

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://ltssbhr1.mediware.com/flapd-training-evv/ui/>

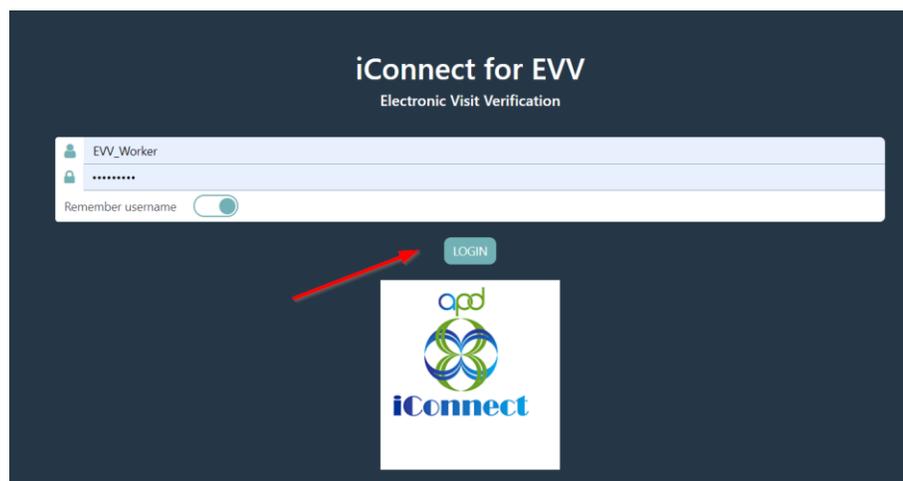
Your username is: EVV_Worker

10/7/2020 UPDATE: Due to high volume use of the training EVV mobile site, additional usernames have been added. If you are unable to login in with EVV_Worker, please try a different username:

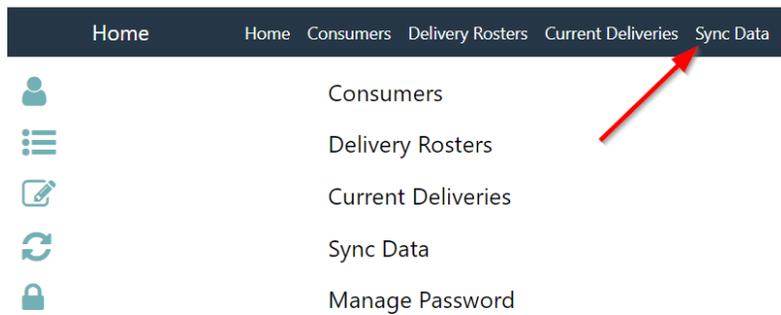
EVV_Worker, EVV_Worker1, EVV_Worker2, EVV_Worker3, and so on through EVV_Worker30

For all usernames the password is: Password1

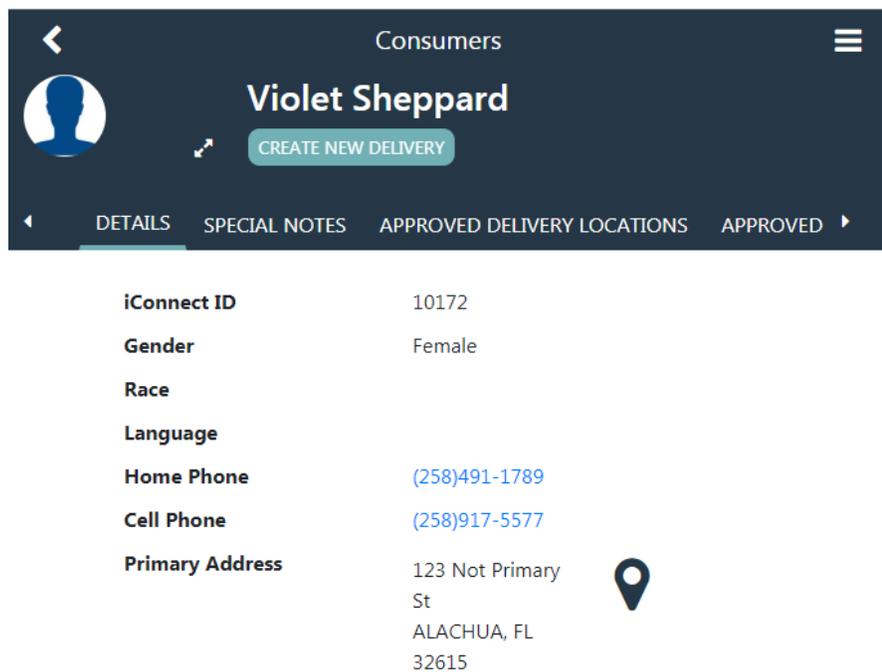
If a Username does not work for you, please use another username and try again. This is due to high volume use of the same username. We apologize for any inconvenience.



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



5. Then navigate to Consumers and select "All Consumers."
6. Select a consumer.
7. Click Create New Delivery to display the service delivery screen



8. 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 Delivery
☰

Violet Sheppard
START

iConnect ID	10172
Start Date	January 28th 2020, 3:48:58 pm
Service	+
Location	+

9. 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...

Enter location name (e.g., Doctor's office)

Enter street address

Enter apartment, unit, or suite #

Enter a city name

Enter a state

Type a zipcode

11. Click Start

Jeffery Peele		START
iConnect ID	209388	
Start Date	August 19th 2020, 12:57:33 pm	
Service	(4140) Personal Supports (S5130:UC) 07/01/2020 - 06/30/2021 Total Units: 1464 Unit Type: 15 mins	
Location	Residence Address 123 Home St. TAMPA, FL 33660	

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.

Allowable Distance

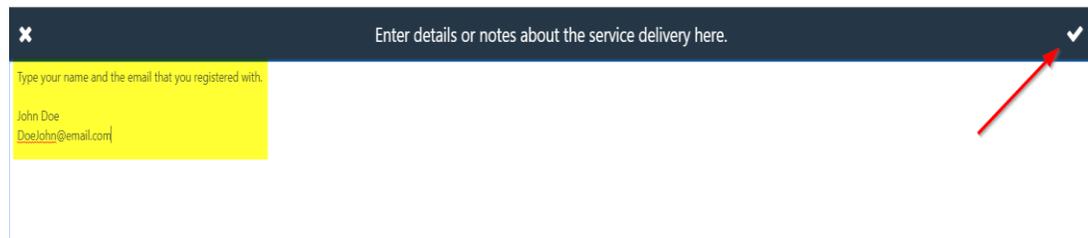
The destination is at a greater distance than the allowable distance threshold. Are you sure you want to proceed anyway?

YES NO

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.



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

Select Contact Types	
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	✓

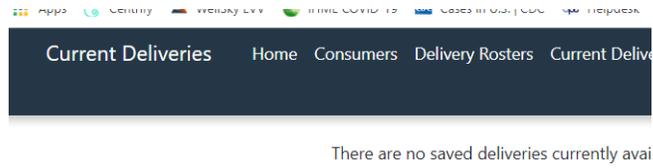
16. Click End Delivery

Service Delivery for Jeffery Peele	
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	

17. Click Upload Delivery

Service Delivery for Jeffery Peele	
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.



Selected deliveries have been uploaded.