

Follow these steps to ensure CDS employees can successfully clock in and clock out from the member's home, using the Employer's home **landline telephone**.



****EVV Toll-Free Numbers:**

Central - 888.969.3934

Mountain - 888.973.1065

Employee EVV ID: _____

Employer EVV ID: _____

Step 1: At the start of the visit use the Employer's landline telephone to call the EVV Toll-Free number.

- » When Employee calls from Employer's documented landline telephone number, the EVV system will recognize they are calling from that Employer's home and capture the caller ID. The caller will hear "Vesta" to know the caller ID has been captured and they can proceed.

Step 2: Enter the Employee EVV ID.

- » The Employee must enter their EVV ID. This identifies the individual providing the services to the Employer. This EVV ID must be entered correctly on each clock in and clock out attempt.

Step 3: If required, enter Employer EVV ID

- » The Employee must enter their EVV ID. This identifies the individual providing the services to the Employer. This EVV ID must be entered correctly on each clock in and clock out attempt.

Step 4: Clock in/Clock out

- » Enter 1 to Clock in or enter 2 to Clock out. Employees must select the correct option for the call to register on their timesheet.

Step 5: *optional overnight visit

- » If clocking in or out for an overnight shift, the Employee must enter 1 for both the clock in and clock out.

Step 6: Wait for time

- » The caller should stay on the line until they receive a Call Time. This ends the landline telephone clock in/clock out.

****For additional assistance, please contact Consumer Direct Texas.**