REMINDER
EVV Workers must start, end, add the service log note, and upload an EVV delivery from the **same device**.

Workers **cannot** start the delivery on their phone and add the note on their laptop.

Also, make sure your location/GPS tracking is enabled on your mobile device.

Logging into APD iConnect EVV Mobile Site

1. From your mobile device (phone, laptop, tablet) login via the iDaptive User Portal (User Portal (idaptive.app))
2. Click on the iConnect EVV icon

3. This will launch your device's browser and log you directly into the APD iConnect EVV mobile site
    a. Do not be alarmed if it takes a few minutes and all you see is a white screen. iDaptive and the EVV mobile site are "talking to each other."
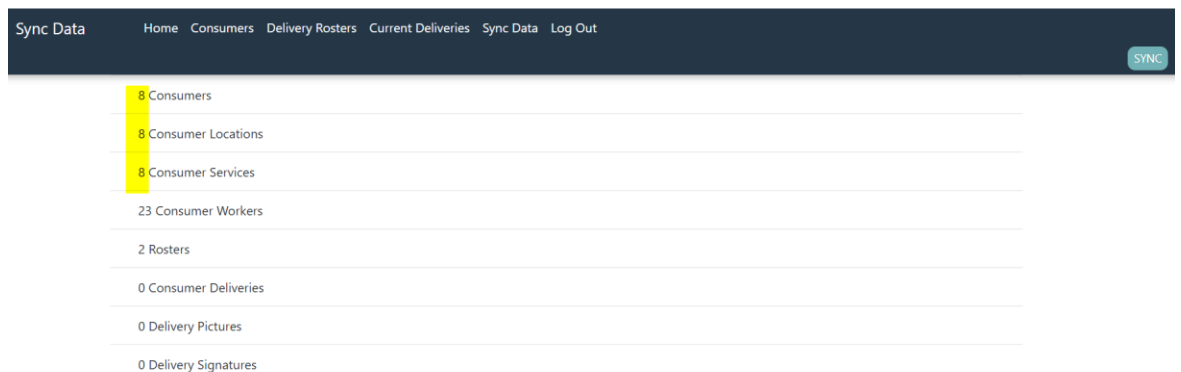
Sync Data

1. It is required that you have internet connectivity to sync data between APD iConnect and the APD iConnect EVV mobile site.
2. Navigate to and click Sync Data in the menu bar.
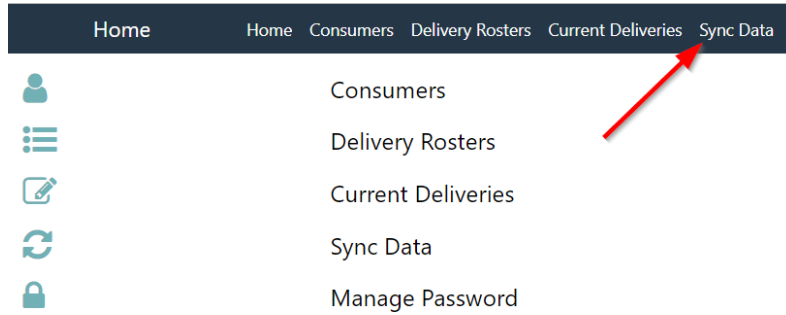
3. On the Sync Data screen, click on the Sync Data button
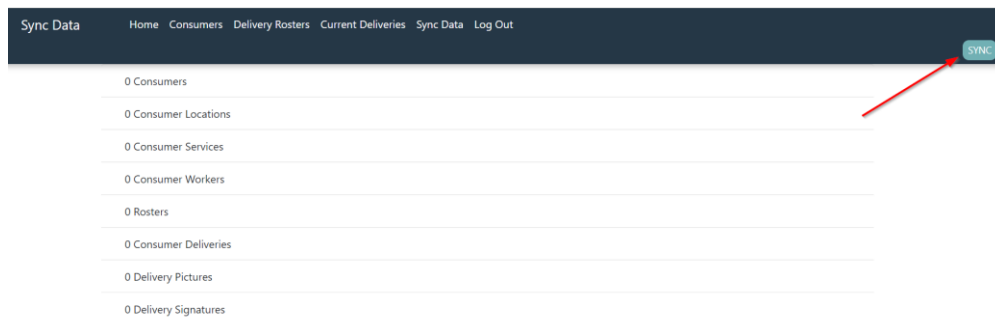
4. This will refresh and show how many consumers have been assigned to you as the EVV Worker.

Starting an EVV Service Delivery

These steps are to be completed when you are with the consumer and starting to provide the service. This is the "clocking in" process.
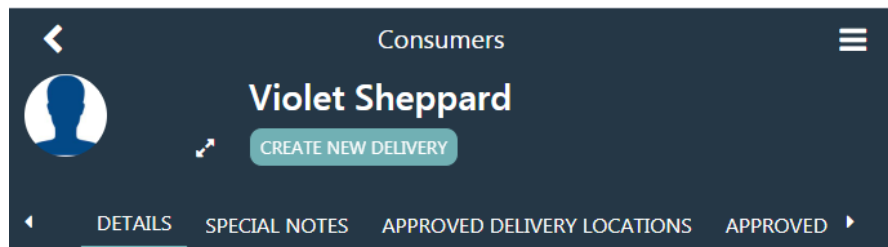
1. Then navigate to Consumers and select "All Consumers."

2. Select a consumer.

   NOTE: if you are providing services at a 1:2 or 1:3 ratio, all consumers must have the same ratio on their authorization. APD iConnect EVV mobile site will not allow you to create more than 1 delivery at a time if the ratio on the authorization is 1:1.

   Agency owners/solo providers immediately contact the WSC for the consumer(s) and request a correction.

   Until the correction is made, the EVV worker should start the delivery for one consumer and record the delivery for the other consumer(s) on paper. The Agency owner/solo provider will have to manually add the other delivery in APD iConnect.
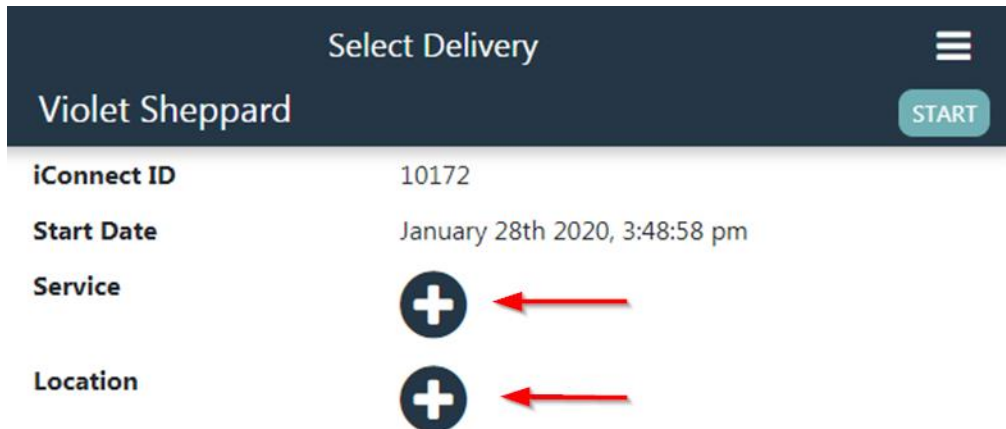
3. Click Create New Delivery to display the service delivery screen

4. 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.
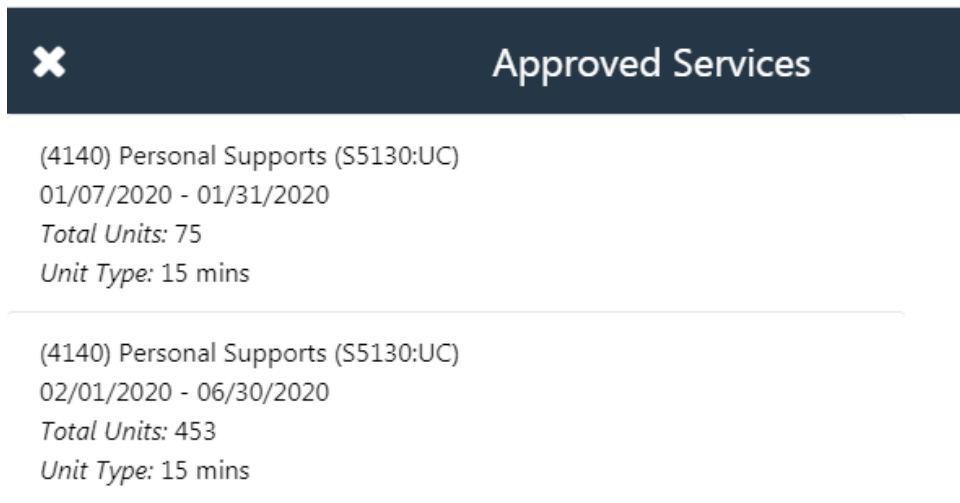

5. Select a service by clicking the + icon. Only the consumer's approved services will be shown.

6. 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...

Either click on an approved location listed, or manually enter the alternate location where the service is beginning.

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

7. 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 |

8. You may receive a message asking permission to share your location. Choose Yes or Allow, whichever option your device shows.

   a. This is **required**.
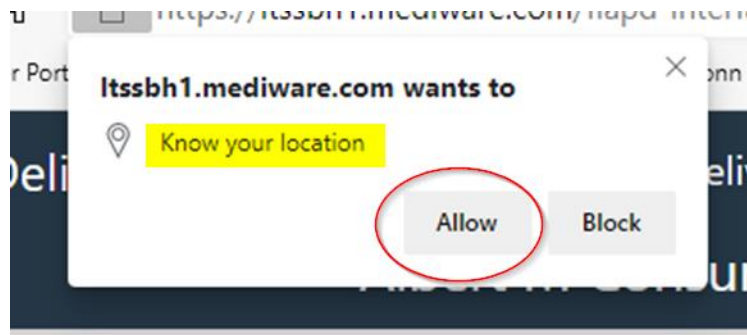
9. You might also receive a message that you are more than the allowable distance from the approved location. This may be due to how Google Maps is measuring your location at that time. In other word, GPS may show you at a location different from the address where you are. You will **always** click "Yes" on the message window.
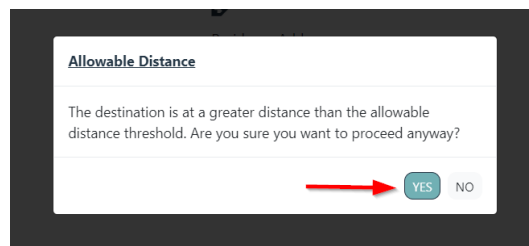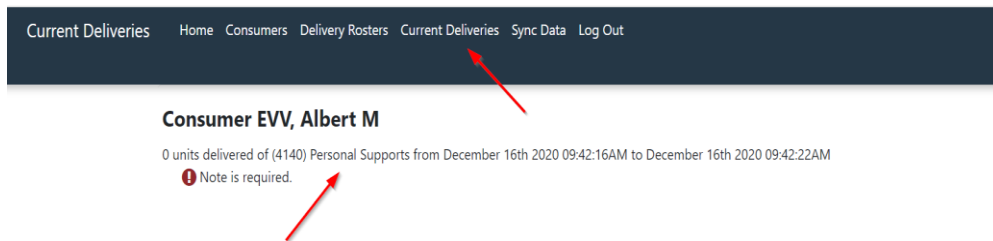

10. Repeat steps 1 – 9 if providing the service at a 1:2 or 1:3 ratio.

11. You can now put your device away and proceed with delivering the service. There is no need to refer to the device again until it is time to end the service delivery.

   a. If you are taking the consumer out in the community, you do not need to add any locations.

   b. APD iConnect EVV mobile site **_only_** records GPS data at the **_start_** and **_end_** of a delivery.
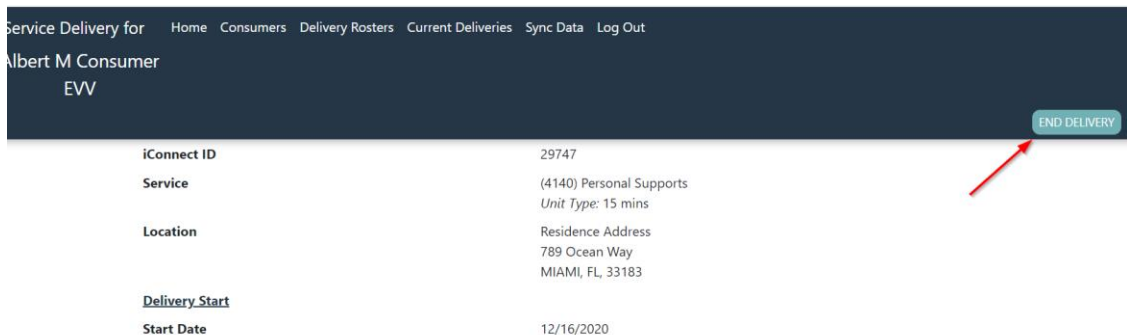
Updated 1/13/2021

Ending an EVV Service Delivery

These steps are to be completed when you have finished providing the service and are about to leave the consumer. This is the "clocking out" process.

1. Follow the same login process using the iDaptive User Portal.

2. Click on Current Deliveries

3. Click on the consumer's name to open the delivery in progress.

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

Consumer EVV, Albert M

0 units delivered of (4140) Personal Supports from December 16th 2020 09:42:16AM to December 16th 2020 09:42:22AM

⊘ Note is required.

4. Click the End Delivery button

Service Delivery for   Home Consumers Delivery Rosters Current Deliveries Sync Data Log Out
Albert M Consumer
        EVV

END DELIVERY

iConnect ID	29747
Service	(4140) Personal Supports
	Unit Type: 15 mins
Location	Residence Address
	789 Ocean Way
	MIAMI, FL, 33183
Delivery Start	
Start Date	12/16/2020

If you forget to end the delivery, it will end automatically 24 hours after it was started. You will not be able to start another delivery and a violation will be flagged when the delivery is uploaded to APD iConnect.

Updated 1/13/2021

5. OPTIONAL: Get the consumer or legal representative's signature

   a. Click on the + icon next to signature
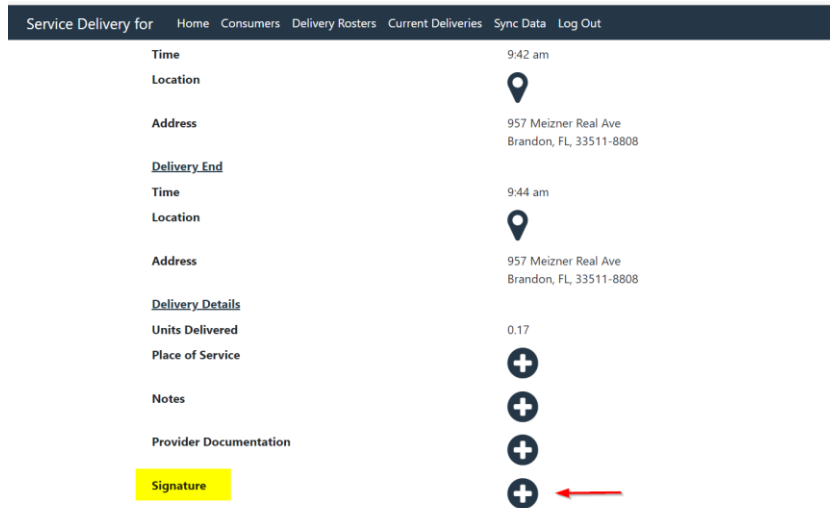
   b. On the new screen that opens, have the consumer/legal representative use their finger/stylus to sign.

   c. Click the ✓

6. You have finished working with this consumer and can complete the remaining steps in your car, or later at your office/home.

   **a. Remember, the remaining steps must be completed on the same device.**

Completing the Service Log and Uploading the EVV Delivery

The remaining step are to be completed after you have left the consumer.
- This can be done immediately after each service has ended
- All at once at the end of the day, if you have multiple deliveries during the day

These steps must be completed before the delivery can be uploaded to APD iConnect.

1. Open the delivery from Current Deliveries
2. Select the consumer
3. Select "Home" as the Place of Service
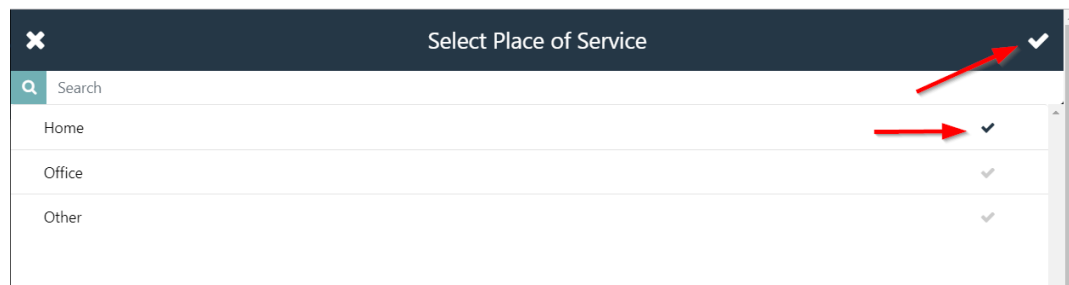
4. Click on the "+" next to Note. In the Note window, type in all the information you would have typically entered in for a service log. This is the service log for the EVV delivery.
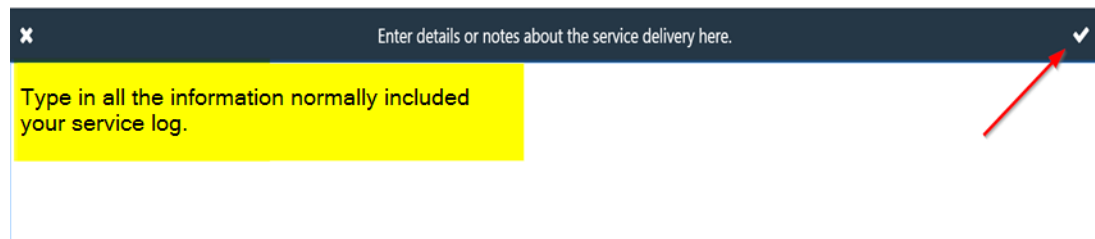
5. Select "Service Log" as the Contact Type for this service.

6. Click Upload Delivery

7. You should receive the delivery uploaded message.