

Manual Entry of EVV Activity



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Phasing In EVV

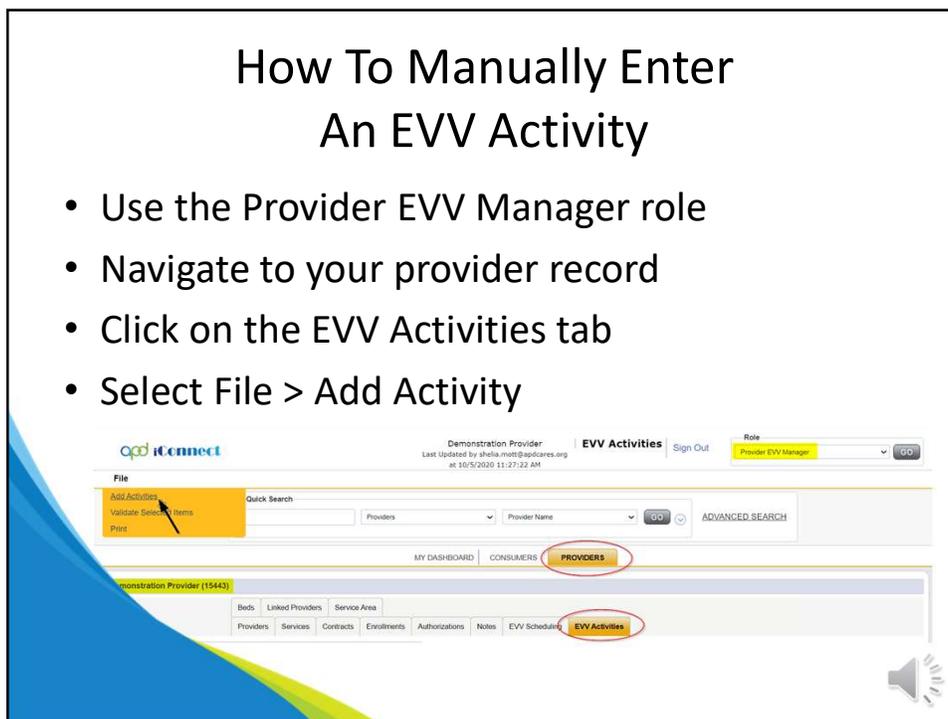
- APD has chosen to begin phasing in Electronic Visit Verification (EVV) via the manual entry of an EVV activity
- This goes into effect Monday 11/16/2020
- The selected pilot providers will no longer enter service logs via the Provider Documentation tab of the consumer's record



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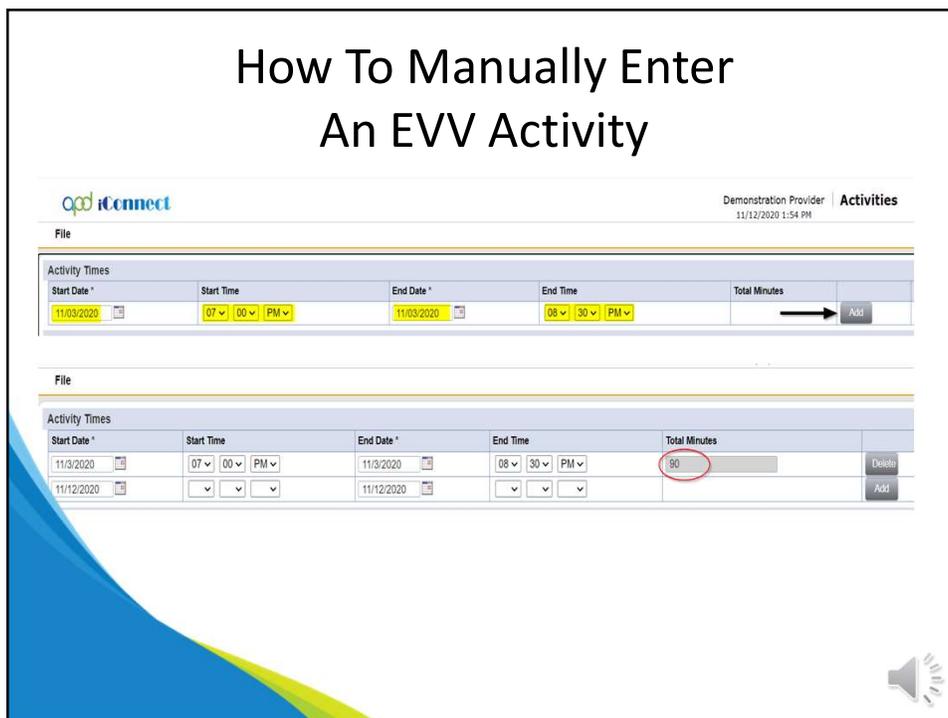
How To Manually Enter An EVV Activity

- Use the Provider EVV Manager role
- Navigate to your provider record
- Click on the EVV Activities tab
- Select File > Add Activity



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How To Manually Enter An EVV Activity



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How To Manually Enter An EVV Activity

- Click the ellipsis to the right of the authorization field.
- A dialog box will be presented.
- Search for and select the appropriate authorization.

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How To Manually Enter An EVV Activity

The screenshot displays a software interface for entering EVV activities. The main form includes sections for 'Activity Times', 'Authorization', 'Activity Details', 'Activity Services', and 'Service Details'. The 'Authorization' dropdown menu is open, showing a search dialog with the following filters:

- Provider: Equal To, Demonstration Provider
- Auth Status: Contains, Approved

Below the search dialog, a table displays 60 search records. The table has the following columns: Auth ID, Consumer Name, I Connect ID, Auth Date, Provider, Start Date, and End Date. The first few rows of the table are as follows:

Auth ID	Consumer Name	I Connect ID	Auth Date	Provider	Start Date	End Date
151234	James Carter	111111	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
175171	John Smith	222222	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
198395	John Smith	333333	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
183896	Albert Consumer EVV	29747	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
167489	Alex EVV Consumer	22755	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
228407	John Smith	444444	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
167840	Alyssa EVV Consumer	22920	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
233847	Andy Demonstration	20113	08/04/2020	Demonstration Provider	08/01/2020	06/30/20

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How To Manually Enter An EVV Activity

- Selecting the authorization will populate several fields on the Activity screen

The screenshot shows the EVV Activity screen with the following fields populated:

- Authorization:** Auth ID: 183006, IConnect ID: 29747, Consumer First Name: Abian, Consumer Last Name: Consumer EVV.
- Activity Details:** Division: APD, Provider: Demonstration Provider, Worker: Blank, Blank, Primary Diagnosis: Central patty_unspecified, Delivered Via EVV: Manual Entry, Status: Pending.
- Activity Services:** Index/Sub-Object: Southern Southern Region Waiver iBudget Waiver, Total Cost, Place of Service, Rate.

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- Use the search ellipsis to select the service

The screenshot shows the EVV Activity screen with a **DialogVendorServiceSelectPopUp** dialog box open. The dialog box contains a search bar and a table of services:

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	SvcStartDate	SvcEndDate	VServiceID	AuthServiceID	MaxAuth	Used	Remain
5834	55130:UC	55130:UC	(1818) Personal Supports	3.86	15 mins	01/01/2018		07/01/2020	06/30/2021	147339	106896	5220	0.00	5220.00
5825	55135:UC	55135:UC	(1800) Life Skills Development - Level 1 (Community Inclusion)	2.92	15 mins	01/01/2018		07/01/2020	06/30/2021	141640	115412	1872	0.00	1872.00

An arrow points to the **Close** button at the bottom of the dialog box.

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- This populates more fields, leaving just a few for the Provider EVV Manager to fill in

The screenshot shows a software interface for entering an EVV activity. It includes sections for Authorization (Auth ID, iConnect ID, Consumer Name), Activity Details (Division, Provider, Worker, Status, Primary Diagnosis, Delivered Via EVV, Unresolved EVV Violation(s)), and Activity Services (Index Code, Sub-Object, Total Cost, Place of Service, Rate). A dropdown menu for 'Provider Documentation' is open, showing options like 'Service Log' which is highlighted. Another dropdown for 'Place of Service' is also open, showing 'Home' as the selected option.

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How To Manually Enter An EVV Activity

- Once all fields are populated, select File > Save

This screenshot shows the same EVV activity entry form as the previous slide, but with the 'File' menu open. The 'Save' option is highlighted in orange, and an arrow points to it. The form fields are populated with the same data as in the previous slide, including the 'Service Log' and 'Home' selections.

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- This will display the EVV Details subpage

File

Activities

EVV Details

Activity Times

Rounding Rule: Nearest 15 min

Start Date *	Start Time	End Date *	End Time
11/3/2020	07:00 PM	11/3/2020	08:00
11/03/2020		11/03/2020	

Authorization

Auth ID *: 183896

iConnect ID *: 29747

Activity Details

Division: APD

Provider *: Demonstration Provider

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How To Manually Enter An EVV Activity

- Use the search ellipsis to select a delivery address
- If the address is not shown, check the box
 - New fields are displayed to add an alternate location
 - This will create an additional violation that will have to be justified

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How To Manually Enter An EVV Activity

Stated Delivery Address

Address *

Lat/Long

EVV Allowable Delivery Locations

Select an address from the list of allowable delivery locations below. If the delivery list is not shown, select "Address not shown" and enter the delivery address

Location	Consumer/Relation	Relation Name	Street 1	Street 2	City	State	Zip Code	Lat/Long
Residence Address	Consumer		789 Ocean Way		MIAMI	FL	33183	

Address not shown

Description/label *

Address *

Apt/Suite

City *

State *

Zip Code *

Select

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How To Manually Enter An EVV Activity

- Since this is a manual entry, the geolocation tracking will not function
- These fields are intentionally un-editable
- This will create a violation that will need to be justified
- The service log information is entered in the Notes field

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How To Manually Enter An EVV Activity

The screenshot shows a software interface for entering EVV activity details. On the left, there is a sidebar with 'Activities' and 'EVV Details' buttons. The main area is divided into sections: 'Stated Delivery Address' with fields for Address (populated with 'Residence Address (Consumer): 789 Ocean Way, MIAMI FL 33183'), Lat/Long, and Allowable Difference (feet) set to 500; 'Start Location' with fields for Recorded Lat/Long (Lat: Unavailable, Long: Unavailable), Address (Unavailable), and Actual Difference (feet); and 'End Location' with similar fields. Below these is a 'Delivery Notes' section with a text area containing a yellow-highlighted instruction: 'The Provider EVV Manager will type the typical service log information in here.' At the bottom, there is a 'Notes' field with a character count of '9919 characters remaining' and a speaker icon.

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How To Manually Enter An EVV Activity

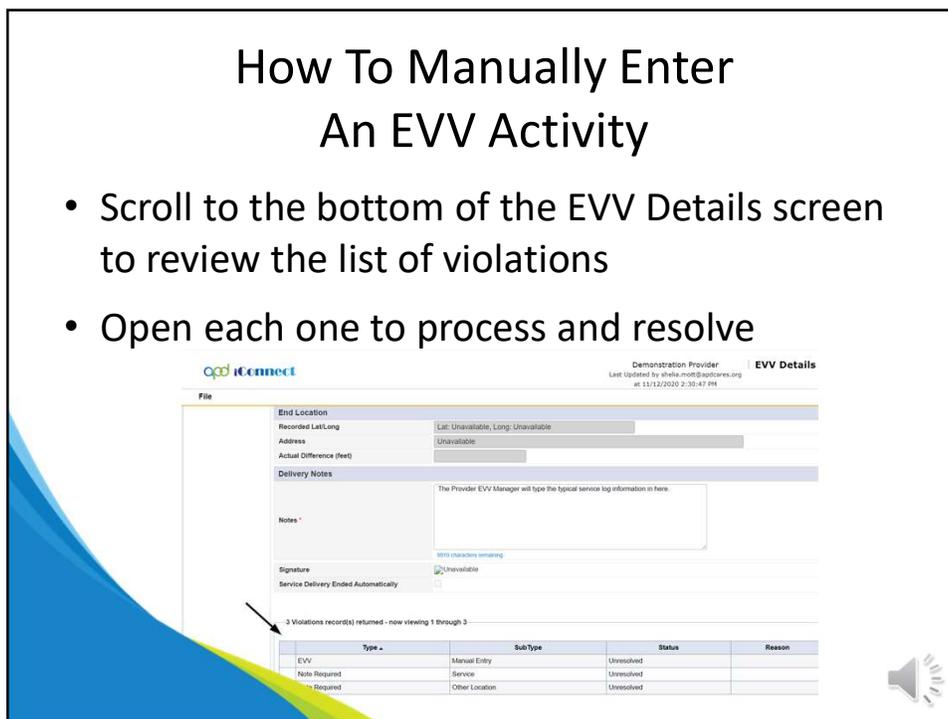
- Select File > Save EVV Details
 - This will update the list of violations

This screenshot is similar to the previous one but shows the 'File' menu open on the left side of the interface. The menu items are: History, Spell Check, Save EVV Details (indicated by a black arrow), Save and Close EVV Details, Print, and Close EVV Details. The background form content is partially visible, showing the same address and location fields as in the previous slide.

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How To Manually Enter An EVV Activity

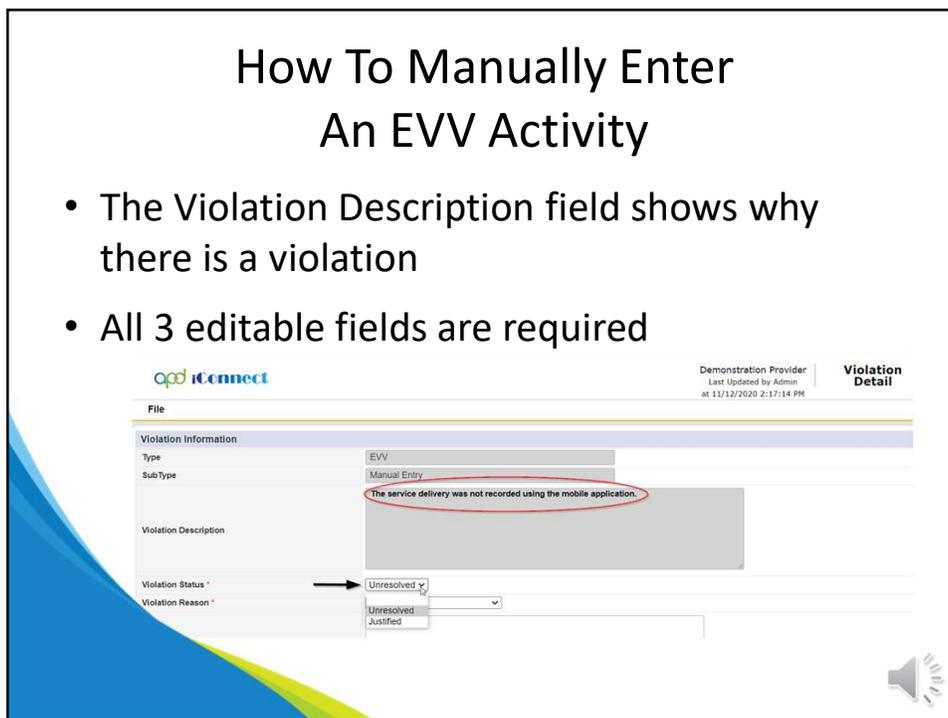
- Scroll to the bottom of the EVV Details screen to review the list of violations
- Open each one to process and resolve



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- The Violation Description field shows why there is a violation
- All 3 editable fields are required



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The screenshot displays the 'Violation Detail' form in the iConnect system. The form is split into two panels. The top panel, titled 'Violation Information', contains the following fields: Type (EVV), Sub Type (Manual Entry), Violation Description (The service delivery was not recorded using the mobile application.), Violation Status (Justified), and Violation Reason (Location services unavailable). The bottom panel, titled 'Violation Comments', contains a text area with the comment: 'Service provided following Hurricane ABC-123. Cell towers and power lines were down.' Arrows indicate the specific fields being highlighted: the 'Justified' status, the 'Location services unavailable' reason, and the 'Violation Comments' text area.

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How To Manually Enter An EVV Activity

- When finished, select File > Save and Close Violation Detail
- Repeat process for all violations listed
- When finished, select File > Save EVV Details
- Click on the Activities subpage
 - The Unresolved EVV Violation(s) checkbox should be unchecked

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The screenshot shows a web application interface for 'Activity Times'. It includes a table for activity scheduling, an authorization section with fields for Auth ID, iConnect ID, and consumer names, and an activity details section with fields for Division, Provider, Worker, and Primary Diagnosis. A red circle highlights the 'Unresolved EVV Violation(s)?' field in the 'Delivered Via EVV' section.

Start Date *	Start Time	End Date *	End Time	Total Minutes	Rounded Minutes
11/3/2020	07:00 PM	11/3/2020	08:30 PM	90	90
11/03/2020		11/03/2020			

Authorization
Auth ID * 183896 Consumer First Name * Albert
iConnect ID * 29747 Consumer Last Name * Consumer EVV

Activity Details
Division APD
Provider * Demonstration Provider
Worker * Mott, Sheila
Primary Diagnosis * Cerebral palsy, unspecified

Delivered Via EVV Manual Entry
Unresolved EVV Violation(s)?
Status * Pending
Provider Documentation *
Annual Report
Daily Attendance Log
Monthly R&B
Monthly Summary

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