

Date: 05/27/2020

Subject: Electronic Visit Verification (EVV)

Dear CDS Client / LAR,

This letter is to officially notify you of the upcoming change in procedure and policy regarding the submission and approval of time for processing payroll.

The 21<sup>st</sup> Century Cures Act mandates the use of Electronic Visit Verification (EVV) for all recipients of Medicare and Medicaid services for specific types of services delivered. These services include but are not limited to Personal Assistance, Habilitation, and Respite services.

The Texas Department of Health and Human Services (HHSC) has communicated dates for conversion to EVV and in accordance with the dates outlined by the state, Touch of Class has targeted transitioning to EVV before July 1<sup>st</sup>, 2020. It is extremely important that we have the information needed from all our CDS Clients to ensure they are ready to use the EVV system on the date that we make the transition.

**Any failure to provide the information needed will result in your employees not getting paid.**

We have made several attempts to contact all our CDS Clients regarding this matter but still have a lot of information we need to gather to get our Clients ready for the transition.

If you have not submitted all the information required to Touch of Class, please go to our website, download the appropriate forms and submit them as soon as possible. Your prompt attention to this is appreciated and required to ensure there is no disruption in payroll processing for your employees.

<http://www.TouchOfClass.net>

The information forms needed can be directly downloaded through the following links:  
(ALL Information on the form must be completed, the EVV Maintenance information is mandatory)

[http://www.TouchOfClass.net\CDS\\_EVV\\_Client\\_and\\_Employee\\_Information\\_Form.pdf](http://www.TouchOfClass.net\CDS_EVV_Client_and_Employee_Information_Form.pdf)

[http://www.TouchOfClass.net>Email\\_Electronic\\_Communication\\_Consent\\_Form.pdf](http://www.TouchOfClass.net>Email_Electronic_Communication_Consent_Form.pdf)

Any questions regarding this should be directed to your Touch of Class contact.

Best Regards,

Touch of Class / CDS FMSA