CDV Training for Option 1 Employers

CDV Process

What is EVV?

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- **EVV** – Electronic Visit Verification is a computer-based system that electronically –verifies when service visits occur – documents the date and time service delivery begins and ends.
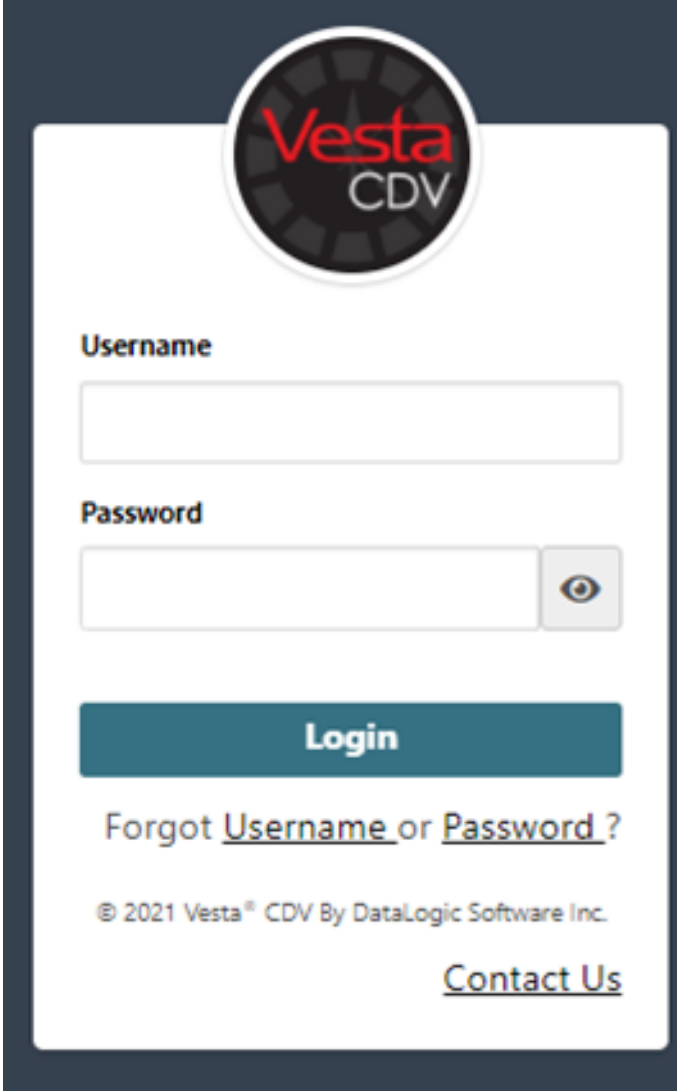
ALL employees with use EVV to clock in and out.

- **CDV** – Consumer Directed Verification is a free simple solution for consumer directed employers to manage, verify and electronically approve time worked for a CDS member.

Only Option 1 Employers will use CDV to view and verify employee's time.

Logging Into Vesta CDV

-Employers will login to view their employees time at **cdv.vestaevv.com.**

-Login information will be emailed and spoken to you over the phone by EAK Good Neighbor.

Home Screen

From the home screen you will see any relevant new or updates and documents with directions and explanations for different tasks in Vesta.

CDV Menu

You will have the following options to choose from when you click onto the menu in the top left corner of the home screen. Everything you need to do will be done from this list.
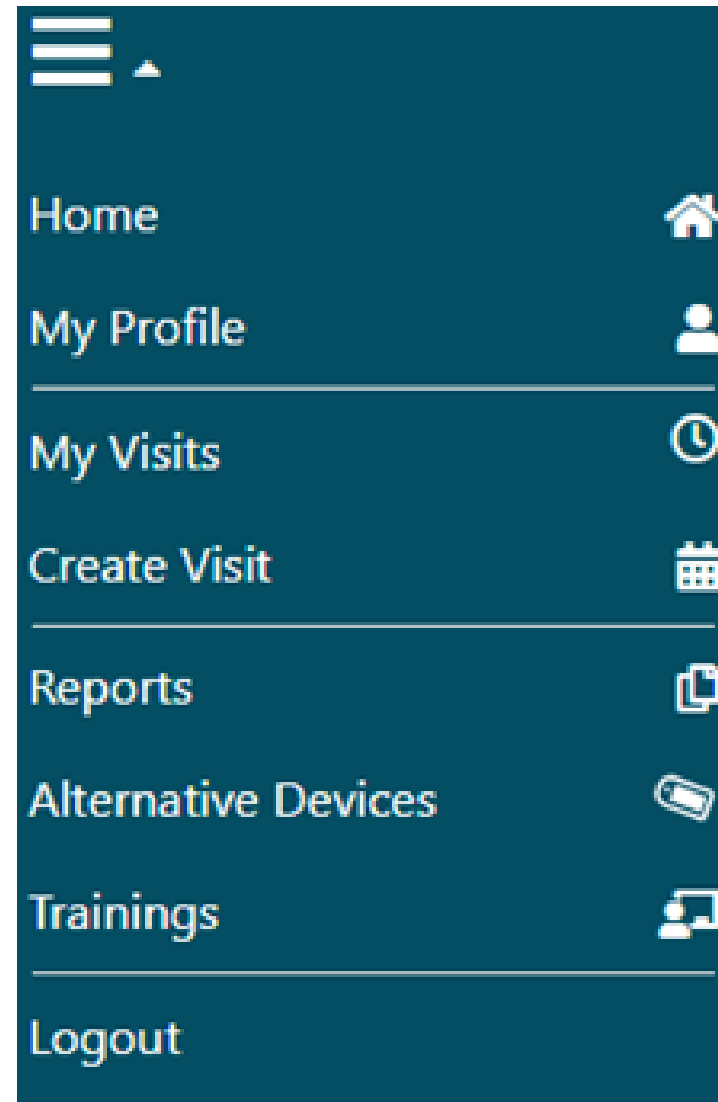
My Visit

From the "My Visits" screen you will be able to perform visit maintenance and approve visits. As an Option 1 employer – you will need to confirm this information is correct, perform any necessary visit maintenance and "approve" it.

My Visits

The legend below explain each component above.

1. **Filters** – The user can filter by date range, employee, CDS member, if applicable and select **Apply**.

2. **Icon Legend** – Icons identify the status of the visit and method used to clock in and clock out.

3. **Pending Visits** – When CDS Employees' clock in and clock out, visits are shown in the pending visits.

4. **Action Button** – The **Action** button is a drop-down menu to view the visit, edit the visit, change the program and service, or create a visit memo.

Create Visit

From the "Create Visit" screen you can create visits on behalf of your employee(s). You will create visits for your employee when a disruption has caused them to miss clocking in and out. Examples of this would be poor cellular service, Vesta Mobile App not working or an employee forgetting to clock in and out. EVV is a requirement of all CDS employees so this should only be used when completely necessary.

My Profile

- From the "My Profile" screen you can see the user info connected with your account. This image is an example of what you will see.

- If you want to change your password, you will come to this screen and select "Change Password".

Other Training Materials

- Additional training content can be accessed in the CDS Menu, under Trainings. Contents include guides, videos, and links for webinar trainings.

- EAK Good Neighbor has several EVV Specialists in office and can assist you in approving visits, conducting visit maintenance or troubleshooting any technical issues. We are available 8:00-12:00 and 1:00-5:00 Monday thru Friday.

903-524-2400 – contact@eakcds.com