



COMMISSIONER  
Jon Weizenbaum

March 2, 2015

We sent you this letter because you are a Consumer Directed Services (CDS) employer. Soon you may use a new system that records the time your CDS employees provide services. The new system is called Electronic Visit Verification or EVV. We are asking you to use EVV because it can help make sure that all services authorized are provided. However, you do not have to use this system if you do not want to.

EVV uses phone and computer technology to record the time each day your CDS employee starts and stops work, much like an electronic timesheet. It won't cost you anything to use EVV. Using EVV won't change authorized services, the place where the services are delivered, or your authority to self-direct services.

Here's how EVV works: Your CDS employee uses the landline phone to call a toll-free phone number when he or she starts providing services, and again at the time the employee completes providing services. If there is no home phone, you can let the employee use your cell phone to call the toll-free EVV number, but you will have to pay for any cell phone charges.

As a CDS employer you must choose one of the following options:

1. Fully rely on the EVV system by allowing your CDS employees to use a home phone or your cell phone to call the toll-free number to record when services start and stop. You will use a computer to review and approve each visit. Paper timesheets are no longer needed under this option.
2. Partially rely on the EVV system by allowing your CDS employees to use a home phone or your cell phone to call the toll-free number, while you also record the start and stop times of services on a paper time sheet that you send to your financial management services agency (FMSA).
3. Not using the EVV system at all and keep recording your CDS employees' hours on paper time sheets.

If there is no home phone or your cell phone can't be used for EVV, but you want to use the EVV system, please contact your FMSA. Your FMSA can send you a small alternative device to install in your home so your CDS employee can record the time he or she starts and stops providing services.

Please contact your FMSA to let them know which option you would like to use for EVV. To find out more about EVV please contact your FMSA or visit the EVV website at <http://www.dads.state.tx.us/evv/>.

Sincerely,

*[signature on file]*

Elisa J. Garza  
Assistant Commissioner  
Access and Intake

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