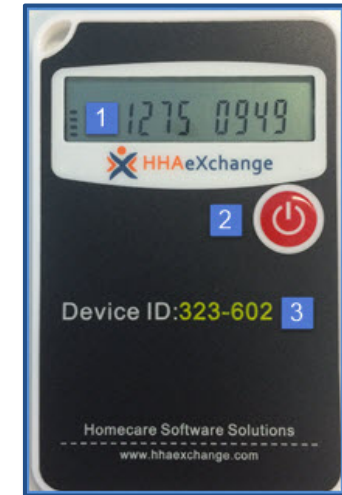


FOB Device Job Aid

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 right illustrates 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		Clock OUT Steps		Clock IN and OUT Steps	
Step	Action	Step	Action	Step	Action
1	Press 3 to indicate “FOB Device” confirmation.	1	Press 3 to indicate “FOB Device” confirmation.	1	Press 3 to indicate “FOB Device” confirmation.
2	Press 1 to indicate “FOB Clock In”	2	Press 2 to indicate “FOB Clock Out”	2	Press 3 to indicate “FOB Clock In and Clock Out.
3	Enter your <i>Assignment ID</i>	3	Enter your <i>Assignment ID</i>	3	Enter your <i>Assignment ID</i>
4	Enter the 6-Digit <i>Device ID</i>	4	Enter the 6-Digit <i>Device ID</i>	4	Enter the 6-Digit <i>Device ID</i>
5	Enter the 8-Digit <i>Passcode</i> from the start of the Visit.	5	Enter the 8-Digit <i>Passcode</i> from the end of the Visit.	5	Enter the 8-Digit Clock In <i>Passcode</i> .
		6	Enter any duties performed (one at a time).	6	Enter the 8-Digit Clock Out <i>Passcode</i> .
		7	Complete duty entry and call (00 or 000).	7	Enter any duties performed (one at a time).
				8	Complete duty entry and call (00 or 000).