



AutoVisit App Instructions

Hello!

We are excited to use an app called AutoVisit to sign for the therapy visits your child(ren) receive(s).

If your child is seen at a Day Program or at a School, do not worry, you can approve/sign for visits any day during that week. You do not have to be present at the visit. You also could opt to have the other representative get an AutoVisit account and they could sign electronically for the session.

You will first download the AutoVisit App from the App Store on your phone. Then, an email from donotreply@ddreports.com will be sent to your email address. From the time that email is sent, you will have 72 hours (3 days) to create your account. Please click on the link in the email to create your account. You will enter your login (email address), create a password and use 'stones' (lowercase) as the agency code/agency short code.

If you already have the AutoVisit app installed because your child receives services another agency, you will login with the same email address and password, but use 'stones' (lowercase) as the agency code/agency short code, so you will be able to approve your child's visits with Stepping Stones.

When you are logged in, three icon tabs appear at the top. The first (on the left) is a checkbox and 'Timecard Approval' appears automatically at the top with a list of visit dates. You can either click 'Approve All' or slide the slide bar on each date to approve the therapy visit, click 'E-Sign' at the bottom, and then click 'Yes' to continue when the box appears. Another screen will appear and you can choose to have a copy emailed to you, so you are able to keep track of visit dates.

The second tab/icon at the top with the three lines shows **therapy progress** and the word 'Progress' appears. You will now have the opportunity to view progress graphs for each current therapy goal.

The third tab/icon at the top is the **message icon** which we do not currently use.

The attachment explains this procedure in further detail as well.

Please feel free to contact the Stepping Stones office (480-626-4142) with any questions or if you need to supply us with another email address to use.

Thank you!

Stepping Stones Pediatric Therapy Admin Team