

## **New CDS Employer Electronic Visit Verification Employer & Employee Training**

On January 1, 2020 the Health and Human Services Commission (HHSC) implemented Electronic Visit Verification (EVV). EVV is the electronic precise recording of time worked by the employee. With EVV all CDS Employers, their Designated Representatives (if applicable) and all Employees must be trained on EVV *before* the start date of the transfer or waiver.

### **CDS Employers & Designated Representative Training**

The *Initial EVV Policy Training for CDS Employers* is for:

- CDS employers and Designated Representatives (DRs) who have not yet taken EVV policy training; or
- CDS employers/DRs who would like an EVV policy training refresher.

Steps to take the EVV training from the HHSC Learning Portal:

1. Go to: [learningportal.dfps.state.tx.us](http://learningportal.dfps.state.tx.us)
2. Choose LOGIN, located at the top right of your screen
3. You will need to create an account, click on: CREATE NEW ACCOUNT
4. Enter the requested information
5. Once you create the account, you can then log into the Learning Portal.
6. After you log in, choose "Health and Human Services Commission Courses"
7. Choose "Electronic Visit Verification Training"
8. Choose "Initial EVV Policy Training For CDS Employers"
9. Click on "ENROLL ME"

To receive credit for this EVV policy training and obtain your certificate of completion, please complete each of the three steps below.

- Step 1: Complete the Form 1722 Survey; then review the Main Presentation (the training course).
- Step 2: Confirm your understanding of the training and click the checkbox.
- Step 3: Complete and submit the course evaluation.

After you submit the course evaluation, you will be taken to the Certificate page. and a button will display titled "Get Certificate." Click the button to access your certificate of completion. You can save it or print it for your records.

Print this document and email it to: [Cheryl.harris@imagine-enterprises.org](mailto:Cheryl.harris@imagine-enterprises.org) OR fax 866-672-6062

By taking this course, you will learn the following:

- a. What is EVV
- b. What is the 21<sup>st</sup> Century CURES Act
- c. What waivers are required to use the EVV and for which services
- d. EVV Stakeholders

- e. How EVV works
- f. EVV Visit Transactions
- g. EVV Visit Maintenance
- h. EVV Reason Codes and Required Free Text
- i. EVV Compliance Oversight

CDS Employers: Form 1722 Completion & Submission

Once you complete the HHSC Employer training, complete and submit Form 1722 to:

[Cheryl.harris@imagine-enterprises.org](mailto:Cheryl.harris@imagine-enterprises.org) OR Fax: 866-672-6062

### **CDS Employee Training**

All CDS Employees must take the EVV training before they can begin to clock in/clock out of their shifts worked. This training includes:

- a. How to clock in/clock out of shifts worked electronically
- b. Basic EVV information
- c. How to record non-EVV hours worked
- d. How to complete the paper time sheet

To take the training, there are two options:

- Employer provide the training, document the training on form 1732 with the date completed.
- Take the training provided on our website at [imagineenterprises.org](http://imagineenterprises.org) via the video. To view the video and handouts choose the CDS tab then choose the EVV Training tab. Document the training on Form 1732 with the date completed.

Form 1732 will be used to document the date the training is taken.

Once the training is completed, follow the instructions provided in the training to obtain your credentials for the smart phone app, the order the alternative device, or provide the phone number of the employer landline.