

## Using Electronic Visit Verification (EVV)

EVV is a way to record the date, time, and place where workers provide services to you. Your workers will check in when they arrive to work and begin their shift and check out when they have finished providing a service. For example, the worker might log in to an EVV system from a cell phone at your home to verify that they arrived and are starting a new shift.

The most common devices for EVV are landline phones, cell phones with GPS, tablets, and computers.

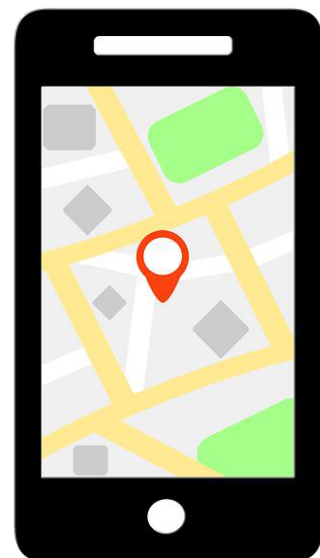
### Why EVV?

Using EVV protects you. This is because EVV helps make sure workers are only paid for time they actually worked. Using EVV means you get the services you are supposed to receive. In some cases, it also makes sure these services are provided in the correct location.

EVV also tracks the hours employees work, which makes record-keeping easier. Because EVV is electronic, there is no risk of losing a paper timesheet.

EVV tracks information each time a worker works a shift, including:

- The worker's name
- The member's name
- The date the service was provided
- The type of service the worker performed
- The location where the worker checked in or out
- The time the service began and ended



## Things to Keep in Mind

Using EVV is a federal requirement for workers who help you around your home and community. Federal law requires that you and your workers receive training on how to use the EVV system. In some cases, choosing not to use EVV can impact your ability to stay enrolled in a self-directed program. EVV may feel new and unfamiliar, but the more you use EVV, the easier it will become.

Make sure you never share your EVV login information with anyone, including your workers. This is an important way to protect yourself from fraud. Also, if your worker is helping you in the community instead of at your home, remember to take your EVV device with you so they can clock in and out.