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 RiverSpring 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, an 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 : **RiverSpring 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 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 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, RiverSpring 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	**Monday, May 2, 2022**	**Initiate contact with HHAX to address any questions regarding the integration process** Contact EDIsupport@hhaexchange.com with a subject line of "RiverSpring Integration" to ask questions of the EDI team.
2	**Monday, May 2, 2022** **Wednesday, May 4, 2022** **Thursday, May 5, 2022** **Wednesday, May 11, 2022** **Friday, May 13, 2022** *Please select **one** session to attend.*	**Attend the Provider Information Session** Sessions are offered in the morning and afternoon and include a demo of the HHAeXchange 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. Click here to register for the Provider Information Sessions
3	**Monday, May 9, 2022** **Thursday, May 19, 2022**	**Attend the EDI Provider Onboarding Webinar** Register for the EDI specific user training using the registration link provided below. This training provides an understanding of the HHAeXchange Provider Portal and the EDI integration process. Register here for the EDI Specific Webinar
4	Work with the EDI Integration Team to complete this task prior to the RiverSpring Go-Live Date of **July 5, 2022**	**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.
5	**Week of May 23-27, 2022**	**System User Training Webinar Week** Register and attend the training webinar week from Monday-Friday. Each day a different aspect of HHAeXchange functionality is reviewed with a live Q/A chat option allowing Providers to ask questions related to the Provider Portal

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		functionalities. Each of the webinars are specific to the staff role in your Agency: <table><tr><th>Day</th><th>Topic</th></tr><tr><td>1</td><td>**Monday, May 23, 2022**: Overview video</td></tr><tr><td>2</td><td>**Tuesday, May 24, 2022**: HHAX Management</td></tr><tr><td>3</td><td>**Wednesday, May 25, 2022**: When registering below *attend only the AM session on this day:* • HHAX EVV (AM Session)</td></tr><tr><td>4</td><td>**Thursday, May 26, 2022**: Billing</td></tr><tr><td>5</td><td>**Friday, May 27, 2022**: Admin & Next Steps</td></tr></table> Click here to register 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.
6	Beginning **Monday, May 23, 2022**	**Log-in to your Provider Portal** **(Specific to New HHAX Providers integrating)** 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 **June 8, 2022**	**Linking Provider Portals to RiverSpring** Providers are linked to RiverSpring within HHAeXchange. As part of the linkage, RiverSpring data containing the Members and authorizations in scope for this implementation begin to populate in your 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 get the chance to review the data and start to schedule the Members to prepare for EVV compliance at go-live.
8	Beginning **June 13, 2022**	**Reach out to EDI support to Integrate** Once linking has occurred to the RiverSpring Payer contract, contact EDIsupport@hhaexchange.com to initiate and complete your integration. The EDI team then notifies you when integration is complete. Thereafter, email the EDI Team at EDIsupport@hhaexchange.com to enable 3rd party billing for RiverSpring.
8	**Thursday, June 16, 2022** **Tuesday, June 21, 2022** **Thursday, June 30, 2022**	**EDI Provider- Post Integration Training** Register for the post integration training webinar sessions to assist Providers with post go-live review of EDI processes in the HHAeXchange 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. Click here to register for the EDI Post Integration Webinar.

Step	Timeline Dates	Expectations
9	**Tuesday, July 5, 2022**	**Go-Live for Providers** Providers are expected to start using the HHAeXchange Provider Portal to schedule and confirm EVV compliant visits. All paid claims under the EVV mandate (PCS services) must be supported by the visit data to be compliant with the CURES Act mandate.

Provider Information Center

Visit the RiverSpring Provider Information Center Page which shares an overview of RiverSpring'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 "RiverSpring NY" when sending emails for a timely response.