Information Memorandum Transmittal
Developmental Disabilities Services

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Topic: Developmental Disabilities

Due date: 03/31/2020

Subject: PSW EVV Exceptions Worker Guide

Applies to (check all that apply):

☐ All DHS employees
☐ Area Agencies on Aging: {Select type}
☐ Aging and People with Disabilities
☐ Self Sufficiency Programs
☒ County DD program managers
☒ Support Service Brokerage Directors
☒ ODDS Children’s Residential Services
☐ Child Welfare Programs
☐ County Mental Health Directors
☐ Health Services
☒ Office of Developmental Disabilities Services (ODDS)
☒ ODDS Children’s Intensive In Home Services
☐ Stabilization and Crisis Unit (SACU)
☒ Other (please specify): Services coordinators, personal agents

Message:

The EVV Case Management Entity Worker Guide is available for use on the DD Case Management Staff Tools and DD Brokerage Personal Agent Tools pages.

This worker guide provides guidance on the expectations for case management entities in receiving and processing requests for exceptions to using EVV from PSWs.

All PSWs must be using eXPRS Mobile-EVV or have an approved exception no later than March 31, 2020.

In January 2020, ODDS will provide outreach to Case Management Entities (CMEs) who have PSWs not using EVV.

In March 2020, ODDS will communicate directly with PSWs who do not have an EVV exception and are not using EVV.
In the future, eXPRS will have the ability to upload EVV exception documents. Communication will come out once this is an option.

If you have any questions about this information, contact:

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