

# NY State EVV Aggregation Job Aid

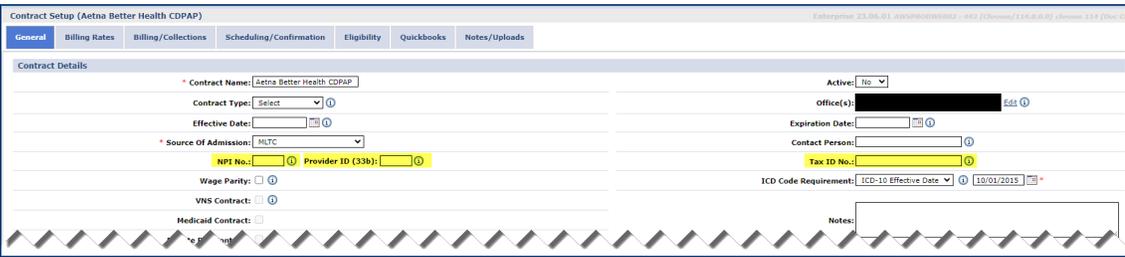
This job aid applies to Providers operating on the HHAExchange (HHAX) system who have enrolled with HHAX specifically for EVV Aggregation services. These Providers are subject to EVV Submission, as per the state guidelines. Refer to the [eMedNY EVV](#) page to view the guidelines.

The following are the New York State Department of Health visit aggregation requirements:

- Personal Care Services (PCS) visits must be recorded via eMedNY Aggregator (effective 01/01/2021).
- Home Health Care Services (HHCS) visits recorded must be recorded via eMedNY Aggregator (effective 01/01/2023).

## Required Steps to Configure Aggregation

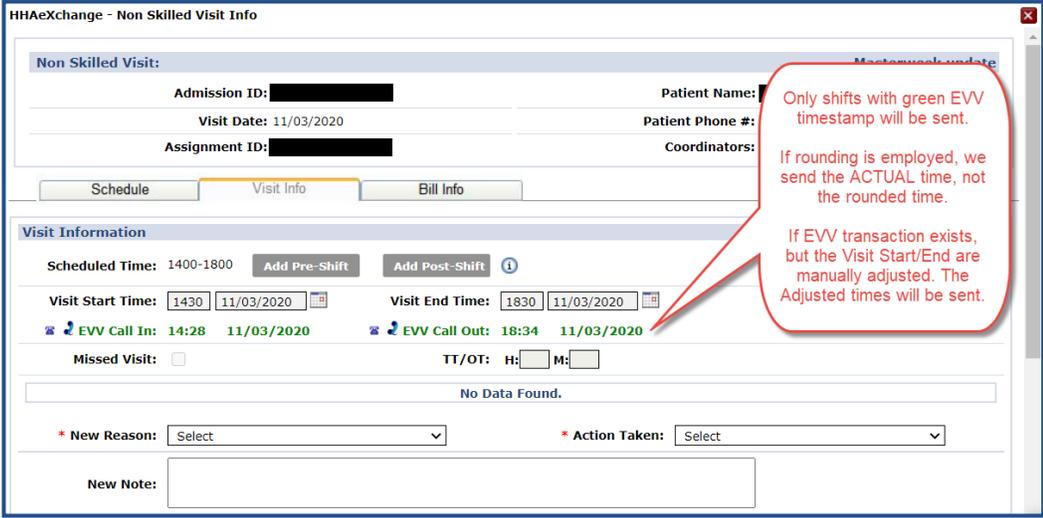
Providers must complete the following steps in HHAX. Failure to comply results in no data sent to the aggregator.

Step	Action						
1	<p>Data is aggregated for all contracts regardless of whether they are linked or internal based on the export code. With that said, providers should create contracts as necessary for Step #2 under <b>Admin &gt; Contract Setup &gt; New Contract</b>.</p> <p><i>Note: Skip this step if a contract already exists in the system.</i></p>						
2	<p>Providers are identified by their 9-digit <b>Tax ID</b> and either their 8-digit <b>Medicaid Provider ID (MPI)</b> OR 10-digit <b>National Provider ID (NPI)</b> in the State aggregator. Enter the appropriate Tax ID and MPI/NPI for each contract in their respective fields in <b>Admin &gt; Contract Setup &gt; Search Contract</b>, as illustrated in the image.</p>  <p style="text-align: center;"><b>Contract Setup General Tab: NPI No/Provider ID/Tax ID Fields</b></p> <p><i>Note: Please ensure to enter either the MPI or NPI but not both values as doing so will cause rejections.</i></p>						
3	<p>Navigate to <b>Admin &gt; Reference Table Management &gt; Contract Service Code</b> and enter the valid service code in the <b>Export Code</b> field. Repeat this step for each applicable contract. Refer to the <a href="#">Service Code Job Aid</a> on how to add and edit Contract Service Codes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">Applicable Export Codes</th> </tr> <tr> <th style="background-color: #0056b3; color: white;">Type of Service/Program</th> <th style="background-color: #0056b3; color: white;">Rate Codes/Procedure Codes</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <b>Personal Care Services (PCS)</b>  <b>Fee-For-Services (FFS)</b> </td> <td> <b>2401, 2402, 2403, 2404, 2405, 2406, 2422, 2423, 2424, 2425, 2501, 2502, 2507, 2508, 2593, 2594, 2595, 2596, 2597, 2598, 2601, 2602, 2622, 2623, 2626, 2627, 2632, 2633, 2742, 2787, 4722, 4723, 4724, 4725, 4741, 4742, 4743, 4755, 4756, 4757, 4758, 4764, 4765, 4766, 4767, 4768, 4796, 4797,</b> </td> </tr> </tbody> </table>	Applicable Export Codes		Type of Service/Program	Rate Codes/Procedure Codes	<b>Personal Care Services (PCS)</b> <b>Fee-For-Services (FFS)</b>	<b>2401, 2402, 2403, 2404, 2405, 2406, 2422, 2423, 2424, 2425, 2501, 2502, 2507, 2508, 2593, 2594, 2595, 2596, 2597, 2598, 2601, 2602, 2622, 2623, 2626, 2627, 2632, 2633, 2742, 2787, 4722, 4723, 4724, 4725, 4741, 4742, 4743, 4755, 4756, 4757, 4758, 4764, 4765, 4766, 4767, 4768, 4796, 4797,</b>
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4	<p data-bbox="285 1381 1260 1411">Review all Member Profiles and ensure the Member details are entered correctly.</p> <p data-bbox="285 1461 1409 1566">Members must be identified by <b>Medicaid ID</b> and <b>Date of Birth</b>. Member Medicaid IDs must be entered in the Member's <b>Profile &gt; Medicaid Number</b> field. <b>Medicaid ID</b> must be alphanumeric and 8-characters long.</p>								
5	<p data-bbox="285 1566 1276 1596">Review all Caregiver Profiles and ensure the Caregiver details are entered correctly.</p> <p data-bbox="285 1646 1003 1675">Caregivers must be identified by <b>First Name</b> and <b>Last Name</b>.</p>								

## HHAX Process for EVV Aggregation to eMedNY

The following steps outline the HHAX process to submit EVV visits to eMedNY.

Step	Action
1	HHAX aggregates EVV data to eMedNY for the Medicaid Service Codes. Refer to the <a href="#">NY DOH EVV</a> page for the codes.
2	HHAX sends an API message to eMedNY according to the state's <a href="#">Interface Control Document</a> (click to access). Refer to the <a href="#">HHAX Field Chart</a> below for a condensed version.
3	<p>HHAX sends EVV confirmed shifts only; meaning, there is a VALID EVV transaction on the IN and OUT. If there is no EVV at all, or no EVV on the IN or OUT, then this is considered a <i>manually</i> confirmed shift, and is not sent to the state. Refer to the image below for further details.</p>  <p style="text-align: center;"><b>Confirmed Visit</b></p>
4	HHAX sends data for each enrolled Provider on a daily basis. Information sent consists of newly confirmed shifts (directly linked from EVV to the calendar or from the Call Dashboard), updated shifts, or deleted shifts.
5	Provider runs the <b>State Aggregation Report</b> to review rejections. Refer to the <a href="#">State Aggregation Report section</a> below for guidance.

## HHAX Field Chart

The table below is a condensed version of the fields sent by HHAX to eMedNY via the API message. Refer to the eMedNY according to the state’s [MMIS Interface Control Document EVV Data API](#) (click to access for full details regarding eMedNY interface requirements).

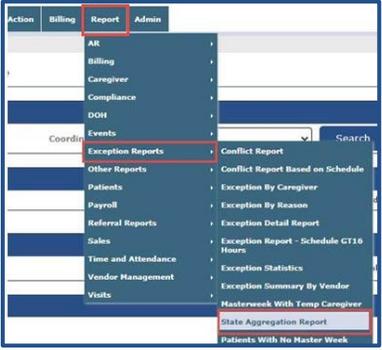
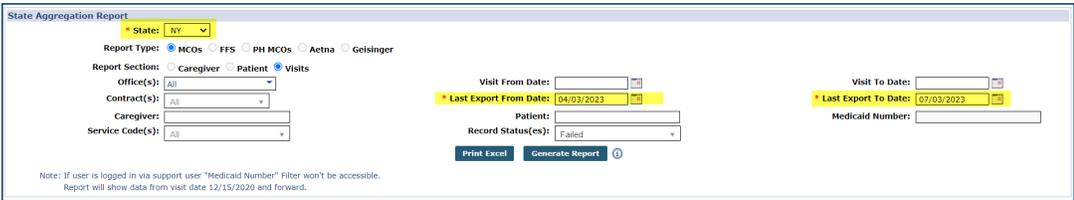
HHAX Field Chart (Condensed Version)		
Property	Required	HHAX System Logic
Transaction ID	Y	HHAX Visit ID.
Member ID	Y	Patient Profile > Medicaid ID
Date of Birth	Y	Patient Profile > DOB
Provider Name	N	N/A (Only required fields are sent)
NPI	Situational	Admin > Contract Setup > Contract General Page > NPI Number
Provider ID	Situational	Admin > Contract Setup > Contract General Page > Provider ID
Tax Payer ID	Y	Admin > Contract Setup > Contract General Page > Tax ID
Provider Address	N	N/A (Only required fields are sent)
Provider Rate Code	Situational	Admin > Reference Table Management > Contract Service Codes > Export Code
Procedure Code	Situational	Admin > Reference Table Management > Contract Service Codes > Export Code
Procedure Mod Code	N	Admin > Reference Table Management > Contract Service Codes > Export Code
Service Start Date and Time	Y	Calendar > Visit > EVV Call In Timestamp or Visit Start Time <i>Refer to the image in Step 3 above</i>
Service End Date and Time	Y	Calendar > Visit > EVV Call Out Timestamp or Visit End Time <i>Refer to the image in Step 3 above</i>
Service Start Location	Y	Patient > Profile > Address Type (as associated to Address, Phone or FOB)
Service End Location	Y	Patient > Profile > Address Type (as associated to Address, Phone or FOB)
Service Provider First Name	Y	Calendar > Visit > Caregiver First Name
Service Provider Last Name	Y	Calendar > Visit > Caregiver Last Name
Service Provider Phone Number	N	N/A (Only sending required fields)
Caregiver ID	Y	HHAX Caregiver Unique Database ID
Submitter ID	Y	HHAX Unique eMedNY Submitter ID: <b>03432491</b>

## State Aggregation Report

This report contains all transactions sent to the aggregator.

HHAX sends EVV data when a visit is confirmed. The visit must have a confirmed Clock In and confirmed Clock Out time to be sent to the aggregator. Information sent consists of newly confirmed visits and all updates made to confirmed visits. Data is sent daily during the overnight process.

It is recommended to bill in correspondence with the state’s system after a ‘Success’ response is received for the visit on the State Aggregation Report.

Step	Action
1	<p>Navigate to <b>Report &gt; Exception Reports &gt; State Aggregation Report</b> to run the report.</p> 
2	<p>The <i>State Aggregation Report</i> window opens. Select the required filter fields (denoted with a red asterisk) to include <b>State</b> (select <b>NY</b>), <b>Last Export From Date</b>, and <b>Last Export To Date</b>.</p> <p>The <b>Record Status</b> field defaults to ‘Failed’ for each report. Select ‘All’ to view all statuses.</p> <p>Click <b>View Report</b> to generate the report.</p>  <p style="text-align: center;"><b>State Aggregation Report</b></p>
3	<p>Providers must run the State Aggregation Report to review and address all rejections associated to the EVV aggregation.</p>

## Common Failed Responses

To view a list of common failed responses found in the NY EVV Aggregator interface, along with the recommended actions to resolve each issue, please refer to the [NY State EVV Aggregation - Most Common Failed Responses Job Aid](#).