



MICHELLE LUJAN GRISHAM  
Governor

DAVID R. SCRASE, M.D.  
Acting Cabinet Secretary

DDSD - DDW Numbered Memo 2022-01  
DDSD - SW Numbered Memo 2022-01

Date: January 28, 2022

To: All DD, Mi Via, and Supports Waiver Agencies required to use Electronic Visit Verification

From: Jason Cornwell, Director  
Developmental Disabilities Supports Division

A handwritten signature in blue ink, appearing to read "Jason Cornwell".

**Subject: Time Reconciliation between EVV and Service-Related Contact Notes**

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This memo provides clarification of requirements for documentation related to the provision of services impacted by Electronic Visit Verification (EVV).

Providers of EVV services still need to maintain notes for the total amount of time worked during a 24-hour period. For example, if the worker provided four (4) hours of service using EVV during a 24-hour period, the Developmental Disabilities Supports Division will expect the provider to have notes that reflect the four (4) hours worked in the same 24-hour period.

There is no expectation of an exact time reconciliation between the EVV entry and the notes entry/time stamp as long as it reconciles within a 24-hour period.

Documentation of the service will be reviewed by the Division of Health Improvement/Quality Management Bureau during compliance audits when applicable.