

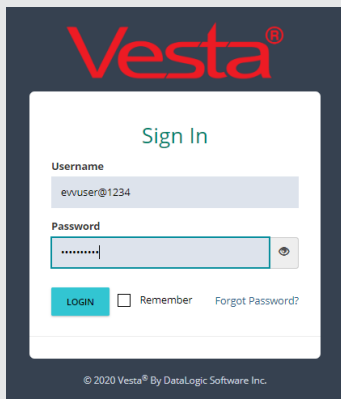
As the Employer, you are always responsible for approving the time your Employee has worked. Form 1722 allows you to choose a method for doing so. This guide will provide steps for entering your visit verification in the Vesta EVV system (option 1).

Approving a Visit

As the Employer, you can approve your Employee's visit as it is, without making any changes. By approving the visit, you have determined that all the information is correct, and no changes need to be made. Approving a visit will be performed in the Vesta Consumer Direction Verification (CDV) system, accessible from any internet web browser on any device that is connected to the internet. Please follow the instructions below. More details on this, and other processes performed in the CDV system, can be found in the Resources section of the CDTX website.

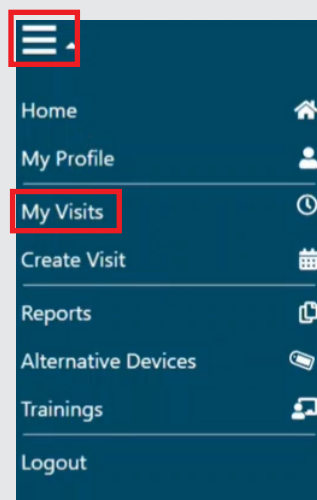
1. Log into Vesta CDV

- » Open a new internet browser and go to the Vesta website:
<https://cdv.vestaevv.com>.
- » From the sign in page, enter the Username and Password sent to you by Consumer Direct Texas.
- » Select Login.
- » If you are **NOT** on a shared computer, select the box next to **Remember** to save sign in information.
- » If the password has been forgotten, click **Forgot Password?** and an email will be sent to the user with instructions to reset the password.



The image shows the Vesta Sign In page. It has a red 'Vesta' logo at the top. Below it is a 'Sign In' heading. There are two input fields: 'Username' with the value 'evvuser@1234' and 'Password' with masked characters. Below the password field is a 'Remember' checkbox and a 'Forgot Password?' link. A blue 'LOGIN' button is at the bottom left. At the bottom center, it says '© 2020 Vesta® By DataLogic Software Inc.'

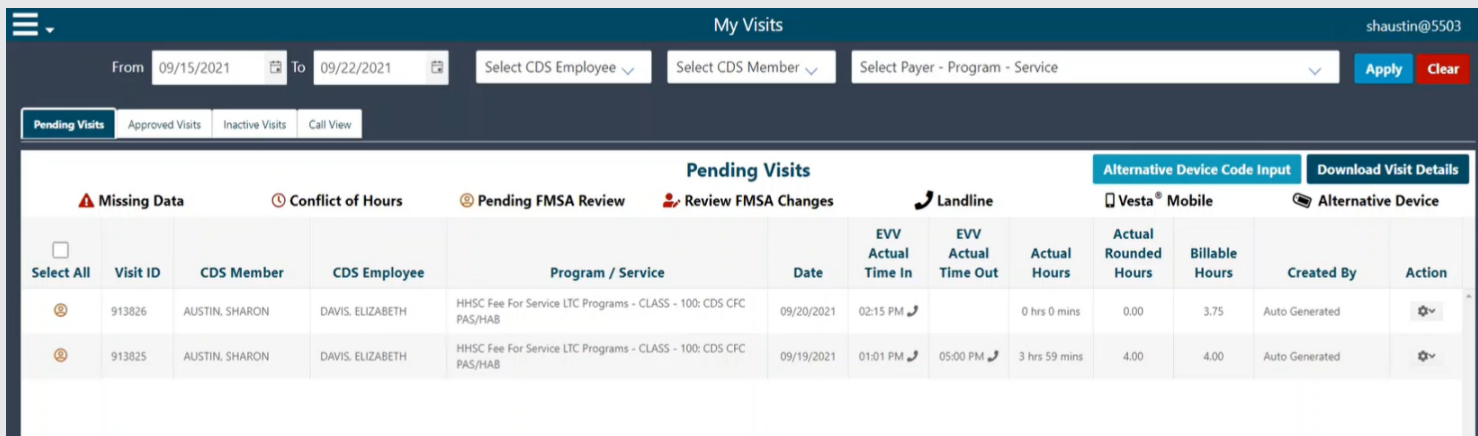
2. Navigate to My Visits



- » In the top left corner of your Home Page, click the 3 lines indicating a menu.
- » Then click My Visits.

My Visits

- » Your My Visits page will look similar to below. From here you will approve visits and do any visit maintenance required.

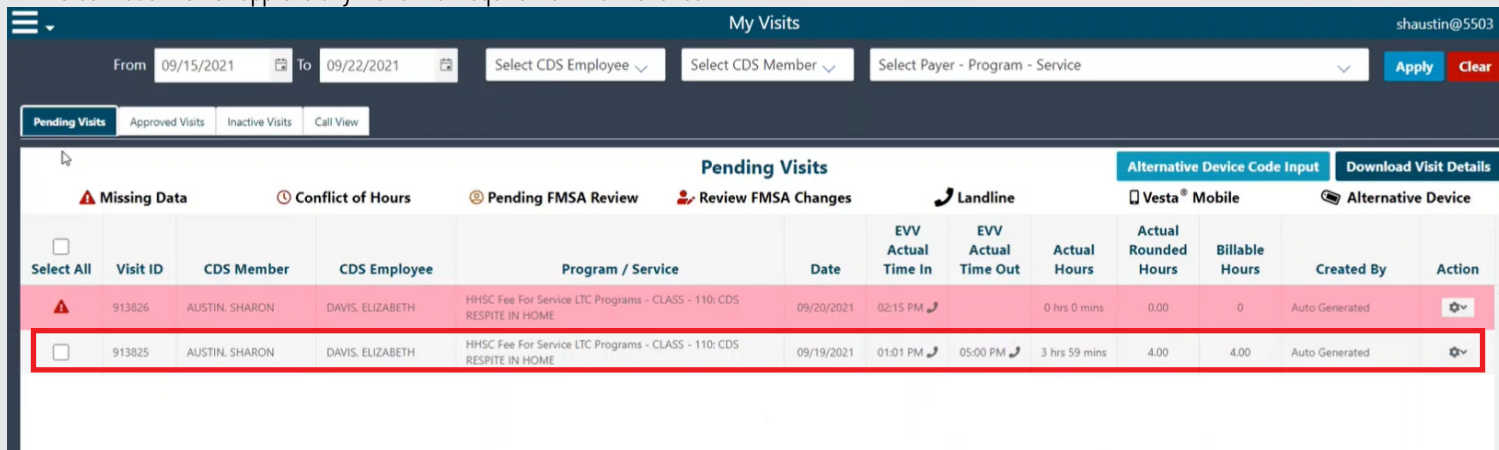


The image shows the 'My Visits' page in the Vesta system. At the top, there is a header with the user 'shaustin@5503'. Below the header, there are filters for 'From' (09/15/2021), 'To' (09/22/2021), 'Select CDS Employee', 'Select CDS Member', and 'Select Payer - Program - Service'. There are buttons for 'Apply' and 'Clear'. Below the filters, there are tabs for 'Pending Visits', 'Approved Visits', 'Inactive Visits', and 'Call View'. The 'Pending Visits' tab is selected. Below the tabs, there is a table with columns: Visit ID, CDS Member, CDS Employee, Program / Service, Date, EVV Actual Time In, EVV Actual Time Out, Actual Hours, Actual Rounded Hours, Billable Hours, Created By, and Action. There are also buttons for 'Alternative Device Code Input' and 'Download Visit Details'.

Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
913826	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	09/20/2021	02:15 PM		0 hrs 0 mins	0.00	3.75	Auto Generated	
913825	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	09/19/2021	01:01 PM	05:00 PM	3 hrs 59 mins	4.00	4.00	Auto Generated	

3. Locate Visits Needing Approval

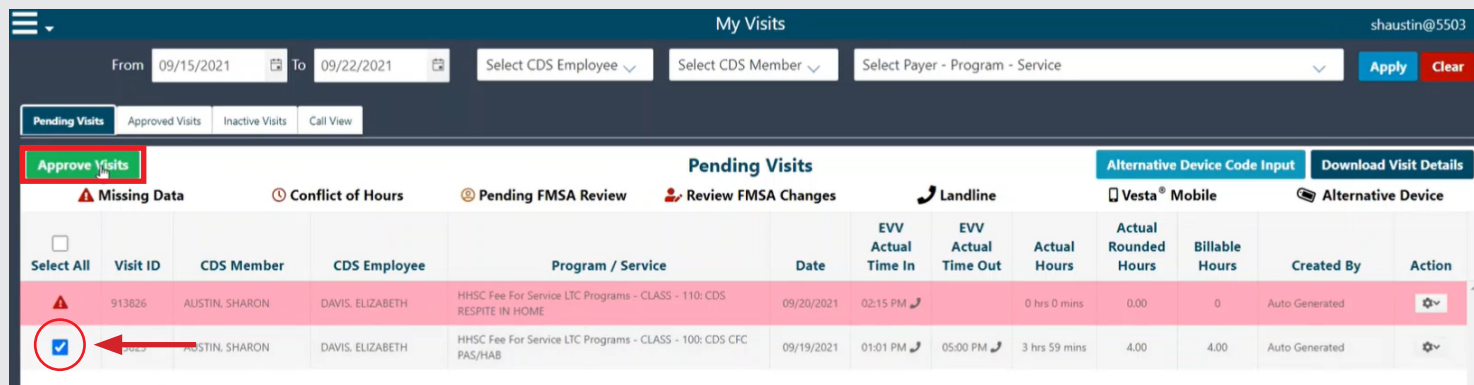
- » Locate visits that require approval. Remember that when you approve a visit, you are verifying that all the information is correct and no changes need to be made. Do not approve any visits that require visit maintenance.



Select All	Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
<input type="checkbox"/>	913826	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 110: CDS RESPITE IN HOME	09/20/2021	02:15 PM		0 hrs 0 mins	0.00	0	Auto Generated	
<input type="checkbox"/>	913825	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 110: CDS RESPITE IN HOME	09/19/2021	01:01 PM	05:00 PM	3 hrs 59 mins	4.00	4.00	Auto Generated	

4. Approve Visits

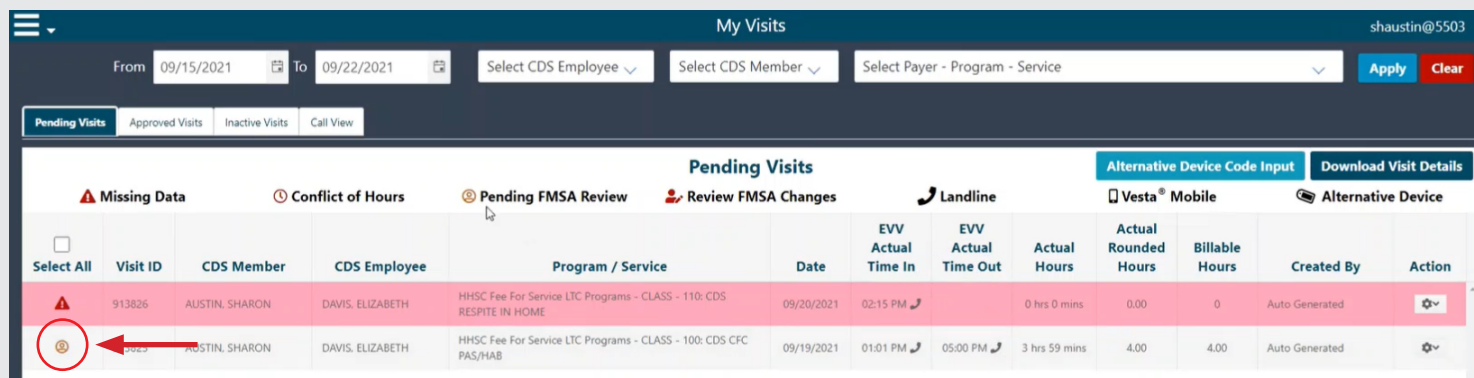
- » Checking the box for a row allows the **Approve Visits** button to be visible.
- » After all rows are selected, click the **Approve Visits** button.



Select All	Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
<input type="checkbox"/>	913826	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 110: CDS RESPITE IN HOME	09/20/2021	02:15 PM		0 hrs 0 mins	0.00	0	Auto Generated	
<input checked="" type="checkbox"/>	913825	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	09/19/2021	01:01 PM	05:00 PM	3 hrs 59 mins	4.00	4.00	Auto Generated	

5. Visits Pending FMSA Review

- » Verify that icon has changed next to approved visits. Approved visit status should be "Pending FMSA Review".



Select All	Visit ID	CDS Member	CDS Employee	Program / Service	Date	EVV Actual Time In	EVV Actual Time Out	Actual Hours	Actual Rounded Hours	Billable Hours	Created By	Action
<input type="checkbox"/>	913826	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 110: CDS RESPITE IN HOME	09/20/2021	02:15 PM		0 hrs 0 mins	0.00	0	Auto Generated	
<input checked="" type="checkbox"/>	913825	AUSTIN, SHARON	DAVIS, ELIZABETH	HHSC Fee For Service LTC Programs - CLASS - 100: CDS CFC PAS/HAB	09/19/2021	01:01 PM	05:00 PM	3 hrs 59 mins	4.00	4.00	Auto Generated	