

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



*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'



eVeroMobile

By logging in you accept and agree to eVero's Terms of Service and Privacy Policy. For help email support@evero.com or call (516)345-1460.

Version 5.7

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Sign in to continue

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

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Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Sign In

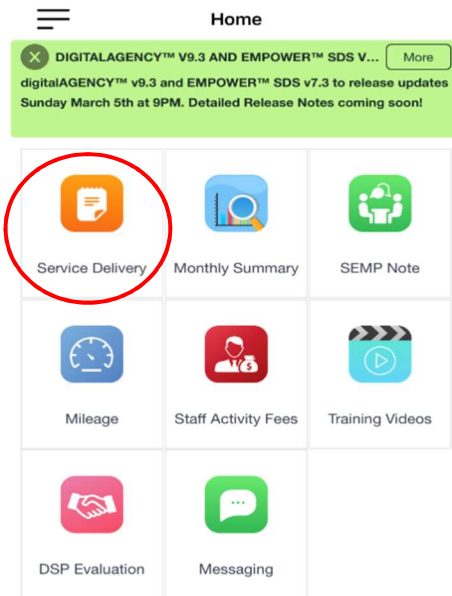
[Forgot your login information?](#)

[Sign in with your Agency Code](#)

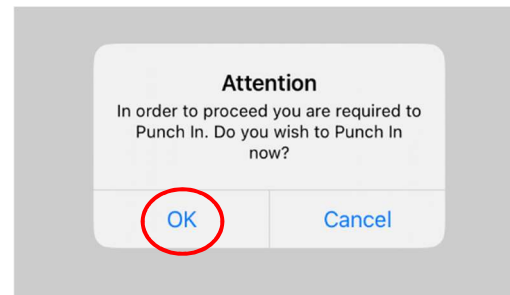
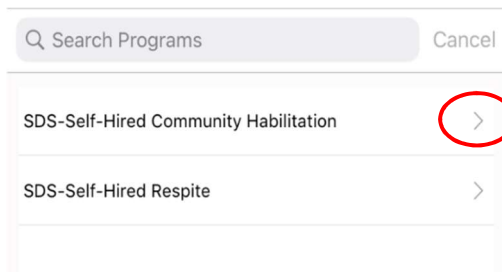
You are accessing a private Cloud Service. This Cloud Service is for the exclusive use of authorized users of the eVero Platform™. Unauthorized use of the eVero Platform™ is prohibited and is subject to criminal and civil penalties.

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)

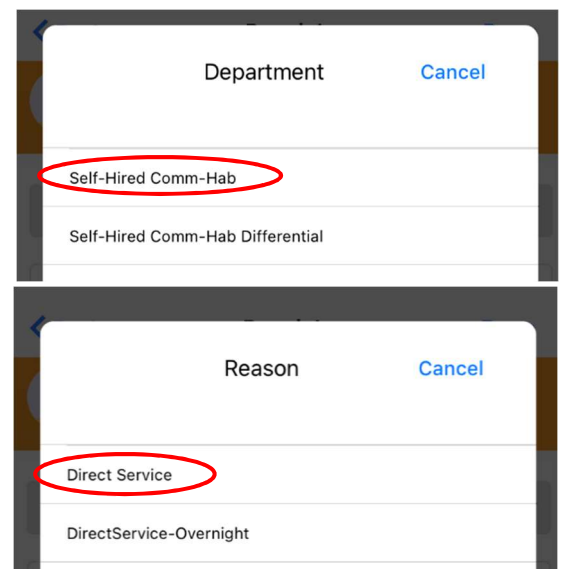
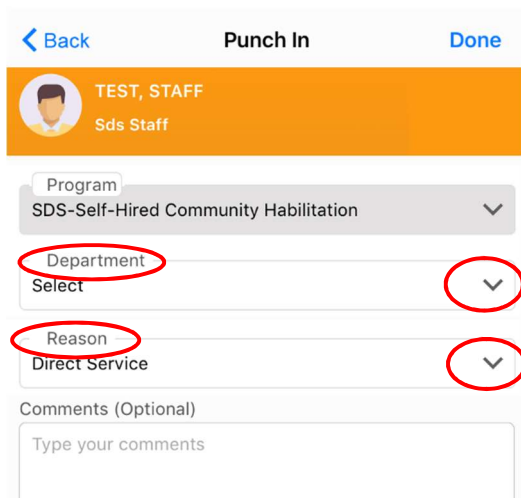


4. Select 'SDS-Self-Hired Community Habilitation' (grey arrow) and proceed to Punch in from the 'Attention Screen' by selecting 'OK'



5. Select 'Department' (grey arrow); select 'Self-Hired Comm-Hab' from dropdown

6. Select 'Reason' (grey arrow); select 'Direct-Service' from dropdown



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

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

- 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
- 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)

Session

Individuals

AVERAGE, JOE

Total Duration	Billing Unit	Time to next unit
00:00:00	0	15:00

Start 0/5

Stop Session

Feb 14, 2023

Session

Individuals

AVERAGE, JOE

Total Duration	Billing Unit	Time to next unit
00:00:35	0	14:25

Start Time **Stop Time**

01 : 43 : 25 PM

Stop 0/5

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

Session

Individuals

AVERAGE, JOE

Total Duration: 00:00:35 Billing Unit: 0 Time to next unit: 14:25

Start Time: 01 : 43 : 25 PM Stop Time:

Stop **0/5**

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

Services

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

☐ View All Sessions

Services Feb 14

- I would like to improve my daily living skills.
Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to improve my daily living s... [More..](#)
- I want to live more independently and participate in more recreational activities.
Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to be more social with my p... [More..](#)
- I want to live independently and learn independent daily living skills.
Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to improve my money mana... [More..](#)

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

< 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 v

Service Location

Select v

Enter service location description

Comments

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

***Reminder:**

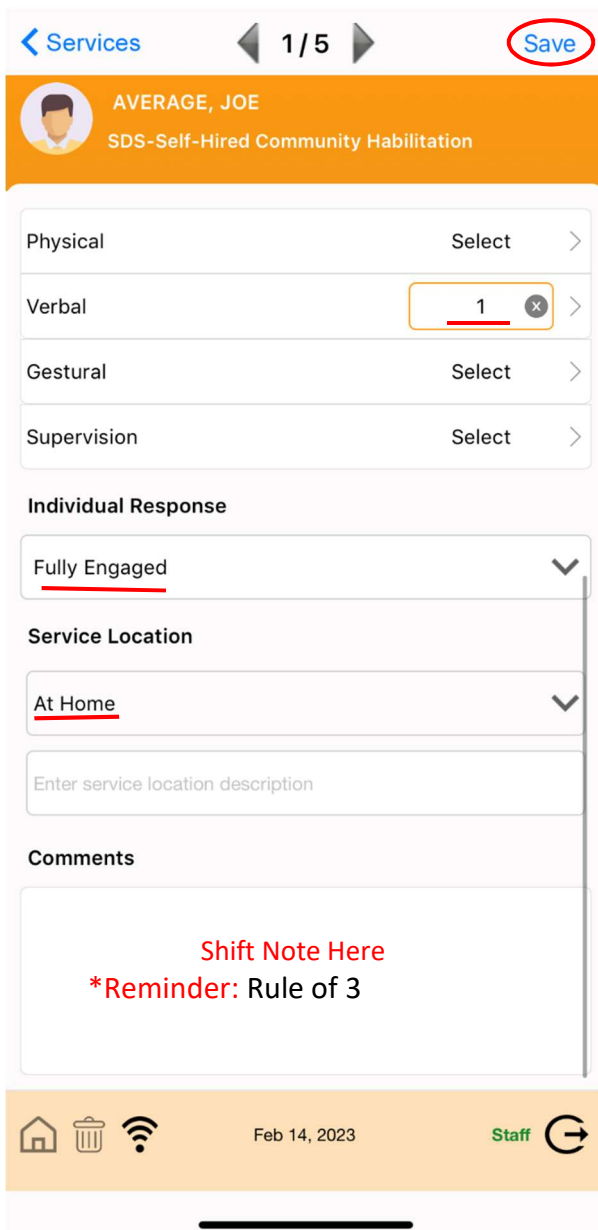
Rule of 3:

- 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



Services 1/5 **Save**

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

Physical Select >

Verbal 1 * >

Gestural Select >

Supervision Select >

Individual Response

Fully Engaged

Service Location

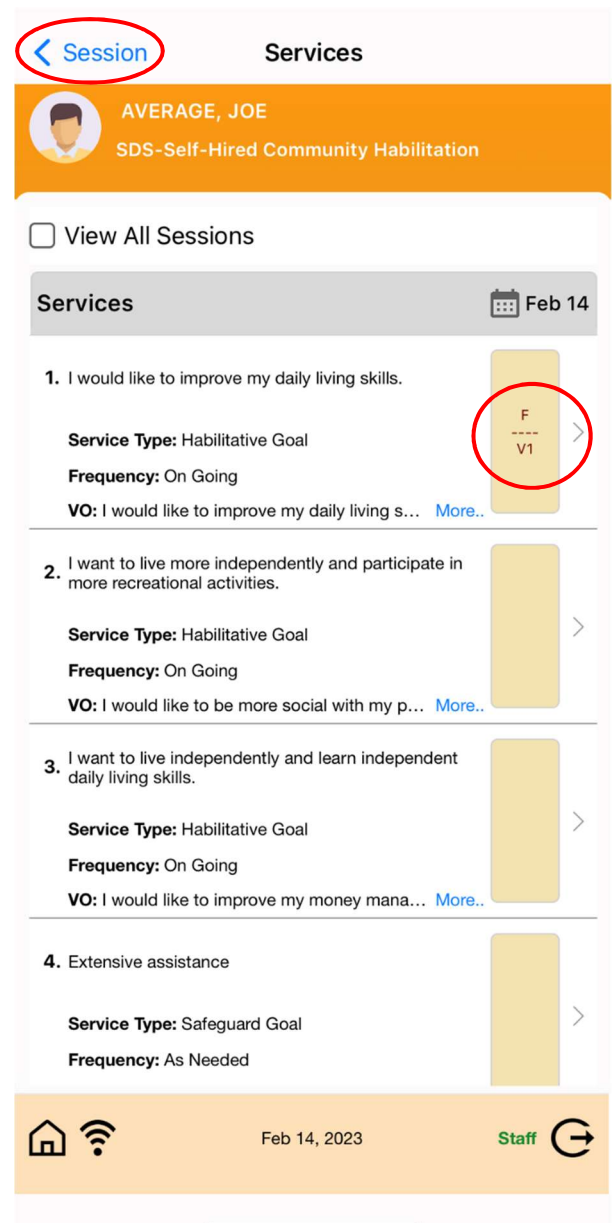
At Home

Enter service location description

Comments

Shift Note Here
*Reminder: Rule of 3

Feb 14, 2023 Staff



Session **Services**

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

☐ View All Sessions

Services Feb 14

1. I would like to improve my daily living skills.

Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to improve my daily living s... More..

2. I want to live more independently and participate in more recreational activities.

Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to be more social with my p... More..

3. I want to live independently and learn independent daily living skills.

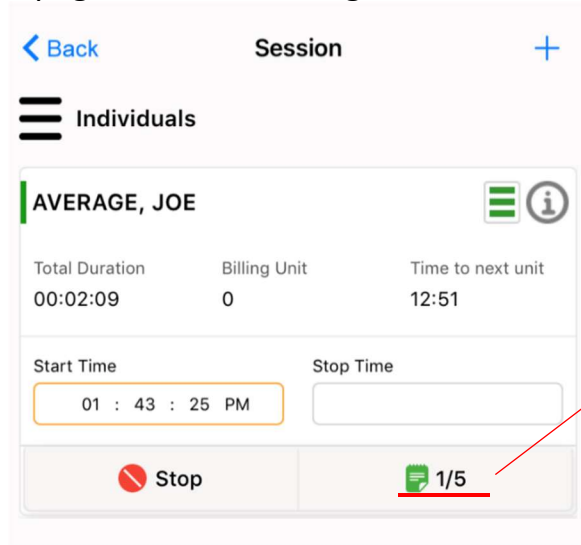
Service Type: Habilitative Goal
Frequency: On Going
VO: I would like to improve my money mana... More..

4. Extensive assistance

Service Type: Safeguard Goal
Frequency: As Needed

Feb 14, 2023 Staff

24. 'Session' page will reflect 1/5 goals documented on (indicated by green notepad with 1/5)



Session

Back +

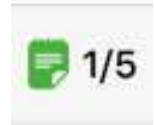
Individuals

AVERAGE, JOE

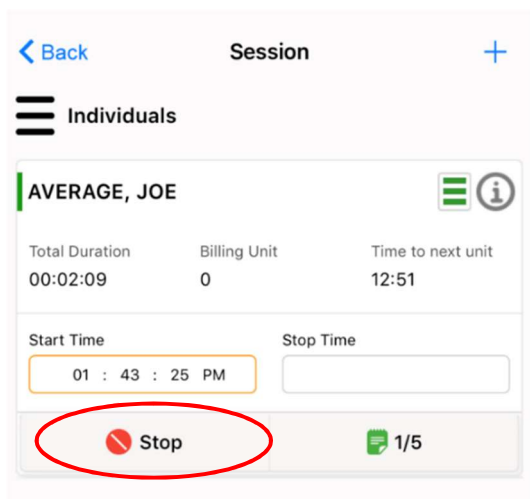
Total Duration 00:02:09 Billing Unit 0 Time to next unit 12:51

Start Time 01 : 43 : 25 PM Stop Time

Stop 1/5



25. Stop session by selecting 'Stop' (indicated by a red circle)



Session

Back +

Individuals

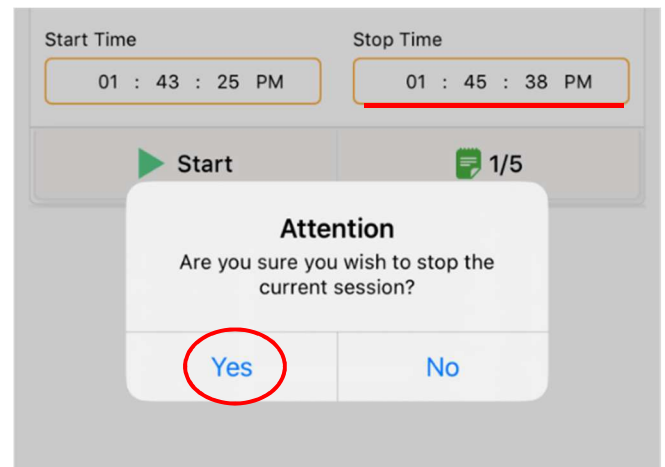
AVERAGE, JOE

Total Duration 00:02:09 Billing Unit 0 Time to next unit 12:51

Start Time 01 : 43 : 25 PM Stop Time

Stop 1/5

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)



Start Time 01 : 43 : 25 PM Stop Time 01 : 45 : 38 PM

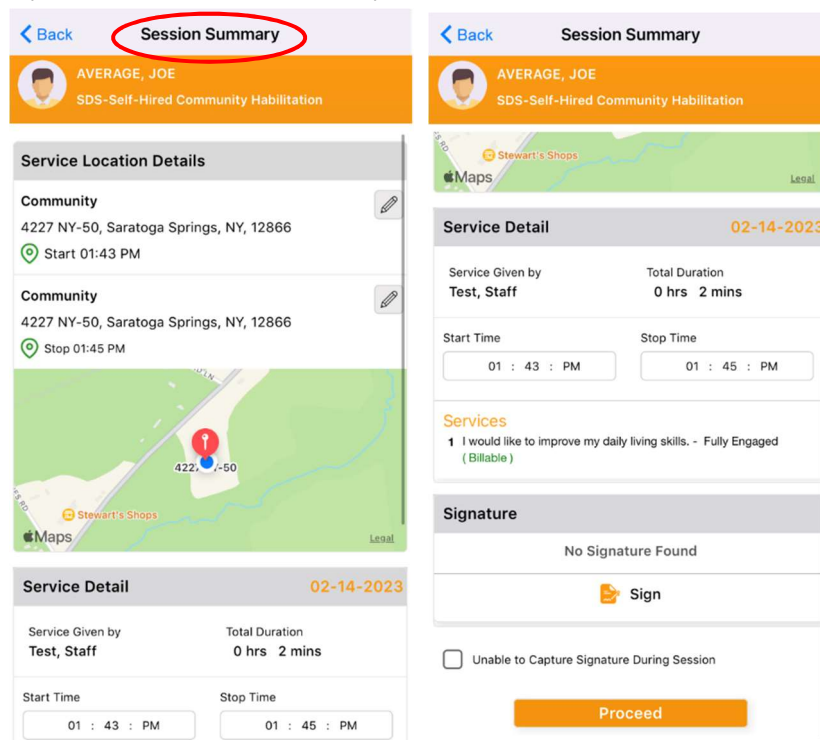
Start 1/5

Attention

Are you sure you wish to stop the current session?

Yes No

27. Under 'Session Summary' screen this will show a report of service location, date, times, total duration of shift, and services billed



Session Summary

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

Service Location Details

Community
4227 NY-50, Saratoga Springs, NY, 12866
Start 01:43 PM

Community
4227 NY-50, Saratoga Springs, NY, 12866
Stop 01:45 PM

Service Detail 02-14-2023

Service Given by Test, Staff Total Duration 0 hrs 2 mins

Start Time 01 : 43 : PM Stop Time 01 : 45 : PM

Services

1 I would like to improve my daily living skills. - Fully Engaged (Billable)

Signature

No Signature Found

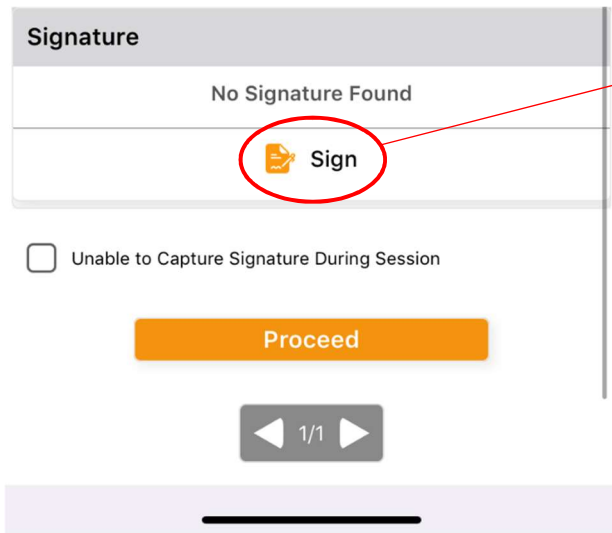
Sign

Unable to Capture Signature During Session

Proceed


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'



Signature

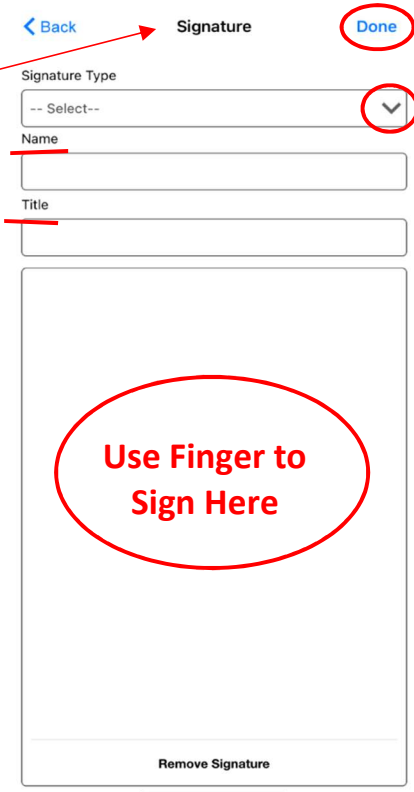
No Signature Found

 Sign

☐ Unable to Capture Signature During Session

Proceed

1/1



< Back Signature Done

Signature Type

-- Select--

Name

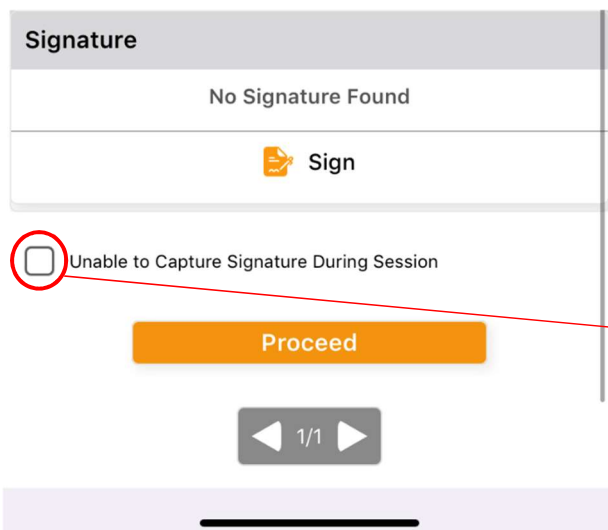
Title

Use Finger to Sign Here

Remove Signature


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**)



Signature

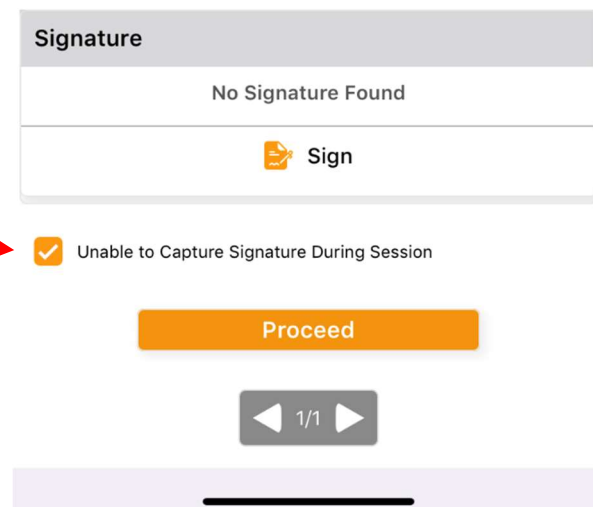
No Signature Found

 Sign

☐ Unable to Capture Signature During Session


Proceed

1/1



Signature

No Signature Found

 Sign

☒ Unable to Capture Signature During Session

Proceed

1/1

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

Session Summary

AVERAGE, JOE
SDS-Self-Hired Community Habilitation

Stewart's Shops

Service Detail **02-14-2023**

Service Given by	Total Duration
Test, Staff	0 hrs 2 mins

Start Time	Stop Time
01 : 43 : PM	01 : 45 : PM

Services

- 1 I would like to improve my daily living skills. - Fully Engaged (Billable)

Signature

No Signature Found

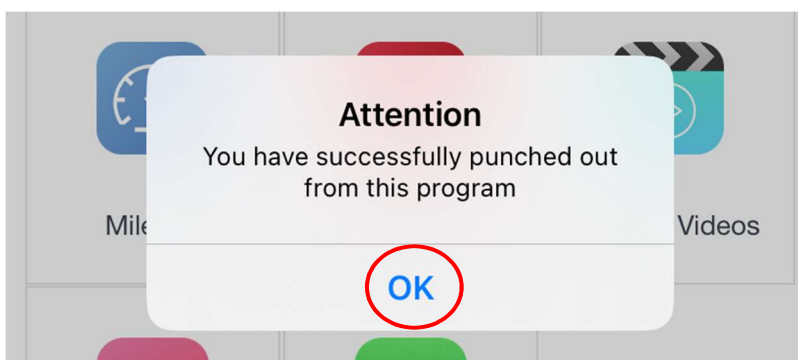
Sign

☒ Unable to Capture Signature During Session

Proceed

1/1

32. 'Attention' screen will indicate that you have successfully punched out from the program



Self-Hired Community Habilitation Billable Note Example

eVeroMobile App

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

*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)

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

Example includes: 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:

Assigned Goal:

I would Like to Improve my Daily Living Skills (G)

Staff Methods:

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

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*)

Shift Note Rule of 3:

4. *Where you Went/What you Did (Covers SAF and Transportation)*
5. *Staff Support*
6. *Individual Response*