

Tempus is taking over your Fiscal/Employer Agent Services for CHC Participant-Directed Services.

Direct Care Workers (DCW) must enter and approve time in Tempus' system. The three options are the Evvie App, the Evvie Portal or Interactive Voice Response (IVR) phone-based visit verification. Common Law Employers (CLE) will then need to approve time using either Evvie Portal or IVR. The start date for time entry and/or approval varies by payroll. DCWs on Payroll A should have started entering time on June 5<sup>th</sup>, 2022 and those on Payroll B should have started entering time on June 12<sup>th</sup>, 2022. If DCWs are not yet entering and approving time and should be, this is your opportunity to catch up by learning how to do manual time entries for past shifts.

The CHC-Managed Care Organizations (MCOs) will be holding another round of In-Person Drop-in Sessions. **These sessions are dedicated to Electronic Visit Verification (EVV) set-up and training; other needs are best directed to your service coordinator or the Tempus Call Center.**

At these sessions, we will:

- Help CLEs to find or receive their welcome email and log into their Evvie Portal and/or IVR to approve shifts.
- Help DCWs to find or receive their welcome email, sign up and log into their Evvie Portal and download and use their Evvie App to record shifts.

There will be trainers onsite for in person instruction on how to enter, edit and approve time entries. Anyone that does not have the ability to access the shift entry and approval tools will be able to use the IVR and will receive training on how to do that. This is an opportunity to get help to set up your time entry method and get trained on how to do manual past entries and how to do future entries.

You do not need to set up an appointment. We will serve individuals in the order that they arrive. These sessions are very helpful and we strongly encourage you to go to one of the sessions. Staff from the CHC-MCOs will be on hand to answer your questions. Choose the session closest to you from the chart provided below:

Date	Location	Address	Time
<b>Monday, June 20</b>	Erie	Bayfront Convention Center 1 Sassafras Pier Erie, PA 16507	10:00 a.m. – 6:00 p.m.
<b>Tuesday, June 21</b>	Pittsburgh	UPMC Harbor Gardens 1650 Metropolitan Street Pittsburgh, PA 15233	10:00 a.m. – 6:00 p.m.
<b>Wednesday, June 22</b>	Harrisburg	TEF Office 1500 N. 2 <sup>nd</sup> Street, Suite 16 Harrisburg, PA 17102	10:00 a.m. – 6:00 p.m.
<b>Thursday, June 23</b>	Philadelphia	Liacouras Center 1776 Broad Street Philadelphia, PA 19121	10:00 a.m. – 6:00 p.m.
<b>Friday, June 24</b>	Scranton	Hilton Scranton & Conference Center 100 Adams Drive Scranton, PA	10:00 a.m. – 6:00 p.m.