



change is coming



Expanded Task Code List

500 ASST. TRANS DEVICE
501 ASST. WITH TOILETING
502 BATHING
503 BOWEL/BLADDER
ROUTINE
504 CATHETER HYGIENE
505 CHANGE LINENS
506 CLEAN BATH
507 CLEAN FLOORS
508 CLEAN KITCHEN
509 CLEAN/MAINTAIN
EQUIPMENT
510 DRESSING/GROOMING
511 ESSENTIAL
CORRESPOND
512 ESSENTIAL
TRANSPORTATION
513 LAUNDRY (HOME)
514 LAUNDRY (OFF SITE)
515 MAKE BED
516 MEAL PREP/EATING
517 MEDICATIONS
518 MOBILITY/TRANSFER
519 OSTOMY HYGIENE
520 PASSIVE ROM
521 TIDY AND DUST
522 TRASH
523 TREATMENTS
524 TURNING/POSITIONING
525 WASH DISHES

HERE'S WHAT YOU NEED TO KNOW

- ✓ IF YOU USE EVV ASCEND,
YOU'RE ALL SET.
- ✓ IF YOU CALL IN, THERE'S A NEW
NUMBER: 833-480-2101
- ✓ PLEASE BE SURE TO TRAIN EACH
ATTENDANT ON THE NEW PROCESS
- ✓ COPIES OF THIS INSTRUCTION
SHEET AVAILABLE AT W-ILS.ORG
- ✓ TRAINING BY WILS STAFF
AVAILABLE UPON REQUEST

EVV TELEPHONE STEP BY STEP INSTRUCTIONS

START VISIT

New Number! 833-480-2101

- Call 833-480-2101 from consumer's registered phone number. (landline phone required!)
- Enter your Access Code followed by the # key.

- "Press 1 to start a visit, 2 to end a visit or 5 to hang up this call." Press 1 to start visit.
- "The visit started at..." Time is Stated. "Make sure you call back to end your visit. Thank you for choosing WILS."

END VISIT

New Number! 833-480-2101

- Call 833-480-2101 from consumer's registered phone number. (landline phone required!)
- Enter your Access Code followed by the # key.

- "Press 2 to end this visit, 1 to start a new visit, or 5 to hang up." Press 2 to end visit.
- "Please enter each task code followed by the * key. To finish, press the # sign." Enter the numeric code on the front of this page for each task completed during the shift. For example;
- Bathing + Clean Bath + Laundry (Home) = 502*506*513#
- Clean Floors + Trash + Wash Dishes = 507*522*525#
- "Press 1 to review your codes, 2 to add a code, 3 to redo your codes, 4 to delete a code, or 6 to approve the visit."
- "The visit started at..." Time is Stated. "The visit ended at..." Time is Stated. "Total amount of time of the visit was..." Visit duration is stated. "Your documentation has been sent. Thank you for choosing Blue Summit Software."