



# evvie<sup>thiab</sup> evvie portal

Daim Ntaub Ntawv Taw Qhia Siv



Hloov kho Lub Rau Hli 2022

Cov ntsiab lus

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## Daim Ntaub Ntawv Taw Qhia Siv rau cov Neeg Ua Hauj Lwm, Cov Neeg Tuaj Koom, thiab Cov Neeg Sawv Cev

### Lus Hauv Paus

#### EVV yog dab tsi?

EVV txhais tau yog Electronic Visit Verification. Cov neeg ua hauj lwm siv ib qho app electronically sau lub sij hawm pib thiab xaus rau txhua lub sij hawm ua hauj lwm (thiab muaj npe hu ua tu xyuas). Cov neeg ua hauj lwm yuav tsum xa cov ntaub ntawv qhia txog kev tu xyuas rau qhov EVV system thaum ua ntej thiab tom qab txhua sij hawm tu xyuas. EVV pab txheeb xyuas tias cov Neeg Tuaj Koom txais kev pab raws li lawv xav tau. Congress ua dhau qhov 21st Century Cures Act, kom cov Medicaid programs yuav tsum siv EVV rau tej lub tsev thiab kev pab cuam ntawm zej zog.

#### **evvie** yog dab tsi?

**evvie** yog ib qho software pab cov Neeg Tuaj Koom uas tswj lawv tus kheej ntsib cov yuav tsum muaj rau EVV kom pab lawv tswj lawv txoj kev xaiv thiab tswj rau lawv tus kheej. **evvie** ntsib cov kev yuav tsum muaj rau EVV kom muaj kev txwv tsawg rau cov neeg tuaj koom thiab lawv cov neeg ua hauj lwm. Muaj ob yam khoom rau **evvie**: Qhov **evvie** mobile app thiab qhov **evvie** Portal Website.

Qhov **evvie** mobile app cia cov neeg ua hauj lwm sau cia cov kev tu xyuas kom yooj yim, nrawm, thiab ceev tseg rau ntawm lawv lub smartphones lossis GPS-enabled tablets. Qhov **evvie** Portal yog ib qho website rau cov Neeg Tuaj Koom, Neeg Ua Hauj Lwm, thiab Neeg Sawv Cev saib thiab pom zoo tas nrho cov EVV kev tu xyuas.

Daim ntawv taw qhia nov siv cov lus ntawm no qhia txog cov uas siv **evvie**: **Neeg Tuaj Koom, Neeg Ua Hauj Lwm, Neeg Sawv Cev, thiab cov Financial Management Services (FMS)**. Nyob ntawm seb koj nyob qhov twg thiab koj koom nrog yam laj txheej dab tsi, tej zaum koj yuav siv cov lus txawv qhia txog koj tus kheej.

**Neeg Tuaj Koom** muaj npe hu ua: Consumers, Clients, Members, Individuals, lossis Employers. Tus neeg nov yog tus txais kev pab rau hauv tsev thiab kev pab cuam ntawm zej zog.

**Neeg Ua Hauj Lwm** muaj npe hu ua: PCAs, DSPs, PHWs, Employees, lossis Neeg Saib Xyuas. Tus neeg nov yog tus uas muab kev pab rau hauv Tsev thiab Kev Pab Cuam Ntawm Zej Zog rau cov Neeg Tuaj Koom.

**Neeg Sawv Cev** muaj npe hu ua: Tsev Neeg, Designees, lossis Circle of Support. Cov neeg nov feem ntau yog ib tug phooj ywg lossis neeg ntawm tus Neeg Tuaj Kooj lub tsev neeg. Tus neeg sawv cev tej zaum yuav pab saib pom zoo cov timesheets, nrhiav neeg tuaj ua hauj lwm, thiab teem sij hawm rau cov neeg ua hauj lwm.

**Financial Management Services (FMS)** muaj npe hu ua: Fiscal Intermediaries (FI), Fiscal Employer Agent (F/EA), lossis Fiscal Support Entity (FSE). Nov yog lub koom haum uas sau cov timesheets, khiav ntaub ntawv rau kev ntiav neeg ua hauj lwm, thiab tswv kev them nyiaj.

## Kev Pib nrog **evvie** & **evvie** Portal

Tsim ib qhov **FMSOne** Account thiab Sign-in nkag rau hauv **evvie** Portal

Lub Financial Management Services (FMS) Provider yuav teeb tsa hauv paus rau txhuas tus siv qhov **evvie** Portal & **evvie**. **Neeg Tuaj Koom, Neeg Ua Hauj Lwm, thiab Neeg Sawv Cev** tas nrho yuav siv qhov **evvie** Portal. Tsuas yog cov **Neeg Ua Hauj Lwm** muaj kev nkag tau siv qhov **evvie** mobile app.

Yuav tsum muaj ib tug email ua hauj lwm thiab li tsim tau koj qhov account yog li xyuas kom koj qhov FMS muaj tus email koj niaj hnub siv thiab tus koj xav siv yog muaj kev hloov tsis ntev los no. Thaum tus thawj tswj hwm ntawm koj qhov FMS tsim koj qhov account, koj yuav tau txais tsab email nrog cov lus qhia txog cov kauj ruam ntxiv kom paub meej yog koj qhov account thiab xaiv qhov password.

**FMSOne** yog ib txoj kev rau koj nkag tau rau hauv koj lub account siv ib zuag xwb kom muaj kev nyab xeeb thiab yooj yim. Thaum nkag rau hauv qhov system, siv lub cim **FMSOne** sign in ntawm phaj saib login uas qhia duab rau tom qab no.



Yog koj tso npe tsim koj qhov **FMSOne** account ua ntej lawm, koj siv tau koj qhov email thiab password nkag mus rau koj qhov account. Yog koj tsis tau tso npe rau **FMSOne**, nias qhov link **Sign Up** ces raws cov kauj ruam nyob hauv koj tsab email txais tos uas xa tuaj rau koj los ntawm FMS. Cov lus qhia kom ntxaws txog kev sau npe rau **FMSOne** muaj nyob rau hauv daim [FMSOne Cov Lus Taw Qhia Rawm](#).

Qhov Link rau daim Video Qhia Taug **FMSOne**

Kev qhia taug kom ntxaws teeb tsa koj qhov **FMSOne** account, thov mus tau rau <https://vimeo.com/675013615/9d446a7f9b>

Theej tawm, Nruab thiab Sau Npe Nkag rau hauv qhov **evvie** mobile app

Tsuas yog cov **Neeg Ua Hauj Lwm** yuav tsum theej tawm thiab nraub qhov **evvie** App. Cov Neeg Tuaj Koom thiab Neeg Sawv Cev yuav tsis siv qhov **evvie** app tswj cov sij hawm ua hauj lwm. **Cov Neeg Tuaj Koom thiab Neeg Sawv Cev**, thov hlav mus tau rau qhov chaw ntawm daim ntawv qhia muaj npe: Siv **evvie** Portal.

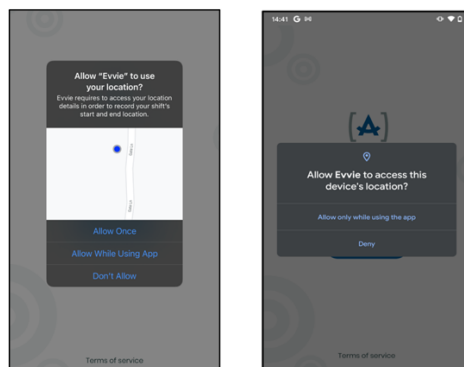
1. Tas nrho cov **Neeg Ua Hauj Lwm** yuav tsum mus theej tawm qhov **evvie** mobile app los ntawm qhov Android lossis Apple app store. Links rau cov app muaj nyob rau hauv qab tsab email Caw, lossis nias tau cov link uas pom nyob hauv qab nov. Koj qhia tau koj qhov app store ntawm koj lub xov tooj ntawm tes/tablet ces nrhiav "evvie".



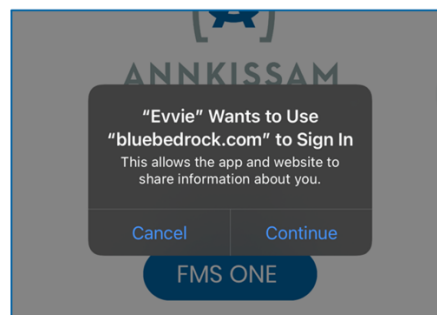
2. Nrhiav qhov app ntawm koj lub xov tooj ntawm tes ces nias lub cim kom qhib.



3. Thawj zaug koj qhib qhov app, koj yuav raug nug los lus tso cai rau evvie nkag rau koj lub kob qhia chaw nyob qhov twg. Nias **"Allow While Using App"** lossis **"Allow only while using the app"**. **evvie** tsuas sau cia koj qhov chaw nyob thaum koj pib thiab xaus sij hawm ua hauj lwm. Cov chaw nov yog ib feem ntawm cov ntaub ntawv uas yuav tsum sau los txheeb xyuas koj cov sij hawm ua hauj lwm nrog EVV.



- Tom qab koj tso cai rau **evvie** siv koj cov chaw nyob, nias lub cim xiaiv “**FMS ONE**” sau npe nkag. Koj yuav mus rau ib qhov web page sau npe nkag. *Ntawm cov Apple Kob: yog muaj qhia, nias continue.*



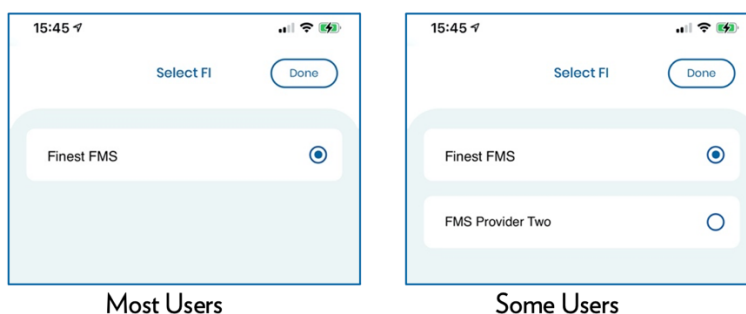
- Tam sim no koj yuav npaj sau npe nkag rau qhov **FMSOne** siv koj tus email thiab password koj tau teeb tsa thaum hauv paus. Nias **Log in**.

A screenshot of a web form titled 'Log in'. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue 'Log in' button. At the bottom of the form, there are two links: 'Sign up' and 'Forgot your password?'.

- Thawj zaug koj siv qhov **evvie** app, koj yuav tsum tso cai siv. Nias lub cim ntsuab **Authorize**.

A screenshot of a mobile application screen titled 'Authorization required'. The text asks to 'Authorize Evvie to use your account?'. Below this, it states 'This application will be able to:' followed by a bullet point labeled 'Offline'. At the bottom, there are two large buttons: a green 'Authorize' button and a red 'Deny' button.

7. **Feem coob cov neeg siv yuav tsis tas ua qhov kauj raum nov.** Ntawm qhov phaj saib tom ntej, tej zaum koj yuav tsum xaiv qhov FMS koj ua hauj lwm nrog. Feem coob cov neeg siv, yuav tsis muaj qhov phaj saib xaiv nov. Rau tej tus neeg siv, tsuas muaj ib yam kev xaiv xwb. Yog koj ua hauj lwm rau cov Neeg Tuaj Koom tshaj ib tug, thiab cov Neeg Tuaj Koom txais kev pab los ntawm cov FMS Providers uas yog txawv, koj yuav xav xaiv qhov FMS uas cuam tshuam nrog tus Neeg Tuaj Koom ntawd rau kev tu xyuas koj xav sau cia. Tom qab xaiv tau qhov FMS, nias **Done** ntawm lub kaum sab xis saum toj.



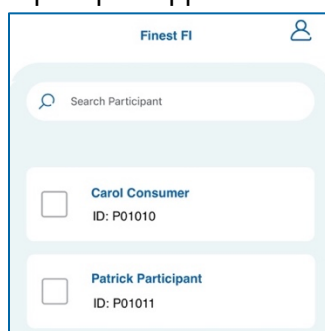
8. Qhov **evvie** mobile app teeb tsa tiav thiab koj pib siv tau sau cia cov kev mus tu xyuas.

## Siv qhov **evvie** App

### Sau Cia kev Tu Xyuas

Sau cia kev tu xyuas ntawm qhov **evvie** mobile app sai, yooj yim, thiab tsuas siv nias ob peb lub cim. Tseem ceeb rau koj nco nstoov, txawm tias **evvie** muaj kev cim cov kev tu xyuas offline, **Neeg Ua Hauj Lwm** yuav tsum sau npe nkag thaum muaj internet ib zaug ua ntej sau cia kev tu xyuas. Li no tiaj cia qhov app rub cov ntaub ntawv ntawm tus Neeg Ua Hauj Lwm thiab lawv tus Neeg Tuaj Koom. Tom qab qhov nov tiav, tus neeg ua hauj lwm ua tau cov kauj raum tom qab no kom tiav sau kev tu xyuas txawm muaj lossis tsis muaj internet.

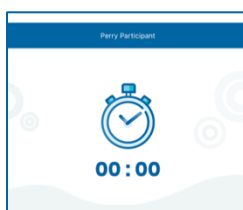
1. Thaum tus **Neeg Ua Hauj Lwm** nkag tau rau hauv qhov **evvie** mobile app, (thiab xaiv qhov FMS, yog muaj) lawv yuav pom daim page uas qhia tas nrho cov Neeg Tuaj Koom lawv ua hauj lwm rau. Yog tus **Neeg Ua Hauj Lwm** twb nkag tau rau hauv dhau los, lawv yuav pom qhov phaj saib nov thaum lawv qhib qhov app tam sim.



2. Nias lub xwm fab xwm meem nyob ntawm tus Neeg Tuaj Koom lub npe ib sab uas koj xav sau kev tu xyuav rau. Ces nias **Start Shift** hauv qab qhov phaj saib. Koj yuav tsum nias **Yes** thaum pom tshwm sim lees paub hais tias xaiv tau tus Neeg Tuaj Koom yog lawm. Ntawm koj qhov laj txheej, yog ua hauj lwm rau ntau tshaj ib tug Neeg Tuaj Koom ntawm tib lub sij hawm, xaiv tas nrho cov Neeg Tuaj Koom koj yuav ua hauj lwm nrog ua ntej koj nias **Start Shift**.



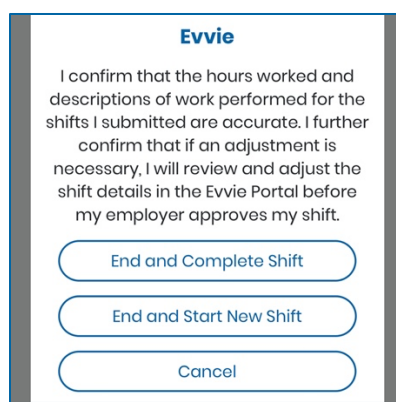
3. Qhov sij hawm ua hauj lwm pib lawm thiab **evvie** pib suav sij hawm.



4. Tus Neeg Ua Hauj Lwm yuav tsum teb tas nrho cov lus nug ntawm daim page taug qab sij hawm ua hauj lwm ua ntej koj siv hauj lwm tiav. Cov lus nug yuav tsum teb muaj lub cim asterisk \*. Cov lus nug yuav muaj tej yam ntaub ntawv xws li: qhov chaw pib/xaus, cov service code, lus sau tseg, cov hom phiaj, ADLs/hauj lwm, lwm yam. Nco ntsoov cov lus nug ntawm daim page taug qab sij hawm ua hauj lwm yuav txawv raws qhov FSM uas siv **evvie**, li no cov lus nug hauv qab ntawm daim qauv yuav txawv ntawm koj qhov laj txheej. Tus **Neeg Ua Hauj Lwm** muaj feem teb tau cov lus nug thaum twg los tau thaum sij hawm tu xyuas tab sis yuav tsum ua ntej sij hawm tu xyuas xaus.



5. Yog kev tu xyuas tau pib ua yuav kev, tus **Neeg Ua Hauj Lwm** nias tau lub cim **Cancel** nyob ntawm lub kaum sab laug saum toj kom muaj qhov kev tu xyuas thim. Cov ntaub ntawv EVV yuav tsis muaj kev taug qab lossis ceev tseg. Nias **End Shift** nyob ntawm lub kaum sab xis saum toj kom qhov sij hawm ua hauj lwm tiav.
6. Tom qab nias **End Shift**, tus **Neeg Ua Hauj Lwm** yuav tsum lees paub meej kev tu xyuas thiab yuav tsum xaiv ib yam ntawm peb yam nov: **End and Complete**, **End and Start New**, lossis **Cancel**. Yog xaiv **Cancel** ntawm no ces yuav coj koj rov qab mus rau qhov sij hawm ua hauj lwm.



7. Yog tus **Neeg Ua Hauj Lwm** txuas nrog internet thaum kev tu xyuas xaus, qhov kev tu xyuas yuav raug xa rau qhov **evvie** Portal website tam sim siv sij hawm li 30-60 pib tom qab. Yog tus **Neeg Ua Hauj Lwm** tsis txuas nrog internet, qhov kev tu xyuas yuav raug ceev tseg rau hauv tus **Neeg Ua Hauj Lwm** qhov account page kom txog thaum tus **Neeg Ua Hauj Lwm** txaus tau nrog internet dua ces qhov kev tu xyuas mam raug xa manually. Cov lus qhia xa kev tu xyuas manually rau ntawm qhov **evvie** Portal website ces nrhiav tau rau qhov chaw tom ntej no ntawm daim ntawv taw qhia muaj npe: Xa Sij Hawm Ua Hauj Lwm Offline ([Offline Shift Submission](#)).

#### Xa Sij Hawm Ua Hauj Lwm Offline

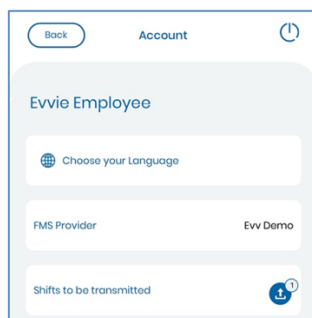
Raw li tau qhia rau ntawm qhov [“Sau Cia Kev Tu Xyuas”](#), cov ntaub ntawv los ntawm kev tu xyuas yuav raug xa ncaj qha rau qhov **evvie** Portal website yog tus **Neeg Ua Hauj Lwm** txuas nrog internet thaum lawv kev tu xyuas xaus. Yog li ntawd, ces tus **Neeg Ua Hauj Lwm** tsis muaj kauj raum txuas ntxiv ua lawm. Yog tus **Neeg Ua Hauj Lwm** tsis txuas nrog internet thaum lawv kev tu xyuas xaus, qhov kev tu xyuas yuav tsis raug xa ncaj qha. Li ntawd, tas nrho cov kev tu xyuas xa tsis tau yuav raug ceev tseg rau lub mobile app. Tus **Neeg Ua Hauj Lwm** yuav tsum siv lub kob ntawm tes txuas nrog internet ces ua cov kauj ruam xa sij hawm tu xyuas kom tiav rau qhov **evvie** Portal.

Feem ntau, cov sij hawm ua haum lwm uas tsis tau xa ncaj qha yeej raug xa sai tom qab txuas nrog internet thiab qhib qhov app. Tus **Neeg Ua Hauj Lwm** lees paub meej tau yog raws cov kauj ruam tom ntej nov.

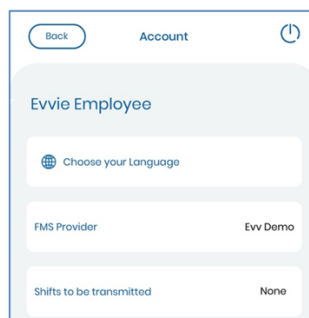
Tom qab pib qhov app, tus **Neeg Ua Hauj Lwm** yuav nias lub cim tib neeg nyob rau lub kaum sab xis saum toj kom nkag rau hauv lawv qhov phaj saib account.



1. Thaum txog qhov phaj saib account, tus **Neeg Ua Hauj Lwm** yuav pom muaj qhia pes tsawg siv sij hawm ua hauj lwm tseem tos xa mus. Yog muaj kev tu xyuas tseem tos tsis tau xa, tus **Neeg Ua Hauj Lwm** yuav nias lub cim upload xim xian nyob ntawm cov lus “Shifts to be transmitted” ib sab. Tas nrho cov sij hawm kev tu xyuas uas tsis tau xa yuav raug xa rau qhov **evvie** Portal tsuas yog tus **Neeg Ua Hauj Lwm** txuas nrog internet.



Shifts are waiting to transmit



All shifts have been transmitted

## Siv qhov **evvie** Portal Web App

### Kev Pib

Yog koj tsis tau ua tiav cov kev qhia los ntawm koj tsab Email Caw, thov rov qab mus rau cov lus taw qhia muaj npe “[Kev Pib nrog evvie & evvie Portal](#)” thiab tshuaj xyuas cov kauj ruam lees paub meej thiab tso cai rau koj qhov **FMSOne** account. Yog koj tso npe tiav thiab muaj ib tug **FMSOne** login, thov raws cov lus nov txuas ntxiv.

## Kev Txiaiv Txim Pom Zoo

Cov kev tu xyuas uas sau tseg rau qhov **evvie** mobile app pib hauv qhov **evvie** Portal nrog cov xwm txheej **Approved** ces yuav tsum muab hloov rau cov xwm txheej **Approval Locked**, ua ntej sij hawm ua hauj lwm tiav. Thaum locked, lub sij hawm ua hauj lwm yuav hloov tsis tau hauv qhov **evvie** Portal.

Yuav yog tus **Neeg Tuaj Koom** lossis lawv tus **Neeg Sawv Cev** yuav tshuaj xyuas qhov kev tu xyuas thiab muab kev tu xyuas tso rau xwm txheej **Approval Locked**.

Yog muaj dab tsi yuav tsum hloov pauv rau ntawm kev tu xyuas ua ntej kev txiaiv txim pom zoo, yuav yog tus **Neeg Ua Hauj Lwm** lossis tus **Neeg Tuaj Koom/Neeg Sawv Cev** yuav tsum pib Hloov Kho ua ntej muab sij hawm ua hauj lwm lock.



Thoob plaws kev raws cov lus qhia, yog cov lus qhia ua rau cov **Neeg Tuaj Koom/Neeg Sawv Cev** thiab cov **Neeg Ua Hauj Lwm** txawv, yuav muaj ob cov lus qhia rau kauj raum ntawd. Yog cov lus qhia ua tib yam, ces muaj ib cov lus qhia rau kauj raum ntawd xwb.

## Saib Cov Kev Tu Xyuas Viewing Visits

Txhua tus neeg ua cuam tshuam nrog kev tu xyuas yuav tsum pom zoo ua ntej xa tau rau kev them nyiaj. Thaum tus **Neeg Ua Hauj Lwm** sau tiav qhov kev tu xyuas rau hauv qhov **evvie** mobile app, nws yuav raug xa ncaj qha rau hauv qhov **evvie** Portal website siv li 30-60 pib xwb yog tias tus **Neeg Ua Hauj Lwm** txuas nrog Internet. Yog tus **Neeg Ua Hauj Lwm** tsis txuas nrog Internet thaum lawm sij hawm ua hauj lwm xaus, qhov kev tu xyuas mam raug xa rau qhov **evvie** Portal website thaum tus **Neeg Ua Hauj Lwm** txuas tau nrog Internet this xa qhov kev tu xyuas mus manually.

Tus **Neeg Ua Hauj Lwm** pom zoo sij hawm ua hauj lwm tshwm sim thaum tus neeg ua hauj lwm ua tiav thiab xa qhov sij hawm ua hauj lwm rau hauv qhov **evvie** mobile app. Yog tus **Neeg Ua Hauj Lwm** lossis tus **Neeg Tuaj Koom/Neeg Sawv Cev** xav saib qhov sij hawm ua hauj lwm hauv qhov **evvie** portal, lawv yuav tsum raws cov kauj raum nov.

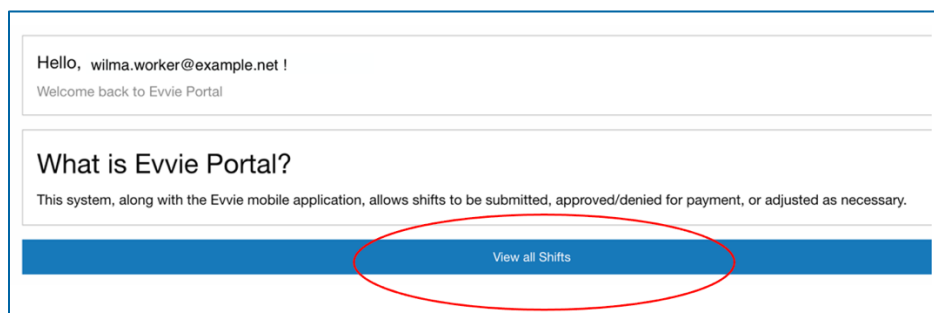
1. Yog koj tsis tau sau npe nkag, ces sau npe nkag rau hauv qhov **evvie** Portal siv lub cim lossis link “Sign in with FMSSOne”.

2. Thaum kev tu xyuas los ntawm qhov **evvie** mobile app hloov mus rau qhov **evvie** Portal, tus **Neeg Tuaj Koom/Neeg Sawv Cev** yuav txais ib tsab email qhia kom lawv nkag mus pom zoo qhov kev tu xyuas. Lawv nias tau qhov link hauv tsab email kom mus ncaj qha rau cov kev tu xyuas phaj saib hauv qhov portal.

A new shift has been submitted for your review in Evvie Portal!

To log in and view the details for this shift, just follow this link: <https://evvie-portal.sampleurl.bluebedrock.com/shifts/321>

3. Yog tus **Neeg Tuaj Koom/Neeg Sawv Cev** nias qhov link hauv tsab email, lawv yuav mus ncaj qha rau lub sijhawm ua hauj lwm yuav tsum pom zoo, tom qab sau npe nkag, mus rau Kauj Ruam 7 ntawm tshooj no.
4. Yog koj nkag mus rau hauv qhov **evvie** Portal tsis siv qhov link ntawm koj tsab email, koj yuav mus rau ntawm qhov phaj saib loj (home screen). Nias lub cim **View all Shifts** nyob hauv plawv ntawm qhov phaj saib.



5. **Neeg Tuaj Koom/Neeg Sawv Cev:** Koj nrhiav tau qhov sijhawm ua hauj lwm, yog koj xaiv tus **Neeg Ua Hauj Lwm** lub npe los ntawm cov npe nyob hauv qhov “PCA” dropdown. Yog koj muaj ib tus **Neeg Ua Hauj Lwm** xwb, koj tsis tas siv qhov no. Koj khij tau lub xwm fab xwm meem nyob ntawm “Submitted” lossis “Approved” ib sab kom nrhiav tau cov sijhawm ua hauj lwm tseem tos koj tso lus pom zoo ua zaug kawg. Nias **Search**, yog koj siv cov filters.

**Neeg Ua Hauj Lwm:** Koj nrhiav tau cov sij hawm ua hauj lwm, yog xaiv tus Neeg Tuaj Koom lub npe los ntawm qhov dropdown, yog koj ua hauj lwm rau ib tus Neeg Tuaj Koom xwb koj tsis tas siv cov filter. Nias **Search** yog koj siv cov filters.

6. Cov sij hawm ua hauj lwm yuav tshwm sim ntawm cov teev npe rau sab hauv qab lub cim Search. Swb mus nrhiav qhov sij hawm ua hauj lwm koj yuav tsum pom zoo ces nias lub cim **View Shift** nyob ntawm qhov kev tu xyuas ib sab.

## Pom Zoo Rau Kev Tu Xyuas

Peb yuav piav qhia kom pom zoo qhov sij hawm ua hauj lwm li cas thiaj yog. Ces peb mam tshuaj xyuas seb ua li cas yog qhov sij hawm ua hauj lwm yuav tsum **denied**, lossis yog **adjustments** yuav tsum tshwm sim rau cov kauj raum tom ntej. Thaum ib **tug Neeg Ua Hauj Lwm** ua hauj lwm tiav hauv qhov **evvie** mobile app, lawv pom zoo rau qhov sij hawm ua hauj lwm ntawd. Tom qab ntawd nws yog tus **Neeg Tuaj Koom/Neeg Sawv Cev** txoj hauj lwm los tshuaj xyuas qhov sij hawm ua hauj lwm rau hauv qhov **evvie** Portal thiaib muab tso rau xwm txheej **Approval Locked**.

7. Cov sij hawm ua hauj lwm yuav tshwm sim, nrog rau tas nrho cov ntaub ntawv txog qhov sij hawm ua hauj lwm. Tshuaj xyuas qhov sij hawm ua hauj lwm, ces swb mus rau hauv qab qhov phaj saib. Cov kev tu xyuas uas kaw tau rau hauv qhov evvie mobile app yuav pom muaj cov xwm txheej uas hais **Approved** thiaib yuav tsum **Approval Locked** los ntawm tus **Neeg Tuaj Kooj/Neeg Sawv Cev**. Yog kev tu xyuas yog lawm, nias lub cim **Lock as Approved** nyob hauv qab qhov phaj saib nov.

**Neeg Ua Hauj Lwm:** Tom qab ua tiav qhov sij hawm ua hauj lwm rau hauv qhov **evvie** mobile app, qhov sij hawm ua hauj lwm yuav tshwm sim rau hauv qhov **evvie** Portal. Tshuaj xyuas qhov sij hawm ua hauj lwm, ces swb mus rau hauv qab qhov phaj saib. Thaum nov los ntawm kev tu xyuas ces yuav **Hloov Kho** lossis **Tsis Yeem**. **Yog tsis muaj dab tsi hloov kho lossis tsis yeem, qhov sij hawm ua hauj lwm twb nyob rau Approval Locked** los ntawm tus **Neeg Tuaj Koom/Neeg Sawv Cev**. Tus **Neeg Ua Hauj Lwm** yuav tsum tiv tauj cov FMS yog qhov sij hawm ua hauj lwm twb raug locked thiab tsis yuav hloov kho dab tsi ntxiv lawm.

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Wednesday 04/27/22, 6:37pm	Submitted	Approved	Evvie Employee	
Wednesday 04/27/22, 5:51pm	N/A	Submitted	Evvie Employee	

Adjust Shift
Deny Shift
View All Shifts

- Tom qab nias **Lock as Approved** tus **Neeg Tuaj Koom/Neeg Sawv Cev** yuav raug nug kom khij lub xwm fab xwm meem lees paub hais tias qhov sij hawm ua hauj lwm yog lawm. Thaum khij lub xwm fab xwm meem nov, koj tso cai lees paub hais tias koj pom zoo qhov sij hawm ua hauj lwm. Tom qab koj nias lub xwm fab xwm meem, lub cim **Awaiting Confirmation** yuav hloov rau lub cim **Lock as Approved**. Koj ntxiv tau koj tus xov tooj lossis cov lus koj xav faj tseg. Txhua tog muaj kev cuam tshuam nrog qhov sij hawm ua hauj lwm pom tau cov lus koj faj tseg.

Phone Number  
  
Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments

☐ I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Awaiting confirmation... Cancel

☒ I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Lock as Approved

- Kev tu xyuas yuav muaj xwm txheej uas yog **Approval Locked**. Qhov kev tu xyuas yuav raug xa mus rau FMS them nyiaj ua hauj lwm thaum txog sij hawm them nyiaj xa. Yog thaum qhov kev tu xyuas mus rau locked, yuav hloov tsis tau hauv qhov **evvie** portal.

## Tsis Lees Qhov Kev Tu Xyuas

Cov neeg siv yuav tsum tsis lees qhov kev tu xyuas yog tias qhov kev tu xyuas raug sau yuam kev. Piv xam, yog ib tug neeg ua hauj lwm pib yuam kev qhov kev tu xyuas rau ib tug neeg tuaj koom uas tsis yog tab sis nws muab ua tiav tsis yog muab tshem tawm. Yog tias qhov kev tu xyuas muaj qee uas yog lawm ces koj muab hloob kho qhov sij hawm ua hauj lwm los tau, tsis tas yuav muab ua qhov tsis lees. [Adjustments](#) muaj qhia rau tshooj tom ntej ntawm daim ntawv taw qhia nov. Cov sij hawm ua hauj lwm yuav tsum raug tsis lees ua ntej los ntawm ib tog, ces raug muab locked raws tsis lees los ntawm lwm tus.

1. Tom qab nkag tau hauv qhov **evvie** Portal, nrhiav qhov sij hawm ua hauj lwm raws kev tshuaj xyuas cov sij hawm ua hauj lwm teev npe lossis siv qhov nrhiav pab tshawb cov sij hawm ua hauj lwm teev npe. Koj rov mus saib cov lus qhia nrhiav cov sij hawm ua hauj lwm rau hauv daim ntawv qhia tshooj muaj npe [Saib Cov Kev Tu Xyuas Viewing Visits](#).
2. Tom qab koj nrhiav tau qhov sij hawm ua hauj lwm uas yuav tsum tsis lees lossis muaj locked raws tsis lees, nias lub view shift cim nyob ntawm qhov sij hawm ua hauj lwm ib sab.

Evvie Consumer (C01010)	Start: Mon 02/14/22, 12:00pm	Approved	ID 6027
Evvie Employeetwo (E01050)	End: Mon 02/14/22, 2:00pm	2 hours, 0 minutes	<a href="#">View Shift</a>

3. Yog qhov sij hawm ua hauj lwm twb raug **Submitted** lossis **Approved** xwm txheej, mus rau hauv qab qhov phaj saib sij hawm ua hauj lwm ces nias **Deny Shift**.

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Friday 01/28/22, 8:57am	Submitted	Approved	Spar Employeetwo	
Friday 01/28/22, 8:57am	N/A	Submitted	Spar Employeetwo	

[Adjust Shift](#)
[Deny Shift](#)
[Lock as Approved](#)
[View All Shifts](#)

Lossis yog qhov sij hawm ua hauj lwm twb nyob rau qhov xwm txheej **Denied**, mus rau hauv qab qhov phaj saib sij hawm ua hauj lwm. Yog koj pom zoo rau qhov tsis lees, nias **Lock as Denied**. Yog koj tsis pom zoo rau qhov tsis lees, nias **Challenge Denial**.

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Wednesday 04/27/22, 7:27pm	Approved	Denied	Spar Twosumer	
Wednesday 02/16/22, 3:45am	Submitted	Approved	Spar Twosumer	
Wednesday 02/16/22, 3:44am	N/A	Submitted	Spar Twosumer	

Adjust Shift
Challenge Denial
Lock as Denied
View All Shifts

- Yog **Tsis Lees** qhov sij hawm ua hauj lwm, rau daim phaj saib tom ntej, koj yuav tsum xaiv ib qho **Denial Code** los ntawm cov drop-down menu qhia yog vim li cas qhov kev tu xyuas ho raug tsis lees. Koj faj tau lus tseg uas txhuas tus pom tau. Nias lub xwm fab xwm meem lees paub meej hais tias koj yuav tsis lees qhov sij hawm ua hauj lwm. Thaum koj ua tiav, nias **Submit Denial**.

\* Denial Code  
Visit was logged in error

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

☒

Submit Denial
Cancel



Lossis yog qhov sij hawm ua hauj lwm twb nyob rau xwm txheej **Tsis Lees** thiab koj twb nias **Lock as Denied** rau ntawm phaj saib ua ntej, koj yuav tsum khij lub xwm fab xwm meem lees paub kev tsis lees. Ces koj thiaj li nias tau lub cim **Lock as Denied**.

The screenshot shows a web form titled 'Lock as Denied'. At the top, it displays the date and time 'Friday 03/05/21, 3:10pm' and a 'Submitted' status. The form includes a 'Phone Number' field with a placeholder text: 'Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.' Below this is a 'Comments' text area. A checkbox is checked, and the text reads: 'I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted information are true and correct to the best of my knowledge that all of this information may be subject to investigation and that any false or dishonest information could result in denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.' At the bottom, there is a red button labeled 'Lock as Denied' and a grey button.

Lossis yog qhov sij hawm ua hauj lwm twb nyob rau xwm txheej **Tsis Lees** thiab koj twb nias **Challenge Denial** rau ntawm phaj saib ua ntej, koj yuav xav sau tseg cov lus qhia txog vim li cas yuav tsum tsis txhob raug kev tsis lees, ces nias lub xwm fab xwm meem, ua ntej nias lub cim **Challenge Denial**.

The screenshot shows a web form titled 'Challenge Denial:'. It includes a 'Phone Number' field with a placeholder text: 'Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.' Below this is a 'Comments' text area containing the text: 'Shift shouldn't be denied. We need to adjust the service code, then it can be approved.' A checkbox is checked, and the text reads: 'I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted information are true and correct to the best of my knowledge that all of this information may be subject to investigation and that any false or dishonest information could result in denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.' At the bottom, there is a yellow button labeled 'Challenge Denial' and a grey button.

5. Qhov kev cav tsis lees muaj qee raug pom zoo lossis raug rov tsis lees ua zaug ob. Tus **Neeg Tuaj Koom/Neeg Sawv Cev** thiab **Neeg Ua Hauj Lwm** muaj cai sib cav ob zaug txog qhov kev cav tsis lees ua ntej lawv yuav tsum txiav txim seb yuav uab locked ua tsis lees lossis qhov kev tu xyuas puas hloov ua kom pom zoo. Yog ob tog tsis kam txiav txim txog kev xwm txheej los ntawm qhov sij hawm ua hauj lwm, tiv tauj tau qhov FMS txais kev pab.

## Hloov Kho Kev Tu Xyuas

Tej zaum koj yuav tau hloov kho kev tu xyuas vim muaj tej yam tshwm sim, xws li yog tus neeg ua hauj lwm mus txog hauj lwm tab sis ntaus tsis tau sij hawm nkag vim lawv lub xov tooj ntawm tes battery yuav tuag lawm lossis tus neeg ua hauj lwm nov qab ntaus sij hawm nkag thaum pib ua hauj lwm. Tus neeg ua hauj lwm yuav tau ntaus sij hawm nkag lig thaum nws ua tau ces lub sij hawm thaum nws pib ua hauj lwm mam raug hloov kho ua ntej raug xa mus pom zoo. Txhua zaug qhov kev tu xyuas raug hloov kho thiab pom zoo; ib tog yuav txais tsab email los ntawm lwm tog ceeb toom hais tias muaj qhov kev tu xyuas tos kom lawm pom zoo.




Thov txo kev hloov kho tshwj tsis yog tias tsim nyog. Muaj qee lub xeev taug qab seb muaj pes tsawg zaug los ntawm ib tug neeg si. Cov xeev tau sib tham txog tej zaum yuav muaj kev txhim kho rau cov neeg siv uas muaj kev hloov kho ntau dhau lawv rau hauv qhov EVV system.


1. Tom qab nkag rau hauv qhov **evvie** Portal, nhriav qhov sij hawm ua hauj lwm uas yuav tsum hloov kho. Koj rov mus saib cov lus qhia nhriav cov sij hawm ua hauj lwm rau hauv daim ntawv qhia tshooj muaj npe [Saib Cov Kev Tu Xyuas Viewing Visits](#).
2. Nias lub cim view shift nyob ntawm qhov kev tu xyuas ib sab uas koj xav hloov kho ces mam mus tau rau qhov kev tu xyuas phaj saib.


Participant & PCA	Date & Time	Status	
Evvie Fivesumer (C01510)	Start: Thu 08/26/21, 10:02am	Submitted	ID: 246558
Evvie Employee (E01020)	End: Thu 08/26/21, 2:21pm	4 hours, 19 minutes	View Shift ↗
Evvie Consumer (C01010)	Start: Thu 08/26/21, 10:02am	Submitted	ID: 246559
Evvie Employee (E01020)	End: Thu 08/26/21, 2:21pm	4 hours, 19 minutes	View Shift ↗
Evvie Fivesumer (C01510)	Start: Tue 08/24/21, 7:10pm	Submitted	ID: 203054
Evvie Employee (E01020)	End: Tue 08/24/21, 7:16pm	0 hours, 5 minutes	View Shift ↗

- Mus rau hauv qab ntawm phaj saib ua hauj lwj thiab nias **Adjust Shift**.


  
Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 05/02/22, 5:28pm	Submitted	Approved	Evvie Employee	
Monday 05/02/22, 5:14pm	N/A	Submitted	Evvie Employee	

 Adjust Shift

 Deny Shift

View All Shifts

- Rau phaj saib tom ntej, xiaiv ob yam **Exception** thiab **Reason**. Qhov Exception txhais tau hais tias yog vim li cas hloov kho, thiab qhov Reason txhais tau yog vim li cas qhov Exception tshwm sim. Xiaiv yam **Exception** thiab **Reason** uas haum koj qhov teeb meem. Yog koj muaj tej yam kev txhawj xeeb lossis lus nug txog seb yam twg yog yam zoo dua, tiv tauj koj qhov FMS txias kev pab.

\*Exception  
 Missed clock in / clock out

\*Reason  
 Malfunctioning mobile device

\* Start Date & Time  
 Monday 05/02/22, 4:05PM

\* Starting Time Zone  
 (GMT-05:00) Eastern Time (US)

\* End Date & Time  
 Monday 05/02/22, 5:10PM

\* Ending Time Zone  
 (GMT-05:00) Eastern Time (US)

- Tom qab xaiv cov codes tas, koj hloov tau cov lus teb raws li kev hloov kho. Cov neeg siv yuav tsum faj tseg cov lus qhia yog vim li cas muaj kev hloov, cov lus no tog tod yuav pom thaum lawv txais xov kom pom zoo kev hloov kho los ntawv kev tu xyuas. Nias cov lus nug lossis cov drop-down yog xav hloov dab tsi.
- Thaum tiav, nias lub xwm fab xwm meem lees paub hais tias muaj kev hloov kho ces nias lub cim **Submit Adjustment**. Tog tod yuav txais ib tsab email qhia hais tias muaj kev hloov kho los ntawm kev tu xyuas thiab yuav tsum tshuaj xyuas.

Comments  
 Phone wasn't working at start of shift. Edited the start time to match when work actually started.

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.



☒

Submit Adjustment

Cancel

7. Tus neeg siv tshuaj xyuas kev hloov kho los ntawm kev tu xyuas tshwm sim nrog 3 yam uas yog pom zoo, hloov kho, lossis tsis lees kev tu xyuas. Cov lus sau tseg thaum hloov kho qhov sij hawm ua hauj lwm nyob rau tshooj shift history ntawm phaj saib sij hawm ua hauj lwm. Raws li qhia rau hauv qab, thaum ib tug neeg siv xa kev hloov kho, ces xam tau hais tias lawv yeej pom zoo lawm. Yuav tsum yog tog tod tshuaj xyuas kev hloov kho thiab muab qhov sij hawm ua hauj lwm tso rau xwm txheej [approval locked status](#).

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 05/02/22, 9:53pm	Adjusted	Approved	Evvie Employee	Phone wasn't working at start of shift. Edited the start time to match when work actually started.
Monday 05/02/22, 9:53pm	Approved	Adjusted	Evvie Employee	Phone wasn't working at start of shift. Edited the start time to match when work actually started.
Monday 05/02/22, 5:28pm	Submitted	Approved	Evvie Employee	
Monday 05/02/22, 5:14pm	N/A	Submitted	Evvie Employee	

 Adjust Shift
  Deny Shift
 View All Shifts

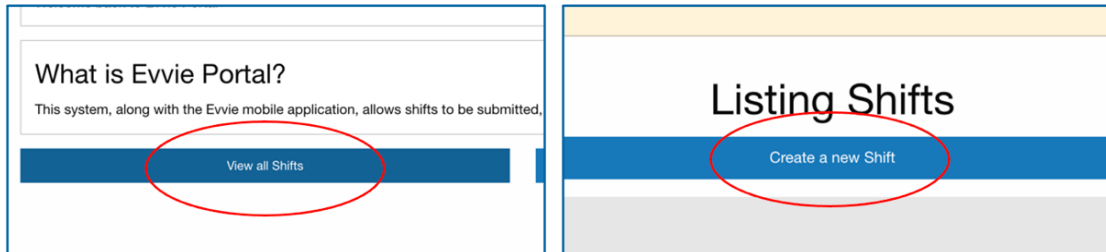
## Sau Kev Tu Xyuas Manual

Nov yog kev qhia siv yog koj yuav sau ib qho kev tu xyuas tshiab manually. Yog xav tau cov ntaub ntawv qhia pom zoo ib qho kev tu xyuas uas muaj lawm, mus saib tau [Pom Zoo Rau Kev Tu Xyuas](#). Yog xav tau cov ntaub ntawv qhia hloov kho ib qho kev tu xyuas uas muaj lawm, mus sait tau [Hloov Kho Kev Tu Xyuas](#).



Thov txhob siv qhov sau kev tu xyuas manual yog tsis tsim nyog. Sau kev tu xyuas manual tsis mus raws EVV cov kev cai, thiab cov xeev tau hais tias yuav muaj kev txhim kho raug cov neeg siv uas xij siv cov kev tu xyuas uas tsis mus raws cai.

1. Tom qab nkag tau rau hauv qhov Evvie Portal, nias lub cim [View all Shifts](#), ces nias lub cim loj xim xiaiv nyob ze saum toj ntawm phaj saib uas yog [Create a new Shift](#). Saib cov tshooj [Cov Ntawv Taw Qhia Rawm](#) uas nyob rau tom kawg ntawm daim ntawv qhia nov yog koj xav tau kev pab nkag rau hauv.



2. Xaiv ob yam **Exception** thiab **Reason**. Qhov Exception txhais tau hais tias yog vim li cas qhov kev tu xyuas yuav tsum raug sau manually, thiab qhov Reason txhais tau hais tias yog vim li cas qhov Exception ho tshwm sim. Xaiv qhov Exception thiab Reason uas haum qhov teeb meem tshwm sim. Yog koj muaj tej yam kev txhawj xeeb lossis lus nug txog seb yuav xaiv yam twg zoo dua, tiv tauj qhov FMS txais kev pab. *Koj yog siv qhov kev sau sij hawm ua hauj lwm manual rau cov sij hawm uas koj tsis ua hauj lwm (PTO, Sick Time, Vacation, lossis Paid Holiday) koj xaiv yam rau “EVV not required for this service”.*

*Exception
Missed clock in / clock out
*Reason
Malfunctioning mobile device

3. Nias lub lub xwm fab xwm meem **Start Date & Time**.

* Start Date & Time	* Start
Tuesday 03/09/21, 8:00AM	(GM
*Participant	
Select a consumer...	

- Ces xaiv **Start Date** los ntawm cov hnuv tim dropdown. Koj tsuas xaiv tau hnuv no lossis hnuv tim dhau los lawm xwb.

\* Start Date & Time

Monday 03/08/21, 8:00AM

< March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

08 : 00 AM

Ces nias lub **sij hawm** (teev lossis feeb) hauv qab ntawm cov hnuv tim. Koj nias tau cov zauv ntawm tes lossis siv cov cim arrows hloov lub sij hawm. Nias AM yuav muab hloov ua PM, nias PM ces yuav muab hloov ua AM. Rov ua dua rau qhov **End Date & Time**.

4 5 6 7 8 9 10 that

08 : 00 AM on

- Koj yuav tsum xaiv qhov **Time Zone** rau qhov chaw koj ua hauj lwm rau ntawm qhov drop down. Muaj plaub lub sij hawm ntawm thaj tsam nyob rau hauv teb chaw United States tshwm sim rau ntawm cov teev npe. Koj yog siv qhov kev sau sij hawm ua hauj lwm manual rau cov sij hawm uas koj tsis ua hauj lwm (*PTO, Sick Time, Vacation, lossis Paid Holiday*) koj yuav tsum xaiv lub sij hawm thaj tsam koj nyob.

\* Start Date & Time

Wednesday 03/10/21, 10:38AM

\* Starting Time Zone

Participant

(GMT-08:00) Pacific Time (US & Canada)

(GMT-07:00) Mountain Time (US & Canada)

(GMT-06:00) Central Time (US & Canada)

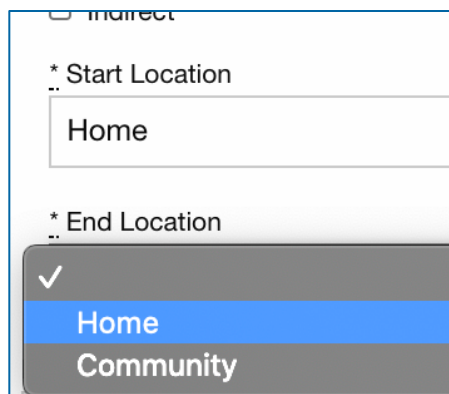
✓ (GMT-05:00) Eastern Time (US & Canada)

6. **Neeg Tuaj Koom/Neeg Sawv Cev:** Xaiv tus **Neeg Ua Hauj Lwm** (PCA) cuam tshuam nrog qhov sij hawm ua hauj lwm ntawm qhov dropdown.  
**Neeg Ua Hauj Lwm:** Xaiv tus **Neeg Tuaj Koom** cuam tshuam nrog qhov sij hawm ua hauj lwm ntawm qhov dropdown.

7. Xaiv **Consumer Enrollment** thiab **Service Code** los ntawm cov dropdowns. Qhov consumer enrollment yog ib qhov system npe luv rau qhov laj txheej uas tus **Neeg Tuaj Koom** tso npe nrog. Qhov service code yog cov hom hauj lwm rau tus **Neeg Ua Hauj Lwm** ua.

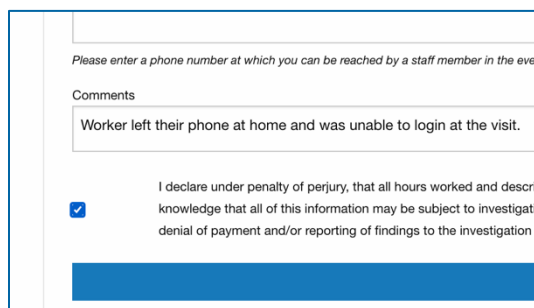
8. Xaiv qhov **Consumer Response** (yog yuav tsum xaiv), ces khij lub xwm fab xwm meem rau qhov **Goals** uas cuam tshuam nrog kev tu xyuas (yog yuav tsum xiav). Koj xav sau lus qhia ntxiv txog qhov kev tu xyuas ces nias ntawm qhov chaw **Notes** thiab pib ntaus ntawv.

9. Xaiv qhov **Start and End Locations** los ntawm cov dropdown xwm fab xwm meem.



The screenshot shows a dropdown menu for selecting locations. The menu is open, displaying two options: 'Home' and 'Community'. The 'Home' option is currently selected and highlighted in blue. Above the dropdown, the text '\* Start Location' and '\* End Location' are visible, indicating that these fields are required.

10. Hauv lub xwm fab xwm meem rau cov **Comments**, qhia cov ntaub ntawv txog vim li cas qhov kev tu xyuas raug siv qhov manually tsis yog siv qhov uas raws EVV cov kev cai. Tas nrho txhuas tus cuam tshuam nrog qhov kev tu xyuas yuav nyem tau cov lug sau tseg.
11. Khij lub xwm fab xwm meem lees paub kos npe ces nias lub cim **Create Shift** nyob hauv qab ntawm daim ntawv nov. Muaj ib tsab email xa mus rau tog tod qhia hais tias qhov sij hawm ua hauj lwm npaj tiav rau lawv tshuaj xyuas.



The screenshot shows the 'Comments' section of the EVV portal. It includes a text area for entering comments, a checkbox for declaring the accuracy of the information, and a blue button at the bottom for submitting the information.

12. **Neeg Tuaj Koom/Neeg Sawv Cev:** Yog koj tsim ib qhov sij hawm ua huaj lwm manual, qhov kev tu xyuas yuav pib nrog xwm thxeej **Approved** thiab npaj tau mus rau **Approval Locked**, **Adjusted**, lossis **Denied** los ntawm tus **Neeg Ua Hauj Lwm**.
13. **Neeg Ua Hauj Lwm:** Yog koj tsim ib qhov sij hawm ua huaj lwm manual, qhov kev tu xyuas yuav pib nrog xwm thxeej **Approved** thiab npaj tau mus rau **Approval Locked**, **Adjusted**, lossis **Denied** los ntawm tus **Neeg Tuaj Koom/Neeg Sawv Cev**.

Rau daim phaj saib tom ntej, koj tshuaj xyuas tau daim ntawv sau sij hawm ua hauj lwm manual tiav lawm.



* Exception Code			
Missed clock in / clock out			
* Reason Code			
Mobile device battery died			
* Start Date & Time	* Starting Time Zone	* End Date & Time	* End Time
Tuesday 03/09/21, 10:00AM	(GMT-06:00) Central Time (US ▾)	Tuesday 03/09/21, 1:00PM	(C
* Participant			
Evvie Consumer (C01010)			
* Consumer Enrollment			
SD - N/A - Level 3 - N/A			
* Service Code			
1:1 Respite			
* Consumer Response			
Positive: Loved			
* Goals			
<input type="checkbox"/> Independence <input checked="" type="checkbox"/> Recreation			
* Notes			
Helped participant shop for groceries and prepare lunch. Played a card game with participant.			
<input type="checkbox"/> Indirect			
* Start Location			
Home			
* End Location			
Home			
Phone Number			
Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.			
Comments			
Mobile phone battery would not recharge.			
<input checked="" type="checkbox"/> I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts are true and correct to the best of my knowledge that all of this information may be subject to investigation and that any false or dishonest information contained could result in denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.			

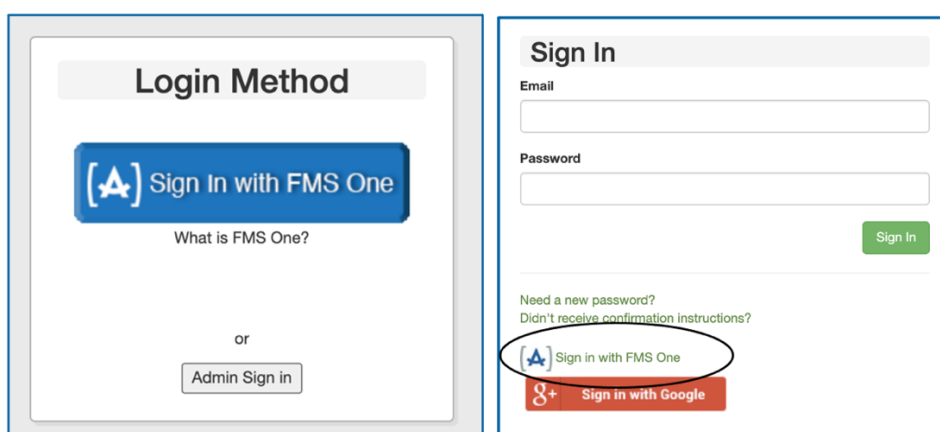
Daim qauv sau Sij Hawm Ua Hauj Lwm Manual

## Cov Ntawv Taw Qhia Rawm

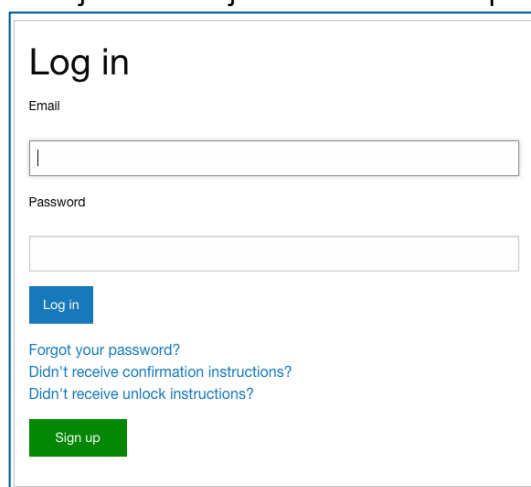
Nkag rau hauv qhov **evvie** Portal

**Neeg Tuaj Koom, Neeg Ua Hauj Lwm, thiab Neeg Sawv Cev** nkag rau hauv qhov **evvie** portal ntawm qhov phaj saib sau npe nkag. Muaj ib qhov link rau qhov phaj saib sau npe nkag uas xa raws tsab email caw rau cov neeg siv thaum sau npe nkag siv **evvie** thiab **evvie** portal ua thawj zaug. Yog koj muaj qhov link ua poom lawm lossis muab tsab email lwm lawm, tiv tauj qhov FMS thiab nug kom lawm rov xa qhov link rau koj sau npe nkag tau qhov **evvie** portal.

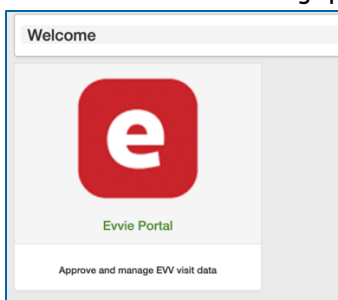
1. Nias lub cim **Sign In with FMS One** lossis qhov link [Sign In with FMS One](#).



2. Yuav muaj koj coj mus rau qhov **FMSOne** sau npe phaj saib. Sau koj qhov **email address** thiab **password** ces nias **Log In**. Yog koj nov qab koj qhov password, lossis yuav tsum ua dua, nias qhov link [Forgot your password?](#). Cov lus kom ntxuas qhia ua rau [Rov Tsim Koj Tus FMSOne Password](#) muaj nyob rau tshooj lus tom ntej ntawm daim ntawv qhia nov.



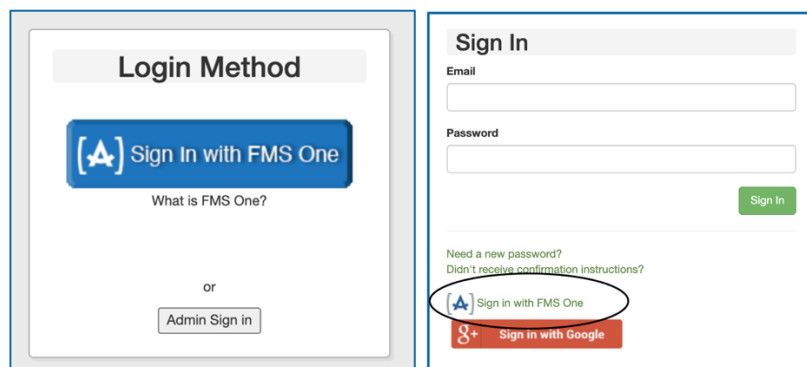
3. Koj nkag tau rau hauv **FMSOne** thiab nkag tau siv qhov **evvie** Portal thiab lwm yam web app uas FMS muaj rau koj siv. Nias lub cim kom txuas nrog qhov **evvie** Portal.



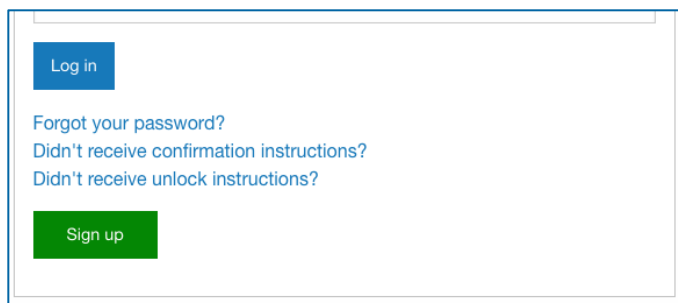
### Rov Tsim Koj Tus **FMSOne** Password

Yog koj nov qab koj tus **FMSOne** password, yooj yim tsim dau tshiab. Mus rau qhov phaj saib sau npe nkag. Qhov link rau phaj saib sign-in muab xa raws tsab email caw tuaj rau tas nhro cov neeg siv thaum sau npe siv **evvie** thiab **evvie** portal thawj zaug. Yog koj muaj qhov link ua poob lawm lossis muab tsab email lwm, tiv tauj qhov FMS thiab nug kom lawv xa qhov link rau phaj saib sign-in rau koj.

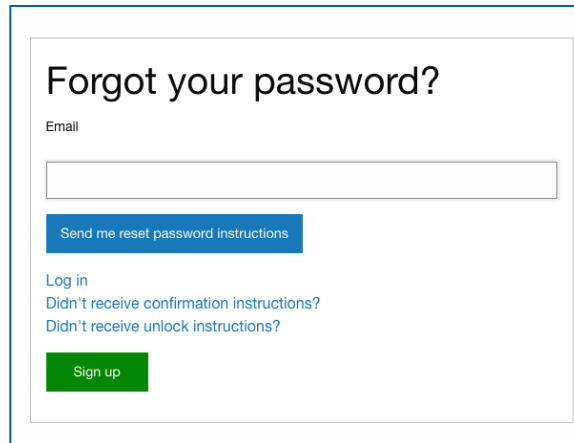
1. Nias lub cim **Sign In with FMS One** lossis qhov link [Sign In with FMS One](#).



2. Ntawm qhov **FMSOne** sign-in phaj saib, nias qhov link [“Forgot your Password?”](#) hauv qab lub cim Log in.

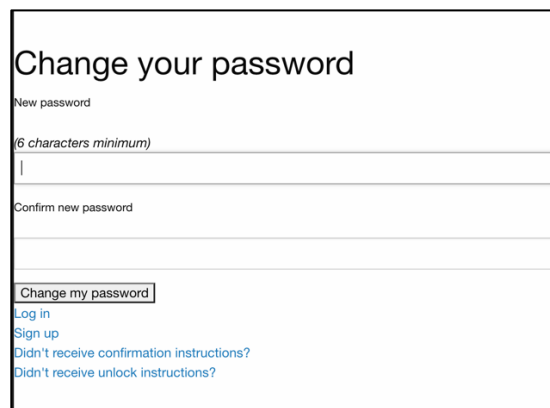


3. Ntaus koj tus email ces nias lub cim **Send me reset password instructions**. Koj yuav txais tsab email nrog qhov link hloov koj tus password. Nias qhov link xa ntawm email.



The screenshot shows a web form titled "Forgot your password?". It includes an "Email" label above a text input field. Below the input field is a blue button labeled "Send me reset password instructions". Underneath the button are three links: "Log in", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?". At the bottom of the form is a green button labeled "Sign up".

4. Ntaus koj tus password tshiab rau ntawm ob qhov chaw sau, ces nias **Change my password**.



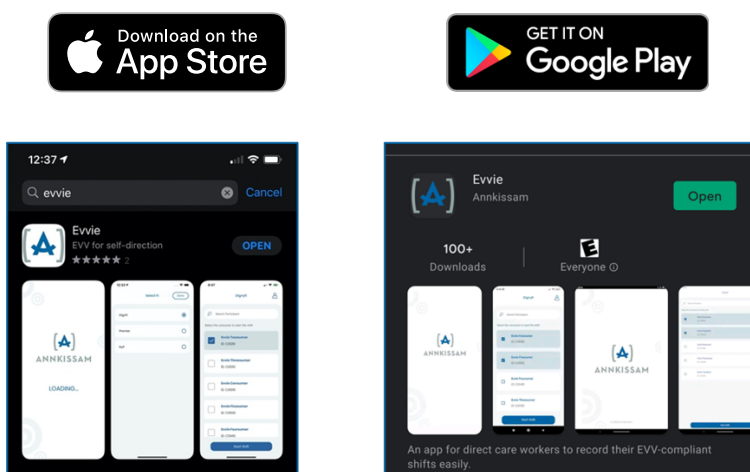
The screenshot shows a web form titled "Change your password". It features two text input fields: the first is labeled "New password" with a note "(6 characters minimum)" below it, and the second is labeled "Confirm new password". Below these fields is a button labeled "Change my password". At the bottom of the form are four links: "Log in", "Sign up", "Didn't receive confirmation instructions?", and "Didn't receive unlock instructions?".

5. Koj tus password hloov lawm thiab koj siv nkag tau rau hauv **FMSOne**.

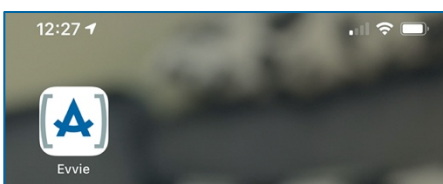
Nkag mus rau hauv qhov **evvie** App

Tsuas yog cov **Neeg Ua Hauj Lwm** nkag tau thiab siv sau sij hawm ua hauj lwm nrog qhov **evvie** mobile app. Cov Neeg Tuaj Koom thiab Neeg Sawv Cev siv qhov **evvie** portal los tswj kev pom zoo thiab tsis lees cov EVV kev tu xyuas lossis sij hawm ua hauj lwm.

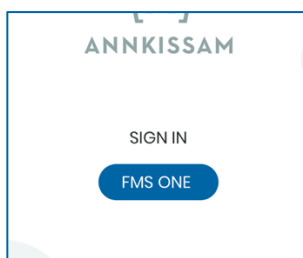
1. Yog koj tsis tau theej tawm qhov **evvie** App los ntawm koj qhov app store, raws qhov link hauv qab. Theej tawm **evvie** tsis them nyiaj. Koj qhib tau koj qhov App Store lossis Google Play ntawm koj lub xov tooj ntawm tes/tablet ces nrhiav “evvie”. Saib rau lub cim Annkissam [A].



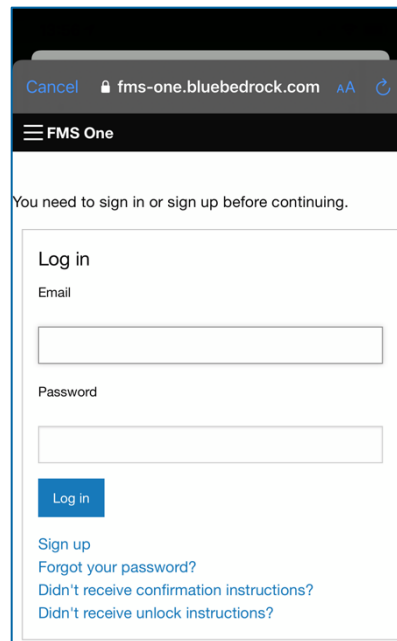
2. Nrhiav qhov app uas theej tau rau koj lub xov tooj ntawm tes/tablet ces nias lub cim **evvie**.



3. Ntawm phaj saib loj ntawm qhov app, nias lub cim xiaiv **FMSOne**.



4. Ntaus koj tus **Email** thiab **Password** uas koj tsim tau thaum koj sau npe nkag. Nias **Log in**.



The screenshot shows a mobile browser interface for the FMS One portal. At the top, the address bar displays 'fms-one.bluebedrock.com'. Below the address bar, there is a header with a hamburger menu icon and the text 'FMS One'. The main content area contains a message: 'You need to sign in or sign up before continuing.' Below this message is a 'Log in' section. It includes an 'Email' label above a text input field, a 'Password' label above another text input field, and a blue 'Log in' button. At the bottom of the login section, there are four links: 'Sign up', 'Forgot your password?', 'Didn't receive confirmation instructions?', and 'Didn't receive unlock instructions?'.

5. Koj nkag tau rau hauv **evvie** thiab npaj siv sau kev tu xyuas nrog EVV.

## Cov Hloov Tshiab Ntawm Daim Ntawv Taw Qhia rau Cov Neeg Siv

Hnub	Cov ntsiab lus
27 Plaub Hlis 2022	Hloov cov daub phaj saib, cov tsiaj ntawv thiab cov lus thoob plaws.
07 Lub Ib Hlis 2022	Hloov cov lus qhia sau npe rau FMS One.
01 Kaum Hli 2021	Hloov cov Shift Index duab thoob plaws daim ntawv taw qhia.
15 Lub yim hli ntuj 2021	Hloov cov daub thoob plaws daim ntawv taw qhia.
20 Plaub Hlis 2021	Tso tawm Daim Ntawv Taw Qhia rau Cov Neeg Siv.