

# 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 CenterLight Healthcare PACE 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 3<sup>rd</sup> 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 Homecare Provider Integration Visit Import Guide v5](#)
- Export: [HHAExchange Homecare EDI Export Interface Guide\\_V5](#)
- EDI Code Table: [CenterLight Healthcare PACE 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 \(https://edi.hhaexchange.com/\)](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 will be 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 Homecare EDI Export Interface Guide\\_V5](#) 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, CenterLight Healthcare PACE 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	Nov 21, 2022	<p><b>Initiate contact with HHAX if you have any questions regarding the integration process</b></p> <p>Contact <a href="mailto:EDIsupport@hhaexchange.com">EDIsupport@hhaexchange.com</a> with a subject line of "CenterLight Healthcare PACE Integration" to ask questions of the EDI team.</p>
2	Nov 28, 10:00 am Nov 30, 12:30 pm Dec 2, 10:30 am <i>*Please select <b>one</b> session to attend.</i>	<p><b>Attend the Provider Information Session</b></p> <p>Sessions are offered in the morning and afternoon and include a demo of the HHAX platform. Attendance is only required for ONE (1) session as all provide the same information. The pre-recorded webinar sessions allow for a Q/A chat option to answer all questions.</p> <p><a href="#">Click here to register</a> for the Provider Information Sessions</p>
3	Dec 5, 2:00 pm Dec 9, 11:00 am Dec 14, 2:00 pm	<p><b>Attend the EDI Provider Onboarding Webinar</b></p> <p>Register for the EDI specific user training using the registration link below. This training provides an understanding of the HHAX Provider Portal and the EDI integration process.</p> <p><a href="#">Register here</a> for the EDI-Specific Webinar</p>
4	Work with the EDI Integration Team to complete this task prior to the CenterLight Healthcare PACE Go-Live Date of <b>Jan. 16, 2023</b>	<p><b>Review File Format Specifications for Integration</b></p> <p>Review the <a href="#">HHAExchange EDI Interface Import Guide</a> and the <a href="#">HHAExchange EDI Interface Export Guide</a> to determine if you have resources and the ability to produce the required EDI file formats.</p> <p><b>Create the required EDI Import interface file formats for your Agency</b></p> <p>Work with your Agency's technical team to create your EDI Import files prior to testing.</p> <p><b>Test Import File to verify successful format</b></p> <p>Use the <a href="#">HHAExchange File Format Validation Portal</a> to test (validate) your Agency's EDI Import interface file format.</p>
5	Dec 13-15, 2022	<p><b>System User Training Webinars</b></p> <p>Register and attend the training webinars. Each day a different aspect of HHAX functionality is reviewed with a live Q/A chat option where Providers can ask questions related to the Provider Portal functionalities. Each webinar is specific to the staff role in your Agency:</p>

Step	Timeline Dates	Expectations								
		<table border="1"> <thead> <tr> <th>Day</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> <b>Tuesday, Dec 13, 2022:</b>  <b>Topics covered:</b> Member Management, Visit Management, and EVV  <b>Audience:</b> Admin and Coordinator. Billing optional                 </td> </tr> <tr> <td>2</td> <td> <b>Wednesday, Dec 14, 2022:</b>  <b>Topics covered:</b> HHAX Introduction to EDI Integration  <b>Audience:</b> EDI providers ONLY                 </td> </tr> <tr> <td>3</td> <td> <b>Thursday, Dec 15, 2022</b>  <b>Topics covered:</b> Billing and Administration  <b>Audience:</b> Admin and Billing. Coordinator optional                 </td> </tr> </tbody> </table> <p><a href="#">Click here to register</a> and review the description providing more insight on the associated roles and content of each webinar. These webinars are correlated with the LMS training and can be attended by multiple staff members of your Agency.</p>	Day	Topic	1	<b>Tuesday, Dec 13, 2022:</b> <b>Topics covered:</b> Member Management, Visit Management, and EVV <b>Audience:</b> Admin and Coordinator. Billing optional	2	<b>Wednesday, Dec 14, 2022:</b> <b>Topics covered:</b> HHAX Introduction to EDI Integration <b>Audience:</b> EDI providers ONLY	3	<b>Thursday, Dec 15, 2022</b> <b>Topics covered:</b> Billing and Administration <b>Audience:</b> Admin and Billing. Coordinator optional
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6	Beginning <b>December 9, 2022</b>	<b>Log-in to your Provider Portal (Specific to New HHAX Providers integrating)</b> Receive your Provider Portal credentials to login to the system and begin entering your Caregivers. Ensure your Portal is set up prior to go-live.								
7	Beginning <b>December 14, 2022</b>	<b>Linking Provider Portals to CenterLight Healthcare PACE</b> Providers are linked to CenterLight Healthcare PACE in HHAX. As part of the linkage, CenterLight Healthcare PACE data containing the Members and authorizations in scope for this implementation begin to populate in your Provider Portal. Refer to the <i>Service Code</i> page on the Provider Information Center Page to learn 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.								
8	Beginning <b>December 19, 2022</b>	<b>Reach out to EDI Support to Integrate</b> Once linked to the CenterLight Healthcare PACE Payer contract, contact <a href="mailto:EDIsupport@hhaexchange.com">EDIsupport@hhaexchange.com</a> to initiate and complete your integration. The EDI Team notifies you when your integration is complete. Once fully integrated, email <a href="mailto:EDIsupport@hhaexchange.com">EDIsupport@hhaexchange.com</a> to enable 3 <sup>rd</sup> party billing for CenterLight Healthcare PACE.								
8	Jan. 3, 1:00 pm Jan. 6, 11:00 am Jan. 11, 11:00 am	<b>EDI Provider- Post Integration Training</b> Register for the post integration training webinar sessions designed to assist Providers with post go-live review of EDI processes in the HHAX system. This training provides an understanding of the HHAExchange Provider Portal and the EDI Integration Process. Q/A is available for Providers to ask questions and receive support. <a href="#">Click here to register</a> for the EDI Post Integration Webinar.								

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9	Jan 16, 2023	<p><b>Go-Live for Providers</b></p> <p>Providers are expected to start using the HHAX Provider Portal to schedule and confirm EVV compliant visits. All paid claims under the EVV mandate (PCS services and HHCS services) must be supported by the visit data to be compliant with the CURES Act mandate.</p>

## Provider Information Center

Visit the [CenterLight Healthcare PACE Provider Information Center Page](#) which shares an overview of CenterLight Healthcare PACE’s partnership with HHAX, as well as information on training, integration, and the EDI Process.

## EDI Assistance

Please contact [EDISupport@hhaexchange.com](mailto: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 “CenterLight Healthcare PACE” when sending emails for a timely response.