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**ENTERPRISES**

# EMPLOYEE EVV TRAINING

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How to Record Non-EVV Services

# HOW TO RECORD EVV & NON-EVV SERVICES

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## Services that are recorded in the AuthentiCare app:

- **Personal Assistant Services (PAS/HAB)**
- **Respite**

## Services that are NOT recorded in the AuthentiCare app:

- **Transportation**
- **Supported Employment**
- **Employment Assistance**

## Recording time when employee is providing ONLY EVV services

- Employee will clock in/clock out of their shift(s) for PAS/HAB and Respite. Remember, if you provide both services during the day, you must clock in and clock out of these shifts separately.
- Employee will check the option located at the bottom of the Form 1745\* to indicate that they did not have any Non-EVV time this payroll.

*\*HHSC is in the draft process of this document.*

## Recording time when employee is providing both EVV & NON-EVV services

- Employee will clock in/clock out at the beginning and end of the PAS/HAB and Respite shift(s). This means the full shift will be recorded in the EVV system.
- Employee will NOT enter their non-EVV time in the AuthentiCare app, alternative device or through the landline. Again, this must be recorded on the HHSC Form 1745 time sheet.
- Payroll Department will deduct the non-EVV time from the shift time imported from AuthentiCare. Employee will be paid the complete imported shift hours as EVV or Non-EVV time.
- If employee has several shifts during the day, (i.e. breakfast shift and dinner shift) employee will clock in/out between shifts.

## **Recording time when employee is providing ONLY NON-EVV services**

- Employee does not need to clock in/clock out of the EVV system.
- Employee will turn in a paper time sheet (Form 1745) with the non-EVV time recorded and log notes.
- Employee will check the option at the bottom of Form 1745 time sheet verifying there are no EVV services this pay period.

# ABOUT TRANSPORTATION

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- Transportation is only time the employee is behind the wheel driving.
- If you are accompanying the client but are not the driver, use the words "escorted" the client, not "drove" the client. Accompanying the client is not transportation but rather a PAS/HAB service.
- You **DO NOT** record transportation for:
  - Supported Employment
  - Employment Assistance
- **IF** transportation is authorized on the IPC, record transportation for PAS/HAB and Respite.

# Will there be more changes?

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- YES!
- HHSC is still determining if they will require a paper time sheet along with the clock in/clock out of shifts. As of now, the answer is YES. However, there is discussion around creating a Service Delivery Log that would be used to provide shift log notes.
- All options are still required to complete a paper time sheet (Form 1745).
  - Payroll will be paid from paper time sheets up until November 28, 2020.
  - As of November 29, 2020 – paper timesheets will still be required along with electronically clocking in and clocking out of your shifts for EVV services.
- The electronic requirements go into effect for Imagine Enterprises CDS clients on November 29, 2020. The practice period (ends November 28, 2020) is important so you become accustomed to the clock in/clock out process.



# PAPER TIME SHEET (Form 1745)

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- These requirements are a result of the Federal 21st Century CURES Act and HHSC policies.
- Your paper time sheet time **MUST** match your clock in/clock outs.
- If you forget, the AuthentiCare app will store this information in the calendar so you can review your clock in/clock outs.
- You should fill in your paper time sheet daily, do not wait until the end of the week to fill it in. Remember, log notes are still required.
- Suggestion: Carry the time sheet or a little notebook with you to jot down the transportation times and destination.



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THANK YOU!

For additional information, please visit:

[imagineenterprises.org/cds/evvtraining](https://imagineenterprises.org/cds/evvtraining)

Or if you have questions, you may email us at:

[cds@imagine-enterprises.org](mailto:cds@imagine-enterprises.org)