


CLS NOTE EVV DESKTOP

Learn the step-by-step process for clocking into your shift and documenting client progress notes within the OnTarget platform. This guide ensures you can accurately record goal achievements and finalize your session with a signature before clocking out.


- 1 Navigate to <https://ontargetclinical.com/login.jsp>



 **OnTarget**


Welcome back!
Enter your credentials to access your account.



Username

Password 

[Forgot Password?](#)

2 Click "login"





Welcome back!

Enter your credentials to access your account.

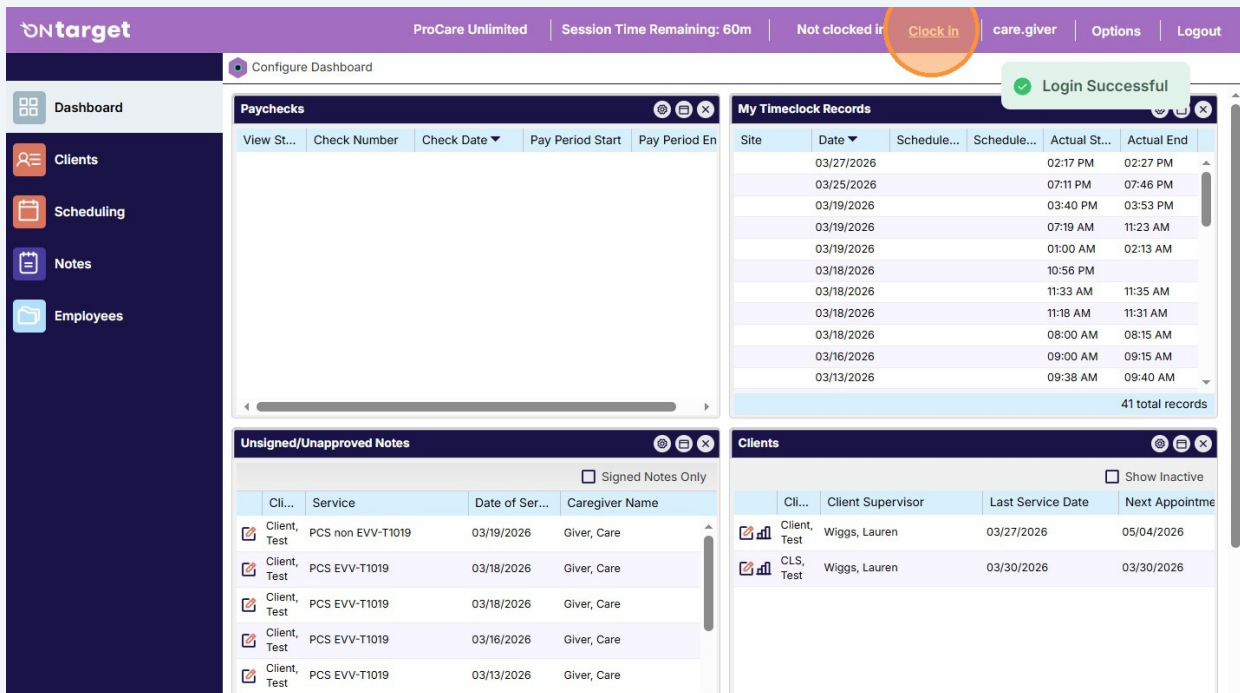
Username:

Password:

[Forgot Password?](#)

[Log in](#)

3 Click "Clock in"



ONTARGET ProCare Unlimited | Session Time Remaining: 60m | Not clocked in [Clock in](#) care.giver | Options | Logout

Configure Dashboard

Dashboard

- Clients
- Scheduling
- Notes
- Employees

Paychecks

View St...	Check Number	Check Date	Pay Period Start	Pay Period En
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My Timeclock Records

Site	Date	Schedule...	Schedule...	Actual St...	Actual End
	03/27/2026			02:17 PM	02:27 PM
	03/25/2026			07:11 PM	07:46 PM
	03/19/2026			03:40 PM	03:53 PM
	03/19/2026			07:19 AM	11:23 AM
	03/19/2026			01:00 AM	02:13 AM
	03/18/2026			10:56 PM	
	03/18/2026			11:33 AM	11:35 AM
	03/18/2026			11:18 AM	11:31 AM
	03/18/2026			08:00 AM	08:15 AM
	03/16/2026			09:00 AM	09:15 AM
	03/13/2026			09:38 AM	09:40 AM

41 total records

Unsigned/Unapproved Notes

Signed Notes Only

Cli...	Service	Date of Ser...	Caregiver Name
Client, Test	PCS non EVV-T1019	03/19/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/16/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/13/2026	Giver, Care

Clients

Show Inactive

Cli...	Client Supervisor	Last Service Date	Next Appointme
Client, Test	Wiggs, Lauren	03/27/2026	05/04/2026
CLS, Test	Wiggs, Lauren	03/30/2026	03/30/2026

Login Successful

4 Click "Confirm"

The screenshot shows a software interface with a sidebar on the left containing 'Dashboard', 'Clients', 'Scheduling', 'Notes', and 'Employees'. The main area is divided into several panels. A 'My Timeclock Records' table is visible, showing columns for Site, Date, Schedule, Actual Start, and Actual End. A modal dialog box is open in the center, titled 'Residential Shifts' and 'Shifts'. The 'Shifts' option is selected, and a dropdown menu shows 'Shift: CLS EVV DD OP 00:15'. A 'Confirm' button is circled in orange. Other panels include 'Paychecks', 'Unsigned/Unapproved Notes', and 'Clients'.

Site	Date	Schedule	Schedule	Actual St...	Actual End
	03/27/2026			02:17 PM	02:27 PM
	03/25/2026			07:11 PM	07:46 PM
	03/19/2026			03:40 PM	03:53 PM
	03/19/2026			07:19 AM	11:23 AM
	03/19/2026			01:00 AM	02:13 AM
	03/18/2026			10:56 PM	
	03/18/2026			11:33 AM	11:35 AM
	03/18/2026			11:18 AM	11:31 AM
	03/18/2026			08:00 AM	08:15 AM
	03/16/2026			09:00 AM	09:15 AM
	03/13/2026			09:38 AM	09:40 AM

5 Click "Scheduling"

The screenshot shows a software interface with a sidebar on the left containing 'Dashboard', 'Clients', 'Scheduling', 'Notes', and 'Employees'. The 'Scheduling' menu item is circled in orange. The main area is divided into several panels. A 'My Timeclock Records' table is visible, showing columns for Site, Date, Schedule, Actual Start, and Actual End. Other panels include 'Paychecks', 'Unsigned/Unapproved Notes', and 'Clients'.

Site	Date	Schedule	Schedule	Actual St...	Actual End
	03/27/2026			02:17 PM	02:27 PM
	03/25/2026			07:11 PM	07:46 PM
	03/19/2026			03:40 PM	03:53 PM
	03/19/2026			07:19 AM	11:23 AM
	03/19/2026			01:00 AM	02:13 AM
	03/18/2026			10:56 PM	
	03/18/2026			11:33 AM	11:35 AM
	03/18/2026			11:18 AM	11:31 AM
	03/18/2026			08:00 AM	08:15 AM
	03/16/2026			09:00 AM	09:15 AM
	03/13/2026			09:38 AM	09:40 AM

6 Click "show all"

The screenshot shows the ONtarget scheduling interface. The top navigation bar includes 'ProCare Unlimited', 'Session Time Remaining: 60m', 'Clocked in since 01:15 PM', 'Clock out', 'care.giver', 'Options', and 'Logout'. The left sidebar contains navigation items: Dashboard, Clients, Scheduling, Notes, and Employees. The main calendar area displays a grid for the week of March 1st to 7th, 2026. The 'Today' date is highlighted in yellow. A filter panel on the left is open, and the 'Show All' checkbox is selected and circled in orange. Other filters include 'Clear Filters', 'Show Note Created', and 'Show Note Not Created'. The calendar grid shows dates and times, with 'Today 1:15pm' highlighted in the 29th.

7 Select your shift for the day

The screenshot shows the ONtarget scheduling interface with a shift selected for the day. The main calendar area displays a grid for the week of March 1st to 7th, 2026. The 'Today' date is highlighted in yellow. A filter panel on the left is open, and the 'Show All' checkbox is selected. The calendar grid shows dates and times, with 'Today 1:15pm' highlighted in the 29th. A 'Schedule' popup is visible, showing details for a shift: 'Caregiver: DSP, Test', 'Client: Test CLS', 'Service: CLS EVV DD OP | H2015 | 12/31/2026', and 'When: 03/29/2026 - 02:00'. The popup also includes a 'Click this record to add/edit its note.' link. The calendar grid shows dates and times, with 'Today 1:15pm' highlighted in the 29th.

8 Click "Create Note"

The screenshot shows the 'New Note' form with the following data:

- Client: CLS, Test
- Service Date: 03/30/2026
- Service: CLS EVV DD OP | H2015 | 12/31/2026
- Schedule: CLS EVV DD OP 00:15
- Caregiver: Giver, Care
- Supervisor: Wiggs, Lauren
- Client Record Number: 2343
- Insurance ID #: 12345641
- Date of Birth: 02/01/2026
- Template: CLS
- Start Time: 01:15 PM
- End Time: 01:30 PM
- Duration: 00:15

The 'Service Unit Utilization' chart shows 15 units, with a legend for Remaining (green), Billed (blue), and In Process (red).

9 Each goal will need an intervention and an assessment. Place an "x" under the appropriate type of intervention. Here we placed an "x" under IND for Independent.

The screenshot shows the 'Note' form with the following data:

- Template: CLS
- Start Time: 01:15 PM
- End Time: 01:30 PM
- Duration: 00:15

The 'Intervention' table has the following columns: IND, VP, G, M, HOH, R, N/A, SAM, IM. An 'x' is placed in the 'IND' column for the first goal.

The 'Service Unit Utilization' chart shows 15 units, with a legend for Remaining (green), Billed (blue), and In Process (red).

10 Select the appropriate assessment for the goal. Here we selected IMP or Improved

Dashboard
Clients
Scheduling
Notes
Employees
Menu Settings

CLS, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS

Start Time: 01:15 PM

End Time: 01:30 PM

Duration: 00:15

Override Automatic Assessment Values

Intervention							Assessment				Comment
IND	VP	G	M	HOH	R	N/A	SAM	IMP	DEC	N/A	

Member/Guardian Signature* Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP) → Signed → Approved → Billed

Amend (WIP to Signed), Unapprove (Signed to Approved), Adjust (Approved to Billed)

Not Approved (WIP to Signed)

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

Remaining
Billed
In Process

This Service

11 Again, place an "x" in the appropriate box.

Dashboard
Clients
Scheduling
Notes
Employees
Menu Settings

CLS, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS

Start Time: 01:15 PM

End Time: 01:30 PM

Duration: 00:15

Override Automatic Assessment Values

Intervention							Assessment				Comment
IND	VP	G	M	HOH	R	N/A	SAM	IMP	DEC	N/A	
								x			

Member/Guardian Signature* Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP) → Signed → Approved → Billed

Amend (WIP to Signed), Unapprove (Signed to Approved), Adjust (Approved to Billed)

Not Approved (WIP to Signed)

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

Remaining
Billed
In Process

This Service

12

Move down to goal number 2. Complete and Intervention again, here we chose "VP" for "verbal Prompt"

Dashboard
Clients
Scheduling
Notes
Employees
Menu Settings

CLS, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS
Start Time: 01:15 PM
End Time: 01:30 PM
Duration: 00:15

Override Automatic Assessment Values

Outcomes	Intervention								
	IND	VP	G	M	HOH	R	N/A	SAM	IM
management skills, such as making transactions with a debit card and obtaining proper change when making cash transactions.	x								
GOAL ID: 01 02 CLS staff will assist Test with her laundry tasks. Staff will prompt Test to bring down dirty laundry to the laundry room, move laundry from washer to dryer, sort and put the laundry away.		x							
GOAL ID: 01 03 CLS staff will assist Test on meal preparation and kitchen skills. Staff assist Test with remembering and using the stove safely. Staff will guide Test to follow all steps when cooking, read labels, store food properly, practice kitchen safety and make healthy choices.									

Member/Guardian Signature* Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP)
Signed
Approved
Billed

Amend
Unapprove
Adjust

Not Approved

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

Remaining
Billed
In Process

This Service

13

Dashboard
Clients
Scheduling
Notes
Employees
Menu Settings

CLS, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS
Start Time: 01:15 PM
End Time: 01:30 PM
Duration: 00:15

Override Automatic Assessment Values

Outcomes	Intervention								
	IND	VP	G	M	HOH	R	N/A	SAM	IM
management skills, such as making transactions with a debit card and obtaining proper change when making cash transactions.	x								
GOAL ID: 01 02 CLS staff will assist Test with her laundry tasks. Staff will prompt Test to bring down dirty laundry to the laundry room, move laundry from washer to dryer, sort and put the laundry away.		x							
GOAL ID: 01 03 CLS staff will assist Test on meal preparation and kitchen skills. Staff assist Test with remembering and using the stove safely. Staff will guide Test to follow all steps when cooking, read labels, store food properly, practice kitchen safety and make healthy choices.									

Member/Guardian Signature* Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP)
Signed
Approved
Billed

Amend
Unapprove
Adjust

Not Approved

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

Remaining
Billed
In Process

This Service

14 Select the appropriate Assessment, here we chose "SAM" for "SAME"

Dashboard

CLs, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS

Start Time: 01:15 PM

End Time: 01:30 PM

Duration: 00:15

Override Automatic Assessment Values

	Intervention							Assessment				Comment
	IND	VP	G	M	HOH	R	N/A	SAM	IMP	DEC	N/A	
a debit	x								x			
dry try to the rt and		x										
paration and all steps ice												

Member/Guardian Signature: Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP) → Signed → Approved → Billed → Not Approved

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

This Service

Remaining Billed In Process

15

Dashboard

CLs, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Template: CLS

Start Time: 01:15 PM

End Time: 01:30 PM

Duration: 00:15

Override Automatic Assessment Values

	Intervention							Assessment				Comment
	IND	VP	G	M	HOH	R	N/A	SAM	IMP	DEC	N/A	
a debit	x								x			
dry try to the rt and		x										
paration and all steps ice												

Member/Guardian Signature: Draw signature | Choose signature

Reset Sign Note Save

Work In Process (WIP) → Signed → Approved → Billed → Not Approved

Service Unit Utilization

Total Units

16
14
12
10
8
6
4
2
0

This Service

Remaining Billed In Process



Tip! As you complete your notes, you will notice if the goal is complete, it will no longer be highlighted yellow.

16

After all goals are completed, the client/guardian will sign the note. They can click 'Choose Signature'

Dashboard

Clients

Scheduling

Notes

Employees

Menu Settings

CLS, Test - CLS EVV DD OP - 03/30/2026

Note Tasks History DMS

Override Automatic Assessment Values

Intervention					Assessment				Comment
G	M	HOH	R	N/A	SAM	IMP	DEC	N/A	
					x				
					x				
x									

Member/Guardian Signature* Draw signature Choose signature

Reset Sign Note Save

Work In Process (WIP)

Signed

Approved

Billed

Amend

Unapprove

Adjust

Not Approved

Service Unit Utilization

Total Units

16

14

12

10

8

6

4

2

0

This Service

Remaining

Billed

In Process

17 The Client/Guardian will then type their name in.

Member/Guardian Signature* Draw signature | Choose signature

Type name here...

Service Unit Utilization

Total	Units
16	
14	
12	
10	
8	
6	
4	
2	
0	

This Service

- Remaining
- Billed
- In Process

18 Click "Save"

Member/Guardian Signature* Draw signature | Choose signature

client Signatur

Client Signatur

Save

19

When you are at the end of your shift, and ready to clock out click "clock out"

ONtarget ProCare Unlimited | Session Time Remaining: 60m | Clocked in since 01:15 PM | **Clock out** | care.giver | Options | Logout

Configure Dashboard

Paychecks

View St...	Check Number	Check Date	Pay Period Start	Pay Period En
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My Timeclock Records

Site	Date	Schedule...	Schedule...	Actual St...	Actual End
	03/30/2026			01:15 PM	
	03/27/2026			02:17 PM	02:27 PM
	03/25/2026			07:11 PM	07:46 PM
	03/19/2026			03:40 PM	03:53 PM
	03/19/2026			07:19 AM	11:23 AM
	03/19/2026			01:00 AM	02:13 AM
	03/18/2026			10:56 PM	
	03/18/2026			11:33 AM	11:35 AM
	03/18/2026			11:18 AM	11:31 AM
	03/18/2026			08:00 AM	08:15 AM
	03/16/2026			09:00 AM	09:15 AM

42 total records

Unsigned/Unapproved Notes

Signed Notes Only

Cli...	Service	Date of Ser...	Caregiver Name
CLS, Test	CLS EVV DD OP	03/30/2026	Giver, Care
Client, Test	PCS non EVV-T1019	03/19/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care
Client, Test	PCS EVV-T1019	03/16/2026	Giver, Care

Clients

Show Inactive

Cli...	Client Supervisor	Last Service Date	Next Appointment
Client, Test	Wiggs, Lauren	03/27/2026	05/04/2026
CLS, Test	Wiggs, Lauren	03/30/2026	03/30/2026

20

After clocking out, navigate back to the scheduling tab

ONtarget ProCare Unlimited | Session Time Remaining: 60m | Clocked in since 01:15 PM | Clock out | care.giver | Options | Logout

Configure Dashboard

Paychecks

View St...	Check Number	Check Date	Pay Period Start	Pay Period End
------------	--------------	------------	------------------	----------------

My Timeclock Records

Site	Date	Scheduled Start	Scheduled End	Actual Start
	03/30/2026			02:01 PM
	03/30/2026			01:15 PM
	03/27/2026			02:17 PM
	03/25/2026			07:11 PM
	03/19/2026			03:40 PM
	03/19/2026			07:19 AM
	03/19/2026			01:00 AM
	03/18/2026			10:56 PM
	03/18/2026			11:33 AM
	03/18/2026			11:18 AM
	03/18/2026			08:00 AM

Unsigned/Unapproved Notes

Signed Notes Only

Client Name	Service	Date of Ser...	Caregiver Name	Units	Group Note Signed
CLS, Test	CLS nonEVV DD OP	03/30/2026	Giver, Care	1	
CLS, Test	CLS EVV DD OP	03/30/2026	Giver, Care	1	
Client, Test	PCS non EVV-T1019	03/19/2026	Giver, Care	0	
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care	1	
Client, Test	PCS EVV-T1019	03/18/2026	Giver, Care	0	
Client, Test	PCS EVV-T1019	03/16/2026	Giver, Care	0	
Client, Test	PCS EVV-T1019	03/13/2026	Giver, Care	0	
Client, Test	PCS EVV-T1019	03/11/2026	Giver, Care	1	

11 total records

My Tasks

Add A Task Show All

Type	Description	Created Date	Created By	Assigned To	Closed
Timesheet	Time has been added to your signed timesheet for 03/16/2026 to 03/22/2026	03/19/2026	Giver, Care	Giver, Care	<input type="checkbox"/>
Timesheet	Time has been added to your signed timesheet for 03/16/2026 to 03/22/2026	03/18/2026	Giver, Care	Giver, Care	<input type="checkbox"/>
Timesheet	Time has been added to your signed timesheet for 03/16/2026 to 03/22/2026	03/19/2026	Giver, Care	Giver, Care	<input type="checkbox"/>

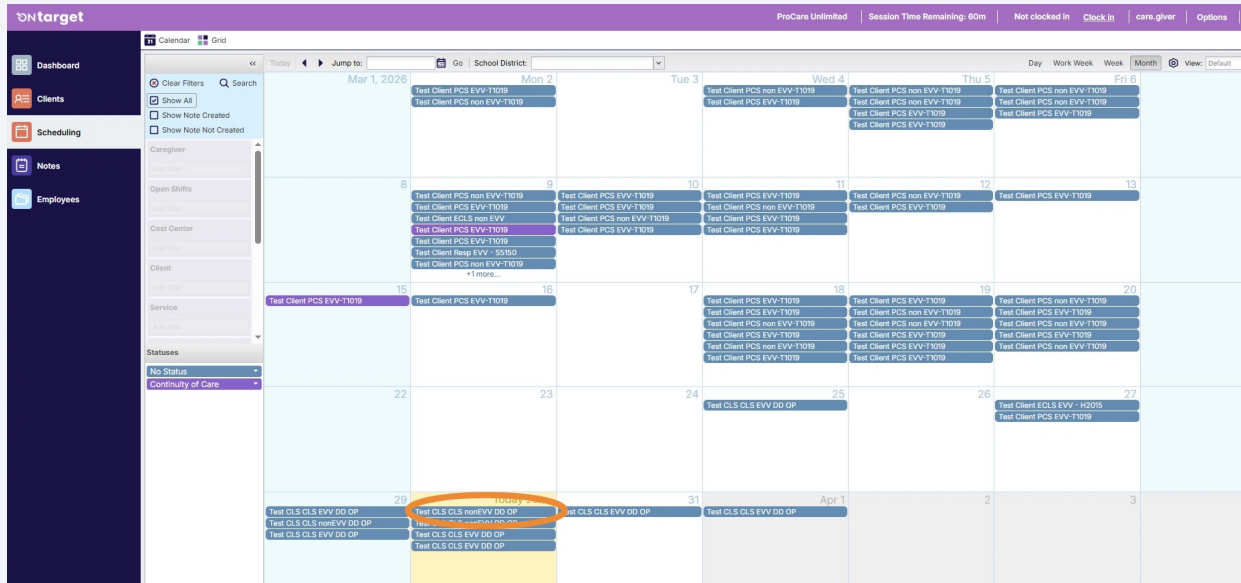
Clients

Client Name	Client Supervisor	Last Sen
Client, Test	Wiggs, Lauren	03/27/2026
CLS, Test	Wiggs, Lauren	03/30/2026

Export

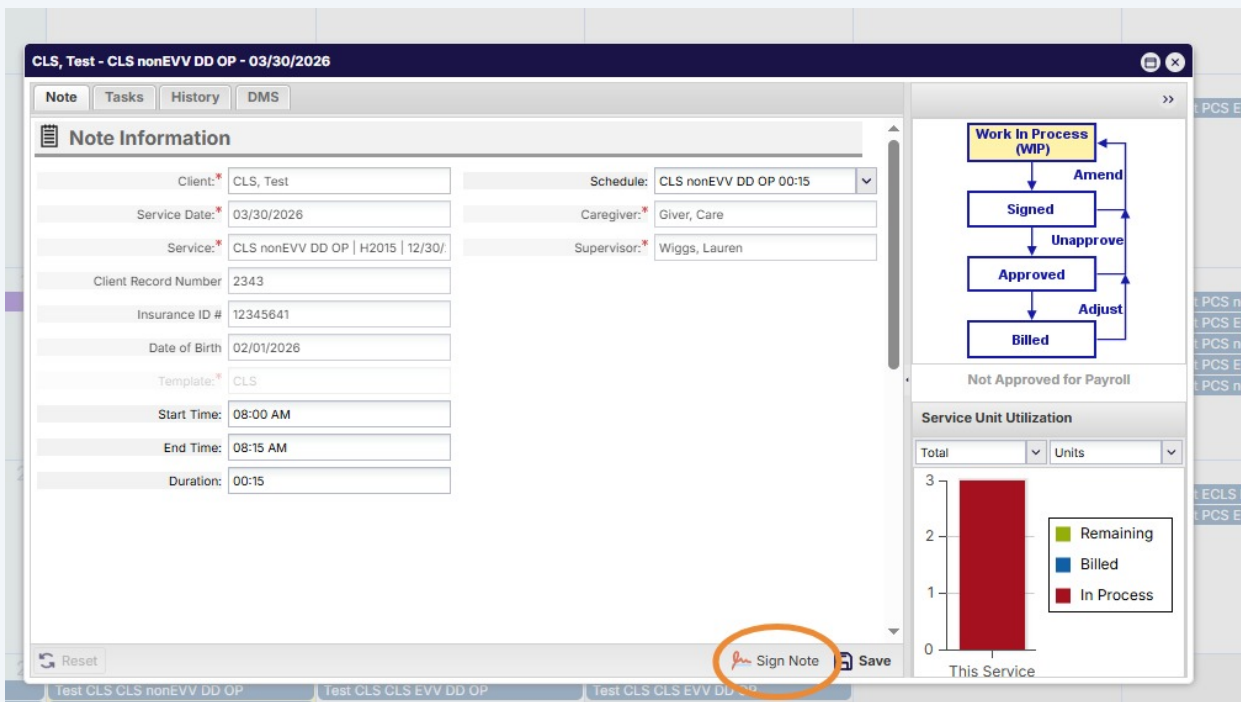
21

Click back on the shift for today in order to open and sign it.



22

Click "sign note"



23 Type in your password for OnTarget and click "ok"

The screenshot displays a software interface for document management. A central dialog box titled "Digital Signature required" is overlaid on a "Note Information" form. The dialog box contains the following text: "I ATTEST that I am the staff member specified in this document and that it is my intent to place my electronically binding signature onto this document." Below this text is a password input field with a masked password "*****". The dialog box has "Cancel" and "OK" buttons.

The background interface includes a "Note Information" form with fields for Client, Service Date, Service, Client Record Number, Insurance ID #, Date of Birth, Template, Start Time, End Time, and Duration. To the right, there is a workflow diagram with steps: "Work In Process (WIP)", "Signed", "Approved", and "Billed". Arrows indicate transitions: "Amend" from WIP to Signed, "Unapprove" from Signed to Approved, and "Adjust" from Billed to Approved. Below the workflow is a "Service Unit Utilization" bar chart showing a single bar for "This Service" with a value of 3. The legend indicates: Remaining (green), Billed (blue), and In Process (red).