



---

# Electronic Visit Verification Cures Act EVV Training Requirements Checklists

Revised Aug. 17, 2020

This document provides training checklists for program providers, financial management services agencies (FMSAs), consumer directed services (CDS) employers, CDS employees, and service attendants affected by the [Cures Act EVV Expansion](#).

Program providers currently required to use EVV by state law should refer to the [Existing Provider EVV Checklist](#) for their training requirements. To confirm [EVV-required services by program](#), refer to pages 1-2 for Cures Act, and pages 3-4 for Existing EVV.

Program providers and FMSAs must keep up-to-date records of training completion for all users of the EVV system because HHSC or a managed care organization (MCO) may request proof of completed training. Do not submit proof of training completion to HHSC, an MCO, or TMHP, unless requested. For more information about training requirements, refer to the [Health and Human Services Commission \(HHSC\) EVV Training Policy](#).

## **EVV Training Requirements if Using an EVV Vendor System (DataLogic/Vesta or First Data/AuthentiCare):**

- [Program Providers and FMSAs](#)
- [Service Attendants](#)
- [CDS Employers](#)
- [CDS Employees](#)

## **EVV Training Requirements if Using an EVV Proprietary System (purchased or developed by program provider/FMSA):**

- [Program Providers and FMSAs](#)
- [Service Attendants](#)
- [CDS Employers](#)
- [CDS Employees](#)

## Program Providers and FMSAs Using an EVV Vendor System

(DataLogic/Vesta or First Data/AuthentiCare)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
EVV System Training, including Clock In/Clock Out Methods Training – <b>before using the system</b> , and then annually.	EVV vendor	<input type="checkbox"/> Complete EVV System Training. Includes Clock In/Clock Out Methods Training. Contact your selected EVV vendor for training opportunities. Refer to the <a href="#">TMHP EVV Vendors</a> webpage for more information about EVV vendors.
EVV Portal Training – <b>before Dec. 1, 2020</b> , and then annually.	TMHP	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> TMHP EVV computer-based training (CBT) modules 1- 6 on the <a href="#">TMHP Learning Management System</a>.</li> <li><input type="checkbox"/> EVV Portal instructor-led training (ILT) hosted by TMHP.</li> <li><input type="checkbox"/> EVV Portal online webinar training hosted by TMHP.</li> <li><input type="checkbox"/> Other training option approved by TMHP.</li> </ul> Contact <a href="mailto:evv@tmhp.com">evv@tmhp.com</a> for training opportunities.
EVV Policy Training – <b>before Dec. 1, 2020</b> , and then annually.	Payer (HHSC or MCO)	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> HHSC EVV Policy Course – Cures Act EVV Expansion CBT on the <a href="#">HHS Learning Portal</a>.</li> <li><input type="checkbox"/> EVV Policy ILT hosted by your payer.</li> <li><input type="checkbox"/> EVV Policy online webinar training hosted by your payer.</li> <li><input type="checkbox"/> Other training option approved by your payer.</li> </ul> Contact HHSC at <a href="mailto:electronic_visit_verification@hsc.state.tx.us">electronic_visit_verification@hsc.state.tx.us</a> or your MCO for training opportunities.

## Service Attendants Using an EVV Vendor System

(DataLogic/Vesta or First Data/AuthentiCare)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
Clock In/Clock Out Methods Training – <b>before using the clock in/clock out method</b> .	Program provider	<input type="checkbox"/> Complete Clock In/Clock Out Methods Training. Contact your program provider for training opportunities.

## CDS Employers Using an EVV Vendor System

(DataLogic/Vesta or First Data/AuthentiCare)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
EVV System Training, including Clock In/Clock Out Methods Training – <b>before using the system</b> , and then annually.	EVV vendor selected by your FMSA	<input type="checkbox"/> Complete EVV System Training. Includes Clock In/Clock Out Methods Training. Contact your EVV vendor or FMSA for training opportunities.
EVV Policy Training – <b>before Dec. 1, 2020</b> , and then annually.	Payer (HHSC or MCO) or your FMSA	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> HHSC EVV Policy Course – Cures Act EVV Expansion computer-based training (CBT) on the <a href="#">HHS Learning Portal</a>.</li> <li><input type="checkbox"/> EVV Policy instructor-led training (ILT) hosted by your payer or FMSA.</li> <li><input type="checkbox"/> EVV Policy online webinar training hosted by your payer or FMSA.</li> <li><input type="checkbox"/> Other training option approved by your payer.</li> </ul> Contact HHSC at <a href="mailto:electronic_visit_verification@hhsc.state.tx.us">electronic_visit_verification@hhsc.state.tx.us</a> or your MCO or FMSA for training opportunities.

## CDS Employees Using an EVV Vendor System

(DataLogic/Vesta or First Data/AuthentiCare)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
Clock In/Clock Out Methods Training – <b>before using the clock in/clock out method</b> .	Your CDS employer	<input type="checkbox"/> Complete Clock In/Clock Out Methods Training. Contact your CDS employer for training opportunities. CDS employers may contact the EVV vendor selected by their FMSA for additional assistance.

## Program Providers and FMSAs Using an EVV Proprietary System

(purchased or developed by program provider/FMSA)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
EVV System Training, including Clock In/Clock Out Methods Training – <b>before using the system</b> , and then annually.	Program provider or FMSA designated training representative	<input type="checkbox"/> Complete EVV System Training. Includes Clock In/Clock Out Methods Training. Contact your designated training representative for training opportunities.
EVV Portal Training – <b>before Dec. 1, 2020</b> , and then annually.	TMHP	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> TMHP EVV computer-based training (CBT) modules 1- 6 on the <a href="#">TMHP Learning Management System</a>.</li> <li><input type="checkbox"/> EVV Portal instructor-led training (ILT) hosted by TMHP.</li> <li><input type="checkbox"/> EVV Portal online webinar training hosted by TMHP.</li> <li><input type="checkbox"/> Other training option approved by TMHP.</li> </ul> Contact <a href="mailto:evv@tmhp.com">evv@tmhp.com</a> for training opportunities.
EVV Policy Training – <b>before Dec. 1, 2020</b> , and then annually.	Payer (HHSC or MCO)	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> HHSC EVV Policy Course – Cures Act EVV Expansion CBT on the <a href="#">HHS Learning Portal</a>.</li> <li><input type="checkbox"/> EVV Policy ILT hosted by your payer.</li> <li><input type="checkbox"/> EVV Policy online webinar training hosted by your payer.</li> <li><input type="checkbox"/> Other training option approved by your payer.</li> </ul> Contact HHSC at <a href="mailto:electronic_visit_verification@hhsc.state.tx.us">electronic_visit_verification@hhsc.state.tx.us</a> or your MCO for training opportunities.

## Service Attendants Using an EVV Proprietary System

(purchased or developed by program provider/FMSA)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
Clock In/Clock Out Methods Training – <b>before using the clock in/clock out method</b> .	Program provider designated training representative	<input type="checkbox"/> Complete Clock In/Clock Out Methods Training. Contact your designated training representative for training opportunities.

## CDS Employers Using an EVV Proprietary System

(purchased or developed by program provider/FMSA)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
EVV System Training, including Clock In/Clock Out Methods Training – <b>before using the system</b> , and then annually.	Your FMSA	<input type="checkbox"/> Complete EVV System Training. Includes Clock In/Clock Out Methods Training. Contact your FMSA for training opportunities.
EVV Policy Training – <b>before Dec. 1, 2020</b> , and then annually.	Payer (HHSC or MCO); or your FMSA	Complete at least <b>one</b> of the following training options: <ul style="list-style-type: none"> <li><input type="checkbox"/> HHSC EVV Policy Course – Cures Act EVV Expansion computer-based training (CBT) on the <a href="#">HHS Learning Portal</a>.</li> <li><input type="checkbox"/> EVV Policy instructor-led training (ILT) hosted by your payer or FMSA.</li> <li><input type="checkbox"/> EVV Policy online webinar training hosted by your payer or FMSA.</li> <li><input type="checkbox"/> Other training option approved by your payer.</li> </ul> Contact HHSC at <a href="mailto:electronic_visit_verification@hhsc.state.tx.us">electronic_visit_verification@hhsc.state.tx.us</a> or your MCO or FMSA for training opportunities.

## CDS Employees Using an EVV Proprietary System

(purchased or developed by program provider/FMSA)

EVV Training Requirement	Provided by	Options for Completing Training Requirements
Clock In/Clock Out Methods Training – <b>before using the clock in/clock out method</b> .	Your CDS employer or your FMSA	<input type="checkbox"/> Complete Clock In/Clock Out Methods Training. Contact your CDS employer for training opportunities.

### Questions?

See the [EVV Contact Information Guide \(PDF\)](#) for a detailed list of topics and points of contact for all EVV-related questions and issues.