

### CONSUMER DATA FORM

#### Consumer Information

Name in Program \_\_\_\_\_  
*First* *Middle* *Last*

Consumer Physical Address \_\_\_\_\_  
*(Street address only. No PO Box. This is where service will be provided.)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_  
*Home* *Cell*

Medicaid ID \_\_\_\_\_ Gender  Male  Female

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Prior Fiscal Agent:  Yes  No – Is Consumer switching services to CDCN from another Fiscal Agent?

If yes, Agent Name: \_\_\_\_\_

#### Prior Employer of Record (EOR)?

Yes  No – Is Consumer switching their EOR? If yes, previous EOR name: \_\_\_\_\_

#### New Employer of Record (EOR) Information

EOR Relationship to Consumer  Consumer (self)  Other (describe): \_\_\_\_\_

Name on Social Security Card \_\_\_\_\_  
*First* *Middle* *Last*

EOR Physical Address \_\_\_\_\_  
*(Street address only. No PO Box. This is where service will be provided.)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

EOR Mailing Address *(Street or PO Box.)* \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  
*Home* *Cell* *Fax*

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email \_\_\_\_\_

Prior Accounts:  Yes  No – Does EOR have an existing Sole Proprietor or Household Employer business with established accounts? If yes, provide confirmation of your Employer Identification Number from the IRS (EIN Certification Letter 147C or EIN Confirmation Letter CP575).

#### Services Facilitator

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_





Dear future Employer,

Welcome to Consumer Direct Care Network Virginia (CDCN). CDCN is the Fiscal/Employer Agent (F/EA) for Aetna Better Health of Virginia consumer’s enrolled in the Consumer-Directed Services Program. This packet contains information and forms, to establish you as an Employer. You will serve as the Employer of Record (EOR) for the attendants you hire. CDCN will pay and file payroll taxes for your attendants.

Once you complete the Enrollment Packet, please follow the steps below:

1. Register for online services. Our web portal is [www.DirectMyCare.com](http://www.DirectMyCare.com). Here you manage payroll activities, approve time, and can view service authorizations.
2. Review Electronic Visit Verification (EVV) procedures. EVV is how your Attendants clock-in and clock-out for each shift they work. They must use an approved EVV method – the CellTrak Mobile App or Cell Trak IVR system.

For EVV and DirectMyCare.com instructions and user guides, please visit <https://www.consumerdirectva.com/training-materials/>.

3. Hire Attendants. Each attendant must submit a New Hire Packet to CDCN. The electronic packet is available on the Forms Page of our website.

Questions? We are happy to help! Please call us at 1-888-444-2418 Monday-Friday from 8:00 a.m. to 6:00 p.m. and Saturday from 9:00 a.m. to 1:00 p.m., excluding federal holidays or email us at [infocdva@consumerdirectcare.com](mailto:infocdva@consumerdirectcare.com)

### Important Contact Information

#### Phone

CDCN Customer Service Center .....1-888-444-2418

Virginia Medicaid Fraud Hotline.....1-800-371-0824

Adult Protective Services Hotline.....1-888-832-3858

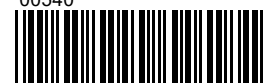
Child Protective Services Hotline.....1-800-552-7096

**CDCN Fax** (Forms).....1-877-747-7764

**CDCN Email** (Forms/Correspondence).....[InfoCDVA@consumerdirectcare.com](mailto:InfoCDVA@consumerdirectcare.com)

**CDCN Web** (Forms/Packets/Instructions/Training Materials).....[www.ConsumerDirectVA.com](http://www.ConsumerDirectVA.com)

**CDCN Web Portal** (Pay Information/Time Approval).....<https://DirectMyCare.com/>



## Checklist of Employer Enrollment Packet Forms to Submit to CDCN

*(Forms are listed in the order they appear in the packet)*

### 1. Consumer Data Form

- *Consumer Information - Complete all fields.*
- *Prior Employer of Record (EOR) - Check yes or no as to whether the Consumer is switching who serves as their EOR. If yes, enter the prior EOR's name.*
- *New EOR Information - Complete all fields.*
- *Services Facilitator Information - Enter Services Facilitator's name and contact information.*

### 2. Employer of Record Attestation

- *Enter the Consumer's and EOR's name in the boxes on the top of the form.*
- *EOR reads, signs and dates the Attestation form.*

### 3. IRS Form SS-4

- *Line 1 - First Name, Middle Initial and Last Name followed by "HCSR". Example: John F Smith HCSR.*
- *Line 5a and b - Enter physical address where the EOR lives. Not mailing address.*
- *Line 6 - Enter County and State where the EOR lives.*
- *Line 7a and b - Enter name as shown on Social Security Card. Enter Social Security number.*
- *Line 11 - Enter the same date as signature date on bottom of form.*
- *Line 18 - Check NO if you do not have an FEIN. If you do, check YES and enter the number.*
- *Name and Title - Print name the same as line 1. Follow your name with the title of: "Home Care Service Recipient". Example: John F Smith Home Care Service Recipient.*
- *Signature and Date - Sign your name and enter today's date at the bottom of the form. Signature must include First Name, Middle Initial and Last Name.*
- *Applicant's telephone number - Enter your telephone number.*

### 4. IRS Form 2678

- *Line 1 - If you have an existing FEIN, enter it on line 1. If you do not, leave line 1 blank.*
- *Line 2 - First Name, Middle Initial and Last Name followed by "HCSR". Example: John F Smith HCSR.*
- *Line 3 through 5 - No action required.*
- *Sign your name here - Sign your name at the bottom of the form. Signature must include First Name, Middle Initial and Last Name.*
- *Date - Enter date of signature.*
- *Print your name here - First Name, Middle Initial and Last Name.*
- *Print your title here - Enter title as "HCSR - Household Employer".*
- *Best daytime phone - Enter your preferred telephone number.*

### EMPLOYER OF RECORD ATTESTATION

Consumer Name	Employer of Record Name

**Acknowledgements**

As the Employer of Record (EOR), I will do the following:

1. Fill out all the forms required by Consumer Direct Care Network Virginia (CDCN).
2. Obtain a Federal Employer Identification Number. CDCN will help me with this.
3. Recruit, interview, hire, train, manage and dismiss employees. Resources are available in the *Consumer-Directed Employer of Record Manual* to help me with these responsibilities.
4. For each employee, I will:
  - Send new hire paperwork to CDCN.
  - Make sure they only work approved hours.
  - Make sure they do not work when the Consumer is in a hospital or nursing home.
  - Make sure they clock-in and clock-out for each shift worked using an approved Electronic Visit Verification (EVV) method.
5. Use the approved EVV manual exception process only as needed. The reasons an employee would need to adjust or correct a shift include:
  - The Attendant clocked-in or clocked-out at the wrong time.
  - The Attendant forgets to clock-in or clock-out.
  - The Attendant’s phone or tablet was not working.
  - The Attendant did not have their phone or tablet.
  - The mobile app was not working.
  - The Consumer had an emergency.
  - The Attendant was a new enrollee and worked prior to being setup in CDCN’s system.

*The manual exception process is not EVV compliant.*

6. Report abuse, neglect, or exploitation of a Consumer to the Department of Social Services.
7. Wages are from federal and state funds. I can report suspected Medicaid fraud to the Virginia Medicaid Fraud Hotline. Reporting contact information is available on the CDCN website under the Resources/Fraud Prevention tab.

I understand that CDCN will serve as my fiscal agent for the purpose of payroll and payroll tax filing. I authorize CDCN to set up and manage tax accounts on my behalf with state and federal agencies. If needed, I authorize CDCN to make corrections to my SS-4 and 2678 forms prior to submitting them to the IRS. Corrections would be made based off of information provided on the Data Form or notification sent to CDCN by me.

\_\_\_\_\_  
Employer of Record, Printed Name

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Date





# Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

See separate instructions for each line. Keep a copy for your records.  
 Go to [www.irs.gov/FormSS4](http://www.irs.gov/FormSS4) for instructions and the latest information.

EIN

<b>Type or print clearly.</b>	<b>1</b> Legal name of entity (or individual) for whom the EIN is being requested	
	<b>2</b> Trade name of business (if different from name on line 1)	<b>3</b> Executor, administrator, trustee, "care of" name
	<b>4a</b> Mailing address (room, apt., suite no. and street, or P.O. box)	<b>5a</b> Street address (if different) (Don't enter a P.O. box.)
	<b>4b</b> City, state, and ZIP code (if foreign, see instructions)	<b>5b</b> City, state, and ZIP code (if foreign, see instructions)
	<b>6</b> County and state where principal business is located	
	<b>7a</b> Name of responsible party	<b>7b</b> SSN, ITIN, or EIN
<b>8a</b> Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>8b</b> If 8a is "Yes," enter the number of LLC members	
<b>8c</b> If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>9a</b> <b>Type of entity</b> (check only one box). <b>Caution:</b> If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Corporation (enter form number to be filed) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government _____ <input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government _____ <input type="checkbox"/> Other nonprofit organization (specify) _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises _____ <input type="checkbox"/> Other (specify) _____ Group Exemption Number (GEN) if any _____		
<b>9b</b> If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country
<b>10</b> <b>Reason for applying</b> (check only one box)		
<input type="checkbox"/> Started new business (specify type) _____ <input type="checkbox"/> Banking purpose (specify purpose) _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) _____ <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Created a trust (specify type) _____ <input type="checkbox"/> _____ <input type="checkbox"/> Created a pension plan (specify type) _____		
<b>11</b> Date business started or acquired (month, day, year). See instructions.	<b>12</b> Closing month of accounting year	
<b>13</b> Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.	<b>14</b> If you expect your employment tax liability to be \$1,000 or less in a full calendar year <b>and</b> want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability will generally be \$1,000 or less if you expect to pay \$5,000 or less, \$6,536 or less if you're in a U.S. territory, in total wages.) If you don't check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
	Agricultural	Household
		Other
<b>15</b> First date wages or annuities were paid (month, day, year). <b>Note:</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year)		
<b>16</b> Check <b>one</b> box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale—agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Wholesale—other <input type="checkbox"/> Retail		
<b>17</b> Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.		
<b>18</b> Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," write previous EIN here		

<b>Third Party Designee</b>	Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name	Designee's telephone number (include area code)
	Address and ZIP code	Designee's fax number (include area code)
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code)
Name and title (type or print clearly)		Applicant's fax number (include area code)
Signature	Date	



Form **2678** **Employer/Payer Appointment of Agent**

(Rev. December 2023) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0748

**Use this form if you want to request approval to have an agent file returns and make deposits or payments of employment or other withholding taxes or if you want to revoke an existing appointment.**

- If you're an employer or payer who wants to request approval, complete Parts 1 and 2 and sign Part 2. Then give it to the agent. Have the agent complete Part 3 and sign it.

**Note:** This appointment isn't effective until we approve your request. See the instructions for more information.

- If you're an employer, payer, or agent who wants to revoke an existing appointment, complete all three parts. In this case, only one signature is required.

<b>For IRS use:</b>

**Part 1: Why you're filing this form.**

(Check one)

- You want to **appoint** an agent for tax reporting, depositing, and paying.
- You want to **revoke** an existing appointment.

**Part 2: Employer or Payer Information: Complete this part if you want to appoint an agent or revoke an appointment.**

**1 Employer identification number (EIN)**

□	□	-	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---	---	---

**2 Employer's or payer's name**  
(not your trade name)

**3 Trade name** (if any)

**4 Address**

Number	Street	Suite or room number
City	State	ZIP code
Foreign country name	Foreign province/county	Foreign postal code

**5 Forms for which you want to appoint an agent or revoke the agent's appointment to file.** (Check all that apply.)

	For ALL employees/ payees/payments	For SOME employees/ payees/payments
Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return* (all 940 series)	<input type="checkbox"/>	<input type="checkbox"/>
Form 941, Employer's QUARTERLY Federal Tax Return (all 941 series)	<input type="checkbox"/>	<input type="checkbox"/>
Form 943, Employer's Annual Federal Tax Return for Agricultural Employees (all 943 series)	<input type="checkbox"/>	<input type="checkbox"/>
Form 944, Employer's ANNUAL Federal Tax Return (all 944 series)	<input type="checkbox"/>	<input type="checkbox"/>
Form 945, Annual Return of Withheld Federal Income Tax	<input type="checkbox"/>	<input type="checkbox"/>
Form CT-1, Employer's Annual Railroad Retirement Tax Return	<input type="checkbox"/>	<input type="checkbox"/>
Form CT-2, Employee Representative's Quarterly Railroad Tax Return	<input type="checkbox"/>	<input type="checkbox"/>

\* Generally, you can't appoint an agent to report, deposit, and pay tax reported on Form 940, unless you're a home care service recipient.

- Check here if you're a home care service recipient, and you want to appoint the agent to report, deposit, and pay FUTA tax for you. See the instructions.

I am authorizing the IRS to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form 2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the IRS to disclose confidential tax information of the employer/payer and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payer remain liable.

**Sign your name here**

Print your name here

Print your title here

Date













 /  / 

Best daytime phone









**Now give this form to the agent to complete.**












Symbol Key:  Pay Day  Postal and Bank Holiday

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	 1	2	3	4	 5	6					1	 2	3						 1	2
7	 8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	 15	16	17	18	 19	20	11	 12	13	14	15	 16	17	10	11	12	13	14	 15	16
21	22	23	24	25	26	27	18	 19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	 29	30
														31						











  

APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	 12	13	5	6	7	8	9	 10	11	2	3	4	5	6	 7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	 26	27	19	20	21	22	23	 24	25	16	17	18	 19	20	 21	22
28	29	30					26	 27	28	29	30	31	23	24	25	26	27	28	29	
														30						

JULY							AUGUST							SEPTEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	 4	 5	6					1	 2	3	1	 2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	 13	14
14	15	16	17	18	 19	20	11	12	13	14	15	 16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	 27	28
28	29	30	31				25	26	27	28	29	 30	31	29	30					

OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2	1	2	3	4	5	 6	7
6	7	8	9	10	 11	12	3	4	5	6	7	 8	9	8	9	10	11	12	13	14
13	 14	15	16	17	18	19	10	 11	12	13	14	15	16	15	16	17	18	19	 20	21
20	21	22	23	24	 25	26	17	18	19	20	21	 22	23	22	23	24	 25	26	27	28
27	28	29	30	31			24	25	26	27	 28	29	30	29	30	31				

### 2024 Bank & Post Office Holidays

\*Consumer Direct Care Network office closures

\*New Year's Day - Monday, January 1

\*Martin Luther King, Jr. Day - Monday, January 15

Presidents Day - Monday, February 19

\*Memorial Day - Monday, May 27

\*Juneteenth - Wednesday, June 19

\*Independence Day - Thursday, July 4

\*Labor Day - Monday, September 2

Indigenous Peoples Day - Monday, October 14

\*Veterans Day - Monday, November 11

\*Thanksgiving Day - Thursday, November 28

\*Christmas Day - Wednesday, December 25



Work weeks are Thursday through Wednesday. You must submit time daily using Electronic Visit Verification (EVV). Corrections are due by the correction deadline. Late time or time with mistakes may result in late pay. Thank you!

Two Week Pay Period		EVV Time Correction	
Start Date	End Date	Deadline	Pay Date
Thursday	Wednesday	Friday	Friday
12/14/2023	12/27/2023	12/29/2023	1/5/2024
12/28/2023	1/10/2024	1/12/2024	1/19/2024*
1/11/2024	1/24/2024	1/26/2024	2/2/2024
1/25/2024	2/7/2024	2/9/2024	2/16/2024*
2/8/2024	2/21/2024	2/23/2024	3/1/2024
2/22/2024	3/6/2024	3/8/2024	3/15/2024*
3/7/2024	3/20/2024	3/22/2024	3/29/2024
3/21/2024	4/3/2024	4/5/2024	4/12/2024*
4/4/2024	4/17/2024	4/19/2024	4/26/2024
4/18/2024	5/1/2024	5/3/2024	5/10/2024*
5/2/2024	5/15/2024	5/17/2024	5/24/2024
5/16/2024	5/29/2024	5/31/2024	6/7/2024
5/30/2024	6/12/2024	6/14/2024	6/21/2024*
6/13/2024	6/26/2024	6/28/2024	7/5/2024
6/27/2024	7/10/2024	7/12/2024	7/19/2024*
7/11/2024	7/24/2024	7/26/2024	8/2/2024
7/25/2024	8/7/2024	8/9/2024	8/16/2024*
8/8/2024	8/21/2024	8/23/2024	8/30/2024
8/22/2024	9/4/2024	9/6/2024	9/13/2024*
9/5/2024	9/18/2024	9/20/2024	9/27/2024
9/19/2024	10/2/2024	10/4/2024	10/11/2024*
10/3/2024	10/16/2024	10/18/2024	10/25/2024
10/17/2024	10/30/2024	11/1/2024	11/8/2024
10/31/2024	11/13/2024	11/15/2024	11/22/2024*
11/14/2024	11/27/2024	11/29/2024	12/6/2024
11/28/2024	12/11/2024	12/13/2024	12/20/2024*
12/12/2024	12/25/2024	12/27/2024	1/3/2025

\*If applicable, Patient Pay amount is subtracted from pay on these dates.

**Web:** [www.ConsumerDirectVA.com](http://www.ConsumerDirectVA.com)

**Email:** [InfoCDVA@ConsumerDirectCare.com](mailto:InfoCDVA@ConsumerDirectCare.com)

**Phone:** 888-444-2418

**Fax:** 877-747-7764



# GETTING STARTED WITH Web Portal Registration

**Q** What is the name of the Consumer Direct Care Network web portal?  
**Direct My Care**

**Q** Who needs to register?  
Participants, Attendants, Designated Representatives, Employers of Record, and Service Facilitators

**Q** What does the web portal do?  
DirectMyCare.com is your secure online website. It has payroll and management tools. Employers can use the web portal to approve submitted time and view reports.

**Web portal time approval reasons:**

- EOR was not available to sign the mobile app at the end of the shift.
- The shift was recorded using the CellTrak IVR.

Video tutorials on how EORs approve time can be found at [www.ConsumerDirectVA.com/training-materials](http://www.ConsumerDirectVA.com/training-materials).

**Q** How do I register?

- 1 Open internet browser.
- 2 Go to DirectMyCare.com
- 3 Click on the **Register** button to open the registration page.
- 4 Enter your email address and click the **Send Verification Code** button.
- 5 Check your email for the verification code.
- 6 Enter the code into the verification box on the registration page.
- 7 Create a password.
- 8 Retype the same password.
- 9 Enter your first and last name into the boxes.
- 10 Select your role.
- 11 Choose VA for the state where service is provided.
- 12 Enter phone number.
- 13 Enter the last four digits of your Social Security Number.
- 14 Click the **Create** button to finish the registration process.

**Q** What if I need more help?  
Go to [www.ConsumerDirectVA.com/training-materials](http://www.ConsumerDirectVA.com/training-materials) for step-by-step instructions.  
Email Consumer Direct Care Network Virginia at [infocdva@consumerdirectcare.com](mailto:infocdva@consumerdirectcare.com)





# Web Portal Registration



MY TIME. MY CARE. MY WAY.

We Specialize in Self-Directed Care

We provide a variety of options for those who self-direct their care and services.

- Medicaid
- Medicare
- Private Insurance
- Supporting

Sign in

OR

Register


[If you are internet user, please click here.](#)

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## RESOURCES

- News
- CDCN Portal
- Training Schedule
- Training Materials
- Program Documents
- Brochures and Flyers
- Fraud Prevention
- Careers

# Web Portal Registration Cont.



Email Address

New Password

Confirm New Password

First Name

Last Name

Role

State

Phone

Last 4 digits of SSN

Microsoft on behalf of B2C CDMS AAD

Sat Oct 27 2016 18:16:08 GMT-0600 (Mountain Daylight Time)

## Verify your email address

Thanks for verifying your justkeepswimming@mailinator.com account!

**Your code is: 857627**

Sincerely,  
B2C CDMS AAD

This message was sent from an unmonitored email address. Please do not reply to this message.



00540







# GETTING STARTED WITH THE Mobile Application FOR ELECTRONIC VISIT VERIFICATION

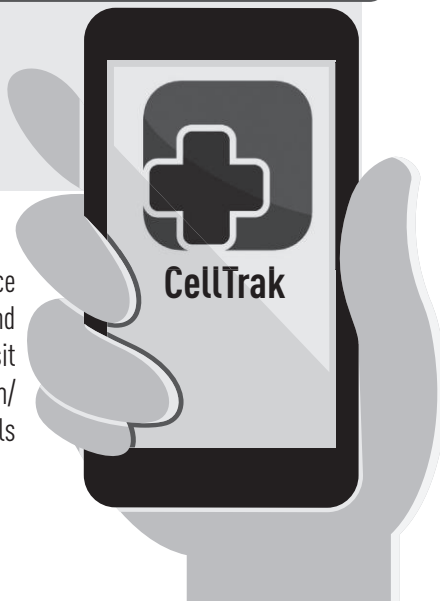
## Q What is Electronic Visit Verification?

Electronic Visit Verification (EVV) is a way to record the date, time, and place that Attendants provide services.

## Q Who should download the EVV mobile application?

Anyone can download the EVV mobile application. CellTrak requires an Attendant to be registered to only one device. If an Attendant provides service to multiple Participants at different addresses it is recommended that the Attendant use their own device.

## Q What EVV mobile application does Consumer Direct Care Network use?



For a list of common device registration error codes and resolutions please visit [www.ConsumerDirectVA.com/training-materials](http://www.ConsumerDirectVA.com/training-materials)

## Q How do I register?

- 1 Download CellTrak on your mobile device from the Apple App Store or Google Play Store. Type CellTrak in the search bar. When searching for CellTrak, you will see two applications: CellTrak and CellTrak 1.7.  
**Download the application titled CellTrak.**
- 2 Once downloaded, open the application to begin registration.
- 3 Enter following items for the initial steps:
  - a. **License ID: 200458**
  - b. **Authentication Code: 740083**
  - c. **Your mobile device's phone number**
- 4 Once entered, click the **Acquire License** button at the bottom of the screen. This will bring you to the register user screen.
- 5 You will need your Consumer Direct Care Network ID for the next steps.
  - a. Enter **"CDVA-E-"** followed by the attendant's **7-digit Consumer Direct Care Network ID (It looks like CDVA-E-3001234).**
- 6 Enter your last name, a password, and select two challenge questions.
- 7 Click the **Register User** button at the bottom of the screen to complete the registration process.
- 8 To add multiple Attendants to one device:
  - a. Click the three dots in the upper right corner of the screen.
  - b. Click **Add Account.**
  - c. Begin step three above to register your second Attendant.

