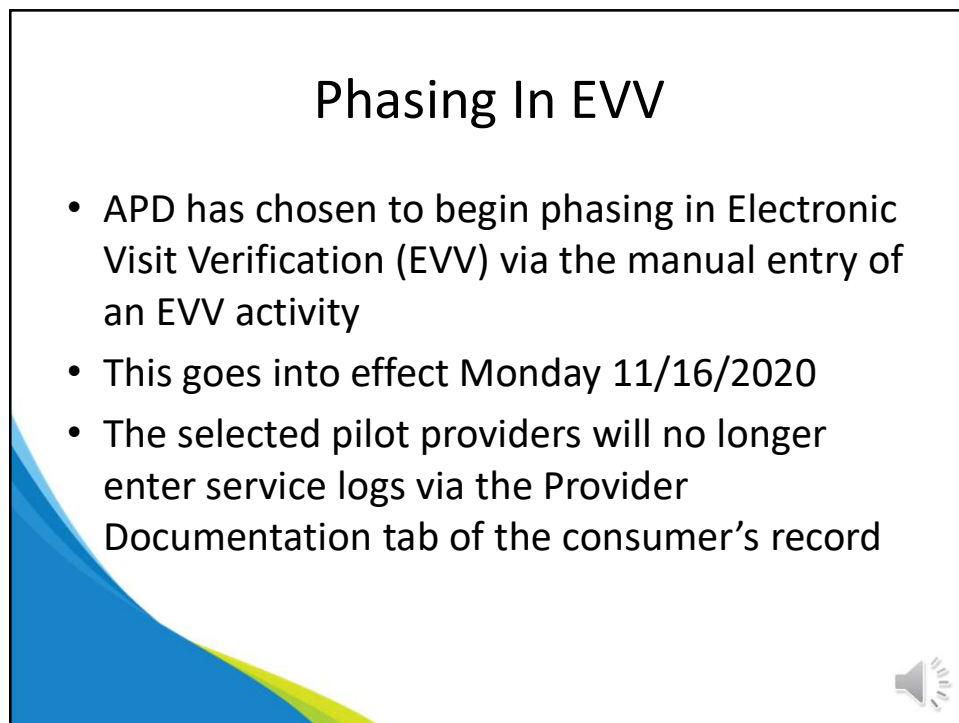


1



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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

The screenshot shows the qcd iConnect web application. At the top, the user is logged in as 'Demonstration Provider' with the role 'Activities'. The 'Activities' tab is selected in the top navigation bar. Below this, the 'Activity Times' table is shown. The table has columns for Start Date, Start Time, End Date, End Time, and Total Minutes. The 'Total Minutes' column is highlighted, and the value '80' is entered in the first row. The 'Add' button is highlighted in the bottom right corner of the table.

Start Date *	Start Time	End Date *	End Time	Total Minutes	
11/03/2020	07:00 PM	11/03/2020	08:30 PM	80	Add
11/12/2020		11/12/2020			Delete

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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 the 'Activity Times' and 'Authorization' sections of the EVV Activity Entry form. The 'Authorization' section includes fields for 'Auth ID', 'iConnect ID', 'Division', 'Provider', and 'Worker'. A search dialog box, titled 'DialogAdvancedSearchPopUp', is open over the 'Auth ID' field. The dialog box contains filters for 'Provider' (set to 'Demonstration Provider'), 'Auth Status' (set to 'Contains'), and 'Auth ID'. Below the filters, a table shows 60 search records, with the first 15 displayed. An arrow points to the 'Auth ID' field in the main form, and another arrow points to the 'Auth ID' field in the search dialog box.

Auth ID	Consumer Name	i Connect ID	Auth Date	Provider	Start Date	End Date
151234	Albert Consumer	29747	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
175171	Alex EVV Consumer	22755	07/01/2020	Demonstration Provider	07/01/2020	06/30/20
198395	Alyssa EVV Consumer	22920	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	Alyssa EVV Consumer	22920	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 populated fields:

- Authorization:** Auth ID: 153016, IConnect ID: 29747, Consumer First Name: Adam, Consumer Last Name: Consumer EVV.
- Activity Details:** Division: APD, Provider: Demonstration Provider, Worker: Blank, Blank, Primary Diagnosis: Central entry, unspecified.
- Activity Services:** Index/SubObject: Southern Southern Region Waiver, Budget Waiver, Total Cost: , Place of Service: , Rate: .

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## How To Manually Enter An EVV Activity

- Use the search ellipsis to select the service

The screenshot shows the EVV Activity screen with a search dialog box open. The dialog box is titled "DialogVendorServiceSelectPopUp" and contains a search table with the following data:

ServiceID	ServiceCode	SecondaryCode	Service	UnitCost	UnitType	EffectiveDate	EndDate	SvcStartDate	SvcEndDate	VServiceID	AuthServiceID	MaxAuth	Used	Remain
5834	SS130-UC	SS130-UC	14148 Personal supports	3.86	15 mins	01/01/2018		07/01/2020	06/30/2021	147339	106896	5220	0.00	5220.00
5825	SS135-UC	SS135-UC	14160 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 "Clear" button at the bottom of the dialog box.

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## How To Manually Enter An EVV Activity

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

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## How To Manually Enter An EVV Activity

- Once all fields are populated, select File > Save

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## How To Manually Enter An EVV Activity

- This will display the EVV Details subpage

The screenshot shows a software interface for entering EVV activities. On the left, a sidebar contains 'Activities' and 'EVV Details' (highlighted with a red circle). The main area is titled 'Activity Times' and contains the following sections:

- Rounding Rule:** Nearest 15 min
- Activity Times Table:**

Start Date *	Start Time	End Date *	End Tin
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 \*

Address \*

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

Activities

**EVV Details**

**Stated Delivery Address**

Address \* Residence Address (Consumer): 789 Ocean Way, MIAMI FL 33183

Lat/Long

Allowable Difference (feet) 500

**Start Location**

Recorded Lat/Long Lat: Unavailable, Long: Unavailable

Address Unavailable

Actual Difference (feet)

**End Location**

Recorded Lat/Long Lat: Unavailable, Long: Unavailable

Address Unavailable

Actual Difference (feet)

**Delivery Notes**

The Provider EVV Manager will type the typical service log information in here.

Notes \*

9919 characters remaining

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## How To Manually Enter An EVV Activity

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

File

History

Spell Check

Save EVV Details

Save and Close EVV Details

Print

Close EVV Details

**Stated Delivery Address**

Address \* Residence Address (Consumer): 789 Ocean Way, MIAMI FL 33183

Lat/Long

Allowable Difference (feet) 500

**Start Location**

Recorded Lat/Long Lat: Unavailable, Long: Unavailable

Address Unavailable

Actual Difference (feet)

**End Location**

Recorded Lat/Long Lat: Unavailable, Long: Unavailable

Address Unavailable

Actual Difference (feet)

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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

qad iConnect

Demonstration Provider  
Last Updated by shirle.mohr@qad.com at 11/12/2020 2:30:47 PM

EVV Details

File

End Location

Recorded Lat/Long: Lat: Unavailable, Long: Unavailable

Address: Unavailable

Actual Difference (feet):

Delivery Notes

Notes \*

Signature: Unavailable

Service Delivery Ended Automatically: ☐

3 Violations record(s) returned -- now viewing 1 through 3

Type	Sub Type	Status	Reason
EVV	Manual Entry	Unresolved	
Note Required	Service	Unresolved	
Note Required	Other Location	Unresolved	

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## How To Manually Enter An EVV Activity

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

qad iConnect

Demonstration Provider  
Last Updated by Admin at 11/12/2020 2:17:14 PM

Violation Detail

File

Violation Information

Type: EVV

Sub Type: Manual Entry

Violation Description: The service delivery was not recorded using the mobile application.

Violation Status: Unresolved

Violation Reason: Unresolved

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## How To Manually Enter An EVV Activity

The screenshot displays the 'Violation Detail' form in the iConnect software. The form is split into two main sections. The top section, 'Violation Information', contains fields for 'Type' (set to EVV), 'Sub-Type' (set to Manual Entry), 'Violation Description' (The service delivery was not recorded using the mobile application), 'Violation Status' (set to Justified), and 'Violation Reason' (a dropdown menu with options: Pre-arranged, Location services unavailable, Consumer health/safety, Technical Issue, and Other). The bottom section, 'Violation Comments', has a text area for entering comments. Arrows point from the 'Violation Reason' dropdown to the 'Violation Comments' text area, indicating a relationship or data flow. The interface also shows a 'File' menu at the top and a 'Violation Detail' header on the right.

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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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## How To Manually Enter An EVV Activity

The screenshot displays the EVV system interface with the following sections:

- Activity Times:** Includes a table for activity scheduling.
 

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
- Authorization:**
  - Auth ID \*: 183896
  - iConnect ID \*: 29747
  - Consumer First Name \*: Albert
  - Consumer Last Name \*: Consumer EVV
- Activity Details:**
  - Division: APD
  - Provider \*: Demonstration Provider
  - Worker \*: Mott, Sheila
  - Primary Diagnosis \*: Cerebral palsy, unspecified
  - Delivered Via EVV: ☒ (Circled in red)
  - Manual Entry: ☐
  - Unresolved EVV Violation(s)?
  - Status \*: Pending
  - Provider Documentation \*: [Dropdown menu with options: Annual Report, Daily Attendance Log, Monthly R&B, Monthly Summary]
  - Service Log: [Dropdown menu]

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