

## Placing EVV using the FOB

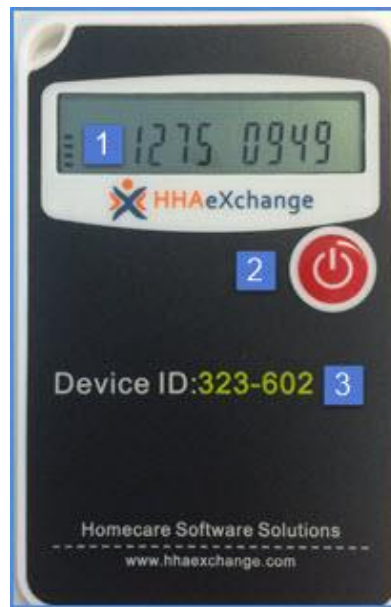
### The FOB Device

A FOB, or Fixed Object, device is used to place secure, accurate EVV. When you press the power button, the FOB will display a number. This number is an encrypted 8-digit passcode which reflects the current date and time. At the Start and End of the visit, press the Power Button to receive the passcode for your Clock In and Clock Out.

### Using the FOB

The figure below displays the FOB Device, highlighting 3 areas:

1. The 8-Digit Passcode
2. The Power Button
3. The 6-Digit Device ID



To Clock In and/or Out using the FOB, call your Agency's HHAeXchange phone number from ANY phone and follow the steps below:

#### *Clock In Steps*

1. Press 3 to indicate "FOB Device" confirmation.
2. Press 1 to indicate "FOB Clock In"
3. Enter your *Assignment ID*
4. Enter the 6-Digit *Device ID*
5. Enter the 8-Digit *Passcode* from the start of the Visit.

#### *Clock Out Steps*

1. Press 3 to indicate "FOB Device" confirmation.
2. Press 2 to indicate "FOB Clock Out"
3. Enter your *Assignment ID*
4. Enter the 6-Digit *Device ID*
5. Enter the 8-Digit *Passcode* from the end of the Visit.
6. Enter any duties performed (one at a time).
7. Complete duty entry and call (00 or 000).

#### *Clock In and Out Steps*

1. Press 3 to indicate "FOB Device" confirmation.
2. Press 3 to indicate "FOB Clock In and Clock Out.
3. Enter your *Assignment ID*
4. Enter the 6-Digit *Device ID*
5. Enter the 8-Digit *Clock In Passcode*.
6. Enter the 8-Digit *Clock Out Passcode*.
7. Enter any duties performed (one at a time).
8. Complete duty entry and call (00 or 000).