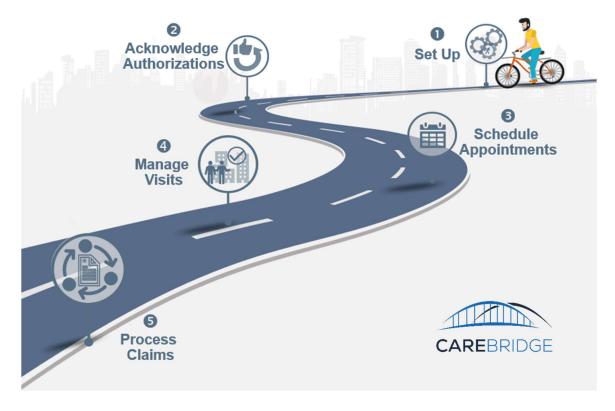# ROADMAP TO EVV SUCCESS

The following checklist is a suggested timeline of activities for deploying EVV at your agency

WEEK 1 – OFFICE SET UP & SCHEDULING

☐ Administrative Staff attends Orientation and receives log in credentials
☐ Attend Training - Modules 1 & 2 are recommended for Week 1
☐ Attend Training – Modules 3 & 4 during first or second week
☐ ❶Set up your employees and assign to office and/or member groups
☐ Review data within provider portal for completeness and accuracy (Member, Authorizations)
☐ ❷Acknowledge Authorizations and ❸Schedule Appointments (Assign Caregivers, Populate Care Plan Activities, etc.)

WEEK 2 – CAREGIVER TRAINING

☐ Train Caregivers on the use of CareBridge app and IVR (interactive voice response)
☐ Caregivers install app and log in first time
☐ Caregiver Check In/Out, completion of observed changes and care plan activities

WEEK 3 – PROCESS CLAIMS

☐ Caregivers continue using CareBridge App or IVR for Check In/Out
☐ ❹Manage Visits (missed, late and manual entries)
☐ Complete pre-billing checks and ❺Process Claims
☐ Review Reports to assess performance