



Electronic Visit Verification (EVV) Checkbox Quick Reference Guide

Updating the EVV Status for Non-SDE Services

1. Add a new Outcome or select the appropriate Outcome and add a new Service; Or Edit the appropriate Service. There are no changes to the controls here. For more information, please refer to the User Guide.
2. Enter/ update the appropriate details for **Outcome** and **Service**. There are no changes to the controls here. For more information, please refer to the User Guide.
3. **New:** Proceed to **Provider** as shown below. Enter/ update the appropriate details in their **respective fields (Procedure/Location)**.

The screenshot shows a mobile application interface for the 'Provider' section. At the top, there are three tabs: 'Service9', 'Provider', and 'Details'. The 'Provider' tab is selected and highlighted with a blue arrow. Below the tabs, there are three input fields: a text field labeled 'Provider', a dropdown menu labeled '-Procedure-', and another dropdown menu labeled '-Location-'. An orange arrow points to the '-Procedure-' dropdown. Below these fields are two checkboxes: 'Share medication information with service provider?' and 'Share PCPT with service provider?'. The interface has a light blue header and a white background for the form fields.



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4. **New:** With the selection of a **Procedure** that requires an EVV status, the following **Controls** are displayed.

Service2 Provider Details

ABC Provider

H0004HI - Monitoring

-Location-

Share medication information with service provider?

Share PCPT with service provider?

Yes No Intermittently

EVV Description



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5. **New:** Click the option (**circle** adjacent to the left of the text) to select the appropriate EVV status of the service. The available options are:
- Yes – indicating EVV is always required.
 - No – indicating EVV is never required.
 - Intermittently – indicating some visits require EVV while some visits are exempt.

Service2 **Provider** Details

ABC Provider

H0004HI - Monitoring

Home

Share medication information with service provider?

Share PCPT with service provider?

Yes No Intermittently

EVV Description



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- New:** Enter the appropriate description for the EVV status in the **box** shown below. This field has a maximum limit of 200 characters. Additional information on appropriate descriptions can be found in the [EVV Guidance Document](#) located on the Division's EVV website.

Service2 Provider Details

ABC Provider

H0004HI - Monitoring

Home

Share medication information with service provider?

Share PCPT with service provider?

Yes No Intermittently

EVV is required for this service.

Note: EVV status and EVV Description are mandatory fields. The Support Coordinator (SC) also has the option to edit these fields for current services.

- Continue to **Details** and enter/ update the appropriate fields, as previously.
 - Click to save the service.
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Updating the EVV Status for Self Directed Employees (SDE)

1. Add a new Outcome or select the appropriate Outcome and add a new Service; Or Edit the appropriate Service, by selecting the option from the service menu. There are no changes to the controls here. For more information, please refer to the User Guide.
2. Enter/ update the appropriate details for **Outcome** and **Service**. There are no changes to the controls here. For more information, please refer to the User Guide. There are no changes to the controls here. For more information, please refer to the User Guide.
3. **New:** Proceed to the **Provider** control, as shown below. Enter/ update the appropriate details for the **respective fields**.

The screenshot shows a mobile application interface with three tabs: "Service9", "Provider", and "Details". The "Provider" tab is selected and highlighted with a blue arrow. The form contains the following fields:

- Provider (text input field)
- Procedure- (dropdown menu)
- Location- (dropdown menu)
- Share medication information with service provider?
- Share PCPT with service provider?

An orange arrow points to the right side of the form.



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4. **New:** With the selection of an SDE **Procedure** that requires an EVV status, the following controls are displayed, as shown.

Service2 Provider Details

FI ABC

H2016HIU8 - IS Self Directed Employee (SDE) ▼

Home ▼

Share medication information with service provider?

Share PCPT with service provider?

Yes No Intermittently

EVV Description

Self-Directed Employee



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5. **New:** Select the **Self-Directed Employee** check box.

Service2 Provider Details

FI ABC

H2016HIU8 - IS Self Directed Employee (SDE) ▾

Home ▾

Share medication information with service provider?

Share PCPT with service provider?

Self-Directed Employee ←

Max Wage Per Hour

Self Directed Employee Details +

No Information Available



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6. **New:** Click **+**, indicated below, for **Self Directed Employee Details**.

The screenshot shows a mobile application interface with a header containing three tabs: "Service2", "Provider", and "Details". Below the header, there are several input fields and checkboxes:

- A text field containing "FI ABC".
- A dropdown menu showing "H2016HIU8 - IS Self Directed Employee (SDE)".
- A dropdown menu showing "Home".
- Two checkboxes: "Share medication information with service provider?" (checked) and "Share PCPT with service provider?" (unchecked).
- A checked checkbox labeled "Self-Directed Employee".
- A "Max Wage" input field followed by "Per Hour".
- A section titled "Self Directed Employee Details" with a red square containing a white plus sign (+) to its right. Below this title, it says "No Information Available". A blue arrow points to this plus sign.



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7. **New:** The **Self-Directed Employee Details** pop-up appears, as shown. Enter the **name** of the Self-Directed Employee and then click the appropriate option (**circle** adjacent to the left of the text) to select the EVV status of the service. The available options are:

- Yes – indicating EVV is always required.
- No – indicating EVV is never required.
- Intermittently – indicating some visits require EVV while some visits are exempt.

The screenshot shows a mobile application interface for 'Self-Directed Employee Details'. At the top, there are three tabs: 'Service2', 'Provider', and 'Details'. Below the tabs is a search bar containing 'FI ABC'. Underneath is a dropdown menu showing 'H2016HIU8 - IS Self Directed Employee (SDE)'. The main section is titled 'Self-Directed Employee Details' and contains a text field for 'Self-Directed Employee Name' with a blue arrow pointing to it. Below this are three radio buttons: 'Yes', 'No', and 'Intermittently', with an orange arrow pointing to the 'Intermittently' option. At the bottom of this section is a large text area for 'EVV Description'. A checkmark button is located at the bottom right of the form.

8. **New:** Enter the appropriate description for the EVV status. This field has a maximum limit of 200 characters. Additional information on appropriate descriptions can be found in the [EVV Guidance document](#) located on the Division's EVV website.

9. Click to save.
