



Electronic Visit Verification (EVV)
Introduction Guide
For Personal Choice Participants





Dear Personal Choice Participant:

The Center for Medicaid Services (CMS) in conjunction with the State of Rhode Island is requiring individuals in Rhode Island who receive services paid for by Medicaid to use an additional payroll reporting component called “Electronic Visit Verification”, also known as EVV. This EVV system, is designed to ensure that you are receiving the services that are listed in your spending plan and monitor for fraud, waste, and abuse. This is a mandated Federal policy.

In addition to a traditional paper time sheet, the Fogarty Center will require additional payroll approval through EVV. You as the employer and the people working for you both need to use the EVV system to send in electronically the hours worked daily. Failure to use the EVV system will result in a delay and/or denial of payroll compensation.

The State of Rhode Island, EOHHS has contracted with SANDATA for all visit verification data collection. The Fiscal Intermediary (FI) will receive electronic documentation on all visits submitted and use this information to pay employees.

The Fogarty Center will be assisting you and your employee(s) with the system by providing you with training available online and handouts.

Please review the information provided to you in this introduction guide and if you have any questions, please contact your assigned Service Advisor or Administrator, at The Fogarty Center.

For additional information visit:

www.fogartycenter.org

www.medicaid.gov

www.sandata.com

TERMS used in this Introduction Guide

EVV

- Electronic Visit Verification

EMPLOYEE

- The person who is providing the care.
- The Employee is the one who Clocks **IN** and **OUT** using the Sandata Mobile Connect App or the Employer/Clients landline telephone.

EMPLOYER

- The person who is receiving the care (**also known as the client**).
- The Employer will also use the EVV site to edit and approve visits.

REPRESENTATIVE

- A person that you the Employer have assigned to assist you if you are unable to do so.
- The Representative will use the EVV site to edit and approve visits on your behalf.

FISCAL INTERMEDIARY (FI)

- This is The Fogarty Center d/b/a Options
- The Agency that completes payroll services for the client.

SANDATA MOBILE CONNECT (SMC)

- This is the application (app) used for EVV

Are you prepared for EVV? Understanding Electronic Visit Verification



What is EVV ~

Electronic Visit Verification (EVV) is a method used to prove that both the Employer & Employee are at the same place at the same time.

EVV is in place to gather the following information:

1. Type of Service Performed
2. Individual Receiving the Service
3. Date of the Service
4. Location of the Service Delivery
5. Individual Providing the Service
6. Time the Service Begins & Ends

EVV verifies visit information through a mobile app or a toll-free telephone number. This verification only needs to happen when the Employee **starts** each shift and **ends** each shift.

How it Works

1. The Employee arrives at the Employer's home.



2. The Employee opens the SMC App and/or uses the telephone to Clock IN.



3. When the Employee is done with their visit, they then open the SMC App and/or use the telephone to Clock OUT. The Employer or Representative will view and confirm the visit and sign or use voice recording to finalize the visit.

DONE!

There are 3 Ways Clock IN & OUT

The employee can choose the option that works best for them.

1. Sandata Mobile Connect (SMC) App (RECOMMENDED)

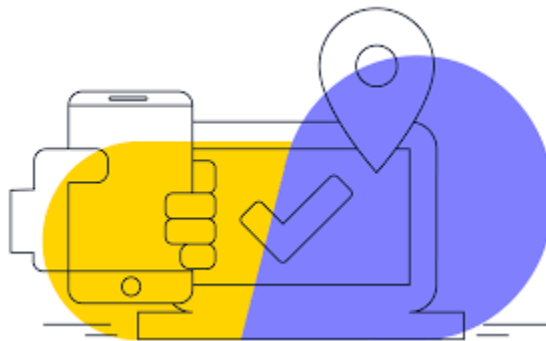
- This is the preferred method and easiest to use.
- The employee can download the SMC app to their smartphone or tablet and use it to record details about the services they provided during a visit.

2. Telephonic Visit Verification (TVV)

- Employee must call in using a touch tone phone that is registered to the employer (client).

3. Fixed Visit Verification (FVV)

- Device installed at the Employer's home. You will need to use this device and have use of a phone to complete.



All guides on the above methods can be found @ www.fogartycenter.org or contact your assigned Administrator at the Fogarty Center for a copy.

Frequently Asked Questions

What if the Employer and/or Employee does not want to comply?

This is a federal mandate. The FI cannot bill the federal government for services received, therefore, the FI cannot pay the employee. If an employer/employee continues to not comply, your services will be terminated. There is not a “grace” period for compliance once implemented.

Does an employee who lives with employer need to complete EVV?

*No, if the employee lives in the same house/apartment building as the employer, s/he does not need to complete EVV. **However**, if the employer hires another employee, who **does not live in the house/building**, that individual will need to complete EVV.*

Does Employer/Employee still need to complete paper time sheets?

Yes, paper time sheets will still need to be submitted bi-weekly. This will assist OPTIONS with verifying all EVV.

What if I have a Representative?

The Representative will need to verify all visits instead of the Employer.

What about my privacy?

EVV systems are designed to protect your privacy. The information about where you are should not be shared with anyone except the FI agency who processes the data.

Are there different languages?

Currently, you can choose from English, Spanish, and Portuguese on SANDATA App.