

Vesta EVV

Documenting Non-EVV Hours

Introduction

As CDS employees provide services that require the use of electronic visit verification (EVV), additional services may occur during the visit that do not require the use of electronic visit verification, such as transportation. Services that do not require electronic visit verification, are considered non-EVV services.

CDS employers may be responsible for documenting non-EVV services that occur during an EVV visit and this information must be provided to their Financial Management Services Agency (FMSA) as per their policy.

This document outlines different options that may be used *to document non-EVV hours.

***Note: CDS employers must consult their FMSA to determine which option should be used to document non-EVV hours.**

- [Document non-EVV hours in Vesta CDV](#)
- [CDS employee clocks in/out separately for EVV and non-EVV hours](#)
- [FMSA specific Process/Policy](#)

Document Non-EVV Hours in Vesta CDV

In cases where non-EVV services occurred in-between the clock in and clock out of the EVV service, Option 1 CDS employers may deduct the non-EVV time from the total visit duration when completing visit maintenance. For Option 2 and 3 employers, FMSA staff completes visit maintenance functions.

Example: The CDS employee clocked in at 8:00 am and clocked out at 12:00 pm when providing EVV services. There were 30 minutes of non-EVV hours that occurred during the EVV service.

Steps to document Non-EVV hours in Vesta CDV – Form 1722 Option 1 Employers

1. From the Vesta CDV Menu, select **My Visits**.
2. Locate the visit that requires non-EVV hours to be documented.

Pending Visits												
Missing Data Conflict of Hours Pending FMSA Review Review FMSA Changes Landline Vesta® Mobile Alternative Device												
Select All	Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
<input type="checkbox"/>	567343	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	02/13/2021	08:00 AM ↕	12:00 PM ↕	4 hrs 1 mins	4.00	4.00	Auto Generated	

3. Use the action button and select **Edit Visit**.
4. From the Edit Pending Visit information screen, review the EVV Actual Time In and EVV Actual Time Out fields.
 - a. If EVV Actual Time In and/or EVV Actual Time out is missing, enter those times in the Bill Time In and Bill Time out fields.

- b. If necessary, the user may unlink invalid calls linked to the visit.
- 5. The Billable Hours are the total EVV hours. Any Non-EVV time entered will deduct from the Billable hours.

In the example below, the CDS employee clocked in at 8:00 am and clocked out at 12:00 pm which equals four (4) billable hours. There were 30 minutes of non-EVV time that occurred in-between the EVV service.

The CDS employer entered 30 minutes in Non-EVV Minutes. The total Billable hours are adjusted to deduct the 30 minutes and now reflects 3 hours and 30 minutes.

Edit Pending Visit Information

EVV Actual Time In ? <div style="display: flex; align-items: center;"> → <input style="width: 150px; border: 1px solid #ccc;" type="text" value="08:00 AM"/> <div style="margin-left: 10px;"> <input type="button" value="Unlink"/> </div> </div>	EVV Actual Time Out ? <div style="display: flex; align-items: center;"> <input style="width: 150px; border: 1px solid #ccc;" type="text" value="12:00 PM"/> ← <div style="margin-left: 10px;"> <input type="button" value="Unlink"/> </div> </div>
*Bill Time In ? <input style="width: 150px; border: 1px solid #ccc;" type="text" value="8:00 AM"/>	*Bill Time Out ? <input style="width: 150px; border: 1px solid #ccc;" type="text" value="12:00 PM"/>
Billable Hours * <input style="width: 150px; border: 1px solid #ccc;" type="text" value="3"/>	Billable Minutes * <input style="width: 150px; border: 1px solid #ccc;" type="text" value="30"/> ←
Non-EVV Hours <input style="width: 150px; border: 1px solid #ccc;" type="text" value="0"/>	Non-EVV Minutes <input style="width: 150px; border: 1px solid #ccc;" type="text" value="30"/> ←
Program / Services * <input style="width: 100%; border: 1px solid #ccc;" type="text" value="HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB"/>	
CDS Employee * <input style="width: 150px; border: 1px solid #ccc;" type="text" value="DAVIS, ELIZABETH"/>	Visit Location * <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Member Home"/>

Note: For Option 2 or Option 3 CDS employers, the FMSA performs visit maintenance functions and documents non-EVV hours as per their process/policy.

CDS Employee Clocks in/out separately for EVV and Non-EVV hours

In cases where the FMSA has directed CDS employers that only EVV hours are documented with the use of an approved EVV method, the CDS employer will advise their employees to clock in at the start of an EVV service and to clock out when a non-EVV service begins. Once the non-EVV service has completed, the employee may clock in again to resume EVV services. This ensures that non-EVV and EVV services are documented separately.

Example – The employee worked from 8:00 am to 12:00 pm, but there was transportation during the EVV visit. The employee clocked in at 8:00 am to provide EVV services and clocked out at 10:00 am when the non-EVV service (transportation) began. Once transportation was complete, EVV services continued, so the employee clocked in at 10:30 am and clocked out at 12:00 pm.

If the EVV services were documented correctly, the CDS employer would see two separate visits. One visit from 8:00 am to 10:00 am and the second visit from 10:30 am to 12:00 pm. The CDS employer would not need to document non-EVV hours in Vesta CDV.

Pending Visits												
Missing Data Conflict of Hours Pending FMSA Review Review FMSA Changes Landline Vesta® Mobile Alternative Device Code Input Download Visit Details												
Select All	Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
<input type="checkbox"/>	567345	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	02/14/2021	10:30 AM	12:00 PM	1 hrs 30 mins	1.50	1.50	Auto Generated	
<input type="checkbox"/>	567344	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	02/14/2021	08:00 AM	10:00 AM	2 hrs 0 mins	2.00	2.00	Auto Generated	

FMSA Specific Process/Policy

FMSAs may have a specific process, such as the use of a paper timesheet, to document non-EVV hours. The FMSA is responsible for providing instructions and guidance to CDS employers on their preferred method to document non-EVV hours based on their internal process/policy.

CDS employers are responsible for managing EVV visits based on the option selected on Form 1722.

Please consult with your selected Financial Management Services Agency (FMSA) to determine if they require a specific process to document non-EVV hours to properly calculate time worked for CDS employees.