The HHAeXchange Implementation EDI Process

Overview

Thank you for participating in the Electronic Data Interchange (EDI) project for your Agency. This letter provides information, general requirements, and steps to take to successfully integrate your Agency Management System with HHAeXchange (HHAX).

HHAeXchange coordinates directly with Florida Community Care, to ensure that members and authorizations are passed directly into the HHAX system. HHAX uses the Provider Agency Tax ID Number (TIN) and NPI number combination to identify data records sent to and from your Agency.

To integrate between your 3rd Party Agency Management System and HHAX, EDI Import file must be created according to HHAX specifications detailed in the following documentation (links below) and as further explained in this letter.

- Import : **HHAeXchange EDI Interface Import Guide**
- Export : **HHAeXchange EDI Interface Export Guide**
- EDI Code Table : **Florida Community Care EDI Code Table Guide**

HHAX EDI Import

HHAX EDI Import Interface Files (into HHAeXchange)

The **EDI Import File** can be imported into HHAX from your Agency Management System.

Once the EDI Import file has been created according to the required format it is ready for the testing phase. To ensure the format validity of the created files, access the HHAeXchange File Format Validation Portal (https://edi.hhaexchange.com/) and follow the steps within the Portal. Instructions are also available on the HHAeXchange File Format Validation Portal Job Aid.

Once you have successfully validated your EDI Import file format, information is provided in the HHAX Regional Information sessions regarding next steps in the EDI Process.

HHAX EDI Export

HHAX EDI Export Interface Files (from HHAeXchange)

The below-listed files are exported from HHAeXchange on a nightly basis (frequency) for you to integrate with your Agency Management System. The export files are automatically placed by the HHAeXchange system in the Outbox folder on the SFTP site setup for your Provider Agency.

- Billing Exceptions
- Billed/Processed Visits
- Pre-Adjudication Rejections

HHAeXchange has provided links to sample files in the *HHAeXchange EDI Export Interface Guide* which are used for you to perform integration testing with your Agency Management System.

Production Process and Transmission Frequency

The import and export files detailed in this letter make up the entirety of the integration files for production. While HHAeXchange places Export files on the SFTP server on a nightly basis, can determine the required frequency for integrating the Import files into the HHAX Provider Portal.

Timeline and Steps for EDI Integration Readiness

If your Agency plans to produce the required EDI Import file format, then follow the steps outlined below for guidance and expectations throughout the EDI Integration process.

Step	Timeline Dates	Expectations
1	Starting **Wed, Feb 18, 2023**	**Initiate contact with HHAX if any questions regarding the integration process** Email EDIsupport@hhaexchange.com with a subject line of "Florida Community Care Implementation" to initiate the process and address questions with the EDI Team.
2	**Wed, Feb 1, 2023** **Mon, Feb 6, 2023** **Wed, Feb 8, 2023** *Please select **one** session to attend.*	**Attend a Provider Information Session** The Provider Information Session offers Providers key points and functionalities available via the HHAeXchange Provider Portal. Attendance is only required for ONE (1) session. Click here to register for a Provider Information Session.
3	**Wed, Feb 15, 2023** **Friday, Feb 17, 2023** **Friday, Feb 24, 2023**	**EDI Onboarding Webinar** Attending this webinar session is the first step in successfully integrating between HHAeXchange and the current third-party Electronic Visit Verification (EVV) vendor. Providers receive an overview on how to integrate their Agency's EDI management software with HHAeXchange. In addition, they learn how Florida Community Care uses HHAeXchange to confirm that members and authorizations are passed directly to their Agency's HHAeXchange Portal. Click here to register for an EDI Onboarding Webinar.
4	Work with the EDI Integration Team to complete this task prior to the Florida Community Care Go-Live Date of **April 3, 2023**	**Review File Format Specifications for Integration** Review the HHAeXchange EDI Interface Import Guide and the HHAeXchange EDI Interface Export Guide to determine if you have resources and the ability to produce the required EDI file formats.
		Create the required EDI Import interface file formats for your Agency Work with your Agency's technical team to create your EDI Import files prior to testing.
		Test Import File to verify successful format Use the HHAeXchange File Format Validation Portal to test (validate) your Agency's EDI Import interface file format.

Step	Timeline Dates	Expectations
5	**Wed, Feb 15, 2023**	**System User Training-LMS Credentials** Receive login credentials for Learning Management System to review videos, documents, and test questions that provide an understanding of the HHAeXchange Provider Portal.
6	Beginning **Friday, Feb 17, 2023**	**Log-in to your Provider Portal** Receive your Provider Portal login credentials to log in to the system and begin entering your Caregivers. Confirm that your Portal is set up prior to go-live and work with your Caregivers to prepare them for EVV (i.e., download the Mobile Caregiver App, review the EVV phone instructions). Telephony (IVR line) is provided to you prior to go-live for EVV confirmation. **Use the Support Center on their Portal to search and review job aids and written training material in the "Provider Portal Resource" page.**
7	**Tue, Feb 21, 2023** **Thurs, Feb 23, 2023** **Fri, Feb 24, 2023**	**System User Training Webinar** Register and attend the upcoming LMS training webinars, scheduled for Tuesday and Thursday with a live Q/A chat option for you to address any questions or concerns. An additional session is also available for EDI Providers only. Click here to register for System User Training Webinar.
8	Beginning **Fri, March 1, 2023**	**Linking Provider Portals to Florida Community Care** Providers are linked to Florida Community Care in HHAeXchange. As part of the linkage, Florida Community Care data containing the Members and authorizations in scope for this implementation begin to populate in the Provider Portal. Refer to the *Service Code* page on the Provider Information Center page to know which services are sent via the linking process. Once the Member and Authorization data is populated, Providers can review the data and start to schedule the Members to prepare for EVV compliance at go-live.
9	Beginning **Mon, March 4, 2023**	**Reach out to EDI support to Integrate** Once linking to the Florida Community Care Payer contract has occurred, please contact the EDIsupport@hhaexchange.com to initiate and complete your integration. The EDI Team notifies you when your integration is complete. After integration, email the EDI Team at EDIsupport@hhaexchange.com to enable 3rd party billing for Florida Community Care.
10	**Friday, March 3, 2023** **Tue, March 14, 2023** **Wed, March 22, 2023**	**EDI Post-Integration Webinar** Attend this webinar session to gain an understanding of the HHAeXchange Provider Portal and the EDI integration process with Florida Community Care. This session offers an overview on how to integrate your Agency's EDI management software with HHAeXchange. Providers learn how HHAeXchange coordinates directly with the Payer to ensure that Members and authorizations are passed directly into the Agency's HHAeXchange Portal. Click here to register for an EDI Post-Integration Webinar.

Step	Timeline Dates	Expectations
11	**March 28, 2023**	**Provider Pre-Go-Live Support Webinar** This webinar covers Go-Live preparedness tasks to confirm that your Agency has all the information needed to successfully begin using the HHAeXchange System at Go Live. Use the Q/A chat to ask questions of our team of Panelists. Click here to register for the webinar.
12	**Mon, April 3, 2023**	**Go-Live Date** Providers are expected to start using the new linked contract in the HHAeXchange Provider Portal to schedule, confirm EVV, and bill compliant visits. All paid claims under the EVV mandate must be supported by the visit data to be compliant with the CURES Act mandate.

Provider Information Center

Visit the Florida Community Care Provider Information Center Page which shares an overview behind Florida Community Care's partnership with HHA, as well as information on training, integration, and the EDI Process.

EDI Assistance

Please contact EDISupport@hhaexchange.com if any questions or further guidance is needed. An available Support Team Members will contact you directly to assist. Please use the subject line "Florida Community Care" when sending emails for a timely response.