

IRIS Fiscal Employer Agencies (FEAs): Timesheets and Electronic Visit Verification (EVV)

Knowing how each FEA supports your workers can help you choose which FEA is the best fit for you. Each FEA handles timesheets and Electronic Visit Verification (EVV) differently.

Timesheet submission

If you enroll in the IRIS (Include, Respect, I Self-Direct) program, you may want to hire your own workers and become their employer.

As an employer, one of your responsibilities is to approve your workers' timesheets and submit them to your FEA.

IRIS FEAs have different options for submitting timesheets, such as:

- Electronic submission using a web-based portal or mobile application.
- Paper timesheets that can be mailed, faxed, or emailed.

Timesheet submission methods for each FEA

FEA	Paper Timesheet	Web-Based Portal or Mobile App
GT Independence	No	Yes
iLIFE	Yes	Yes
Premier	No	Yes

Electronic Visit Verification (EVV)

Your workers must use EVV if you enroll in the IRIS program and get self-directed personal care or supportive home care services from a worker you've hired who does not live with you. If you have these types of workers, you will need to make sure each worker uses EVV during each visit. EVV is a federal requirement.

How EVV works: When the worker arrives and ends their service, they need to enter the details of the visit. To do this, they'll use:

- An app on their smart phone or tablet.
- A small digital device called a fixed device.
- Your landline telephone.

Each IRIS FEA has a different EVV system. Each EVV system allows workers to enter visit details in different ways.

EVV methods for each FEA

FEA	Mobile App	Telephone (uses your landline)	Fixed Device
GT Independence	Yes	No	No
iLIFE	Yes	Yes	Yes
Premier	Yes	Yes	Yes

More information about IRIS EVV

- dhs.wi.gov/evv/iris-evv.htm
- www.medicaid.gov/medicaid/home-community-based-services/guidance/electronic-visit-verification-evv/index.html