

# EVV Policy Revisions Effective June 1, 2022

The following format is used for the tables below:

- Above each table is an EVV policy name. The tables list the following information about the policy:
  - The left column lists the name of the subsection found in the EVV Policy Handbook.
  - The right column lists the subsection number and revisions found in the EVV Policy Handbook.

## Schedules

| Policy Subsection Name | Policy Subsection Numbers and Revisions  |
|------------------------|--|
| Schedules              | 4600 <ul style="list-style-type: none"> <li>• Defines a schedule</li> <li>• Describes:               <ul style="list-style-type: none"> <li>○ Program provider and FMSA requirements and responsibilities</li> <li>○ EVV system requirements and functionality with a schedule</li> <li>○ How an EVV visit transaction matches against a schedule</li> <li>○ Visit maintenance reduction features</li> <li>○ Options an EVV PSO may choose from</li> </ul> </li> </ul> |
| Schedule Types         | 4610 – New section <ul style="list-style-type: none"> <li>• Explains when to select the different schedule types (Daily Fixed Schedule, Daily Variable Schedule, Weekly Variable Schedule), including the schedule match criteria.</li> </ul>  |

## Visit Maintenance Reduction Features

| Policy Subsection Name               | Policy Subsection Numbers and Revisions  |
|--------------------------------------|--|
| Visit Maintenance Reduction Features | 8100 <ul style="list-style-type: none"> <li>• Explains how visit maintenance reduction features work with selected schedule types.</li> <li>• Removes information about the 24-hour call matching window.</li> </ul> |

## EVV CDS Employer Policies

| Policy Subsection Name    | Policy Subsection Numbers and Revisions   |
|---------------------------|---|
| EVV CDS Employer Policies | 16000 – New section <ul style="list-style-type: none"> <li>• Explains EVV standards and policy requirements for CDS employers.</li> </ul>   |
| CDS Option Stakeholders   | 16010 – New section <ul style="list-style-type: none"> <li>• Defines and lists responsibilities for the:               <ul style="list-style-type: none"> <li>○ FMSA</li> <li>○ CDS employer</li> <li>○ Designated Representative</li> <li>○ Legally Authorized Representative</li> <li>○ CDS employee</li> <li>○ Member</li> </ul> </li> </ul> |

## EVV CDS Employer Policies – *Cont.*

| Policy Subsection Name                                 | Policy Subsection Numbers and Revisions   |
|--|---|
| <p>CDS Employer Steps Prior to Using an EVV System</p> | <p>16020 – New section</p> <ul style="list-style-type: none"> <li>• Explains the first three steps a CDS employer must take prior to using an EVV system:               <ol style="list-style-type: none"> <li>1. Complete Form 1722, Employer’s Selection for EVV Responsibilities.</li> <li>2. Complete required training.</li> <li>3. Train CDS employees on clock in and clock out methods.</li> </ol> </li> <li>• Explains EVV system access for the CDS employer and CDS employee.</li> <li>• Describes CDS employer responsibilities.</li> <li>• Provides information related to schedules.</li> </ul> |
| <p>CDS Employer(s) Using an EVV System</p>             | <p>16030 – New section</p> <ul style="list-style-type: none"> <li>• Explains required actions for CDS employers:               <ul style="list-style-type: none"> <li>○ Ensure the CDS employee is using the EVV system.</li> <li>○ Complete visit maintenance, if applicable.</li> <li>○ Review and approve time worked after visit maintenance is complete.</li> </ul> </li> <li>• Describes visit maintenance (Options 1, 2 and 3).</li> <li>• Describes approving time worked.</li> </ul>   |
| <p>Failure to Use an EVV System in the CDS Option</p>  | <p>16040 – New section</p> <ul style="list-style-type: none"> <li>• Lists CDS employer responsibilities as it relates to using an EVV system.</li> <li>• Provides information about when an EVV system is not used.</li> </ul>  |

## **EVV CDS Employer Policies – Cont.**

| <b>Policy Subsection Name</b> | <b>Policy Subsection Numbers and Revisions</b>  |
|-------------------------------|---|
| CDS EVV Compliance            | 16050 – New section <ul style="list-style-type: none"><li>• Explains compliance requirements for CDS employers.</li></ul>                 |
| CDS Bonuses and Overtime      | 16060 – New section <ul style="list-style-type: none"><li>• Provides information about bonuses and overtime.</li></ul>                    |
| CDS Complaints                | 16070 – New section <ul style="list-style-type: none"><li>• Provides contact information for CDS employers who have complaints.</li></ul> |

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