## **Electronic Visit Verification**

Indiana Family and Social Services Administration
Office of Medicaid Policy and Planning
IHCP Works October 2023



#### Agenda

- How Does EVV Work?
- Common Sandata Issues
- Combating Common EVV Problems
- Possible Pitfalls and Information
- Alternate Vendor Specific Questions
- EVV Resources
- Provider Resources Available
- Questions



#### **How Does EVV Work?**



#### Primary Methods of Capturing Records

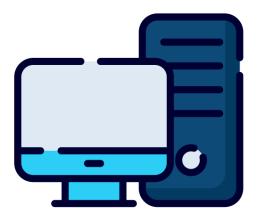
Mobile Visit Verification (using a smartphone application)

Telephonic Visit Verification (calling a number using a member's phone)

Manual Visit Verification (using a computer)









Images: Flaticon.com

#### **EVV Process**



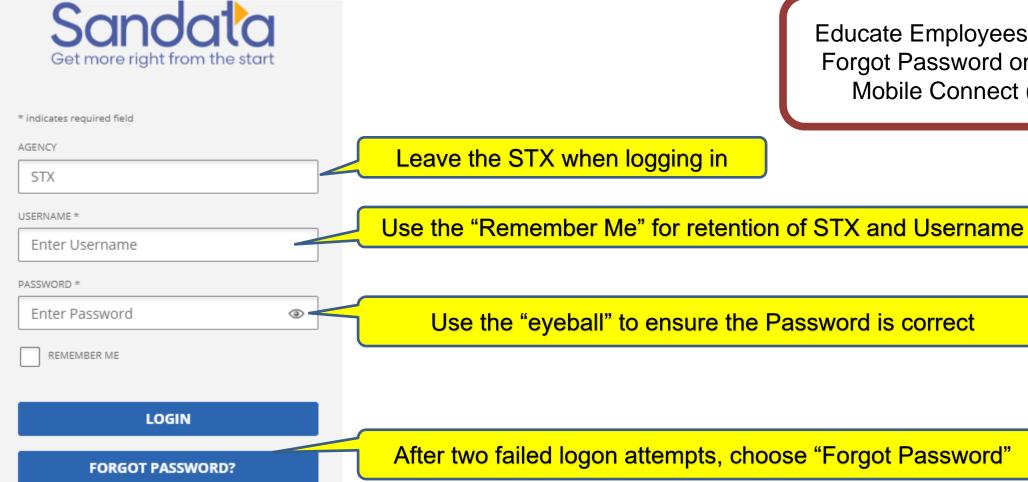
\*Be sure to review and correct any visit errors and ensure records are into the Sandata Aggregator prior to billing!



Common Sandata Issues:
Logging On
Adding Client Data
Adding Employee Data



#### **Prevent Getting Locked Out**



Educate Employees to choose Forgot Password on Sandata Mobile Connect (SMC)!

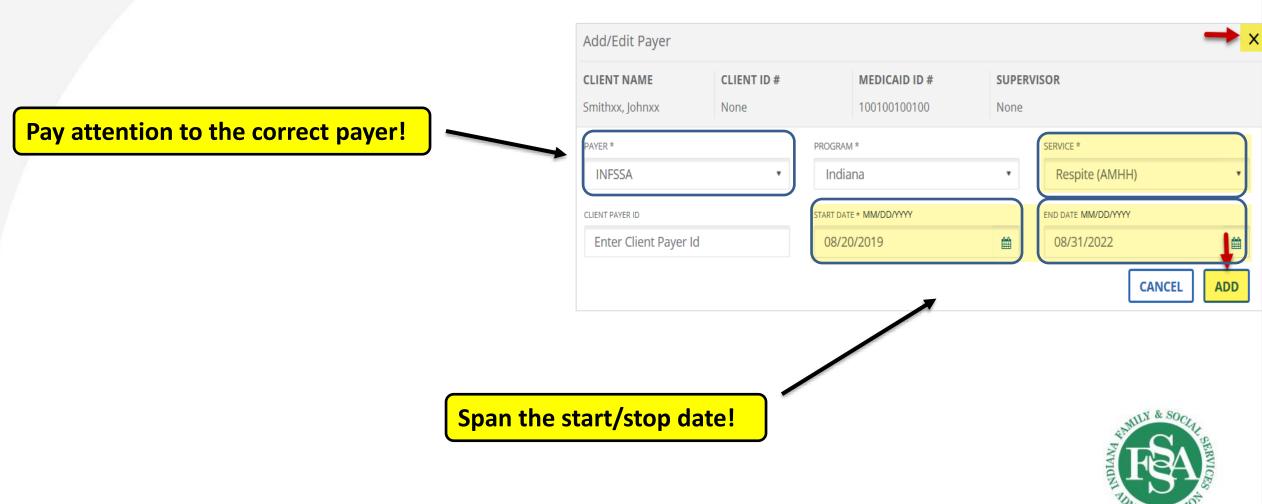
Use the "eyeball" to ensure the Password is correct

After two failed logon attempts, choose "Forgot Password"

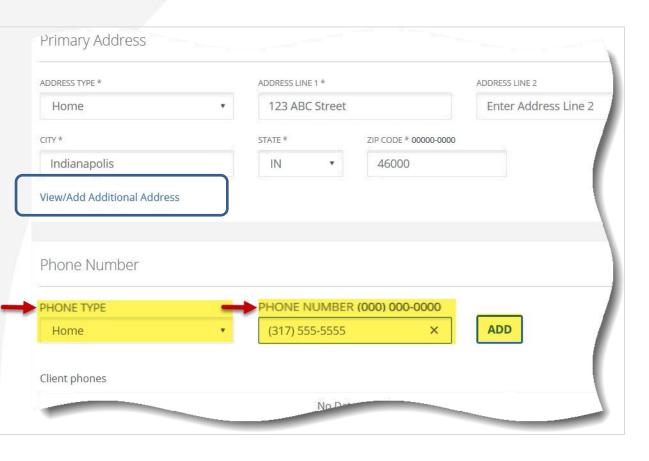


Privacy Policy

#### **Basic Client Info**



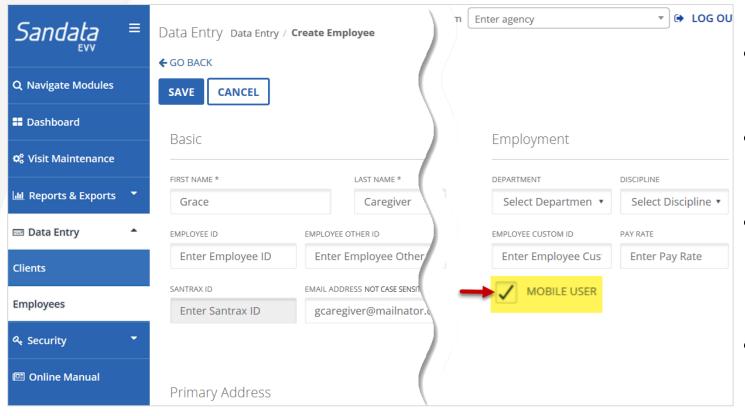
#### Client Address/Phone



- If a client has more than one address where they can receive services, add each additional address to the record
- If client has more than one phone number, add each phone number to Client record



#### **Employee Data**



- Verify/Test email entered is correctly entered
- Always check the "MOBILE USER" option
- Users must be added as employees if they provide care
- Keep employee files current



## **Combating Common EVV Problems**



#### Telephonic Visit Verification (TVV)

- TVV is intended for use from the phone associated with the Client file
- Only use TVV when SMC is not available
- Only use TVV from Client assigned phone number

Can be a cell phone or landline!



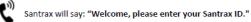
#### Calling Instructions

Calling In: When arriving at the client's home, make sure you have the following

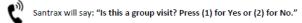
Your Santrax ID.

Remember: When speaking to Santrax on any toll-free line, speak in English, slowly and clearly one digit at a time (1075 = one, zero, seven, five).

Dial any of the toll-free numbers assigned to your agency. If you are experiencing difficulties with the first toll- free number, please use the second toll-free number.



7 Press the numbers of your Santrax ID on the touch tone phone.



Press (2) for not a group visit.

Santrax will say: "Please select "1" to call in or "2" to call out."

Press the one (1) key to "Call In".

Santrax will say: "Received at (TIME) Please enter first client ID or hang up."

57 Enter the ID for the first client receiving service.

Enter the ID for the second client receiving service.

Santrax will say: "Please enter second client ID or hang up if done."

7. Follow the prompts to enter client IDs until all clients that share this call time have

If you enter the maximum number of clients allowed by Santrax, after entries are finished, the system will say: "Thank you, bye."

Images: Flaticon.com

#### Altering EVV Records

- Records with errors (incomplete) MUST be corrected so they show as a "Verified" record prior to billing.
- "Verified" EVV records should not be altered unless there is an error in the data.
- EXAMPLES
  - The employee forgot to punch in and punched in later
  - The wrong client is listed as the client that received the service

Changing a valid, complete, correct record creates a false record!

# How To Prevent Exceptions and EVV/Claim Match Issues

- Provide employee education
- Enter all visits that are missing
  - Ensure supporting documentation is retained for no less than seven years
- Review all EVV for span date to ensure no exceptions remain on EVV record
- Only supported EVV services should be billed

Client Name	\$ Employee Name	\$ Service	<b>\$</b>	Vis Da		;	Call In	\$	Call Out	\$	Call Hour	; = =	<b>+</b>	Adjusted In	Adjusted Out	Adjusted Hours	Bill Hours	Visit Status	\$	Do Not Bill	Approved	Actions	_
		RH20 (CI	H)	08/	15/2022	(	09:28 A	M	•					09:28 AM				In Proc	ess			1	_
		RH20 (CI	H)	08/	15/2022	(	08:52 A	M	•					08:52 AM				In Proc	255			/	_
		•		08/	15/2022	(	07:56 A	M	•					07:56 AM				In Proc	255			/	_
		Skills Train	ning	08/	15/2022	(	07:27 A	M	•					07:27 AM				In Proc	ess			/	
	•	PAC (FSV	V)	08/	14/2022		•		07:05	PM					07:05 PM			Incomp	ete			/	
		RH20 (CI	H)	08/	14/2022	(	04:58 P	M	10:05	PM	05	07		04:58 PM	10:05 PM		05:07	Incomp	ete		:	/	
•		RH20 (CI	H)	08/	14/2022		•		04:01	PM					04:01 PM			Incomp	ete			/	
		•		08/	14/2022		10:57 A	M	•					10:57 AM				In Proc	ess			/	
•		•		08/	13/2022	(	03:59 P	M	09:03	PM	05	04		03:59 PM	09:03 PM		05:04	Incomp	ete			/	_
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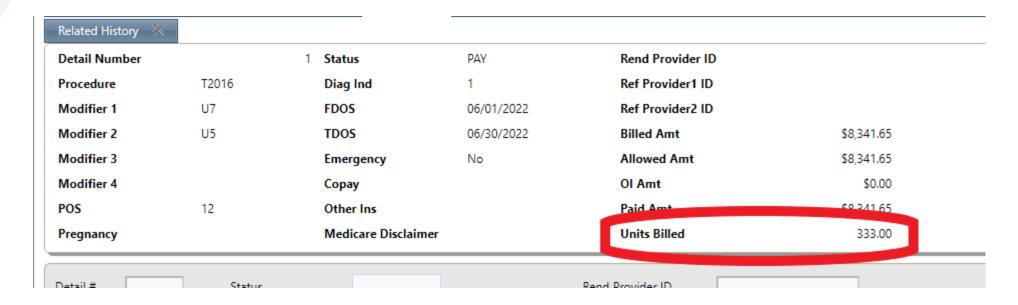
## **Problem-Solving Claim Denials**

Explanation of Benefits (EOB)	Questions to ask:
0950 / 0951	<ul> <li>Are you reviewing the Sandata Aggregator to ensure there are verified records for the date(s) of service on the claim?</li> <li>If using an alternative vendor, did you bill after your vendor submitted records to the Aggregator?</li> <li>Is your vendor up-to-date on technical specifications identifying specific services?</li> <li>Did you select the correct service to be billed against the EVV record?</li> </ul>
0952	<ul> <li>Did you bill at or below the number of units reflected on the EVV record(s), especially if the billing was over a period of time?</li> </ul>



#### Claim Tips (1)

 Mismatch between the EVV record amount and the units billed on the claim (due to incomplete records):



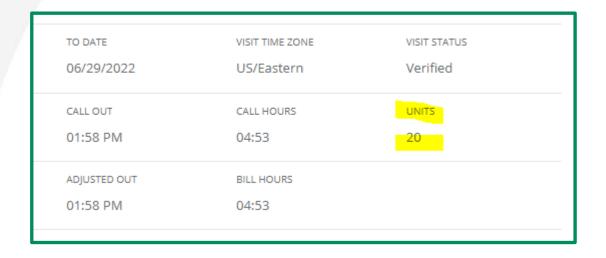
In the Sandata Aggregator, this member only had 130.75 verified units

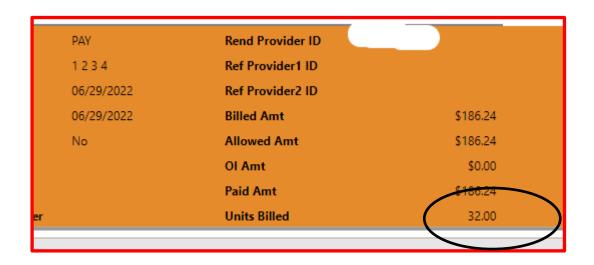




#### Claim Tips (2)

 Mismatch between the EVV record amount and the units billed on the claim (just not enough units):





**SOLUTION – Make sure to clear any exceptions and verify records/unit amounts** 



#### Claim Tips (3)

 Mismatch between the EVV record amount and the units billed on the claim (extending beyond the calendar month):



EVV activity will only match during the same calendar month being billed.

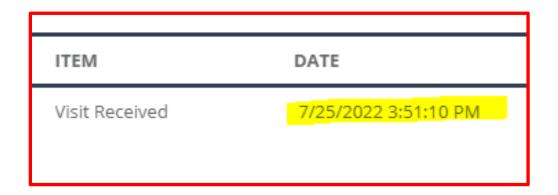
SOLUTION – Stay within the calendar month for billing



#### Claim Tips (4)

 EVV Record Updates Performed After Claim Billing (major concern for alternative vendor users):





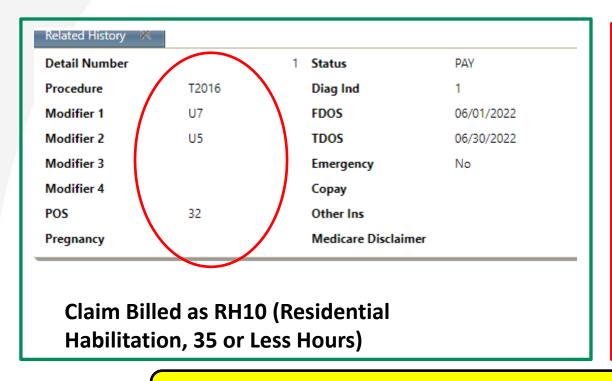
EVV activity needs to be posted into the Aggregator prior to billing.

**SOLUTION – Ensure your alternative vendor uploads data on a regular basis.** 



#### Claim Tips (5)

Incorrect Service Selected on EVV Record:





SOLUTION – Verify that your caregivers are selecting the right service; verify that your alternative vendor is following the technical specifications for service identifications

#### Claim Tips (7)

High Number of Manual Records:

Example of a provider reviewed

Start Call Type

MANUAL

MVV

(blank)

Grand Total

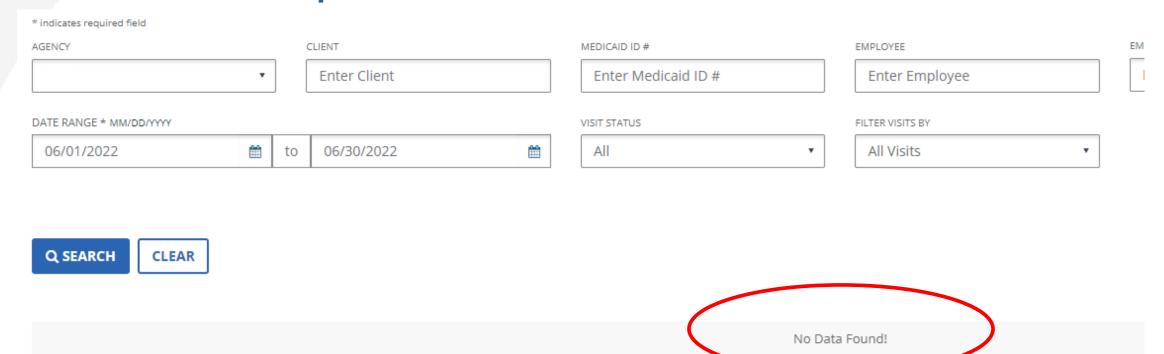
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**SOLUTION – Only use manual records on an emergency basis** 



### Claim Tips (8)

No EVV records uploaded



SOLUTION – Verify your alternative vendor is submitting records; verify your direct care workers are capturing visits



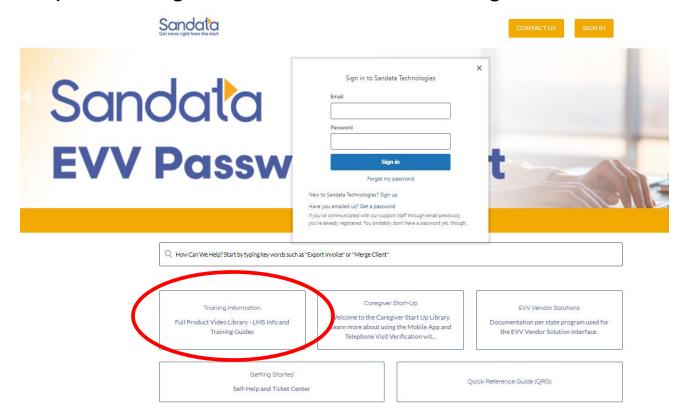
#### What is the overall message?

## Review EVV prior to billing



#### Sandata Zendesk

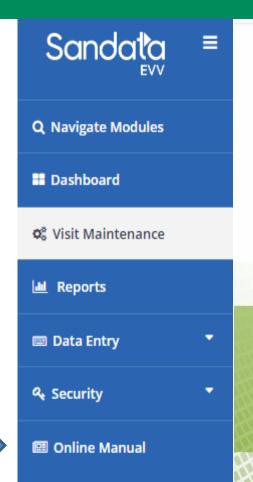
- Short and easy to understand video instructions for the Sandata Portal and Aggregator
- Sign up with the email
- Option to log a Ticket and track Existing Tickets



https://sandata.zendesk.com/hc/en-us



#### **Use Available Resources**





Sandata Electronic Visit Verification



#### **Possible Pitfalls and Information**



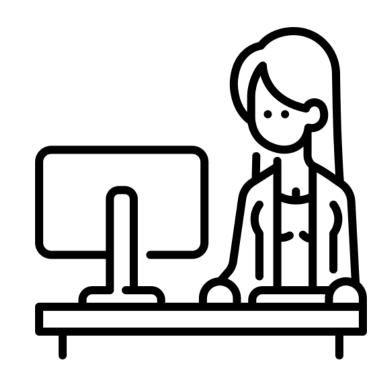
#### **Providers With Multiple IHCP Provider IDs**

#### Sandata Portal User

 Each IHCP Provider ID for each IHCPenrolled location providing services that require EVV reporting must individually use an EVV solution for each enrolled location

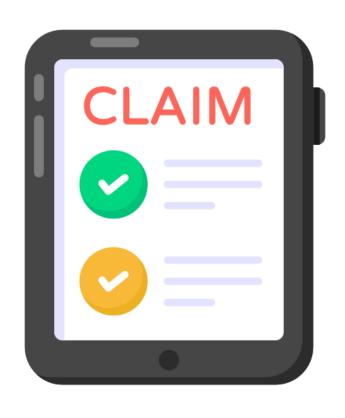
#### Alternative EVV User

 Include each Medicaid Provider ID in your request for each location needing testing credentials





#### Claim Adjustments

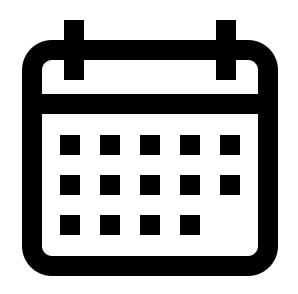


- If a claim is adjusted or voided, it does **not** impact the EVV record
- A new claim will continue to look for the same EVV record



#### **Retroactive NOA or Prior Authorization?**

- Information on the NOA or PA must be entered on the Client file
- Create manual EVV records for services newly covered by the retroactive NOA or PA





#### **How Is Billing Impacted by EVV?**

- Billing policies have not changed
  - IHCP Policy on units and rounding have not changed with the implementation of EVV
- Services can only be billed AFTER they are provided

**IMPORTANT NOTE:** To minimize any issues with the EVV records, FSSA requires billing at increments at no greater than one month.



#### **Are Tasks Required To Be Completed?**



- The EVV record is looking for service code and modifier combinations, not the tasks – task information is useful for record keeping; but for claim adjudication, tasks have no bearing
  - Tasks will not impact the overall EVV record

For Alternative Users – TaskID is an optional field.



# How Does an EVV Record Work With Overnight Shifts?

- Employee should still clock-in when arriving and clock-out upon finishing the overnight shift
  - Employees do not need to call-in and call-out before midnight to create two separate EVV records
- Provider agency should continue to bill normally based upon the units provided





#### **How Do I Get My Welcome Kit?**

- Step 1: Complete the EVV training
  - Self-paced
- Step 2: Email <a href="mailto:INXIXEVV@gainwelltechnologies.com">INXIXEVV@gainwelltechnologies.com</a>
  - Include IHCP Provider ID for each IHCP-enrolled location
  - Include your certificate of completion



#### **How Do I Navigate Sandata Customer Care?**

#### State-Sponsored EVV Solution User

- Tier 1: Call IHCP Help Desk (800-457-4584, Option 5)
- Tier 2: Sandata Customer Care (warm handoff)
- Tier 3: No direct access to agencies

#### Alternative EVV Solution User

- Contact your vendor first
- Contact Sandata (<u>INAltEVV@sandata.com</u>)



# What Happens if I'm Not Getting a Response From Sandata Customer Care?

Please send an email to inxixevv@gainwelltechnologies.com

Include Sandata Customer Care Ticket Number

**KEY TIP:** Make sure to watch for communications that may go into your SPAM folder so that you do not miss an important communication update from Sandata.

## **Alternate Vendor Specific Questions**



# How Long Should It Take to Receive My Production Credentials (and What Is the Process)?

 If your vendor has passed testing with an agency in Indiana – request will be processed within several days of receipt

If your vendor has not passed testing with an agency in Indiana –
 request will depend upon how long it takes for your vendor to complete

testing





### **Process for Alternate EVV Credentials**

### Provider Agency Step 1

 Send request to IN FSSA EVV at <u>EVV@FSSA.IN.GOV</u> for approval to proceed with the testing and integration process.

Upon approval from IN FSSA EVV, proceed to Provider Agency Step 2.

### Provider Agency Step 2

- Send request to INAltEVV@Sandata.com
- Agency will receive small survey 3 to 7 questions
- Sandata will confirm receipt
- · No additional action require by the Provider Agency

### EVV Solution Vendors

- Sandata will reach out to EVV Vendor Solution
- Vendor will receive small survey 3 to 7 question
- Sandata will confirm Receipt of survey details
- Sandata will create and send testing credentials and testing certification check list



# What Should I Do if I'm Not Seeing My Visits in the Sandata Aggregator?

## **Contact your vendor**





# **EVV** Resources



# **EVV Webpage**

### The Electronic Visit Verification webpage - located under the Business

### Transactions tab

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# **EVV Preparation Guide**

### **EVV**

Electronic Visit Verification Preparation

COMPLIANCE DATE: January 1, 2021

Failure to comply with this requirement will result in claims payment disruption.

#### What is EVV?



The 21st Century Cures
Act directs state Medicaid
programs to require
providers of personal
care services to use an
"electronic visit verification"
system to document
services rendered. Federal
law requires that providers
use the EVV system to
document the following
information:

- » Date of service
- » Location of service
- » Individual providing service
- » Type of service
- » Individual receiving service
- » Time the service begins and ends

#### Providers may choose between two technology options to use for Electronic Visit Verification:

Sandata (State-Sponsored EVV Solution) This is available to all personal care service providers at no cost to the provider. This solution meets the federal requirements but does not provide additional functionality.

Alternative EVV Solution Providers may also use any other vendor that has integrated in Indiana with the Sandata solution. Alternative vendors may provide additional functionality to providers.

#### Available resources

Electronic Visit Verification: This webpage provides all of the latest IHCP policy guidance on EVV implementation as well as helpful information for both Sandata and alternative EVV vendor users.

<u>Sandata On Demand</u>; This webpage contains all of the educational reference material for Sandata users.

How to prepare for implementation

#### For providers using Sandata (State-Sponsored EVV Solution)

Step 1: Complete the Sandata training Providers can complete this training using selfpaced online training.

For instructions on accessing the self-paced training, go to the <u>Registering for the Sandata</u> <u>Learning Management System</u>.

#### Step 2: Receive your login credentials

After providers have completed the training, they will need to email their certificate of completion to INXIXEYV@gainwelltechnologies.com to receive their agency's Sandata login credentials.

#### Step 3: Enter your employee and client information

Each employee will have his or her own login information for the Sandata system. The agency will want to create logins for each employee as well as insert information about the agency's clients receiving personal care services.

#### Step 4: Provide employees with appropriate devices

If the agency is planning to use mobile visit verification using Sandata Mobile Connect, it will want to ensure its employees have access to a smart device. Providers can use either Android or Apple devices. Otherwise, employees should be trained to use telephonic visit verification.

#### Step 5: Prepare your direct care workers

The agency will want to ensure that their direct care workers have had individual training on capturing visits either through the Sandata Mobile Connect application or through telephonic visit verification.

#### For providers using an alternative EVV vendor

#### Step 1: Send an email to EVV@fssa.in.gov

The agency will want to include the agency's name and contact information along with the alternative vendor's name and contact information. This will allow FSSA to determine if the vendor has previously integrated with Sandata in Indiana. If the vendor has not previously integrated, it will be required to pay a one-time fee.

#### Step 2: Request testing credentials from INAItEVV@sandata.com

When Sandata has informed the alternative vendor that they are ready to begin testing, the provider agency should request testing credentials for the vendor. These credentials should be provided to the vendor.

#### Step 3: Work with the vendor to complete the testing process

With the testing credentials, the vendor will prepare a test file that will be submitted to Sandata for approval. The provider agency will need to stay in contact with the vendor during this process. Be sure to have the vendor submit a notification to INAItEVV@sandata.com or 855-705-2407 after the test files have been submitted to Sandata for review.

#### Step 4: Complete the self-paced training

While the vendor is testing, the provider agency should complete a <u>brief training</u> on the usage and functionality of the Sandata Aggregator.

#### Step 5: Request production credentials

With training complete, and after testing has been confirmed, provider agencies will request production credentials that will be used to log in to the Sandata Aggregator.

Contact us by phone at 800-457-4584, option 5 or by email at evv@fssa.in.gov



Family & Social Services Administration Office of Medicaid Policy & Planning 402 W. Washington St., Room W374 Indianapolis, IN 46204

# **EVV Verification Preparation Guide**

- Provides key requirements
- Provides step by step guide for implementation
- Provides contact information for questions or issues

**Available on the Indiana Medicaid EVV Webpage** 



# Provider Resources Available



### Resources Available

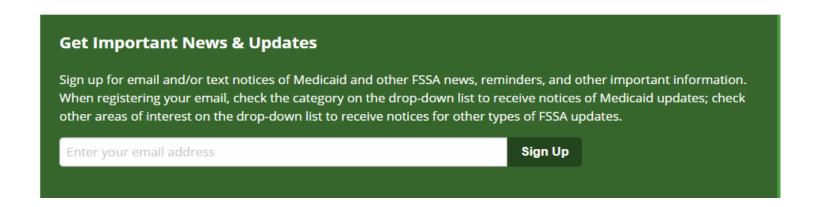
- What resources are available to providers?
  - Regional Field Consultants
  - Provider Reference Materials
  - Webinars





# Sign Up for Updates!

- Register for updates on the Indiana Medicaid Provider Website:
  - Email Address





### **How To Resolve Questions**

### EVV@fssa.in.gov

- To ask policy-specific questions
- To get started with an alternative EVV vendor

### INXIXEVV@gainwelltechnologies.com

- To receive your agency's Sandata State Solution Welcome Kit
- General EVV education
- Sandata Portal and Aggregator assistance
- EVV claim issues
- EVV virtual meetings
- The IHCP Help Desk: 800-457-4584, Option 5
  - For technical assistance using the Sandata State Solution



# **Provider Relations Consultants**



R	egion	Consultant	Email	Telephone	Counties Served
	1	Jean Downs (F) Katie Grause (I)	INXIXRegion1@gainwelltechnologies.com	317-488-5071	Dekalb, Elkhart, Fulton, Jasper, Kosciusko, LaGrange, Lake, LaPorte, Marshall, Newton, Noble, Porter, Pulaski, St. Joseph, Starke, Steuben, Whitley
	2	Shari Galbreath (F) Jennifer Collins (I)	INXIXRegion2@gainwelltechnologies.com	317-488-5080	Allen, Adams, Benton, Blackford, Cass, Carroll, Clinton, Delaware, Fountain, Grant, Howard, Huntington, Jay, Madison, Miami, Montgomery, Randolph, Tippecanoe, Tipton, Wabash, Warren, Wells, White
	3	Crystal Woodson (F) Jeannette Curtis (I)	INXIXRegion3@gainwelltechnologies.com	317-488-5324	Boone, Hamilton, Hendricks, Johnson, Marion, Morgan
	4	Jenny Roberts (F) Emily Redman (I)	INXIXRegion4@gainwelltechnologies.com	317-488-5153	Clay, Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Orange, Owen, Parke, Perry, Pike, Posey, Putnam, Spencer, Sullivan, Vanderburgh, Vermillion, Vigo, Warrick
	5	Tami Foster (F)	INXIXRegion5@gainwelltechnologies.com	317-488-5186	Bartholomew, Brown, Clark, Dearborn, Decatur, Fayette, Floyd, Franklin, Hancock, Harrison, Henry, Jackson, Jefferson, Jennings, Monroe, Ohio, Ripley, Rush, Scott, Shelby, Switzerland, Union, Washington, Wayne



# **Questions?**

Indiana Family and Social Services Administration
Office of Medicaid Policy and Planning
!HCP Works October 2023

