Stop


 0/4

13. From 'Staff Action Log' select Employer and Location; Enter Location Description

[< Back](#)
**Staff Action Log**
[Save](#)



SDS-Self-Hired SEMP Extended  
**AVERAGE, JOE**

 Dec 18, 2023

CATEGORY OF SERVICE

DIRECT

INDIVIDUAL PRESENT

Yes

MODE OF SUPPORT

Face-to-Face

REASON TYPE

RATIO

Individual

EMPLOYER

Not Employed

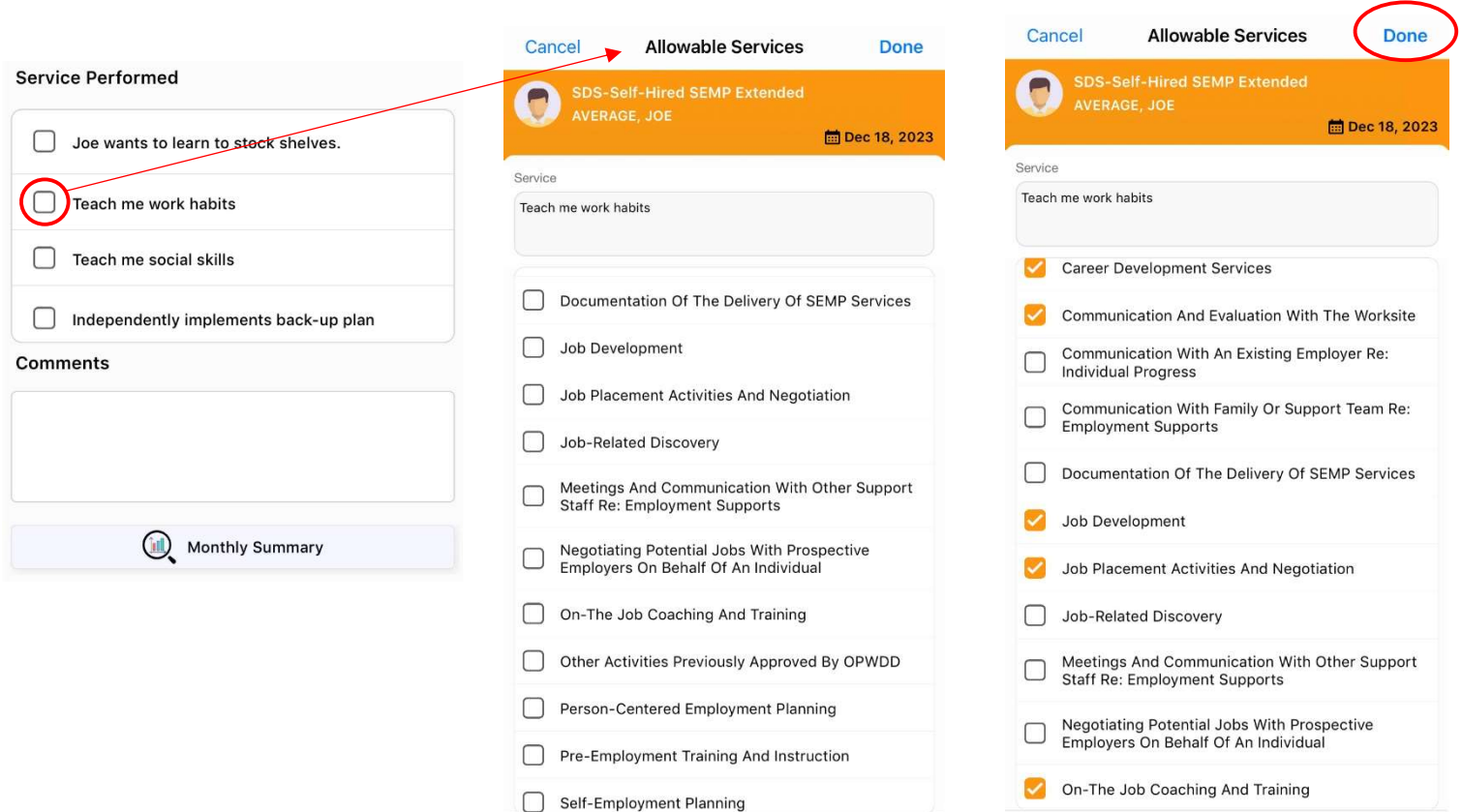
Location

☐ Work place
☒ Other

Location

14. Under 'Services Performed' will be SEMP goals; Under 'Allowable Services' select any/all allowable activities that apply (selection indicated by **orange checkmark**)

15. Select '**Done**' (upper right-hand corner)



**Service Performed**


☐ Joe wants to learn to stock shelves.

☐ Teach me work habits

☐ Teach me social skills

☐ Independently implements back-up plan

**Comments**

 Monthly Summary

**Allowable Services**

**Cancel** **Done**

**Service**

Teach me work habits

☐ Documentation Of The Delivery Of SEMP Services

☐ Job Development

☐ Job Placement Activities And Negotiation

☐ Job-Related Discovery

☐ Meetings And Communication With Other Support Staff Re: Employment Supports

☐ Negotiating Potential Jobs With Prospective Employers On Behalf Of An Individual

☐ On-The Job Coaching And Training

☐ Other Activities Previously Approved By OPWDD

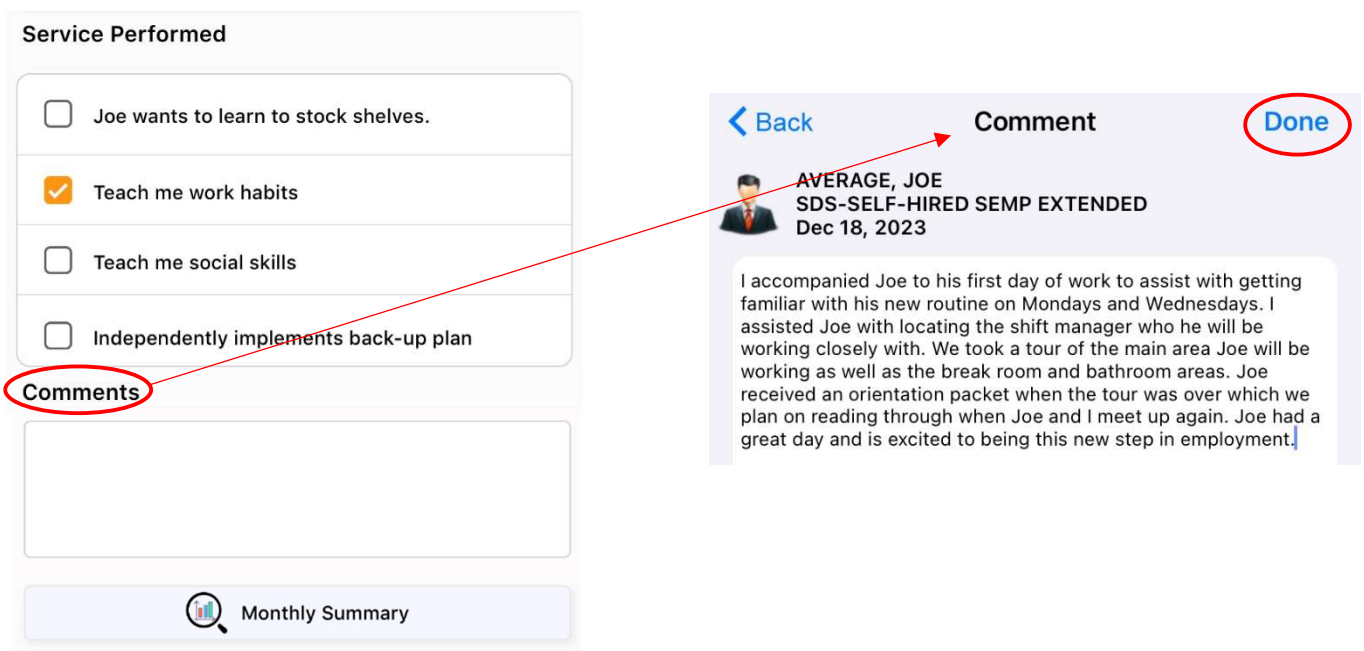
☐ Person-Centered Employment Planning

☐ Pre-Employment Training And Instruction

☐ Self-Employment Planning

**Done**

16. Under 'Comments' enter SEMP shift note; select '**Done**' (upper right-hand corner)



**Service Performed**


☐ Joe wants to learn to stock shelves.

☒ Teach me work habits

☐ Teach me social skills

☐ Independently implements back-up plan

**Comments**

 Monthly Summary

**Comment**

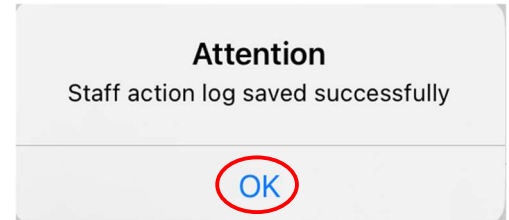
**Back** **Done**

**AVERAGE, JOE**  
**SDS-SELF-HIRED SEMP EXTENDED**  
**Dec 18, 2023**

I accompanied Joe to his first day of work to assist with getting familiar with his new routine on Mondays and Wednesdays. I assisted Joe with locating the shift manager who he will be working closely with. We took a tour of the main area Joe will be working as well as the break room and bathroom areas. Joe received an orientation packet when the tour was over which we plan on reading through when Joe and I meet up again. Joe had a great day and is excited to being this new step in employment.



17. To save 'Staff Action Log' select '**Done**' (upper right-hand corner)
18. Attention Screen will indicate staff action log saved successfully; Select '**OK**'



19. 'Session' page will reflect 1/4 goals documented on (indicated by **green notepad** with 1/4)

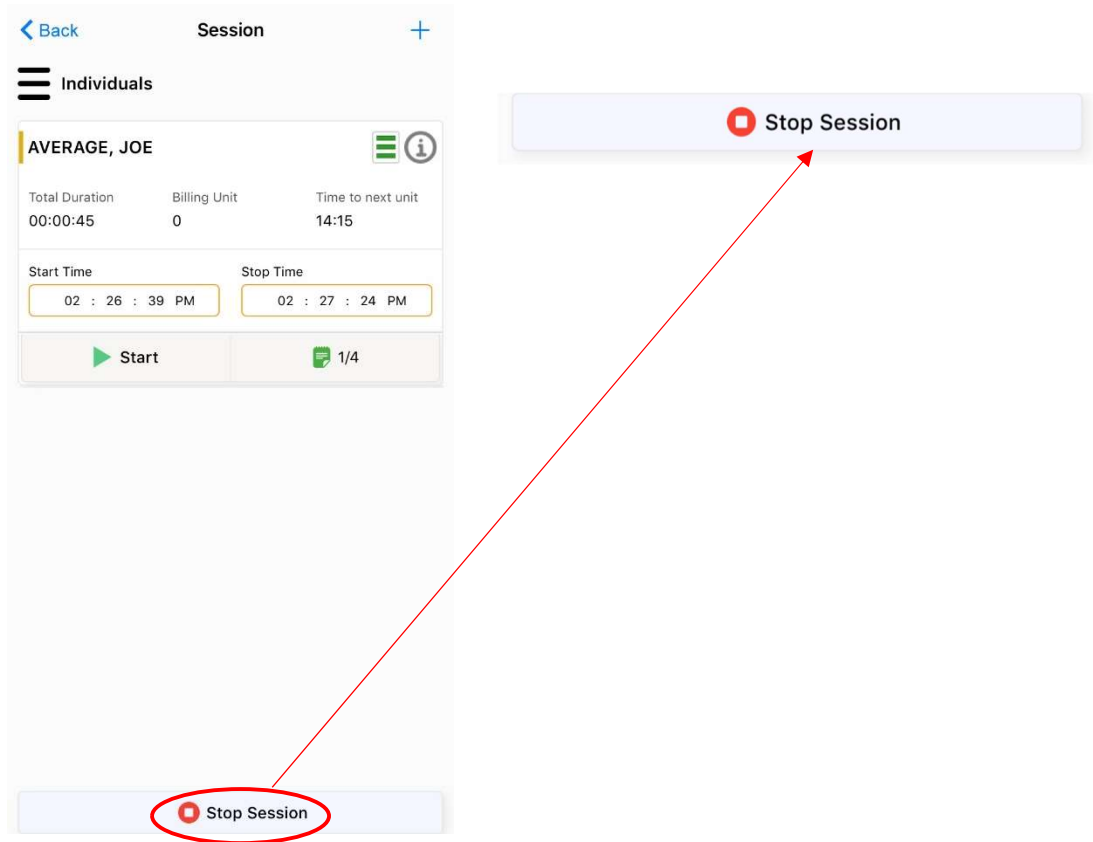


20. To stop session, select '**Stop**' (indicated by a **red circle**)

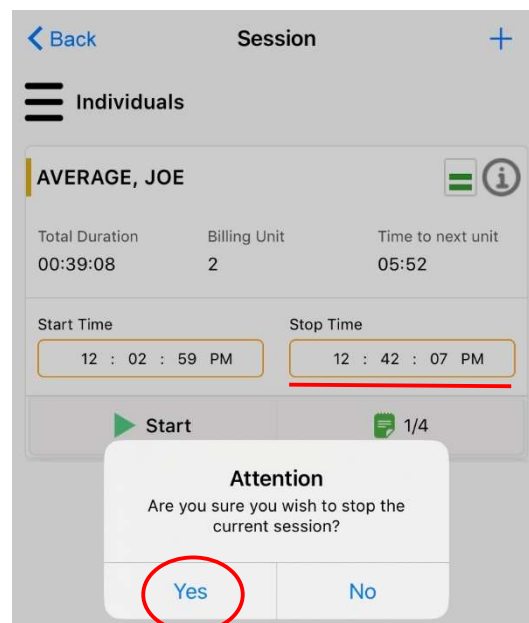




21. To end current session, select 'Stop Session (indicated by red circle at the bottom of session screen)



22. 'Attention Screen' will verify if you wish to clock out to end current session; select 'Yes' to end current session (indicated by 'Stop Time' stamp)



23. Under 'Session Summary' screen this will show a report of date, times, total duration of shift, and services billed

24. Individuals/Reps may require a signature after each shift; to sign select 'Sign' (indicated by an orange paper at the bottom middle of screen)

25. Signature screen will prompt the type of signature, name, and title of signer; sign by using finger on the signature pad; select 'Done'

OR

26. If Individual/Rep is unable to sign after a shift is complete, select the empty checkbox 'Unable to Capture Signature During Session' (selection indicated by orange checkmark)

Signature

No Signature Found

Sign

☐ Unable to Capture Signature During Session

Proceed

1/1

Signature

No Signature Found

Sign

☒ Unable to Capture Signature During Session

Proceed

1/1

27. Select 'Proceed' (orange button at bottom middle of screen) to successfully punch out of the program

28. 'Attention' screen will indicate that you have successfully punched out from the program

< Back Session Summary

AVERAGE, JOE  
SDS-Self-Hired SEMP Extended

Service Detail 12-18-2023

Service Given by: Test, Staff Total Duration: 0 hrs 39 mins

Start Time: 12 : 02 : 59 PM Stop Time: 12 : 42 : 07 PM

Services  
1 Teach me work habits - (Billable)

Signature  
No Signature Found  
 Sign

☒ Unable to Capture Signature During Session

Proceed

Attention

You are punch out from this program

OK

# Self-Hired Supported Employment Billable Note Example

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Example includes: Service Performed, Allowable Services, an Example of a Billable Note, and Staff Tips (to ensure documentation and reimbursements entered (if available to staff) can be supported)

## Staff Action Log:

Service:

Teach Me Work Habits

Valued Outcome:

To Be More Independent at Work

Scope/Method:

Staff will provide cues, reminders, and modeling to Joe to practice social skills in the workplace. Staff will work with Joe to learn the skills necessary to complete his duties at work to the fullest of his ability. Staff will help Joe to troubleshoot areas where he struggles and ways to reduce his barriers. Staff may need to help Joe develop routines, make signs, checklists or other cueing systems in the workplace to ensure he has the guidance necessary to complete his duties when staff is not with him

Example Shift Note:

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