



COMMISSIONER
Chris Traylor

March 16, 2012

To: Community Based Alternatives Providers
Community Living Assistance and Support Services Providers
Medically Dependent Children Program Providers
Primary Home Care Program Providers
Community Attendant Services Providers
Family Care Providers
Consumer Directed Services Agencies

Subject: Information Letter No. 12-33
Required use of the Electronic Visit Verification (EVV) System in Regions 2 and 4 where participation was mandatory effective February 1, 2012.

The information contained in this letter is applicable only to providers in Regions 2 and 4 that were placed under the requirement to use the Electronic Visit Verification (EVV) system effective February 1, 2012. The Department of Aging and Disability Services (DADS) has determined that for the months of February and March 2012, the agency will accept the use of paper timesheets as a back-up to the use of EVV to document attendant time worked. While DADS does expect providers to have begun using the EVV system to document service delivery effective February 1, 2012, for the months of February and March 2012, paper timesheets will also be accepted to demonstrate compliance with agency rules and contract provisions. DADS is providing this flexibility to allow providers an opportunity to gain familiarity with the use of the EVV system before being potentially subject to sanctions for being unable to provide required documentation of time worked solely based on records in the EVV system.

While additional flexibility for demonstrating compliance is being provided for this two month period, providers are strongly encouraged to make diligent efforts to gain proficiency in use of the EVV system. Beginning April 1, 2012, providers placed under EVV requirements effective February 1, 2012, will not be permitted to utilize paper timesheets to document attendant time worked or to support billing activity for attendant services.

For additional information on the EVV system and requirements for its use please refer to DADS Information letters [11-50](#), [11-115](#) and [11-126](#). Please note, as further clarification, that earlier references to EVV as a "pilot" refer to EVV's phased introduction across the state and should not be construed as meaning that provider use of the EVV system is voluntary after any date for which DADS has stipulated that provider participation is mandatory in a region.

Sincerely,

[signature on file]

William Campbell
Manager
Community Services Contracts