



NC Department of Health and Human Services

EVV Stakeholder Meeting - Claim Adjudication Based on EVV Data Begins June 1, 2021 – Provider Readiness Training

May 21, 2021

Agenda

- Housekeeping
 Meeting Objectives
 EVV Requirements
- Tips for Success
- EVV Issue Resolution
- Sandata Overview
 - Search tips
 Manual visits
 Top 5 exceptions
 Provider Support
 - Alternate EVV
- Clinical Policy
 EVV Website Overview
 Next Steps
- > Resources

Housekeeping

Meeting Objectives



EVV VISIT CAPTURE

NC Medicaid allows EVV visit capture through multiple technologies. To ensure the integrity of the data captured, NC Medicaid has provided technologies options by most preferred

Option One: Mobile Application - Use of a mobile application to collect EVV visits ensures the accurate collection of data to confirm the start and end times, and the location of the visit using GPS coordinates. As visit capture is solely a function of the caregiver/aide, downloading of the mobile application on the beneficiary's device is not allowed to confirm the start and end times and the location of the visits.

Option Two: Telephony – If use of the mobile application is not available to the caregiver/aide, telephony (access by phone) is the second option that may be used to capture visits. Telephony may be used on landlines or cellular devices. To meet the requirements for capturing visits and to not place burden on the beneficiary to verify, it is preferred that caregiver/aide use a landline to validate the visit. While cell phones may be used to capture visits, caregivers/aides are prohibited from utilizing the beneficiary's cellphone. Providers are to exercise discretion if they elect to allow caregivers/aides to utilize cellphones to capture EVV via telephony. Providers must create a policy for the use of telephony that protects the interest of the beneficiary.

EVV Visit Capture

- Option Three Fixed Visit Verification (FVV) The third option that can be used to capture visits is through Fixed Visit Verification (FVV). This option should be considered when the download of a mobile application or telephony is not available. Provider agencies that are using the State's EVV solution may purchase or lease an FVV device through Sandata. Providers may purchase FVV devices for a one-time cost of \$85 per device or lease devices for \$7 per device per month.
- To purchase an FVV, complete the <u>North Carolina Provider FVV Purchase Request</u>. To lease an FVV, complete the <u>North Carolina Provider FVV Lease Request</u>. Both forms are located on the <u>NC Medicaid EVV webpage</u> under Provider Resources and Service Codes.

Purchase Option	Lease Option
One-Time \$85 Fee	Monthly \$7 Fee per unit
No Lost/Replacement Fee	Lost/replacement fee of \$20
(additional units can be purchased if needed)	applies
No Returns Required	Monthly fee incurred until unit is returned to Sandata

CURRENT REVIEW OF EVV VISIT CAPTURE DATA



CLAIMS ADJUDICATION BASED ON EVV COMPLIANCE

NC Medicaid will end the pay and report period for Electronic Visit Verification (EVV) claims on May 31, 2021. Claims submitted for dates of Service June 1, 2021, and after will be required to validate EVV compliance prior to claims adjudication.

Sandata submits all EVV data to NC Tracks for Claims Adjudication

There are two edits for EVV that will be applied if the claim submitted does not have the required EVV data. Once applied, these edits will pend for an identified number of days to allow for the issue to be resolved prior to denial of the claim.

<u>Edit</u>	Description	<u>Criteria</u>
02077	ELECTRONIC VISIT VERIFICATION (EVV) NOT ON FILE FOR DOS	For claim lines with a Date of Service on or after 6/01/2021, the edit will pend for 14 days then deny.
02079	SUBMITTED UNITS EXCEED VERIFIED VISIT UNITS FOR THIS DOS	For claim lines with a Date of Service on or after $6/01/2021$, the edit will pend for seven days then cut back units to the sum of the verified units.

- Visit Exceptions -Visit exceptions occur when the EVV system identifies that a program defined issue exists for a visit. When this occurs, an agency user with the appropriate Visit Maintenance security privileges is able to document missing or incorrect data for the visit or acknowledge that the exception occurred and resolve it.
- A visit with one or more exceptions has an 'incomplete' status, which will impact billing. Clearing or resolving all exceptions on an incomplete visit, updates the visit status to 'verified'. A visit with the status of verified, means there are no exceptions.
- This information and more is available on the NC Medicaid EVV Webpage under Provider Meetings and Trainings –NCDHHS EVV Supplemental Training Materials
- <u>https://files.nc.gov/ncdma/documents/Providers/Programs_Services/EVV/NCDHHS-Sandata-EVV-Training-Supplemental-Materials-Guide--11.24.2020.pdf</u>

Visit Exceptions

Exception	Description	Setting	Parameter
Invalid Service	This exception occurs when the service selected for a visit is not valid for the program / recipient of care.	Fix	n/a
Missing Service	This exception occurs when the service provided during a visit is not recorded or present in the system.	Fix	n/a
Unknown Client	This exception occurs for a visit that was performed for a client that is not yet entered or not found in the EVV system	Fix	n/a
Unknown Employee	This exception occurs for a visit that was performed by a caregiver who was not yet entered or not found in the EVV system (At the time the visit was recorded).	Fix	n/a

Visit Exceptions

Exception	Description	Setting	Parameter
Visits without In-Calls	This exception occurs when a visit is recorded without an "in" call that began the visit.	Fix	n/a
Visits without Out Calls	This exception occurs when a visit is recorded without an "out" call that completed the visit.	Fix	n/a
No Show	This exception occurs when a visit has been scheduled, but no calls have been received for that visit.	Fix	n/a
Unscheduled Visits	This exception occurs when a visit is started or completed without a schedule in place for that member + service + caregiver.	Fix	n/a

Use of Manual Visits

Manual Visit Entry – Providers may complete manual visits if SMC,TVV, or FVV was not used to capture visit information.

NC Medicaid is aware that entering manual visits is at times necessary as aides are adjusting to EVV requirement. Manual visits may also be entered if a Provider has an authorization for a client and that client is not yet viewable in Sandata. Once the provider can access the client, manual visits can be entered for visits where the aide provided services but was not able to enter through SMC,TVV, or FVV.

PROVIDERS ARE ADVISED TO TAKE THE FOLLOWING STEPS PRIOR TO SUBMITTING EVV BILLING:

Providers utilizing the State's EVV solution should ensure that all visits are verified in the EVV portal prior to submitting claims.

Providers utilizing an Alternate EVV solution may confirm verified visits with their vendor and may also view visits in the Sandata aggregator.

A visit with the status of verified, means there are no exceptions. Providers should clear or resolve all exceptions on incomplete visits.

Electronic Visit Verification History Page – NCTRACKS

View EVV Data in the NCTracks History Page – This page allows providers to search EVV data for specific dates of service

Description	Web page that allows user to view Electronic Visit Verification History
Navigation Map	Provider Portal Home Page > Prior Approval > Electronic Visit Verification History
Target Users	Providers

New provider agencies or agencies who cannot access their Welcome Kit

- Ensure your email address is current with NCTracks.
- If your email address does not match the email address on file with NCTracks you will not receive your welcome Kit.
- ➢To update email address with NCTracks Submit a Manage Change Request (MCR) for an email update to NCTracks.

New provider agencies or agencies who cannot access their Welcome Kit

Once your email address is updated in NCTracks, take a screenshot of the new address in your provider portal and send an email to Sandata Customer Support
<u>NCCustomerCare@Sandata.com</u>. Your email to Sandata should inform of your email update to release the welcome kit.

EVV Issue Resolution

Client Not Found

- ➤Medicaid ID updates
- ➢ Prior authorizations not effective (PCS and CAP)
- Medicaid effective date/program change dates
- Alt EVV vendors must send all beneficiary data in correct format. Issues such as missing modifier, incorrect MID (number + capital letter), etc. will not allow Alt EVV agencies to see clients.

Sandata Overview

Tips for Successful EVV Claims Adjudication

Self-Paced Videos posted to NC DHHS Website

LIVE (RECORDED) WEBINARS



NC EVV System Overview



NC Visit Capture

1 HR 16 MB



1 HR 42 MIN

NC Visit Maintenance



NC Data Entry



NC Group Visits for Agencies



NC Group Visits for Employees/Caregivers



NC Scheduling

Example Topic

SCHEDULING





Creating Schedules for Multiple Days



Rescheduling a Visit



Cancelling a Visit



Remove or Replace an Employee on a Schedule



Creating a Recurring Schedule Template



Copying a Recurring Schedule Template



Generating Recurring Schedule Templates

74 total videos averaging 2 - 4 minutes each

- System Overview 2
- Security 8
- Adding Clients and Client Maintenance 5
- Adding Employees and Employee Maintenance 5
- Scheduling 8
- Mobile Visit Verification (Sandata Mobile Connect) 5
- Telephonic Visit Verification (TVV) 4
- Fixed Visit Verification (FVV) 1
- Group Visits 9
- Visit Maintenance 16
- Reports 11

Search Tips in Visit Maintenance

- "Filter Visits By"

- This field is defaulted to All Exceptions
- We recommend searching by "All Visits" to show all visits for a certain day range. This is a common question to Provider Support when a visit can't be found.

- "Visit Status"

 Since Visits have to be in a Verified status to match to a claim, review visits in all other categories to ensure all exceptions are cleared.

All Exceptions	•
All Exceptions	
Exception Types	
All Visits	N



Advanced Search Options

Select a Visit					CREATE CALL
DATE RANGE MM/DD/YYYY				CLIENT	EMPLOYEE
08/01/2020	to	09/11/2020	m	adams	thompson
CATEGORY		PAYER		VISIT STATUS	CLIENT MEDICAID ID
Select Category		Select Payer	*	Select Visit Stat 🔻	Enter Client Med
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All Visits				B	Show Advanced Filter Options

				CREATE CA
ATE RANGE MM/DD/YYYY			CLIENT	EMPLOYEE
08/01/2020	to	09/11/2020	adams	thompson
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ILTER VISITS BY				
All Visits	•			Hide Advanced Filter Option
ALL TYPE		SUPERVISOR	DEPARTMENT	PROGRAM
Select Call Type	•	All selected	Select Departm 🔹	Select Program 🔹
		GROUP VISIT CODE		
ERVICE		Enter Group Visit Code		

Maximizing the Search Options

- Toggle for multiple pages
- Show up to 100 visit records per page



 Show Display options: Choose which columns display on your view.

Entering Manual Visits

In visit maintenance, click "Create Call". In the Create new call screen, enter information for each tab – Find Client, Find Employee, Set Date and Time.

	Visit Maintenance vi	sit Maintenance / Manage Visits				
	Select a Visit				CREATE CALL	
	DATE RANGE MM/DD/YYYY		CLIENT	EMPLOYEE		
	09/11/2020	🛗 to 09/11/2020	🛗 Enter Client	Enter Employee		
Create New Call						
1. Find Client 2. Find Employee	3. Set Date a	nd Time				Sandata
Select Client client first name client la:	TNAME	CLIENT MEDICAID ID	CATEGORY			-
Enter Client First Name Adam		Enter Client Medicaid ID	Select Catego			
			Select catego			
SUPERVISOR PAYER						
		LAST ACTIVE DATE				
	Payer •	LAST ACTIVE DATE			📼 Create Cal	•

Clearing Exceptions for a Verified Visit

- All exceptions must be cleared in Visit Maintenance for a visit to be verified.
- <u>Please note:</u> If you are using an Alternate EVV system, you must clear the exceptions in your vendor's system.

Status	Description	Sandata	Sandața	Sandata	Sandaļa
In Process	A Visit has started and not yet completed	5	5	5	5
Incomplete	A visit has exceeded a 24-hr period and is still missing a call-in/call-out	Unauthorized Service Exceptions	Unscheduled Visit Exceptions	No Show Exceptions	Unmatched Payroll and Scheduled Hours Exceptions
Verified	A visit that does not contain any exceptions	Sandata	Sandaţa	Sandata	Sandaţa
Omit	A visit that is marked 'Do Not Bill'	Missing Service Exceptions	Missing Call In/Call Out Exceptions	Entering Adjusted Times	E Merge Calls

Unscheduled Visit Exceptions - #1 Exception

- The unscheduled visit exception identifies when a call was received that does not match to any schedule in the system or there are no schedules to associate the calls with.
- This exception type must be acknowledged for the visit to be in a verified state and eligible to be matched to a submitted claim.
- Click on any red dot to be taken to the Visit Details screen. Under the Exceptions tab, acknowledge the exception, select a reason code and click save.

heduled ime In	¢	Scheduled Time Out	¢	Scheduled Hours	¢	GENERAL	Unscheduled Visits		ACKNOWLEDGE THIS EXCEPTION
•		•		•		EMPLOYEE AUTHORIZATIONS	REASON CODE * Select Reason Col *	REASON NOTE Reason Note	SAVE
•		•		•		CALL LOG TASKS EXCEPTIONS			

Entering a Missing Call-In or Call-Out - #2 Exception



- Click on a red exception indicator.
- Click on Call Log in the Visit Details Screen.
- Under "Add Manual Call", fill out the remaining details
- Click "Add"

CALL IN			CLIENT ID# 539834
CALL DATE	CALL TIME	CALL TYPE	SERVICE
08/03/2020	03:45 PM	MVV (Mobile, GPS)	Passport - Consumer Directed Personal Care (T1019)
USER	LATITUDE	LONGITUDE	CALL SOURCE
uatdcw8@mail.com	39.97071140484252	-82.75649022325598	SANDATA
America/New_York			
Add Manual Call			
Add Manual Call	CALL TIME * HH:MM AM/PM	SERVICE	TIME ZONE
	CALL TIME * HH:MM AM/PM 05:19 PM	Select Service	
CALL DATE * MM/DD/YYYY			

Unknown Client - #3 Exception

 This occurs when an Unknown Visit is started in SMC when a client is not found. This exception must be fixed in Visit maintenance to have a verified visit.

 <u>Please note</u>: Provide the 6-digit Client ID to your caregivers for easy client look-up in SMC.



Missing Service - #4 Exception

- Indicates when a service was not identified during a telephony (TVV) call. This can happen if an employee does not enter the service ID during the call out.
- This exception must be fixed to be in a verified state.
- Reference the Service List in the Welcome Kit for the full list of Service IDs for services.

Service ID	Description	Service ID	Description
100	PCS Under Twenty-One	145	CAPC In-Home Respite Cong 15 Minutes
105	PCS Adults	150	PNA Respite Cong

Unknown Employee - #5 Exception

 To Create a new employee, at a minimum, the last name, first name, position, last 5 SSN and phone are required to start.



Reactivating an Employee

Sandata Provider Support

- Sandata Customer Support Team:
 - <u>NCCustomerCare@Sandata.com</u> or 855-940-4915
 - For assistance with Training, Welcome Kits, etc
- Alternate EVV Support:
 - NCAltEVV@Sandata.com or 844-289-4246

- Password Resets:
 - Agency Admins can reset EVV and SMC users if using the "reset password" function does not work.
 - If Agency Admins are unavailable, the user can contact Provider Support.

Chat with a live agent while in the EVV portal

Visit Maintenance Visit Maintenance / Manage Visits	Account revolt sunday Litter agency	Chat with us —
Select a Visit * Indicates required field DATE RANGE * MM/DD/YYY 05/17/2021 to 05/17/2021 CATEGORY PAYER Select Category FLITER VISITS BY All Exceptions CLEAR CLEAR	CLENT EMPLOYEE Enter Client Enter Employee VISIT STATUS CLENT MEDICAID ID Select Visit Status CLENT MEDICAID ID Enter Client Medicaid IE Show advanced filter options •	We want to remind you not to share sensitive data, protected health information (PHI) or personally identifiable information (PII) such as Social Security numbers, patient names, etc. via Live Chat. Our Customer Care team will never ask you to share PHI via Live Chat How can we assist you today? Name Email
	O Chat	Phone Number (optional) Start chat

ALTERNATE EVV
Alt EVV training for Agencies

Dear Provider,

Your Vendor has received testing credentials on your behalf. When your vendor has completed testing, they will submit a competed testing checklist to Sandata for validation. Once Sandata determines that your vendor has satisfied all the requirements of the testing checklist, Sandata will send you a notification along with your Production Credentials.

Your Next Step - Aggregator Training

While your vendor is testing, please be sure to register and complete the Aggregator Training Course.

- Training is free for Medicaid Provider Agencies using an Alternate EVV Vendor.
- · Aggregator training is available to start now, and can be completed before or after Alternate EVV testing.

To register in the Learning Management System (LMS) and take the Aggregator training, click this link:

https://www.sandatalearn.com?KeyName=NCaltevv



Please keep in touch with your vendor through the testing process in order to stay updated on their progress.

Important Note

If you at any point during the process you decide not to partner with a vendor, please inform us immediately @ NCaltevv@sandata.com.

Production Credentials Issued when Vendor passes

 When the Production Credentials were sent to providers, this notice was included. It is important you log into your Sandata Aggregator to ensure visits from your alternate EVV system are being received.

IMPORTANT INFORMATION

Your go-live date to begin sending production data is effective immediately.

**RESPONSE REQUIRED

After you have set up your Production Credentials and have begun logging visits in your alternate EVV system, you must log in to the Sandata Aggregator and verify that your visits can be successfully seen. Please email us via NCAltEVV@Sandata.com to confirm that your seeing successful visits in the Aggregator.

If you are no longer partnered with a vendor, please inform us immediately via NCAltEVV@Sandata.com.

Sandata Aggregator

- Visit Review is Read Only All updates are to be made in the Alternate EVV system.
- Client and Employee modules are not available for the Aggregator.
- If a visit is not verified, it will not match to a claim.



Aggregator data is sent to DHHS

• After a vendor completes testing, visits should be sent to Sandata.

- If you are not seeing visits in Sandata Aggregator:
 - Check with your vendor to see why visits are not being sent
 - If the vendor is sending visits and you don't see it in the Aggregator, email <u>NCAltEVV@sandata.com</u>
- DHHS receives a daily file of visit information from Sandata's Aggregator. This is what is used for claims validation.

If you are switching from an Alt EVV to Sandata

- Contact <u>NCAltEVV@Sandata.com</u> to let them know you are abandoning the Alt EVV Vendor.
- Take the Agency Overview course. (Training Announcement)
- Review all of the Self-paced videos and recorded webinars.
- Download your Welcome Kit with credentials to Sandata EVV. (Emailed after Agency Overview is complete.)
- Contact Provider Support for additional assistance.

NC Medicaid

Clinical Policy Updates – Proposed Changes

Personal Care Services (3L) and Community Alternatives Programs for Disabled Adults and Children (3K-1 and 3K-2) policies amended with EVV requirement.

<u>Electronic Visit Verification Requirements (EVV) Minimum Requirements</u></u>

Providers Subject to EVV must comply with the requirements listed below:

- a) Comply with Section 12006 1903 (1) of the 21st Century Cures Act and any subsequent amendments.
- b) Register with the State's EVV solution or procure an alternate EVV solution. If provider selects alternate solution, the solution must be compliant with the 21st Century Cures Act and all state requirements.
- c) Provider agencies must have written documentation that they have informed beneficiaries of the EVV requirement in each beneficiary's file.
- d) Provider agencies must ensure staff are trained on use of the EVV system selected and maintain written documentation of initial and at least annual staff training in each employee's file

Clinical Policy Updates – Proposed Changes

Electronic Visit Verification (EVV) Technology Options and Requirements

Effective January 1, 2021, Providers are required to use an Electronic Visit Verification EVV solution to capture in-home aide visits through mobile application, telephony, or fixed visit verification devices.

EVV visit verification validation components required by the 21st Century Cures act are listed below:

- a. <u>Type of service performed;</u>
- b. <u>Individual receiving the service;</u>
- c. <u>Date of the Service;</u>
- d. Location of Service delivery;
- e. Individual providing the service; and
- f. <u>Time the service begins and ends.</u>

Clinical Policy Updates – Proposed Changes

Removal of Telephony Requirements.

NC Medicaid proposes the removal of the telephony requirement as telephony is a visit capture technology allowed as a component of Electronic Visit Verification.

Next steps – Currently in internal review, if approved, policies will be posted as final.

Aide Documentation

- Q. Will the EVV system generate task sheets that can be printed and maintained in records? A. At this time, Sandata does not generate reports that can be used as aide documentation/task sheets.
- > Q. Will task sheets still be required? A. Task sheets will continue to be required.
- Q: Are aides required to document tasks during in-home visits? A: Documentation of tasks during in-home visits must follow the regulatory requirements set forth by the Division of Health Service Regulations (DHSR) and other guiding clinical coverage policies for State Plan PCS and the Community Alternatives Programs for Children and Disabled Adults (CAP/C and CAP/DA). Sandata, the state's EVV solution offers an option for tasks to be documented and can be used at the discretion of providers.

Aide Documentation

Q. How will providers document deviations from the service plan? Will a paper timesheet and POC still be needed for licensure requirements? A. Providers will continue to document deviations from the service plan/plan of care (POC) utilizing their current aide documentation practices. POC licensure requirements remain the same. Providers are to adhere to clinical coverage policy for the Medicaid service plan/POC requirements.

Community Alternatives Program- 1915(c) HCBS

• EVV requirements for CAP/C and CAP/DA

- Waiver participants are required to comply with EVV
- Minor deviations in aide tasks/day/time are permitted
- Unscheduled visits can be created for unplanned occurrences and short-term services

• Exceptions for CAP/C and CAP/DA

- Consumer direction
 - Don't required scheduled visits
- Paid live-in caregiver
 - Exempt from EVV
 - Attestation form for provider validation and claim adjudication

EVV Website Review

NC Medicaid EVV Webpage

https://medicaid.ncdhhs.gov/providers/programs-and-services/long-term-care/electronic-visit-verification



EVV Website Review

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EVV Website Review

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	Home Beneficiaries Transformation Meetings & Notices Find A Doctor Providers <u>Counties Reports</u>	
	 Medicaid Bulletin Updates 	
	Electronic Visit Verification Stakeholder Meeting - May 14, 2021	
	Electronic Visit Verification Implementation: Claim Adjudication Based on EVV	
	Data Begins June 1, 2021 - April 30, 2021	
	Electronic Visit Verification Implementation Update: Alternate EVV Solution Deadline for Compliance - April 16, 2021	
	Electronic Visit Verification Implementation: Extension of Pay and Report Period - March 29, 2021	
	Electronic Visit Verification for CAP/C and CAP/DA Waiver Beneficiaries - March 23, 2021	
	Electronic Visit Verification Implementation for Innovations and TBI Waivers Administered by LME-MCOs - March 17, 2021	
	Electronic Visit Verification Update: Alternate EVV Solution Deadline for <u>Compliance</u> 2 - March 4, 2021	
	Electronic Visit Verification Update: Implementation Flexibilities - Feb. 3, 2021	
	Electronic Visit Verification Update: Implementation Flexibilities End Jan. 31. 2021 - Jan. 21, 2021	
	Personal Care Services Policy 3L Posted for Public Comment - Jan. 19, 2021	
	Electronic Visit Verification – Implementation Update - Dec. 31, 2020	
	Electronic Visit Verification Training Reminder - Dec.17, 2020	
	Electronic Visit Verification Stakeholder Meeting - Dec. 16, 2020	
	Electronic Visit Verification and In-Home Caregivers - Dec. 16, 2020	
	Provider Selection of Electronic Visit Verification Vendor Required for Jan. 1, <u>2021 Implementation</u> -Dec. 11, 2020	
	Electronic Visit Verification Billing and LME/MCO Update - Dec. 11, 2020	
	Required Electronic Visit Verification Survey Deadline Extended - Dec. 3, 2020	

5/18/202



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		+ Innovati	ions/Tra	umatic Brain	loiury					
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LME/MCO

EVV implementation for Innovations, TBI waiver programs, as well as for (b)(3) services administered by LME-MCOs is planned for June 30, 2021.

An <u>LME-MCO</u> directory and information on the <u>HHAeXchange</u> are available for your use on the NC Medicaid EVV Webpage.

Managed Care

EVV implementation for beneficiaries enrolled in Managed Care Health Plans is planned for July 1, 2021.

Contact the Health Plans for more information.

Resources

NC Medicaid EVV Webpage

https://medicaid.ncdhhs.gov/providers/programs-and-services/long-termcare/electronic-visit-verification

Email question and concerns to Medicaid.EVV@dhhs.nc.gov

Sandata Customer Support Team:

- <u>NCCustomerCare@Sandata.com</u> or 855-940-4915
- For assistance with Training, Welcome Kits, etc

Alternate EVV Support:

- NCAltEVV@Sandata.com or 844-289-4246



Training information for NCDHHS Electronic Visit Verification (EVV) Program - NC Medicaid EVV Webpage under Provider Meetings and Trainings.

NC Training Announcement

EVV Provider Agency Training – Video Library

Detailed Training Registration Process

NCDHHS Sandata EVV Training Supplemental Materials Guide (Nov. 24, 2020)

