

Friendly Reminder – August 2025

Greetings from Consumer Direct Care Network (CDVA)! As parents and students are preparing to return to school, we are gearing up for the third quarter of the year! Here are a few friendly reminders as we enter the latter part of 2025.

Don't forget your EVV Attestation Form!

Starting July 1, 2025, all non-live-in attendants must have a new Electronic Visit Verification (EVV) form included in their member packet.

This form shows that the Employer of Record (EOR) knows they are responsible for making sure attendants enter their work time using one of these two tools:

- CareAttend Mobile App
- Interactive Voice Response (IVR) Phone System

You can find this form on the CDVA website under the "Forms" tab or by [clicking here](#).

Don't forget that all EVV non compliant shifts will trigger communications from CDCN!

Starting July 8, 2025, CDCN began making automated calls to attendants and automated emails to EORs informing them that an EVV non-compliant shift had been submitted for payment to CDCN during the previous pay period. This communication is a reminder that all non-live-in attendants are REQUIRED to utilize one of the EVV compliant platforms, CareAttend and IVR (Interactive Voice Response), to submit their work shifts. If the non-compliance continues, the service facilitator will receive a letter from DMAS notifying them that the member may be in jeopardy of being removed from the CD program.

Don't forget to check your members' authorizations!

As a reminder, all members must have an active authorization in order for the attendant to be able to submit time worked. Please remember to keep up to date on your members' authorization to avoid a disruption in services. All requests for authorization should be submitted to the member's insurance payer. It is recommended that the request be sent at least 30 days before the end of the current authorization period to ensure there is no laps in coverage.

Don't forget to check your member's eligibility status!

All members' eligibility must be current in order for the attendants to be able to submit time worked. If you have questions about the member's eligibility, you can contact their local Department of Social Services to ensure it is up to date. It is recommended that you do this periodically to ensure there are no gaps in coverage.

Don't forget to verify if the EOR has an existing EIN!

Did you know that if an EOR already has an existing EIN number, they do not have to apply for another one? When a member transfers to CDCN from another FEA, it is recommended that you verify if the EOR already has an EIN. If they do, you will need to submit the number on the 2678 form. If the number does not match what CDCN has on file, CDCN will request the EIN confirmation letter from the EOR. If an EIN number is not listed on the 2678 form, CDCN will apply for a number on behalf of the EOR. This could cause enrollment delays if they in fact already have an existing number. For further information, you can go to the IRS website at <https://www.irs.gov/businesses/employer-identification-number#lost>



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