

TOUCH OF CLASS CDS EVV TRANSITION

Touch of Class is excited to announce that we will begin using the VESTA EVV system, on September 12th, 2020. As we get you set up in the system, you will receive an email from VESTA with your login credentials and information on how to log in.

When you log in for the first time, you will need to change your password and then you will be given a quick training video on how to use the EVV system. After viewing the entire video, you will have full access to EVV. Please **DO NOT** begin using the system before September 12th. Your employees can begin clocking in and out over the phone or mobile application on September 12th for PAS and RES services. They will clock in at the beginning of their shift and clock out at the end of their shift. Since payroll is always two weeks behind, you will still need to turn in your paper timesheets for the pay period of 08/29/20-09/11/20 no later than 4pm on Tuesday, September 15th. Timesheets will still need to be sent for services other than PAS or RES (i.e. Supported Employment, Nursing services, Transportation habilitation, etc.) These can be emailed to cdsts@chhtexas.com or faxed to 281-856-2279.

If you have any issues using the system you can email us at toccds@chhtexas.com. We will get back with you as soon as possible during our normal business hours, Monday-Friday 9am-4pm. You can also call VESTA's customer support at 1-844-880-2400. Their work hours are from 7am-8pm CST, Monday - Friday.

Once we begin using the system on September 12th, we will no longer be accepting timesheets for any PAS or RES time worked on or after Sept. 12th. Any time worked on or after Sept. 12th that is not entered into VESTA, will **NOT** be paid, no exceptions. If you have any concerns about the Sept. 12th start day, please contact us.

Please note, we are moving towards using more efficient and environmentally friendly processes so future general communications from Touch of Class will only be available via email or our website. If you desire to be contacted via email for future communications, please contact our CDS Department for the proper form and documentation. If you do not wish to communicate via email, you will be responsible for monitoring our website for up to date information. The postal service will no longer be utilized for this type of communication.

The last thing I wanted to bring to your attention is that the state has asked for us to send out the form 1722 for signatures. We will need you to fill it out, choose option 1 for performing the visit maintenance, sign and return to us as soon as possible. This form can be located on our website on the CDS -> CDS EVV Info page on the TouchOfClass.net website. You can either email it to us at toccds@chhtexas.com or fax to us at 281-856-2279 or 1-800-268-0927.

The 1722 form is attached to this email for your convenience.

Note: Some browsers may not be able to display this form. Please download the file and view using the free Adobe Acrobat DC Viewer available on the Adobe website.)

We look forward to making your transition to EVV as smooth as possible.

Sincerely,

The Touch of Class CDS TEAM