TVV is a way to record your time worked. At the start and end of your shift, you will use a phone to let the timesheet system know you've started working (clock-in) or that you're finished (clock-out). Let's go through the steps for a clock-in:

1. Call the IVR number from a phone while at the Consumer's home.
2. Press "1" to clock-in.
3. Enter your six-digit Employee ID. The system will read the ID back to you, you will confirm the ID by pressing "1".
4. Enter the six-digit Consumer's ID. The system will read the ID back to you, you will confirm the ID by pressing "1".
5. Your clock-in is complete.

Let's go through the steps for a clock-out:

1. Call the IVR number from a phone while at the Consumer's home.
2. Press "2" to clock-out.
3. Enter your six-digit Employee ID. The system will read the ID back to you, you will confirm the ID by pressing "1".
4. Enter the six-digit Consumer's ID. The system will read the ID back to you, you will confirm the ID by pressing "1".
5. Enter the service code ID. The system will read the ID back to you, you will confirm the ID by pressing "1".
6. Enter the first ADL code that you worked on with the Consumer. (See the 2nd page of this document for a list of ADL codes.) If the code you entered is valid, the system will prompt you for another ADL code. If the code isn't valid, you will be asked to enter the code again. All ADL codes are three digits long. Continue this process until you have entered all the needed ADL codes.
7. Once you have entered all the ADL codes that you worked during your shift, **enter "000" as your last ADL code.**

8. The system will tell you that your clock-out is complete.

That's it! The system is made to be easy to use and should take you about a minute at the start and end of each shift you work.

Here is a place for you to write in the information you'll need when making a clock-in and clock-out. The Consumer you work for or the FMSA that helps the Consumer will give you the information you need.

Information You Need	My Information
IVR Phone Number	English: +1 833-378-2166 Spanish: +1 833-378-2191
My Employee ID	
The Consumer's ID	
Service Code ID(s)	44
ADL Code(s)	See table on second page

If you still have questions, please reach out to the FMS Provider for assistance.

Activities of Daily Living (ADLs) Codes for TVV(IVR)

Activity/Duty	ADL Code	Activity/Duty	ADL Code
Accompany client to medical appointments, if necessary	167	Make bed/Change linen	011
Administer medications and treatments prescribed by a licensed or otherwise legally authorized physician or dentist	160	Meal/Snack preparation	044
Administer skilled services as ordered by the physician	162	Medication monitoring	193
Ambulation - Assist	049	Nail care	037
Bathe/groom/hygiene	035	Observe home safety to include home's surroundings and report concerns to case manager	166
Bowel/Bladder	040	Observe/Report on client	030
Clean bathroom	019	Orient the client to daily events	165
Clean living area	020	Other	179
Clean stove/oven	014	Other skilled needs	145
Clean/Defrost refrigerator	013	Pay bills	027
Damp mop	015	Phone - Assist with use	028
Dress client	039	Pick up medications	025
Dust/Sweep/Vacuum	012	Prescribed diet-assist	023
Empty trash	017	Provide education and training designed to maintain access to an appropriate level of health care.	161
Ensure home safety	031	Provide skilled medical observation, monitor client's physical mental or emotional conditions and report any changes	164
Entering or exiting doors	194	Remind Meal/snack	060
Essential Shopping	189	Remind to take meds	026
Evaluate effectiveness of nursing services and report changes in client's condition as warranted	163	Shave	038
Feed client	045	Skin/Hair/Oral	036
Grocery shopping	024	Suction	176
Grocery - accompany	062	Supervise/Observe	055
Housekeeping - light	046	Toileting	192
In emergency accompany client to ER via ambulance	168	Transfer - Bed/chair	048
Iron/Mend clothes	022	Transportation to and from work	190
Laundry - Assist/support	057	Turn Client	041
Laundry - Light	047	Wash Dishes	016
Letters - Read/write/mail	029	**To end ADL Code Entry**	**000**

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