

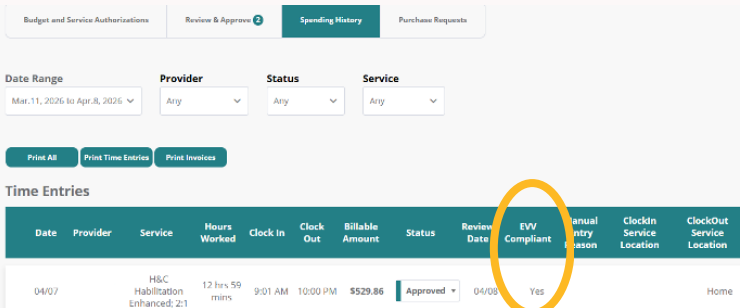
VF / EA Tips on Electronic Visit Verification (EVV)

Pennsylvania Office of Developmental Programs (ODP)

How Does the CLE Monitor EVV Compliance?

EVV compliance by shift is available in PPL's MyAccount System. Participants & Common Law Employers can access this information via the following steps:

- 1 Log into MyAccount
- 2 Click on **My Budget** and **Time Entries**
- 3 Click on **Spending History**
- 4 Each shift will display EVV compliance "Yes" or "No"



Tips for Being EVV-Compliant

- ✓ Use the Time4Care smart device application to enter every shift of your timesheet.
- ✓ Turn on location services when clocking in and out. The app only checks location during clock in and out. If location is turned off, the shift is not EVV compliant.
- ✓ Clock in and out in real time for every shift. Do not edit your clock-in or clock-out times. If you clock in at 8:07 AM, do not go back in and adjust the time to 8:00 AM.
- ✓ Once your shift is complete and you have clocked out, you may choose **Approve Now** to allow the Participant or CLE to immediately approve the shift or choose **Approve Later** and the CLE will approve your shift at a later date.
- ✓ Check the app store for updates and make sure you are using the latest version of it.
- ✓ If you do not have internet, you can use offline mode in Time4Care. The time will upload later when internet is available.
- ✓ If the Participant has a landline phone and wants to use it for EVV, call PPL Customer Service at 1-800-249-0861 to register the phone.

How Does the SSP Monitor EVV Compliance?

Supports Service Professionals (SSPs) have an EVV scorecard in the Time4Care™ application. This shows the SSP's compliance over the past 30 days of *paid time entries*. The scorecard updates every Friday evening.

