



COMMISSIONER
Chris Traylor

March 1, 2012

To: Consumer Directed Services Agencies
Medically Dependent Children Program

Subject: Information Letter No. 12-15
Changes to In-Home Record Documentation Requirements for Consumer Directed
Services Employers Using the Electronic Visit Verification System in the Pilot Regions

The purpose of this letter is to inform Medically Dependent Children Program (MDCP) Consumer Directed Services Agencies (CDSAs) and Consumer Directed Services (CDS) Employers using the Department of Aging and Disability Services (DADS) Electronic Visit Verification (EVV) System of the change in required documentation.

This letter updates the CDS information provided in [Information Letter No. 10-117](#) and applies only to CDSAs and CDS employers in the MDCP program who use the DADS EVV system for respite or adjunct support services provided by an attendant.

CDS employers using the DADS EVV system no longer need to complete or keep a copy of DADS Form 1745, Service Delivery Log with Written Narrative/Written Summary in the in-home record. Effective March 15, 2012, the EVV report, called "Visits Summary by Client" report replaces Form 1745 in the in-home record.

Texas Administrative Code 40, Chapter 51, Section 51.219, states that the individual's parent or guardian must keep the most recent seven days of service delivery documentation in the residence in order to continue to be enrolled in the MDCP program. The MDCP nurse will continue to review the service delivery documentation during the annual reassessment as part of the in-home record review. CDS employers using the DADS EVV system for the MDCP program must print the last seven days of service delivery documentation using the Santrax Report Function to produce the "Visits Summary by Client" report. If the CDS employer does not have a computer or printer, he or she can ask the CDSA to print the report.

Instructions for producing and printing the "Visits Summary by Client" report are attached.

CDSAs must ensure that MDCP CDS Employers receive a copy of this letter and attachment to keep in their files.

For questions regarding the content of this letter, please contact us at CDS@dads.state.tx.us.

Sincerely,

[signature on file]

Teresa Richard
Director
Center for Policy and Innovation

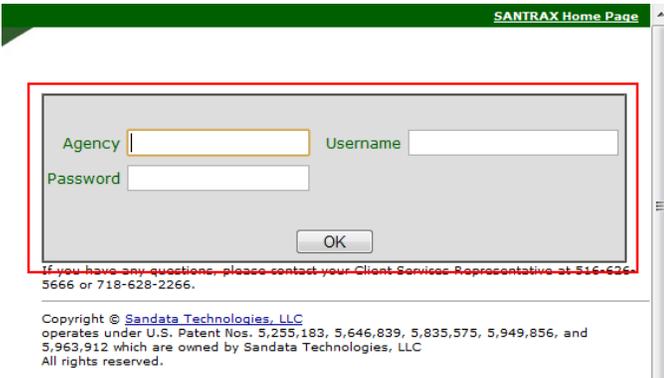
Sincerely,

[signature on file]

Gary Jessee
Assistant Commissioner
Access and Intake

Running the Visit Summary by Client Report

1. Log in at access.santrax.com using your specific login information.



SANTRAX Home Page

Agency Username

Password

OK

If you have any questions, please contact your Client Services Representative at 516-626-5666 or 718-628-2266.

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2. Access the Date Range reports.



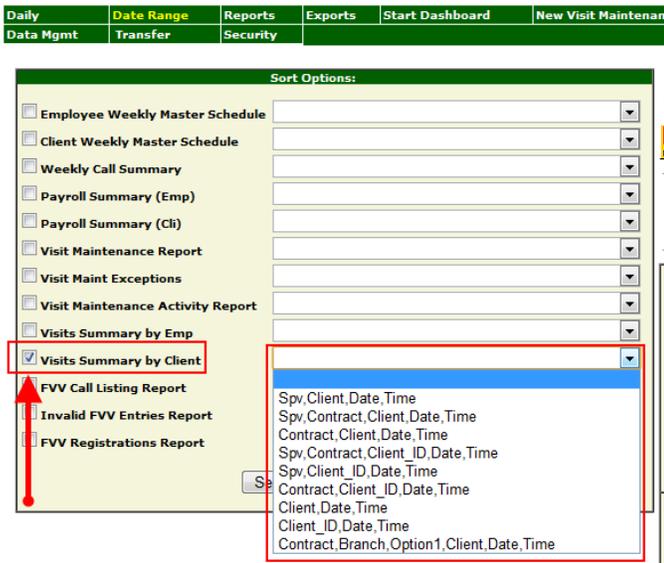
Daily Date Range Reports Exports Start Dashboard

Data Mgmt Transfer Security

Sort Options:

- Employee Weekly Master Schedule
- Client Weekly Master Schedule
- Weekly Call Summary
- Payroll Summary (Emp)
- Payroll Summary (Cli)
- Visit Maintenance Report

3. Use the checkbox to run the Visits Summary by Client report. You can choose a sort order using the dropdown.



Daily Date Range Reports Exports Start Dashboard New Visit Maintenance

Data Mgmt Transfer Security

Sort Options:

- Employee Weekly Master Schedule
- Client Weekly Master Schedule
- Weekly Call Summary
- Payroll Summary (Emp)
- Payroll Summary (Cli)
- Visit Maintenance Report
- Visit Maint Exceptions
- Visit Maintenance Activity Report
- Visits Summary by Emp
- Visits Summary by Client
- FVV Call Listing Report
- Invalid FVV Entries Report
- FVV Registrations Report

Sort Order:

- Srv,Client,Date,Time
- Srv,Contract,Client,Date,Time
- Contract,Client,Date,Time
- Srv,Contract,Client_ID,Date,Time
- Srv,Client_ID,Date,Time
- Contract,Client_ID,Date,Time
- Client,Date,Time
- Client_ID,Date,Time
- Contract,Branch,Option1,Client,Date,Time

4. Enter the payroll time period in the From Date and To Date.



Select for:

Supervisor

Client

Dept/Tasks

Employee

Select by Contract

Select by Exception

From Time: 00 : 00 From Date: 1 / 01 / 2012

To Time: 24 : 00 To Date: 1 / 15 / 2012

5. Make sure the output is set to PDF Format (the default format).



PDF Format

ASCII Format

Get Acrobat Reader

6. Click on OK



on ("FVV") Data Entry

OK Exit

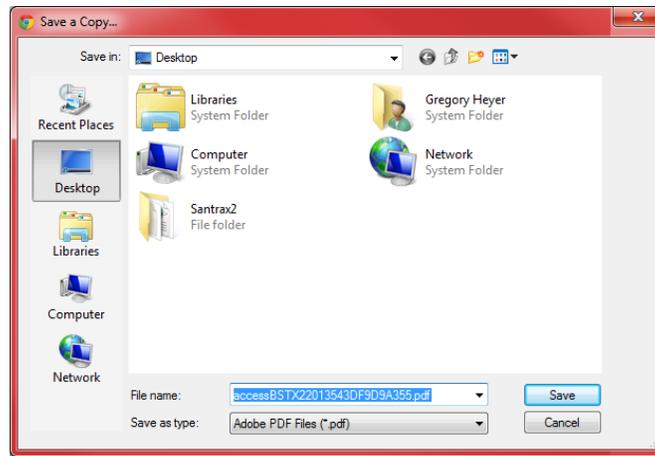
0/19/2011 09:46
0/19/2011 09:46, completed.

Running the Visit Summary by Client Report

7. The Visits Summary by Client report will appear.

santrax		15:51 Feb 08, '12	FOR [REDACTED]		Ver: 6.70	Page 1
VISITS SUMMARY BY CLIENT						
VEN:	2201	Texas EVV Pilot CDSA Training	SORT ORDER:		SPV, CLIENT, DATE, TIME	
SPV:						
Contract:	001012963					
CLIENT ID	222555					
AR NUMBER	444444444					
CLIENT NAME	Apple, Jennifer					
SANTRAX ID	EMPLOYEE-NAME	DATE	START	END	#OF VISITS	HOURS
123-12-3123	Joiner, Lisa	01/03/12			1	1:00
000-09-9999	Tomato, Bob	01/05/12	08:49		3	3:00
000-09-7623	Brooks, Garth	12/08/11			2	2:00
Client Totals:					3	6:00

8. To save a copy of the report, press Ctrl + Shift + S.



9. To print the report, press Ctrl + P. Your Print options may vary depending on your printer.

