

## Business Requirements for Alternate EVV Data Collection Components

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February 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. Providers 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.

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 as soon as the technical specifications are posted on the [ODM EVV website](#).
  - Agencies should work with Sandata to establish an agreed-upon date for testing.
  - Agencies planning to use an alternate EVV system, should contact [ConnectMyEVV@etraonline.net](mailto:ConnectMyEVV@etraonline.net) to initiate the process to link to the Sandata aggregator. It is important to allow sufficient time for development and testing.
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.
  - 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. 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.
6. Send new or edited data to the Sandata Aggregator at least daily. The collection device must send visit information to the Alternate EVV System's storage component in near real time.
7. Send new or edited data to the Sandata Aggregator at least daily

8. The alternate EVV system must send new or edited data to the Sandata Aggregator at least daily.
9. Send all required data elements in accordance with the [Sandata technical specifications](#).
10. 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.
  - Maintain an audit trail in accordance with State and Federal law.
11. Collect an attestation for all manual entries and/or edits confirming the presence of paper supporting the entry and/or edit. The Alternate EVV System may use a resolution code as described by Sandata, or an alternate method approved by ODM.
12. Maintain all records necessary and in such form to fully disclose the extent of services provided and significant business transactions. 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.
13. Collect and maintain voice and/or digital signatures collected when individuals verify 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.