

# Electronic Visit Verification (EVV)

## How to Import Users into Tellus EVV

Ready to add your organization's personnel to the Tellus EVV system? Use this guide to learn the basics.

If you are assigned an Administrator user role in the Tellus EVV system for your Provider agency, you can opt to import staff member information into Tellus. If your organization has a significant number of personnel providing EVV-required services to Medicaid Members, this may be the quickest and easiest method for you to use. You can download the Excel "Tellus EVV Users Upload Template" from the DCH EVV website by [clicking here](#).

Note: If you have a small number of personnel providing EVV-required services to Medicaid Members, please review [How to Manually Add Users into Tellus EVV](#), which may be an easier method for you to use.

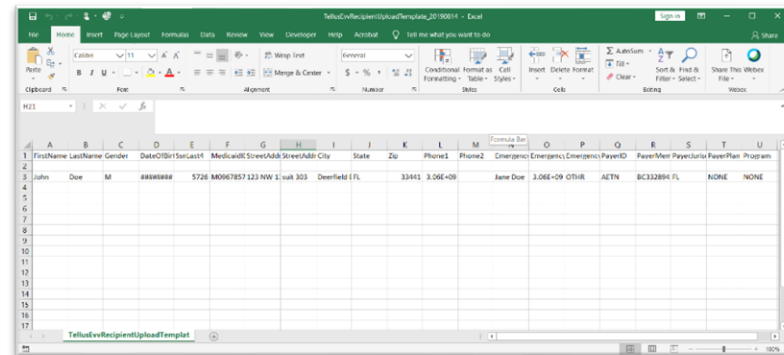
### Step 1

- In the "Tellus EVV Users Upload Template", enter the information requested for each staff member.

Note: Commas are never allowed, even in fields that allow special characters.

Note: When you edit this template in Excel or Google Sheets, you must save the file as .csv file before uploading.

- FirstName (Column A):** Required field. Only use letters and spaces. No numbers or special characters.
- LastName (column B):** Required field. Only use letters and spaces. No numbers or special characters.



	A	B	C	D	E	F
1	FirstName	LastName	UserName	Email	PhoneNumber	IvrPin
2	Jane	Doe	Jane12	JaneDoe12@gmail.com	5555555555	1111111
3						
4						

	A	B	C	D	E	F
1	FirstName	LastName	UserName	Email	PhoneNumber	IvrPin
2	Jane	Doe	Jane12	JaneDoe12@gmail.com	5555555555	1111111
3						
4						



- **UserStatus (Column I):** Required field. UserStatus may **only** contain the specific values as follows:
  - ACTIVE (Can login)
  - INACTIVE (Not allowed to login)
- **CaregiverType (Column J):** Required field. CaregiverType may **only** contain the specific 3-4 letter code for the following:
  - CNA (Certified Nursing Assistant)
  - LPN (Licensed Practical Nurse)
  - RNS (Registered Nurse)
  - ABA (Assistant Behavior Analyst)
  - RBT (Registered Behavior Technician)
  - LA (Lead Analyst)
  - OTHR (Other)

B	C	D	E	F	G	H	I
LastName	UserName	Email	PhoneNumber	lvrPin	MedicaidID	UserRole	UserStatus
Doe	Jane12	JaneDoe12@gmail.com	5555555555	1111111	M3412234560897	CARE	ACTIVE

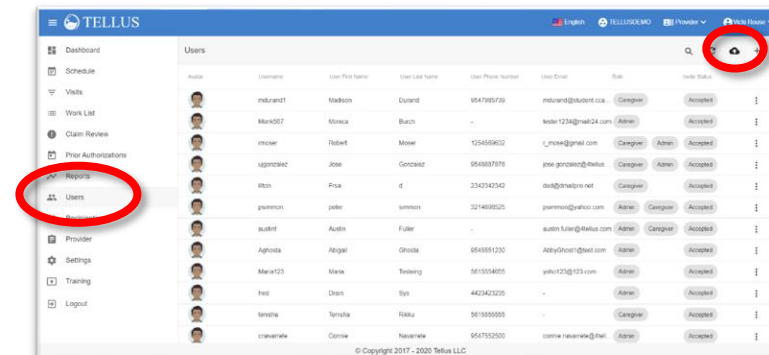
C	D	E	F	G	H	I	J
UserName	Email	PhoneNumber	lvrPin	MedicaidID	UserRole	UserStatus	CaregiverType
Jane12	JaneDoe12@gmail.com	5555555555	1111111	M3412234560897	CARE	ACTIVE	RNS

## Step 2

- Save the file as a .csv (comma separated values) file and rename in any way that helps you remember the import.

## Step 3

- Import the file:
  - In Tellus EVV, expand the **Main Menu** by clicking on the menu icon (3 lines in the top left corner).
  - Click on **Users** to view the **Users** page.
  - Click on the “cloud” icon in the upper right corner of the page and a pop-up window will appear.

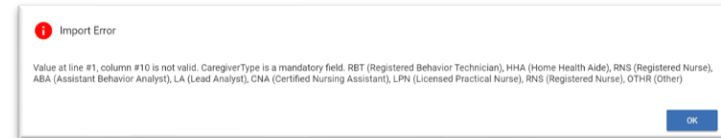
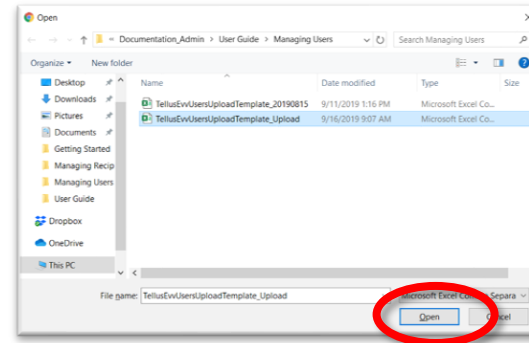


## Step 4

- Find and select the import file to upload.
- Click **Open**.

If there are errors in the file, a pop-up window will appear to give you information about the location of the error in the import file and how to correct it. Click **OK** to close the pop-up window.

Note: If there are any errors detected by the system, no records from your file will upload. The entire file must be error free before any User records will upload.



If your import is successful, a message will display at the bottom of the User page to let you know the import file has been successfully uploaded.

