



Cashé EVV User Guide - Employee TELEPHONY

Consumer Directed Community Supports (CDCS)

Consumer Support Grant (CSG)

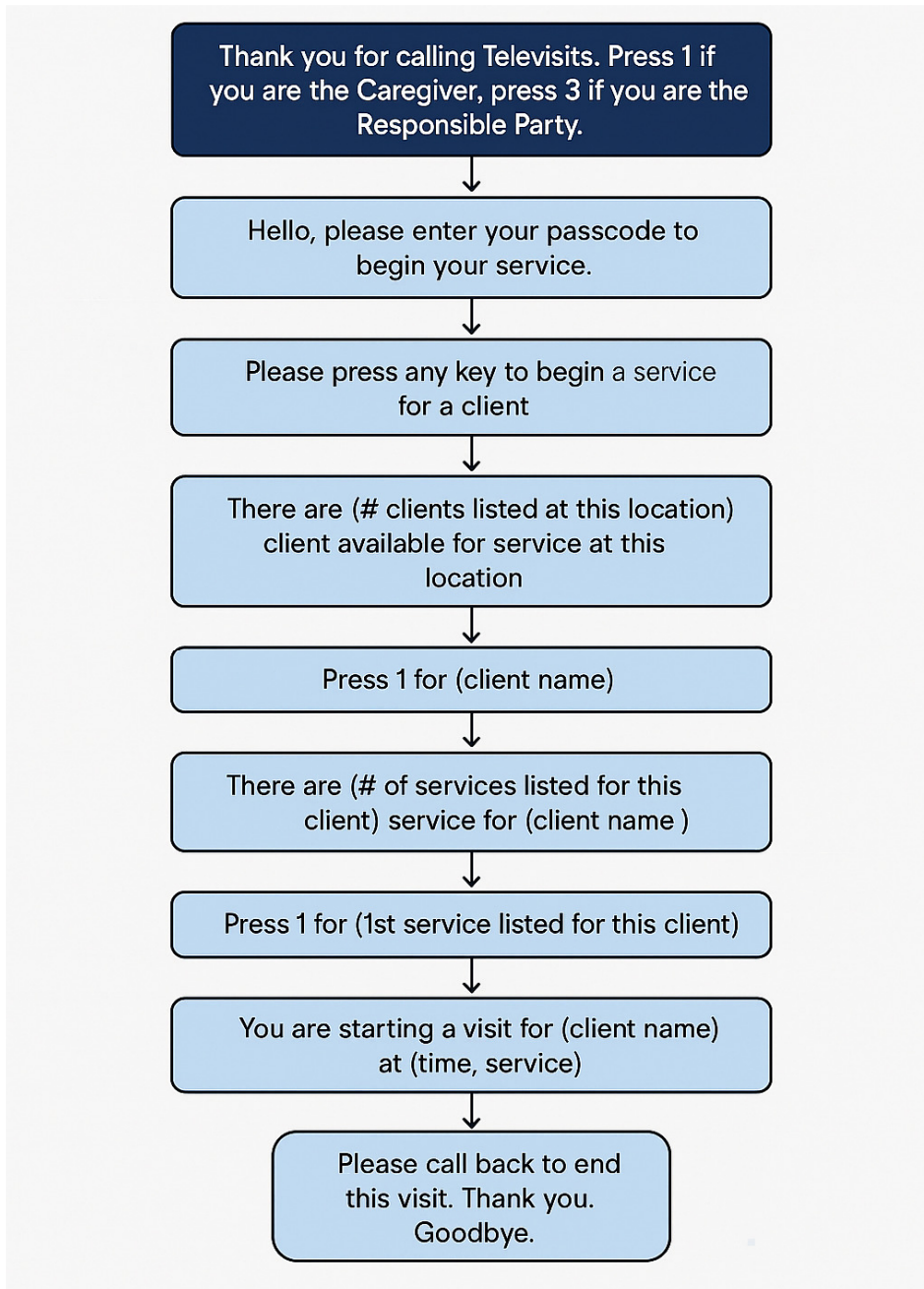
Community First Services and Supports (CFSS)

TABLE OF CONTENTS

HOW TO USE CASHÉ EVV TELEPHONY	3
CLOCK IN.....	3
CLOCK OUT.....	4
THINGS TO KNOW	5
EVV COMPLIANCE REQUIREMENT.....	5

HOW TO USE CASHÉ EVV TELEPHONY

CLOCK IN



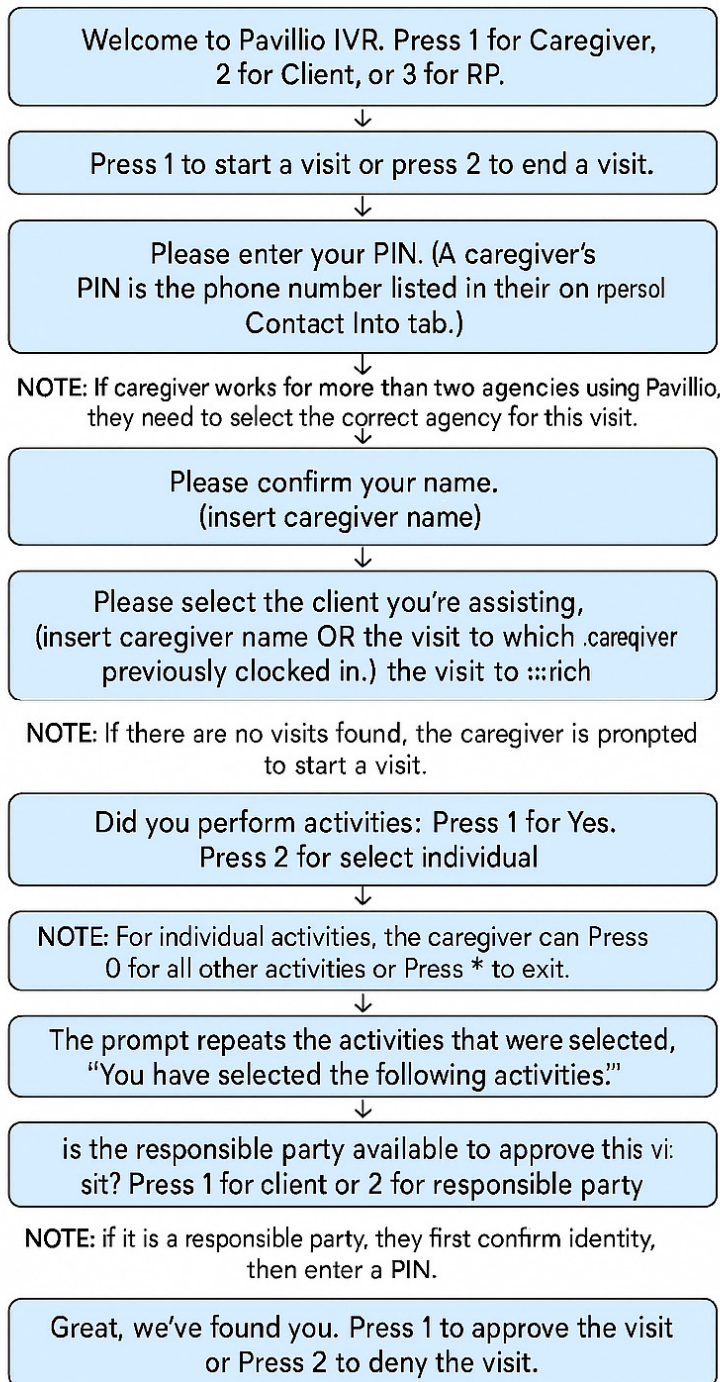
LIFEWORKS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423 | 866-454-2732

Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer.

This information can be provided in an alternative format upon request.

CLOCK OUT



LIFEWORKS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423 | 866-454-2732

Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer.

This information can be provided in an alternative format upon request.

THINGS TO KNOW

EVV COMPLIANCE REQUIREMENT

Important update regarding Electronic Visit Verification (EVV). As part of the 21st Century Cures Act, the Minnesota Department of Human Services (DHS) will start full enforcement of EVV beginning January 1, 2026.

What This Means for You

All employees must clock in and out of visits in real time - that is, at the actual time they begin and end their services.

Employees and Responsible Parties will continue to use their current designated EVV timekeeping system (Cashé or Pavillio).

Live in Caregivers may qualify for an exemption from real time EVV requirements. If eligible and properly documented, they must enter required data once per day instead of clocking in and out per visit. More details about required documentation and process eligibility will be shared via Paylocity in the next few weeks.

Responsible Parties must review and approve time entries at least weekly; daily review and approval are recommended.

Benefits to You

Improved Issue Resolution: Real-time data allows Lifeworks and Responsible Parties to address concerns more quickly.

Improved Accuracy: Ensures services are recorded in real time, reducing errors and discrepancies.

You don't need to wait until January 1st to get started; you can begin today by clocking in real-time. Thank you to everyone who is already following this requirement.

We have updated our email system to better support you:

Contact EVVTimeSupport@lifeworks.org for questions related to hours worked.

Contact CASupport@lifeworks.org for questions related to using the Cashé/Pavillio apps.

Contact Payroll@lifeworks.org for questions regarding paychecks.

LIFEWORCS.ORG

6636 Cedar Ave S, Suite 250, Richfield, MN 55423 | 866-454-2732

Lifeworks Services, Inc. is a 501(c)(3) private, nonprofit organization and an equal opportunity employer.

This information can be provided in an alternative format upon request.