

Business Requirements for Alternate EVV Data Collection Components

June 2018

The Ohio Department of Medicaid (ODM) began using an Electronic Visit Verification (EVV) system for many home and community-based services in January 2018. ODM will provide the Sandata EVV System free of charge for all providers. Agencies that choose to use their own system will be responsible for all costs of implementation, including those related to an interface with the Sandata Aggregator.

Agencies must initiate and participate in the certification process, including initial contact with Sandata and identification of the alternate EVV vendor. An alternate EVV vendor cannot initiate the process and must complete the process for each agency with whom they contract.

Alternate EVV Data Collection Components (Alternate EVV System) must comply with **both** the [technical specifications](#) found on ODM's website **and the business requirements** below:

Alternate EVV Systems must:

1. Successfully integrate with Sandata's Aggregator by completing the Sandata certification process.
 - Agencies may begin the certification process using the technical specifications posted on the [ODM EVV website](#).
 - Agencies are responsible for timely communication with Sandata to establish an agreed-upon date for testing and completion of the testing process. Agencies should plan to actively participate throughout the testing process.
 - Agencies planning to use an alternate EVV system, should contact ConnectMyEVV@etraconline.net to initiate the process to link to the Sandata aggregator. It is important to allow sufficient time for development and testing.
 - At the conclusion of successful testing, the agency must request production credentials and work with Sandata to establish the date when the provider will begin using the alternate data collection system. The provider is not able to use both Sandata EVV and an alternate data collection system at the same time.
 - It is the agency's responsibility to use eTrac to arrange for the return of Sandata EVV devices issued to the individuals to whom it provides services.
2. Maintain compliance with both ODM's EVV business requirements and the [Sandata technical specifications](#).
 - Failure to do so may result in the provider being required to use Sandata's EVV system until the provider's system is certified. Data integrity is monitored by ODM on an ongoing basis to ensure compliance with the technical specifications and business rules.
 - ODM may require recertification of Alternate EVV Systems at its discretion.
3. Assign unique identifiers for all users. In addition, all administrative users who have access to edit and/or enter visit information in the Alternate EVV System must have unique email addresses.

4. No later than January 1, 2019, use mobile GPS technology to collection GPS coordinates in near real time at the start and end of the visit as the primary method of data collection. Telephony or prerecorded GPS coordinates are not acceptable as the primary solution after December 31, 2018.
5. Alternate methodologies must be available for those circumstances when mobile GPS coordinates cannot be captured.
 - Prior to January 1, 2019, at a minimum manual visit entry must be offered as an alternative to the primary method of data collection.
 - After January 1, 2019, at least two alternate methods of visit entry must be offered. One of those methods must be manual visit entry.
 - The collection device must send visit information to the Alternate EVV System's storage component in near real time.
6. Send new and edited data to the Sandata Aggregator at least daily. All required data elements must be sent in accordance with the [Sandata technical specifications](#). If data is not sent in a timely manner or in accordance with technical specifications, ODM may require the agency to use the Sandata system.
7. Permit providers to make manual entries and edits.
 - Collect the [reason code](#) supporting the manual entry and/or edit. ODM will provide a standard list of reason codes on the ODM website.
 - Maintain an audit trail in accordance with State and Federal law.
8. Collect an attestation for all manual entries and/or edits confirming the presence of alternate documentation supporting the entry and/or edit in accordance with program policy rules for the service provided. The Alternate EVV System may use a resolution code as described by Sandata or an alternate method approved by ODM.
9. Maintain all records necessary and in such form to fully disclose the extent of services provided in accordance with program policy rules for the services provided. The provider must maintain such records for six years from the date of receipt of payment based upon those records or until any initiated audit is completed, whichever is longer.
10. Maintain voice and/or digital signatures collected at the end of each visit when an individual verifies the service delivered and the time of service delivery.
 - Voice and/or digital signatures must be provided upon request to ODM or affiliates in a timeframe specified by the requesting entity.
 - Alternate EVV systems will send an indicator to Sandata's Aggregator indicating the voice and/or digital signature has been obtained.
 - GPS coordinates are not an acceptable substitute for the voice and/or digital signatures required to be collected from individuals as verification of service and time of visit.