

## Electronic Visit Verification (EVV) Registration Form

This form is for the purpose of EVV registration with Palco as well as changes to an existing EVV registration. Please complete the entire form and review for accuracy before submitting.

**New EVV Setup for New Worker**

**Change to Existing EVV Registration**

### PARTICIPANT INFORMATION

Full Name (First, Middle, Last):	Palco ID:
Email (required):	Phone:

### EMPLOYEE INFORMATION

Full Name (First, Middle, Last):	Palco ID:
Email (required):	Phone:

### EVV METHOD SELECTION

How would you like to utilize EVV? Choose only one option

**Authenticare Mobile Application**

**Device ID:**

**PRINT CLEARLY! INCLUDE ALL DASHES (-) IF APPLICABLE**

*For instructions on obtaining your Device ID, see the Authenticare Mobile App instructions located in your program's page on [palcfirst.com](http://palcfirst.com). Failure to provide your proper device ID will result in your time being rejected and a delay in payroll.*

**OR**

Telephony/IVR option via the **participant's home land line.**

**Landline Phone Number:**

**\*\*CANNOT BE A CELL PHONE\*\***

**THIS FORM IS NOT TO BE USED TO UPDATE LANDLINE PHONE NUMBER,  
A CHANGE OF INFORMATION FORM MUST BE SUBMITTED SEPARATELY.**

### EVV APPROVALS

Making edits and approvals to time submissions entered via IVR or the mobile application will require registration in our Connect online portal. Palco will register you in Connect with your email address. Please check your email address for further registration instructions

**Employer Email Address:**

**\*\*REQUIRED FIELD\*\***

#### Important Information:

- ✓ Please allow 3-5 business days for processing of this form and for updating and changes. Change will be effective the following pay period after processing.
- ✓ You may only use one method of EVV at a time and you must submit this form again to make a change to an existing registration. Changes take 3-5 business days to process.
- ✓ The selected method must be used for the capturing and recording of all time expected for payment reimbursement by Palco on services that have been mandated as a required under the 21<sup>st</sup> Century Cures Act. **Fraudulent misrepresentation of location, false registration of information, or failure to use EVV as required will result in your requirement to repay Medicaid funds.**
- ✓ This form cannot be used to change your email address or primary phone number for contact purposes. If you would like to update that information, please complete a Change of Information form instead.
- ✓ Visit [www.palcofirst.com](http://www.palcofirst.com) for instructions on using the mobile application and telephony/IVR.

#### Consent:

By signing below, both the participant and employee (collectively, "parties") attest that the information provided is true and accurate. Both parties acknowledge that Palco will use the information provided herein to complete EVV registration on their behalf, which will include exchanging Personal Health Information ("PHI"), as defined at 45 CFR 160.103, and other personally identifiable information ("PII") with the EVV vendor, any EVV aggregators, and other related organizations required for the treatment, payment, and operations under the self-directed program. Both parties have read and agree to Palco's Notice of Privacy Practices, Palco's EVV policies posted at [palcofirst.com](http://palcofirst.com), and the Terms and Conditions of Palco's online system; agree to receive information, notifications, and other correspondence, which may contain PHI/PII, to the email address / phone number provided in this document; and, accept all risks associated with the transmission of such information. The parties understand it is their responsibility to obtain the credentials required to access the system by properly completing this form and using this form to update their information, and that Palco is not responsible for incorrect information that is submitted

Participant/Employer Signature

Employee Signature

Date

Date