



COMMISSIONER
Chris Traylor

June 17, 2011

To: Community Based Alternatives Home and Community Support Service Agencies
Community Living Assistance and Support Services Providers
Medically Dependent Children Program Home and Community Support Services Agencies
Primary Home Care Home and Community Support Services Agencies
Community Assistance Services Providers
Family Care Home and Community Support Services Agencies
Consumer Directed Services Agencies

Subject: Information Letter No. 11-50
Required use of the Electronic Visit Verification (EVV) System in the Department of Aging and Disability Services EVV Pilot Counties

The purpose of this letter is to provide clarification on the use of the electronic visit verification (EVV) system to document the provision of services. Effective March 1, 2011, [Texas Administrative Code \(TAC\), Title 40, Part 1, Chapter 68](#) allows the Department of Aging and Disability Services (DADS) to require the use of an approved EVV system by a provider or a consumer directed service agency (CDSA) in the following programs and services:

- personal assistance services and in-home respite services in the Community Based Alternatives (CBA) Program;
- residential habilitation and in-home respite services in the Community Living Assistance and Support Services (CLASS) Program;
- in-home respite services and adjunct support services in the Medically Dependent Children Program (MDCP);
- the Primary Home Care Program (PHC) as described in 40 TAC §47.3(20);
- community attendant services (CAS) program as described in §47.3(3); and
- family care services program as described in §47.3(11).

Contractors and CDSAs using the EVV system must comply with **all** of the system's requirements, including:

- ensuring required data elements are uploaded or entered into the system accurately;
- ensuring the system is used to document the provision of all above mentioned services governed by Chapter 68;
- ensuring only authorized individuals access their EVV account; and
- ensuring documentation is available for review by DADS.

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Any failure to comply with use of the EVV system as required by DADS may result in DADS pursuing contract sanctions, including vendor hold and contract termination.

If you have questions or need technical assistance with the EVV system or the data interface process, please contact Sandata Client Relations line at (855) 781-2079.

If you have any questions regarding this information letter, please contact your DADS contract manager.

For more information about the EVV Pilot, please visit the DADS EVV website at www.dads.state.tx.us/EVV.

Sincerely,

[signature on file]

William Campbell
Manager
Community Services Contracts

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