

# Financial Management Services

**Agency with Choice**

Electronic Visit Verification

# Meeting Agenda

- Welcome and Introduction
- What is Electronic Visit Verification (EVV)?
  - Federal Mandate
    - Exemptions
  - AwC and EVV
  - HHAeXchange
- AwC EVV Implementation
  - Clocking In/ Out
  - AwC EVV Roles
- How will EVV effect the Consumer and their staff (SDE)
- Questions, Contacts and Resources

# What is Electronic Visit Verification(EVV)?

- EVV is a web-based system that verifies when supports/ services occur and documents the exact time services begin and end.
- Ensure that Consumers are receiving their supports/ services as authorized.
- Allows SDE (staff) to confirm where the services were delivered.
- Requires electronic clock in/ out method, using a phone call or Geolocation by Smartphone Application.

# The Federal EVV Mandate

- Section 12006 of the Twenty First Century Cures Act and The Centers for Medicare & Medicaid Services (CMS) has mandated that Electronic Visit Verification (EVV) will be required for all Personal Care Services by **January 1, 2021**
- Mandate Requirements:
  - Type of service performed
  - Individual receiving service
  - Date of service
  - Location of service delivery
  - Individual providing service
  - Time service begins and ends

## The Federal EVV Mandate (cont.)

- **ALL** Service Providers will be required to use EVV
- AwC Services Impacted: All Medicaid-funded home-based services
  - Individual Supports
  - Community Based Supports
  - Respite Supports
- EVV Exemptions:
  - SDE Live-In Exemption
  - SDE Providing Virtual Services/ Supports Exemption

# AwC and EVV

- Changes to Service Delivery:
  - Clock-In/Clock-Out of services
  - Tracking service start and end locations
- Information Needed
  - Consumer's home phone number
  - Consumer's home address
  - Anticipated service addresses
  - Worker's cell phone number
  - Worker's home address
  - Preferred EVV Method

# HHAeXchange

- HHAeXchange has been selected as NJ's statewide EVV system
- The Electronic Visit Verification (EVV) system was created and contracted through an organization called HHAexchange, who we have worked very closely with to meet the needs of our organization and consumers. Our team along with HHAexchange have aimed to create materials and resources that we believe will help you navigate through this transition period with ease.
- HHAeXchange Terminology:
  - Caregiver = SDE/ Staff
  - Patient = Consumer
  - Provider = AwC

# AwC Implementation

- Due to technical issues AwC has been delayed in the rollout of EVV
- Soft implementation for 4/5/21
- SDEs will begin clocking in/out by their preferred method
- SDEs will continue to use their current 2-page timesheet and case note submitted by their regular due date
- There will be weekly live zoom EVV trainings throughout the month of April
- A pre-recorded training video and all resources will be located on our website <https://www.financialmanagementservices.org/>



# Timesheet Process Reminder

- When converting to the FFS model there is a case note requirement for Medicaid billing
- The new timesheet is a two-page timesheet
- First page: SDE records the date, time and service code associated with the service provided
- Second page: SDE records the date, individualized activity and service documentation
- Both pages must be completed in fully to be processed
- Timesheets are due weekly by 11:59 pm on Saturday
- Link to instructional video: <https://www.youtube.com/watch?v=GVXcgJxRV30&feature=youtu.be>

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Authorized Weekly Svc Hours

**Weekly TIME SHEET**

17316 Dept # (budget 30000000-000100000)

Emp: MARK JOHNSON Conspr: LESIA LONES

Outcome: 1 Service: 2 Auth Hrs: 5  
06/26/19 - 07/02/19 INDIVIDUALIZED SERVICES

Outcome: 3 Service: 4 Auth Hrs: 2  
08/20/19 - 09/06/20 9900000000000000

Emp # 4333334 Please note In/Out days times:  
Day Start at 12:00 am  
Night 12:00 am  
Day (Out) End Multiple 12:00 am  
Overnight shifts will require two daily entries.

MM/DD/YY	In	Out	Svc	Code

Total Hrs Svc: [ ]

17316

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Second page of timesheet

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**Weekly TIME SHEET**

35130      Dept #            Budget           

Emp: MARK JOHNSON      Contact: LESIA JONES

Emp #                 Out: 1      In: 3  
 +4344444\*      Svc: 2      Individualized Activity (I.A.)      Svc: 4

MM / DD / YY	I.A. Service Delivered	I.A. Service Delivered

35130

I only shall use provided system as reported by HR/Finance       I only shall use provided system as reported by HR/Finance

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_      Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Clocking In & Clocking Out

- Staff will be required to clock-in/clock-out for each service visit
- Clock-In/Out Options:
  - Smartphone Application (or GPS-enabled tablet)
  - Consumer's home phone
- Workers **CANNOT** call-in/out from their own phone

# Clocking-In/Out: Smartphone App

- **Smartphone Application: HHAeXchange**
  - (Free app download; no purchases required)
- Compares SDE's location to the listed address using GPS
- GPS data is not collected at any time other than when you clock-in/clock-out
- [HHAeXchangeDemonstration](#)

## Clocking In/Out: Phone Call

- If using this method, must call-in using the consumer's home phone
- Workers **CANNOT** use their own phone
- *HHAXchangeDemonstration*

# This Weeks EVV Training Schedule

- There will be 4 trainings held this week for families and SDEs please feel free to join us

Click the link below to register.

- Wednesday, March 31<sup>st</sup>, 2021 9:30AM:
  - <https://eastersealsnj.zoom.us/meeting/register/tJAsc-utrDoqHNJUbk7VkSEKeAzG4K1xFiCk>
- Wednesday, March 31<sup>st</sup>, 2021 4PM:
  - <https://eastersealsnj.zoom.us/meeting/register/tJUoce6qqz8jGdUa0J5LiRlh2nz0XSBuHEip>
- Thursday, April 1<sup>st</sup>, 2021 9:30AM:
  - [https://eastersealsnj.zoom.us/meeting/register/tJ0udequqD4qGNKHi4ezbz6N8LIqMN\\_eL-It](https://eastersealsnj.zoom.us/meeting/register/tJ0udequqD4qGNKHi4ezbz6N8LIqMN_eL-It)
- Thursday, April 1<sup>st</sup>, 2021 4PM
  - <https://eastersealsnj.zoom.us/meeting/register/tJUpdOyprj0rGdKm9k7g-uR-zu4dplj7fO5c>

# Who to Contact

If you have a question about:	Contact Name/ Title/Email	Direct Dial	Main # / Ext
Escalated Inquiries and Feedback, Program Development, Service Presentations	Asia Tang Program Director Financial Management Services <a href="mailto:atang@nj.easterseals.com">atang@nj.easterseals.com</a>	732-812-6101 Cell: 732-580-7364	732-257-6662 Ext 324
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Scheduling for Asia Tang & Jocelyn Summers	Patricia Draude Administrative Assistant Financial Management Services to Asia Tang <a href="mailto:pdraude@nj.easterseals.com">pdraude@nj.easterseals.com</a>	732-812-6125	732-257-6662 Ext 222
General Inquiries for SDEs, Consumers, and Support Coordinators, Vendors and External population	Financial Management Services Agency with Choice Customer Service <a href="mailto:AwCcustomerservice@nj.easterseals.com">AwCcustomerservice@nj.easterseals.com</a>	1-800-471-3086	732-257-6662 Ext 581