



care recipient/responsible party EVV  
implementation  
guide

pavilio



# accessing pavillio evv

Congratulations! You have been invited to use Pavillio for signing your care givers timesheets.

Let's get started!

## Create your password:

Locate the email with your temporary password. Be sure to look in the spam filter or junk folders as this password expires. Click the Login button in the email or go to [app.pavillio.com/evv](http://app.pavillio.com/evv). Enter the email address of where you received the welcome email as your username, enter your temporary password, and change your password. This password expires in 7 days!

## URL Access:

Go to [app.pavillio.com/evv](http://app.pavillio.com/evv). Enter the email address of where you received the welcome email as your username, enter your password.

Google Chrome is the preferred web browser. Remember to bookmark the site!



## App Access:

Download the **Pavillio App**:

**For iOS Users:** Search for Pavillio in the **App Store**.

**For Android Users:** Search for Pavillio in the **Google Playstore**.

*Please note that this app is different from Cashé EVV and requires a new download.*


## Log In:

Open the Pavillio app, enter your email as your username, the password that you created and click **Login**.

Remember do not share your login credentials with anyone.



## Home Screen:



The Home Screen dashboard displays the following information:

- Service Agreement: 1234
- Service Line: Personal Care Assistant
- Consumed Units: 0 / 5000 Units
- Upcoming Schedules:
  - Sep 15: 05:00 pm - 09:00 pm, Ima Caregiver, PCA
  - Sep 16: 05:00 pm - 09:00 pm, Ima Caregiver, PCA

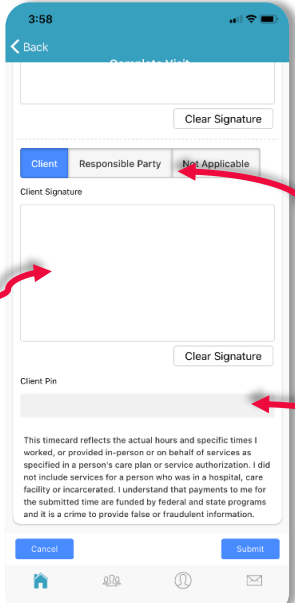
Annotations:

- "You have visibility to the number of units used." points to the Consumed Units display.
- "View Details provides details of the activities that will be performed." points to the View Details button for the Sep 16 schedule.
- "If the agency schedules visits, you will have visibility to the scheduled visit, care giver and service that will be performed." points to the schedule card for Sep 15.

## Approving Timesheets:

There are two ways to submit timesheets. You can submit them from your caregivers device or by logging into your profile on your device.

From your caregivers device:



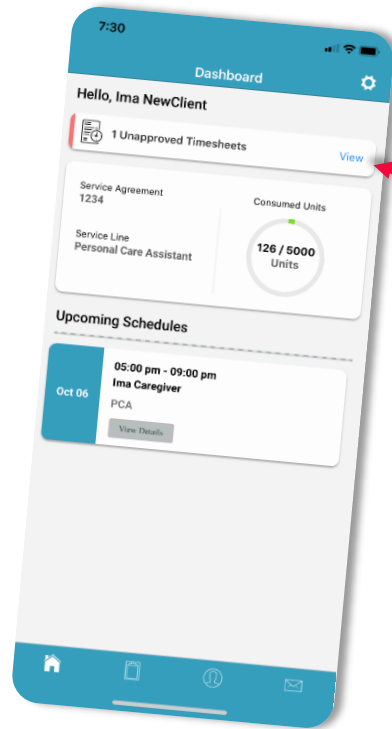
The timesheet submission form includes the following fields and options:

- Client Signature (with Clear Signature button)
- Responsible Party selection (Client, Responsible Party, Not Applicable)
- Client Pin (with Clear Signature button)
- Disclaimer text: "This timecard reflects the actual hours and specific times I worked, or provided in-person or on behalf of services as specified in a person's care plan or service authorization. I did not include services for a person who was in a hospital, care facility or incarcerated. I understand that payments to me for the submitted time are funded by federal and state programs and it is a crime to provide false or fraudulent information."
- Submit and Cancel buttons

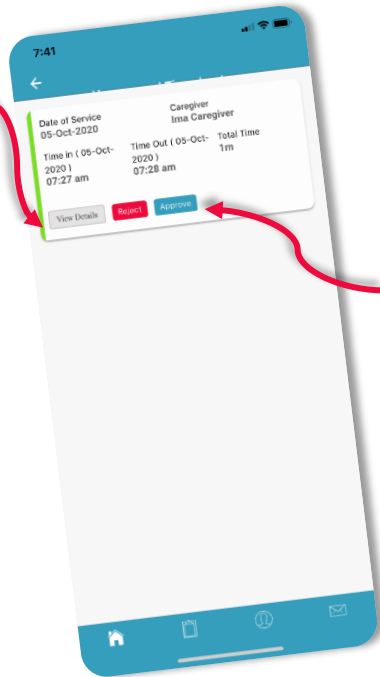
Annotations:

- "They will ask you to sign." points to the Client Signature field.
- "On your caregivers device, they will select Client or Responsible Party." points to the Responsible Party selection options.
- "Enter your 4-digit pin." points to the Client Pin field.

From your device:

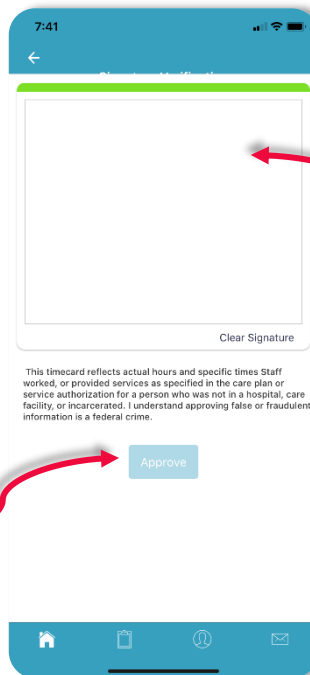


Tap View.



Review the details.

Tap Approve.

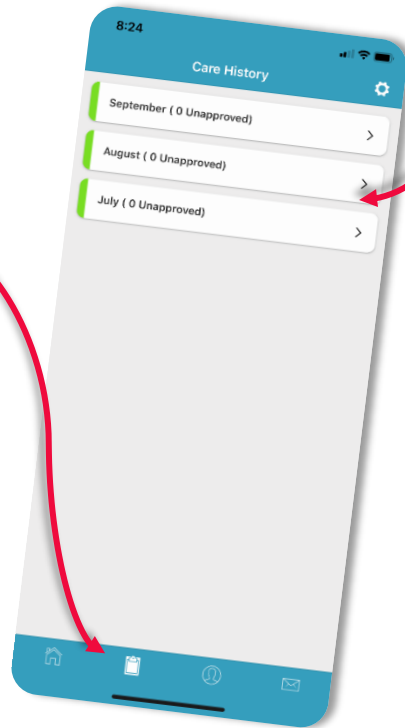


Use your finger to sign.

Tap Approve.

## Care History:

Tap Care History.

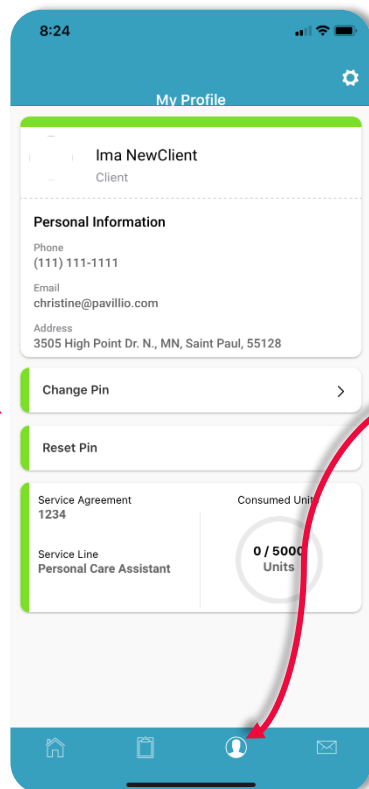


Monthly tiles indicate the number of unapproved visits. Tapping the arrow opens the tile so that you can view the unapproved timesheets and you can view your care history.

## Changing Pin:

Tap Change Pin to set your pin with your desired 4-digits.

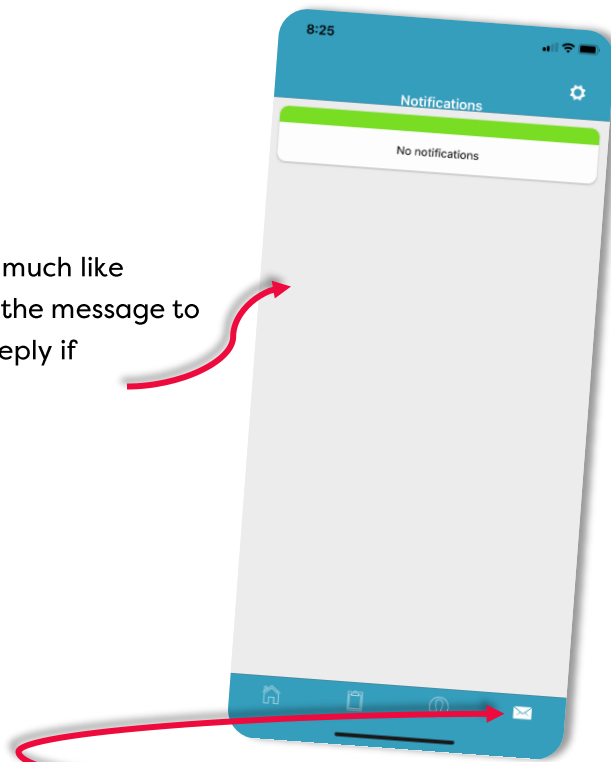
Tap Reset Pin to allow the system to select a pin for you.



Tap My Profile.

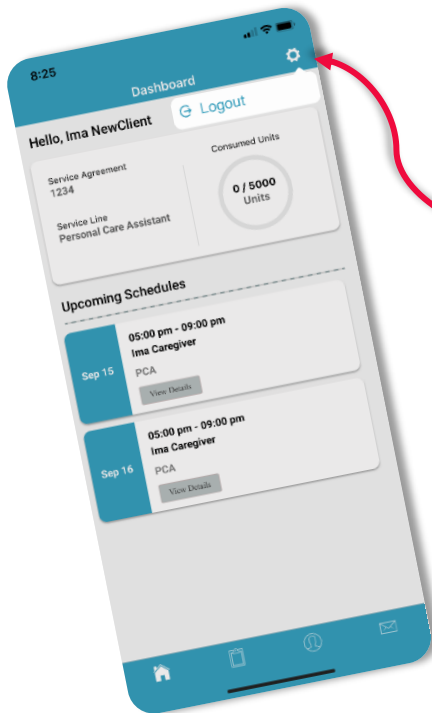
## Manage Notifications:

This works much like email, tap the message to read and reply if necessary.



Notifications is where you will find messages from your agency.

## Logout:



Tap the gear, then tap Logout.

**Support:**

If you need support or assistance contact your agency.

