

Recording an EVV Service Delivery (Mobile Site)

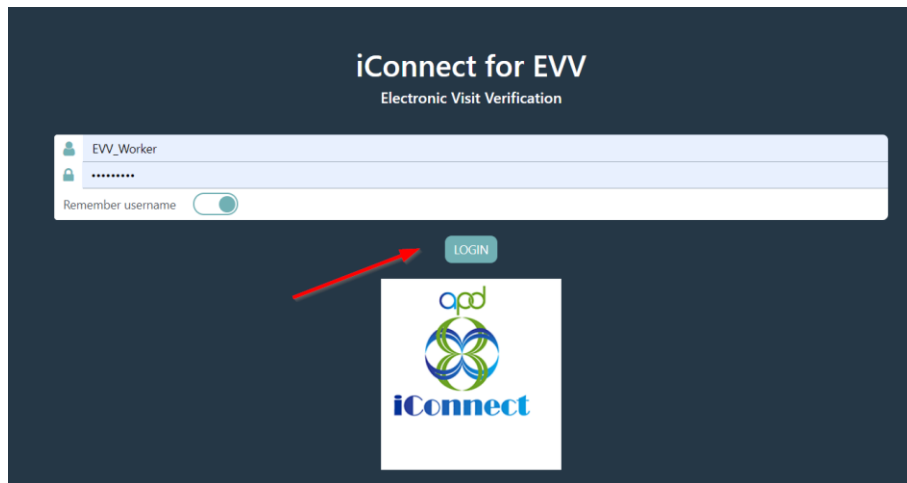
After you have viewed the “How to Use the APD iConnect EVV Mobile Site and Deliver a Service” recorded webinar, follow these steps to create a service delivery.

1. Make sure your device (laptop, tablet, mobile phone, etc.) has internet access (i.e. cellular data or Wi-Fi).
2. Make sure location services / GPS is enabled on your device
3. Using your device browser (Chrome, Foxfire, Safari), login in to the APD iConnect Training EVV mobile site. You can copy and paste to your browser.

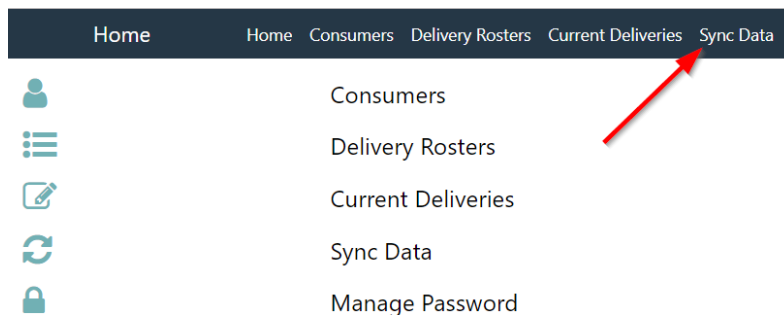
<https://ltssbhtr1.mediware.com/flapd-training-evv/ui/>

Your username is: EVV_Worker

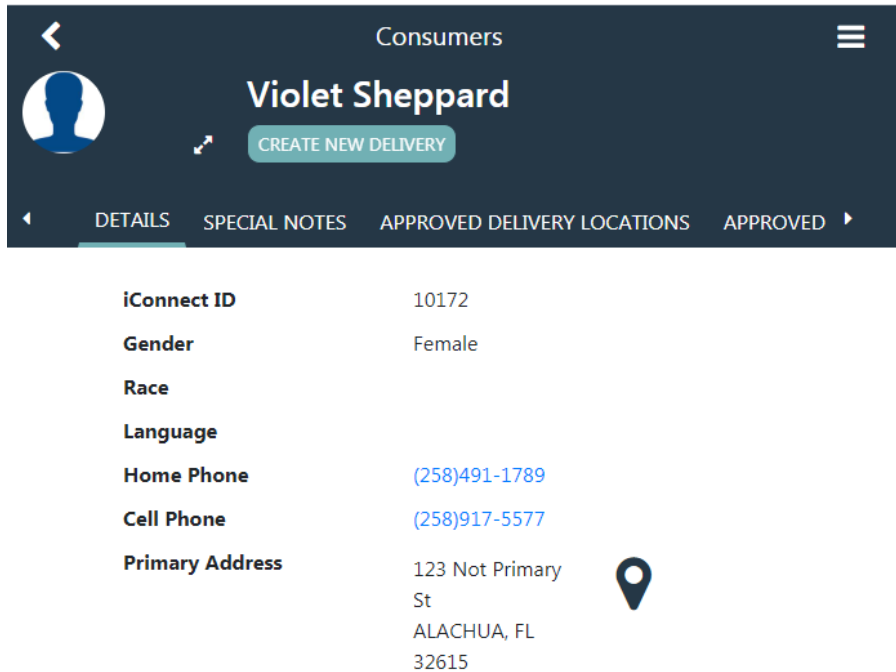
Your password is: Password1



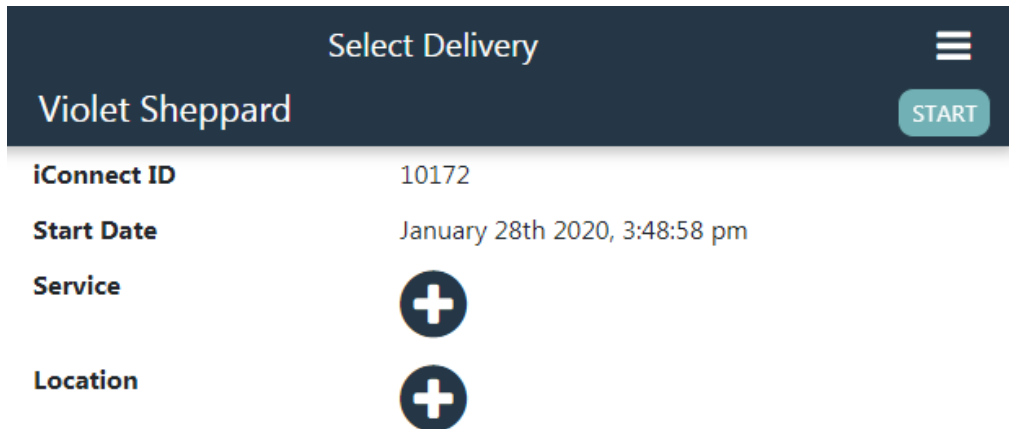
4. Navigate to and click Sync Data in the menu bar.



- Then navigate to Consumers and select “Consumers Assigned to Me.”
- Select a consumer.
- Click Create New Delivery to display the service delivery screen



- Select a consumer to display the service delivery screen. The consumer’s iConnect ID and the start date will auto-populate and cannot be edited.



- Select a service by clicking the + icon. Only the consumer’s approved services will be shown.



Approved Services

(4140) Personal Supports (S5130:UC)

01/07/2020 - 01/31/2020

Total Units: 75

Unit Type: 15 mins

(4140) Personal Supports (S5130:UC)

02/01/2020 - 06/30/2020

Total Units: 453

Unit Type: 15 mins

10. Select the location by clicking the + icon. Only a consumer's approved locations will be shown.



Approved Location



Residence Address (Relation)

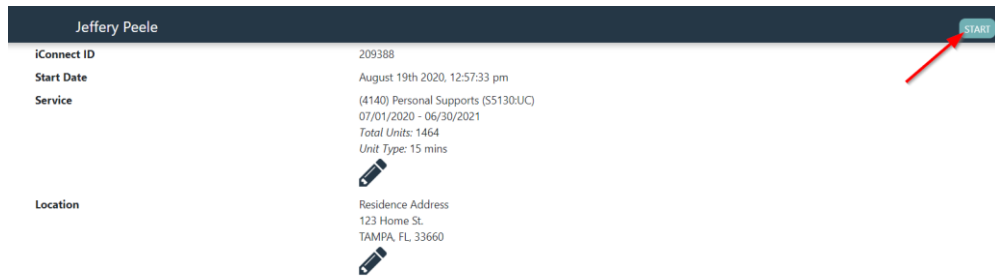
123 Not Primary St

ALACHUA, FL 32615

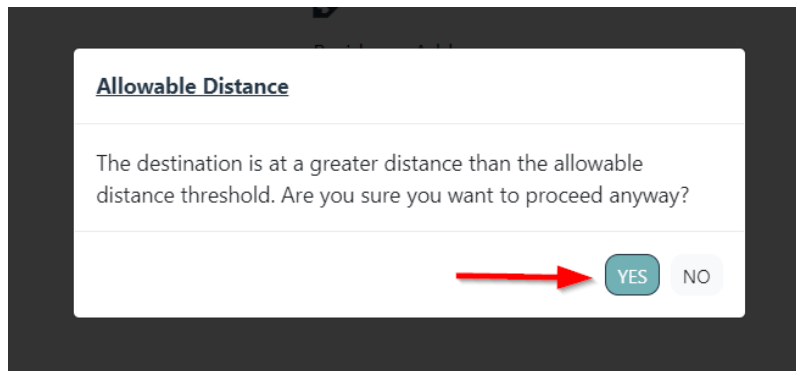


Other Location...

11. Click Start



12. You will receive a message that you are more than the allowable distance from the approved location. This is because this is a training consumer. Click “Yes” on the message window.



13. Select “Home” as the Place of Service



14. Click on the “+” next to Note. In the Note window, type your name and the email that you registered for the webinar with. This is how your completion of the service delivery for training purposes is tracked.

✕ Enter details or notes about the service delivery here. ✓

Type your name and the email that you registered with.

John Doe
Doejohn@email.com

15. Select "Service Log" as the Contact Type for this service.

✕ Select Contact Types ✓

🔍 Search

Annual Report	✓
Daily Attendance Log	✓
Direct	✓
Face to Face Contact With Collateral Source	✓
Face to Face Contact With Consumer	✓
Face to Face Contact With Significant Other	✓
Indirect	✓
Monthly R&B	✓
Monthly Summary	✓
Progress Note	✓
Quarterly Summary	✓
Service Log	✓
Telephone Contact With Consumer	✓
Telephone Contact With Significant Other	✓
Trip Log	✓

16. Click End Delivery

Service Delivery for Jeffery Peele

Home Consumers Delivery Rosters Current Deliveries Sync Data Manage Password Log Out

iConnect ID	209388
Service	(414) Personal Supports Unit Type: 15 mins
Location	Residence Address 123 Home St. TAMPA, FL, 33660
Delivery Start	
Start Date	08/19/2020
Time	1:00 pm
Location	📍

END DELIVERY

17. Click Upload Delivery

Service Delivery for Jeffrey Peele

Home Consumers Delivery Rosters Current Deliveries Sync Data Manage Password Log Out

209388


(4140) Personal Supports
Unit Type: 15 mins

Residence Address
123 Home St.
TAMPA, FL 33660

08/19/2020

1:00 pm

UPLOAD DELIVERY

iConnect ID	209388
Service	(4140) Personal Supports Unit Type: 15 mins
Location	Residence Address 123 Home St. TAMPA, FL 33660
Delivery Start	
Start Date	08/19/2020
Time	1:00 pm
Location	

18. You should receive the delivery uploaded message. You have completed the post-test and can log out of the APD iConnect Training EVV mobile site.

Current Deliveries Home Consumers Delivery Rosters Current Deliveries

There are no saved deliveries currently available.

Selected deliveries have been uploaded.