Electronic Visit Verification (EVV): How to Edit and Approve or Reject an Edited Shift

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Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by DMAS.

How to edit a shift in the mobile application (at end of shift)

**STEPS**

**STEP 1. LOG IN**
**STEP 2. REVIEW SHIFT AND FINISH**
**STEP 3. ADJUST YOUR VISIT**
**STEP 4. CONFIRM THE ADJUSTMENT**
**STEP 5. AUTHORIZING SIGNATURES**
**STEP 4. ENABLING GPS**

**Step 1. Log in**

- After you have downloaded the mobile application and registered (see Downloading and Registering User Guide), you are ready to begin your first shift
- Tap the CellTrak icon on your screen to open the application
- Once the CellTrak application is open the login screen appears
- Attendant enters their password
- Click “Login”
Step 2. Review the shift and finish

- Review the start date/time and duration
- When ready to clock out, tap ‘Finish’
- The screen will then show the ‘Started’ and ‘Finished’ time of your visit, as well as the duration.
- If you need to edit the information, you may do so by checking the ‘Current Visit Adjustment’ box.
Step 3. Adjust your visit

Please note: When you adjust your visit, the entry will no longer be EVV compliant. A compliant visit is a non-edited visit obtained through either the mobile application or the EVV-Interactive Voice Response (IVR) system.

- Select the time(s) that need to be changed
- Adjust date and time, as needed
- Select reason for adjustment
Step 4. Confirm the adjustment

- Confirm that you wish to finish the activity by tapping ‘OK’

Step 5. Authorization signatures

- When ready to authorize, click the blue checkmark at the bottom of the screen
- Next, select who is available to provide an authorizing signature
- Attendant should select “Yes” when asked about providing a signature
- If Employer is available to sign off on shift, select ‘Yes’, if not select ‘No’
- Note: If the Employer is not available to sign off on shift now, they will need to do so within the ACESS Online™ Portal
How to add or edit a shift in the ACES$ Online™ portal

How to add a shift in ACES$ Online™

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by DMAS.

**STEPS**

STEP 1. LOG IN TO ACES$ ONLINE™
STEP 2. NAVIGATE TO EDIT EVV VISITS IN THE PORTAL
STEP 3. SELECT THE MEMBER AND PAY PERIOD
STEP 4. ADD THE SHIFTS TO REFLECT THE HOURS WORKED
STEP 5. SAVE EDIT
STEP 6. SUBMIT EDITED SHIFT TO EMPLOYER FOR APPROVAL

Step 1. Log in to ACES$ Online™

![Login to ACES$ Online portal](image)
Step 2. Navigate to edit EVV visits in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below it.
- Click on “Edit EVV Visits”.

Step 3. Select the member and pay period

- Select the member and pay period.
- Click “Search”
Step 4. Add shifts

- Scroll down.
- In the bottom left corner is a green box with a “+” in it.
- Click on the “+” to add shifts as needed to reflect the hours worked.
- Enter date, time, service type, reason, etc., for each new shift generated.

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by DMAS.
Step 5. Save edit

- Click “Save” in the row of the shift that was adjusted.

Step 6. Submit edited shift to Employer for approval

- Check the “attestation box” at the bottom of the page to certify the information.
- Click “Submit” to send it to the Employer for approval.
- Be sure the Employer logs into ACES$ Online™ under their account to approve the added time.
How to edit a shift in ACES$ Online™

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by DMAS.

**STEPS**

STEP 1. LOG IN TO ACES$ ONLINE™
STEP 2. NAVIGATE TO EDIT EVV VISITS IN THE PORTAL
STEP 3. SELECT THE MEMBER AND PAY PERIOD
STEP 5. EDIT THE SHIFTS TO REFLECT THE HOURS WORKED
STEP 6. SAVE EDIT
STEP 8. SUBMIT EDITED SHIFT TO EMPLOYER FOR APPROVAL

Step 1. Log in to ACES$ Online™
Step 2. Navigate to edit EVV visits in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below it.
- Click on “Edit EVV Visits”.

Step 3. Select the member and pay period
Step 4. Edit shift(s)

- Scroll down and find the shift that needs to be edited and click “Edit”.
- Edit the shift to reflect the correct date, time in, time out, and service type.

Note: Too many or unusual use of time changes/edits may result in additional training, guidance and oversight, as required by DMAS.

Step 6. Save edit

- Click “Save” in the row of the shift that was adjusted.
Step 8. Submit edited shift to Employer for approval

- Check the “attestation box” at the bottom of the page to certify the information.
- Click “Submit” to send it to the Employer for approval.
- Be sure the Employer logs into ACES$ Online™ under their account to approve the added time.
How Employers approve or reject a shift in ACESS Online™

STEPS

STEP 1. LOG IN TO ACES$ ONLINE
STEP 2. NAVIGATE TO PENDING EVV VISITS IN THE PORTAL
STEP 3. SELECT THE ATTENDANT AND PAY PERIOD
STEP 4. CERTIFY THE VISIT
STEP 5. APPROVE OR REJECT THE SHIFTS, AS NEEDED

Step 1. Log in to ACES$ Online™

Welcome to ACESS Online™

Email Address
Password
Login
Forgot Password?
- Register for an Account
- Document Center
- Contact us
- Find a Caregiver
Step 2. Navigate to "Pending EVV Visits" in the portal

- Click on “Electronic Visits” in the left menu bar, which will open more options below it.
- Click on “Pending EVV Visits”.

![Diagram showing navigation steps]

Step 3. Select the attendant and pay period

![Diagram showing selection of attendant and pay period]

Welcome CFIRST CTLASTC03
Member: CTLASTC03, CFIRST - VX77
Year: 2019
Pay Period: Please select a Pay Period
Attendant: Please select an Attendant

Search

Electronic Visits
Step 4. Certify the visit

- Check the “attestation box” at the bottom of the page to certify the visit.

Step 5. Approve or reject the shifts, as needed

- Review the shifts in detail and approve or reject accordingly.
- Click “Approve” or “Reject” in the row of the shift that was adjusted to approve individual shifts. Click “Approve All” or “Reject All” to approve or reject all pending shifts at once. If rejecting a shift, the Employer will be prompted to enter a reason for the rejection.

Note: Payroll will only process approved shifts.