## Slide 1:

Public Listening Session:  
EVV Implementation in the MassHealth PCA Program  
Executive Office of Health and Human Services  
December 11, 2023

## Slide 2: Joining from a mobile device

* If you are joining this meeting from a mobile device, you have two options:
  + Join by calling in
  + Join via the Zoom mobile application
* Listening session details, including call in information and the meeting password, can be found online at mass.gov by searching “Notice of PCA Public Listening Session” and opening the search result for December 2023.
* If you are having difficulty joining via the mobile application, please call in using the information provided in the communications sent for this listening session.
* If you call in, the deck we are reviewing will be posted on mass.gov and can be found by searching “December PCA Public Listening Session”.

## Slide 3: Closed Captioning and Spanish Interpretation

A Spanish Interpreter is provided for this meeting. To choose the Spanish channel, click Interpretation in the meeting controls and select the Spanish language channel.

Slide 4: Muting and Unmuting Your LineAll attendees are in listen only mode for this presentation.

If you need to unmute your line to ask a question, you can get MassHealth’s attention by ”raising your hand” by clicking the Reactions button and choosing Raise a Hand.

When you are called on to speak, you need to unmute your line. You can do so by following these instructions:

If you are connected to audio on your phone: Press \*6 on your phone.

If you are connected to audio on your computer or via the Zoom app: Click the Mute icon at the bottom of the screen.

If we run out of time and you are unable to share your feedback, written responses will be accepted at any time at [PCAFeedback@mass.gov](mailto:PCAFeedback@mass.gov).

Slide 5: Providing Input  
This Public Listening Session will include a presentation by MassHealth followed by an opportunity for attendees to provide input. Please hold all comments and questions until the end of MassHealth’s presentation.

Attendees can provide input by either typing their comment into the chat section of Zoom or by unmuting and verbally giving their comments.

MassHealth asks that individuals providing comments indicate their role as a stakeholder. For example, identify if you are a consumer, a PCA, a PCM employee, etc.

Feedback will be prioritized in the following order:

1. A MassHealth representative will read any comments submitted to the comments section.
2. A MassHealth representative will call on anyone using the “raise hand” feature.
3. Attendees will have the opportunity to unmute and provide feedback.

MassHealth anticipates that many individuals will want to provide feedback. We ask that you be as concise as possible to ensure that all attendees who want to provide input have time to do so.

MassHealth will respond to questions at the end of this session.

If we run out of time and you are unable to share your feedback, written responses will be accepted at any time at <PCAfeedback@mass.gov>.

## Slide 6: Why is MassHealth holding this Public Listening Session

Public Listening Sessions are voluntary. PCAs are NOT required to attend  
  
MassHealth has been holding Public Listening Sessions to discuss Electronic Visit Verification (“EVV”) implementation in the MassHealth Personal Care Attendant (“PCA”) program.

In this Public Listening Session, MassHealth will share policy updates about EVV implementation. Then, MassHealth will ask stakeholders, such as Consumers and PCAs, for their feedback about certain topics.

This Public Listening Session is not a training.

For this Public Listening Session, MassHealth will respond to feedback and answer questions at the end of the session. Please refrain from raising your hand until the end. The purpose of this session is for MassHealth to share updates and for stakeholders to provide feedback or ask questions that will help inform them of ongoing policy development.

This presentation will be available to download, after the Public Listening Session is over. To download a copy, visit mass.gov and search for “PCA Public Listening Session” in the search box. The presentation will also be available in Spanish.

Slide 7 EVV IMPLEMENTATION TIMELINE   
  
Slide 8: How will I know when it’s my turn to use EVV  
**About two months before you start using EVV, you will receive a packet from Tempus in the mail. This is called the EVV Start Packet.**

* Your EVV Start Packet will include important information about EVV, such as:
  + Your EVV start date
  + How to attend EVV training
  + How to request an EVV exemption
  + How to redeem a device voucher
* Please read your entire EVV Start Packet and follow the instructions.
* You will also receive several emails, automated telephone calls and text messages before you are required to start using EVV.
  + Please do not ignore these messages. It is important that you read all messages from Tempus FI and follow Tempus’ instructions.
* **Note**: You cannot request an exemption until you receive your EVV Start Packet. Please do not call Tempus FI to request an exemption until you have received your EVV Start Packet.

## Slide 9 : Important note about the EVV Start Packet

IMPORTANT  
Make sure that Tempus Fiscal Intermediary (FI) has your correct contact information on file.

If Tempus does not have your correct address, phone number, or email address, you might not receive your EVV Start Packet.

**Please update your contact information with Tempus FI by visiting** [**evvweb.tempusunlimited.org**](https://evvweb.tempusunlimited.org/) **and following the instructions on the page.**

## Slide 10 : Title When will I start using EVV?

* MassHealth is rolling out the EVV system gradually.
* 1,000 Consumers and PCAs are participating in an EVV pilot that began in October 2023.
* Starting in January 2024, a new group of Consumers and PCAs will begin receiving their EVV Start Packets.
* If you are a PCA and work for more than one Consumer, your EVV start date for each Consumer may be different.
  + For example, you could have started using EVV for one Consumer in Fall 2023, but you could start using EVV with a different Consumer in Summer 2024.

If you are required to use the EVV system, you will start using it at some point between early 2024 and the end of 2025.

Slide 11 : EVV Implementation Timeline   
Consumers and their PCAs (After January 1, 2024)

* For Consumers who are already receiving PCA services as of January 1, 2024, their start date will be based on last name.
  + Consumers who are already participating in the PCA program will be made aware of their EVV start date when they receive their EVV Start Packet. This will be mailed to the Consumer approximately two months prior to their EVV start date.
* Any Consumer who is new to the PCA program after January 1, 2024, will use EVV as soon as they join the program.
  + The Consumer’s PCAs will start using EVV at the same time as the Consumer.

## Slide 12 : About the EVV System Slide 13 : What is EVV?

* EVV stands for "Electronic Visit Verification."
* EVV is a new kind of timesheet system that the MassHealth PCA Program is currently rolling out.
  + EVV is NOT the same as eTimesheets, which is an electronic timesheet system some Consumers and PCAs use today.
* MassHealth is required to start using EVV because of federal law.
* The EVV system will be accessible and easy to use.
  + The EVV system was designed using input from Consumers, PCAs, PCM staff, and other stakeholders, over the course of several years.
  + MassHealth has held frequent Public Listening Sessions and public workgroups where Consumers and PCAs provided feedback to MassHealth staff. This feedback included many topics, including (but not limited to):
    - How to make the EVV system easy to use for everyone
    - How MassHealth should communicate with Consumers and PCAs about EVV
    - How Tempus Fiscal Intermediary (FI) can effectively train Consumers and PCAs on EVV

## Slide 14: What will EVV change?

* + If you are required to use EVV, it will replace how you currently submit timesheets. The EVV system will be the only way to submit timesheets once it is your turn to start using EVV.
    - * + For instance, if you currently submit paper timesheets but are required to use EVV, you will have use EVV **instead** of paper timesheets.
  + EVV will **NOT** change how the PCA program works. For instance, EVV will not change:
    - * + How Consumers use their PCA services
        + How many PCA hours a Consumer receives from MassHealth
        + How PCAs provide services to Consumers
        + Other rules of the program
  + If you are a PCA, you will use the EVV App to check in and out of your visits. If you are a Consumer, you will use the EVV Portal to review, approve, and submit your PCA’s time to Tempus FI for payment.

Slide 15: How will the EVV System work?  
The EVV system has two parts:  
  
**The EVV App**

PCAs will use the EVV App to clock in at the beginning of each shift and clock out at the end of each shift.

The EVV App must be downloaded onto a smart device, such as a smartphone or tablet  
  
**The EVV Portal**

Consumers and Surrogates will use the EVV Portal to view, approve and submit their PCAs’ time to Tempus FI for payment.

PCAs can also view the EVV Portal to view their timesheet, create manual shifts, and request PTO.

The EVV Portal is a website that can be viewed on any device with internet access and a website browser, such as a computer, smartphone, or tablet.

Slide 16: Here is an Example of How the EVV System Will Work:  
  
**Example: John is a Consumer. John schedules his PCA to work every Monday from 8:00am until 4:00pm.**

|  |
| --- |
| **Today** |
| **At the end of the pay period, John fills out a paper timesheet.**  **The paper timesheet shows John’s PCA working every Monday from 8am-4pm.**  **John faxes the paper timesheet to Tempus FI.** |

|  |
| --- |
| **After the EVV Start Date** |
| **Every Monday, John’s PCA uses the EVV App to clock in at 8:00am and clock out at 4:00pm.**  **At the end of the pay period, John goes onto the EVV Portal to approve his PCA’s timesheet.**  **John submits the timesheet to Tempus FI through the EVV Portal.** |

* + **Note**: The change to EVV did not change John’s PCA services or his PCA’s schedule.
  + Also, John’s PCA did not need to check in/out for each ADL activity – he only needed to clock in once at the start of his shift and clock out once at the end of his shift.

## Slide 17: What Information does the EVV System Verify? To meet federal rules, the EVV system will electronically verify certain parts of each PCA’s visit, including:

* + 1. The name of the Consumer.
    2. The name of the PCA.
    3. The date of the visit.
    4. The start time and end time of the visit.
    5. The location of the visit.
  + In the EVV system, the PCA’s location will only be listed as “Home” or “Community.”
    - The EVV system will show “Home” if the PCA checks in or checks out at the Consumer’s home. The EVV system will show “Community” if the PCA checks in or checks out anywhere other than the Consumer’s home.
  + A PCA’s location will only be verified at the exact start time and end time of each visit.
    - The EVV system will never verify a PCA’s location at any other time.

Slide 18: What information does the EVV system verify? (Continued) **Note**: Because the EVV system must verify every shift, Consumers cannot enter their PCA’s schedule in the EVV system in advance.

* + - PCAs will need to clock in and out of each shift.
    - If a PCA forgets to clock in/out, or if an issue comes up (for instance, if a PCA’s phone dies), the PCA or Consumer can create a manual shift in the EVV Portal.
    - Consumers and PCAs will receive more information about this process when they attend Tempus’ EVV training.

## Slide 19: EVV Exemptions Slide 20: Will I be required to use EVV? Most Consumers and PCAs will be required to use the EVV system.

* However, there are two groups of people who are “exempt” from EVV. If you are exempt from EVV, it means you do **NOT** need to use the EVV system.
  + **The Live-In Exemption**: Consumers and PCAs who live in the same home permanently or for “extended periods of time” are not required to use EVV together.
    - **Note**: The Live-In Exemption only applies to a specific Consumer/PCA pair. For instance, if you are a PCA who lives full time with one Consumer, you might not be required to use EVV for that Consumer. However, if you also work with a second Consumer who lives in a different home, you *will* need to use EVV for that Consumer.
  + **The Safety Exemption**: Consumers or PCAs are not required to use EVV if using the system would cause a safety issue. For example, some victims of domestic violence or stalking cannot use a GPS-enabled smart device.
* You will receive more information about exemptions when you receive your EVV Start Packet.

Slide 21: EVV Devices  
  
Slide 22: Title What if I don’t have a smart device or computer to use EVV?  
As a reminder, to use EVV:

* + PCAs will need access to a smart device, such as a smartphone or tablet, to use the EVV App.
  + Consumers will need access to any device with a web browser, such as a laptop computer, desktop computer, smartphone, or tablet, to use the EVV Portal website.
* MassHealth expects that most Consumers and PCAs will use their own devices with EVV.
* However, during the rollout of EVV, MassHealth will provide a voucher for one basic smart device to any Consumer or PCA who does not have access to a smart device, or who does not wish to use their personal device for EVV.
* When it is your turn to start using EVV, you will receive more information from Tempus FI about devices.  
    
  **Consumers and PCAs are NOT required to request a device from MassHealth. If you have your own device and want to use it with EVV, that is completely fine.**

Slide 23: What if I don’t have internet access?  
If a PCA does not have internet (or a data plan) to use the EVV App on their smart device, **they will still use the EVV App to clock in and out of each shift**.

* + At the end of the pay period, the PCA will need to go somewhere with internet access – which could include a library, grocery store, coffee shop, or other location with free Wi-Fi.
  + Once connected to the internet, the EVV App will automatically upload the PCA’s shifts to the EVV System, so the Consumer can view and approve.
  + If a Consumer does not have internet or a data plan to access the EVV Portal website, they should contact their Personal Care Management (PCM) agency.
  + The PCM agency will work with the Consumer to discuss options and figure out a way for the Consumer to access the EVV Portal.
  + This is a situation that MassHealth will monitor closely as Consumers start using EVV.

## Slide 24 : EVV Training Slide 25: How Will I be Trained on how to use EVV?

* Every Consumer and PCA will have access to training before they are required to start using the EVV system.
* Training will be offered by Tempus FI about 6 weeks before it is your turn to start using EVV.
* Tempus FI will offer a few different kinds of training. You will be able to choose which type of training works best for you. Training for EVV will be offered live online, self-paced online and in-person.
* EVV training is available for all PCAs, and PCAs will be paid for 1.5 hours after completing their training.

## Slide 26: Compliance Slide 27: EVV Non-use

**Instances of EVV Non-use (non-compliance)**

* Instances of EVV Non-Use are used to measure consumer compliance.
* An act of EVV Non-Use occurs when a consumer submits a paper or eTimesheet in lieu of approving timesheets or manually entering PCA time in the EVV Portal.
* The counter for EVV Non-Use is reset after five consecutive pay periods of proper use of the EVV system.
* For consumers not already in the pilot, this process starts on their scheduled EVV start dates.

## Slide 28: EVV Compliance – Tracking Instances of Non-use (NU)

**To encourage use of EVV, we may implement additional outreach to:**

* Discuss the importance of using the EVV system.
* Discuss the consequences of not using the EVV system.
* Discuss how services may change if Consumers are referred to another MassHealth program.

## Slide 29: What is an EVV Use Agreement?

* Consumers whose Prior Authorizations (PA) are terminated or referred for termination due to EVV non-use will have the opportunity to access or continue accessing PCA program services in the future by signing an "EVV Use Agreement Form."
  + Continued participation in the PCA program is contingent on the Consumer’s immediate use of the EVV system.
  + After signing the Agreement, Consumers will enter a Probationary Status and the Consumer must use EVV for their next five pay periods (when they received PCA services).
    - * + If the Consumer does not use EVV, they will again be referred to MassHealth for PA termination.
        + After 5 pay periods of EVV compliance (when they received PCA services), the Probationary Status will be lifted.
* Consumers may appeal MassHealth's decision to terminate a PA up to 60 days after the date of the notice of termination.
* Slide 30 : Roles and Responsibilities  
  **PCMs / SCO & One Care Plans**
* PCM Noncompliance Tracker (updated weekly).
* Weekly phone calls to Consumers who submit their timesheet outside of the EVV system.
* Follow standard procedures (Unable to Contact, Surrogate, EVV).
* Receive and maintain EVV Use Agreement forms.

**Consumers**

* Register for EVV and attend trainings, as needed.
* Review and approve time in the EVV Portal.
* Educate PCA(s) on EVV and if necessary, manually enter time for PCA in the EVV portal.

**PCAs**

* Register for EVV.
* Download the App.
* Clock in and out using EVV system for each shift.
* Enter PTO in UCP.

## Slide 31: Roles and Responsibilities (Continued) **Tempus**

* Send Everbridge communications to Consumers out of compliance.
* Communication to PCAs out of compliance.
* Sending letter to Consumer for EVV non-use (Warning)
* Reports back to MassHealth on communications sent to each PCA (emails, calls) including content and outcome.
* Generate EVV reports for PCMs and IC Plans

**MassHealth**

* Monitoring activities
* Termination of PCAs and Consumers PCA Program PA
* EVV Compliance Committee

## Slide 32: Next Steps

Slide 33: Title Is there Anything I Should do Right Now?  
**Update your contact information with Tempus FI today.**

**Visit:** [**evvweb.tempusunlimited.org**](https://evvweb.tempusunlimited.org/) **and follow the instructions on the page**

* All Consumers, Surrogates, and PCAs should make sure Tempus FI has their current contact information. This includes your:
  + Home Address
  + Mailing Address
  + Phone Number
  + Email Address
* **Visit evvweb.tempusunlimited.org to update your contact information.**
* After you confirm that Tempus has your updated contact information, you do not need to take any other action until you receive your EVV Start Packet.
  + Tempus FI will mail your EVV Start Packet to you about two months before it is your turn to start using EVV.

## Slide 34: How Can I learn more?

Visit [**tempusunlimited.org/EVV**](https://tempusunlimited.org/evv/)

to learn more about EVV

* If you would like more information about EVV, you can:
  + Visit [tempusunlimited.org/EVV](https://tempusunlimited.org/evv/)
  + Contact your Personal Care Management (PCM) agency and speak with your skills trainer
  + Watch for more MassHealth public listening sessions by visiting www.mass.gov/info-details/learn-about-evv-for-consumer-directed-programs
* Please do not call Tempus FI to ask about EVV at this time.
  + Instead, please visit Tempus’ EVV website at [tempusunlimited.org/EVV](https://tempusunlimited.org/evv/) or contact your PCM agency.

Slide 35 Quick Summary  
  
Slide 36 Quick Summary  
Today, we discussed EVV, or “Electronic Visit Verification.” EVV is a new kind of timesheet system that the MassHealth PCA program is currently rolling out.

* **Key points include**:
  + PCAs will use the EVV App to clock in and out of every shift. Consumers will use the EVV Portal to view, approve, and submit their PCAs’ timesheets to Tempus FI.
  + Most Consumers/PCAs will be required to start using EVV at some point between early 2024 and the end of 2025.
  + If you are required to use EVV, it will replace your current timesheet.
  + About two months before it’s your turn to use EVV, you will receive an EVV Start Packet from Tempus FI in the mail. This packet will include important information and instructions for you to follow.
  + Make sure Tempus FI has your correct contact information. Visit [**evvweb.tempusunlimited.org**](https://evvweb.tempusunlimited.org/) to update your contact information with Tempus.
* If you would like more information:
  + Download a copy of this presentation by visiting mass.gov, searching for “Notice of PCA Public Listening Session” and opening the search result for December 2023.
  + Visit [tempusunlimited.org/EVV](https://tempusunlimited.org/evv/) to learn more about EVV.

Contact your PCM agency  
  
Slide 37: Here is an Example of How the EVV System Will Work:  
**Example: John is a Consumer. John schedules his PCA to work every Monday from 8:00am until 4:00pm.**

|  |
| --- |
| **Today** |
| **At the end of the pay period, John fills out a paper timesheet.**  **The paper timesheet shows John’s PCA working every Monday from 8am-4pm.**  **John faxes the paper timesheet to Tempus FI.** |

|  |
| --- |
| **After the EVV Start Date** |
| **Every Monday, John’s PCA uses the EVV App to clock in at 8:00am and clock out at 4:00pm.**  **At the end of the pay period, John goes onto the EVV Portal to approve his PCA’s timesheet.**  **John submits the timesheet to Tempus FI through the EVV Portal.** |

* + **Note**: The change to EVV did not change John’s PCA services or his PCA’s schedule.
  + Also, John’s PCA did not need to check in/out for each ADL activity – he only needed to clock in once at the start of his shift and clock out once at the end of his shift.

## Slide 38: Public Feedback

Slide 39: MassHealth Wants to Hear from You!  
**Feedback Reminders**

* + Feedback will be prioritized in the following order:
    1. A MassHealth representative will read any comments submitted to the comments section.
    2. A MassHealth representative will call on anyone using the “raise hand” feature.
    3. Attendees will have the opportunity to unmute and provide feedback.
  + For this Public Listening Sessions, MassHealth **will** respond to feedback. Please use the “raise hand” feature and wait for a MassHealth representative to call your name. Please identify your role as a stakeholder before sharing your comment or question.
  + If we run out of time and do not get to your question, MassHealth accepts feedback at any time at [PCAfeedback@mass.gov](mailto:PCAfeedback@mass.gov)

Slide 40: Thank you  
Additional feedback can be submitted to MassHealth by emailing:

[***PCAfeedback@mass.gov***](mailto:PCAfeedback@mass.gov)

Visit [**tempusunlimited.org/EVV**](https://tempusunlimited.org/evv/)

to learn more about EVV