



# Using EVV Tokens

## Meet your EVV Token

These devices provide a unique 6-Digit Verification Code that represents a specific time. This code can only be decoded with the device Serial Number. Once assigned to a client, a 6-Digit code captured by a DCW can later be used to verify the DCW was with the client at a specific time.

Press the Power Button to display a code. The code will only display for 30 seconds.



Assign Token To Client Assign Cancel

This form will assign a token to a client by it's serial number on the back of the token.

Assign token SN: **100100**

Select the client(s) to assign this token to:

**Amillion, Max**

Clients

Clients

Zip Tie SN:

**100123**

## Deploying Tokens

The Serial Numbers for the tokens sent to you by SpokeChoice have been assigned to your company. Before a token can be used for a client, you must first assign the token to the client using the Assign Tokens tab in the Back Office app, Home Care drawer.

To assign a token, click on the edit icon and select the client the token will be assigned to. Select additional client names in the case where multiple clients reside at the same location.

## Securing Tokens

EVV Rules dictate that the token must remain under client control at all times. Where practical, it is recommended that the token be secured to something in the client's residence such as a door knob. Zip ties with serial numbers on them may be used to secure the token and later inspected to verify that the token was not removed. The Assign Tokens user interface allows you to optionally enter a zip tie serial number.

## Recording Visits

In the case where AutoVisit™ is not used, clock in/out times are recorded using the 6-Digit verification codes. A separate code must be recorded at the START and at the END of the visit.

The DCW must keep a timecard indicating the Date, Client Name, Clock In time, Clock In Verification Code, Clock Out time, Clock Out Verification Code, and the service provided.

Later, an administrator can enter the timecard data using the Home Care app, Timecard drawer.

Entry times by Verification Codes

**Enter the 6-Digit Verification Codes then click Verify. If the codes are valid you may then Clock-Out.**

Client or Cost Center:  Service:  Start Code:  End Code:  Verify Codes

Wet ink signature in hand.

**Clocked In Summary:**

Client: **Adams, Randy**  
Service: **HAH1**  
Actual Times: **10/7 1:07am - 1:09am** ✓  
Billed Times: **10/7 1:00am - 1:15am** ✓