



## TRANSITIONAL PATHS TO INDEPENDENT LIVING

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Date: June 19, 2019

Dear Direct Care Worker,

I would first like to say thank you for your support and patience during the conversion to Electronic Visit Verification (HHA). The next step in the conversion process is to log duties that are performed for the participant electronically. Currently duties are recorded on paper activity sheets which verify that duties listed on the participants plan of care have been completed during shifts worked. Moving forward electronic duty verification will replace paper activity sheets. To assist with the conversion process, we have created a "Duty Card" (enclosed), which corresponds with the duties listed on the current paper activity sheet. Use the Duty Card as a guide when logging out of your scheduled shift to record completed duties.

How does the process work?

- When an attendant uses the phone to log out of their scheduled shift, they are prompted to "Enter the 2- or 3-digit number for the first duty performed on the patient"
  - Example: #118 (Hygiene), #126 (Meal Preparation)
- When all duties have been entered, dial 00 (or 000) to complete the Electronic Visit Verification. You will then hear a prompt "Your call-out has been registered successfully. Goodbye"

Attendants will be required to enter duties, via phone, completed during their shift starting July 7, 2019. Please remember that you are still required to send in any "paper" activities you have completed prior to implementation date. If you have any questions or would like to receive additional training contact your assigned scheduler.

Sincerely,

Quinn Wells, Director In-Home Services, Washington  
Ken Gerst, Director In- Home Services, Monroeville

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