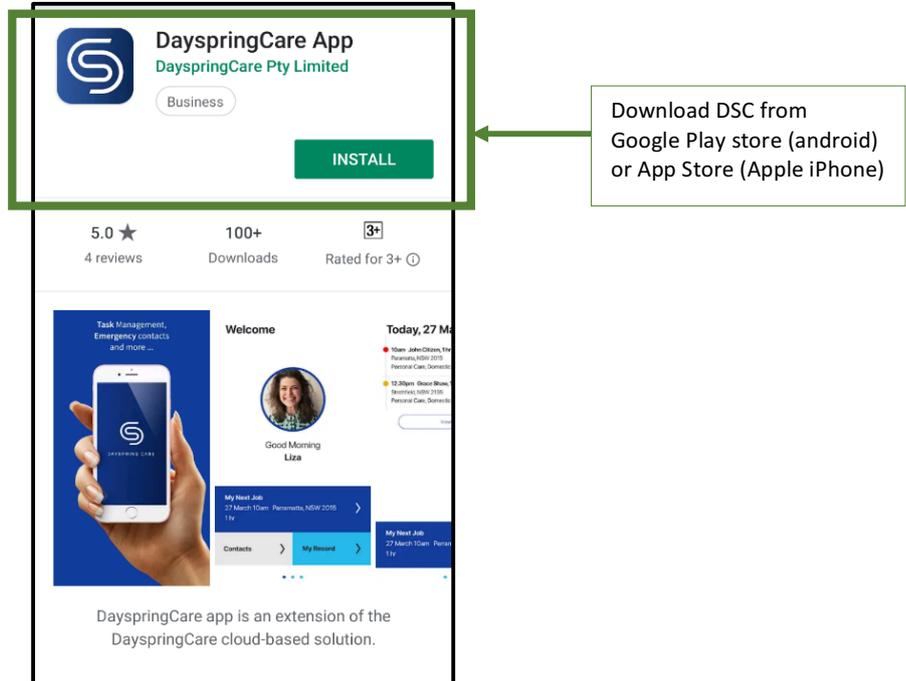


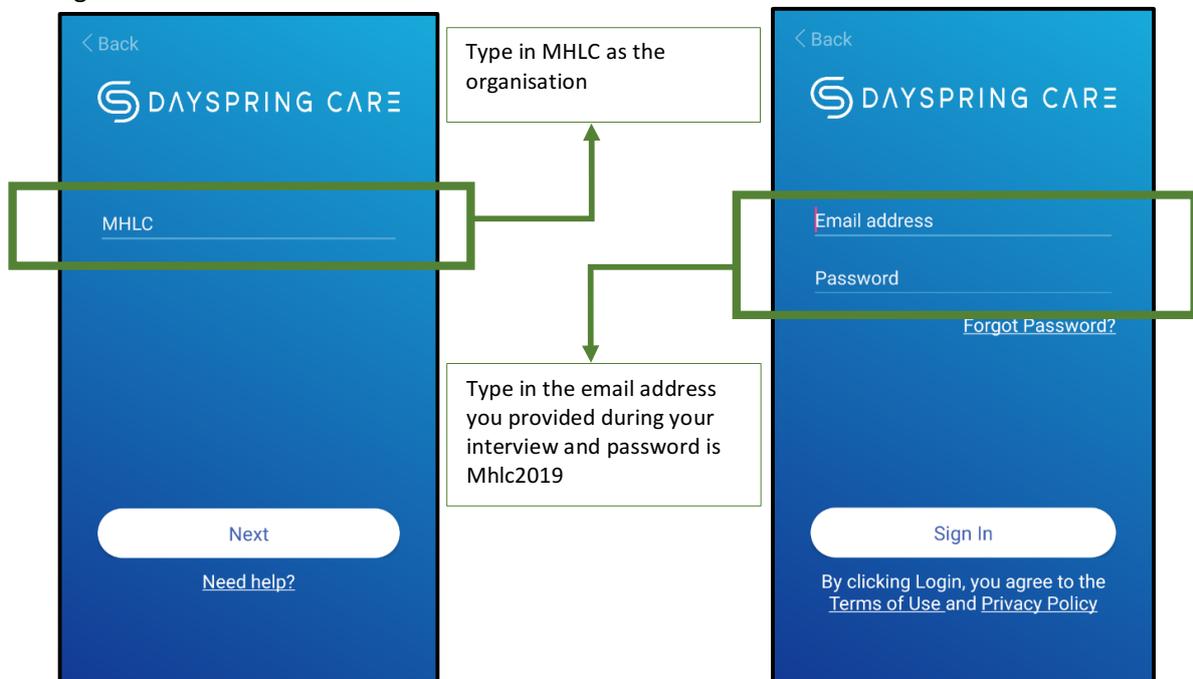
My Home Living Care uses Dayspring Care (DSC) for all rostering purposes.

Below is a quick how-to

Before we begin, please access the Google play store or apple app store to download Dayspring care. Look out for the icon below:

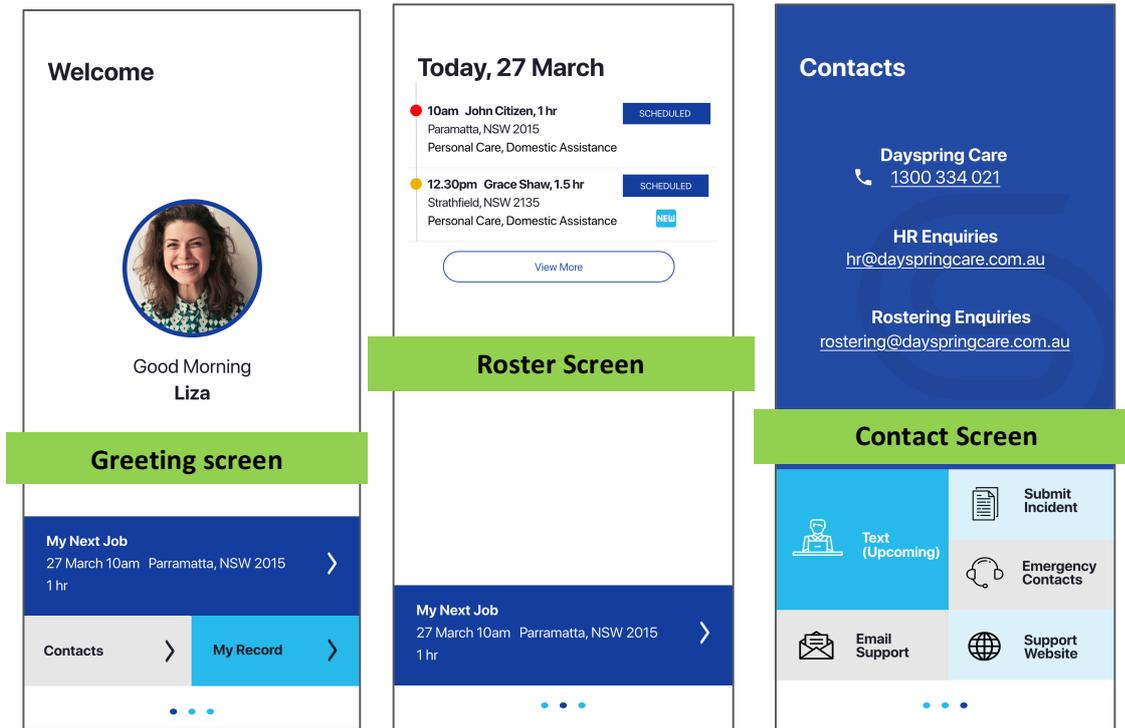


Once downloaded, you will be prompted to set up the app. Click 'Setup' to begin and enter MHLC as the organisation.

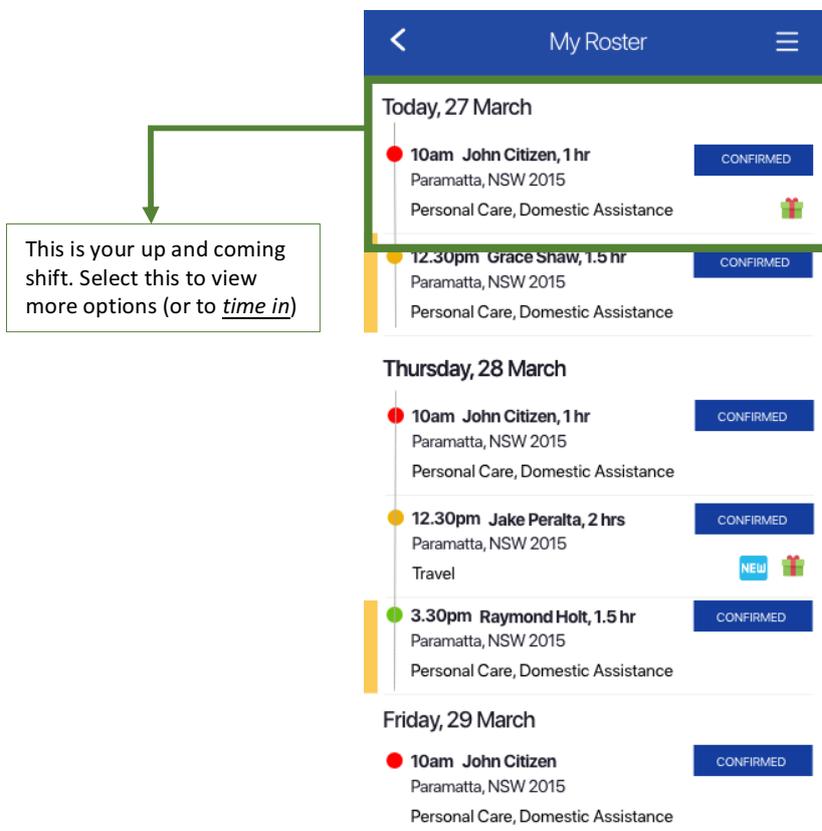


After that you will be directed to the login screen. Please login using your email address you provided during your interview. For your password, please enter "Mhlc2019" if this does not work, please contact the office on 02 8607 0801

Once logged in, there are three main screens within DSC.
Greeting Screen, Roster Screen and Contacts Screen.



To check your roster, please proceed to the second screen.



In this screen, you are able to see your scheduled roster. You can identify the client's name, address and type of service (i.e. Personal Care, domestic assistance, etc...)
 Once you arrive at the client's place, please select the client on the app and a pop up will appear.

My Roster

Today, 27 March

- 10am John Citizen, 1 hr** SCHEDULED
Paramatta, NSW 2015
Personal Care, Domestic Assistance
- 12.30pm Grace Shaw, 1.5 hr** SCHEDULED
Paramatta, NSW 2015
Personal Care, Domestic Assistance

John Citizen
27 March 10am, 1hr
Paramatta, NSW 2015
45 y.o. High
Personal Care, Domestic Assistance

Job notes is here..

START **Directions**
View Care Plan **More**

Press START to Time In
Note: Location services is required to be turned on in order to time in

Press View Care Plan to download information regarding the client services.
Note: care plans are downloaded as .pdf files

Press Directions to start navigation to client's address.

Press More for more information.

in the pop up, you're able to start (time in), click for directions, download the careplan (.pdf file) or select more for more information.

Job Details

MON, 3 JUN 2019 SCHEDULED

Time In: 9:15 AM Time Out: 11:15 AM

START

Angela Hane
34 Smith Street Wollongong 2500
Female, 1 Jan 1994
Rating: 3 LOW RISK
Social Support

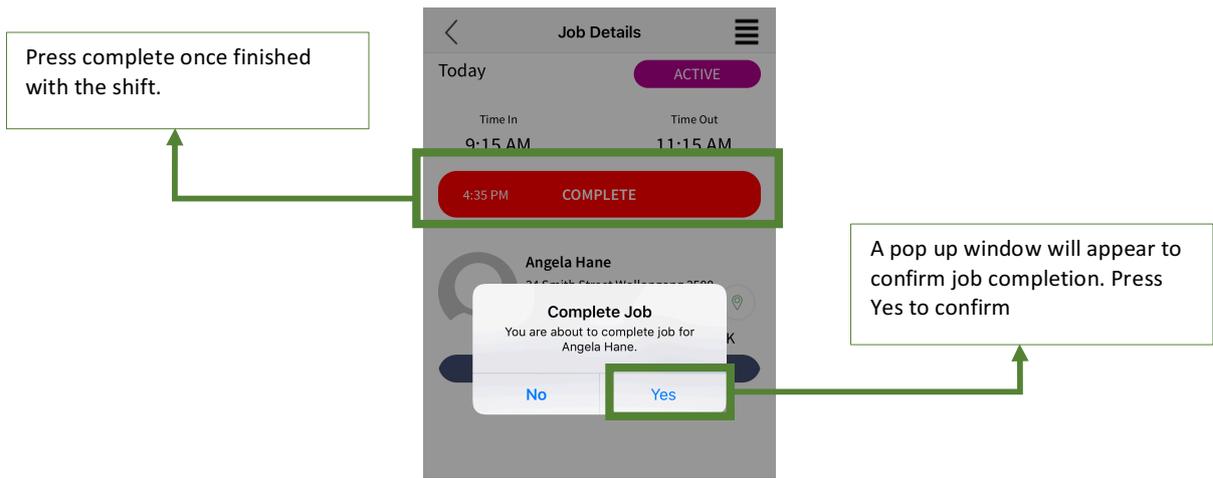
Press START to Time In
Note: Location services is required to be turned on in order to time in

When you select More, the above should now be showing. In here you get more comprehensive information regarding the client. Hit Start

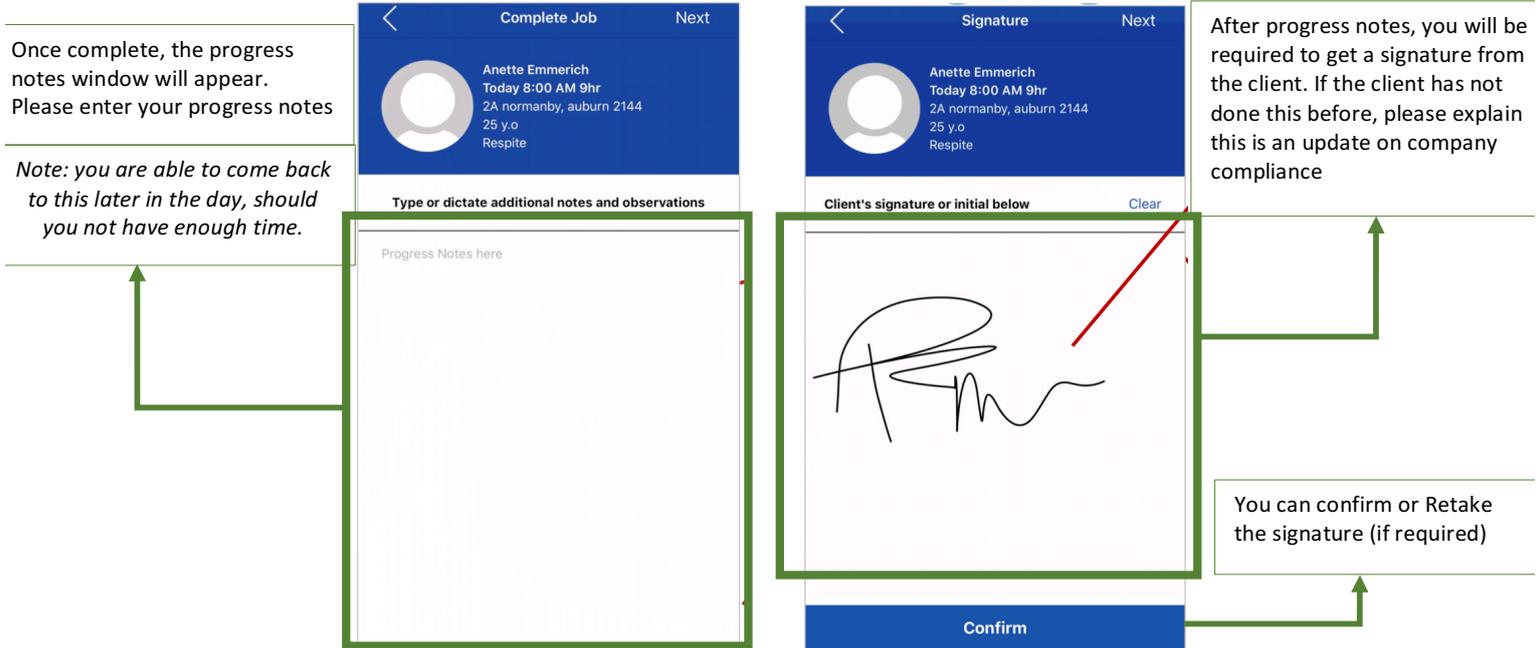
Start Job
You are about to start job for Angela Hane.

No **Yes**

A pop-up window will appear to confirm the time in. Press Yes to confirm



Once done at the shift, please hit complete and a pop up will appear to enter progress notes.



Enter your progress notes, remembering you must mention the following:

- **DESCRIPTION**—describe what is going on. This is the reason you are writing the progress note in the first place. Describe the client’s condition. Include what you see, hear, smell, feel, etc. Use the client’s own words, in quotation marks, if need be. Remain objective.
- **ACTION**—describe what you have done in response to what is going on with the client. This could include giving a medication, watching for a client’s safety, etc. And also documenting the time when the action is taken is recommended.
- **RESPONSE**—describe how the client has responded to your actions. This demonstrates that the client is either doing well with your actions, or your actions are not working, and you need to do in a different way.

Note: if you are unable to enter progress notes in real time, you may come back to it later in the day.

Press here to input Mileage claim, re-enter progress notes and access DSC web

Job Details

MON, 3 JUN 2019

SCHEDULED

Time In: 9:15 AM

Time Out: 11:15 AM

START

Angela Hane
34 Smith Street Wollongong 2500
Female, 1 Jan 1994
Rating : 3 ● LOW RISK

Social Support

Test Client

View Care Plan

View Client's Full Profile

Claim Mileage

Progress Report

Press here Claim Mileage (KM) or to re-enter your progress notes.

Select Claim Mileage to claim your in service or client to client kilometres.

Claim Mileage Save

Date : 03/06/2019

In Service

Distance (in Km) :

Notes

Client to Client

Distance (in Km) :

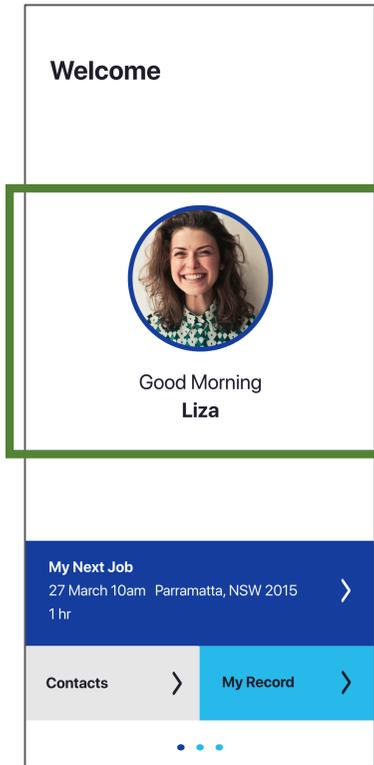
Notes

In Service mileage claim is any KM that occur while with the client. Please enter start and end location information in the notes.

Client to Client mileage claim is any KM you incur from traveling from one shift to the next. Please enter start and end location information in the notes.

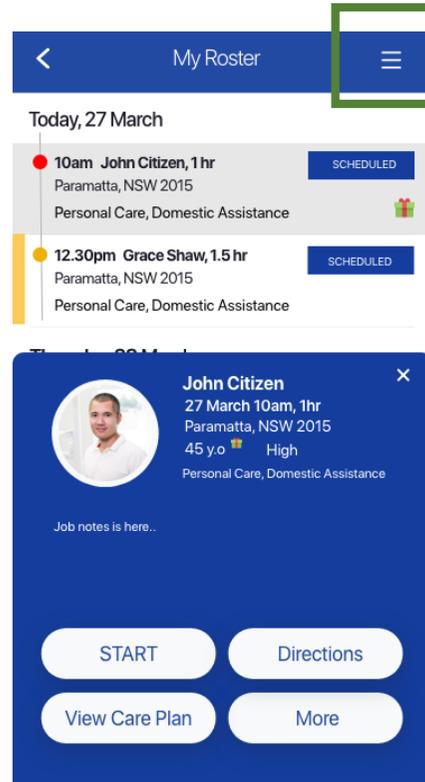
NOTE: Mileage claim is not applicable from employee's house to client's house.

Some handy tips with DSC:



If there's a red number on top of the picture, it means, MHLC has sent you a notification.

Tap your picture to view notification.



Press the menu to be able to toggle between:
- View Last 7 Days
- View Next 7 Days

Press here to submit an incident report



Press here to email developers, if you have problems with DSC