Acknowledging Community Documents – Required Before my Shift

Compliance and Accounts · https://www.doyoukare.com/docs/heroes/compliance-accounts-hero/communitydocaccept/

Overview

If you are working at a **Community** for the first time, or if the **Community** has uploaded new documents, you will need to review and acknowledge their **orientation materials**.

These documents may include:

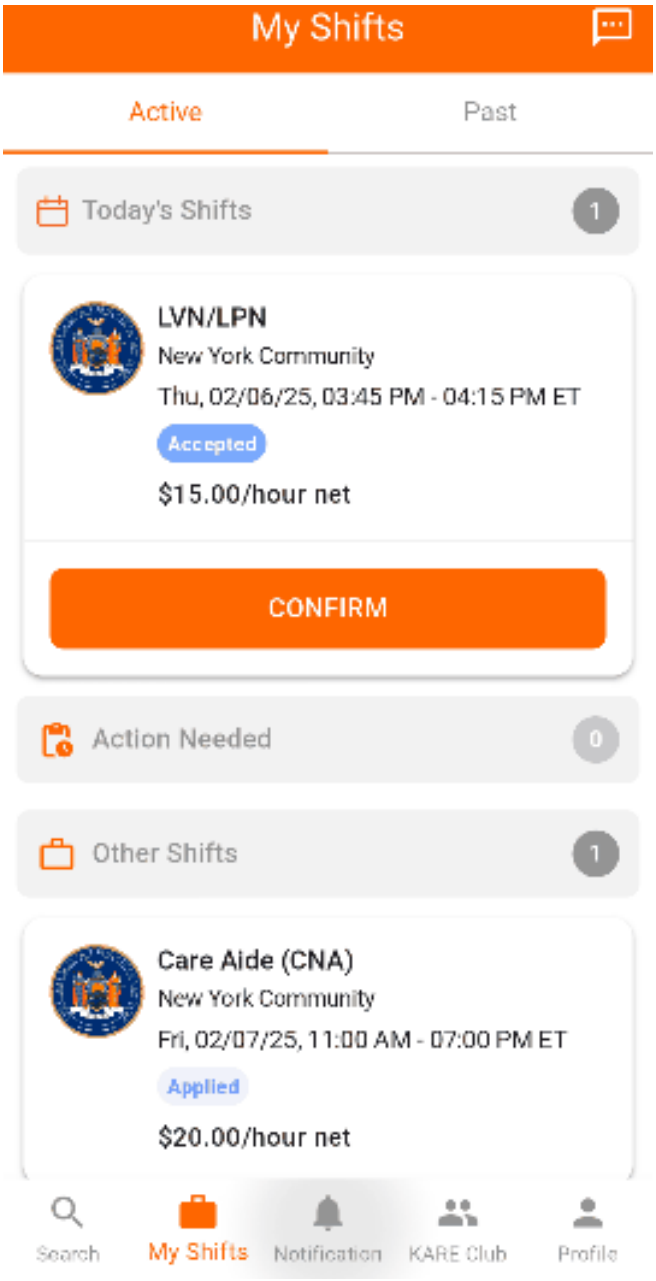
- Evacuation safety procedures
- Resident rights
- Abuse and neglect policies
- Other important guidelines

We recommend you to spend some minutes reviewing this information carefully to help ensure a successful and safe work experience.

Acknowledging Community Documents

If this is your first time working at a Community, follow these steps after you confirm your shift:

1. **Tap Confirm** to accept the shift
2. You will see a list of required documents
3. **Tap each document** to open and read it all

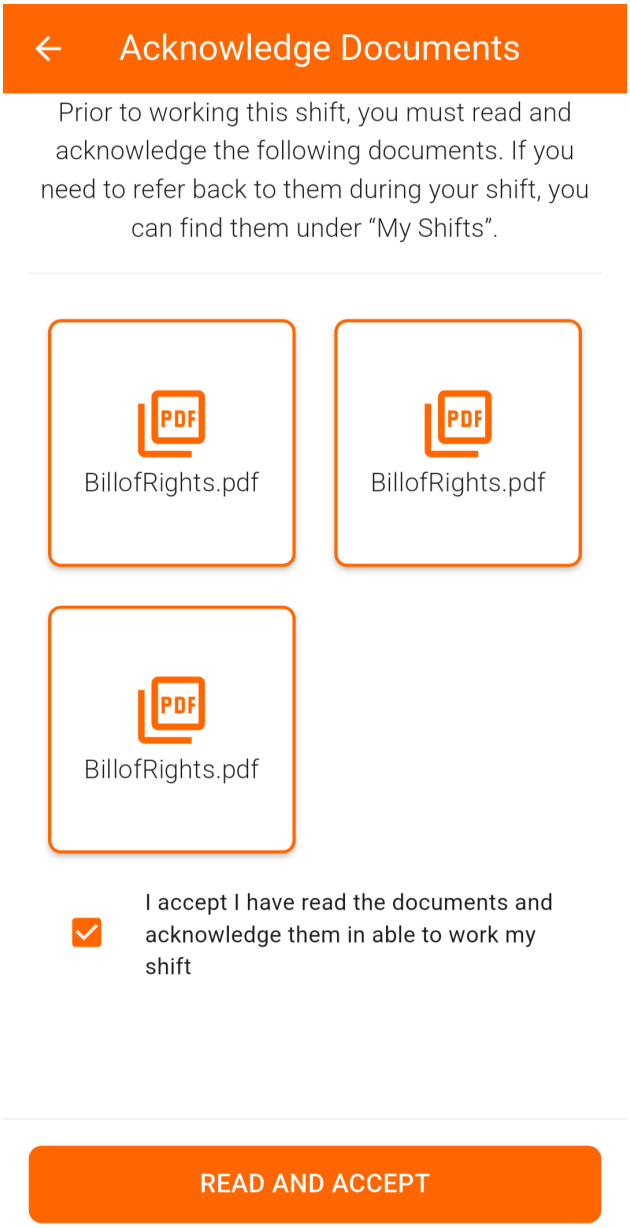


4. After reading each document, **tap the back arrow** to return

5. As you read, the **document borders will turn orange** to show completion

6. Once all documents are highlighted in orange:

    - **Check the box** confirming you have read them
    - **Tap Read and Accept**



You are now ready to begin your shift at the Community.

Re-Acknowledging Updated Community Documents

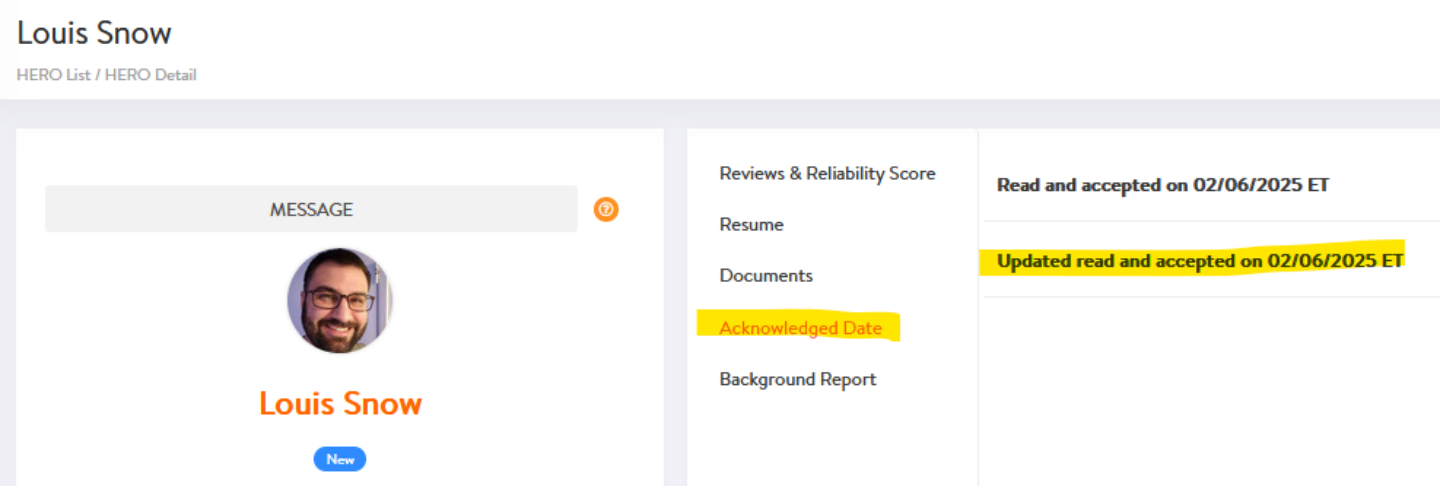
Sometimes, a Community updates its policies or uploads new documents.

In this case, you will be required to review the new materials before confirming your next shift.

The steps will be the same: open, read, and accept all documents before continuing.

Timestamps for Document Acknowledgment

Each time you acknowledge documents, a **timestamp** will be saved and visible to the Community on your profile.

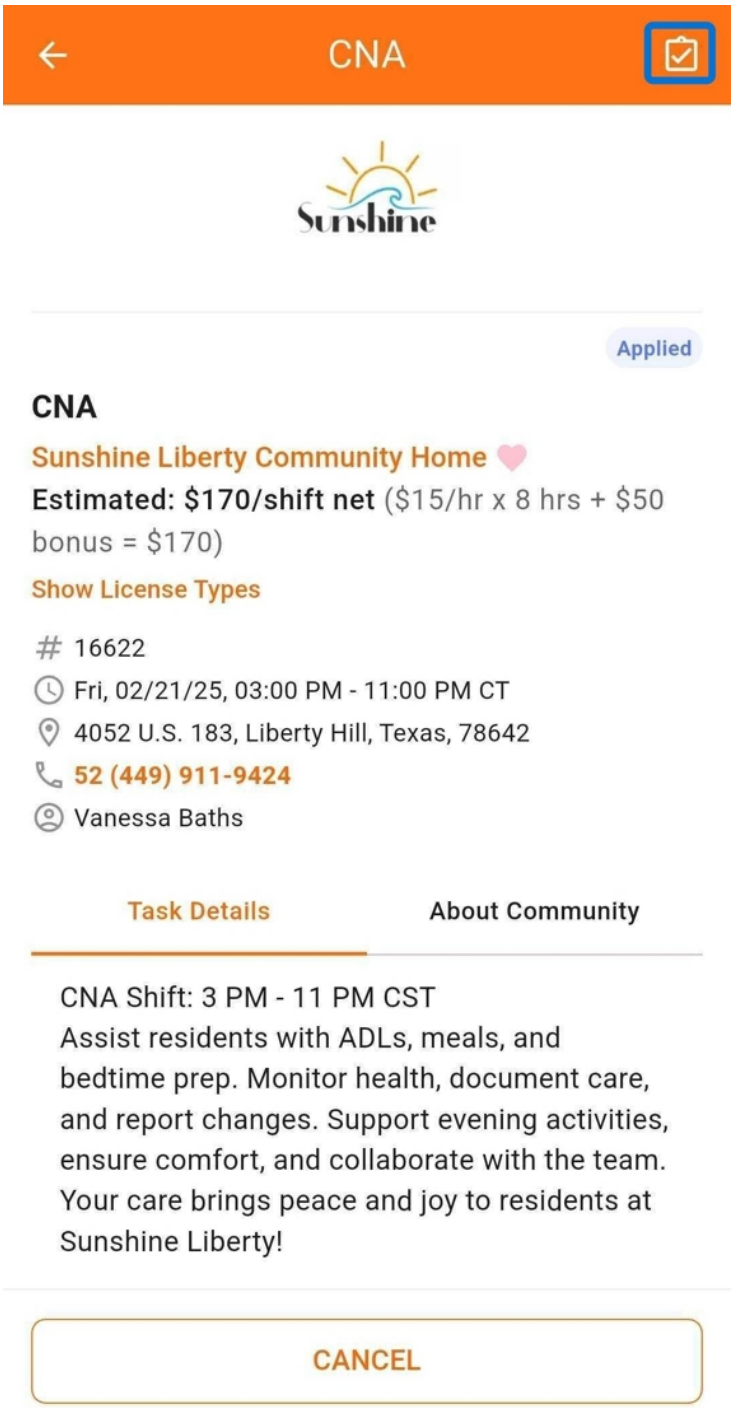


This helps ensure records are current and accurate.

Viewing Community Documents Later

You may return to review these documents at any time:

- Go to your shift
- **Tap the checked document icon** in the upper right corner



This allows you to revisit policies whenever needed.

Need Help?

Our KARE Support Team is here for you:

- **General Support:** (832) 380-8740
- **In-App Messaging:** Available daily in the KARE app.
- **Email:** herosupport@doyoukare.com

We will get back to you as quickly as possible.

Additional Resources

KARE Contact Schedules