

Navigation Plus: Managing Party User Guide



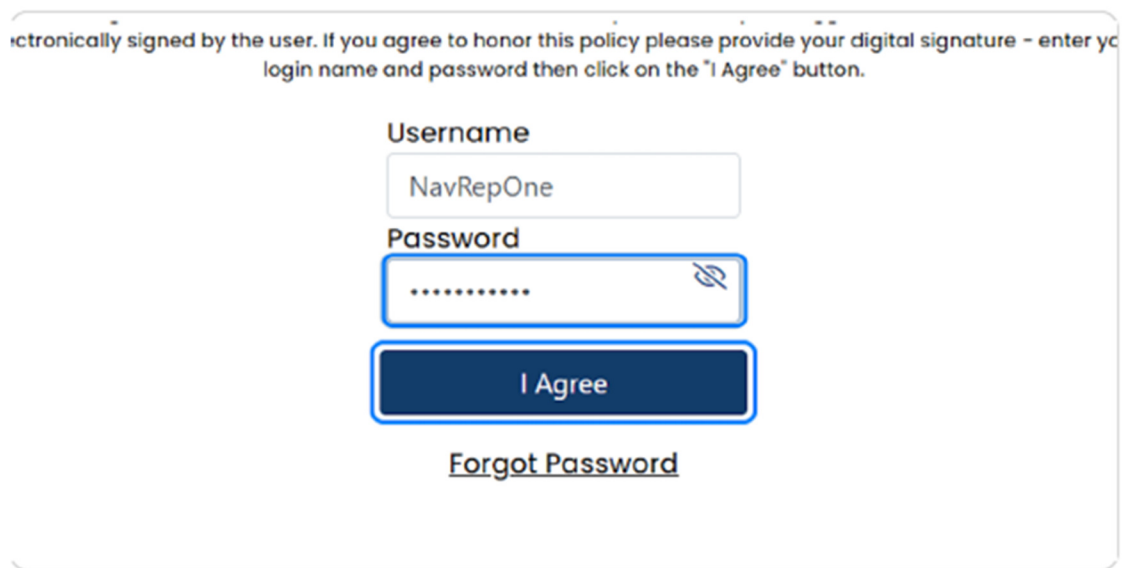
How & Where to Log into Navigation Plus (Nav Plus)

Copy and paste the website into your internet browser: <https://navigation-plus.com/#/MNFMS>

Logging into Nav Plus:

Enter Username and Password

Click "I Agree"



Electronically signed by the user. If you agree to honor this policy please provide your digital signature - enter your login name and password then click on the "I Agree" button.

Username

NavRepOne

Password

.....

I Agree

[Forgot Password](#)

Your username as a managing party will follow this format:

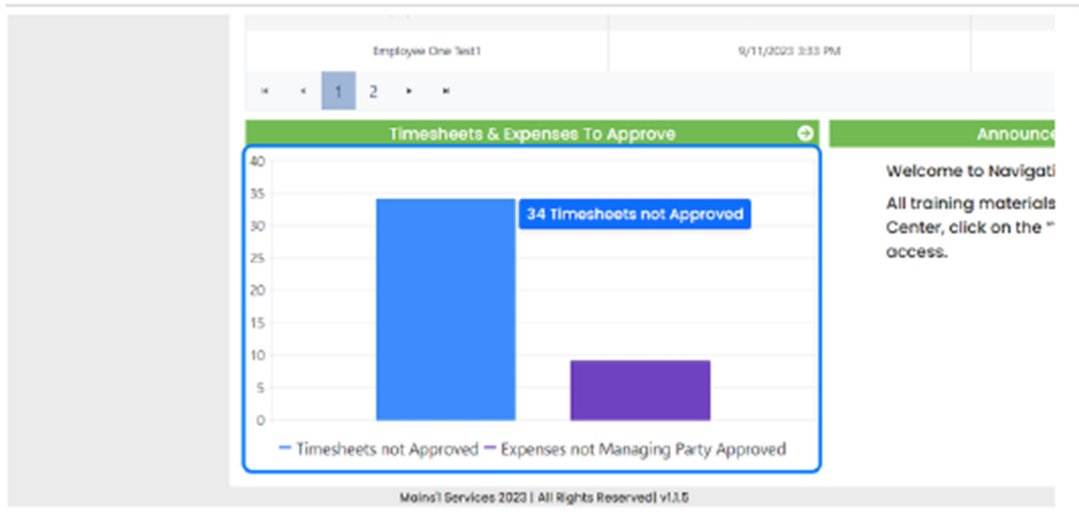
M-First initial, Last Name then Manager ID number: Example: "M-JDoe98765"

Your Mains' Manager can give your Manager ID. It will also be included in the email you receive to set up your account.

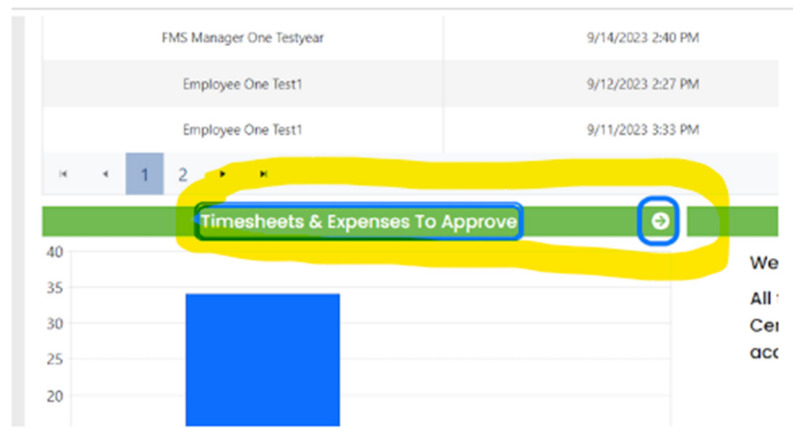
This email will come as a secure email from NavPlus. The email you receive will say: Hello, an administrator of Navigation Plus has requested you add a new password to your user account M-JDoe98765. The email will give you a link to click to set your password. The M-JDoe98765 is your username. You will choose your password when you set up your account.

Timesheets to Approve

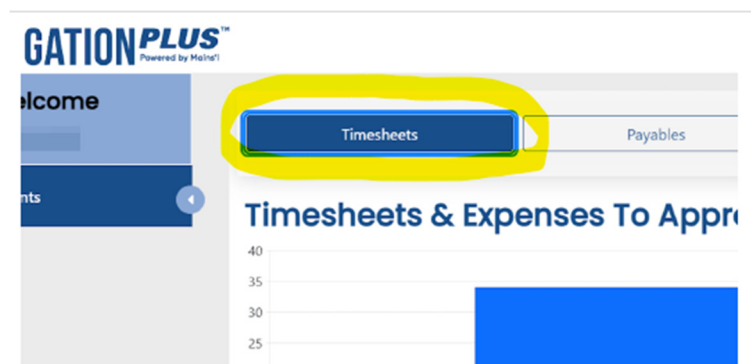
When you log into Nav Plus, the review mode (the first page you see) will show you only the timesheets that need to be approved.



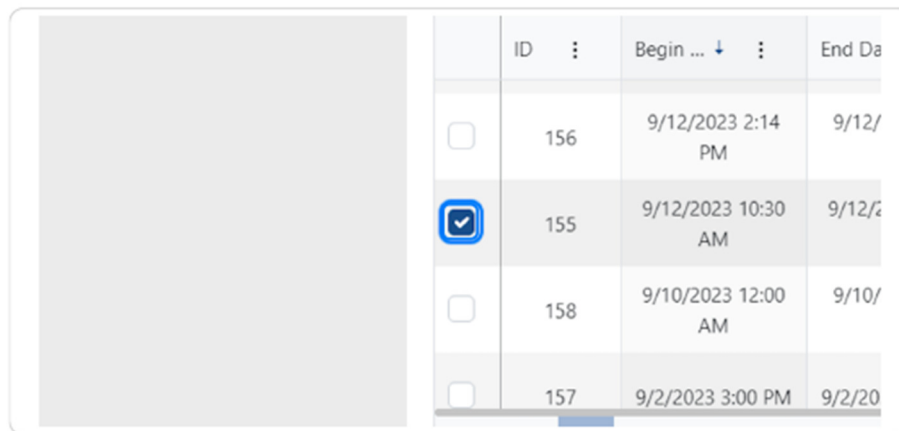
Click on the header or arrow to “open” the timesheets to review/approve them.



Select “timesheets” by clicking on the blue “Timesheets” box.

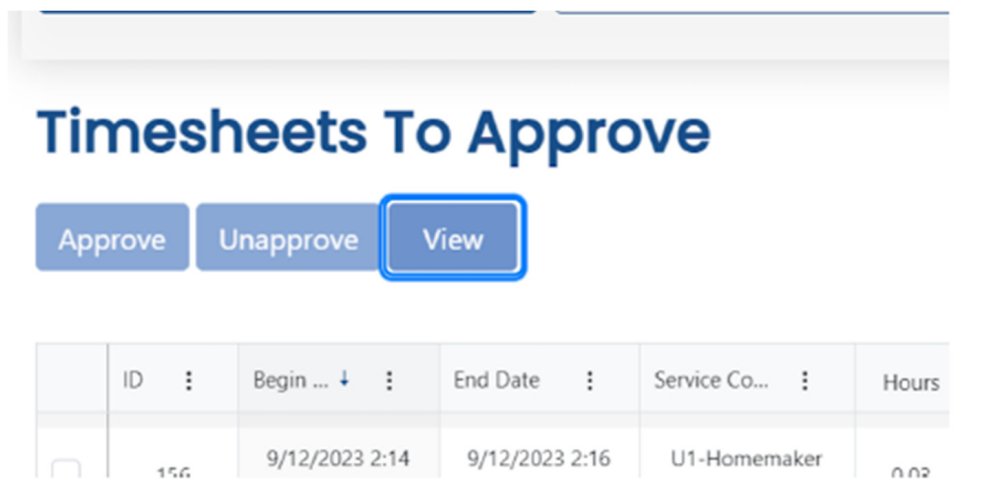


Select the timesheet you would like to review/view by checking the box to the far left of the shift.



<input type="checkbox"/>	ID	Begin ...	End Da
<input type="checkbox"/>	156	9/12/2023 2:14 PM	9/12/
<input checked="" type="checkbox"/>	155	9/12/2023 10:30 AM	9/12/
<input type="checkbox"/>	158	9/10/2023 12:00 AM	9/10/
<input type="checkbox"/>	157	9/2/2023 3:00 PM	9/2/20

After selecting a shift (above) you can click- approve / Unapprove / View. EVV Requires us to “name a location”.



Timesheets To Approve

[Approve](#) [Unapprove](#) [View](#)

ID	Begin ...	End Date	Service Co...	Hours
156	9/12/2023 2:14	9/12/2023 2:16	U1-Homemaker	0.02

The Federal EVV Mandate requires that each shift worked be labeled as either “home” or “community,” based on the employee’s location when clocking in or out. “Home” refers to the participant’s residence, and “community” refers to being with the participant in the community.

Once a location has been labeled, it will not need to be labeled again for future shifts if the clock-in or clock-out occurs at that same location. In Minnesota, the approved geofence is 500 feet, meaning if your clock-in or clock-out location is within this distance of a previously labeled location, you will not need to label it again.

Please remember, if your staff have not been verified as a live-in caregiver and have not provided their documentation to Mains’I, all shifts they work must be entered through the Mains’I Solutions EVV app. Shifts not entered through the Mains’I Solutions App and entered through Navigation Plus are considered non-compliant, will be reported to the State of Minnesota, and may be subject to investigation and possible fines to the employer for allowing non-compliant shifts to be submitted.

Click on View

Selected Participant: Test, Participant One

Payroll System ID: 353

Timesheets

Approve

View

Current Pay Period: 6/15/2025-6/28/2025

	ID	*Begin Date	*End Date
<input checked="" type="checkbox"/>	29261	6/27/2025 10:14 AM	6/27/2025 10:33 AM

Click to Select the Location Type for both the start location and end location of the shift.

Location Type will either be Home or Community.

Select from the dropdown menu. This location type refers to where the employee was at the start of the shift (either at the participant’s home or with the participant in the community) and at the end of their shift.

Locations Captured

⊗Start Location: Mobile Device (GPS): 44.75860794372987, -93.35565735022695

Location Type

▼

Approve Location

⊗End Location: Mobile Device (GPS): 44.75860794372987, -93.35565735022695

Location Type

▼

Approve Location

Click on **Approve Location**. Once the location is approved, you will be able to approve the shift after reviewing the shift date/time and service code used is correct.

(S): 45.2709153, -93.5803465

on Type

e

×

▼


Approve Location

(:): 45.270936, -93.5803171

on Type

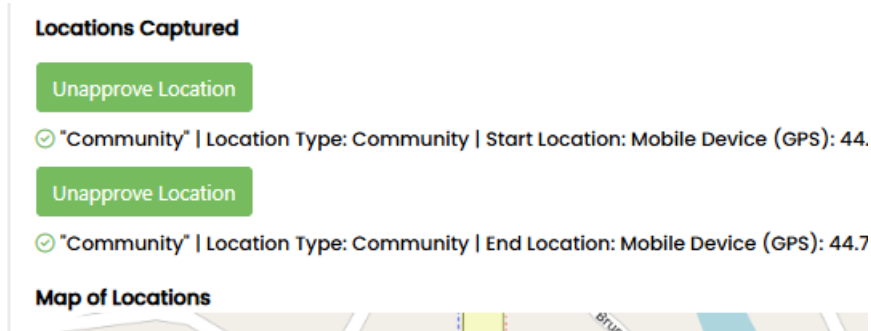
▼

Approve Location



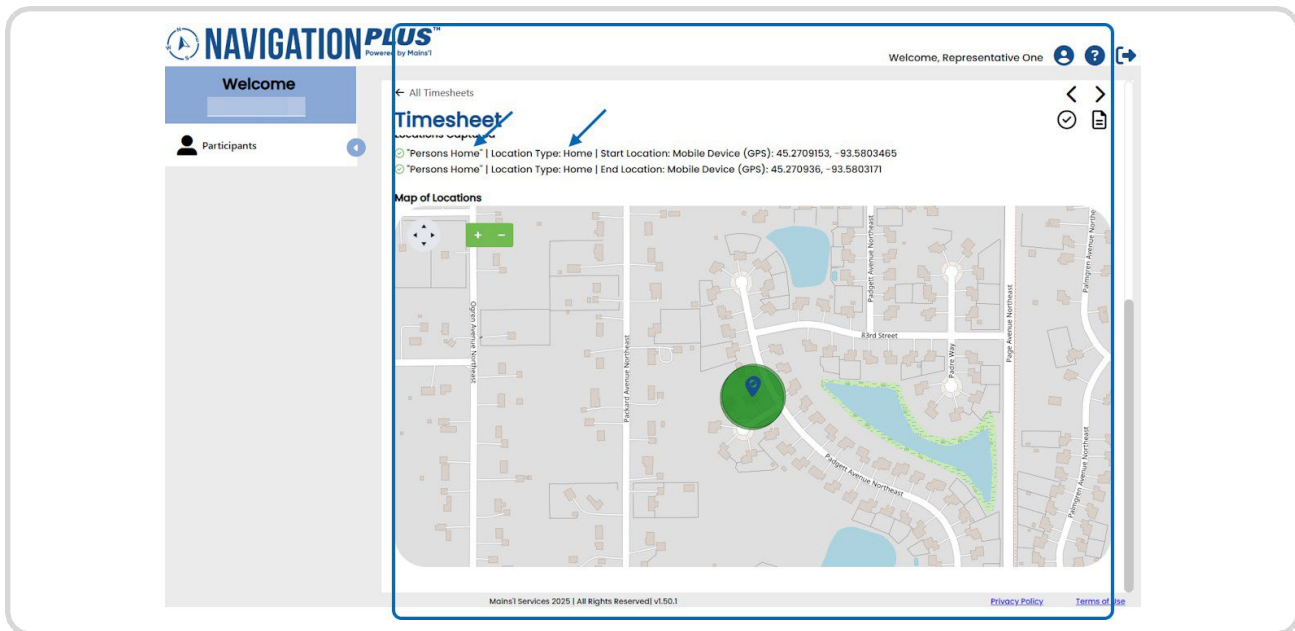
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If you incorrectly choose “home” and it should be “community” or vice versa, you can unapprove the location and rename it. To unapprove the location, click “unapprove location”



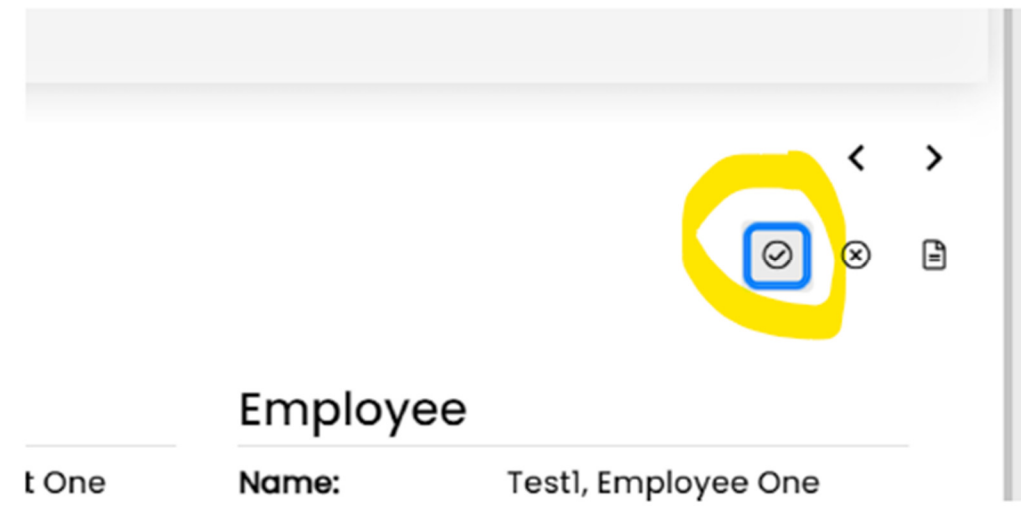
Location Name and Type will display next to the Coordinates

Once the location is named, the type is selected, and the location is approved, all timesheets with the same GPS Location will be saved with this information.

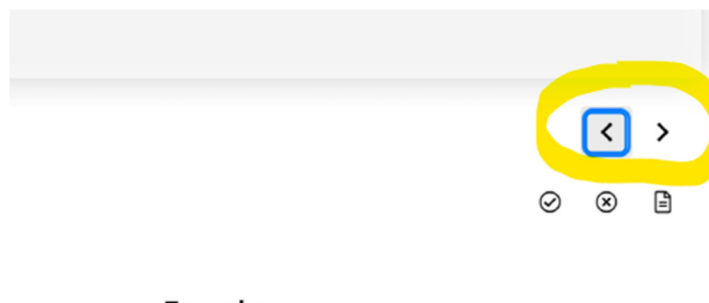


8. Approving a Timesheet.

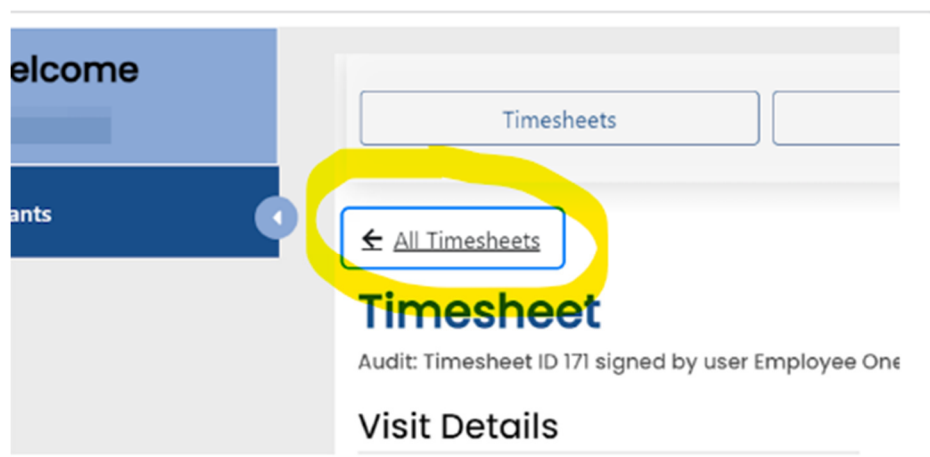
After reviewing all timesheet information to determine everything is correct, click on the check mark icon in the upper right hand corner to approve the timesheet. A confirmation message will appear after the timesheet is approved, click ok. Once you approve this timesheet, there is nothing additional you need to do.



You can move from timesheet to timesheet by clicking on the previous and next arrows in the upper right corner to view and approve additional timesheets.



To return to the timesheet list, click on all timesheets in the upper left-hand corner.

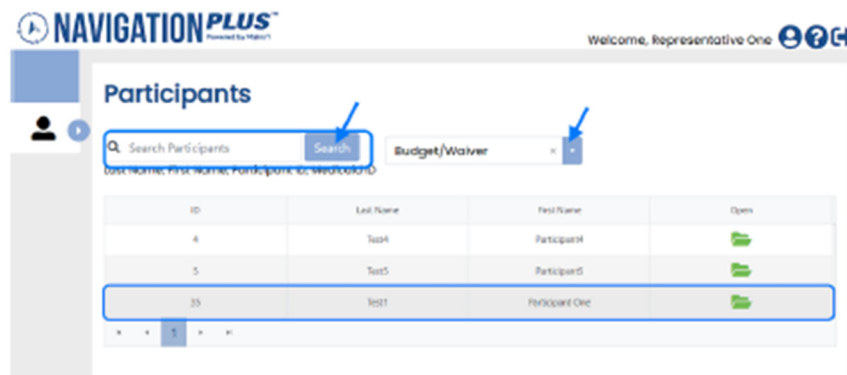


Reviewing Timesheets by Participant

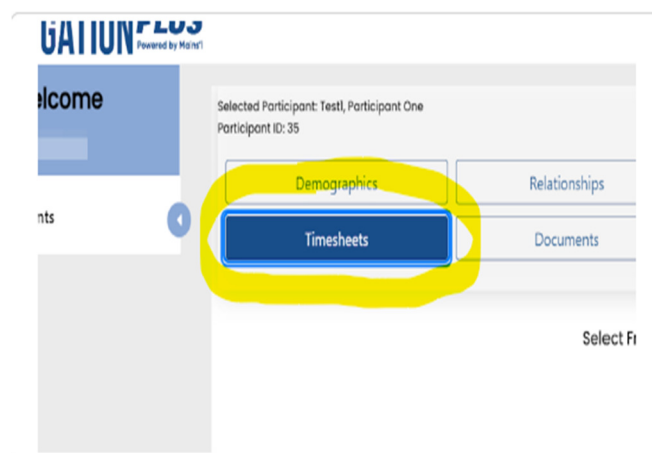
Timesheets can also be reviewed and approved through the participant module. From the left navigation panel, click on Participants.



The Participants connected to you will display in this view. Participants can be searched for using their name also. Click on the green folder icon to open the Participant Information



Once you have selected the participant you want to view, click on Timesheets.



After clicking on Timesheets, all the timesheets for this participant will be displayed. You can filter your view by clicking on the three dots next to any of the column headers.

Total Hours: 25.24

Begin Date ↓	End Date	Service Code	Hours	Employee	Rate	Hold	Approved	Paid	Via E
9/14/2023 2:21 PM	9/14/2023 2:21 PM	U1-Regular Staffing 1	0.00	Christian Qa	\$22.00	No	No	No	
9/13/2023 12:00 AM	9/13/2023 1:00 AM	U1-Holiday	1.00	Employee17 Test17	\$10.00	No	Yes	No	
9/10/2023 1:00 AM	9/10/2023 4:00 AM	U1-Holiday	3.00	Employee17 Test17	\$10.00	Yes	No	No	
9/7/2023 12:00 AM	9/7/2023 1:00 AM	U1-Holiday	1.00	Employee17 Test17	\$10.00	No	Yes	No	

If you click on the 3 dots, a box will pop up allowing you to enter your search criteria.

Filtering your view would allow you to view: (examples- these are just a couple filters we are highlighting)

Timesheets for a specific employee

Timesheets for a specific date or date range (you could type in the dates of a pay period)

Timesheets that have been paid

Timesheets for a specific service code

Select the timesheet you want to view by checking the box next to the shift.

<input type="checkbox"/>	156	9/12/2023 2:14 PM	9/12/2023 2:14 PM
<input type="checkbox"/>	155	9/12/2023 10:30 AM	9/12/2023 10:30 AM
<input checked="" type="checkbox"/>	153	9/11/2023 3:13 PM	9/11/2023 3:13 PM
<input type="checkbox"/>	151	9/11/2023 10:24 AM	9/11/2023 10:24 AM

1

2

3

Click on View. This will open the timesheet and provide details for you to determine if the timesheet should be approved. Timesheet location can also be approved once you click view.

Selected Participant: Test1, Participant One
Participant ID: 35

Timesheets

Approve Unapprove **View**

	ID	Begin ...	End Date	Service Co...	Hours
<input type="checkbox"/>	156	9/12/2023 2:14	9/12/2023 2:16	U1-Homemaker	0.02

Approve the location if this is needed. As a reminder, each location for each staff person must be approved one time. Once you approve it and Name it, you won't need to do this location for this staff person again. See Below.

← All Timesheets


Timesheet

End Location: Mobile Device (GPS) | 45.3781787, -93.2866317

Location Name

Approve Location

Map of Locations



Approve the timesheet by clicking the check mark in the upper right-hand corner of the shift.

Employee

Test One Name: Test1, Employee One

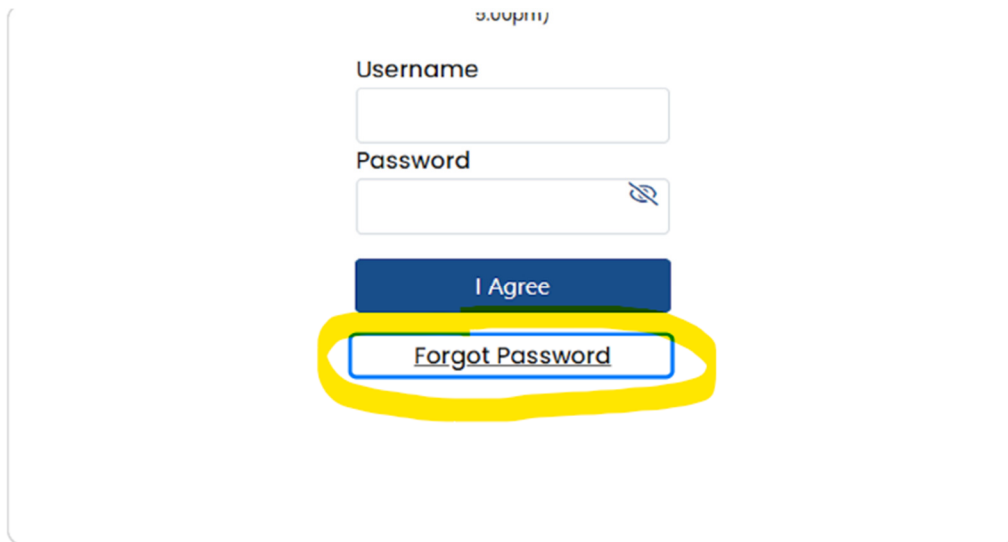
☒ ☐ ☐

Error Messages Received when Approving a shift.

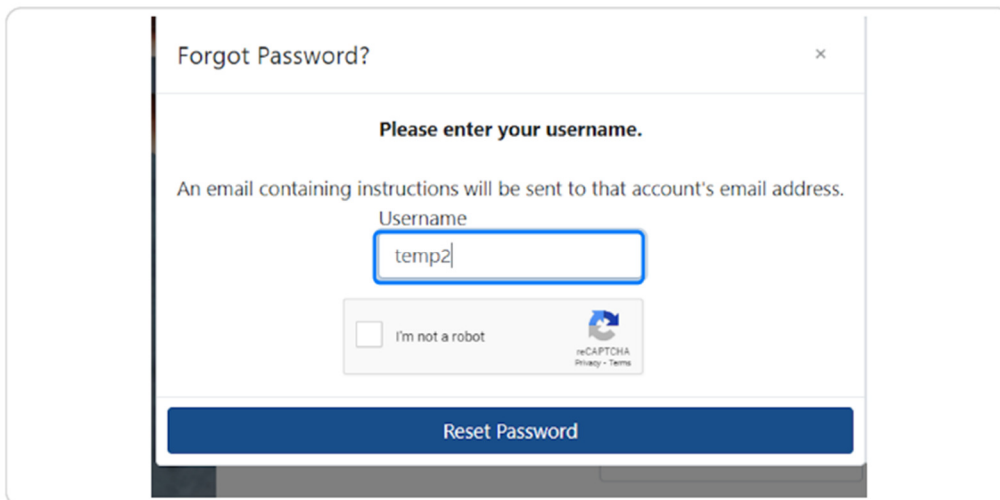
A timesheet that overlaps with another staff person's timesheet cannot be approved. In this system, if two shifts overlap, you will receive a pop-up message that requires you to acknowledge that "overlapping shifts" or 2:1 staffing (2 staff to one person receiving services) is approved. Please make sure that you only acknowledge this as an allowed overlap if this is something that is approved in the person receiving services plan. In most cases, this is not approved and the person receiving services is not allowed to have two staff working at one time. If you receive this error message and this is not approved, please have the staff whose shift is incorrect edit their shift prior to approving and submitting (see the directions on how to edit a shift)

Forgot Password

1. Click On Forgot Password. This is located on the Nav Plus Log in Page, under your username and password.

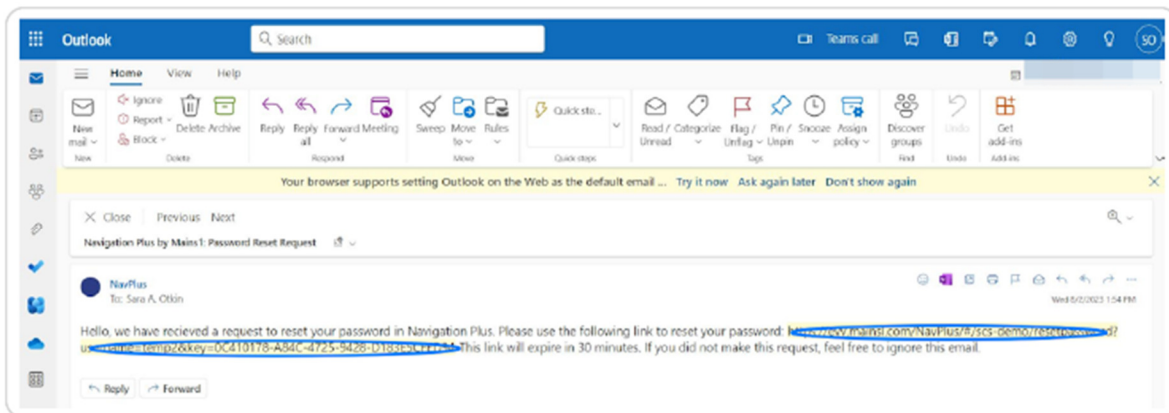
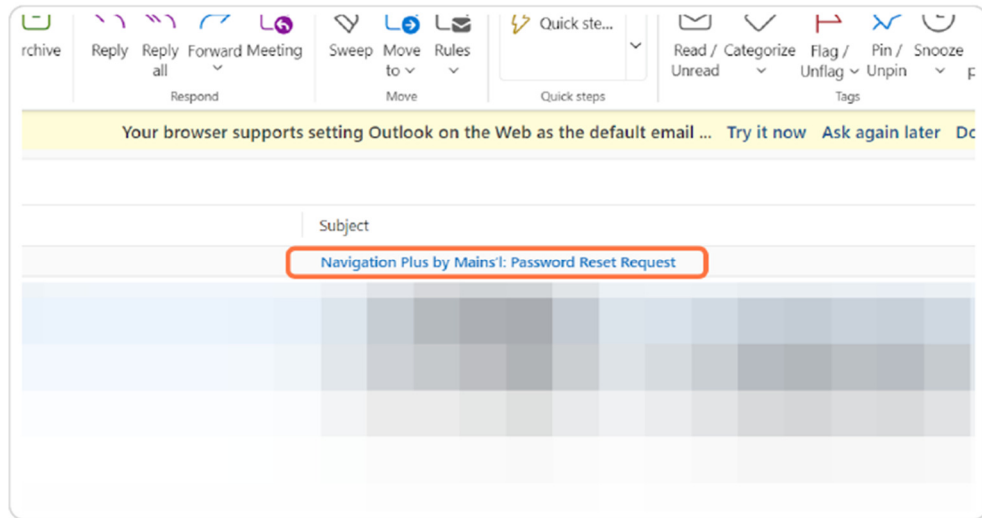
A screenshot of the Nav Plus Log in Page. It features a 'Username' input field, a 'Password' input field with an eye icon, a blue 'I Agree' button, and a 'Forgot Password' link. The 'Forgot Password' link is highlighted with a yellow circle.

2. Enter your Username and select "I'm not a robot". Then Click, Reset Password.

A screenshot of the 'Forgot Password?' dialog box. It contains the text 'Please enter your username.' and 'An email containing instructions will be sent to that account's email address.' Below this is a 'Username' input field with the text 'temp2'. There is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom is a blue 'Reset Password' button.

You will receive a message saying your reset submission was a success, click ok.

3. You will receive an email with the password reset keycode. The email will be sent to the email address we have on file for you. This email will contain a link for you to click on OR copy and paste into a new email browser window.



4. Enter in your new password. Be certain the password meets the criteria for the password. Enter the new password in both the "new password" and the "confirm new password" boxes. Click save password.

New Password

Confirm New Password

Strong

Save Password

Once your password is reset, you will receive this message:

