

# Let's Get Ready for Go-Live!

## Here is your checklist with HHAeXchange to ensure Go-Live readiness!

As we approach the Elderplan Go-Live date on **Sunday, December 6<sup>th</sup>, 2020** please review the checklist to ensure you are fully compliant. It is important to review this information and complete all the steps as required for your provider status by reviewing the unique checklist below.

### Next Steps:

#### ➤ **Current Enterprise Providers:**

- Have you reviewed all your member and Authorization data in your Provider Portal?
- Have you confirmed all your multi-office placements?
- Have you reviewed all your materials to understand the UPR *Enhanced Linked Functionality*?
- Have you followed the UPR Patient merge process for your agency as explained in the previous communication?
- Have you reviewed your rates by region for all your Caregivers?
  - Providers have access to update their rates starting at go-live

#### ➤ **EDI Providers (Using 3<sup>rd</sup> Party EVV):**

- Have you reached out to your third party EVV vendor to provide them with the specifications and documents needed?
- Have you reached out to EDI Integration at [EDISupport@hhaexchange.com](mailto:EDISupport@hhaexchange.com)?

- Have you completed all your training via the Learning Management System (LMS), especially learning about resolving billing exceptions?
- Have you trained all your staff on additions to your current workflows?
  
- **HHAeXchange Providers using Free EVV Tools:**
  - Have you completed all your training via the Learning Management System (LMS)?
  - Have you reviewed all your member and Authorization data in your Provider Portal?
  - Have you started to enter all your caregivers and create visits using the Master Week functionality for your patients?
  - Have you provided your caregivers with the resources they need to download the HHAeXchange Mobile App and use the IVR Phone Line?
  - Have you created username and passwords for all your agency staff to enable them to log in to the Provider Portal?

## Have Questions?

Please be sure to visit the Elderplan Provider Information Center for more information and training material or reach out to [Support@hhaexchange.com](mailto:Support@hhaexchange.com).

[Visit the Info Center](#)

For Authorization issues, please email [PLACUnitMBX@mjhs.org](mailto:PLACUnitMBX@mjhs.org).