



The FOB (Fixed Object) device is used to place secure and accurate EVV. When the power button is pressed, the FOB displays an encrypted 8-digit passcode which reflects the current date and time. Two codes, one generated at the start of the visit and one at the end, are required to place EVV using the FOB. The image to the left illustrates the FOB device, highlighting 3 areas:

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

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

Step	Action
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

Step	Action
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 & dial (000#)

Clock In and Out Steps

Step	Action
1	Press 3 to indicate “FOB Device” confirmation
2	Press 3 to indicate “FOB Clock In and 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 & dial (000#)

Assignment ID:

Duty #	Duty Name
115	Meal Preparation
116	Housework / Chore
117	Managing Finances
118	Managing Medications
119	Shopping
120	Transportation
121	Range of Motion
122	Hygiene
123	Dressing Upper
124	Dressing Lower
125	Locomotion
126	Transfers
127	Toilet Use
128	Bed Mobility
129	Eating
130	Bladder Incontinence
131	Bowel Incontinence
132	Personal Care
134	Bathing