



Dear Common Law Employer (CLE),

As a CLE for a Participant in the Community HealthChoices program, you are required to have your Direct Care Workers (DCW) submit their time worked by using Electronic Visit Verification (EVV).

DCW's shifts are compliant when they submit time worked in these two ways:

1. Clock in/out at the beginning and end of their shift through the Evvie mobile app from a smart phone or tablet or
2. Clock in/out at the beginning and end of their shift by using the Participant's landline phone.

DCW's shifts are NOT compliant when they submit time worked in these two ways:

1. Create a manual shift or edit a shift in the Evvie portal
 - a. There are limited reasons that a manual or edited shift may be necessary, such as if the DCW forgets to clock in/out, the Participant's landline phone is not working, DCW was unable to connect to the internet, or there was a data entry error. These manual edits should not be a common practice but only on an as needed basis. All manually edited shifts will be reviewed.
2. Clock in/out at the beginning and end of their shift by using a phone that is not the participant's landline phone.

To be compliant with Federal law, all DCWs must use EVV to submit their time worked. **The Pennsylvania Department of Human Services (DHS) requires all DCWs to be EVV compliant for at least 50% of their shifts.** For more information about EVV and how to start using EVV, DCWs can use the resources below.

- Join an EVV online training session. Go to <https://pa.tempusunlimited.org/evv-online-training-schedule-english-asl/> for information
- Review training materials. Go to <https://pa.tempusunlimited.org/training-materials/>
- Contact Tempus's EVV Team at 844-983-6787

If any of your DCWs are not using EVV to submit their time worked, it is very important that they start using EVV so they are compliant. Please share this information with them right away. If all of your DCWs are using EVV, you can disregard this letter.

Sincerely,

Tempus Unlimited, Inc.