EVV — Change Date and/or Employee on a Single Schedule

Update an existing scheduled visit to change the date/time or the assigned employee. Updates flow to EVV Visits, Schedule, and the CareChamp/Telephony systems.

□□□ Watch: Change a Scheduled Visit when an Aide Calls Out

Important: Each schedule is created from the aide care plan and inherits its tasks. Creating a new schedule here may not link to the aide plan and can cause CareChamp issues. Edit the existing schedule instead.

Steps

- 1. Go to Aide Activity > Aide Schedule (or Employee Activity > Schedule).
- 2. Pull up the employee or patient from the top search bar.
- 3. Right-click the schedule and choose Edit.
- 4. Update the Employee, Time In, Time Out, and (if needed) the Day of Week at the bottom.
- 5. Verify that the Job Code is correct and does not change to the employee's default code.
- 6. Click Save & Close. The visit updates immediately.



