



Community HealthChoices (CHC) Participant-Directed Services Program

Learn about EVV and how to submit and approve time worked

Join us for an EVV / Timesheet Training Session
Hosted by Tempus Unlimited, your new Fiscal/Employer Agent

- All CLEs and DCW must attend an Electronic Visit Verification (EVV) training on the timesheet submission and approval process.
- **Sessions will teach you:**
 - How to download and use the **Tempus EVV app** to clock in and clock out.
 - How to use the **Tempus portal** to submit time worked, edit a shift and create a manual entry.
 - How to use the **Tempus phone system** to clock in and clock out.
 - How to approve or reject a shift.
 - How to use the **Tempus portal** to view timesheet and payment information; and
 - How to obtain a user account to access the **Tempus app** and **Tempus portal**.
- Go to next page for calendar of scheduled WebEx Sessions.
- **How to join a call-in/online WebEx EVV Training Session?**
 - **No pre-registration required**
 - **To join by phone**, call 1-408-418-9388 and enter the WebEx Meeting ID listed in the table below for the meeting you want to attend then # for attendee ID.
 - **To join online**, go to <https://tempusunlimited.webex.com/> and enter the WebEx Meeting ID and passcode found in the table below for meeting you want to attend.



EVV Timesheet Submission and Approval Process Online WebEx Sessions:

April 4, 2022 through July 16, 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Every Monday	Every Tuesday	Every Wednesday	Every Thursday	Every Friday	Every Saturday
		CLE & DCW 10:00-11:00 AM	CLE & DCW 10:00-11:00 AM			CLE & DCW 10:00-11:00 AM
	CLE & DCW 2:00-3:00 PM			CLE & DCW 2:00-3:00 PM	CLE & DCW 2:00-3:00 PM	
		CLE & DCW 7:00-8:00 PM*	CLE & DCW 7:00-8:00 PM*			
*American Sign Language (ASL) Interpreter available						



Common Law Employer and Direct Care Worker Online WebEx Sessions Meeting Details and Log-in Information

TUESDAY, WEDNESDAY AND SATURDAY – 10 AM

Common Law Employer and Direct Care Worker EVV Training Session

Time: 10:00 AM – 11:00 AM

Dates: Every Tuesday, Wednesday and Saturday through 7/16/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=mb6dc1008274b90471036aeaa236c6ba3>

WebEx Meeting ID: 2630 103 8816

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: EVV2022

MONDAY, THURSDAY AND FRIDAY – 2 PM

Common Law Employer and Direct Care Worker EVV Training Session

Time: 2:00 PM – 3:00 PM

Dates: Every Monday, Thursday and Friday through 7/15/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=m769eea9d8fb0f686d7093ae4ce2b295c>

WebEx Meeting ID: 2633 992 8490

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: EVV2022



TUESDAY AND WEDNESDAY - 7 PM

Common Law Employer and Direct Care Worker EVV Training Session

Time: 7:00 PM – 8:00 PM

Dates: Every Tuesday and Wednesday through 7/13/2022

WebEx Online Login:

<https://tempusunlimited.webex.com/tempusunlimited/j.php?MTID=mae797290e1eea4af52949f3af8caa209>

WebEx Meeting ID: 2633 401 5587

WebEx Call-In Phone Number: 1-408-418-9388

Passcode: EVV2022

American Sign Language (ASL) Interpreter available on Tuesday & Wednesday.