California Department of Developmental Services
Electronic Visit Verification (EVV) & Initial On-Boarding to the State Portal

DATE: August 20, 2021

TOPIC: Provider Master File and identifying an initial on-boarding point of contact at your agency

DDS is beginning initial on-boarding activities for EVV implementation.

The first step in initial on-boarding is the development of a Provider Master File and the identification of an initial point of contact at each vendor. You are receiving this flyer because you are a vendored provider of personal care services.

Your regional center will work with you to determine how you'd like to complete your initial on-boarding to the EVV system.

Your agency can either:
- Enter your vendor information into the EVV portal manually at a later date; or
- Have your vendor information uploaded to the EVV portal as a part of a Provider Master File.

How information will be entered manually is not known at this time but once DDS receives instructions from the state solution contractor, manual entry requirements (process, timing, etc.) will be communicated.

The Provider Master File includes: Vendor name and ID#; vendor street address, city, state and zip code; vendor 10-digit phone number; the EVV service codes provided by the vendor; the initial point of contact's name, title and email address.

Please see the other side of this flyer for more information and instructions.

For more information about EVV, please review the materials at [Electronic Visit Verification (EVV) - CA Department of Developmental Services](#). There you will find basic information about EVV; including FAQs, previous webinars, helpful links and registration for the upcoming August 24th EVV webinar.

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If you choose to include your vendor information on the Provider Master File, please work with your regional center by August 31st to do the following:

- Verify your information for the Provider Master File; and

- Identify an initial on-boarding point of contact person (initial POC*) at your agency.

*The initial POC at the provider agency is someone who:
- Will have initial authorities and responsibilities, on behalf of the vendor, to complete initial on-boarding tasks (described below);
- Has access to an email account used for work; and
- Will have between 1 to 2 hours in the next few weeks to complete the initial on-boarding tasks, including identifying who at their agency will assume an administrative role for the EVV system.

Initial on-boarding tasks, which will be discussed in more detail during the August 24th EVV webinar, include:
- Assisting the regional center in verifying information in the Provider Master File;
- Logging into the EVV system at a later date and verifying the information from the Provider Master File regarding their agency was uploaded accurately; and
- Once the role of provider administrator is defined, identify in the EVV system who at their agency will have that administration role/responsibility.

Please reach out to your regional center with any questions. Or, you can email DDS at EVV@dds.ca.gov.

A registration link for the August 24th webinar mentioned above has been posted to the DDS web-site at Electronic Visit Verification (EVV) - CA Department of Developmental Services.

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