



## MEMORANDUM

**TO:** Valued EVV Providers

**FROM:** El Paso Health

**DATE:** 6/07/2024

**RE:** Calendar Year 2024 EVV Proprietary System Request Form  
Submission Deadline July 15, 2024

HHSC is notifying program providers and financial management services agencies (FMSAs) who are interested in the opportunity to participate and complete the Proprietary System Operator (PSO) Onboarding process this calendar year (2024) that they must submit a Proprietary System (PS) Request Form by **July 15, 2024**.

### Key Details:

The PS Request Form can be submitted at any time, but available spots are limited and determined by the PS Request Form submission date. After submission, the program provider or FMSA will be added to the PSO Onboarding waitlist.

### How to Access the PS Request Form in the EVV Portal

- Go to [Texas Medicaid & Healthcare Partnership \(TMHP\) webpage](#)
- Click **MyAccount** and enter your login information
- Select an option under Electronic Visit Verification (EVV) Portal
- Once in the EVV Portal, select **PS Request Form** on the left navigation menu

### Additional Information:

For instructions on how to submit and manage the PS Request Form, review [EVV PS Request Form](#) and [EVV PS Request Form Management](#) job aids located on the [TMHP Learning Management System \(LMS\) webpage](#).

If you have any questions regarding this communication please contact our Provider Relations team at 915-532-3778 or email us at [ProviderRelationsDG@elpasohealth.com](mailto:ProviderRelationsDG@elpasohealth.com).