

PROVIDER ADVISORY #2021-017 EVV WORKER ROLE IN APD iCONNECT

INFORMATIONAL

EFFECTIVE DATE: SEPTEMBER 30, 2021

In response to provider request for Respite and Personal Supports workers to be able to edit their uploaded Electronic Visit Verification (EVV) activities, the Agency for Persons with Disabilities (APD) has implemented a new role titled “EVV Worker” in APD iConnect. This role allows the EVV Worker to start/end an EVV delivery, start a service log in the EVV mobile site, and upload it to APD iConnect. The worker can then log into APD iConnect and finish the service log using a different device with a larger screen.

This role is now live in APD iConnect. At the next log in, the Personal Supports/ Respite provider will see the EVV Worker role as one of the role options. This role only gives access to the employer’s demographic and EVV Activities tabs.

Screen shots of the process are indicated below:

1. Log into APD iConnect using your credentials, select EVV Worker from the Role drop down menu and then click Go. Then search the provider’s name in the Quick Search bar by typing the name and clicking Go.

The screenshot displays the APD iConnect web application interface. At the top left is the logo. The top right shows a user greeting: "Welcome, [Redacted Name] 3/15/2021 2:40 PM" and a "Sign Out" link. A "Role" dropdown menu is open, showing "EVV Worker" selected, with a red circle and the number "1" next to it. A "GO" button is next to the dropdown, with a red circle and the number "2" next to it. Below the header, there are "File" and "Reports" tabs. A "Quick Search" section contains a text input field with "demo" entered, a dropdown menu set to "Providers", another dropdown menu set to "Provider Name", and a "GO" button with a red circle and the number "4" next to it. A red arrow points from a yellow callout box on the left to the search input field. The callout box contains the text: "Type in at least 3 characters of the provider name." and has a red circle with the number "3" next to it. To the right of the search fields is a link for "ADVANCED SEARCH". Below the search section, the word "PROVIDERS" is centered. At the bottom left, the version number "8.4.4.0" is displayed, and at the bottom right, the word "About" is visible.

2. Select the provider from the list

opd iConnect | Welcome, Shelia Mott 3/15/2021 2:52 PM | Quick Search Result | Sign Out | Role: EVV Worker

File

Quick Search: demo Providers Provider Name GO ADVANCED_SEARCH

PROVIDERS

1 Quick Search Result record(s) returned - now viewing 1 through 1

Provider Name	Provider ID
Demonstration Provider	15443

<< First < Previous Retrieve 15 Records at a time Next > Last >>

3. Then select your name from the list of Worker names from the dropdown menu, then click search. All the uploaded EVV Activities will show on the screen. Select the one you want to edit.

opd iConnect | Demonstration Provider | EVV Activities | Sign Out | Role: EVV Worker

File

Quick Search: Providers Provider Name GO ADVANCED_SEARCH

PROVIDERS

Demonstration Provider (15443)

Providers EVV Activities

Filters: Save Filter No previously saved filter found Search Filter Save As Default Save As Delete

Worker * Equal To 1

Worker 2

Worker, Test

0 record(s) returned

Search Filter: AND X

Search Reset 3

Worker selects their name in the filter and clicks Search.

4. All of the uploaded EVV Activities will show on the table, select the entry you want to edit.



Demonstration Provider
Last Updated by shelia.mott@apdcares.org
at 10/5/2020 11:27:22 AM

EVV Activities | [Sign Out](#)

Role
EVV Worker GO

File

Quick Search

Providers ▼

Provider Name ▼

GO

[ADVANCED SEARCH](#)

PROVIDERS

Demonstration Provider (15443)

Providers
EVV Activities

Filters

Save Filter No previously saved filter found ▼ Search Filter Save As Default Save As Delete

Worker * Equal To ▼ Mott, Shelia ▼ AND ▼ ✕

Worker ▼ +

Search Reset

Now the worker sees all their uploaded EVV Activities. They click on the one they wish to edit.

52 EVV Activities record(s) returned - now viewing 1 through 15

Consumer Name	iConnect ID	Auth ID	Auth Svc ID	Service Code	Service	Start Date ▼	Start Time	End Date	End Time	Worker	Unresolved Violations?	
EVV Consumer,Alyssa	22920	167840	105697	S5130:UC	(4140) Personal Supports	03/09/2021	4:01 PM	03/10/2021	8:07 AM	Shelia, Shelia	Yes	<input type="checkbox"/>
Consumer EVV,Albert	29747	183896	106896	S5130:UC	(4140) Personal Supports	03/09/2021	4:00 PM	03/10/2021	8:09 AM	Shelia, Shelia	Yes	<input type="checkbox"/>
Consumer,Alex EVV	22755	167489	105019	S5130:UC	(4140) Personal Supports	03/09/2021	4:02 PM	03/10/2021	8:11 AM	Shelia, Shelia	Yes	<input type="checkbox"/>
Demonstration,Andy	20113	233848	203697	S5130:UC	(4140) Personal Supports	03/03/2021	10:44 AM	03/03/2021	10:47 AM	Shelia, Shelia	No	<input type="checkbox"/>
Demonstration,Andy	20113	233848	203697	S5130:UC	(4140) Personal Supports	03/03/2021	10:49 AM	03/03/2021	10:57 AM	Shelia, Shelia	Yes	<input type="checkbox"/>
Demonstration,Andy	20113	233848	203697	S5130:UC	(4140) Personal Supports	03/03/2021	11:01 AM	03/03/2021	11:03 AM	Shelia, Shelia	No	<input type="checkbox"/>
EVV Consumer,Jessica	29149	182501	104647	S5130:UC	(4140) Personal Supports	03/03/2021	11:04 AM	03/03/2021	11:06 AM	Shelia, Shelia	Yes	<input type="checkbox"/>
Demonstration,Andy	20113	233848	203697	S5130:UC	(4140) Personal Supports	03/03/2021	2:11 PM	03/03/2021	4:04 PM	Shelia, Shelia	No	<input type="checkbox"/>

5. The service log Note section will be the only field that can be edited with the EVV Worker role.

Activities EVV Details	Stated Delivery Address	
	Address *	Residence Address 7001-Kennel Dr., #001 Miami-Coral Gables FL 33134
	Lat/Long	Lat: 25.744444 Long: -80.316667
	Allowable Difference (feet)	
	Start Location	
	Recorded Lat/Long	Lat: Unavailable, Long: Unavailable
	Address	
	Actual Difference (feet)	
	End Location	
	Recorded Lat/Long	Lat: Unavailable, Long: Unavailable
	Address	
	Actual Difference (feet)	
	Delivery Notes	
	Notes *	<p>The Service Log note field is the only field that can be edited with the EVV Worker role.</p> <p>B <i>I</i> <u>U</u> 10pt A</p> <p>Service provided.</p> <p>9983 characters remaining</p>
Signature	 Unavailable	
Service Delivery Ended Automatically	<input type="checkbox"/>	

6. Click File and Save once you are done editing the Note.

The screenshot displays a software interface with a 'File' menu on the left. The menu is open, showing options: History, Spell Check, Save EVV Details, Save and Close EVV Details (highlighted with a red circle and arrow labeled '2'), Print, and Close EVV Details. The main area shows a form with sections: 'Location' (Recorded Lat/Long, Address, Actual Difference (feet)), 'End Location' (Recorded Lat/Long, Address, Actual Difference (feet)), and 'Delivery Notes'. The 'Notes' field contains text: 'Using the EVV Worker role, the worker can login to APD iConnect and add more detail to the service log, including copying/pasting from forms.' Below the text is a table with one row: 'Assist and train'. A red circle and arrow labeled '1' points to the text area. At the bottom, it says '9585 characters remaining'.