

DSP: CLOCKING-IN AND CLOCKING-OUT ON YOUR MOBILE

APP

- I. Click on eRSP app
- II. Make sure your site address is set to **jaynolan.ersp.biz**
- III. Make sure that tab "DSP" is clicked
- IV. Enter Username and Password (**Username is your last name followed by the first letter of your first name; example: Joe Schmoe would be ShmoeJ**)
- V. You now have arrived at your home page and will see three main tabs above a daily calendar scheduled assignments section
 - "messages"
 - "late alerts"
 - "broadcasts"
 - Daily Calendar-Scheduled Assignments—tells you if you have any active care assignments that day
 - ❖ If a care receiver's name shows in green, it means you are assigned to support them at the time also listed
- VI. Click on green care receiver's name to be able to clock in and see care receiver's info

The next screen will have your care-receiver's basic information followed by a map section with the appropriate address noted

- VII. Click on the "CLOCK" icon and hit "clock in"
- VIII. YOU ARE NOW SUCCESSFULLY CLOCKED IN
- IX. At the end of your shift, return to the same care-receiver visit page and again click on the "CLOCK" icon
- X. You can now enter any mileage needed for reimbursement during shift (OPTIONAL) and then hit "clock out"
- XI. YOU'RE DONE!

***Note** —You see a message that says **"Your shift was recorded but was not successful."** Remember that this means that either you tried to clock in outside of the clock-in grace period window or that you are in a location not recognized yet by your supervisor as an approved clock-in location; **and that's ok!** Your clock-in will still be seen accurately by your supervisor and merely awaits their approval. If there is a location you often use that isn't your supported individual's address, make sure your supervisor knows to add it to your account*