

TOUCH OF CLASS – CDS EVV

Accessing the Vesta CDV (Consumer Directed Verification) system

Important things to remember in working with Electronic Visit Verification (EVV).

- **EVV replaces paper timesheets and is required by the 21st Century Cures Act for specific services such as Personal Assistance Services (PAS), Habilitation (HAB), and Respite.**
- **Remind employees to always clock in and clock out using the EVV system for each shift. This will help reduce the amount of visit maintenance that will need to be performed.**
- **Touch of Class recommends the use of the Mobile App by employees if they have a smart phone device.**
- **Touch of Class recommends performing visit maintenance daily and ensuring that time is submitted by the deadlines published in the Touch of Class CDS Payroll Calendar. Any time submitted after the deadlines will be processed during the next payroll cycle.**
- **EVV Visits must be verified and approved before the time will be processed for payroll.**

The EVV process is a simple one and involves the use of a Mobile App or Telephone to clock in and out like the way someone would use a timecard to clock in and out on a time clock device. The EVV system records the location, time, employee, and client information to help ensure clients are receiving the services they are authorized to receive.

Visit Maintenance is then performed by the CDS Employer, LAR, or DR to ensure the time is correct. Any errors such as missing clock in or clock out events or events that were recorded at the wrong time must be added/edited and documented with the proper reason codes before the visit can be verified and approved. Once approved, Touch of Class will then be able to give final approval and process the time for payroll.

Clocking in and/or out is a simple process and CDS employee should remember to clock in and out at the beginning and end of their work shift using any one of the three methods (Mobile App, Land Line, Alternative Device). Making sure that employees clock in and clock out at the start and end of every shift will help keep visit maintenance tasks to a minimum.

How to get set up for access to the CDV system.

Touch of Class may already have on file the information needed to set CDS Employers, LARs, and/or DRs up for access to the CDV System. The information required for access to CDV include the person's legal last name, legal first name, email address, phone number, street address, city, state, and zip code. This information must be provided to Touch of Class in order to be set up with an account for accessing CDV. If the visit maintenance person is a DR (Designated Representative), we must have the proper form 1720 on file showing the person is a Designated Representative for the client.

TOUCH OF CLASS – CDS EVV

Accessing the Vesta CDV (Consumer Directed Verification) system

When your account information has been initialized by Touch of Class, you will receive an email at the email address provided. The email received will be similar to the one shown below.

Welcome to DataLogic Vesta Consumer Directed Verification (CDV)!

Vesta CDV is an Electronic Visit Verification (EVV) system designed specifically for the Consumer Directed Services (CDS) Option. CDV is a simple solution for CDS employers to manage, verify and approve time worked for a CDS member.

Accessing Vesta CDV

Vesta CDV operates 100% in a browser environment and is accessible from any internet web browser with an internet connection. Vesta CDV can be accessed from any personal computer, tablet or smartphone connected to the internet.

Please review your login details below to access your CDV account.

Username: JDoe@6421
Password: 2-TempPassword
Validation Code: 535250

[Click here](https://cdv.vestaevv.com) to take you to the log in screen. Or use the following link: <https://cdv.vestaevv.com>

CDV System Training

When you first log into Vesta CDV, you will be required to watch a short training video on Vesta CDV. Once you have watched the entire video, you will have full access to Vesta CDV. Additional training resources can be accessed in the CDV menu, under Trainings. Content includes guides, videos, and links for webinar training.

For Vesta CDV technical assistance, please call our customer support team.

For Live Customer Support:

Customer Support Toll Free Number:
1-877-329-3574 (7AM – 8PM CST)

Customer Support Email:

support@vestaevv.com

Please be sure to always include the following:

- FMSA Agency ID Number (Located in My Profile section)
- FMSA Name
- Contact Information (Name, Phone Number and Email Address)
- A brief description of the assistance needed

Training Department:

training@vestaevv.com
www.vestaevv.com/training

Thank you,

DataLogic
Vesta EVV

877.329.3574 | www.vestaevv.com

This email is intended for the stated recipients only and may contain confidential or proprietary information. If you receive this email in error, please disregard.

The User Name, Password, and Validation code in the email you receive will differ from the one shown above.

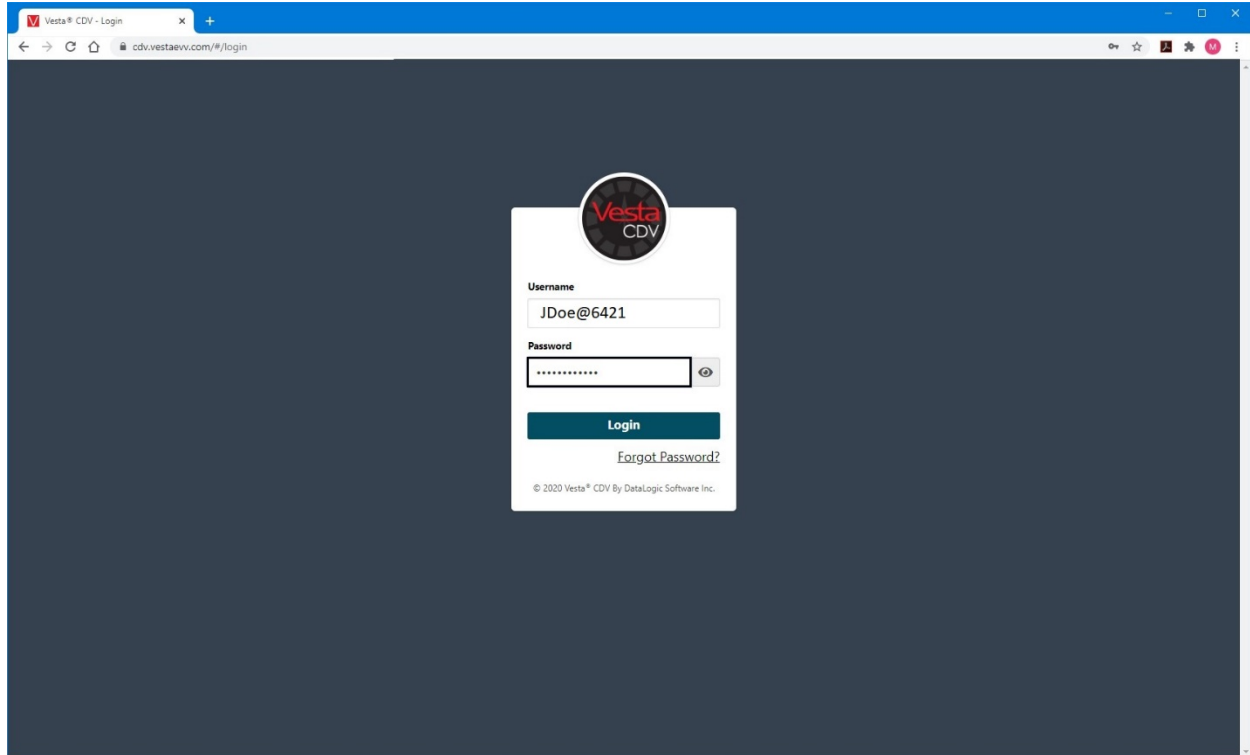
Click on the link where it says “Click here” to open the CDV website.

The link address is: <https://cdv.vestaevv.com>

Enter the username and Password provided in the email and click on the Login button as shown below.

TOUCH OF CLASS – CDS EVV

Accessing the Vesta CDV (Consumer Directed Verification) system



If this is the first time you are logging into the system, you will be required to change your password. Please use a password that is secure and memorable. It would probably be a good idea to record the password or write it down and store in a safe location.

The password must meet the following criteria:

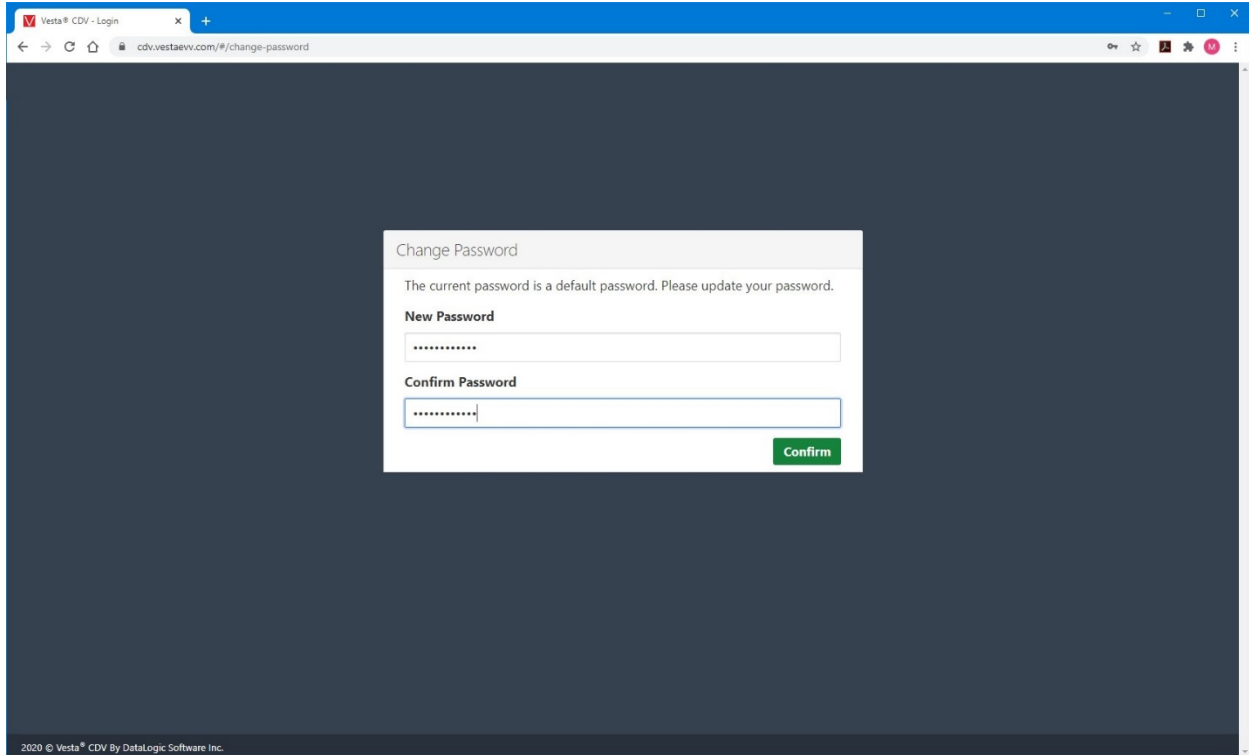
- Must be at least six characters in length
- Must contain uppercase and lowercase letters
- Must contain at least 1 number
- Must contain at least 1 special character

Secure Passwords are at least 8 characters in length and contain Upper case and lower case letters, numbers, and special characters such as the ~!@#\$\$%^& symbols.

Enter your new password twice to confirm, then Click on the Confirm button to continue as shown below.

TOUCH OF CLASS – CDS EVV

Accessing the Vesta CDV (Consumer Directed Verification) system

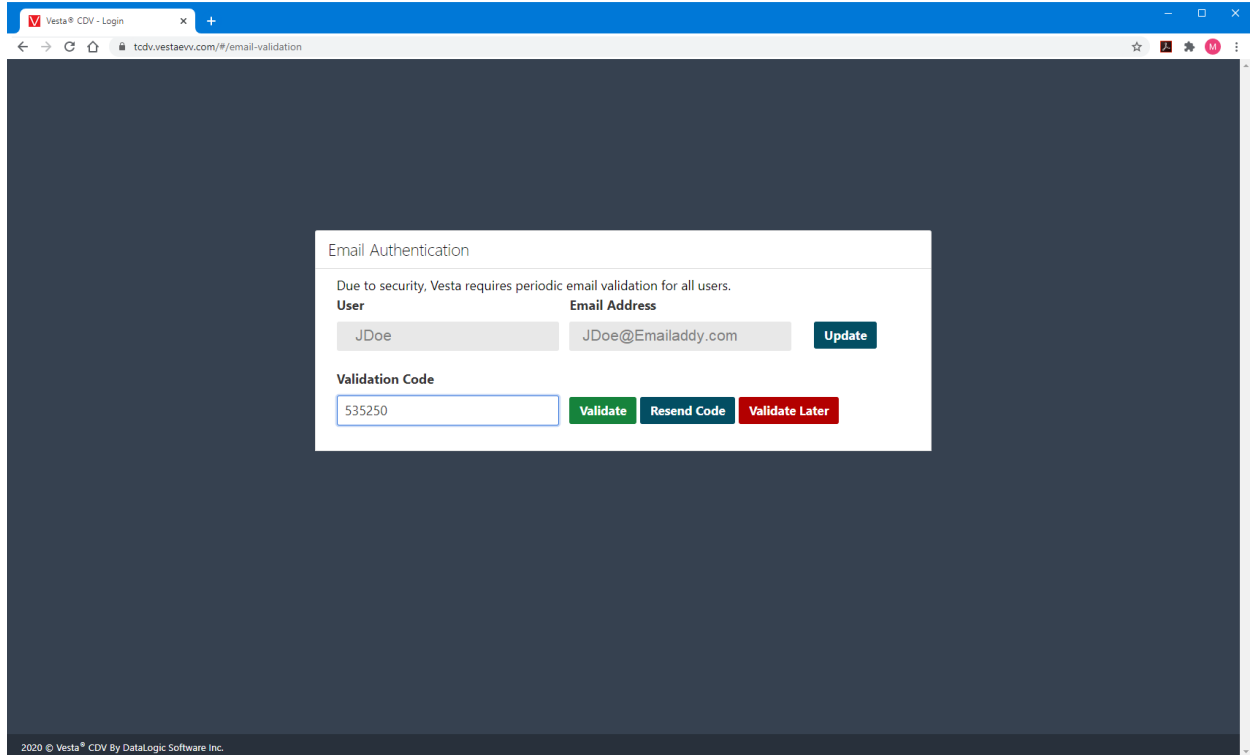


The screenshot shows a web browser window with the address bar displaying "cdv.vestaevv.com/#/change-password". The page content is a "Change Password" form. The form has a title "Change Password" and a message: "The current password is a default password. Please update your password." Below the message are two input fields: "New Password" and "Confirm Password". Both fields contain a series of dots representing masked text. A green "Confirm" button is located at the bottom right of the form. At the bottom left of the page, there is a small copyright notice: "2020 © Vesta® CDV By DataLogic Software Inc."

Again, if this is the first time you have logged into the system, you will need to verify your email address. The validation code provided in the email you received is what you will use to do this. Type in the code in the Validation Code field, then click on the Validate button to continue as shown below.

TOUCH OF CLASS – CDS EVV

Accessing the Vesta CDV (Consumer Directed Verification) system



The screenshot shows a web browser window with the address bar displaying "tcdv.vestaevv.com/#/email-validation". The main content area features a white "Email Authentication" form on a dark blue background. The form includes a message: "Due to security, Vesta requires periodic email validation for all users." Below this, there are two input fields: "User" with the value "JDoe" and "Email Address" with the value "JDoe@Emailaddy.com". An "Update" button is positioned to the right of the email field. Underneath, there is a "Validation Code" field containing "535250". To the right of this field are three buttons: "Validate" (green), "Resend Code" (blue), and "Validate Later" (red). At the bottom left of the page, a small copyright notice reads "2020 © Vesta® CDV By DataLogic Software Inc."

As soon as you complete this step, the Intro to Vesta CDV Training video will start to play. You must watch the complete video in its entirety in order to gain access to the system to perform visit maintenance. Please pay close attention to the information presented in the video as there are some very important items mentioned during the training.

Once you have completed the training video, you will be able to access the CDV system.

If you have any difficulties with accessing the system, please contact Vesta support as stated in the initial email you received. You will need to provide Vesta support with the Touch of Class agency ID of 6421.