

# PA EVV Aggregation Job Aid

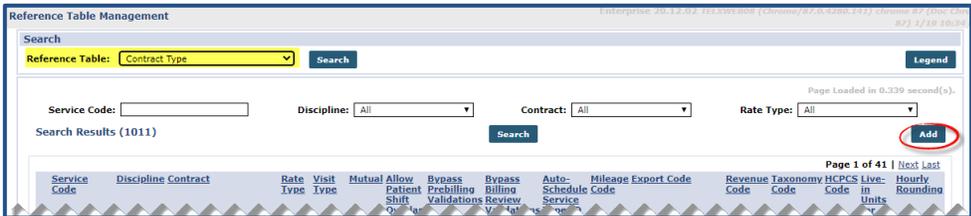
This job aid applies to Providers who render Personal Care Services (PCS) and/or Home Health Care Services (HHCS) are required to use an Electronic Visit Verification (EVV) system to verify visits for each claim submitted.

The following are the Department of Human Services (DHS) visit aggregation requirements:

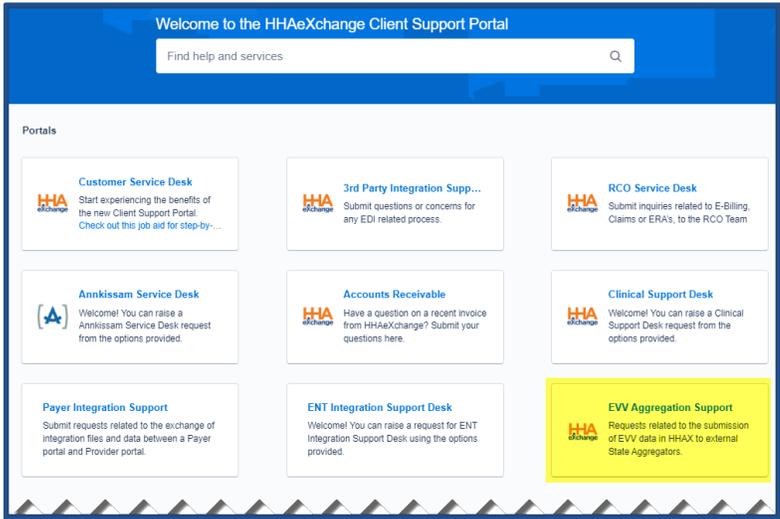
- PCS visits recorded via aggregation (effective 01/01/2021)
- HHCS visits recorded via aggregation (effective 01/01/2024)

## 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>Create an FFS contract: <b>Admin &gt; Contract Setup &gt; New Contract</b>.  <b>Note: Move to the next step if an FFS contract already exists.</b></p> <p>Select the appropriate Contract Type value: <b>PAOLTL, PAODP, or PAOMAP</b>.</p> <table border="1" data-bbox="339 942 1390 1119"> <thead> <tr> <th colspan="2">Contract Type Configuration</th> </tr> <tr> <th>Contract Type</th> <th>Payer Program/Waiver Name</th> </tr> </thead> <tbody> <tr> <td>PAOLTL</td> <td>The Office of Long-Term Living (OLTL)</td> </tr> <tr> <td>PAODP</td> <td>The Office of Developmental Programs (ODP)</td> </tr> <tr> <td>PAOMAP</td> <td>The Office of Medical Assistance Programs (OMAP)</td> </tr> </tbody> </table>	Contract Type Configuration		Contract Type	Payer Program/Waiver Name	PAOLTL	The Office of Long-Term Living (OLTL)	PAODP	The Office of Developmental Programs (ODP)	PAOMAP	The Office of Medical Assistance Programs (OMAP)	
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2	<p>If these Contract Types are not found, then create them via the Reference Table Management function (<b>Admin &gt; Reference Table Management</b>). Select <b>Contract Type</b> under the <i>General</i> category and click the <b>Add</b> button (as seen in the following image). Complete the required fields and save.</p>  <p style="text-align: center;"><b>Contract Type Reference Table</b></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.</p> <p>Refer to the <a href="#">Service Code Job Aid</a> on how to add and edit contract service codes.</p> <table border="1" data-bbox="297 1707 1448 1925"> <thead> <tr> <th colspan="3">Contract Type Configurations</th> </tr> <tr> <th>Contract Type</th> <th>Service Type</th> <th>Applicable Export Codes and Modifiers</th> </tr> </thead> <tbody> <tr> <td rowspan="2">PAOLTL</td> <td>PCS</td> <td>S5150:TU, S5150, T1005, W1792:TU, W1792, W1793, W1900</td> </tr> <tr> <td>HHCS</td> <td>T1002:SE, T1003:SE, T2025:GN, T2025:GO:U4, T2025:GO, T2025:GP:U4, T2025:GP</td> </tr> </tbody> </table>	Contract Type Configurations			Contract Type	Service Type	Applicable Export Codes and Modifiers	PAOLTL	PCS	S5150:TU, S5150, T1005, W1792:TU, W1792, W1793, W1900	HHCS	T1002:SE, T1003:SE, T2025:GN, T2025:GO:U4, T2025:GO, T2025:GP:U4, T2025:GP
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Step	Action																		
	PAODP	PCS	W1724:U1, W1724, W1725:U1, W1725, W1726:U1, W1726:U4:U1, W1726:U4, W1726, W7058:U1, W7058, W7059:U1, W7059, W7060:U1, W7060:U4:U1, W7060:U4, W7060, W7061:TD:U1, W7061:TD:U4:U1, W7061:TD:U4, W7061:TD, W7061:TE:U1, W7061:TE:U4:U1, W7061:TE:U4, W7061:TE, W7061:U1, W7061:U4:U1, W7061:U4, W7061, W7068:U1, W7068:U4:U1, W7068:U4, W7068, W7069:TD:U1, W7069:TD:U4:U1, W7069:TD:U4, W7069:TD, W7069:TE:U1, W7069:TE:U4:U1, W7069:TE:U4, W7069:TE, W7069:U1, W7069:U4:U1, W7069:U4, W7069, W7201, W7204, W7205, W7213, W7283:U4, W7283:UA:U4, W7283:UA, W7283, W8095:TD:U1, W8095:TD:U4:U1, W8095:TD:U4, W8095:TD, W8095:TE:U1, W8095:TE:U4:U1, W8095:TE:U4, W8095:TE, W8095:U1, W8095:U4:U1, W8095:U4, W8095, W8096:U1, W8096, W9596, W9795:U1, W9795, W9796:U1, W9796, W9797:U1, W9797, W9798:U1, W9798:U4:U1, W9798:U4, W9798, W9799:TD:U1, W9799:TD:U4:U1, W9799:TD:U4, W9799:TD, W9799:TE:U1, W9799:TE:U4:U1, W9799:TE:U4, W9799:TE, W9799:U1, W9799:U4:U1, W9799:U4, W9799, W9800:U1, W9800:U4:U1, W9800:U4, W9800, W9801:TD:U1, W9801:TD:U4:U1, W9801:TD:U4, W9801:TD, W9801:TE:U1, W9801:TE:U4:U1, W9801:TE:U4, W9801:TE, W9801:U1, W9801:U4:U1, W9801:U4, W9801, W9860:U1, W9860, W9861:U1, W9861, W9862:U1, W9862:U4:U1, W9862:U4, W9862, W9863:TD:U1, W9863:TD:U4:U1, W9863:TD:U4, W9863:TD, W9863:TE:U1, W9863:TE:U4:U1, W9863:TE:U4, W9863:TE, W9863:U1, W9863:U4:U1, W9863:U4, W9863, W9864:U1, W9864:U4:U1, W9864:U4, W9864																
		HHCS	T2025:GN:U1, T2025:GN:U2, T2025:GN, T2025:GO:U1, T2025:GO:U2, T2025:GO, T2025:GP:U1, T2025:GP, T2025:HE, T2025:TD:U1, T2025:TD:UN:U1, T2025:TD:UN, T2025:TD, T2025:TE:U1, T2025:TE:UN:U1, T2025:TE:UN, T2025:TE																
	PAOMAP	PCS	S9122, T1019																
		HHCS	92551, 92552, 99500:AT, 99501:AT:GT, 99501:AT, G0108, G0109, G0151:UD, G0151, G0152:UD, G0152, G0153:UD, G0153, G0156:U8:UD, G0156:U8, G0299:U8:UD, G0299:U8, G0299:U9:HD, G0300:U8:UD, G0300:U8, S9123, S9124																
	<p><b>Note:</b> If an Export code is associated to an incorrect Contract Type, then the EVV visit data associated to the Export code is not sent to the aggregator. Only the confirmed visits associated to the above in-scope Services Codes with the correct Contract Type are aggregated.</p>																		
4	<p>Navigate to <b>Admin &gt; Reference Table Management &gt; Visit Edit Reason</b> to configure the valid Reason Codes.</p> <table border="1" data-bbox="341 1539 1339 1833"> <thead> <tr> <th data-bbox="341 1539 548 1581">Reason Code</th> <th data-bbox="548 1539 1339 1581">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="341 1581 548 1623">10</td> <td data-bbox="548 1581 1339 1623">Direct Care Worker Error</td> </tr> <tr> <td data-bbox="341 1623 548 1665">20</td> <td data-bbox="548 1623 1339 1665">Participant Unavailable</td> </tr> <tr> <td data-bbox="341 1665 548 1707">30</td> <td data-bbox="548 1665 1339 1707">Mobile Device Issue</td> </tr> <tr> <td data-bbox="341 1707 548 1749">40</td> <td data-bbox="548 1707 1339 1749">Telephony Issue</td> </tr> <tr> <td data-bbox="341 1749 548 1791">50</td> <td data-bbox="548 1749 1339 1791">Participant Refusal</td> </tr> <tr> <td data-bbox="341 1791 548 1833">60</td> <td data-bbox="548 1791 1339 1833">Service Outside the Home</td> </tr> <tr> <td data-bbox="341 1833 548 1875">70</td> <td data-bbox="548 1833 1339 1875">Other</td> </tr> </tbody> </table> <p><b>Note:</b> A default value of <b>Other</b> is exported with the visit when the Reason Code differs from the table above.</p>			Reason Code	Description	10	Direct Care Worker Error	20	Participant Unavailable	30	Mobile Device Issue	40	Telephony Issue	50	Participant Refusal	60	Service Outside the Home	70	Other
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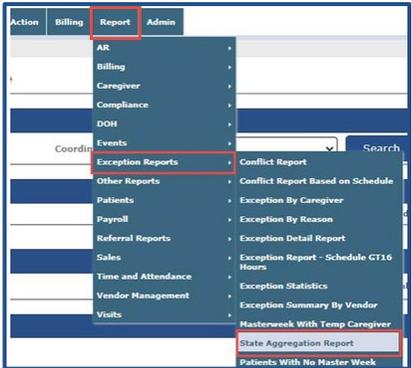
Step	Action
5	<p>Review all Member profiles and ensure the Member details are entered correctly. Members must be identified by <b>First Name, Last Name, and Medicaid ID</b>. Member Medicaid IDs must be entered in the Member’s <i>Profile &gt; Medicaid Number</i> field. <b>Medicaid ID</b> must be a 10-digit numeric value.</p> <p><i>Note: Member names can consist of alpha letters, hyphens, periods, and apostrophes. All other special characters cause the record to reject.</i></p>
6	<p>Review all Caregiver profiles and ensure the Caregiver details are entered correctly. Caregivers must be identified by <b>First Name, Last Name and Last 5-digits of the Social Security number (SSN)</b>. Providers can enter the full 9-digit SSN or the last 5-digits using the following format: 000-0X-XXXX.</p> <p><i>Note: Caregiver names can consist of alpha letters, hyphens, periods, and apostrophes. All other special characters cause the record to reject.</i></p>
7	<p>Once complete, create a ticket via the <a href="#">Client Support Portal</a> &gt; <b>EVV Aggregation Support</b> queue to setup the PA FFS EVV aggregation interface.</p> <div data-bbox="483 814 1263 1333" data-label="Image">  <p>The screenshot shows the 'Welcome to the HHAeXchange Client Support Portal' page. It features a search bar at the top and a grid of service desks under the heading 'Portals'. The desks include: Customer Service Desk, 3rd Party Integration Support, RCO Service Desk, Annkissam Service Desk, Accounts Receivable, Clinical Support Desk, Payer Integration Support, ENT Integration Support Desk, and EVV Aggregation Support (highlighted in yellow). Each desk provides a brief description of the support it offers.</p> </div> <p>When confirmation is received, proceed to the <a href="#">State Aggregation Report</a> section below for steps on how to review exported EVV data.</p>

## State Aggregation Report

This report contains all transactions sent to the aggregator. The transactions provide record status for each *Caregiver*, *Patient*, and *Visit* record.

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 <i>PA</i>), <b>Report Type</b> (select <i>FFS</i>), <b>Last Export From Date</b>, and <b>Last Export To Date</b>. On the <b>Report Section</b> filter, select the applicable radio button: <b>Caregiver</b>, <b>Patient</b>, or <b>Visits</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 all 3 reports (<b>Caregiver</b>, <b>Patient</b>, and <b>Visits</b>) 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 PA FFS EVV Aggregator interface, along with the recommended actions to resolve each issue, please refer to the [PA FFS EVV Aggregation – Most Common Failed Responses Job Aid](#).