

How To Utilize EVV Data Collection

Click on
MENU

Click on
PROGRESS

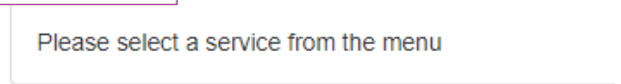
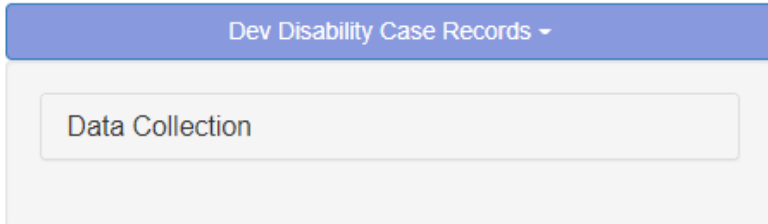
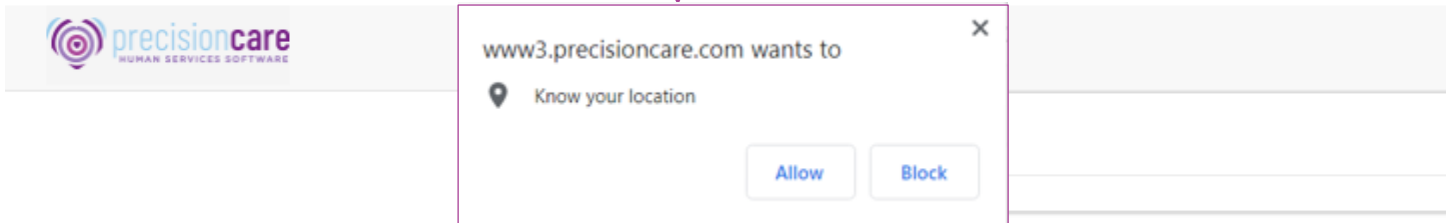
Click on **DATA**
COLLECTION

The screenshot displays the PrecisionCare Human Services Software interface. At the top, there is a header bar with fields for 'Individual:', 'Medical#:', 'Status:', and 'Dev Disability Case Records'. Below the header is a 'Menu' button. A sidebar on the left contains a list of menu items: INDIVIDUAL, MEDICAL EVENT TRACKING, SELF DIRECTION, LIFE PLAN, INTAKE, STAFF ACTION PLANS, SERVICE PLANS, BEHAVIOR SUPPORT, **PROGRESS**, INCIDENTS, REVIEWS, AUTHORIZATIONS, HOSPITALIZATIONS, DISCHARGES, ATTENDANCE, BILLING, and ASSESSMENTS. The 'PROGRESS' item is highlighted. A dropdown menu is open under 'PROGRESS', showing 'FORMS' and 'REPORTS' sections. The 'DATA COLLECTION' item is highlighted within the 'FORMS' section. The background of the main content area features the PrecisionCare logo and the text 'precisioncare HUMAN SERVICES SOFTWARE'.

How To Utilize EVV

Data Collection (cont'd)

If **GEOLOCATION** is enabled in your browser settings or phone, you will see this pop-up asking if you will **ALLOW** or **BLOCK** the capturing of this information



Criteria

Service Type:
Community Habilitation

Service:

Date:
November-2020

Staff:

How To Utilize EVV

Data Collection (cont'd)

The screenshot shows the EVV data collection interface with four instructional callouts:

- Use dropdown to select SERVICE TYPE and SERVICE**: Points to the 'Service Type' dropdown (Community Habilitation) and the 'Service' dropdown (ABC Community Hab Service).
- Use the calendar icon to select DATE**: Points to the date field (November-2020).
- Select STAFF name or CLEAR STAFF**: Points to the staff list and the 'Clear Staff' button.
- Use checkmark to select CLIENT(S)**: Points to the checkmark icons in the client list.

The interface includes the following elements:

- Header:** precisioncare HUMAN SERVICES SOFTWARE
- Section:** Dev Disability Case Records -
- Form Fields:** Data Collection, Criteria, Service Type, Service, Date, Staff.
- Staff List:** Doll, Barbie; Harver, John; Hoover, Herbert'o; House, East; Jones, Claudio; Mark, Mark; New2, UITest; Simpson, Bart; Simpson, Lisa; Support, Evergreen; Support1, EVERGREEN.
- Buttons:** Expand All, Collapse All, Clear Staff.
- Client List:** Bob Abc [303], Robin M Testing [865].
- Legend:** TYPE LEGEND with definitions for Service Provided, Action, # Of Cues, Type Of Cue, and Service Location.

How To Utilize EVV

Data Collection (cont'd)

OPTION 1: INDIVIDUAL DATA POINT

*The following is an example of a Group of 1 service

Select the **DATE** for Data Collection entry

OPTION 1: Select **Goal** and **ADD Data Collection**

Robin M Testing [865]

4 November

Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Data Collect:

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Service Start

Service End

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	,Daily	Oral Hygiene	PH	0	+

How To Utilize EVV

Data Collection (cont'd)

Click the **SERVICE START** icon to Capture **EVV** in Real Time
Staff do not enter the time using the Time In

As soon as the **SERVICE START** is clicked, the following populates on the data collection screen: Time In, Date, Map Coordinates (if geolocation is ALLOWED) and the **SERVICE START LOCATION**
This location selection is **REQUIRED**.

The screenshot shows a 'Data Collection' window for a 'Habilitative' service. A blue button labeled 'Service Start' is highlighted with a blue box. Below it, the 'EVV Service Start' is captured at 11/7/2020, 6:20:24 PM. The 'Service Start Location' is set to 'Home'. The 'Time In' is 6:20 PM and the 'Time Out' is 1:00 AM. A 'Manually Edit Evv' button is at the top left, and a 'Service End' button is at the bottom.

Data Collection ×

Habilitative

Manually Edit Evv

Date of Contact

Time In
 :

Service Start

EVV Service Start
captured at 11/7/2020,
6:20:24 PM

Service Start Location:

Time Out
 :

Service End

How To Utilize EVV

Data Collection (cont'd)

Use the dropdown arrow to select the **CONTACT TYPE/ NUMBER IN GROUP**
*CONFLICT CHECKING STILL APPLIES

Click **OK** and enter your **ESIGN** to Save
*Staff can fill in data at a later point

Duration

0

Start/End At Home?

Yes

Contact

Direct

Number in Group

1

Staff Method

Brush teeth after meals

OK

Cancel

How To Utilize EVV

Data Collection (cont'd)

When the service has ended, click the **EYEBALL ICON** to view the datapoint

Then click the **EDIT ICON** to enter the datapoint

Robin M Testing [865]


4 November





Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Data Collect: 1 1

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
 Active	Habilitative	Goal	,Daily	Oral Hygiene	PH	1	+

Start	End	Action	# Of Cues	Type Of Cue	Service Location	Staff Action	Individual Response	Staff	Action
6:20 PM	6:20 PM	Yes	0	Independent	In House	STAFF ACTION	INDIVIDUAL RESPONSE	Support1,EVERGREEN	   

How To Utilize EVV

Data Collection (cont'd)

Add EDIT NOTE
stating Ending
Service

**Click on the SERVICE
END ICON** to capture
the EVV data and select
the required **LOCATION**

Click OK at the bottom
of the page and enter
your **ESIGN**

Data Collection ×

Habilitative

Editing an existing Contact Record. ×

Edit Note

End Service

Manually Edit Evv

Date of Contact

11/04/2020

Time In

6 : 20 PM

Service Start

EVV Service Start
captured at 11/7/2020,
6:20:24 PM

Service Start Location:

Home

Time Out

6 : 20 PM

Service End

Duration

0

Start/End At Home?

Yes

OK Cancel

How To Utilize EVV

Data Collection (cont'd)

Click the **Print Icon**
to Print the
Individual Data Point



Robin M Testing [865]

4 November


Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Data Collect: 1 1

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	.Daily	Oral Hygiene	PH	1	+

Start	End	Action	# Of Cues	Type Of Cue	Service Location	Staff Action	Individual Response	Staff	Action
6:20 PM	6:20 PM	Yes	0	Independent	In House	STAFF ACTION	INDIVIDUAL RESPONSE	Support1,EVERGREEN	

How To Utilize EVV

Data Collection (cont'd)

Note that all of the EVV data has been captured and can be mapped to Google Maps using the Latitude and Longitude decimal degrees



Data Collection Report

Community Habilitation Daily Service Documentation Note	Individual: Testing ,Robin Date of Service: 11/4/2020
Agency New Name	Medicaid CIN#: Service Location: ABC Community Hab Service 34 Old Main Street 2 Elmhurst, NY 11373
Date of Service:	11/4/2020
Service Start,Stop,or delivered At Home?:	Yes
Start Time:	6:20:00 PM
End Time:	6:32:09 PM
Duration:	0
Billing Tally:	
Served In Group?:	No
Allowable Service Completed	PH Yes
# Of Cues:	0
Type Of Cue:	Independent
Service Location:	In House
Activity:	Brush teeth after meals
Individual Response:	INDIVIDUAL RESPONSE
Staff Action:	STAFF ACTION
Evv Service Start:	11/7/2020 6:20:24 PM - Home (41.61287°, -74.29503°)
Evv Service End:	11/7/2020 6:32:09 PM - Home (42.01305°, -74.08345°)
Edits:	
Edit Date:	Edited By: Edit Note:

Print

Cancel

How To Utilize EVV

Data Collection (cont'd)

OPTION 2: MULTIPLE DATA POINTS

*The following is an example of a Group of 1 service for multiple data points

Select the **CLIENT** and the **DATE** for Data Collection

Click **SERVICE START** and the Required **LOCATION** to begin data collection for all the client's goals

The screenshot shows the EVV data collection interface. At the top, there are buttons for 'Expand All' and 'Collapse All'. Below that is a client selection bar for 'Bob Abc [303]'. A calendar is displayed for '7 November', with the date '7' selected. Below the calendar are buttons for 'Daily Notes', 'Absences', and 'Hospitalization'. A section titled 'Select Goal/Allowable services for Data Collection' contains two buttons: 'Service Start' (green) and 'Service End' (red). Below this is a table of services with columns for Status, Identifier, Type, Frequency, Consumer Activity, AS, Existing Collection, and Add Data Collection. The 'Add Data Collection' column contains three '+' icons, with the bottom one highlighted in a red box. Arrows from the instructional text point to the client name, the date '7' in the calendar, the 'Service Start' button, and the '+' icons in the table.

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	.Month	kjhkhj	PH	0	+
Active	Safeguard	Safeguard	.Month	this is a test 1 gfdsgdgs	PH	0	+
Active	Safeguard	Support	.Month	this is a test1	PH	0	+

How To Utilize EVV

Data Collection (cont'd)

OPTION 3: FLUCTUATING GROUPS

*The following is an example of a Group of 2 OR MORE

Select the **CLIENTS** and the **DATE** for Data Collection

Click **SERVICE START** and the Required **LOCATION** at the Start of each client's service

The screenshot displays the EVV system interface for two clients. The top client is John Smith [142]. The interface shows the date 7 November and a calendar for selecting the date for data collection. Below the calendar, there are buttons for 'Daily Notes', 'Absences', and 'Hospitalization'. A section titled 'Select Goal/Allowable services for Data Collection' contains two buttons: 'Service Start' (green) and 'Service End' (red). Below this, there is a table with the following data:

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	.Month	test	PH	0	+

The bottom client is Bentley Test [210]. The interface shows the date 7 November and a calendar for selecting the date for data collection. Below the calendar, there are buttons for 'Daily Notes', 'Absences', and 'Hospitalization'. A section titled 'Select Goal/Allowable services for Data Collection' contains two buttons: 'Service Start' (green) and 'Service End' (red). Below this, there is a table with the following data:

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	.Month	gdgd	PH	0	+

How To Utilize EVV

Data Collection (cont'd)

Click **SERVICE END** and the Required **LOCATION** for each client's service as it ends
*Staff can fill in data at a later point

*Make sure to indicate the **NUMBER IN GROUP** for each client's datapoint

John Smith [142]

7 November
Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Data Collect: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Service Start EVV Service Start captured at 11/7/2020, 8:34:43 PM
Service Start Location: Home

Service End EVV Service End captured at 11/7/2020, 8:42:31 PM
Service End Location: Home

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
Active	Habilitative	Goal	Month	test	PH	0	+

Bentley Test [210]

7 November
Days: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Data Collect: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Service Start EVV Service Start captured at 11/7/2020, 8:34:47 PM
Service Start Location: Home

Service End EVV Service End captured at 11/7/2020, 8:42:34 PM
Service End Location: Home

How To Utilize EVV

Data Collection (cont'd)

EDITING EVV & MANUAL ENTRY

Staff may Edit EVV or manually enter an updated Time In, Time Out or Service Location

Click on the Date of Service that you would like to Edit

Click on the **EYE ICON** to view/open the datapoint and then click the **EDIT ICON** to access the data point


Robin M Testing [865]





4 November
Days: [1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12] [13] [14] [15] [16] [17] [18] [19] [20] [21] [22] [23] [24] [25] [26] [27] [28] [29] [30]

Data Collect: [1] [1]

Daily Notes Absences Hospitalization

Select Goal/Allowable services for Data Collection

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Collection
 Active	Habilitative	Goal	Daily	Oral Hygiene	PH	1	+

Start	End	Action	# Of Cues	Type Of Cue	Service Location	Staff Action	Individual Response	Staff	Action
6:20 PM	6:32 PM	Yes	0	Independent	In House	STAFF ACTION	INDIVIDUAL RESPONSE	Support1,EVERGREEN	   

How To Utilize EVV

Data Collection (cont'd)

EDITING EVV & MANUAL ENTRY

Enter an Edit Note as to why you are editing the datapoint

Or click on the **MANUALLY EDIT EVV** icon and select a **Manual Evv Entry Reason** from the dropdown if manually editing EVV data

The screenshot displays the 'Data Collection' interface. At the top, a green bar indicates the current status is 'Habilitative'. Below this, a yellow notification box states 'Editing an existing Contact Record.' The 'Edit Note' field is currently empty. A blue button labeled 'Manually Edit Evv' is positioned below the edit note field. Underneath, the 'Date of Contact' is set to '11/04/2020'. At the bottom, the 'Manual Evv Entry Reason' dropdown menu is open, showing three options: 'Failed to document in real time', 'System was offline', and 'Other'. The 'Failed to document in real time' option is currently selected.

How To Utilize EVV

Data Collection (cont'd)

EDITING EVV & MANUAL ENTRY

Once the **MANUALLY EDIT EVV** icon is clicked; the Time In, Time Out and Service Location are editable

Update the desired area, click the **OK** icon at the bottom and **ESIGN**

* I have updated the **Time In** in this example

The screenshot shows a 'Data Collection' window for a 'Habilitative' service. A yellow banner at the top indicates 'Editing an existing Contact Record.' Below this, the 'Edit Note' field contains 'No Wifi'. The 'Manual Evv Entry Reason' dropdown is set to 'Failed to document in real time'. The 'Date of Contact' is '11/04/2020'. The 'Time In' field is set to '6 : 10 PM', with a blue arrow pointing to this field from the instruction box above. Below the 'Time In' field is the 'Service Start' button. The 'EVV Service Start' is captured at '11/7/2020, 6:20:24 PM'. The 'Service Start Location' dropdown is set to 'Home'. The 'Time Out' field is set to '6 : 32 PM', with a 'Service End' button below it. The 'EVV Service End' field is at the bottom.

How To Utilize EVV

Data Collection (cont'd)

EDITING EVV & MANUAL ENTRY

Click on the **PRINT** **ICON** to view the updated datapoint

Note the updated Time In and the Edit Time/Date Stamp, Edited By and Edit Note

Click **PRINT** or **CANCEL**

Data Collection Report

Agency New Name: Service Location: ABC Community Hab Service
34 Old Main Street 2 Elmhurst, NY 11373

Date of Service: 11/4/2020
Service Start, Stop, or delivered At Home?: Yes
Start Time: 6:10:00 PM
End Time: 6:32:00 PM
Duration: 22
Billing Tally:
Served In Group?: No
Allowable Service Completed: PH
Yes
Of Cues: 0
Type Of Cue: Independent
Service Location: In House
Activity: Brush teeth after meals
Individual Response: INDIVIDUAL RESPONSE
Staff Action: STAFF ACTION
Evv Service Start: 11/7/2020 6:20:24 PM - Home (41.61287°, -74.29503°)
Evv Service End: 11/7/2020 6:32:09 PM - Home (42.01305°, -74.08345°)

Edits:
Edit Date: 11/12/2020 12:06:12 PM Edited By: EVERGREEN Support1 Edit Note: No Wifi
11/7/2020 6:38:47 PM EVERGREEN Support1 Service End

Service Electronically Signed By:
EVERGREEN Support1 Social Worker Date: 11/12/20 12:06:12 PM

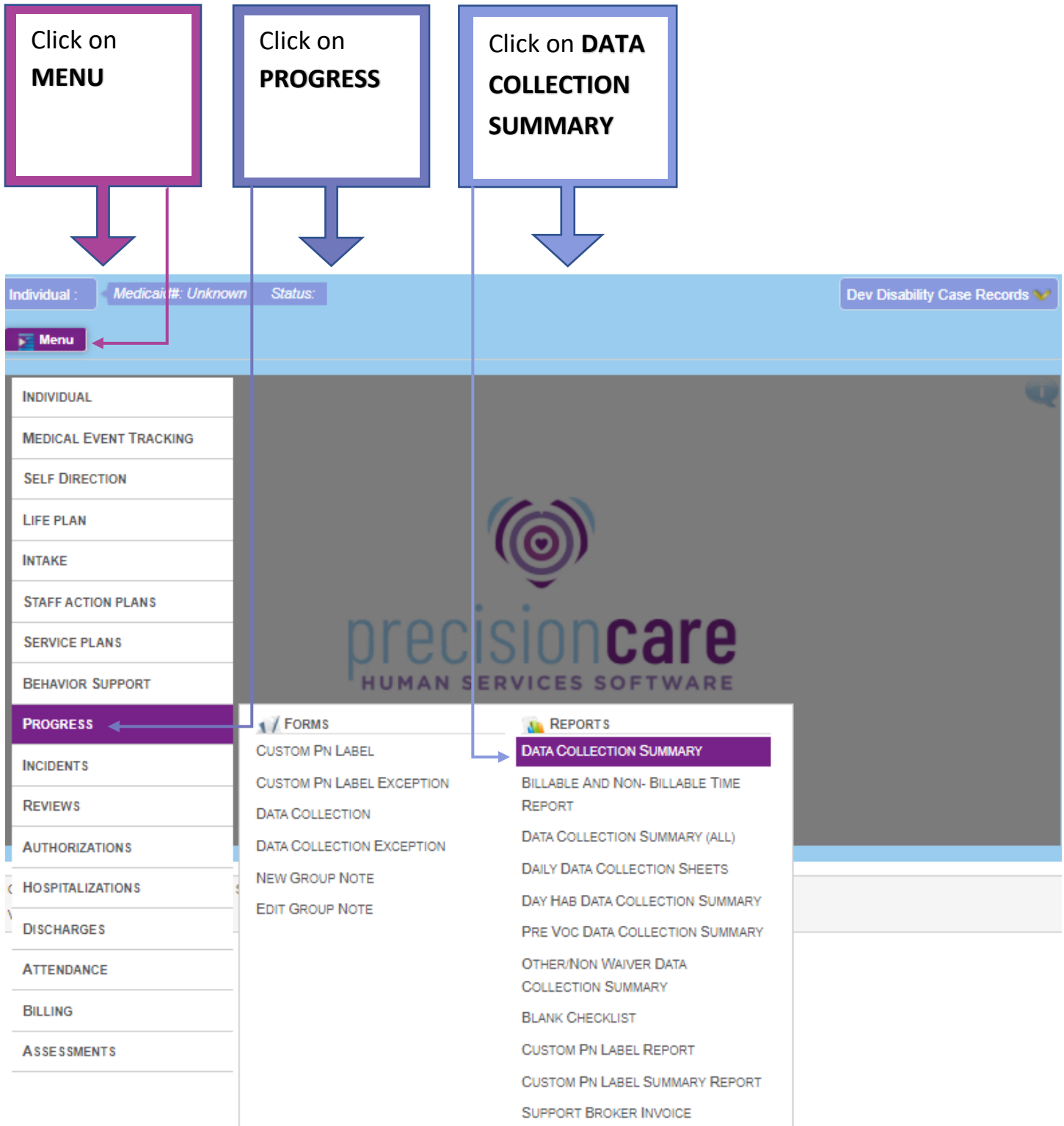
Print Cancel

Status	Identifier	Type	Frequency	Consumer Activity	AS	Existing Collection	Add Data Co		
Active	Habilitative	Goal	Daily	Oral Hygiene	PH	1	+		
Start	End	Action	# Of Cues	Type Of Cue	Service Location	Staff Action	Individual Response	Staff	Action
6:10 PM	6:32 PM	Yes	0	Independent	In House	STAFF ACTION	INDIVIDUAL RESPONSE	Support1, EVERGREEN	✎ ✕ 🖨️

How To Utilize EVV

Data Collection

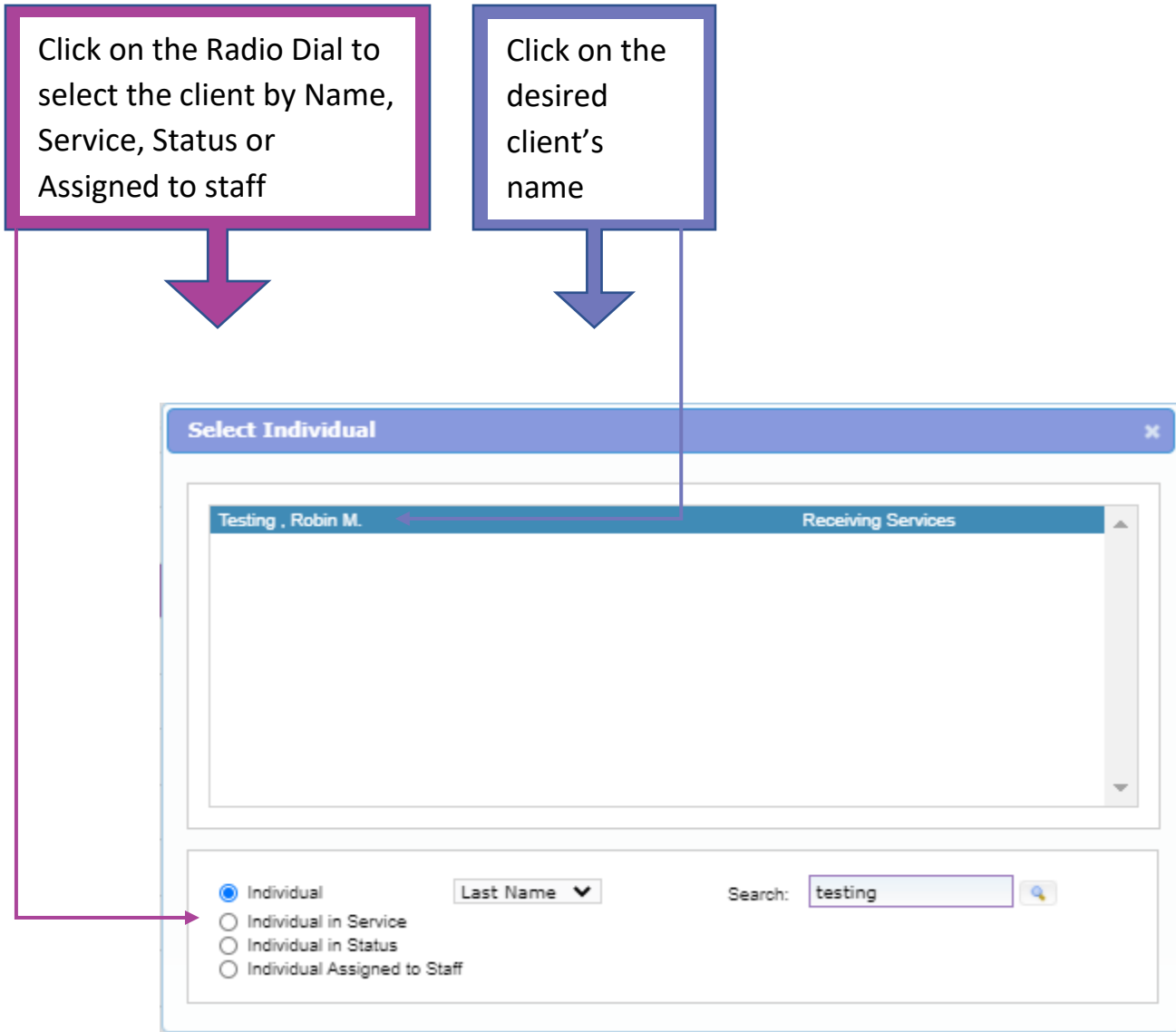
Data Collection Summary



How To Utilize EVV

Data Collection

Data Collection Summary



How To Utilize EVV

Data Collection

Data Collection Summary

Click on the **SELECT ICON** to select the desired service



Individual : Robin M Testing Id: 865 Medicaid#: Unknown Status: Receiving Services Dev Disability Case Records

Menu Individual Data Collection Select List

Individual Data Collection Select List

Waiver Services

Action	Plan Category	Plan Type	Plan Name
✓	WaiverService	Community Habilitation	ABC Community Hab Service
✓	WaiverService	Day Habilitation	Barbara's Day Hab

Completed and Discontinue Waiver Services

Action	Plan Category	Plan Type	Plan Name	Comp/Disc Date
No Completed Waiver Services Found				

Waiver Services and Other Waiver/Non Waiver Services

Action	Plan Category	Plan Type	Plan Name	Comp/Disc Date
No State Plan or Other Services Require Data Collection				

How To Utilize EVV

Data Collection

Data Collection Summary

Use the **CALANDER ICON** to set the date range of the Data Collection Period

Make desired selection and click on the **PRINT ICON**

The screenshot shows the 'Community Habilitation Plan Data Collection Summary' page. At the top, it displays individual information: 'Individual: Robin M Testing', 'Id: 865', 'Medicaid#: Unknown', and 'Status: Receiving Services'. A 'Menu' button is on the left, and 'Dev Disability Case Records' is on the right. The breadcrumb trail includes 'Individual Data Collection', 'Select List', and 'Community Habilitation Plan Data Collection Summary'. The main title is 'Community Habilitation Plan Data Collection Summary'. Below the title, there is a 'Data Collection Period' section with 'From' and 'To' date pickers. The 'From' date is 11/1/2020 and the 'To' date is 11/30/2020. Below this, there are four checkboxes: 'All Goal Identifiers' (checked), 'All Goal Types' (checked), 'Selected Goal Identifiers' (unchecked), and 'Selected Goal Types' (unchecked). A 'PRINT' icon is located in the top right corner of the main content area. A purple box with an arrow points from the 'Use the CALANDER ICON...' text to the calendar icon in the 'From' date picker. A blue box with an arrow points from the 'Make desired selection and click on the PRINT ICON' text to the 'PRINT' icon.