

Electronic Visit Verification (EVV) Registration Form

Use this form to set up or change an EVV registration with Palco. **This form is not required if you are approved for a [Colorado EVV Live-In Caregiver Exemption](#).** A Consumer-Directed Attendant Support Services (CDASS) attendant/worker may use the EVV mobile application and telephone reporting/Interactive Voice Response (IVR).

- New EVV Setup Because I'm a New Worker**

 Change to My Existing EVV Registration

MEMBER / EMPLOYER INFORMATION

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

WORKER INFORMATION

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

AUTHENTICARE EVV SETUP

Mobile Application – Write the Device ID shown in your app in the box below. Instructions to find your Device ID are in the AuthentiCare [Mobile App User Guide](#) on your program’s webpage on palcofirst.com. **Print your ID clearly and include any dashes (-).**

Device ID:

If you do not provide your correct Device ID, your time will be rejected and payroll delayed.

Telephone Reporting – Write the phone number you want to register in the box below. Contact Palco Customer Support at 1-866-710-0456 if you want the prompts in Spanish.

Phone Number:

Do not use this form to update a phone number. See page two for instructions.

EVV APPROVALS

Write your email addresses in the boxes below. Workers and employers must register in Palco’s Connect online portal to approve or edit your time. **Emails are required to register.**

Employer Email Address:

Attendant Email Address:

Check your email for portal registration instructions.

How to Submit this Form:

Please ensure the form is complete and correct before submitting. Please return this form to Palco by emailing enrollment@palcofirst.com or by faxing to 1.877.859.8757.

Important Information:

- ✓ Please allow up to 3 business days to process this form and update changes.
- ✓ This form cannot be used to change your email address or primary phone number for contact purposes. To change your phone number on file with Palco, submit a [Change of Information Form](#) separately or update your information in Palco Connect.
- ✓ EVV must be used to record all time for which a worker expects to receive payment. **Submitting fraudulent information about your location or registration details, or failure to use EVV as required will result in your requirement to repay Medicaid funds.**
- ✓ Visit [Palco's website](#) for instructions on using the mobile application and telephone reporting/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, 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

Member/Employer Signature

Worker Signature

Date

Date