# **EVV WRD Processing**

WRD Dual Mode WRD Full Mode WRD Combo Mode Reports Admin Tools

# Data Entities

Upload Entities - the Process Foundation:

- Individuals- Persons who receive services from the State of CT
- **Providers** Persons or companies that provide individual services
- Authorizations- A contract between Individuals and providers to provide a specific service for so many units

Download Entities:

• Visits- A time span where a provider (or provider employee) was performing a service

# Data Migration Processes

- There are 2 main processes, Export Entity Data and Import Visit Data
- Export Entity Data to Sandata:
  - DDS sends data files for Individuals, Providers and Authorizations
  - DDS receives confirmation and any errors that require fixes to be resubmitted
- Import Visit Data from Sandata:
  - DDS Retrieves Visit Data from Sandata
  - Medicaid/Unit check (pre-WRD merge)
  - EVV visit data is processed into the WRD system

# Entity and Visit Data Correction/Tracking/Modes

- EVV Visit Data to WRD
  - Visit Data Processing prior to WRD Attendance
    - Daily /Split Visits Call in /Call out -- Date/Time after midnight splits to multiple days
    - Validations for Medicaid/Annual Units/Daily Units WRD error displays
  - WebResDay Mode Features
    - Dual Mode: Manual Entry/EVV Data view & errors/Reports/Manual sign off
      - Dual to Full Mode option in Manage EVV Modes
    - Full EVV Mode: EVV auto data insert /Error view link/Reports/Auto sign off
      - Full EVV Mode change back to Dual option Admin Request
    - Combo Mode: For Residentials with partial EVV data view & partial manual entry/manual sign off/Reports
    - Corrections: Manual entry/sign off = WRD system manual correction
       EVV entry/auto sign off = EVV system correction

# WRD Reporting and Admin Tools

- Existing & New WRD Reports:
  - Existing WRD reports have been modified to display relative EVV data
  - New WRD/EVV reports
    - EVV Manual Comparison display with Automated WRD Medicaid/Unit check display
    - EVV Split Visit record display
  - Dual and Full Mode reports on the Attendance user entry screen
  - WebResDay Admin Tools for EVV Mode Maintenance
    - Provider Admin Role
      - Providers can change from Dual Mode to Full Mode themselves
    - Application Admin Role
      - DDS Admin role can change a provider from Dual to Full Mode
      - DDS Admin role can change a provider from Full back to Dual Mode
      - DDS Admin role can delete an incorrectly added provider mode

# WebResDay EVV Data Entry

# **DDS Gateway Login**

https://www.ddsapp.ct.gov/DDSGateway/Login.aspx



State of Connecticut Department of Developmental Services





#### **DDS Legacy Applications**

If you are using the following applications <u>DO NOT LOGIN ABOVE</u>. Instead, please use the links below.

- Quality System Review (QSR)
- <u>Abuse/Neglect Registry</u>

### Select WebResDay & Role

My Status	My Applications	
Password Expires On : Monday, March 15, 2021	Individual Plan (Page-6) Roles assigned to M	VebResDay
Change my password	Contract Maintainer Prior Approver	
rovider Pin • ###	Read Only Manager	
	Regional Manager Resource Manager Central Office Administ	rator 4
urrent Environment: Development	Service Management Maintainer	
	Central Office Administrator $$	
	Provider Reporting General Supervisor	
nnounæments	General User √	De la
DEV * DEV * DEV *	Level Of Need General User	
(ou are accessing the Development area of the DDS Web	Case-Note Provider Administrator	<b>P</b>
Applications site. This is for testing only, this is NOT the	Central Office Administrator V	
Production system.	Central Office Administrator √ Provider Reporting	42
	Printer Assign Central Office Administrator V Regional Administrator	L.
	DDS Central Reports	
	Central Office Administrator V Medication Administration Certification	40
	Central Office Administrator V Report Viewer Limited	L.
	Global Reporting Central Office Administrator V	_
	Report Builder Resource Manager	
	Global Security Central Office Administrator ✓ System Administrator	
	Other Applications	
	Quality System Review (QSR)	

## Welcome / Policy Confirmation



OK

Cancel

### 1. Select Attendance 2. EVV Program Type

WebResDay	(Development) ance OldCorrection Reports SpecialReports	Provider	Logout	Help
1 🗡	Welcome to the WebF	ResDay (WRD) application.		
WebResDa DDS Home Main	(Development) Menu	Provider	Logout	Help
<mark>Program Type</mark> : Month of:				
WebResDay	(Development) Prov	vider	Logout	Help
Program Type: Month of: 2	COMMUNITY COMPANION HOME PRE PLACEMENT COMMUNITY LIVING ARRANGEMENT COMPANION SERVICES (PER 15 MIN) CONTINUOUS RESIDENTIAL SUPPORTS COMMUNITY TRAINING HOME (DDS LIC.) (CTH/CCH) COMMUNITY TRAINING SERVICES (CTV) DAY SUPPORT OPTIONS (PER 15 MIN) DAY SUPPORT OPTIONS (PER DAY) GROUP DAY NURSING ENHANCEMENT / HR (WEB-RES-DAY / 15 MIN) GROUP SUPPORTED EMPLOYMENT (PER DAY) GROUP SUPPORTED EMPLOYMENT (PER 15 MIN) HEALTH CARE COORDINATION (PER 15 MIN) - RESIDENTIAL HOURS WORKED/PAID WITH ISE SUPPORT (PER 15 MIN) INDIVIDUALIZED DAY NON-VOC (PER 15 MIN) INDIVIDUALIZED DAY NON-VOC (PER 15 MIN) INDIVIDUALIZED HOME SUPPORT (SECOND STAFF) (PER 15 MIN) INDIVIDUALIZED HOME SUPPORT (PER 15 MIN) INDIVIDUALIZED HOME SUPPORT (PER 15 MIN) SUPPORTED EMPLOYMENT SL SVCS/ INDIVIDUALIZED HOME SUPPORTS (SLV) (PER 15 MIN) SENIOR SUPPORTS (SECOND STAFF) (PER 15 MIN) SENIOR SUPPORTS (PER 15 MIN) SENIOR SUPPORTS (PER 15 MIN) TRANSPORTATION TRIPS TRANSPORTATION TRIPS TRANSPORTATION WHEELCHAIR/ACCESSIBLE PER MILE TRANSTITIONAL SERVICE (PER 15 MIN)	EVV Program Types/ Description IDN - Individualized Day Non-Voc (Per 15 min) IHS - Individualized Home Support (Per 15 min) PS - Personal Support (Per 15 min) SRH - Senior Supports (Per 15 min) SR2 - Senior Supports (2nd staff, Per 15 min) IDV - Invidualized Day Voc (Per 15 min)		

### Mode/Dual Mode Report/EVV Month Start



## 1. Manual Entry / 2. Save / 3. View in Cmp Link

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	Show	ving 1 to 1 of 1 en	tries																						F	rst	Prev	/ious	1	Ne	xt	Last							
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	Cr Er Cm	DI Client	DDSNum	n 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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3. Select Cmp to see	<u>Cm</u>	no EVV data	20;	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			Ш		4
Manual to EVV data	<u>Cm</u>	P ST	43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			Ш		
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	Note: Plea pro	ise remember to " gram.	'Sign Off"	and t	then "	'Save'	' after	<sup>r</sup> comp	oletin	g mon	thly	utiliza	tion (	lata f	or ea	ch sc	reen/	bage	of									Pro	oblem	Clier	it	Save		<b> </b>	2. Sa	ve			

### Dual Mode – Comparative Display Example



#### EVV - Manual Comparison Report

RDID:

Attendance Month: 10/1/2020



#### 1 UNIT = 15 minutes of face to face support. Round up only if the remainder is 8 minutes or more (ie: 2 hrs and 8 minutes = 9 units)

Cilent Name	DD5#	Mode	RDID	Attendance ID	Total Days	Total Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
47	25.0	м	PD20500881WR	2365537	2	50	0	30	0	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
· · · · · · · · · · · · · · · · · · ·	24.09	EW	PD20500881WR	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A .		м	PD20500881WR	2365538	3	60	0	0	0	0	0	20	20	0	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RN		EVV	PD20500881WR	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commente	1	м	P020500881WR	2365539	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		м	PD20500881WR	2365540	3	70	0	0	20	0	0	0	0	20	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 4N	4 1	EVV	PD20500881WR	2365540																																	
		EW	PD20500881WR	6	1	30	0	0	0	0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8 L		M	PD20500881WR	2365541	1	30	0	0	0	0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
£		EVV	PD20500881WR	5	1	30	0	0	0	0	0	0	0	0	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

# Full Mode Screen Display Example



#### Full Mode – Attendance & Correction Screen Display Example

#### Full Mode - ATTENDANCE DISPLAY - EVV Visit Data

Correction	Selected	Program	of face t	ograr o fac	n Nar e sup	ne port.	. Rou	nd ur	o only	y if tl	he re	emair	nder	is 8 r	ninu	ites o	r mo	re (ie	Pro	<mark>gra</mark> i rs an	n Ty d 8 r	ype : ninut	IH es =	5 9 ur	nits)					Sys folle erre	tem owin ors.	signs g mo	s off a nth f	and le or re	ocks cords	by th s with	e 11	th of	F
Link	1																																				6		
	Cr Er Cmp	Client	DDSNum	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	so	Lk			
	Cr	Name	DDSNum	0	0	0	18	7	0	0	0	0	0	5	8	0	0	0	0	0	18	8	0	0	0	0	0	18	8	0	0	0	8	0	~	$\checkmark$			Π
	Cr	Name	DDSNum	0	0	0	9	0	20	0	0	0	0	12	0	25	0	0	0	0	8	0	26	0	0	0	0	10	0	28	0	0	0	0					
	Cr	Name	DDSNum	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	12	0	0	0	~	~		Π	Π
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	Const	umer Name			N	ame			D	DS#:	:		[	D	DSN	Num		]	RDII	):	R	DID																	
	Corre	ction Mont	h of: 1	1/1/2	021				C	omm	ents	;																											
	1 UNIT	= 15 minu	ites of fa	ce to	face	supp	ort.	Roun	d up	only	if th	e rer	nain	der is	5 8 n	ninute	es or	more	e (ie:	2 hrs	s and	l 8 mi	nute	s = 9	9 uni	ts)													
	Atter	ndance/Co	rrection h	nistor	у —																															1			
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	4	Att/Corr Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	2	3 24	1 2!	5 2	<b>j</b> 2	7 2	8 2	9 3	0 S	0 1	<				
	09/0	)1/2021	0	0	0	0	0	0	8	0	0	0	0	0	18	8	8	0	0	0	0	9	7	0	0	0	0	0	18	3 10	0 0	0	1		1				
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		Client	1	2	3	4	Э	0	7	8	9	10	11	12	13	14	15	16	1/	18	19	20	21	- 22	. 2.	> 2	+ 2:			/ 2	0 2	9 3	0 5						
	Clie	ent Name	, 0	0	0	0	0	0	8	0	0	0	0	0	18	8	8	9	0	0	0	9	7	0	0	0	0	0	18	3 10	0 0	0			ונ				

### WRD – Reports New & Modified

WebResDay	(Development)	Provider (	(Central Office Administrator)	Logout	Help
DDS Home Main Menu	Report Parameters Report Name:	Attendance Correction Comprehensive Waiver Utilization Detail Comprehensive Waiver Utilization Summary Day Utilization Detail Day Utilization Detail Day Utilization Summary EVVManualComparison IndividualAudit Program Utilization Program Utilization Program Utilization - Excel Split Visit Records Sign Off Detail Sign Off Summary Consumer Attendance Upload Records Email Notification Log Lega cy RDAattend Individual Audit Supported Living Rejected Billing Detail Rejected Billing Summary El Waiver Excention	Existing reports are modified to display EVV related data		

### Full EVV Mode Report – Errors by Individual Example

WebRe	esDay	DDS Home Main M	lenu		Provider (			(Cent	ral Office Admini	strator) Logout Help
Error	Details									<u>Rule:</u>
Client Nam	e: D	. IIA   DDSNu	imber: 5 7   RD	DID: PS 51	NR   Attendance Month	: 7/1/2020		Annual Max Limit	Daily Max ~ <b>(Sum of Durat</b> i	Limit ~ Day -> range 0 - 32 Res -> range 0 - 96 ion / 4) < Annual Max Limit
12										
Days	Visit Date	Daily Max Limits Exceeded?	Annual Max Limits Exceeded?	OnMedicaid?	OnWebResDay Program?	Duration	Daily Max Limit	Annual Max Limit	Record Type	Created Date
Day3	7/3/2020	Y		-	-	480	98		Original	10/13/2020 7:46:31 AM
Day5	7/5/2020	Y	-	-	-	480	98		Original	10/13/2020 7:46:31 AM
Day10	7/10/2020	Y	-	-	-	480	96		Original	10/13/2020 7:46:31 AM
Day24	7/24/2020	Y		-	-	600	96		Original	10/13/2020 7:46:31 AM
Day26	7/28/2020	Y	-	-	-	600	96		Original	10/13/2020 7:46:31 AM
Day27	7/27/2020	Y	-	-	-	600	96		Original	10/13/2020 7:46:31 AM
Day27	7/27/2020	Y		-		400	96		Split	10/13/2020 7:48:31 AM
Day29	7/29/2020	Y	-	-	-	1800	98		Original	10/13/2020 7:46:31 AM
Day29	7/29/2020	Y	-	-	-	1600	96		Original	10/13/2020 7:46:31 AM
Day29	7/29/2020	Y	-	-	-	1200	96		Split	10/13/2020 7:48:31 AM
Day29	7/29/2020	Y	-	-	-	533	98		Split	10/13/2020 7:48:31 AM
Day30	7/30/2020	Y	-	-	-	600	96		Split	10/13/2020 7:46:31 AM

### Full EVV Mode – Error Report – All Individuals Example

Full Mode Report

RDID: PI IR

Attendance Month: 10/1/2020

Note

Indicates EVV Visit Errors (Please see bottom for details).

UNIT = 15 minutes of face to face support	. Round up only if the remainder is	8 minutes or more (ie: 2 hrs and 8	minutes = 9 units)
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Cillent Na	me	DDS#	Mode	RDID	Attendance ID	Total Days	Total Units	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1			EW	PC VR	2365538	3	60	0	٥	0	0	0	20	20	0	0	0	٥	20	0	0	0	0	0	0	٥	0	0	0	0	0	0	0	0	0	0	0	0
80	AN	21	EW	P0	2365540	3	70	0	0	20	0	0	0	0	20	0	0	0	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1		ы	EW	PD1	2365541	1	30	0	0	0	0	0	0	0	0	0	0	0	30	٥	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	٥	0
C	N		EW	PD: IWR	2365542	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	٥	0	0	0
GJ	4 Y	195	EW	PO 1WR	2365543	0	0	0	0	0	0	0	0	0	0	٥	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N	R,		EVV	PDI WR	2365544	2	30	0	10	0	0	0	0	٥	0	0	0	0	0	0	0	0	0	0	0	0	20	٥	0	0	0	0	0	0	0	0	0	0
8	AUL	21	EVV	PC HWR	2365546	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
WE	Э.	585	EW	PD: ITWR	2365549	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	٥	0

EVV Visit Errors

Client Name	DOS#	Days	Visit Date	Dally Max Limits Exceeded? Annual Ma Limits Exceeded	On Medicald?	On Web Res Day Program?	Duration	Daily Max Limit	Annual Max Limit	Record Type	Created Date
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#### WebResDay Split Visit QA Report Example

						Split Visit Re	port						
Visit Key	Client ID	Paye	er Pro	gram	Visit Start Date	Visit End Date	DailyMax Limits Exceeded	Annual Max Limit Exceeded	On Medicaid	On Web Res Day Program	Days	Duration	Record
61917F08-A705-4A72- A74C-4557A693F57B	387	P	550	118	7/27/2020 8:00:00 AM	7/28/2020 9:00:00 AM	Yes	Yes	Yes	Yes	Day 27-28	600	Origina
61917F08-A705-4A72- A74C-4557A693F57B	387	P	050	18	7/27/2020 8:00:00 AM	7/27/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 27	400	Split
61917F08-A705-4A72- A74C-4557A693F57B	387	P	350	18	7/28/2020 12:00:0D AM	7/28/2020 9:00:00 AM	Yes	Yes	Yes	Yes	Day 28	200	Split
71917F08-A705-4A72- A74C-4557A693F57B	387	P	050	18	7/29/2020 10:00:00 AM	8/2/2020 11:00:00 AM	Yes	Yes	Yes	Yes	Day 29-2	1800	Origina
71917F08-A705-4A72- A74C-4557A893F57B	387	۴	050	18	7/29/2020 10:00:00 AM	7/29/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 29	400	Split
71917F08-A705-4A72- A74C-4557A893F57B	387	P	350	18	7/30/2020 12:00:00 AM	7/30/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 30	400	Split
71917F08-A705-4A72- A74C-4557A893F57B	387	P	050	18	7/31/2020 12:00:00 AM	7/31/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 31	400	Split
71917F08-A705-4A72- A74C-4557A893F57B	387	P	050	18	8/1/2020 12:00:00 AM	8/1/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 1	400	Split
71917F08-A705-4A72- A74C-4557A893F57B	387	P	050	18	8/2/2020 12:00:00 AM	8/2/2020 11:00:00 AM	Yes	Yes	Yes	Yes	Day 2	200	Split
81917F08-A705-4A72- A74C-4557A893F57B	387	P	150	18	7/29/2020 12:00:00 PM	8/1/2020 12:00:00 PM	Yes	Yes	Yes	Yes	Day 29-1	1600	Origina
81917F08-A705-4A72- A74C-4557A893F57B	387	P	050	18	7/29/2020 12:00:00 PM	7/29/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 29	533	Split
81917F08-A705-4A72- A74C-4557A693F57B	387	F	350	18	7/30/2020 12:00:00 AM	7/30/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 30	533	Split
81917F08-A705-4A72- A74C-4557A693F57B	387	P	050	18	7/31/2020 12:00:00 AM	7/31/2020 11:59:59 PM	Yes	Yes	Yes	Yes	Day 31	534	Split
81917F08-A705-4A72- A74C-4557A893F57B	387	P	350	18	8/1/2020 12:00:00 AM	8/1/2020 12:00:00 PM	Yes	Yes	Yes	Yes	Day 1	0	Split

Split Visit Report (SplitVisitReport)

Page 1 of 1 As of: 11:56:44 AM 9/11/2020

### WebResDay – Report Updates for EVV Example



### WRD Admin Tools Manage EVV Modes

#### **DDS Gateway**

#### My Status

Password Expires On : Sunday, March 07, 2021 Change my password

Provider Pin :

Current Environment: Development

#### Announcements

#### \* DEV \* DEV \* DEV \*

You are accessing the Development area of the DDS Web Applications site. This is for testing only, this is NOT the Production system. My Applications

Logout

Individual Plan (Page-6) Application Administrator Central Office Administrator √ Contract Maintainer Prior Approver Read Only Manager Read Only Provider Regional Manager Resource Manager Service Management Maintainer **IP6** Payments Central Office Administrator √ Payment Approver Payment Builder **Provider Reporting** Read Only Manager Service Management Maintainer eCamris General User √ Level Of Need Central Office Administrator √ Case-Note Central Office Administrator √ WebResDay Application Administrator Central Office Administrator √ Provider Administrator Medication Administration Certification Central Office Administrator √ Read Only Manager Global Security Application Administrator Central Office Administrator v Other Applications

Quality System Review (QSR) Abuse/Neglect Registry

# WRD – Manage EVV Mode



## WRD – Dual to Full Mode by Provider Admin Role

VebResDay	3	(Developme	nt)			Provider (			(Application Administ	rator) Logout	He
EVV Menu	e l								Curren	t Provider EVV Mo	de: DU
1. Manage EVV Mode						Manad	e EVV Mode				
	Set P	rovider Sta	rt Mode								
	0 s	et Provider S	tart Mode								
	Prov	ider Details	62						Search by Pin:	PIN	0
		Provider PIN	Provider Name	Provider Mode	Mode Start Date	Mode End Date	Last Change By ID	Last Change Date		Comments	
	0	PIN	VI 3P	DUAL	11/1/2020		2 1	12/14/2020 11:58:10 AM	The user Vyuyu .	from NONE to DUAL	anged

# WRD-Dual to Full Mode



Edit Provider Mode		×
	Provider Pin:09 Mode Start Date: 02/01/2021 Please confirm to switch to FULL EVV Mode Cancel OK	

# WRD- Dual to Full Mode

Edit Provider M	ode	×
	Provider Pin: PIN Mode Start Date:	

WebResDay DDS Home Main Menu	(Development)	Provider	(Provider Administrator)	Logout	Help
EVV Menu 1. Manage EVV Mode			Current Provi	der EVV Mo	de: FULL

#### Manage EVV Mode

#### Provider Details:

	Provider PIN	Provider Name		Provider Mode	vider Mode Start ode Date	Mode End Date	Last Change By ID	Last Change Date	Comments	
.0	1977	VI	P	DUAL	11/1/2020	1/31/2021	2054	12/14/2020 11:58:10 AM	The user has changed the mode from NONE to DUAL	
.0	19	VI	RP	FULL	2/1/2021		20	1/15/2021 7:03:27 AM	The user is changed the mode from DUAL to FULL	