



**EVV ATTESTATION OF SERVICE DELIVERY (OPTION 3) AND  
EVV VISIT MAINTENANCE AND TIME CORRECTION (OPTIONS 2 AND 3)**

Employee Name	Employer of Record Name	Consumer Name

**Note:** The employee is required to clock-in and clock-out of each scheduled shift using an approved EVV method (Vesta mobile app, consumer landline or Vesta alternative device) no matter which option is selected.

**Option 2:** This form is only used to submit missing time or to make corrections to clock in/out time.

**Option 3:** This form is used to submit missing time or to make corrections to time AND to verify clock in/out time.

**Submit by Email:** infocdtx@consumerdirectcare.com or **Fax:** 1-866-409-5389

**Submit by Monday at midnight** for the previous week. Refer to the payroll calendar. Late submittal will result in late pay. Attestation of Service Delivery forms submitted later than 45 days after the date of service may result in the employer being fully responsible for payment due to billing requirements. All reasons for adjustment are subject to third-party verification (MCO, TMHP, HHSC). Please fill out all fields completely and legibly. Incomplete forms will not be processed.

<b>Check Option:</b> <input type="checkbox"/> Option 2 <input type="checkbox"/> Option 3							
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Service Date</b> (mm/dd/yy)							
<b>Service Code</b>							
Time In							
Time Out							
Time In							
Time Out							
<b>Daily Total</b>							

Complete the following section when an approved EVV method is not used, or to make corrections to clock in/out times.

<b>Service Date</b> (mm/dd/yy)	<b>Reason Code #</b>	<b>Reason Code Description (See Page 2)</b>

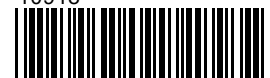
**Employee/Employer Acknowledgement:** I acknowledge by signing below that that the work hours listed above are accurate, that services were provided in accordance with the Employee Work Schedule and Assigned Tasks (HHS 1731), and that services were NOT provided while the Consumer was in a hospital, nursing home or other Medicaid-reimbursed healthcare facility. I understand that falsification of this *EVV Attestation of Service Delivery/EVV Visit Maintenance and Time Correction* form is considered Medicaid Fraud and may result in dismissal from the program and criminal prosecution.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employer of Record Signature*

\_\_\_\_\_  
*Date*



Reason Code	Number	Reason Code Description
Overnight (If applicable)	000	The Reason Code is system-generated (cannot be selected by the user) to split overnight visits by automatically clocking out at 11:59 p.m. and creating a new visit by clocking in at 12:00 a.m.
Service Delivery Exception	110	The Reason Code and appropriate Reason Code Description is used when the EVV hours (based on clock in and clock out) represent a service delivery exception:
		A – Service delivery differs from schedule
		B – Downward adjustment of Bill Hours
		C – Fill-in service provider
		D – Allowable overlapping visits
Eligibility or Service Authorization Exception	120	The Reason Code and appropriate Reason Code Description is used when services are provided without Medicaid eligibility or an active service authorization:
		A – Services provide without eligibility
		B – Services provide without authorization
Disaster	130	The Reason Code and appropriate Reason Code Description is used when service delivery is impacted by a natural disaster:
		A – Flood
		B – Hurricane
		C – Ice/snow storm
		D – Tornado
		E – Wildfire
		F – Public Health Disaster
No Electronic Clock In or Clock Out	210	The Reason Code and appropriate Reason Code Description is used when a manual visit must be entered into the EVV system:
		A – Failure to clock in, clock out or both
		B – Mobile device not available
		C – Landline phone not available
		D – Landline phone not registered in EVV system
		E – Alt device value incorrect
		F – Alt device not available
		G – Alt device value expired
		H – Authorized services provided in the community
		I – Emergency
		J – EVV system down
Error During Clock In or Clock Out	310	The Reason Code and appropriate Reason Code Description is used when the service provider enters incorrect information during clock in or clock out:
		A – Multiple calls for one visit
		B – Incorrect service selected
		C – Incorrect EVV employee ID
		D – Incorrect EVV member ID
		E – Incorrect service delivery location
Other	600	The Reason Code is used when no other EVV Reason Code is applicable. Free text is required to provide an explanation when using this Reason Code.

