

Electronic Visit Verification (EVV) Clock in/Clock out Instructions

The SVT Clock in by Spectrum app is free to download and free to use. It can be downloaded to either the client's or the worker's smartphone and utilizes GPS location as required in the CDS program for clocking in and out of work. Please read through this guide for instructions.



App Store

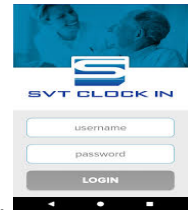


Google play

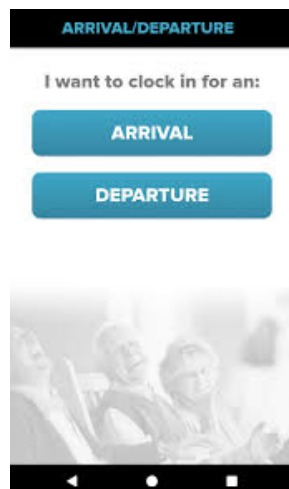
1. Open either the Apple App store or Google Play store.



2. Find the "SVT Clock in by Spectrum" app. Download the free app. You must have location services turned on for the app to work properly.



3. Once the app has downloaded click to open it and you should see the log in screen.
4. Enter your username. Your username is the email address that you provided 1st Choice In Home Care Services. Enter it here for your records _____.
5. Enter your password. Your password is your 4-digit Caregiver ID. Enter it here for your records. _____.
6. After you log in, you will select 1 of 2 options. You will not use the "**Caregiver Portal**" button.
 - Arrival (clock-in)
 - Departure (clock-out)



7. For Arrival Status:

- Step #1** Select "Arrival". A list of clients that are within the GPS location of your phone will be displayed.
- Step #2** Select the client that you will begin working for. If you select the wrong client, press the "Return To Menu" button and repeat Step #1 for the correct client.
- Step #3** You will receive a date and time-stamped confirmation of your arrival for the client. You can now close the app.

8. For Departure Status:

- Step #1** After you select "Departure" a list of clients that are within the GPS location of your phone will be displayed.
- Step #2** Select the client that you have finished working for. If you select the wrong client, press the "Return To Menu" button and repeat Step #1 for the correct client.
- Step #3** Once the client is selected, the app will prompt you to select the activities available for that client. The activities are identical as to what you would have selected in the previous telephone system and the tasks on timesheets.
- Step #4** After you have selected all activities that you have done for your client press the "Continue" button at the bottom of the page.
- Step #5** The next screen that you will see is "Mileage & Notes". Missouri's CDS program does not pay or reimburse for mileage as it is not a part of the CDS program. Press the "Continue" button at the bottom of the page.
- Step #6** You will receive a date and time stamped confirmation of your departure for the client. You can now close the app.

If no phone is available for you to use or you need to correct your time entry, please complete a paper timesheet and mail, fax, or drop off the timesheet at our office. You can download timesheets at our website www.1stchoiceinhomecare.net. *

With the use of EVV the State will be able to view and monitor worker's time. Timesheets can be submitted to correct errors, but the State will automatically receive alerts each and every time a timesheet is submitted. They will be monitoring how often timesheets are submitted as this is a common red flag for fraud and program abuse.