

**oima**

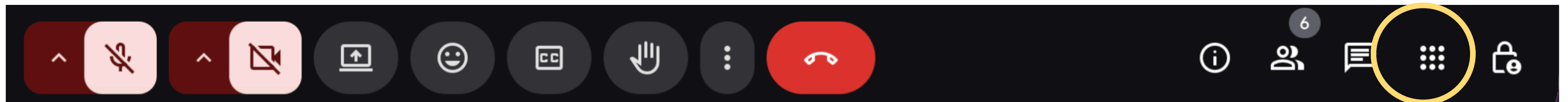


Vantaan ja Keravan hyvinvointialue  
Vanda och Kervo välfärdsområde

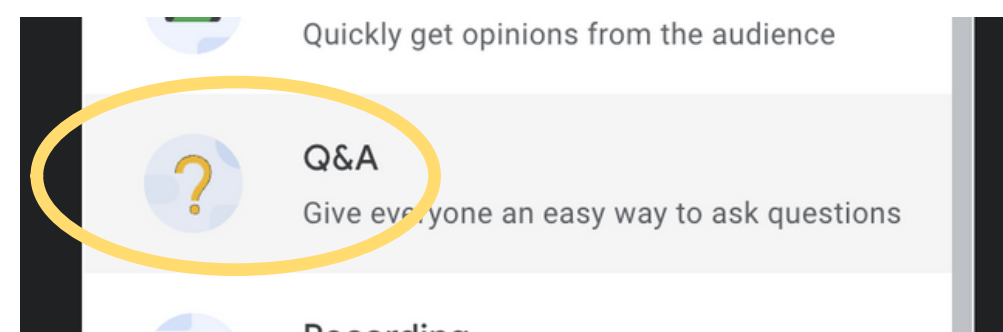
User training for Oima service in Vantaa and Kerava welfare area

# Google Meet training

- Microphones and cameras will be turned off during the training.
- You can exit the training by pressing the red Leave call-button.



- You can submit questions during the training using the Q&A function (Q&A).
  - You can also ask questions anonymously.



No questions yet

Miten näen omat sopimustietoni?

31 / 300

Your name won't be recorded with the question

Post anonymously

Cancel Post



User training for Oima service in Vantaa and Kerava welfare area

# Content of the instructions

- Oima service in general
- Creating an account and logging in
- Tax cards
- Your own information in Oima
- General instructions for entries for care days
- Customer group-specific instructions for markings
- Payment dates and checklist for entries
- Other instructions for Oima
- Contact information

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The logo for Oima, featuring the word "oima" in a bold, lowercase, white sans-serif font. The letter "o" is significantly larger than the other letters. The logo is positioned on a solid salmon-colored background.

# What is Oima?

- Oima is a browser-based online service that the welfare area uses to pay the fees and expense reimbursements of family caregivers and compensation receivers.
- Oima can be used on all devices with internet access; e.g. on a computer, tablet or mobile phone web browser at **minun.oima.fi**
  - **To register to Oima, you must have internet access, an email address, and strong authentication tools.**
  - If you do not have access to electronic systems, you will report matters related to your care period in the same way as before.
- The Oima service offers an electronic channel for reporting events for your care period, thus freeing up time for other things.
- In Oima, you can easily notify the welfare area of care period information, such as days off and any issues that may affect the payment, such as receipts for reimbursement of expenses.
  - You no longer need to submit this information to the welfare area using any other route.

# Activities in Oima

## Entries

- Making entries for care periods
- Review of entries made by the welfare area for care periods
- Providing a separately reimbursed receipt for a care period

## Contracts

- Viewing information about current and expired commission/commission agreements
- Signing a new assignment contract electronically

## Holidays

- Recording free days in the calendar and viewing your retained free days Oima

## Payment slips

- Viewing payslips for all commissions paid through Oima

## Report

- Reports of mileage and travel reimbursements paid from Oima to the tax authorities for possible tax deductions

## Comments

- The ability to leave a comment in the care period comment field if you have additional information to provide to the welfare area regarding care periods, contracts or other matters

# Creating an account and logging in

# Creating and logging into an Oima account

To use the service, you must first create an account in the Oima service. To create an account, you need an email address. It is also a good idea to have your bank details or mobile certificate nearby. You can create an account after the welfare area has added you to Oima as a caregiver / employee / personal assistance employer.

You must have a working email and online banking credentials (or a mobile certificate) to create your own user account on Oima.

## Instructions:

1. Go to Oima's login page: **minun.oima.fi**
2. Start creating an account for the Oima service by pressing the "Create an account for free" button.



## Log in

Do you need an Oima account?

[Create an account for free](#)

Email

 This field is mandatory

Continue →

# Creating and logging into an Oima account

## 3. Email used to create the account

- Select the email address you want to use to create your account and enter it in the field. You will use this email address to log in to the Oima service in the future.

## 4. Instructions for choosing a secure and strong password

- At least 8 characters
  - The longer the password, the more secure it is
- At least one capital letter
- At least one lowercase letter
- At least one number
- At least one special character (e.g. ! , " , # , \$ , % , & , / )

When entering a password, the red ticks in the image will turn into green check marks if the password meets that condition. This feature is designed to make it easier to create a strong password.



## Welcome to the Oima service

Enter the active email address that you will use to log into the service in the field below.

Email address 

example .@gmail.com

Password

- ✗ The password must contain at least eight characters.
- ✗ The password must contain at least one number.
- ✗ The password must contain at least one capital letter.
- ✗ The password must contain at least one lower case letter.
- ✗ The password must contain at least one special character.

# Creating and logging into an Oima account

## 5. Linking to Visma Connect

- You will receive the following message regarding strong authentication. Next, click the “Yes, link my email to eID” button. This selection allows you to perform strong authentication to the Oima service with your own bank codes.
- Strong authentication is performed the first time to verify who is creating an account in the service. At the same time, we ensure that contracts, payments and everything else private goes to the right person. (Your bank account is not linked to the Oima service in this process)
- Complete strong authentication by pressing the **"Kyllä, linkitä sähköpostini eID:hen"** (which means Yes, link my email to eID) button.




# Creating and logging into an Oima account

## 6. Strong authentication

- After this, you will proceed to perform strong authentication. Strong authentication is performed either with a mobile certificate or with online banking credentials. If you use online banking to authenticate, select from the image below which online banking credentials you want to use.


FI | SV | EN

 Telia











Identification to service  
**Visma Connect**

Select an identification method

Select Mobile certificate



Select identification method

 OP	 Nordea	 Danske Bank
 Säästöpankki	 Aktia	 BANK
 POP Pankki	 A	 omaop
 hightrust.id		

[CANCEL](#)

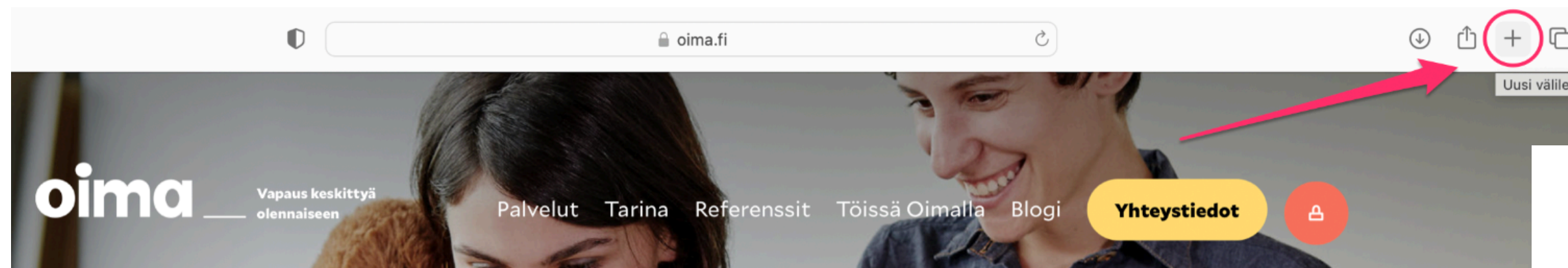
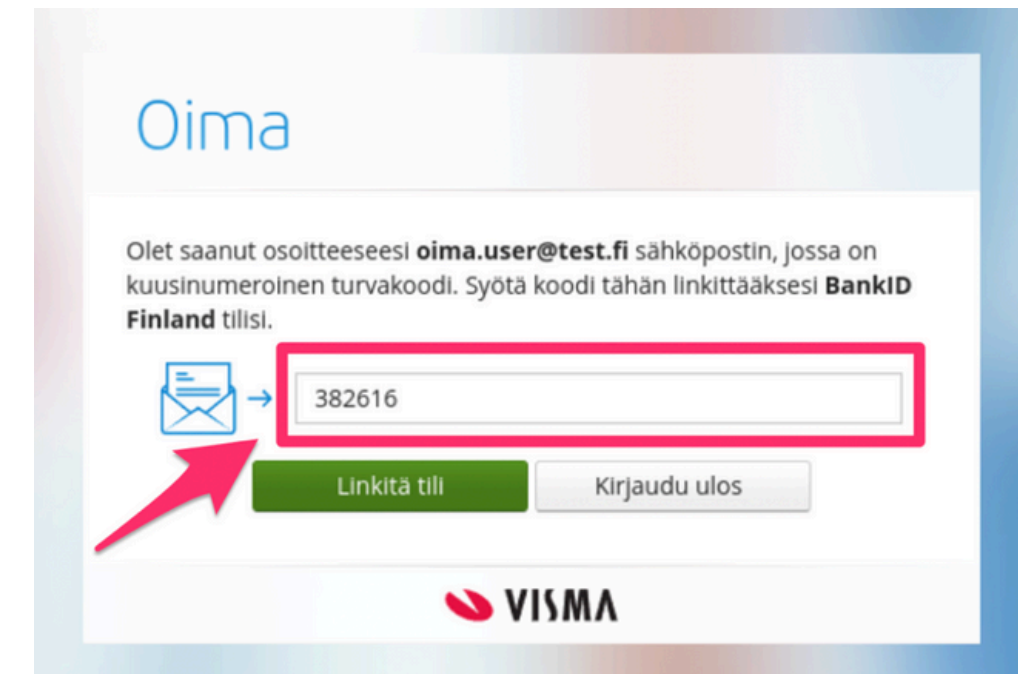
These transactions are secured with the [Telia Identification service](#).  
With Telia's trust services, you reliably [identify](#) and [authenticate](#).  
[Customer Service Contact Information](#) [Privacy and security](#)

# Creating and logging into an Oima account

## 7. Email message

- After strong authentication, you will receive an email with a six-digit security code (See image).

Note! Do not close the browser you used to log in to Visma Connect. Open a new tab to check your email.



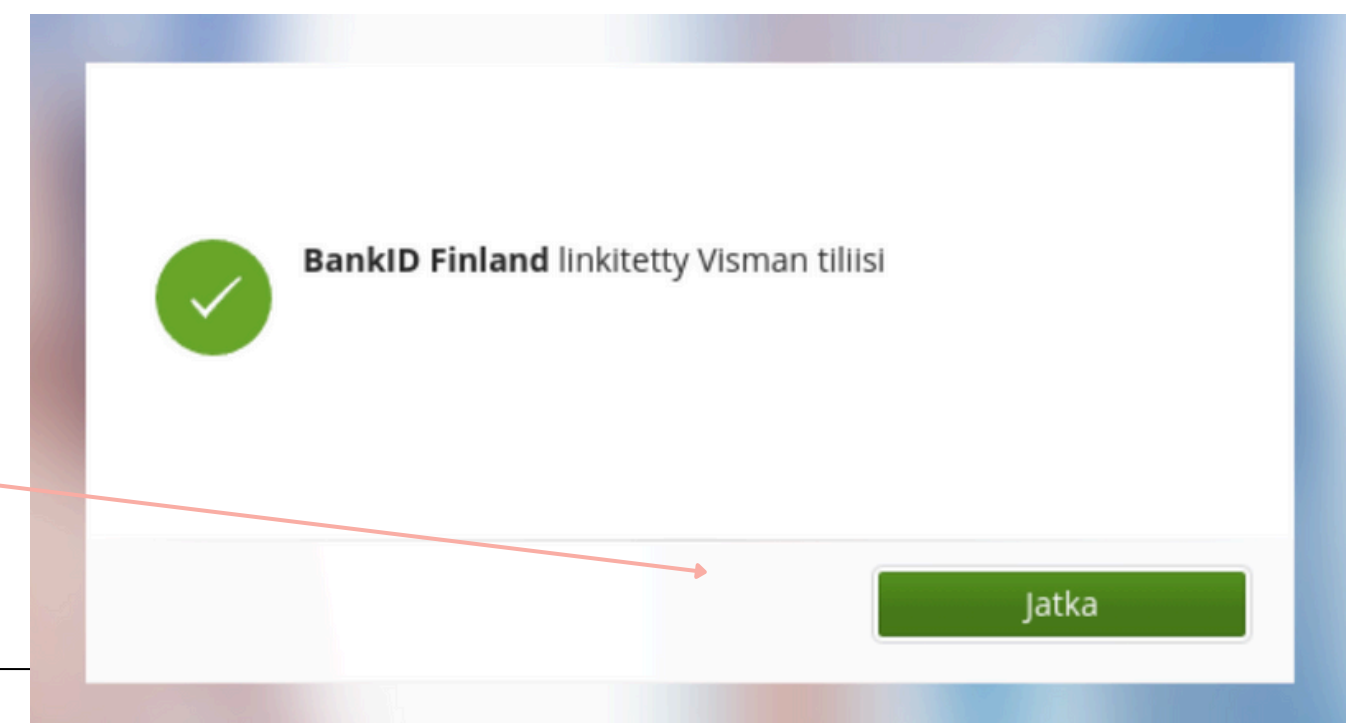
- Open a new tab, go to your email, and retrieve the security code in the message.
- You will receive the attached message containing a security code to the email address you used to create your account.



# Creating and logging into an Oima account

## 8. Entering the security code

- When you receive a message with a security code in your email, enter the code in the provided field and press the "Link account" button.
- You will then receive the following message in the service, which tells you that you have been strongly identified in the service. The text will appear on the screen: BankID Finland linked to your Visma account. Next, click the Continue button.
- This function is completely secure. Your bank IDs will not be linked to your Oima account. The BankID text only indicates that you have performed strong authentication with your bank IDs.
- Strong authentication has been successful, next press the Continue button.



# Creating and logging into an Oima account

## 9. Welcome to the Oima service and role selection

- Congratulations, you have now successfully logged in to the Oima service. Next, select your role in the Oima service.
- The Oima service has various users, employer, employee and caregivers.
- Caregivers always choose their role: Caregiver
- **If you accidentally select the wrong role or operate in more than one role in Oima, you can navigate between different roles by clicking on the switch role button at the top right of the page.**




For more information about logging in and creating an account, visit: [ophtuki.oima.fi](https://ophtuki.oima.fi)



-> Ratkaisut

-> Perhe- tai omaishoitajat

-> Perhe- ja omaishoitaja: Näin otat Oima-palvelun käyttöösi

**Missä roolissa haluat toimia?**

-  Työnantaja →
-  Työntekijä →
-  **Hoitaja** →

Ohjeet  **Vaihda roolia**  **Aatos** ▾

# Tax cards

# Tax cards

The valid tax card information used for the payment of compensation will be updated electronically in Oima directly from the Tax Administration's system.

- The tax administration must have a valid tax card specifically for your contract type (see next slide). A tax card obtained for earned income is not valid for a commission paid from Oima.
  - The caregiver does not need to submit the tax card to separately.
  - Tax card information is updated in the Oima service close to the payment date.
- In Oima you can see your current tax card from the "Care Days" view
- All fees and cost reimbursements paid from Oima are subject to withholding tax in accordance with the tax authorities' instructions.
  - Tax is not withheld from mileage reimbursement.
- You can find more detailed instructions on taxation at vero.fi, by calling the tax authority's service number or by visiting a tax office.

## Care days

To c  
Re  
Informal care tax card  
Retrieved from Tax Administration  
Retrieval date: 27.10.2025  
Effective date: 1.3.2025  
Earlier income: 0 €  
Withholding tax: 33 %

[Tax card details: Informal care tax card](#)

# Tax cards

**The compensation receiver must have the following tax card:**

## **Informal care tax card**

- Informal caregivers
- Substitutes for informal caregiver

## **Family caregiver tax card**

- Long-term family caregivers
- Short-term family caregivers
- Host families
- Additional guardians
- Support families

## **Trade income tax card**

- Support person
- Transportation support person
- Mentor or PRIDE
- Peer support experts
- VOIKUKKIA - Peer Support Group instructors
- Guest speaker
- Supervisor

# Personal information in the Oima service

# Nurse's home page view in the service

**oima** Etusivu Sopimukset Palkkiot Raportit

Ohjeet Vaihda roolia Aava

Suosittelme Visma Connectin käyttöönottoa kaikille. Voi ottaa sen käyttöön [täältä](#).

**You can also find contracts, open care periods and paid fees in the top menus.**

**Iltapäivää Aava!**

Toimeksiantosopimukset 9 kpl	Palkkioita maksettu (2024) 0 kpl	Palkkiot brutto (2024) 0,00 €	Palkkiot netto (2024) 0,00 €
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### Voimassaolevat toimeksiantosopimukset

<a href="#">OPH Demo 3</a> 1.10.2023	Ankka Fragu VOIMASSA
<a href="#">OPH Demo 3</a> 1.10.2022	Ankka Badding VOIMASSA
<a href="#">OPH Demo 3</a> 1.1.2023	Ankka Jedi VOIMASSA

### Huomiota vaativat hoitajaksot

OPH Demo 3 Hopo Velho	01.05.2023 - 31.05.2023 AVOIN
OPH Demo 3 Hopo Velho	01.06.2023 - 30.06.2023 AVOIN
OPH Demo 3 Ankka Diesel	01.06.2023 - 30.06.2023 AVOIN

### Palkkiot

Sinulle ei ole maksettu vielä yhtään palkkiota.

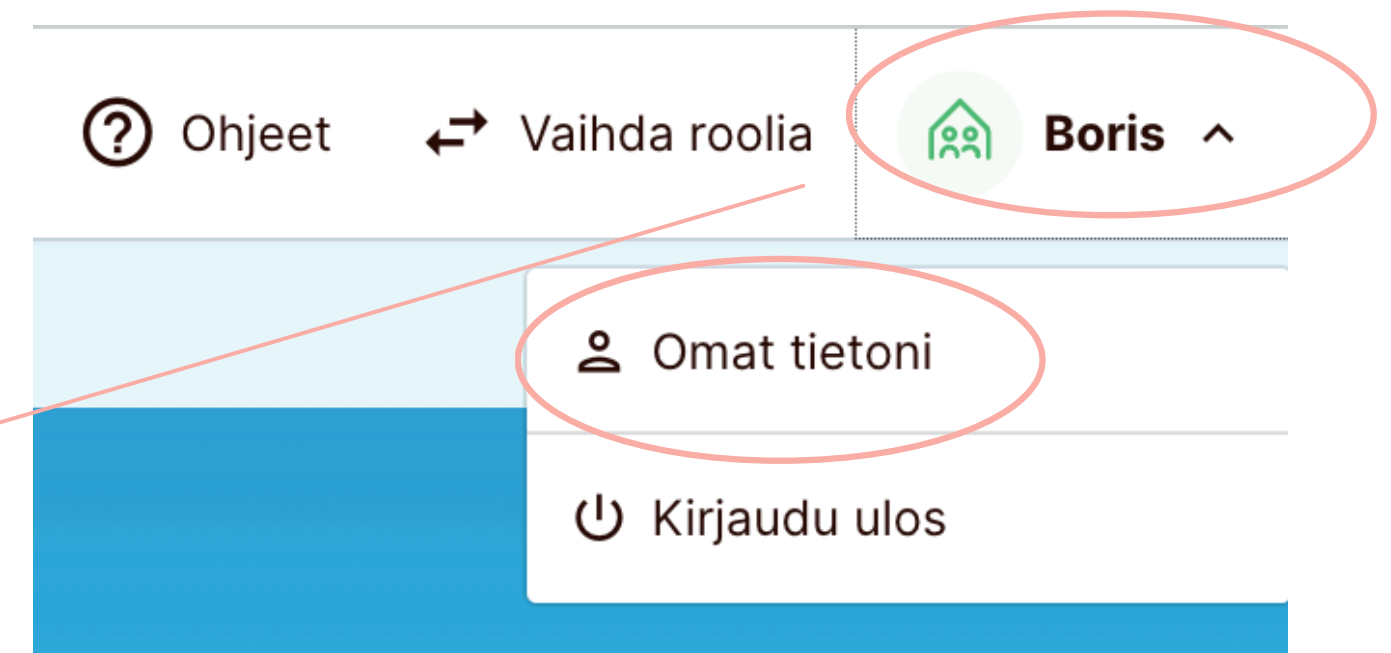
# Nurse's own information

When you log in to the Oima service for the first time, check that your information is correct.

1. Click on your name in the top right corner and open My information from the drop-down menu.
  - From the Basic Information view you can see your own information
  - You cannot edit these yourself. If you need to update the information, please contact the wellness area.

Here you can also:

- Change your password
- Your username
- To change the service language to Swedish / English
- To enable Visma Connect credentials
  - If you did not enable these during your first login



# Commissioning agreements

- You can see your own agreements on the Agreements tab.
- The contracts are divided into different tabs.
  - Existing agreements
  - Incomplete - awaiting signatures
  - Expired contracts are archived on their own tab

**oima** Etusivu **Sopimukset** Palkkiot

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## Sopimukset

Voimassa <b>5</b>	<b>Keskeneräiset</b> <b>1</b>	Päättyneet <b>10</b>
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Note! If you notice an error in the information in your assignment agreement, please contact the welfare area so that the information can be corrected.

# Signing an electronic contract



Etusivu

Sopimukset

Palkkiot

## Sopimukset

Voimassa 5

Keskeneräiset 1

Päätyneet 10

### Toimeksiantosopimukset

[hyvinvointialue OPH](#)  
9.11.2023–3.3.2024

ODOTTAA  
HYVÄKSYMISTÄ

[hyvinvointialue OPH](#)  
9.11.2023–3.3.2024

ODOTTAA  
HYVÄKSYMISTÄ

- An electronically signed contract is signed in Oima
- A request to sign a new contract will be sent to your email.
- You can also see agreements awaiting approval on the Oima service homepage.
- Signing is possible by pressing the “Sign” button.
  - Read and review the agreement before signing.

Sopimuksen osapuoli 2/2

✓ Allekirjoita

Odottaa allekirjoitustasi.



Kasarmintie 15, 90130 Oulu

Kaisaniemenkatu 4 A, 00100 Helsinki

## Nurse observation forms in Oima (note! This only applies to certain nurses)

- Observation forms can be filled out in the “Forms” section of the contract.
- Select “New Form” and then the form template you want to use.
- Fill out the form as completely as possible and then press “Send”
- You can edit or delete the form you have filled out until the welfare area has acknowledged it as received.
- You can see the observation forms you have submitted in the form summary.

← [Takaisin](#)

**OSAPUOLET**

**AB** Anka Bibi  
Hoitaja

**AE** Anka Elsa  
Hoidettava

**SOPIMUS**

Yhteenveto

Dokumentit

**Lomakkeet**

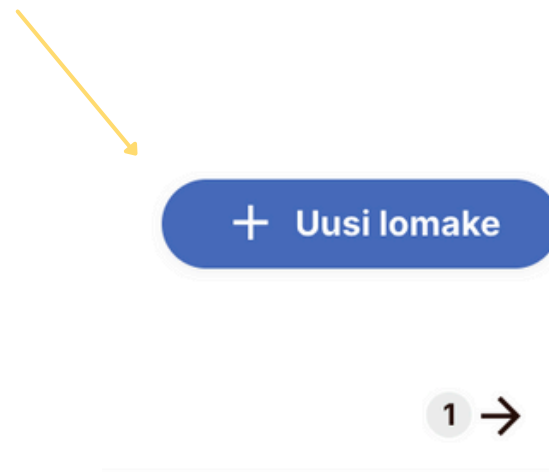
**PALKKIO**

Palkkiomuutokset

Palkkiolaskelmat

**VAPAAT**

Kertyneet vapaat



## Lomakkeet

[+ Uusi lomake](#)

← [Takaisin](#)

### Havainnointilomake 0-6-vuotta

Luotu ^	Lomakkeen täyttäjä	Kirjauksen selite/nimi	Vahvistettu	Tila
<a href="#">30.09.2024 09:3...</a>	Anka Bibi	Lokakuu	-	<b>AVOIN</b>

# Fee calculations

oima Etusivu Sopimukset Palkkiot Raportit

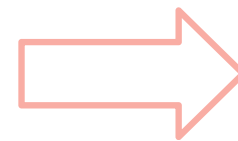
← Takaisin

**Palkkiolaskelmat**

Palkkionmaksu	Hoitojakso	Maksettu palkkio	Toiminnot
01.02.2023	01.12.2022 - 31.12.2022	555,35 €	<a href="#">Palkkiolaskelmaan</a>

In the Oima service, you can conveniently track paid commissions and accrued commission calculations.

- On the service's homepage you can see a summary of the fees paid.
- You can see any potential fee changes and fee calculations behind the assignment agreement.
- On the Commissions tab, you can view commission calculations in more detail.
  - You can use filters to only view the fee calculations for a specific client.



oima Etusivu Sopimukset **Palkkiot** Raportit Lomakkeet

**Palkkiot**

21 / 21 tulosta

20 riviä Sivun 1 / 2

Hoidosta vastaava hyvinvointialue	Hoidettava	Hoitojakso	Palkkion tila	Summa
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# Nurse reports

- On the Reports tab, you can view reports on paid mileage and travel reimbursements.
- You can view paid compensation for any period of time you want.
- You will see the number of paid mileage reimbursements and the total amount.
- Makes it easier to report paid compensation to the tax authorities for tax deductions



## Raportit



### Korvaukset

[Maksetut kilometrikorvaukset](#)

[Maksetut matkakustannusten korvaukset](#)

# **General instructions for entries for a treatment period**

# Treatment period records

- You can access treatment sessions directly from the service's homepage by clicking on the treatment session or assignment agreement.

- You can also access the treatment period from the contract by clicking on the Treatment days button.

The screenshot shows the oima service homepage. At the top, there is a navigation bar with 'oima' logo and links for 'Etusivu', 'Sopimukset', 'Palkkiot', and 'Raportit'. The main header area is blue and contains a greeting 'Iltapäivää Aava!' and a summary of key metrics: 'Toimeksiantosopimukset 7 kpl', 'Palkkioita maksettu 0 kpl', 'Palkkiot brutto 0,00 €', and 'Palkkiot netto 0,00 €'. Below this, there are three main sections: 'Toimeksiantosopimukset' (listing 5 active and 1 ended sessions), 'Huomiota vaativat hoitajaksot' (listing 5 sessions requiring attention), and 'Palkkiot' (showing no payments due). Red arrows point from the text above to the 'Toimeksiantosopimukset' and 'Huomiota vaativat hoitajaksot' sections.

## Toimeksiantosopimus

VOIMASSA Tulosta Hoitopäivät

### OSAPUOLET

Hoidon järjestämisestä vastaava hyvinvointialue OPH Demo 3 935181

Kaisaniemenkatu 4 a  
+358123456789  
oph\_demo\_3.oph@oi

Hoitaja Anikka Aava 010675-

# Hoitopäivät

Toimeksiantosopimukseen

Hoidettava

Ankka Frida - Lyhytaikainen -

[Verokortin tiedot: Perhehoidon-verokortti](#)

Hoitojaksot

01.05. - 31.05.2024	AVOIN
01.06. - 30.06.2024	AVOIN
01.05. - 31.05.2024	AVOIN
01.04. - 30.04.2024	HOITAJA HYVÄKSYNYT
01.03. - 31.03.2024	HYVÄKSYTTY

Tätä hoitojaksoa ei ole vielä vahvistettu.

Vahvista

Hoitojakson toiminnot

### Hoitojakson huomautukset

Kirjoita tähän hoitojaksoon liittyvä huomautus...

Tallenna huomautus

- If the caregiver has multiple assignment agreements/patients, the caregiver can change the treatment days of another patient to be displayed from the Patient menu.

- **The Treatment Episodes menu displays episodes in chronological order.**
  - You can also review previously completed episodes later.
  - You can also make entries for future treatment periods.

- You can confirm a treatment period once you have made all the required entries for the period.

# Treatment period notes

## Hoitojakson huomautukset

Kirjoita tähän hoitojaksoon liittyvä huomautus...

Tallenna huomautus

Hanhi Boris (Hoitaja) - 01.04.2024: Esimerkki kommentti.

 Muokkaa  Poista

- The caregiver/recipient can write a comment for the care period, which will be visible to the employee in the wellness area.
  - The welfare area employee acknowledges the comment as processed when the treatment periods are checked before the bonus payment date.
- The caregiver can edit or delete their own comment until it has been acknowledged as read by a welfare area employee.
- A welfare area employee can also write a comment on a caregiver's/recipient's care period.

# Calendar shortcuts

(NOTE! You can also enter treatment days individually by clicking on the day in question, and a menu will open on the right side of the page.)

Hoitojakson lisätoiminnot

Valitse arkipäivät Valitse kaikki Tyhjennä valinnat Monisyöttö

Muokkaa päiviä

Maanantai	Tiistai	Keskiviikko	Torstai	Perjantai	Lauantai	Sunnuntai
52	26	27	28	29	30	31
						1

## Select weekdays

- By clicking here, you can make entries for each weekday at once.
- Then click the Edit Days button

## Select all

- By clicking here, you can make entries for each day of the calendar.
- Then click the Edit Days button

## Clear selections

- If you have selected weekdays or all days as active, clicking Clear selections will remove your recent selections.

## Multifeed

- By clicking here, you can select the desired days from the calendar and make similar entries for them.
- Then click the Edit Days button

## Edit days

- Click here if you have used the calendar shortcut buttons to enter dates into the calendar.

# Making entries in general

1. You can enter different types of days by clicking on the day you want to make an entry for in the calendar.

1. A view will open on the right side where you can select the type of day:

- **Treatment day**
- **Training day**
- **Notice period**
- **Cancelled treatment day**
- **Cancelled day of care (unpaid)**

**Times are not relevant for the fee payment, but you can enter them if you wish.**

1. **You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.**

1. **You can write a comment for the day if you want, but this is not mandatory.**

1. **Remember to press Save and Close!**

**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 02.03.2024 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

**Syötä alku- ja loppuaikojen kellonajat:**

HH : MM → HH : MM ✕

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# Correcting incorrect entries

If you have entered incorrect information in the calendar, you can correct it before approving the treatment period.

1. Click on the relevant day on the calendar and the treatment day information menu will open next to it.
2. Just click the Clear Entries button in the menu.
3. Remember to press Save and Close!

**This function erases all previously recorded items from the selected day in the calendar.**

**The caregiver/recipient can correct the entries they have made until the care period has been reviewed and approved for payment by the welfare area.**

entti DO

## Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 03.06.2023 Seuraava päivä →

**×** Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

| : | → | : | ×

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Ei kulukorvausta

Kommentti (ei pakollinen)

23

Tallenna ja sulje

Tallenna ja seuraava

# Mileage reimbursements for additional activities during the treatment period

Hoitojakson lisätoiminnot

Muokkaa päiviä

Lauantai	Sunnuntai
30	1 2

- Above the calendar is a button Additional care period functions
- Here you can enter mileage reimbursements for the treatment period and other reimbursements and notes that affect the treatment period's premium.

**Uuden lisäkorvauksen tiedot** ✕

\* Tyyppi

Ei mitään  
Matkakustannusten korvaus: Euroina

Matkakustannusten korvaus: Kilometrikorvaus

## Muokataan lisäkorvausta

\* Tyyppi

Matkakustannusten korvaus: Kilometrikorvaus

Ajon alkamis- ja päättymispäivä

\* Alkaa

1.11.2023

\* Loppuu

1.11.2023

\* Kilometrien määrä (km)

10

\* Kilometrikorvaus (€/km)

0,53

Valitse ajon syy

Asiakkaan kuljetus

\* Kuvaus

Asiakkaan kuljetus paikkaan x.

Reitti

Uusikatu 1 - Isokatu 16, Oulu

Matkan tarkoitus

Asiakkaan kuljetus paikkaan x.

Sulje

Tallenna

# Kilometer reimbursements and additional reimbursements for the treatment period view

The following information must be entered for mileage reimbursement:

- Type
  - "Travel Expense Reimbursement: Kilometre Reimbursement"
- Start and end date of the ride
- Number of kilometers (km)
- **€/km according to agreement!**
- **Select the reason for the trip:**
  - **Client transportation or caregiver's own driving**
- **Description**
  - **Describe the purpose of the trip**
- **Route**
- **Purpose of the trip**

**Remember to press Save!**

**You will then see the mileage reimbursements you entered above the treatment period calendar in the Additional reimbursements table, where you can edit or delete entries.**

**You can also report the completed ride for the next treatment period, just select the time the ride will take place.**

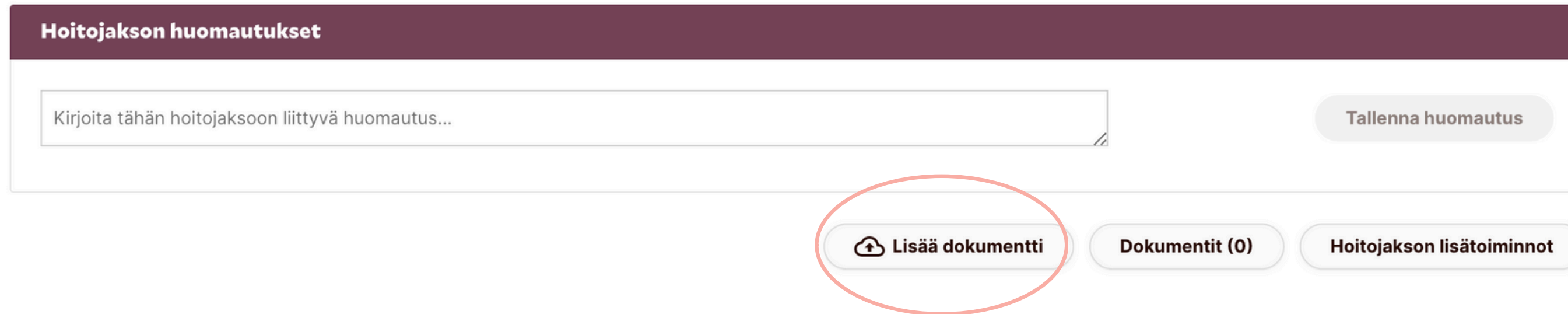
## Lisäkorvaukset

Nimi	Selite	Määrä	à-hinta	Summa	
Matkakustannusten korvaus: Kilometrikorvaus	Asiakkaan kuljetus paikkaan x. 01.11.2023 - 01.11.2023 ?	10,00 km	0,53 €	5,30 €	<a href="#">X Poista</a> <a href="#">Muokkaa</a>

Lisännyt Anka Aava (TT), 04.01.2024

# Adding a receipt to a treatment session

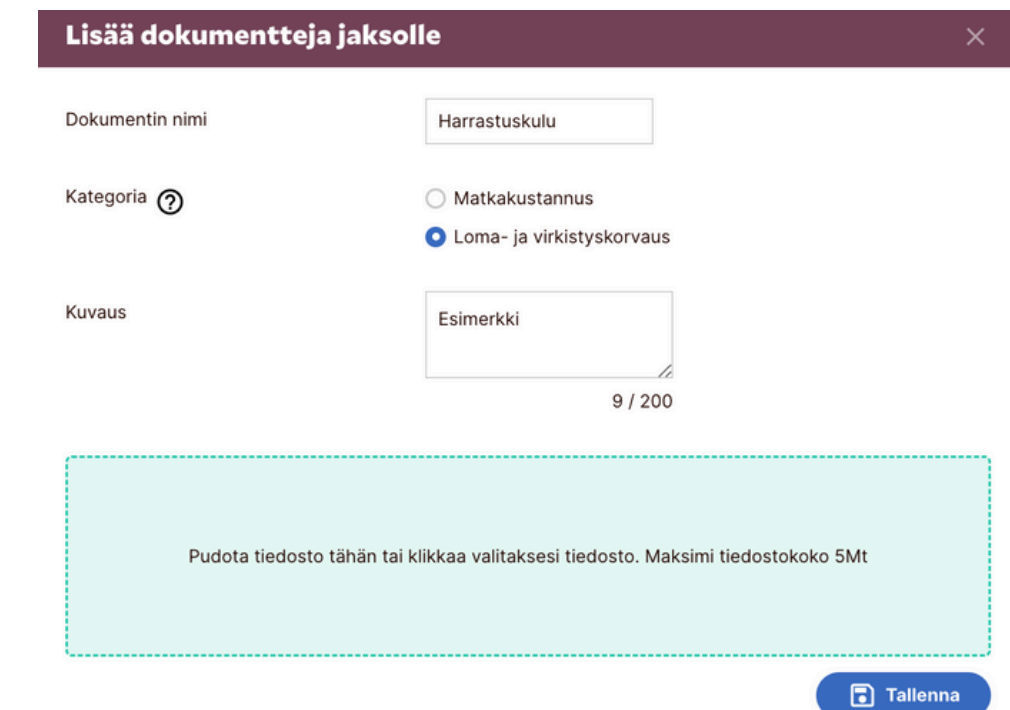
1. You can add discretionary expense reimbursement receipts from the treatment days view under “Add Document.”



1. You can then enter more detailed information about the receipt, select the appropriate category, and add an image (jpeg) or PDF file of the receipt/document.

## 1. Remember to save

1. **The information for the separate compensation application will open automatically. Fill in the information for the information that could not be automatically read from the receipt.**



# Filling out the expense reimbursement application and other forms in Oima

In Oima you can fill out an observation form about the person being treated.

Here are the instructions for making a separate compensation application.

1. Go to the contract
2. Select "Forms" from the right menu
3. Select the form template to use
4. Once you have filled in the information, press the "Submit" button.
5. You can then edit or delete the form you have filled out.

The welfare area confirms the form -> after this, the form is locked and the information in the form can no longer be changed.

Support website instructions:

<https://ophtuki.oima.fi/support/solutions/articles/101000527209-hoitajaan-ohje-lomakkeiden-t%C3%A4ytt%C3%A4miseen>

The screenshot displays the Oima web application interface. At the top, the 'oima' logo is visible, along with navigation links for 'Etusivu', 'Sopimukset', 'Palkkiot', and 'Raportit'. A user profile icon is in the top right corner. The main content area is divided into two sections. On the left, a sidebar menu is open, showing a list of items: 'OSAPUOLET' (Ankka Bibi Hoitaja, Ankka Elsa Hoidettava), 'SOPIMUS' (Yhteenveto, Dokumentit), and 'Lomakkeet' (highlighted with a yellow arrow). The main area on the right is titled 'Valitse lomake' and contains two selection options: 'Havainnointilomake 0-6-vuotta' and 'Havainnointilomake yli 7-vuotta'. Below this, a blue 'Lähetä' button is visible. Further down, the selected form 'Havainnointilomake 0-6-vuotta' is shown in a 'AVOIN' state, with 'Muokkaa' and 'Poista lomake' buttons.

# Confirming the treatment period

The screenshot shows the 'Hoitopäivät' (Treatment Days) interface. At the top, there's a header 'Hoitopäivät' and a sub-header 'Toimeksiantosopimukseen'. Below this, there's a form with fields for 'Hoidettava' (Ankka (sijaisuus) Alfa - Ikäihmiset - omaishoidon tuki), 'Hoitajaksot' (01.07. - 31.07.2022), and a status dropdown (AVOIN). A yellow arrow points to a 'Vahvista' button in the top right corner. A modal dialog box titled 'Vahvista hoitajakso' is open in the center, containing the text: 'Vahvistamalla hoitajakson et voi enää muuttaa jakson kirjauksia. Raportoimasi hoitopäivät on tallennettu automaattisesti ja vahvistamisesta lähtee tieto palkkionmaksajalle.' The dialog has two buttons: 'Peruuta' and 'Vahvista hoitajakso', with the latter circled in red. At the bottom of the interface, there are filters for 'Valitse arkipäivät', 'Valitse kaikki', 'Tyhjennä valinnat', and 'Monisyöttö', along with buttons for 'Tallenna kommentti', 'Hoitajakson lisätoiminnot', and 'Muokkaa päiviä'.

Once the entries are made and your treatment period is complete – You can confirm the treatment period in the top right corner of the page. This notifies the wellbeing-area staff that your treatment period is ready for review.

**Note! If you forget to confirm your treatment period, don't worry, as your treatment period will be checked and confirmed for payment on your behalf.**

**Note: Once you have confirmed a treatment period, only employees in the wellness area can make changes to the period.**

# Customer group-specific instructions

# Customer group-specific instructions for postings

1. Informal caregivers
2. Informal care substitutes
3. Long-term family caregivers
4. Short-term family caregivers and child-specific notes on foster care activities
5. Part-time family caregivers
6. Support family
7. Support person
8. Reception family service days
9. Basic compensation for host family activities
10. Additional guardians
11. mentor
12. Menokaverit
13. Dandelions Peer Support Group Facilitators

# 1. Recording caregiver days off

1. If the substitute caregiver has marked the actual care days in their own calendar, these will automatically appear in the caregiver's calendar.

1. You can also mark holidays yourself by clicking on the day in question in the calendar.

- Select day type: Family care leave

- Choose an arrangement method, e.g.:

- Foster care (These come automatically through entries made by foster parents)
- Other free time
- Rehabilitative day activities
- Service voucher
- 24-hour short-term care in assisted living
- Family care around the clock
- Part-time family care 7-12 hours
- Part-time family care less than 7 hours

1. You can record two different types of interruptions:

- Cancelled treatment day
- Cancelled care day (unpaid) NOTE: this type of day reduces the family care allowance paid to you.

1. Days off are marked as full days according to the starting day. For example, for a period of time off from Friday to Sunday, the nurse marks full days off on the calendar for Friday and Saturday.

1. Remember to press Save and Close at the end!

**HOX! Currently, no free balances have been exported to Oima yet. You can enter your free time in the notes field if you are unable to enter it into your calendar yet.**

### Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 04.10.2025 Seuraava päivä →

× Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Omaishoidon vapaa  
vapaapäiviä jäljellä 3 päivää

**Valitse järjestämistapa**

Sijaisomaishoito

Muu vapaa

Kuntouttava päivätoiminta

Palveluseteli

Ympäri vuorokautinen lyhytaikaishoito palveluasumisessa

**Perhehoito ympäri vuorokautinen**

Perhehoito osavuorokautinen 7-12 h

Perhehoito osavuorokautinen alle 7 h

Omaishoidon vapaa etukäteen  
vapaapäiviä jäljellä 0 päivää

Omaishoidon lisävapaa  
vapaapäiviä jäljellä 0 päivää

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# 1. Caregivers: Transfer of care period entries from substitute caregiver entries to the caregiver calendar

## Caregiver calendar

In Oima, care days marked by substitute caregivers are automatically transferred to the actual caregiver's calendar as a day off for caregiving.

- NOTE! Entries only move from the substitute caregiver's calendar to the actual caregiver's calendar. Entries are not transferred in the opposite direction..
- NOTE! Only the substitute caregiver's entries will be transferred to the actual caregiver's calendar. Family caregivers' entries will not be transferred to the caregiver's calendar at this stage.

The entry will be transferred automatically if no other day types have been previously marked for that day in the actual caregiver's calendar.

- If the caregiver has marked their own days off or something else for the day in question before the substitute's markings, there will be no changes to the actual caregiver's calendar. The substitute's markings will not overlap the actual caregiver's original markings.

Perjantai	Lauantai
31	1
Yht. 24:00	
<i>Automaattinen kirjaus</i>	
Sijaisomaishoito	
Omaishoidon vapaa	
7	8

## 2. Foster carer's records

The substitute caregiver reports the actual care days to Oimaa.

1. You can enter different days by clicking on the day you want to make an entry for in the calendar.

1. A view will open on the right side where you can select the type of day:

### Treatment day

- Treatment day
- Training day
- notice
- Cancelled treatment day
- Cancelled day of care (unpaid)
- Family care leave

1. You can also write a comment about the day, but it is not mandatory.

2. Remember to press Save and Close!

### Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 01.11.2025 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

Syötä alku- ja loppuaikojen kellonajat:

HH : MM → HH : MM ✕

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

### 3. Family caregiver records

1. You can enter different days of family care by clicking on the day you want to make an entry for in the calendar.

2. A view will open on the right side where you can select the type of day:

Treatment day

- Treatment day
- Training day
- notice
- Cancelled treatment day
- Cancelled day of care (unpaid)
- Family care leave
- Family care leave in advance
- Additional family care leave

1. You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.

1. You can also write a comment about the day, but it is not mandatory.

2. Remember to press Save and Close!

**Empty days in a monthly fee assignment agreement are automatically considered as actual treatment days. (That is, it is not necessary to record actual treatment days.)**

Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 06.04.2024 Seuraava päivä →

× Tyhjennä kirjaukset

PÄIVÄN TYYPPI

Hoitopäivä ✓

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa vapaapäiviä jäljellä 6

Perhehoidon vapaa etukäteen vapaapäiviä jäljellä 0

Perhehoidon lisävapaa vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

## 4. Short-term family caregiver records

1. You can enter different types of short-term days by clicking on the day you want to make an entry for in the calendar.

1. A view will open on the right side where you can select the type of day:

- **Treatment day**
- **Training day**
- **notice**
- **Cancelled treatment day**
- **Cancelled day of care (unpaid)**

**The times are not relevant for the fee payment, but you can enter them if you wish.**

1. **You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.**

1. **You can write a comment for the day if you want, but this is not mandatory.**

1. **Remember to press Save and Close!**

**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 02.03.2024 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

**Syötä alku- ja loppuaikojen kellonajat:**

HH : MM → HH : MM ✕

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# Recording days off for short-term family carers (elderly and disability services)

1. You can mark holidays by clicking on the day in question in the calendar.

1. Select Family care leave day as the day type.

2. If you want to halve or eliminate the expense allowance for a day off, you can do so by checking the options:

- Expense reimbursement 50%
- No expense reimbursement

- **Child welfare family caregiver: Days off are contract-specific, so days off must be recorded in each person's calendar.**

- **Family caregiver for the elderly and disabled: Days off are specific to the caregiver and are recorded in the calendar of one person being cared for, from which it is replicated in the calendars of other people being cared for.**

**4. Days off are marked as full days according to the starting day. For example, for a period of time off from Friday to Sunday, the nurse marks full days off on the calendar for Friday and Saturday.**

**1. Remember to press Save and Close at the end!**

**HOX! Currently, no free balances have been exported to Oima yet. You can enter your free time in the notes field if you are unable to enter it into your calendar yet.**

Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 06.04.2024 Seuraava päivä →

Tyhjennä kirjaukset

PÄIVÄN TYYPPI

Hoitopäivä

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa  
vapaapäiviä jäljellä 6

50% kulukorvaus

Perhehoidon vapaa etukäteen  
vapaapäiviä jäljellä 0

Perhehoidon lisävapaa  
vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# 5. Part-time family caregiver records Multiple rewards with the same contract

1. You can enter different types of days by clicking on the day you want to make an entry for in the calendar.

1. Choose the reward allocation according to the length of the treatment day

- part-time 2-4 hours
- part-time 4-7 hours
- part-time 7-12 hours
- part-time over 12 hours

1. A view will open on the right side where you can select the type of day:

- **Treatment day**
- **Training day**
- **Notice period**
- **Cancelled treatment day**
- **Cancelled day of care (unpaid)**

**The times are not relevant for the fee payment, but you can enter them if you wish.**

1. **You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.**

1. **You can write a comment for the day if you want.**

1. **Remember to press Save and Close!**

### Hoitopäivän tiedot

1 päivä valittuna  
← Edellinen päivä 06.09.2025 Seuraava päivä →

**VALITSE PALKKION KOHDISTUS**

Osavuorokautinen 7-12 h

Osavuorokautinen 4-7h

Osavuorokautinen 2-4 h

Osavuorokautinen yli 12 h

**PÄIVÄN TYYPPI**

Hoitopäivä

Syötä alku- ja loppuaikojen kellonajat:

HH : MN → HH : MN X

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa vapaapäiviä jäljellä 0

Perhehoidon vapaa etukäteen vapaapäiviä jäljellä 0

Perhehoidon lisävapaa vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

# 6. Support family records

1. Support families can enter care days by clicking on the day in the calendar for which they want to make an entry.

1. A view will open on the right side where you can select the type of day:

- **Treatment day**
- **Training day**
- **Notice period**
- **Cancelled treatment day**
- **Cancelled day of care (unpaid)**

**The times are not relevant for the fee payment, but you can enter them if you wish.**

**1. You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.**

**1. You can write a comment for the day if you want, but this is not mandatory.**

**1. Remember to press Save and Close!**

**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 02.03.2024 Seuraava päivä →

**PÄIVÄN TYYPPI**

**Syötä alku- ja loppuaikojen kellonajat:**

HH : MM → HH : MM X

50% kulukorvaus

Ei kulukorvausta

# 7. Support person records (support relations)

Support workers record in their calendar the days they have met with the people they support.

1. You can enter different types of short-term days by clicking on the day you want to make an entry for in the calendar.
2. A view will open on the right side where you can select the type of day:
  - **Treatment day (Means appointment)**
  - **Training day**
  - **Notice period**
  - **Cancelled treatment day**
  - **Cancelled day of care (unpaid)**

**1. The fee is a monthly fee and if you do not have any appointments, no fee will be paid.**

**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 06.04.2024 Seuraava päivä →

× Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä ✓

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa  
vapaapäiviä jäljellä 6

Perhehoidon vapaa etukäteen  
vapaapäiviä jäljellä 0

Perhehoidon lisävapaa  
vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# 8. Disability Services Support Person Records

Disability services support staff report appointments by writing the total hours completed and the appointment times in the Treatment Period Notes field.

The welfare area pays the support person's fee and expense reimbursement based on these notifications.

- **More than 10h/month = fee 85€/month + expense allowance 50€/month**
  - **Less than 10h/month = fee €45/month + expense allowance €40/month**
- Remember to press Save note at the end!**

### Hoitojakson huomautukset

Tunnit yhteensä 8 h. Tapaamiset 2.9. klo 12-15 ja 5.9. klo 12-17.

[Tallenna huomautus](#)

[Lisää dokumentti](#) [Dokumentit \(0\)](#) [Hoitojakson lisätoiminnot](#)

Hoitojakso: 01.09. - 30.09.2025 [◀ Edellinen](#) [Seuraava ▶](#)

# 9. Records of host family activities

In foster care, assignment relationships based on both monthly and day-of-care notifications are used.

- Foster care contracts where a child is placed in a family home are recorded in the same way as other short-term family care providers. Earned days off are automatically paid as financial compensation to the caregiver in connection with the fee for each care period.
- Basic compensation contracts are based on a monthly fee and require the caregiver to record days off in their calendar (see next slide).
  - The remuneration basis is a monthly remuneration and empty days in the calendar are always considered actual reserve days.
- **The actual days of on-call contracts are entered into the on-call contract calendar.**

**Remember to always mark the actual treatment days and other compensations so that the correct treatment date for the contract is visible!**

### Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 11.09.2025 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Päivystyspäivä / Hoitopäivä ✓

**Syötä alku- ja loppuaikojen kellonajat:**

HH : MM → HH : MM ✕

50% kulukorvaus

Irtisanomisaika

Päivystys keskeytynyt / Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa  
vapaapäiviä jäljellä 20

Perhehoidon vapaa etukäteen  
vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

# 10. Host family activities - basic compensation and marking of holidays

1. You can mark holidays by clicking on the day in question in the calendar.

1. Select Family care leave day as the day type.

2. If you want to halve or eliminate the expense allowance for a day off, you can do so by checking the options:

- Expense reimbursement 50%
- No expense reimbursement

- **Child welfare family caregiver: Days off are contract-specific, so days off must be recorded in each person's calendar.**
- **Family caregiver for the elderly and disabled: Days off are specific to the caregiver and are recorded in the calendar of one person being cared for, from which it is replicated in the calendars of other people being cared for.**

**4. Days off are marked as full days according to the starting day. For example, for a period of time off from Friday to Sunday, the nurse marks full days off on the calendar for Friday and Saturday.**

1. Remember to press Save and Close at the end!

**HOX! Currently, no free balances have been exported to Oima yet. You can enter your free time in the notes field if you are unable to enter it into your calendar yet.**

**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 06.04.2024 Seuraava päivä →

Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Hoitopäivä

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

**Perhehoidon vapaa** (✓)  
vapaapäiviä jäljellä 6

50% kulukorvaus

Ei kulukorvausta

Perhehoidon vapaa etukäteen  
vapaapäiviä jäljellä 0

Perhehoidon lisävapaa  
vapaapäiviä jäljellä 0

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

# 11. Guardian's records

1. You can enter different days of family care by clicking on the day you want to make an entry for in the calendar.

**Write down the completed days in your calendar.**

2. A view will open on the right side where you can select the type of day:

**Treatment day**

- Treatment day
- Training day
- notice
- Cancelled treatment day
- Cancelled day of care (unpaid)
- Family care leave
- Family care leave in advance
- Additional family care leave

1. You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.

1. You can also write a comment about the day, but it is not mandatory.

2. Remember to press Save and Close!

Hoitopäivän tiedot

1 päivä valittuna

← Edellinen päivä 06.04.2024 Seuraava päivä →

× Tyhjennä kirjaukset

PÄIVÄN TYYPPI

Hoitopäivä

50% kulukorvaus

Koulutuspäivä

Irtisanomisaika

Peruuntunut hoitopäivä

Peruuntunut hoitopäivä (palkaton)

Perhehoidon vapaa  
vapaapäiviä jäljellä 6

Perhehoidon vapaa etukäteen  
vapaapäiviä jäljellä 0

Perhehoidon lisävapaa  
vapaapäiviä jäljellä 0

Ei kulukorvausta

Kommentti (ei pakollinen)

Tallenna ja sulje

Tallenna ja seuraava

# 12. Mentor records

1. You can enter different types of days by clicking on the day you want to make an entry for in the calendar.

1. Select the treatment type qualifier according to the type of treatment day

- 60 min. Mentoring
- 90 min. Mentoring
- 20 min. Telephone consultation

1. A view will open on the right side where you can select the type of day:

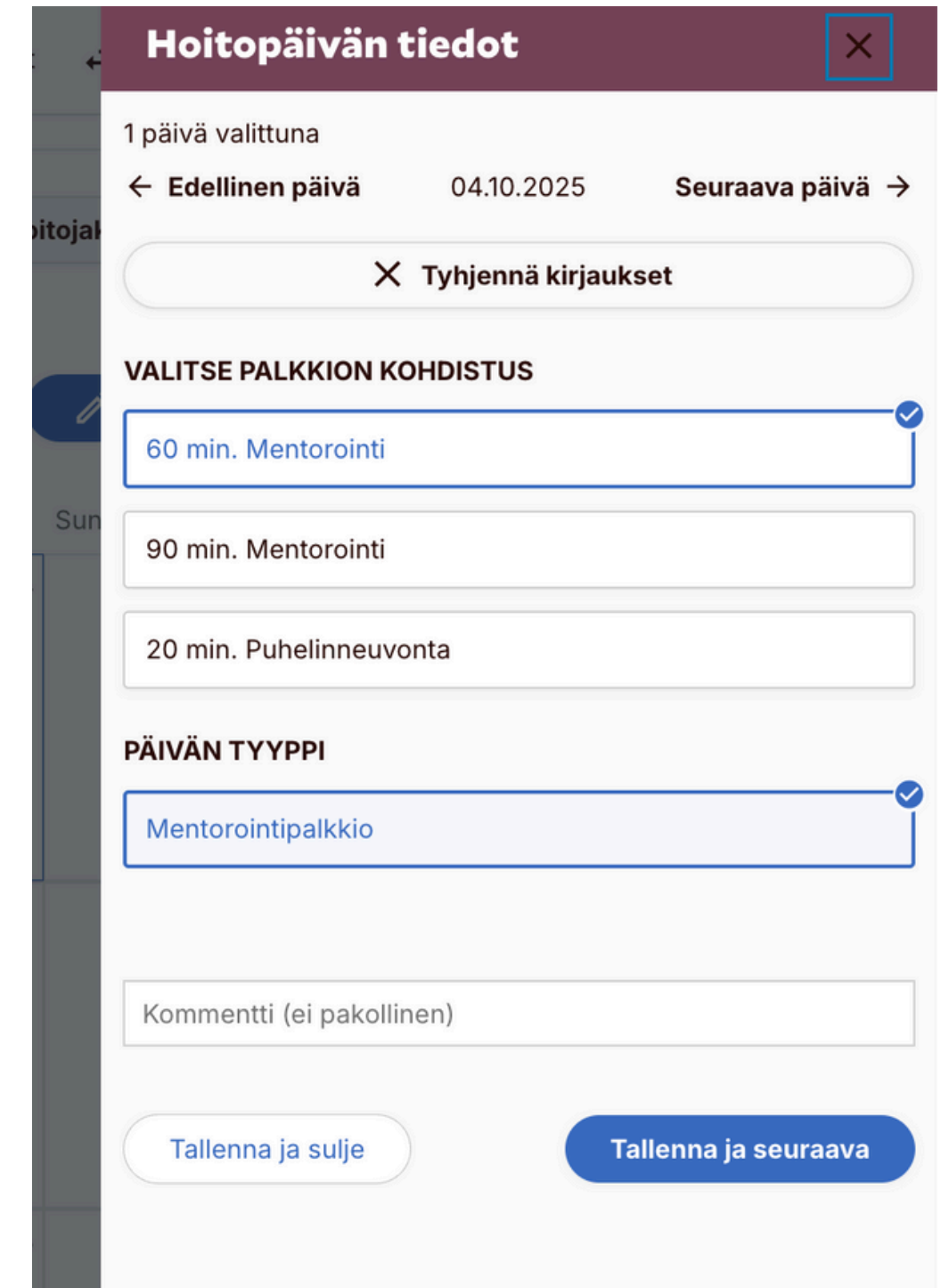
- **Treatment day**
- **Training day**
- **notice**
- **Cancelled treatment day**
- **Cancelled day of care (unpaid)**

**The times are not relevant for the fee payment, but you can enter them if you wish.**

1. **You can also skip the expense reimbursement payment or halve it by checking the skip expense reimbursement or 50% expense reimbursement for that day.**

1. **You can write a comment for the day if you want.**

1. **Remember to press Save and Close!**



**Hoitopäivän tiedot**

1 päivä valittuna

← Edellinen päivä 04.10.2025 Seuraava päivä →

× Tyhjennä kirjaukset

**VALITSE PALKKION KOHDISTUS**

60 min. Mentorointi

90 min. Mentorointi

20 min. Puhelinneuvonta

**PÄIVÄN TYYPPI**

Mentorointipalkkio

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

# 13. Travel companions' entries

1. The travel companion must record the meetings in the calendar.  
**Write down the completed days in your calendar.**
2. A view will open on the right side where you can select the type of day:
  - Meeting
1. You can also write a comment about the meeting, but it is not mandatory.
1. Remember to press Save and Close!

**Hoitopäivän tiedot** ✕

1 päivä valittuna

← Edellinen päivä 12.09.2025 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Tapaaminen ✓

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

# 14. Notes from the facilitator of the Voikukkia peer support group

1. Peer support meetings should be recorded in the meeting calendar.  
**Write down the completed days in your calendar.**

2. A view will open on the right side where you can select the type of day:

- Peer support facilitator fee

1. You can also write a comment about the meeting, but it is not mandatory.

1. Remember to press Save and Close!

## Hoitopäivän tiedot ✕

1 päivä valittuna

← Edellinen päivä 05.09.2025 Seuraava päivä →

✕ Tyhjennä kirjaukset

**PÄIVÄN TYYPPI**

Vertaistukiohjaajan palkkio ✓

Kommentti (ei pakollinen)

Tallenna ja sulje Tallenna ja seuraava

# **Fee payment date and checklist for entries**

# Fee payment date and care period entries

## Payment

- The fee is always paid on the 15th of the month following the care period.
- The first payment from Oima will be on November 14th – this will cover the fee for the care period in October.

## Entries

- Care period entries must be completed by the end of the 3rd day of the month that follows the care period. You may also enter records in real time before the deadline. Records for the current month can be submitted as long as the care period is still open.

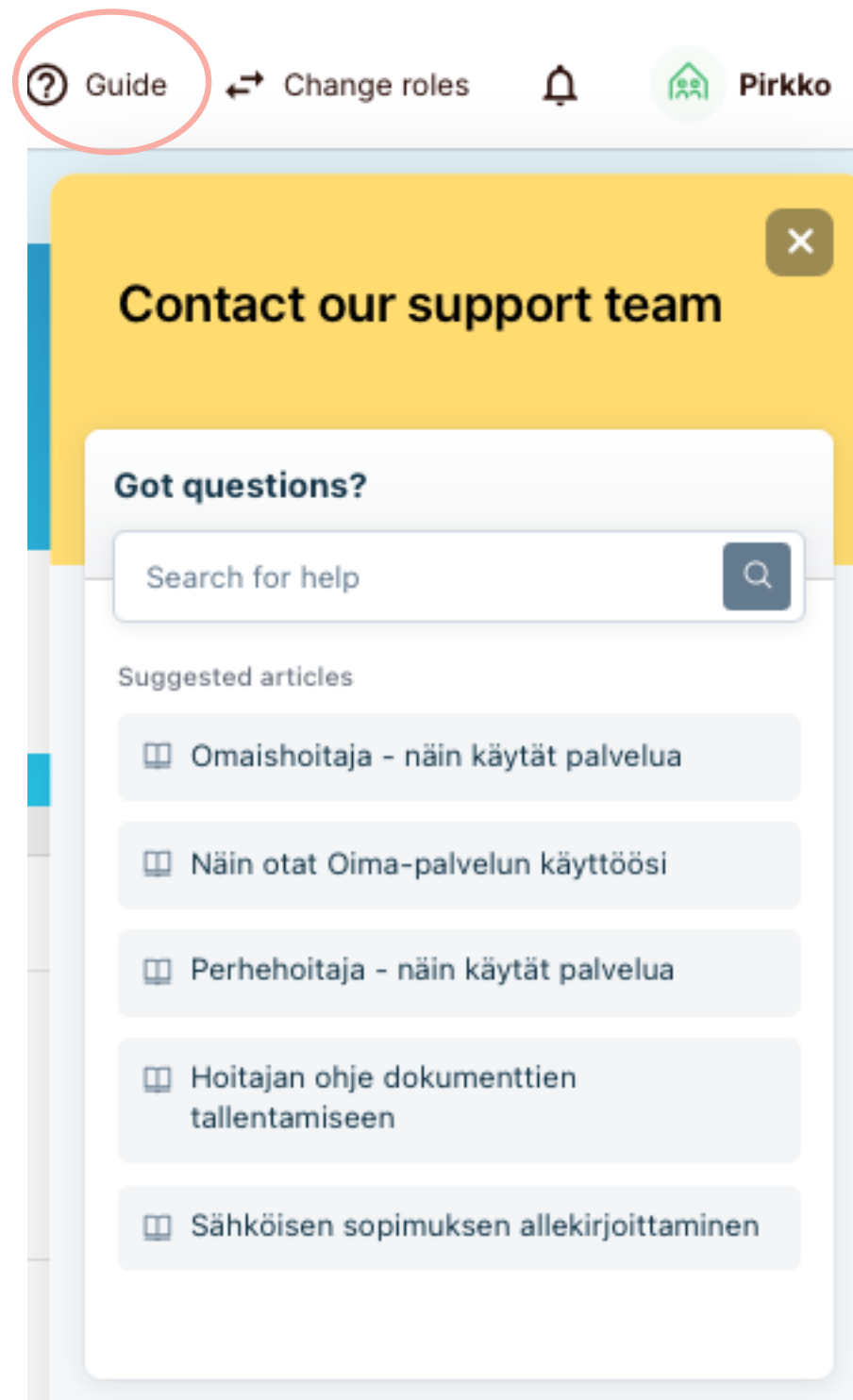
Always follow the Wellbeing Service Countie's guidelines when making entries.

# Customer group-specific quick instructions for postings, what to post

1. Informal Caregivers: Vacations days and other breaks in the caregiving. (if desired)
2. Substitutes for informal caregivers: Complete days of substitute care completed
3. Long-term family caregivers: Days off, breaks, mileage reimbursements, start-up and separately reimbursed receipts
4. Short-term family caregivers and child-specific entries for reception family activities: Completed care days, mileage reimbursements, start-up and separately reimbursed receipts
5. Part-time family caregivers: Actual care days, mileage reimbursements, start-up and separately reimbursed receipts
6. Support families: Actual care days, mileage reimbursements, separately reimbursed receipts
7. Support personnel in support relations: Actual treatment days and mileage reimbursements, separately reimbursed receipts
8. Disability services support staff: Completed appointments in the treatment period notes field. State the actual hours and dates here.
9. On-call days for foster care activities: Actual on-call days
10. Basic compensation for host family activities: Days off taken
11. Accompanying caregivers: Actual care days, separately reimbursed receipts
12. Mentors: Completed mentoring meetings
13. Transportation support person: Completed meetings
14. Voikukkia Peer Support Group Facilitators: Completed meetings

# Other instructions for Oima

# Instructions in the service



When you are logged in to the service, you will find instructions for using the service behind the question mark in the top right corner.

You can easily view instructions with pictures for help with, for example, making entries.

- Click on the family caregiver section - this is how you use the service

You can select a topic or browse the instructions freely.

Support website

You can also read the instructions without logging in to Oima at [ophtuki.oima.fi](https://ophtuki.oima.fi).

- Click on Solutions -> Click on Family or Informal Caregivers

## Perhehoitaja - näin käytät palvelua [↗](#)

Perhehoitajan ohje palvelun käyttöön sekä hoito- ja vapaapäivien raportointiin

### SISÄLTÖ

- [Näin pääset raportoimaan](#)
- [Hoitopäivien raportointi](#)
  - [Hoitopäivä](#)
  - [Monisyöttö](#)
  - [Koulutuspäivä](#)
  - [Irtisanomisaika](#)
  - [Peruuntunut hoitopäivä ja palkaton peruuntunut hoitopäivä](#)
  - [Perhehoidon vapaat](#)
  - [Vapaiden käyttö](#)
  - [Kuljetukset](#)
  - [Matkakustannusten korvaukset](#)
    - [Matkakustannusten korvaus: Kilometrikorvaus](#)

# Contact information for the welfare area & Oima helpline

Oima's helpline serves caregivers and compensation receivers

- Mon-Fri **1.10.-31.12.2025 12-15**
- **Tel. 050 952 0192**

Oima's helpline helps with questions related to using Oima.

If you have any issues related to your contract, please contact your employee or social worker directly in the welfare area.

You can find Oima user training videos and written instructions on the Vantaa and Kerava websites:

<https://vakehyva.fi/en/oima>

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**oima**