Clock In/Out Self-Hired Community Habilitation
eVeroMobile App

*Community Habilitation- a service delivered in the community to facilitate inclusion, integration, skill and relationship building

*eVeroMobile app- timekeeping app utilized by staff when providing NYS Medicaid supports

eVeroMobile

*Staff Attendance- All shifts must be documented real-time by staff via the eVeroMobile App on an electronic device per federal (EVV) Electronic Visit Verification mandates. Any missed shifts or shift corrections must be submitted by staff to eVero Payroll at everopayroll@aimservicesinc.org utilizing the manual payroll template

- Please reach out to SD Team if the staff needs a manual payroll template
- Submissions must be timely in order to avoid delays in payment
- Manual Payroll Templates must be submitted via AIM Self-Direction https://www.aimservicesinc.org/self-direction/

*Overtime Policy: Overtime must be requested and confirmed by AIM team to ensure sufficient support in the budget prior to staff providing services (overtime is billed at time and a half)

- Overtime cannot be scheduled using the AIM Notice of Employment form

*eVero Payroll (everopayroll@aimservicesinc.org) - Assists with processing payroll, time off approval, and communications with staff on shift updates/corrections in accordance to AIM Payroll Schedule

*Quality Notes- staff will enter daily shift notes when providing Community Habilitation services. Notes should include important details of the supports provided during that shift. This should directly relate to the individual's goals/valued outcomes as indicated in the 'Methods' Section of the eVeroMobile app (NYS Medicaid requirement for quality documentation)

Shift Note Rule of 3:

1. *Where you Went/What you Did (Covers SAF and Transportation)*
2. *Staff Support*
3. *Individual Response*

Example Shift Note:
I went to the grocery store with Joe to get items to prepare lunch. On the way home Joe wanted to stop for ice cream. I assisted Joe with using the correct change when paying for ice cream. *(Where and What covers Mileage and Staff Activity Fee).* When making lunch I helped Joe cut his sandwich in half safely *(Staff Support).* Joe had a great day. He loved his ice cream and lunch *(Individual Response)*

1. Select 'Click Here to Log In' and proceed to 'eVero Sign In' screen
2. Enter username and password; Select 'Sign In'

Forgotten User/Password: Select 'Forgot your username' or 'Forgot your password' or 'Forgot your login information' (blue hyperlinks on right-hand side or bottom center) and follow onscreen instructions for Username or Password
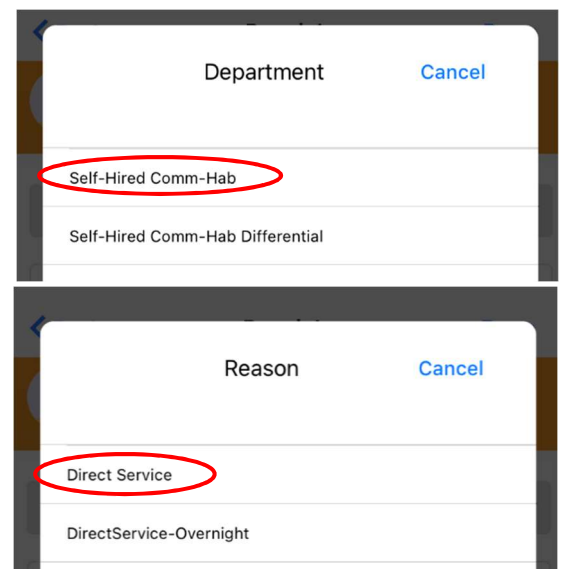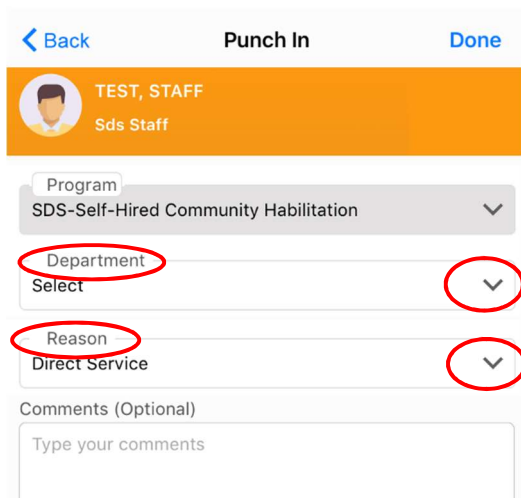
3. Select 'Service Delivery' (orange icon top left)
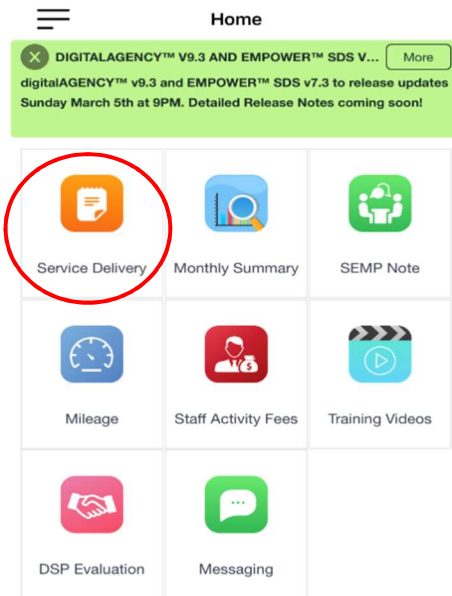
4. Select 'SDS-Self-Hired Community Habilitation (grey arrow) and proceed to Punch in from the 'Attention Screen' by selecting 'OK'
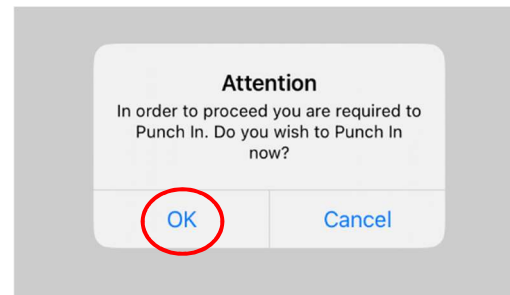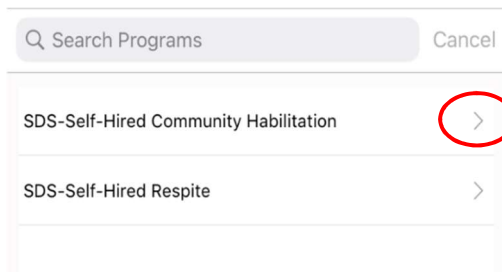
5. Select 'Department' (grey arrow); select 'Self-Hired Comm-Hab' from dropdown
6. Select 'Reason' (grey arrow); select 'Direct-Service' from dropdown

7. Verify information is correct on 'Punch In' screen (comments are optional); select 'Done' (upper right-hand corner)

8. Select Individual by clicking empty checkbox (selection indicated by orange checkmark); Select 'Done' (upper right-hand corner)

9. Select 'Mode-of-Support' (upper right-hand corner); Select 'Face-to-Face' supports from dropdown. Select 'Done' (upper right-hand corner) to return to 'Individuals' screen

10. On 'Individuals' screen, select 'Done' to proceed to 'Session'

11. Press 'Start' (green play icon) to proceed to session and begin Face-to-Face supports (indicated by 'Start Time' stamp)

14. Select orange notepad (indicated by '0/5') to open 'Services' page which will expand **all current** goals

15. Select grey arrow (right-hand side of screen) to expand and review **one** goal

16. Review 'Methods' section of selected goal (this is how staff will assist/support individual)
17. Under 'Staff Support' select at least one, Physical, Verbal, Gestural, Supervision (grey arrow); indicate # of prompts for that support and select 'Done'
18. Select 'Individual Response' (grey arrow); choose from dropdown and select 'Done'
19. Select 'Service Location' as either **Home** or **Community** and select 'Done'
20. Select 'Comments' to enter shift note and select 'Done'

Note: review methods for all goals by using the grey set of arrows (top middle of screen)

Staff Supports — Done

1	2	3
4	5	6
7	8	9
	Other	

Cancel

Individuals Response — Cancel

Fully Engaged

No Response Required

Partially Engaged

Personal Safeguard

Refused, Staff Cont. To Prompt

Service Location — Done

At Home

In the Community

Other

Cancel

Cancel — **Comments** — Done

Shift Note Here

< Services   ◄ 1 / 5 ►   Save

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

SERVICE

I would like to improve my daily living skills.

VALUED OUTCOME

I would like to improve my daily living skills.

METHODS

Staff will assist with skills in the kitchen to ensure safety and daily living skills like laundry and cleaning.

Staff Support

Physical   Select >
Verbal   Select >
Gestural   Select >
Supervision   Select >

Individual Response

Select ⌄

Service Location

Select ⌄

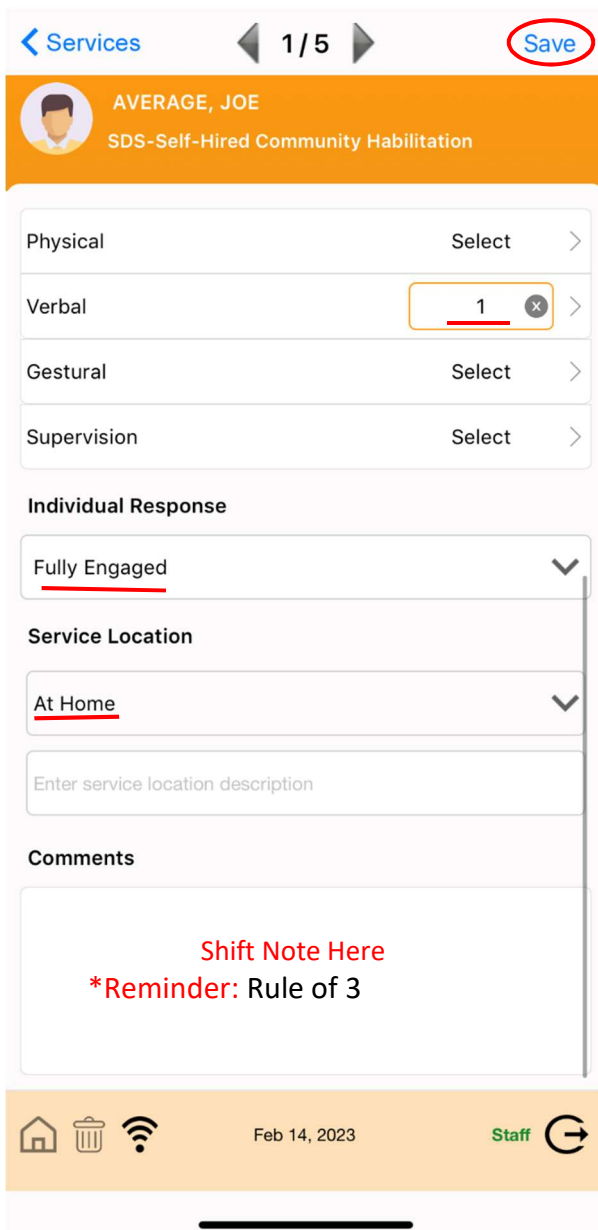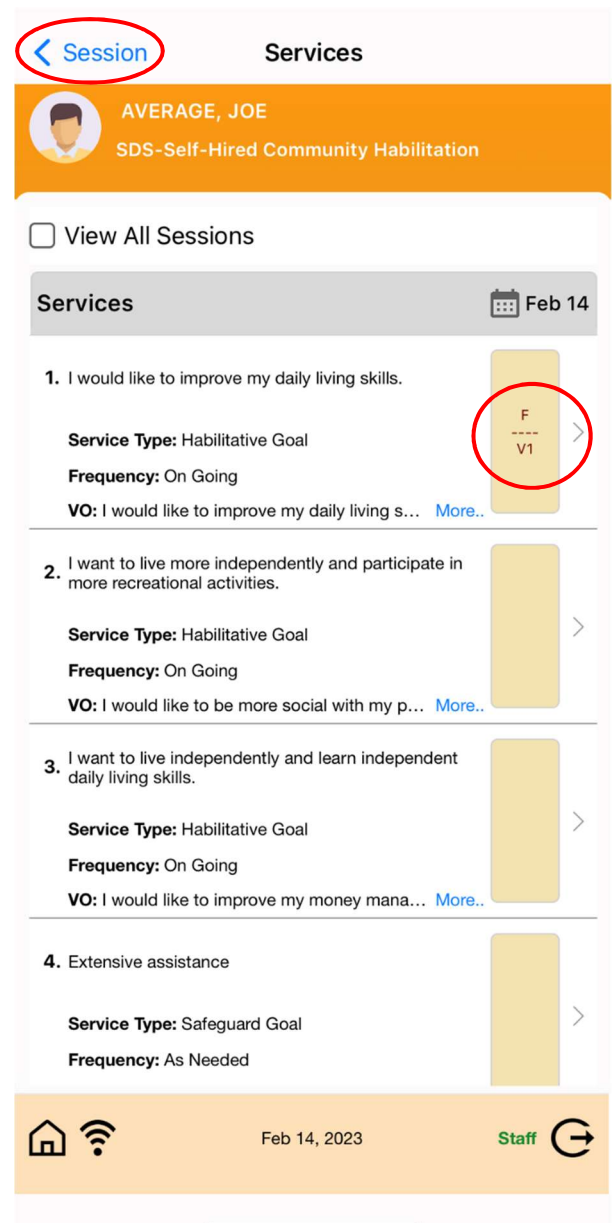Enter service location description

Comments

*Reminder:

Rule of 3:
*-Where you went and what you did
(covers reimbursement requests)*
-Staff Support
-Individual Response

* Shift Note Example:
I went to the grocery store with Joe to get items to prepare lunch. On the way home Joe wanted to stop for ice cream. I assisted Joe with using the correct change when paying for ice cream. (*Where and What covers Mileage and Staff Activity Fee*). When making lunch I helped Joe cut his sandwich in half safely (*Staff Support*). Joe had a great day. He loved his ice cream and lunch (*Individual Response*).

21. Verify all information entered on screen is correct and select 'Save' (top right-hand corner)
22. On 'Services' screen documentation will be recorded in the yellow box next to the selected goal
23. Select 'Session' (upper left-hand corner) to return to 'Session' screen

24. 'Session' page will reflect 1/5 goals documented on (indicated by green notepad with 1/5)
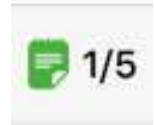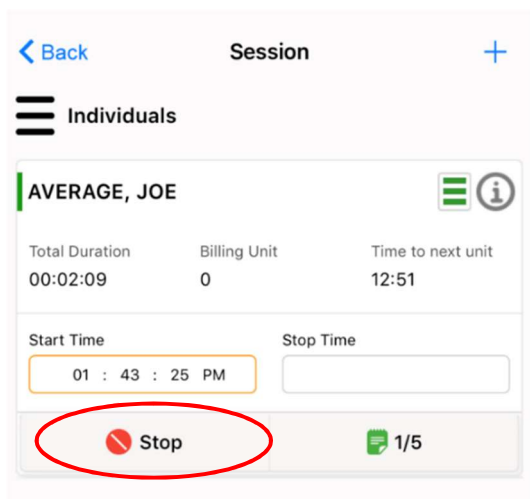
25. Stop session by selecting 'Stop' (indicated by a red circle)
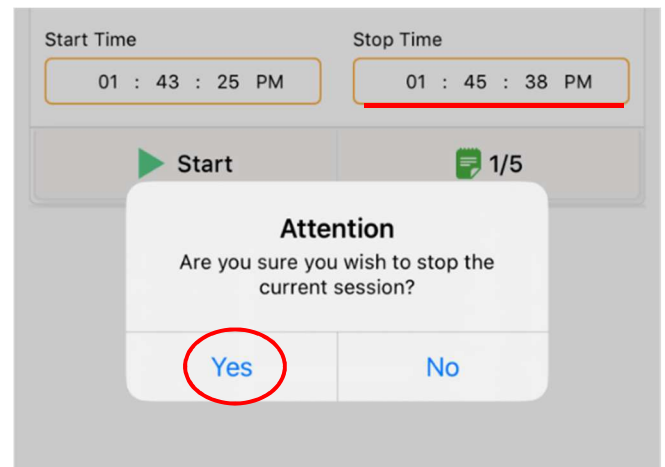
26. 'Attention Screen' will verify if you wish to clock out to end current session; select 'Yes' to end current session (indicated by 'Stop Time' stamp)
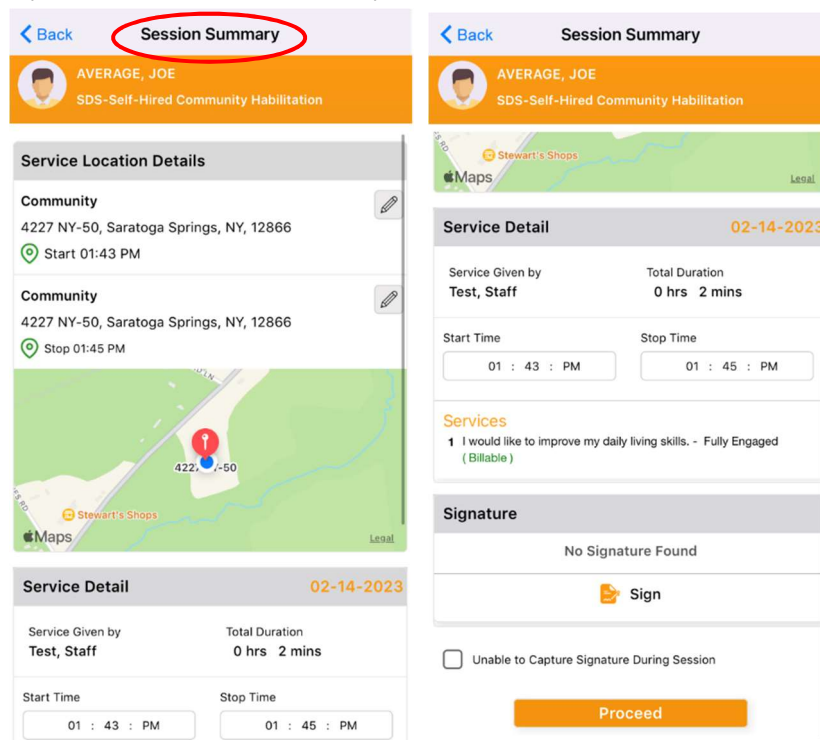
27. Under 'Session Summary' screen this will show a report of service location, date, times, total duration of shift, and services billed

R. Nov-23

28. Individuals/Reps may require a signature after each shift; to sign select 'Sign' (indicated by an orange paper at the bottom middle of screen)

29. Signature screen will prompt the type of signature, name, and title of signer; sign by using finger on the signature pad; select 'Done'
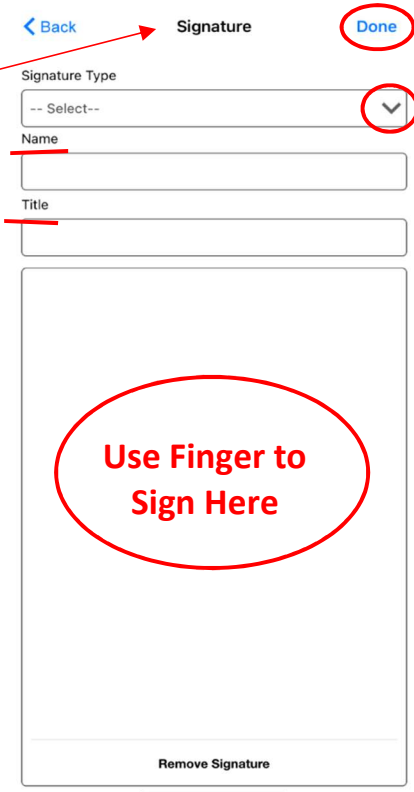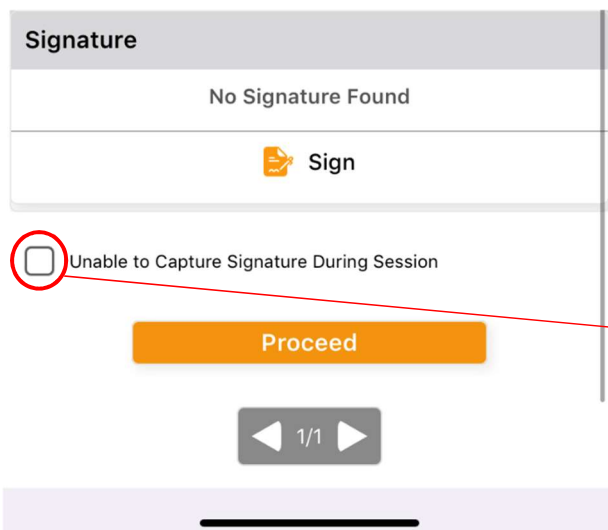

OR

30. If Individual/Rep is unable to sign after a shift is complete, select the empty checkbox 'Unable to Capture Signature During Session' (selection indicated by orange checkmark)

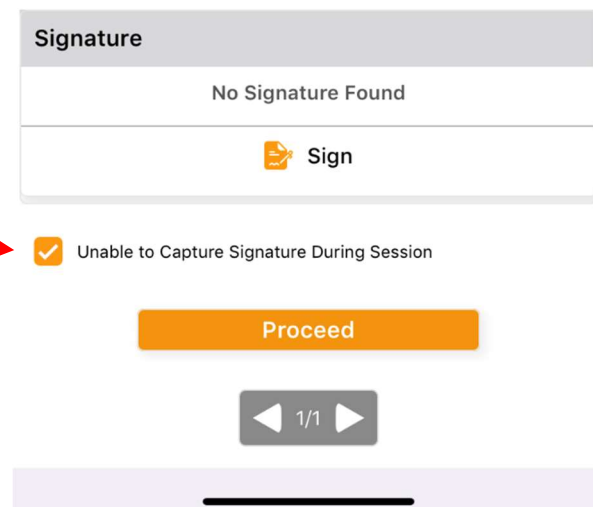31. Select 'Proceed' (orange button at bottom middle of screen) to successfully punch out of the program

32. 'Attention' screen will indicate that you have successfully punched out from the program
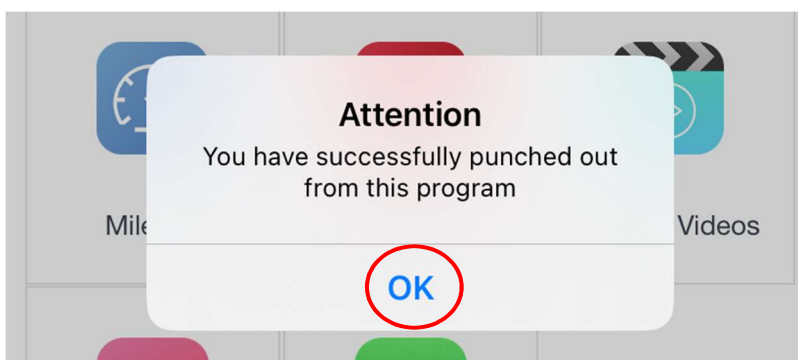
Self-Hired Community Habilitation <u>Billable Note Example</u>
eVeroMobile App

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*<u>Community Habilitation-</u> a service delivered in the community (i.e., non-certified settings) to facilitate inclusion, integration, and relationship building

*<u>Quality Notes-</u> staff will enter daily shift notes when providing Community Habilitation services. Notes should include important details of the supports provided during that shift. This should directly relate to the individual's goals/valued outcomes as indicated in the 'Methods' Section of the eVeroMobile app (NYS Medicaid requirement for quality documentation)

*<u>eVeroMobile app-</u> timekeeping app utilized by staff when providing NYS Medicaid supports

<u>Example includes:</u> Assigned Goal, Staff Methods/Supports, an Example of a Billable Note, and Staff Tips (to ensure documentation and reimbursements entered (if available to staff) can be supported)

Staff Action Plan:

<u>Assigned Goal:</u>
I would Like to Improve my Daily Living Skills (G)

<u>Staff Methods:</u>
Staff will assist with skills in the kitchen to ensure safety and daily living skills like laundry and cleaning

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<u>Example Shift Note:</u>

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