# Understanding Guardian AutoVisit

You, the Guardian of Client can login to AutoVisit to approve times of service and to see balances and progress. In addition you can send messages to providers or managers.

Installing AutoVisit

Guardians need a compatible smart phone that runs either Apple iOS or Google Android. You will open Apple App Store or Play store and type AutoVisit. If you do not see the application after typing AutoVisit your device or OS is not up to current standards. You must either get a newer device or update the OS.

Launching Application

Once the application is installed, you will launch it and you will be immediately presented with a login page.
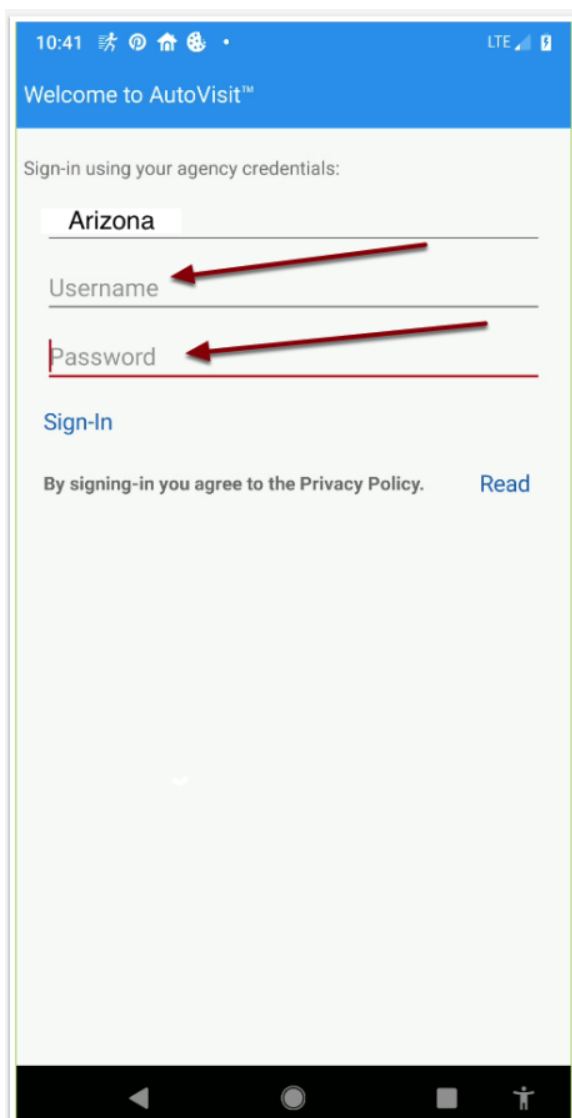
The agency code will always be "Arizona". You will enter your login and password that you went through the process to create with the email that was sent to them from DDReports. The username will be your email address.

Approving Claims

Once you are logged in you will immediately be presented with any claims waiting your approval.
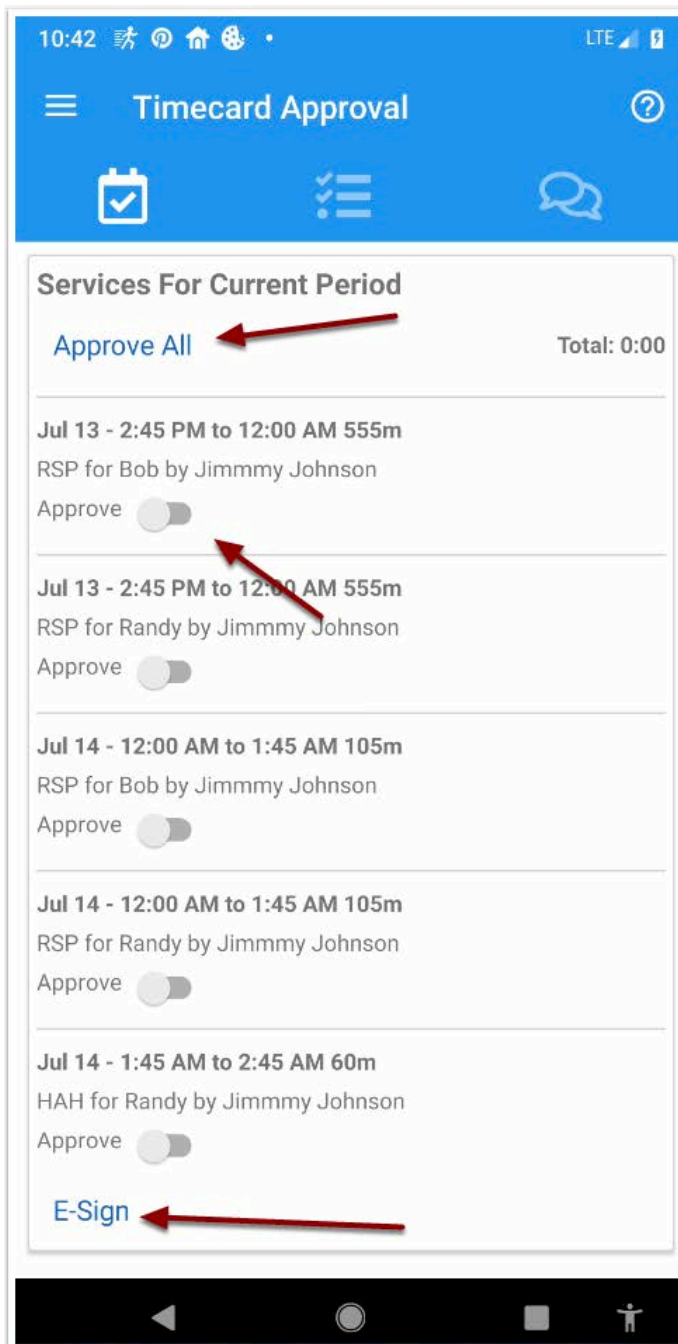
You can either approve all by selecting the Approval All link or approve each individual claim. Once they are selected you scroll to the bottom of all claims for that period and hit the E-Sign Link.

Once the E-Sign Link has been selected, you will be presented with this message:
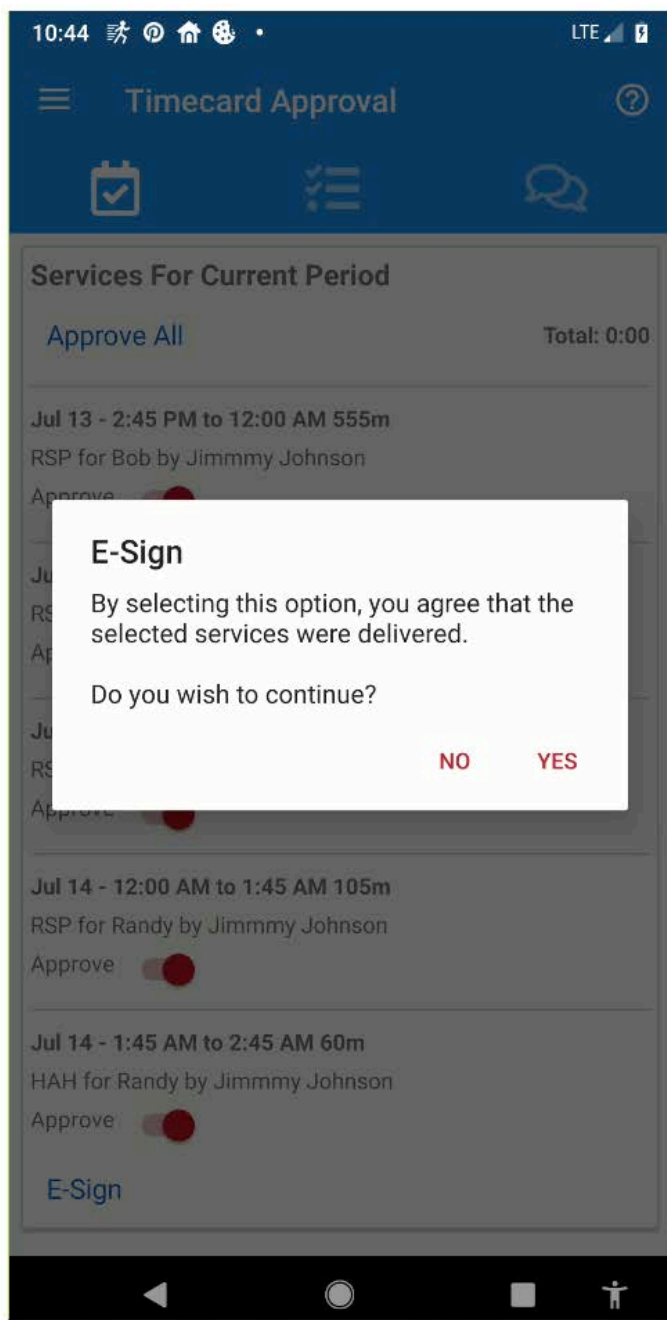
You are agreeing that the services were delivered and asked if you wish to continue. The next screen asks if you would like a copy of the electronically signed time card sent to your email.

If you indicate yes, the following email copy is emailed to you.

Demo Individual Client Billing Document

Client Name: Adams, Randy

Client ID: 4347

Billing Cycle: 7/15/2019

Date	Start Time	End Time	Service Type	Provider	Hours	IP Address	Signed Date	Guardian Login
7/1/2019	8:00 AM	8:30 AM	SPTPriv	Johnson, Jimmmy	0.5	174.238.131.2	7/13/2019 5:55:15	ddreportsjulie@gmail.co
7/12/2019	1:30 PM	2:00 PM	HAH1	Johnson, Jimmmy	0.5	174.238.131.2	7/13/2019 5:53:03	ddreportsjulie@gmail.co
7/13/2019	10:00 AM	11:00 AM	RSP1	Johnson, Jimmmy	1	174.238.131.2	7/13/2019 5:53:03	ddreportsjulie@gmail.co
7/13/2019	2:45 PM	12:00 AM	RSP2	Johnson, Jimmmy	25	174.238.12.17	7/14/2019 1:45:25	ddreportsjulie@gmail.co
7/14/2019	12:00 AM	1:45 AM	RSP2	Johnson, Jimmmy	75	174.238.12.17	7/14/2019 1:45:25	ddreportsjulie@gmail.co
7/14/2019	1:45 AM	2:45 AM	HAH1	Johnson, Jimmmy	1	174.238.12.17	7/14/2019 1:45:25	ddreportsjulie@gmail.co
7/14/2019	8:00 AM	9:00 AM	RSP1	Johnson, Jimmmy	1	174.238.131.2	7/13/2019 5:55:15	ddreportsjulie@gmail.co

RSP1 = 2 SPTPriv = 0.5 HAH1 = 1.5 RSP2 = 11

Responsible Party *Julie Canary*   Electronically Signed at date shown   Date 7/13/2019 5:55:15 PM

By Electronically signing, the responsible party certify the hours of service are correct. Company is not responsible to pay for services provided in excess of those authorized for this individual.

Form Generated by http://www.ddreports.com

Notice the email address and IP Address used along with the exact date and time of signature is noted. The Responsible party at bottom is a formality and has no relative legal meaning.

Viewing Progress

By selecting the second icon/tab at the top you, the Guardian, can see all progress graphs for each member.
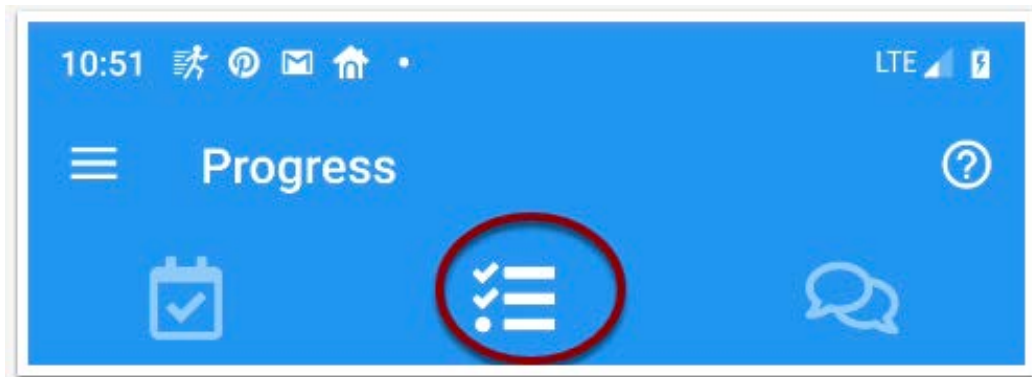
You can select the appropriate member to view the progress of each current goal.
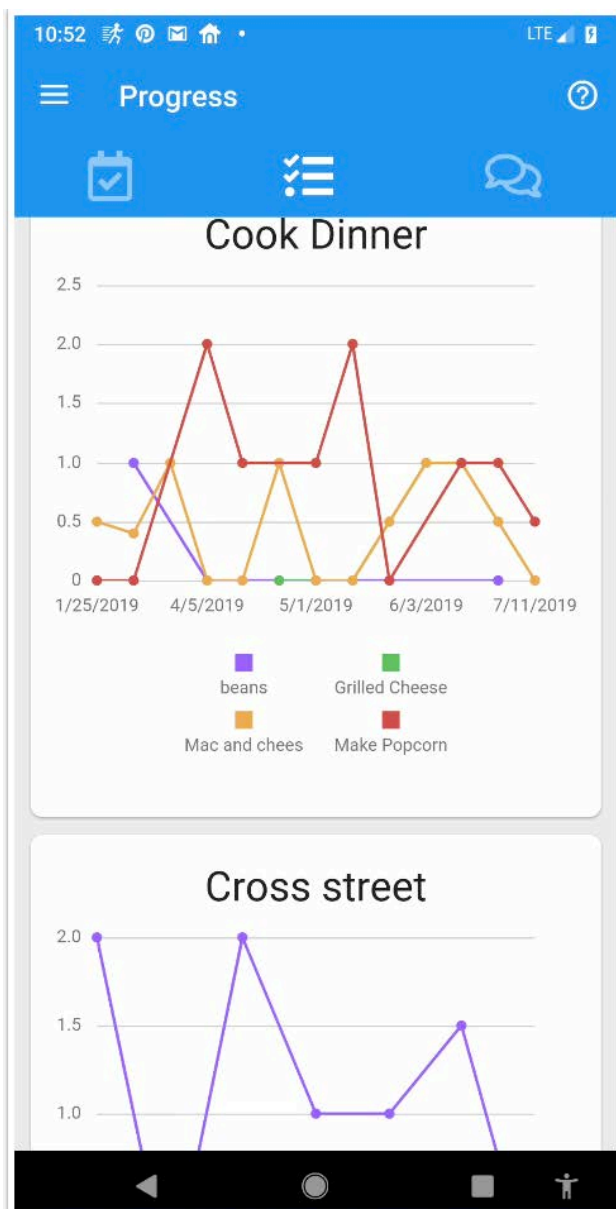
This helps the you, parent, to ensure that they are both seeing progress and making sure that the provider is taking the time to record accurate results during eTrials.