

eRSP EVV Mobile Application Guide

1. **Download the app from Google Play Store or iOS App Store (Needs to be done only once)**
 - a. Search “eRSP” and install
2. **Login (Needs to be done only once)**
 - a. Type carepeople before “.ersp.biz” and tap NEXT
 - b. Select “PCA” for I am a
 - c. Type in your Username and Password
 - d. Tap “LOGIN” button



(At the exact time your shift starts)

3. **Clock In**
 - a. Tap three lines at the top-left corner
 - b. Tap “Go to Main Site”
 - c. Tap “Today’s Assignments”
 - d. Tap assigned shift
 - e. Tap “Clock” at the upper-right corner
 - i. If <https://carepeople.ersp.biz/> wants to know your location
 1. Check “Remember preference”
 2. Tap “Share location” button
 - ii. Make sure that your phone’s **GPS (Location Services)** is turned on
 - f. Tap “Clock IN” button

(About 30 minutes before your shift ends)

4. **Activities (Tasks)**
 - a. Tap “Notes” at the upper-center
 - b. Tap “Activities”
 - c. Tap “Complete” for each task completed just like your timesheet
 - d. Tap “Update” button
5. **Weekly Comments or Observation (Questionnaires)**
 - a. Tap “Notes” at the upper-center again
 - b. Tap “Care Notes”
 - c. Tap “Weekly Comments or Observation”
 - d. Select “Yes” or “No” for each question
 - i. If “Yes” is selected, select an answer for the “Follow Up Question”
 - ii. For the question 5 and 6, make an appropriate combination for Additional Comments just like your timesheet
 - e. Tap “Submit” button

(At the exact time your shift ends)

6. **PCA Signature (Needs to be done only once)**
 - a. Tap “Notes” at the upper-center again
 - b. Tap “PCA Signature”
 - c. Sign your signature with your finger
 - d. Tap “SAVE”
7. **Client Signature (Can be done at the end of the week)**
 - a. Tap “Notes” at the upper-center again
 - b. Tap “Client Signature”
 - c. Get client’s signature
 - d. Tap “SAVE”
8. **Clock Out**
 - a. Tap “Clock” at the upper-right corner
 - b. Tap “Clock OUT” button

*Training video is on our website: www.carepeople.net