



TEXAS MEDICAID & HEALTHCARE PARTNERSHIP
A STATE MEDICAID CONTRACTOR

EVV Proprietary System Compliance Method – Demonstration Scenarios

For Proprietary System Business Rules v4.0

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Introduction

To gain Texas Health and Human Services Commission (HHSC) approval to use an Electronic Visit Verification (EVV) proprietary system (PS) a Program Provider, or Financial Management Services Agency (FMSA) must:

- Comply with the Texas Administrative Code (TAC) and HHSC EVV Policy as they relate to EVV proprietary systems
- Comply with the HHSC EVV Business Rules for Proprietary Systems document
- Successfully complete all steps of the Operational Readiness Review (ORR) process.

Four methods will be used to determine compliance during the ORR process:

- Certification
- Demonstration
- Documentation
- Trading Partner Testing (TPT) with the Texas Medicaid and Healthcare Partnership (TMHP)

This document covers the demonstration methods to be used to determine the compliance of an EVV proprietary system. The selected PS must successfully demonstrate that it complies with each business rule contained in the HHSC EVV Business Rules for Proprietary Systems document, v4.0 effective 04/01/2027, unless a business rule is waived, in whole or in part, as not applicable to its onboarding program provider(s) or FMSA(s) business processes as noted on the EVV PS Request Form(s).

A PS may optionally choose to demonstrate additional functionality beyond what may be waived based on the responses of the program providers or FMSAs onboarding with the PS in their PS Request Forms.

TMHP will establish a date, time, and location for the demonstrations, as well as discuss expectations for the demonstration and any technology requirements that may impact the demonstration. **The data setup instructions identified in step #1 of each demonstration scenario must be completed prior to the demonstration. The selected PS vendor must set up and conduct the demonstration using the values and durations described in the demonstration scenario, to facilitate evaluation and scoring. The selected PS vendor will perform the remaining steps in each demonstration in a live webinar.** All references to Service Provider, System User, etc. in the demonstration steps indicate a user role, all of which the selected PS vendor can demonstrate with one individual signing in using different credentials for each role. The selected PS vendor will complete the actions as the 'System User' referenced in the demonstration scenarios. The demonstration scenarios should be completed in the Central Time Zone to allow for validation.

1 ONBOARDING

1.1 SERVICE PROVIDER PROFILE

Business Rules:

PAO-8P: EVV System must create a unique profile for each Service Provider containing the Service Provider identification Information listed in PAO-9P (at a minimum). This includes CDS Employees.

PAO-9P: EVV System must electronically document the following data elements for the Service Provider identification information:

- Texas EVV Service Provider Identification Number
- Legal Name (Last, First, MI)
- Permanent address (Street, City, State, ZIP+4)
- Service Provider Discipline

PAO-10P: EVV System must allow System Users with the appropriate security access to update Service Provider profiles.

1.1.1 Service Provider Profile

Note: HHSC will not waive this scenario but will waive certain data elements within the Member Profile according to the electronic verification method(s) selected by the program providers or FMSAs onboarding with the PS on the EVV PS Request Form.

Scenario Objective: This demonstration ensures that the Service Provider information required by state and federal law can be documented in the EVV System. This information is also important as the EVV Visit Transaction derives the required Service Provider identification information (fields 17 through 22 in the EVV Visit Transaction file) from the Service Provider profile.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): PAO-8P, PAO-9P, PAO-10P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Service Provider Profile for 5 individuals each with a different Service Provider Discipline from the valid values in Business Rules Appendix M field: EMPLOYEE_EMPLOYEEDISCIPLINE.
 - i. At least one Service Provider must be a CDS employee if the EVV System is servicing an FMSA (PS Request Form Question 2.1.3 FMSA for Consumer Directed Services is checked).
- b. Visits delivered by each of the Service Providers.

2. System User demonstrates:

- a. Each Service Provider profile must include the following data to meet the business rules:
 - i. Texas EVV Service Provider Identification Number: Last 4 digits of the SSN or passport number plus last name



- ii. Legal Name (last name, first name, middle initial)
 - iii. Permanent address (Street, City, State, ZIP+4)
 - iv. Service Provider Discipline
- b. Only System Users with the appropriate security role can update Service Provider profiles.

1.2 MEMBER PROFILE

Business Rules:

PAO-14P: EVV System must create a unique profile for each Member receiving services containing the identification Information listed in PAO-15P (at a minimum).

PAO-15P: EVV System must electronically document the following data elements for the Member's identification information:

- Texas Medicaid Identification Number
- Legal Name (Last, First, MI)
- Date of Birth
- Medicaid Eligibility start date (optional)
- Medicaid Eligibility end date (optional)
- Managed Care Eligibility start date (optional)
- Managed Care Eligibility end date (optional)
- Local Case Number (optional)
- Member Home Address (Street, City, State, ZIP+4)
- Member Contact Phone Number

Conditional data elements depending on selected electronic verification method(s):

When the Member selects Landline Method:

- Member Home Phone Landline Number
- Member Alternate Phone Landline Number (could be multiple numbers)
- Member Alternate Phone Landline Service Delivery Location(s) (required for each Alternate Phone Landline Number)
- Member Alternate Phone Landline Service Delivery Address(es)

When the Member selects Mobile method:

- Member Home Geolocation (system assigned and displayed)

When the Member selects Alternative Device method:

- Member Alternative Device identifier

PAO-42P: EVV System must allow a System User to assign required data for multiple Alternate Phone Landline Numbers to a Member's profile. EVV System must not allow the Service Delivery Location assigned to an Alternate Phone Landline Number be 'Community'.

PAO-17P: EVV System must allow the System Users with appropriate security access to initiate Member profile updates.

PAO-19P: EVV System must allow the System User to document multiple clock in and clock out methods in a Member's profile.

1.2.1 **Member Profile**

Note: HHSC will not waive this scenario but will waive certain data elements within the Member Profile according to responses of the program providers or FMSAs onboarding with the PS on the EVV PS Request Form.

Scenario Objective: This demonstration scenario ensures that the Member profile information required by state and federal law can be documented in the EVV System. This is important as the EVV Visit Transaction derives the required Member information from the Member profile. Member profile information is used by the EVV System to verify certain data elements in the EVV Visit Transaction.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): PAO-14P, PAO-15P, PAO-17P, PAO-19P, PAO-42P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member Profiles for 3 individuals with Texas-specific data.
 - i. 1 Member not enrolled in managed care (if applicable)
 - ii. 2 Members enrolled in managed care (if applicable)
- b. At least one of the Member Profiles includes:
 - i. Multiple clock in, clock out methods (Mobile, Alternative Device, Landline Phone) for that Member.
 - ii. Two Member Alternate Phone Landline Numbers
 - iii. Two Member Alternate Phone Landline Service Delivery Locations (required for each Alternate Phone Landline Number)
 - iv. Two Member Alternate Phone Landline Service Delivery Addresses

2. System User demonstrates:

- a. The EVV System allows for multiple clock in and clock out methods to be documented in a Member Profile.
- b. Each Member profile must include the following data to meet the business rule:
 - i. Texas Medicaid Identification Number (nine-digit identifier)
 - ii. Legal Name (last name, first name, middle initial)
 - iii. Date of Birth
 - iv. Medicaid Eligibility start date (optional)
 - v. Medicaid Eligibility end date (optional)
 - vi. Managed Care Eligibility start date (optional, if applicable)
 - vii. Managed Care Eligibility end date (optional, if applicable)
 - viii. Member Home Address (Street, City, State, ZIP+4)
 - ix. Member Contact Phone Number
 - x. Member Home Geolocation (system assigned and displayed)
- c. HHSC will waive the following data elements in the Member Profile if the program providers or FMSAs onboarding with the PS did not check Landline method on the EVV PS Request Form:
 - i. Member Home Landline Phone Number (if applicable)
 - ii. Member Alternate Phone Landline Number (could be multiple numbers)

- iii. Member Alternate Phone Landline Service Delivery Location(s) (required for each Alternate Phone Landline Number)
- iv. Member Alternate Phone Landline Service Delivery Address(es) (required for each Alternate Phone Landline Number)
- d. If the program providers or FMSAs onboarding with the PS checked Landline method, ensure that the System User can enter multiple Alternate Phone Landline data elements in the Member Profile. EVV System must restrict the Service Delivery Location assigned to the Alternate Phone Landline Number to either 'Family Home' or 'Neighbor Home'.
 - i. See Business Rule PAO-42P above.
- e. HHSC will waive the following data element if the program providers or FMSAs onboarding with the PS did not check Alternative Device method on the EVV PS Request Form:
 - i. Member Alternative Device identifier

1.3 CDS EMPLOYER PROFILE

Business Rules:

PAO-36P: EVV System must create a unique profile for each CDS Employer.

PAO-37P: EVV System must electronically document the following critical data elements for the CDS Employer's identification information:

- CDS Employer EVV Identification Number
- Legal Name (Last, First, MI)
- CDS Form 1722 Visit Maintenance Option
- Designated Representative, if applicable

PAO-31P: EVV System must allow an FMSA to associate the Designated Representative (DR) to the CDS Employer profile, when indicated by the CDS Employer on CDS Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities or Form 1720 Appointment of a Designated Representative. EVV System must allow the DR to perform all system actions on behalf of a CDS Employer. EVV System must adhere to HHSC EVV Policy regarding the CDS Employer's appointment of a DR.

PAO-38P: EVV System must allow an FMSA to capture the selection by the CDS Employer on Form 1722 to perform Visit Maintenance. EVV System must adhere to HHSC EVV Policy regarding the CDS Employer's Selection for Electronic Visit Verification Responsibilities. See Appendix Q for CDS Process Workflow.

1.3.1 Setup of CDS Employer Profile

Note: HHSC will waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form # 2.1.3 only has Program Provider checked).

Scenario Objective: This demonstration ensures that the required CDS Employer information can be documented in the EVV System. The EVV Visit Transaction derives the CDS Employer information from the CDS Employer profile.



- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): PAO-31P, PAO-36P, PAO-37P, PAO-38P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Information for a member who is a CDS Employer
- b. Information for an individual who is identified as a Designated Representative for a CDS Employer on Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities or Form 1720 Appointment of a Designated Representative.

2. System User demonstrates:

- a. The FMSA can setup a CDS Employer Profile in the EVV System with the following information:
 - i. A Designated Representative as indicated on Form 1722 or Form 1720
 - ii. CDS Form 1722 Option 1 (CDS Employer selects to approve CDS Employee time worked and perform Visit Maintenance)
- b. Verify that the EVV System requires the following data in the CDS Employer Profile per PAO-37P:
 - i. CDS Employer EVV Identification Number
 - ii. Legal Name (Last, First, MI)
 - iii. CDS Form 1722 Visit Maintenance Option
 - iv. Designated Representative, if applicable

2 ESTABLISHING SERVICE

Business Rules associated with the Prior Authorization Web Service:

ESA-2P: EVV System must request, receive and store available electronic authorization data from the Prior Authorization web service using the standardized file format found in Appendix F. EVV System must conduct this activity at least once daily, when used.

ESA-3P: EVV System must allow the System User to confirm a Member's Service Authorization when using the data received from the Prior Authorization web service using the standardized file format found in Appendix F. The EVV System must reject Service Authorizations that the System User has not confirmed, unless it matches what the System User created manually.

ESA-4P: EVV System must alert System Users to changes in electronic Service Authorization data received from the Prior Authorization web service. See Appendix F for technical specifications.

ESA-17P: EVV System must validate electronic Service Authorization data received from the Prior Authorization web service to ensure that the data format is correct, and that the EVV System received all required data elements. See Appendix F for technical specifications.

Business Rules associated with Creation & Usage of Service Authorizations:

ESA-15P: EVV System must allow the System User to manually create a Service Authorization for a Member.

ESA-16P: EVV System must validate manually entered Service Authorization data against existing profile data in the system.

SDV-17P: EVV System must verify the accuracy of the EVV Visit Transaction, prior to confirmation and transmission to the EVV Aggregator, to ensure it matches the Active Service Authorization data. The verification must ensure that the relationship between the Program Provider or FMSA ID (NPI, API, TIN, Provider Number), the Medicaid ID for the Member and the HCPCS/Modifier match the Active Service Authorization data. If the EVV System finds any errors, the EVV System must notify the System User and, if within the Visit Maintenance Time Frame, allow the System User to make corrections prior to transmission of the EVV Visit Transaction to the EVV Aggregator.

ESA-55P: EVV System must allow a Service Provider to clock in and clock out when an Active Service Authorization does not exist in the EVV System.

SDV-1P: EVV System must capture and verify the following visit data for each EVV visit:

- Member receiving the service.
- Service Provider providing the service.
- PSO Business Unit the Service Provider is performing the service on behalf of.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Electronic verification method Service Provider used to clock in.
- Electronic verification method Service Provider used to clock out.
- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).

- Date Service Provider delivered the service.
- Time Service Provider delivered the service (start and end).
- Type of service delivered.

The system must capture this data even in the absence of verification.

See specific data elements required to support this data capture and validation in Appendix C EVV Visit Transaction Layout and Appendix J Service Delivery Locations.

2.1 SERVICE AUTHORIZATIONS

2.1.1 System User confirms data from Prior Authorization Web Service

Note: HHSC may waive this scenario if there are no program providers or FMSAs using the Prior Authorization Web Service (PS Request Form Question # 3.4 Service Authorization Web Service is not checked) onboarding with the PS.

Scenario Objective: This demonstration ensures that the System User can import Service Authorization Data successfully from the Prior Authorization Web Service. This scenario does not apply to Provider Lookup or Payer/Plan Code Web Services. The Prior Authorization Web Service provides FFS Service Authorization information. Service Authorization information is used by the EVV System to populate certain EVV Visit Transaction fields and verify EVV Visit Transactions.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-2P, ESA-3P, ESA-4P, ESA-17P

Demonstration Steps

1. **Data Setup in the EVV System:**

- An Active Service Authorization for a Member
 - For a Long-Term Care service (Only LTC & Acute Care data is available from TMHP through the Prior Authorization Web Service).
 - Has a date range that includes the demonstration date making it an Active Service Authorization.
- Prior Authorization Web Service capability is available for the Demonstration.
- TMHP has the Service Authorization being used in the Demonstration that has a date range that is different from what is stored in the EVV System.

2. **System User demonstrates:**

- The EVV System receives Service Authorization data from the Prior Authorization Web Service and presents a System Alert to the System User to confirm the change.
- The System User confirms the service authorization.
- The EVV System accepts the confirmation and stores the updated Service Authorization data from the Prior Authorization Web Service.
- The System User displays the updated Service Authorization.
- ORR team validates the Service Authorization data matches what is at TMHP (this will require assistance from the TMHP PSO team).

2.1.2 Manual Creation of a Service Authorization

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that Service Authorization information can be created manually in the EVV System.

- Business Rules evaluated in this scenario: ESA-15P, ESA-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. A valid Member has been setup in the EVV System.
- 2. System User demonstrates:**
 - a. The System User demonstrates the steps necessary to create a Service Authorization for the Member.
 - b. The EVV System accepts the new service authorization.

2.1.3 Clock In, Clock Out without a Service Authorization

Note: HHSC will waive this scenario if there are no program providers onboarding with the PS (PS Request Form Question # 2.1.3 only has FMSA checked) and all FMSAs have indicated they plan to prevent service delivery by their Service Providers without an Active Service Authorization in the EVV System (PS Request Form Question # 3.9 is No).

Scenario Objective: This demonstration ensures that Service Providers can clock in and clock out of the EVV System without an Active Service Authorization present for the member if the Program Provider or FMSA allows it. Members may experience delayed service authorizations but have a verbal agreement with the payer that an authorization will be sent. During those dates of service without an Active Service Authorization, the EVV System must allow the Service Provider to clock in and clock out for the services delivered.

- Business Rules evaluated in this scenario: ESA-55P, SDV-1P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. A valid Member has been setup in the EVV System.
 - b. Ensure that there is no service authorization setup in the EVV System for the service being used in this scenario.
- 2. System User demonstrates:**
 - a. The System User demonstrates the collection of visit data for a service where there is no active Service Authorization in the EVV System.
 - i. Note: The clock in and clock out can be with any of the methods (Mobile, Alternative Device or Landline Phone) whichever is appropriate for the program providers or FMSAs onboarding with the PS.
 - b. The EVV System accepts the visit data.



- c. The visit may auto-verify in the EVV System based on Appendix P.

3 ELECTRONIC VERIFICATION METHODS

NOTE ON DEMONSTRATION LOGISTICS:

- For demonstrations of the Home Landline method: The clock in and clock out for demos 3.1.2 (steps 2a-d), 3.1.4 (steps 2a-b), 3.1.5 (steps 2a-b) can be completed before the demonstration, unless demo 3.1.1 is waived.
 - If demo 3.1.1 is waived, steps 2a-d of scenario 3.1.2 must be shown live and the steps to clock in and clock out for demos 3.1.4 and 3.1.5 can be completed before the demonstration.
- For demonstrations of the Alternative Device method: The clock in and clock out for demos 3.2.2 (steps 2a-d), 3.2.4 (steps 2a-d), 3.2.5 (steps 2a-d) can be completed before the demonstration, unless demo 3.2.1 is waived.
 - If demo 3.2.1 is waived, steps 2a-d of scenario 3.2.2 must be shown live and the steps to clock in and clock out for demos 3.2.4 and 3.2.5 can be completed before the demonstration.
- For demonstrations of the Mobile Method: The clock in and clock out for demos 3.3.2 (steps 2a-b), 3.3.3 (steps 2a-b), 3.3.3 (steps 2a-b) can be completed before the demonstration, unless demo 3.3.1 is waived.
 - If demo 3.3.1 is waived, steps 2a-b of scenario 3.3.2 must be shown live and the steps to clock in and clock out for demos 3.2.3 and 3.2.4 can be completed before the demonstration.
- Scenarios 3.1.3, 3.2.3, 3.3.5 must be presented live, if those scenarios are required for the PS to present.
- 3.3.6 must be shown live or pre-recorded and the recording shown live during the demonstration.

3.1 HOME LANDLINE

Business Rules associated with Schedules:

ESA-9P: EVV System must allow a Service Provider to clock in and clock out for a Visit that the Service Provider delivers without a Schedule.

ESA-54P: The EVV System must Auto-verify a Visit with no Schedule if no critical exceptions are present on the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-23P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications.

ESA-24P: EVV System must match the Visit date to the Scheduled Visit Date to Auto-verify the EVV Visit Transaction for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-25P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-26P: EVV System must match the Visit Duration to the Scheduled Visit Duration using a 24- hour Call Matching Window to Auto-verify the Visit for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-27P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-28P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-34P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider data from a Visit to the specified data elements on the Weekly Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications,

ESA-35P: EVV System must Auto-verify a Visit for a Weekly Variable Schedule when the Visit Date is between the Weekly Variable Schedule Begin Date and the Weekly Variable Schedule End Date, and the Visit Duration does not exceed the Remaining Weekly Scheduled Hours.

ESA-40P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-41P: EVV System must not enable the Optional Expanded Time for Auto-verification feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-42P: EVV System must not enable the Optional Automatic Downward Adjustment feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-44P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Fixed Schedule to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-45P: EVV System must match the Visit Date to the Scheduled Visit Date to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-46P: EVV System must match the Visit clock in time within 7 minutes of the scheduled clock in time to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-47P: EVV System must match the Visit clock out time within 7 minutes of the scheduled clock out time to Auto-verify the Visit or a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-48P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-49P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-50P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-51P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

Business Rules associated with the Landline Electronic Verification Method:

EVM-3P: EVV System must accept Clock In and Clock Out Data via the Member home phone landline or a Member alternate phone landline number identified in the Member profile.

EVM-4P: EVV System must verify Member Home phone landline number, or Member alternate phone landline number, on EVV Visit Transaction is associated with the Member profile. If the EVV System finds a mismatch, the EVV System must flag the EVV Visit Transaction' and alert the System User.

EVM-22P: EVV System must assign the value 'Member Home' to the Service Delivery Location and assign the Member Home Address to the Service Delivery Address when the EVV System verifies the clock in or clock out method used for the Visit matches the Member home phone landline number in the Member profile.

EVM-26P: EVV System must assign the Service Delivery Location and the Service Delivery Address associated with the alternate phone landline number in the Member profile when the EVV System captures the Visit using the alternate phone landline number.

Business Rules associated with the verification and validation of EVV Visit Transactions:

SDV-1P: EVV System must capture and verify the following visit data for each EVV visit:

- Member receiving the service
- Service Provider providing the service
- PSO Business Unit the Service Provider is performing the service on behalf of
- Service Delivery Location of clock in
- Service Delivery Location of clock out
- Electronic verification method Service Provider used to clock in
- Electronic verification method Service Provider used to clock out
- Service Delivery Address of clock in (when applicable)
- Service Delivery Address of clock out (when applicable)
- Date Service Provider delivered the service
- Time Service Provider delivered the service (start and end)
- Type of service the Service Provider performed

The system must capture this data even in the absence of verification.

See specific data elements required to support this data capture and validation in Appendix C EVV Visit Transaction Layout and Appendix J Service Delivery Locations.

SDV-2P: EVV System must capture the clock in and clock out method used for each Visit. EVV System may allow multiple clock in and clock out methods for a Member on a single Visit.

SDV-5P: EVV System must capture the EVV Clock In and the EVV Clock Out in standard format (MMDDYYYY HH:MM AM/PM). EVV System must ignore seconds when determining EVV Clock in or EVV Clock Out times. EVV System must not round the EVV Clock In or EVV Clock Out times.

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded hours to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-9P: EVV System must support overnight shifts in a way that does not require the Service Provider to clock in and clock out multiple times per shift with or without a Schedule. The EVV System must split the overnight shift into two separate EVV Visit Transactions, one ending at 11:59 PM and one beginning at 12:00 AM, for the two affected days. The EVV System must set the EVV Clock Out Time on the first EVV Visit Transaction to 11:59 PM. The EVV System must set the EVV Clock In Time on the second EVV Visit Transaction to 12:00 AM. The EVV System must use the same date for the EVV Clock In Time, the EVV Clock Out Time, Bill Time In, and Bill Time Out for each EVV Visit Transaction.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-66P: EVV System must capture the Service Delivery Location during clock in and clock out using the values listed in Appendix J.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The EVV System must transmit unrounded EVV Hours to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded EVV Hours to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The EVV System must transmit unrounded Bill Hours to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

3.1.1 Home Landline – With Schedule

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Phone is not checked); or,
- Program providers or FMSAs onboarding with the PS are using the Landline Method (PS Request Form Question # 3.1 Landline Phone is checked) but are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the PS can capture required EVV Visit Transaction data elements, including the Service Delivery Address, with the Landline method when using a schedule and delivering the service at the Member Home.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-3P, EVM-4P, EVM-22P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-66P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member Profile:
 - i. Member with a home phone landline phone number.
 - ii. Member's Service Delivery Address.
- b. Service Provider profile.

2. System User demonstrates, and Readiness Review (RR) team verifies that:

- a. System User demonstrates schedule setup for the program providers or FMSAs onboarding with the PS chosen type:
 - i. Daily Variable Schedule (per ESA-22P).
 - ii. Weekly Variable Schedule (per ESA-29P through ESA-32P).
 - iii. Daily Fixed Schedule (per ESA-43P).
 - iv. Alternate Schedule Type.
- b. A Service Provider calls the Interactive Voice Response (IVR) from the Member's Home Phone Landline Number listed in the Member Profile and enters the required information to successfully record the clock in.
- c. A Service Provider calls the IVR from the Member's Home Phone Landline Number listed in the Member Profile and enters the required information to successfully record the clock out.
- d. The visit may auto-verify in the EVV System based on Appendix P and the specified rules for the schedule type.
 - i. Daily Variable Schedule (per ESA-23P through ESA-28P).
 - ii. Weekly Variable Schedule (per ESA-34P through ESA-35P and ESA-40P through ESA-42P).
 - iii. Daily Fixed Schedule (per ESA-44P through ESA-51P).
 - iv. Alternate Schedule Type.
 1. Note: If the program providers or FMSAs onboarding with the PS have chosen to use an Alternate Schedule Type there are no business rules documented for this schedule type for verification by the ORR team.
- e. The EVV system accurately captures the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Service Delivery Location where the service is delivered.
 - v. Date the service is performed.
 - vi. Time the service is performed.
 - vii. Type of service performed.
 - viii. Service Delivery Address.
- f. The EVV system accurately captured the type of method used (Landline).

- g. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS
8. Position 55 VISIT_VISITLOCATION

Actual Visit information:

1. Position 40 INDVMBR_PHONE
2. Position 56 VISIT_SVCGRP (LTC FFS only)
3. Position 57 EVV_SVCCODE (LTC FFS only)
4. Position 58 EVV_HCPCS_CODE
5. Position 59 EVV_MODIFIER
6. Position 60 EVV_VISITDATE
7. Position 61 EVV_CREATEDDATETIME
8. Position 62 EVV_PHONE
9. Position 63 EVV_CALLINTIME
10. Position 64 EVV_CALLOUTTIME
11. Position 65 EVV_ACTUALHOURS
12. Position 66 EVV_PAYHOURS
13. Position 67 EVV_UNITS
14. Position 68 EVV_VISITLOCATION
15. Position 73 EVV_INPUTMETHOD_IN
16. Position 74 EVV_INPUTMETHOD_OUT
17. Position 114 EVV_AUTOCONFIRMFLAG
18. Position 122 EVV_PHONE_OUT
19. Position 123 EVV_VISITLOCATION_OUT
20. Position 124 EVV_BILL_TIME_IN
21. Position 125 EVV_BILL_TIME_OUT
22. Position 126 EVV_ROUNDED_ACTUALHOURS
23. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
24. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
25. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
26. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
27. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
28. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
29. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
30. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT

31. Position 137 EVV_UNROUNDED_PAYHOURS

3.1.2 Home Landline – Without Schedule

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS do not use the Landline Method (PS Request Form Question # 3.1 Landline Phone is not checked).

Scenario Objective: This demonstration ensures that the Proprietary System can capture required EVV Visit Transaction data elements with the Landline method when not using a schedule and when using an Alternate Phone Landline. It also verifies that the Landline Phone Clock In and Clock Out process follows the requirements in the EVV Business Rules. As program requirements to enter schedules into the EVV System vary, Program Providers and FMSAs are not required to enter schedules into the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-3P, EVM-4P, EVM-26P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-66P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps**1. Data Setup in the EVV System:**

- a. Member Profile:
 - i. Member with a home phone landline number.
 - ii. An alternate phone landline number.
 - iii. An alternate phone landline Service Delivery Location.
 - iv. An alternate phone landline Service Delivery Address.
- b. Service Provider profile.
- c. No scheduled visit.

2. System User demonstrates:

- a. A Service Provider calls the IVR from the Member's **Alternate Phone Landline Number** and enters the required information to successfully record the clock in.
- b. A Service Provider calls the IVR from the Member's **Alternate Phone Landline Number** and enters the required information to successfully record the clock out.
- c. The EVV system accurately captures the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered.
 - v. Date the service is performed.
 - vi. Time the service is performed.
 - vii. Type of service performed.
 - viii. Service Delivery Address.
 - ix. Type of method used to clock in and clock out.
- d. The EVV System may auto-verify the visit.
- e. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:



1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 41 INDVMBR_ALTPHONE
2. Position 56 VISIT_SVCGRP (LTC FFS only)
3. Position 57 EVV_SVCCODE (LTC FFS only)
4. Position 58 EVV_HCPCS_CODE
5. Position 59 EVV_MODIFIER
6. Position 60 EVV_VISITDATE
7. Position 61 EVV_CREATEDDATETIME
8. Position 62 EVV_PHONE
9. Position 63 EVV_CALLINTIME
10. Position 64 EVV_CALLOUTTIME
11. Position 65 EVV_ACTUALHOURS
12. Position 67 EVV_UNITS
13. Position 68 EVV_VISITLOCATION
14. Position 66 EVV_PAYHOURS
15. Position 73 EVV_INPUTMETHOD_IN
16. Position 74 EVV_INPUTMETHOD_OUT
17. Position 114 EVV_AUTOCONFIRMFLAG
18. Position 122 EVV_PHONE_OUT
19. Position 123 EVV_VISITLOCATION_OUT
20. Position 124 EVV_BILL_TIME_IN
21. Position 125 EVV_BILL_TIME_OUT
22. Position 126 EVV_ROUNDED_ACTUALHOURS
23. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
24. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
25. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
26. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
27. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
28. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
29. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
30. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
31. Position 137 EVV_UNROUNDED_PAYHOURS

3.1.3 Home Landline – Call Using Different Number

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Phone is not checked).

Scenario Objective: This demonstration ensures that the Proprietary System identifies phone numbers that are not listed in the Member profile that are used to clock in and clock out with the Landline Method.

- Business Rule evaluated in this scenario (the full description of the Business Rule may be found in the section header): EVM-4P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member with a home phone landline number registered in the EVV System.
 - b. There are no alternate phone numbers listed in the Member profile.
 - c. Service Provider profile.
2. **System User demonstrates, and ORR team validates that:**
 - a. A Service Provider calls the IVR from a different phone (not the Member's home phone landline) and enters the required information to successfully record the clock in.
 - b. A Service Provider calls the IVR from a different phone (not the Member's home landline phone) and enters the required information to successfully record the clock out.
 - c. The EVV System validates the phone number and processes the visit according to the business rules.

3.1.4 Landline Method – Overnight Visit with Schedule

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Phone is not checked); or,
- Program providers or FMSAs onboarding with the PS are using the Landline Method (PS Request Form Question # 3.1 Landline Phone is checked) but are not using Schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split a visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would impact EVV Compliance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-3P, EVM-4P, EVM-26P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-66P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member with a landline method registered in the EVV System.
 - b. Service Provider.
 - c. Scheduled overnight visit (starts 11:00 PM, ends 6:00 AM the next day).
2. **System User demonstrates:**

- a. A Service Provider calls into the IVR from the member's home phone landline with the clock in information according to the schedule.
- b. A Service Provider calls into the IVR from the member's home phone landline with the clock out information according to the schedule.
- c. The EVV system has created two visits one for each date of service across midnight.
- d. The selected PS vendor presents the following in the EVV System for each visit created by the EVV system:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered.
 - v. Dates the service is performed.
 - vi. Time the service is performed.
 - vii. Type of method used to clock in and clock out.
- e. The selected PS vendor must present each visit record created by the EVV System for the overnight visit to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

1. Position 51 VISIT_VISITDATE
2. Position 52 VISIT_VISITTIMEIN
3. Position 53 VISIT_VISITTIMEOUT
4. Position 54 VISIT_VISITHOURS

Actual Visit information:

5. Position 60 EVV_VISITDATE
6. Position 63 EVV_CALLINTIME
7. Position 64 EVV_CALLOUTTIME
8. Position 65 EVV_ACTUALHOURS
9. Position 66 EVV_PAYHOURS
10. Position 67 EVV_UNITS
11. Position 76 EVV_REASONCODE1
12. Position 77 EVV_REASONCODE1DESC
13. Position 124 EVV_BILL_TIME_IN
14. Position 125 EVV_BILL_TIME_OUT
15. Position 126 EVV_ROUNDED_ACTUALHOURS
16. Position 137 EVV_UNROUNDED_PAYHOURS

3.1.5 Landline Method – Overnight Visit Without a Schedule

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Phone is not checked).

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split a visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is not used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would impact EVV Compliance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-3P, EVM-4P, EVM-26P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-9P, SDV-31P, SDV-66P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member with a landline registered in the EVV System.
 - b. Service Provider.
- 2. System User demonstrates:**
 - a. A Service Provider calls into the IVR from the member's home phone landline entering 11:00 PM for day one as the clock in information.
 - b. A Service Provider calls into the IVR from the member's home phone landline entering 6:00 AM the next day as the clock out information.
 - c. The EVV system creates two visits across midnight and has accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (Member Home).
 - v. Dates the service is performed overnight.
 - vi. Time the service is performed (clock in and clock out time).
 - d. The EVV system has accurately captured the type of method used (Landline).
 - e. The selected PS vendor must present the text file to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

4. Position 60 EVV_VISITDATE
5. Position 63 EVV_CALLINTIME
6. Position 64 EVV_CALLOUTTIME

7. Position 65 EVV_ACTUALHOURS
8. Position 66 EVV_PAYHOURS
9. Position 67 EVV_UNITS
10. Position 76 EVV_REASONCODE1
11. Position 77 EVV_REASONCODE1DESC
12. Position 124 EVV_BILL_TIME_IN
13. Position 125 EVV_BILL_TIME_OUT
14. Position 126 EVV_ROUNDED_ACTUALHOURS
15. Position 137 EVV_UNROUNDED_PAYHOURS

3.2 ALTERNATIVE DEVICES

Business Rules associated with Schedules:

ESA-9P: EVV System must allow a Service Provider to clock in and clock out for a Visit that the Service Provider delivers without a Schedule.

ESA-54P: The EVV System must Auto-verify a Visit with no Schedule if no critical exceptions are present on the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-23P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications.

ESA-24P: EVV System must match the Visit date to the Scheduled Visit Date to Auto-verify the EVV Visit Transaction for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-25P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-26P: EVV System must match the Visit Duration to the Scheduled Visit Duration using a 24- hour Call Matching Window to Auto-verify the Visit for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-27P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-28P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-34P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider data from a Visit to the specified data elements on the Weekly Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications,

ESA-35P: EVV System must Auto-verify a Visit for a Weekly Variable Schedule when the Visit Date is between the Weekly Variable Schedule Begin Date and the Weekly Variable Schedule End Date, and the Visit Duration does not exceed the Remaining Weekly Scheduled Hours.

ESA-40P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-41P: EVV System must not enable the Optional Expanded Time for Auto-verification feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-42P: EVV System must not enable the Optional Automatic Downward Adjustment feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-44P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Fixed Schedule to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-45P: EVV System must match the Visit Date to the Scheduled Visit Date to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-46P: EVV System must match the Visit clock in time within 7 minutes of the scheduled clock in time to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-47P: EVV System must match the Visit clock out time within 7 minutes of the scheduled clock out time to Auto-verify the Visit or a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-48P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-49P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-50P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-51P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

Business Rules associated with the Alternative Device Electronic Verification Method:

EVM-5P: The PSO must provide approved alternatives for clock in and clock out in the event a Member does not have a home phone landline, or a Member is unwilling to allow the Service Provider use of the home phone landline.

EVM-6P: EVV System must identify Service Provider use of Alternative Devices used for clock in and clock out and confirm association to a Member profile. If the EVV System finds a mismatch, the EVV System must flag the EVV Visit Transaction' and alert the System User.

EVM-23P: EVV System must assign the value 'Member Home' to the Service Delivery Location and assign the Member Home Address to the Service Delivery Address when the EVV System verifies the clock in or clock out method used for the Visit matches the Alternative Device in the Member profile.

Business Rules associated with the verification and validation of EVV Visit Transactions:

SDV-1P: EVV System must capture and verify the following visit data for each EVV visit:

- Member receiving the service.
- Service Provider providing the service.
- PSO Business Unit the Service Provider is performing the service on behalf of.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Electronic verification method Service Provider used to clock in.
- Electronic verification method Service Provider used to clock out.
- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).
- Date Service Provider delivered the service.
- Time Service Provider delivered the service (start and end).
- Type of service delivered.

The system must capture this data even in the absence of verification.

See specific data elements required to support this data capture and validation in Appendix C EVV Visit Transaction Layout and Appendix J Service Delivery Locations.

SDV-2P: EVV System must capture the clock in and clock out method used for each Visit. EVV System may allow multiple clock in and clock out methods for a Member on a single Visit.

SDV-5P: EVV System must capture the EVV Clock In and the EVV Clock Out in standard format (MMDDYYYY HH:MM AM/PM). EVV System must ignore seconds when determining EVV Clock in or EVV Clock Out times. EVV System must not round the EVV Clock In or EVV Clock Out times.

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded hours to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-9P: EVV System must support overnight shifts in a way that does not require the Service Provider to clock in and clock out multiple times per shift with or without a schedule. The EVV System must split the overnight shift into two separate EVV Visit Transactions, one ending at 11:59 PM and one beginning at 12:00 AM, for the two affected days. The EVV System must set the EVV Clock Out Time on the first EVV Visit Transaction to 11:59 PM. The EVV System must set the EVV Clock In Time on the second EVV Visit Transaction to 12:00 AM. The EVV System must use the same date for the EVV Clock In Time, the EVV Clock Out Time, Bill Time In, and Bill Time Out for each EVV Visit Transaction.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-60P: EVV System must adhere to HHSC EVV Policy regarding Auto-Verification of EVV Visit Transactions, including requiring System Users to complete Visit Maintenance on EVV Visit Transactions that generate exceptions from Auto-Verification. EVV System's process flow for resolving Auto-Verification exceptions must prioritize using Clock In and Clock Out Data from approved electronic verification methods when the EVV System determines it is appropriate. Refer to Appendix P – Auto Verification Specifications.

SDV-66P: EVV System must capture the Service Delivery Location during clock in and clock out using the values listed in Appendix J.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The EVV System must transmit unrounded EVV Hours to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded EVV Hours to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The EVV System must transmit unrounded Bill Hours to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

3.2.1 Alternative Device – With Schedule

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS are not using the Alternative Device Electronic Verification Method (PS Request Form Question # 3.1 Alternative Device is not checked); or,
- Program providers or FMSAs onboarding with the PS are using the Alternative Device Method (PS Request Form Question # 3.1 Alternative Device is checked) but are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration scenario ensures that the Proprietary System can assign required data on the EVV Visit Transaction when the Service Provider uses the Alternative Device to clock in and clock out when there is a schedule in the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-5P, EVM-6P, EVM-23P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

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1. Data Setup in the EVV System:

- a. Member with an alternative device registered in the EVV System.
- b. Service Provider profile.

2. System User demonstrates:

- a. System User demonstrates schedule setup:
 - i. Daily Variable Schedule (per ESA-22P).
 - ii. Weekly Variable Schedule (per ESA-29P through ESA-32P).
 - iii. Daily Fixed Schedule (per ESA-43P).
 - iv. Alternate Schedule Type.
 - 1. Note: If the program providers or FMSAs onboarding with the PS have chosen to use an Alternate Schedule Type there are no business rules documented for this schedule type for verification by the ORR team.
- b. A Service Provider clocks in according to the schedule using the alternative device registered to the Member and writes down whatever information is needed.
- c. A Service Provider calls into the EVV System (or otherwise submits the necessary information) to successfully record the clock in.
- d. A Service Provider clocks out according to the schedule using the alternative device and writes down whatever information is needed.
- e. A Service Provider calls into the EVV System (or otherwise submits the necessary information) to successfully record the clock out.
- f. The visit may auto-verify in the EVV System based on Appendix P and the specified rules for:
 - i. Daily Variable Schedule (per ESA-23P through ESA-28P).
 - ii. Weekly Variable Schedule (per ESA-34P through ESA-35P and ESA-40P through ESA-42P).
 - iii. Daily Fixed Schedule (per ESA-44P through ESA-51P).
 - iv. Alternate Schedule Type.
 - 1. Note: If the program providers or FMSAs onboarding with the PS have chosen to use an Alternate Schedule Type there are no business rules documented for this schedule type for verification by the ORR team.
- g. The EVV System accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (Member Home).
 - v. Date the service is performed.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - viii. Service Delivery Address.
- h. The EVV System accurately captured the type of method used (Alternative Device).
- i. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields should be highlighted:



1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS
8. Position 55 VISIT_VISITLOCATION

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE
4. Position 59 EVV_MODIFIER
5. Position 61 EVV_CREATEDDATETIME
6. Position 60 EVV_VISITDATE
7. Position 63 EVV_CALLINTIME
8. Position 64 EVV_CALLOUTTIME
9. Position 65 EVV_ACTUALHOURS
10. Position 66 EVV_PAYHOURS
11. Position 67 EVV_UNITS
12. Position 68 EVV_VISITLOCATION
13. Position 73 EVV_INPUTMETHOD_IN
14. Position 74 EVV_INPUTMETHOD_OUT
15. Position 114 EVV_AUTOCONFIRMFLAG
16. Position 123 EVV_VISITLOCATION_OUT
17. Position 124 EVV_BILL_TIME_IN
18. Position 125 EVV_BILL_TIME_OUT
19. Position 126 EVV_ROUNDED_ACTUALHOURS
20. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
21. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
22. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
23. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
24. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
25. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
26. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
27. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
28. Position 137 EVV_UNROUNDED_PAYHOURS

3.2.2 Alternative Device – Without Schedule

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Alternative Device Electronic Verification Method (PS Request Form Question # 3.1 Alternative Device is not checked).

Scenario Objective: This demonstration scenario ensures that the Proprietary System can assign required data on the EVV Visit Transaction when the Service Provider uses the Alternative Device to clock in and clock out when there is a not schedule in the EVV System. Requirements to enter schedules into the EVV System vary based on program and services delivered, so PSOs are not required to enter schedules into the EVV System to clock in and clock out.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-5P, EVM-6P, EVM-23P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with an alternative device registered in the EVV System.
- b. Service Provider profile.
- c. No scheduled visit.

2. System User demonstrates:

- a. A Service Provider clocks in using the alternative device registered to the Member and writes down whatever information is needed.
- b. A Service Provider calls into the EVV System (or otherwise submits the necessary information) to successfully record the clock in.
- c. A Service Provider clocks out using the alternative device and writes down whatever information is needed.
- d. A Service Provider calls into the EVV System (or otherwise submits the necessary information) to successfully record the clock out.
- e. The EVV system accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered.
 - v. Date the service is performed.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - viii. Service Delivery Address (Street, City, State, Zip).
 - ix. The EVV system accurately captured the type of method used (Alternative Device).
- f. The EVV System auto-verifies the visit.
- g. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.

- i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE
4. Position 59 EVV_MODIFIER
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME
7. Position 68 EVV_VISITLOCATION
8. Position 63 EVV_CALLINTIME
9. Position 64 EVV_CALLOUTTIME
10. Position 65 EVV_ACTUALHOURS
11. Position 66 EVV_PAYHOURS
12. Position 67 EVV_UNITS
13. Position 73 EVV_INPUTMETHOD_IN
14. Position 74 EVV_INPUTMETHOD_OUT
15. Position 114 EVV_AUTOCONFIRMFLAG
16. Position 123 EVV_VISITLOCATION_OUT
17. Position 124 EVV_BILL_TIME_IN
18. Position 125 EVV_BILL_TIME_OUT
19. Position 126 EVV_ROUNDED_ACTUALHOURS
20. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
21. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
22. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
23. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
24. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
25. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
26. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
27. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
28. Position 137 EVV_UNROUNDED_PAYHOURS

3.2.3 Alternative Device – Not Associated with Member

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Alternative Device Electronic Verification Method (PS Request Form Question # 3.1 Alternative Device is not checked).

Scenario Objective: This demonstration ensures that the EVV System alerts the System User when the Service Provider uses an Alternative Device not associated with the Member that the Service Provider delivered the Service for.

- Business Rule evaluated in this scenario (the full description of the Business Rule may be found in the section header): EVM-6P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with an alternative device registered in the EVV System.
- b. Service Provider profile.

2. System User demonstrates:

- a. A Service Provider clocks in using the alternative device associated with a different Member and writes down whatever information is needed.
- b. A Service Provider calls into the EVV System IVR and enters the required information associated with the visit.
- c. The EVV System attempts to validate that the alternative device is registered to the member.

3.2.4 Alternative Device Method – Overnight Visit with Schedule

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS are not using Alternative Device Method (PS Request Form Question # 3.1 Alternative Device is not checked); or,
- Program providers or FMSAs onboarding with the PS are using the Alternative Device Method (PS Request Form Question # 3.1 Alternative Device is checked) but are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split an Alternative Device visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would impact EVV Compliance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-5P, EVM-6P, EVM-23P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-9P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with an alternative device method registered in the EVV System.
- b. Service Provider.
- c. Scheduled overnight visit (starts 11:00 PM, ends 6:00 AM the next day).

2. System User demonstrates:

- a. A Service Provider clocks in according to the schedule using the alternative device.
- b. A Service Provider calls into the IVR with the clock in information recorded from the alternative device.

- c. A Service Provider clocks out according to the schedule using the alternative device method.
- d. A Service Provider calls into the IVR with the clock out information recorded from the alternative device.
- e. The EVV system has accurately captured the following information for each visit created for the overnight:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered.
 - v. Dates the service is performed overnight.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of method used.
- f. The selected PS vendor must present the text file for each visit record to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS
8. Position 55 VISIT_VISITLOCATION

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE
4. Position 59 EVV_MODIFIER
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME
7. Position 62 EVV_PHONE
8. Position 63 EVV_CALLINTIME
9. Position 64 EVV_CALLOUTTIME
10. Position 65 EVV_ACTUALHOURS
11. Position 66 EVV_PAYHOURS
12. Position 76 EVV_REASONCODE1
13. Position 77 EVV_REASONCODE1DESC
14. Position 68 EVV_VISITLOCATION
15. Position 73 EVV_INPUTMETHOD_IN
16. Position 74 EVV_INPUTMETHOD_OUT
17. Position 114 EVV_AUTOCONFIRMFLAG

18. Position 122 EVV_PHONE_OUT
19. Position 123 EVV_VISITLOCATION_OUT
20. Position 124 EVV_BILL_TIME_IN
21. Position 125 EVV_BILL_TIME_OUT
22. Position 126 EVV_ROUNDED_ACTUALHOURS
23. Position 137 EVV_UNROUNDED_PAYHOURS

3.2.5 Alternative Device Method – Overnight Visit Without a Schedule

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using Alternative Device Method (PS Request Form Question # 3.1 Alternative Device is not checked).

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split an Alternative Device visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is not used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would impact EVV Compliance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-5P, EVM-6P, EVM-23P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-9P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member with an alternative device method registered in the EVV System.
 - b. Service Provider.
2. **System User demonstrates:**
 - a. A Service Provider clocks in at 11:00 PM using the alternative device method.
 - b. A Service Provider calls into the IVR with the clock in information recorded from the alternative device.
 - c. A Service Provider clocks out the next day at 6:00 AM using the alternative device method.
 - d. A Service Provider calls into the IVR with the clock in information recorded from the alternative device.
 - e. The EVV system has accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (Member Home).
 - v. Dates the service is performed overnight.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).

- f. The EVV system has accurately captured the type of method used (Alternative Device).
- g. The selected PS vendor must present the text file to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

4. Position 60 EVV_VISITDATE
5. Position 63 EVV_CALLINTIME
6. Position 64 EVV_CALLOUTTIME
7. Position 65 EVV_ACTUALHOURS
8. Position 66 EVV_PAYHOURS
9. position 67 EVV_UNITS
10. Position 76 EVV_REASONCODE1
11. Position 77 EVV_REASONCODE1DESC
12. Position 124 EVV_BILL_TIME_IN
13. Position 125 EVV_BILL_TIME_OUT
14. Position 126 EVV_ROUNDED_ACTUALHOURS
15. Position 137 EVV_UNROUNDED_PAYHOURS

3.3 MOBILE METHOD

Business Rules associated with Schedules:

ESA-9P: EVV System must allow a Service Provider to clock in and clock out for a Visit that the Service Provider delivers without a Schedule.

ESA-54P: The EVV System must Auto-verify a Visit with no Schedule if no critical exceptions are present on the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-23P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications.

ESA-24P: EVV System must match the Visit date to the Scheduled Visit Date to Auto-verify the EVV Visit Transaction for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-25P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-26P: EVV System must match the Visit Duration to the Scheduled Visit Duration using a 24- hour Call Matching Window to Auto-verify the Visit for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-27P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-28P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-34P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider data from a Visit to the specified data elements on the Weekly Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications,

ESA-35P: EVV System must Auto-verify a Visit for a Weekly Variable Schedule when the Visit Date is between the Weekly Variable Schedule Begin Date and the Weekly Variable Schedule End Date, and the Visit Duration does not exceed the Remaining Weekly Scheduled Hours.

ESA-40P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-41P: EVV System must not enable the Optional Expanded Time for Auto-verification feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-42P: EVV System must not enable the Optional Automatic Downward Adjustment feature when using a Weekly Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-44P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Fixed Schedule to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-45P: EVV System must match the Visit Date to the Scheduled Visit Date to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-46P: EVV System must match the Visit clock in time within 7 minutes of the scheduled clock in time to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-47P: EVV System must match the Visit clock out time within 7 minutes of the scheduled clock out time to Auto-verify the Visit or a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-48P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-49P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-50P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-51P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

Business Rules associated with the Mobile Electronic Verification Method:

EVM-7P: The PSO must allow clock in and clock out through mobile methods. The PSO must provide the mobile methods at no charge to the Member.

EVM-9P: EVV System must not allow a System User to alter Geolocation data captured through the mobile method.

EVM-10P: EVV System must capture Geolocation at clock in and clock out through mobile methods. Mobile method must only capture geolocation at clock in and clock out and not allow for persistent tracking. Mobile method may require a Service Provider to enable location services to clock in and clock out.

EVM-20P: EVV System must not restrict usage of the mobile method based on the proximity of the home address of the Service Provider and the Member Home Geolocation of Member receiving services.

EVM-24P: EVV mobile method must auto-populate the Service Delivery Location as 'Member Home' if the device determines that the Service Provider is within the EVV Allowed Geo-perimeter of the Member Home Geolocation. The Service Provider can modify the Service Delivery Location as needed on the mobile device.

EVM-25P: The EVV mobile method must restrict the selection of Service Delivery Location during clock in and clock out to the allowable values identified in Appendix J – Service Delivery Locations.

EVM-27P: EVV mobile method must prompt the Service Provider to select a Service Delivery Location (from the values specified in Appendix J) if the mobile application determines that the Service Provider is outside the EVV Allowed Geo-perimeter of the Member Home Geolocation when clocking in or clocking out.

EVM-28P: EVV System must provide read-only access in the mobile application for Service Providers to view EVV Visits performed by the Service Provider. The EVV System must limit the Service Provider's access to view only the Visit data associated with the Service Provider. The view must not provide access to Protected Health Information (PHI) associated with the Member.

Business Rules associated with the verification and validation of EVV Visit Transactions:

SDV-1P: EVV System must capture and verify the following visit data for each EVV visit:

- Member receiving the service.
- Service Provider providing the service.
- PSO Business Unit the Service Provider is performing the service on behalf of.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Electronic verification method Service Provider used to clock in.
- Electronic verification method Service Provider used to clock out.
- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).
- Date Service Provider delivered the service.
- Time Service Provider delivered the service (start and end).
- Type of service delivered.

The system must capture this data even in the absence of verification.

See specific data elements required to support this data capture and validation in Appendix C EVV Visit Transaction Layout and Appendix J Service Delivery Locations.

SDV-2P: EVV System must capture the clock in and clock out method used for each Visit. EVV System may allow multiple clock in and clock out methods for a Member on a single Visit.

SDV-3P: EVV System must allow login to the mobile method as well as the capture of Clock In and Clock Out Data, including geolocation, when using a mobile method in instances when internet connection or cellular data is unavailable. This must not require manual entry of data by System Users.

SDV-5P: EVV System must capture the EVV Clock In and the EVV Clock Out in standard format (MMDDYYYY HH:MM AM/PM). EVV System must ignore seconds when determining EVV Clock in or EVV Clock Out times. EVV System must not round the EVV Clock In or EVV Clock Out times.

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded hours to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-9P: EVV System must support overnight shifts in a way that does not require the Service Provider to clock in and clock out multiple times per shift with or without a schedule. The EVV System must split the overnight shift into two separate EVV Visit Transactions, one ending at 11:59 PM and one beginning at 12:00 AM, for the two affected days. The EVV System must set the EVV Clock Out Time on the first EVV Visit Transaction to 11:59 PM. The EVV System must set the EVV Clock In Time on the second EVV Visit Transaction to 12:00 AM. The EVV System must use the same date for the EVV Clock In Time, the EVV Clock Out Time, Bill Time In, and Bill Time Out for each EVV Visit Transaction.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-60P: EVV System must adhere to HHSC EVV Policy regarding Auto-Verification of EVV Visit Transactions, including requiring System Users to complete Visit Maintenance on EVV Visit Transactions that generate exceptions from Auto-Verification. EVV System's process flow for resolving Auto-Verification exceptions must prioritize using Clock In and Clock Out Data from approved electronic verification methods when the EVV System determines it is appropriate. Refer to Appendix P – Auto Verification Specifications.

SDV-66P: EVV System must capture the Service Delivery Location during clock in and clock out using the values listed in Appendix J.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The EVV System must transmit unrounded EVV Hours to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded EVV Hours to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The EVV System must transmit unrounded Bill Hours to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

3.3.1 Mobile Method – At Neighbor Home With Schedule

Note: HHSC may waive this scenario if program providers or FMSAs onboarding with the PS are using the Mobile Method (PS Request Form Question # 3.1 Mobile Method is checked) but are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration evaluates how the Service Provider can clock in and clock out of the EVV System using the Mobile Method, and how the EVV System prepares the associated EVV Visit Transaction. This demonstration ensures that the Mobile Method captures the GPS Coordinates of the clock in and clock out. Additionally, when delivering services outside the EVV Allowed Geo-Perimeter, the Service Provider must be prompted by the EVV System to select a Service Delivery Location. This is a scheduled visit, and while auto-verification is not the primary focus of the demonstration, this is another opportunity for the ORR team to see the EVV System's auto-verification process.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-7P, EVM-10P, EVM-20P, EVM-25P, EVM-27P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with a mobile method registered in the EVV System.
- b. Service Provider profile with mobile number registered in the EVV System.
- c. Member Home Geolocation shown in Member profile (latitude and longitude of Member physical address).

2. System User demonstrates:

- a. System User demonstrates schedule setup:
 - i. Daily Variable Schedule (per ESA-22P).
 - ii. Weekly Variable Schedule (per ESA-29P through ESA-32P).
 - iii. Daily Fixed Schedule (per ESA-43P).
 - iv. Alternate Schedule Type.
- b. A Service Provider clocks in according to the schedule using the mobile method, outside the geolocation of the Member Home.
 - i. Service Provider logs in and/or enters Employee EVV ID.
 - ii. Service Provider enters Member EVV ID.
 - iii. Service Provider enters service (optional).
 - iv. Service Provider is presented a list of locations based on Business Rules Appendix J and selects 'Neighbor Home' from the list in the Mobile Method.

- c. A Service Provider clocks out according to the schedule using the mobile method, outside the geolocation of the Member Home.
 - i. Service Provider logs in and/or enters Employee EVV ID.
 - ii. Service Provider enters Member EVV ID.
 - iii. Service Provider is presented a list of locations based on Business Rules Appendix J and selects 'Neighbor Home' from the list in the Mobile Method.
- d. The visit may auto-verify in the EVV System based on Appendix P and the specified rules:
 - i. Daily Variable Schedule (per ESA-23P through ESA-28P).
 - ii. Weekly Variable Schedule (per ESA-34P through ESA-35P and ESA-40P through ESA-42P).
 - iii. Daily Fixed Schedule (per ESA-44P through ESA-51P).
 - iv. Alternate Schedule Type
 1. Note: If the program providers or FMSAs onboarding with the PS have chosen to use an Alternate Schedule Type there are no business rules documented for this schedule type for verification by the ORR team.
- e. The EVV system accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered.
 - v. Date the service is performed.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. GPS coordinates for a location other than the Member's home address.
 - viii. Service Delivery Address (Street, City, State & Zip) if acquired (optional fields).
 - ix. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - x. Type of method used (Mobile Method).
- f. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS
8. Position 55 VISIT_VISITLOCATION

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE



4. Position 59 EVV_MODIFIER
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME
7. Position 63 EVV_CALLINTIME
8. Position 64 EVV_CALLOUTTIME
9. Position 65 EVV_ACTUALHOURS
10. Position 66 EVV_PAYHOURS
11. Position 67 EVV_UNITS
12. Position 68 EVV_VISITLOCATION
13. Position 69 EVV_VISIT_LATITUDE_IN
14. Position 70 EVV_VISIT_LONGITUDE_IN
15. Position 72 EVV_LAT_LONG_MATCH_IN
16. Position 73 EVV_INPUTMETHOD_IN
17. Position 74 EVV_INPUTMETHOD_OUT
18. Position 114 EVV_AUTOCONFIRMFLAG
19. Position 116 EVV_VISIT_LATITUDE_OUT
20. Position 117 EVV_VISIT_LONGITUDE_OUT
21. Position 120 EVV_LAT_LONG_MATCH_OUT
22. Position 123 EVV_VISITLOCATION_OUT
23. Position 124 EVV_BILL_TIME_IN
24. Position 125 EVV_BILL_TIME_OUT
25. Position 126 EVV_ROUNDED_ACTUALHOURS
26. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
27. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
28. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
29. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
30. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
31. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
32. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
33. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
34. Position 137 EVV_UNROUNDED_PAYHOURS

3.3.2 Mobile Method – At Member Home Without Schedule

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System can capture the required data elements, including GPS Coordinates, of the clock in and clock out without a schedule. This visit occurs outside the EVV Allowed Geo-Perimeter of the Member Home, but the Service Provider selects the Member Home Service Delivery Location. Thus, the demonstration verifies that the EVV System will not auto-verify the EVV Visit Transaction and identifies this on the EVV Visit Transaction. The demonstration also verifies that the EVV System identifies the clock in and clock out as outside of the EVV Allowed Geo-Perimeter through the Lat/Long Match Flags. Requirements to enter schedules into the EVV System vary based on program and services delivered, so PSOs are not required to enter schedules into the EVV System to clock in and clock out.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-7P, EVM-10P, EVM-20P, EVM-24P, EVM-25P, EVM-27P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with a mobile method registered in the EVV System.
- b. Service Provider profile with mobile number registered in the EVV System.
- c. Member Home Geolocation shown in Member profile (latitude and longitude of Member physical address).
- d. No scheduled visit.

2. System User demonstrates:

- a. A Service Provider clocks in from using the mobile method, outside the EVV Allowed Geo-perimeter of the Member Home Geolocation.
 - i. Service Provider logs in and/or enters Employee EVV ID.
 - ii. Service Provider enters Member EVV ID.
 - ii. Service Provider is presented a list of locations based on Business Rules Appendix J and selects Member Home from the list in the Mobile Method.
 - iii. Service Provider enters service (optional).
- b. A Service Provider clocks out from the Member Home using the mobile method, outside the EVV Allowed Geo-perimeter of the Member Home Geolocation.
- c. The EVV system accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (from the Appendix J list, and correct GPS coordinates).
 - v. Date the service is performed.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. GPS Latitude where service is performed.
 - viii. GPS Longitude where service is performed.
 - ix. Service Delivery Address (Street, City, State, Zip) of Member's Home.
 - x. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - xi. Type of method used (Mobile Method).
- d. The EVV system does not auto-verify the EVV Visit transaction.
- e. The System User resolves the auto-verification exception by completing visit maintenance.
- f. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 57 EVV_SVCCODE (LTC FFS only)
2. Position 58 EVV_HCPCS_CODE
3. Position 59 EVV_MODIFIER
4. Position 56 VISIT_SVCGRP (LTC FFS only)
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME
7. Position 63 EVV_CALLINTIME
8. Position 64 EVV_CALLOUTTIME
9. Position 65 EVV_ACTUALHOURS
10. Position 66 EVV_PAYHOURS
11. Position 67 EVV_UNITS
12. Position 68 EVV_VISITLOCATION
13. Position 69 EVV_VISIT_LATITUDE_IN
14. Position 70 EVV_VISIT_LONGITUDE_IN
15. Position 72 EVV_LAT_LONG_MATCH_IN
16. Position 73 EVV_INPUTMETHOD_IN
17. Position 74 EVV_INPUTMETHOD_OUT
18. Position 114 EVV_AUTOCONFIRMFLAG
19. Position 116 EVV_VISIT_LATITUDE_OUT
20. Position 117 EVV_VISIT_LONGITUDE_OUT
21. Position 120 EVV_LAT_LONG_MATCH_OUT
22. Position 123 EVV_VISITLOCATION_OUT
23. Position 124 EVV_BILL_TIME_IN
24. Position 125 EVV_BILL_TIME_OUT
25. Position 126 EVV_ROUNDED_ACTUALHOURS
26. Position 137 EVV_UNROUNDED_PAYHOURS

3.3.3 **Mobile Method – Overnight Visit with Schedules**

Note: HHSC may waive this scenario program providers or FMSAs onboarding with the PS are using the Mobile Method (PS Request Form Question # 3.1 Mobile Method is checked) but are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split a Mobile Method visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would impact EVV Compliance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable Schedule), ESA-34P and ESA-35P and ESA-40P through ESA-42P (Weekly Variable Schedule), ESA-44P through ESA-51P (Daily Fixed Schedule), EVM-7P, EVM-10P, EVM-20P, EVM-24P, EVM-25P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-9P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with a mobile method registered in the EVV System.
- b. Service Provider.
- c. Scheduled overnight visit (starts 11:00 PM, ends 6:00 AM the next day).

2. System User demonstrates:

- a. A Service Provider clocks in at the “Member Home” using the mobile method according to the schedule, within the EVV Allowed Geo-Perimeter of the Member Home Geolocation
- b. A Service Provider clocks out at the “Member Home” using the mobile method according to the schedule, within the EVV Allowed Geo-Perimeter of the Member Home Geolocation.
- c. The EVV system has accurately captured the following information for each visit created for the overnight visit since it spans across two dates of service:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (home or community location, and correct GPS coordinates).
 - v. Dates the service is performed overnight.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of method used to clock in and clock out.
- d. The EVV system has accurately captured the type of method used (Mobile Method).
- e. The selected PS vendor must present the text file for each visit record to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS
8. Position 55 VISIT_VISITLOCATION

Actual Visit information:

9. Position 60 EVV_VISITDATE
10. Position 63 EVV_CALLINTIME
11. Position 64 EVV_CALLOUTTIME
12. Position 65 EVV_ACTUALHOURS
13. Position 66 EVV_PAYHOURS
14. Position 67 EVV_UNITS
15. Position 72 EVV_LAT_LONG_MATCH_IN

16. Position 76 EVV_REASONCODE1
17. Position 77 EVV_REASONCODE1DESC
18. Position 120 EVV_LAT_LONG_MATCH_OUT
19. Position 124 EVV_BILL_TIME_IN
20. Position 125 EVV_BILL_TIME_OUT
21. Position 126 EVV_ROUNDED_ACTUALHOURS
22. Position 137 EVV_UNROUNDED_PAYHOURS

3.3.4 **Mobile Method – Overnight Visit Without a Schedule**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the Proprietary System can correctly split a Mobile Method visit that occurs across two dates into two separate EVV Visit Transactions when a schedule is not used in the EVV System. This demonstration also ensures that the EVV System can assign the appropriate EVV Reason Code for overnight visits. Automatic splitting of overnight shifts is an important feature to reduce Service Provider workload and prevent the need to manually enter overnight visits, which would negatively impact the PSO's EVV Compliance score.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-9P, ESA-54P, EVM-7P, EVM-10P, EVM-20P, EVM-24P, EVM-25P, SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-9P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member with a mobile method registered in the EVV System.
 - b. Service Provider.
2. **System User demonstrates:**
 - a. A Service Provider clocks in at 11:00 PM using the mobile method.
 - b. A Service Provider clocks out the next day at 6:00 AM using the mobile method.
 - c. The EVV system has accurately captured the following information for each visit created for the overnight visit since it spans across two dates of service:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location where the service is delivered (home or community location, and correct GPS coordinates).
 - v. Dates the service is performed overnight.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Type of method used to clock in and clock out.
 - d. The EVV system has accurately captured the type of method used (Mobile Method).

e. The selected PS vendor must present the text file to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.

i. The following fields should be highlighted:

1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 60 EVV_VISITDATE
2. Position 63 EVV_CALLINTIME
3. Position 64 EVV_CALLOUTTIME
4. Position 65 EVV_ACTUALHOURS
5. Position 66 EVV_PAYHOURS
6. Position 67 EVV_UNITS
7. Position 72 EVV_LAT_LONG_MATCH_IN
8. Position 76 EVV_REASONCODE1
9. Position 77 EVV_REASONCODE1DESC
10. Position 120 EVV_LAT_LONG_MATCH_OUT
11. Position 124 EVV_BILL_TIME_IN
12. Position 125 EVV_BILL_TIME_OUT
13. Position 126 EVV_ROUNDED_ACTUALHOURS
14. Position 137 EVV_UNROUNDED_PAYHOURS

3.3.5 **Mobile Method – Service Provider Access to Visits**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the Service Provider can see the EVV Visit Transactions that they have recorded in the EVV System through the Mobile Method. The Service Provider must be able to understand what services they have already provided based on what was authorized and/or scheduled. Service Providers do not have access to the EVV System as a System User, so this feature allows them to see what services have been delivered. This is particularly important for CDS Employees, as CDS has specific budgeted amounts for services. This also reduces the need for paper documentation of what services were delivered.

- Business Rule evaluated in this scenario (the full description of the Business Rule may be found in the section header): EVM-28P

Demonstration Steps

1. Data Setup in the EVV System:

- a. A Service Provider.
- b. Multiple Members.
- c. 10 Visits performed by the Service Provider with different Members.

2. System User demonstrates:

- a. The System User is the Service Provider for this scenario.

- b. The Service Provider views their visits for a specific Member and date range in the Mobile Method application.
- c. The Service Provider views their visits for all Members and date range in the Mobile Method application.

3.3.6 Mobile Method – Offline EVV Clock In and EVV Clock Out

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures the Mobile Method can capture the required data elements for a clock in and clock out when internet and cellular connection are not available. This feature is important in rural Texas due to inconsistent broadband access. If no internet or cellular connection is available, and the EVV System does not have offline functionality for the Mobile Method, then the visit must be manually entered in the EVV System. This would negatively affect the PSO's EVV Usage score. This reaffirms the importance of the offline mode for the Mobile Method.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVM-7P, EVM-10P, EVM-20P, EVM-24P, EVM-25P, SDV-1P, SDV-2P, SDV-3P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member with a mobile method registered in the EVV System.
- b. Service Provider profile with mobile number registered in the EVV System.

2. System User demonstrates:

- a. Mobile Method application data must show offline and all wireless connections must be disabled (including cellular data, Wi-Fi, Bluetooth, and AirDrop, if applicable).
- b. A member performs an EVV Clock In and EVV Clock out.
- c. The EVV system has accurately captured the following information:
 - ii. Member receiving the service.
 - iii. Service Provider providing the service.
 - iv. Proprietary System Operator Business Unit the Service Provider is performing the service on behalf of.
 - v. Dates the service is performed.
 - vi. Time the service is performed (clock in and clock out time).
 - vii. Location where the service is delivered (from the Appendix J list, and correct GPS coordinates).
 - viii. GPS Latitude where service is performed.
 - ix. GPS Longitude where service is performed.
 - x. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - xi. Type of method used to clock in and clock out (Mobile Method).
- f. The EVV system has accurately captured the type of method used (Mobile Method).
- g. The selected PS vendor must present the text file to the ORR team in the format the EVV system will use to transmit it to the EVV Aggregator.

- i. The following fields should be highlighted:
1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE
4. Position 59 EVV_MODIFIER
5. Position 60 EVV_VISITDATE
6. Position 63 EVV_CALLINTIME
7. Position 64 EVV_CALLOUTTIME
8. Position 65 EVV_ACTUALHOURS
9. Position 66 EVV_PAYHOURS
10. Position 67 EVV_UNITS
11. Position 68 EVV_VISITLOCATION
12. Position 69 EVV_VISIT_LATITUDE_IN
13. Position 70 EVV_VISIT_LONGITUDE_IN
14. Position 72 EVV_LAT_LONG_MATCH_IN
15. Position 73 EVV_INPUTMETHOD_IN
16. Position 74 EVV_INPUTMETHOD_OUT
17. Position 114 EVV_AUTOCONFIRMFLAG
18. Position 116 EVV_VISIT_LATITUDE_OUT
19. Position 117 EVV_VISIT_LONGITUDE_OUT
20. Position 120 EVV_LAT_LONG_MATCH_OUT
21. Position 123 EVV_VISITLOCATION_OUT
22. Position 124 EVV_BILL_TIME_IN
23. Position 125 EVV_BILL_TIME_OUT
24. Position 126 EVV_ROUNDED_ACTUALHOURS
25. Position 137 EVV_UNROUNDED_PAYHOURS

3.4 MULTIPLE ELECTRONIC VERIFICATION METHOD USED

Business Rules:

SDV-1P: EVV System must capture and verify the following visit data for each EVV visit:

- Member receiving the service.
- Service Provider providing the service.
- PSO Business Unit the Service Provider is performing the service on behalf of.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Electronic verification method Service Provider used to clock in.
- Electronic verification method Service Provider used to clock out.

- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).
- Date Service Provider delivered the service.
- Time Service Provider delivered the service (start and end).
- Type of service delivered.

The system must capture this data even in the absence of verification.

See specific data elements required to support this data capture and validation in Appendix C EVV Visit Transaction Layout and Appendix J Service Delivery Locations.

SDV-2P: EVV System must capture the clock in and clock out method used for each Visit. EVV System may allow multiple clock in and clock out methods for a Member on a single Visit.

SDV-3P: EVV System must allow login to the mobile method as well as the capture of Clock In and Clock Out Data, including geolocation, when using a mobile method in instances when internet connection or cellular data is unavailable. This must not require manual entry of data by System Users.

SDV-5P: EVV System must capture the EVV Clock In and the EVV Clock Out in standard format (MMDDYYYY HH:MM AM/PM). EVV System must ignore seconds when determining EVV Clock in or EVV Clock Out times. EVV System must not round the EVV Clock In or EVV Clock Out times.

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded hours to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-60P: EVV System must adhere to HHSC EVV Policy regarding Auto-Verification of EVV Visit Transactions, including requiring System Users to complete Visit Maintenance on EVV Visit Transactions that generate exceptions from Auto-Verification. EVV System's process flow for resolving Auto-Verification exceptions must prioritize using Clock In and Clock Out Data from approved electronic verification methods when the EVV System determines it is appropriate. Refer to Appendix P – Auto Verification Specifications.

SDV-66P: EVV System must capture the Service Delivery Location during clock in and clock out using the values listed in Appendix J.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The EVV System must transmit unrounded EVV Hours to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The EVV System must transmit rounded EVV Hours to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The EVV System must transmit unrounded Bill Hours to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

3.4.1 Clock In Clock Out with Multiple Methods

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are only using one Electronic Verification Method (PS Request Form Question # 3.1 only one method is checked).

Scenario Objective: This demonstration evaluates if a Service Provider can use mixed Electronic Verification Methods on an EVV Visit Transaction. Service Providers may be required to use a different Electronic Verification Method for clock out than clock in. For example, a Service Provider may have used the Mobile Method to clock in, but no longer have access to a mobile device with battery life, so they may use the Member's Landline phone to clock out.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-1P, SDV-2P, SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-88P, SDV-89P

Demonstration Steps

1. Data Setup in the EVV System:

- a. A Member
- b. A Service Provider

2. System User demonstrates, and ORR team verifies that:

- a. The System User is a Service Provider in this scenario.
- b. The Service Provider clocks in using one of the electronic verification methods (Mobile, Alternative Device or Landline Phone).
- c. The EVV System accepts the visit and auto-verifies.
- d. The Service Provider clocks out using a different electronic verification method than what was used to clock in.
- e. The EVV System accepts the visit and auto-verifies.
- f. The ORR team verifies the text file the EVV system will submit to the EVV Aggregator contains the visit data for this scenario. The selected PS vendor must present the text file to the ORR Team in the format the EVV system will use to transmit to the EVV Aggregator.
 - i. The following fields should be highlighted for verification:
 1. Position 34 INDVMBR_MEDICAIDID
 2. Position 73 EVV_INPUTMETHOD_IN
 3. Position 74 EVV_INPUTMETHOD_OUT

4 SERVICE DELIVERY VERIFICATION

4.1 MANUAL VISITS

Business Rules:

ESA-52P: EVV System must allow a System User to manually document a Visit that the Service Provider delivered without a Schedule and did not use an electronic verification method to clock in or clock out.

SDV-4P: EVV System must allow for manual data entry of EVV Visit Transactions only within the Visit Maintenance Time Frame. All EVV Visit Transactions created using this manual method must identify the input method and output method as “GUI” (manual entry) and the auto-confirm flag as ‘N’.

SDV-22P: EVV System must record changes made by the System User to the EVV Visit Transaction during Visit Maintenance and when a System User enters a manual Visit. The EVV System must collect the following audit trail data at a minimum, and transmit the relevant audit trail data to the EVV Aggregator:

- Data elements changed (including the before and after values)
- User ID of the System User who made the changes
- First Name and Last Name of the System User who made the changes
- Date and time the System User made the changes or created the manual Visit
- EVV Reason Code(s) with associated free text

Refer to Appendix C for identification of the EVV Visit Transaction fields for this data.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-46P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the clock in time for a Visit is missing (missed clock in) and the System User manually completes the Visit.

SDV-47P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the clock out time for a Visit is missing (missed clock out) and the System User manually completes the Visit.

SDV-48P: EVV System must require the System User to enter an EVV Reason Code and required free text when the System User makes changes to the EVV Visit Transaction after the System User/ Service Provider has documented the visit. EVV system must adhere to the HHSC EVV Policy regarding EVV Reason Codes.

SDV-73P: EVV System must require the System User to enter Bill Time In in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock In on the Visit.

SDV-76P: EVV System must require the System User to enter Bill Time Out in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock Out on the Visit.

SDV-78P: The System User must populate the following required data elements for manual visits:

- Member receiving the Service.
- Service Provider providing the Service.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Input method of clock in.

- Input method of clock out.
- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).
- Date the Service Provider performed the Service.
- Bill Time In when the Service Provider started Service Delivery.
- Bill Time Out when the Service Provider ended Service Delivery.
- Type of Service the Service Provider performed.
- EVV Reason Code(s) with associated free text.

4.1.1 Manually Entered Visit Transaction (GUI)

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the System User can manually enter an EVV Visit Transaction when the Service Provider fails to use the EVV System to clock in and clock out. Manually entered EVV Visit Transactions must capture all required data elements and be identified as a manually entered EVV Visit. During this demonstration, the ORR team also verifies that the EVV System requires the entry of an EVV Reason Code, that the System User is required to enter free text for EVV Reason Code 600 (Other), and that the EVV System does not auto-verify the EVV Visit Transaction.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-52P, SDV-4P, SDV-22P, SDV-31P, SDV-46P, SDV-47P, SDV-48P, SDV-73P, SDV-76P, SDV-78P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member Profile
 - b. Service Provider Profile
- 2. System User demonstrates:**
 - a. A Service Provider fails to use EVV to clock in and clock out.
 - b. The System User manually enters the visit into the EVV System as follows:
 - i. Member information.
 - ii. Service Provider information.
 - iii. Service.
 - iv. Date of visit must be within visit maintenance timeframe of 95 days.
 - v. Service Delivery Location In as Member Home.
 - vi. Service Delivery Location Out as Member Home.
 - vii. Input method of clock in.
 - viii. Input method of clock out.
 - ix. Service Delivery Address from Member's Profile.
 - x. Bill Time In as 2:30 PM.
 - xi. Bill Time Out as 5:25 PM.
 - xii. Bill hours are calculated by the EVV system.
 - i. Enters Reason Code 600 (Other).

- ii. Enters Free Text as to why the use of this reason code was required.
- c. The EVV System accepts the visit transaction.
- d. The EVV system accurately captures the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of.
 - iv. Location of clock in (Member Home).
 - v. Location of clock out (Member Home).
 - vi. Date of service.
 - vii. Time of service (Bill Time In and Bill Time Out).
 - viii. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable).
 - ix. Type of method used to clock in ("GUI").
 - x. Type of method used to clock out ("GUI").
 - xi. Reason Code 600 (Other) and Free text in the comment field.
- e. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields should be highlighted in the text file for the ORR to validate that the following fields have data from this scenario (full descriptions of each Business Rule may be found in the section header):
 - 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 - 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 - 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

- 1. Position 56 VISIT_SVCGRP (LTC FFS only)
- 2. Position 57 EVV_SVCCODE (LTC FFS only)
- 3. Position 58 EVV_HCPCS_CODE
- 4. Position 59 EVV_MODIFIER
- 5. Position 60 EVV_VISITDATE
- 6. Position 61 EVV_CREATEDDATETIME
- 7. Position 63 EVV_CALLINTIME
- 8. Position 64 EVV_CALLOUTTIME
- 9. Position 65 EVV_ACTUALHOURS
- 10. Position 66 EVV_PAYHOURS
- 11. Position 67 EVV_UNITS
- 12. Position 68 EVV_VISITLOCATION
- 13. Position 73 EVV_INPUTMETHOD_IN
- 14. Position 74 EVV_INPUTMETHOD_OUT
- 15. Position 114 EVV_AUTOCONFIRMFLAG
- 16. Position 76 EVV_REASONCODE1
- 17. Position 77 EVV_REASONCODE1DESC
- 18. Position 78 EVV_REASONCODE1COMMENT
- 19. Position 123 EVV_VISITLOCATION_OUT

- 20. Position 124 EVV_BILL_TIME_IN
- 21. Position 125 EVV_BILL_TIME_OUT
- 22. Position 126 EVV_ROUNDED_ACTUALHOURS
- 23. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
- 24. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
- 25. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
- 26. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
- 27. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
- 28. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
- 29. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
- 30. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
- 31. Position 137 EVV_UNROUNDED_PAYHOURS

4.1.2 Missed Clock In (GUI)

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System can capture the required data elements when the System User manually enters a clock in. This would occur when the Service Provider used the EVV System to clock out but not to clock in or when the EVV System failed to capture the Service Provider's attempt to clock in.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-4P, SDV-22P, SDV-31P, SDV-46P, SDV-47P, SDV-48P, SDV-73P, SDV-78P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member Profile.
- b. Service Provider Profile.
- c. Service Provider attempted to clock in at 8:30 AM using an EVV approved method, but the system did not register the clock in.
- d. Service Provider clocked out successfully at 3 PM using the same approved method as the clock in attempt.
- e. The EVV system records the visit as unverified requiring the System User to perform visit maintenance.

2. System User demonstrates:

- a. A System User manually creates the visit in the EVV System based on verification of the visit with the Attendant or the member and updates the visit.
 - i. Member information.
 - ii. Service Provider information.
 - iii. Service information.
 - iv. Date of visit (must be within visit maintenance timeframe of 95 days).
 - v. Bill Time In.
 - vi. Bill Time Out.
 - vii. Bill Hours.

- viii. Type of method used to clock in.
 - ix. Type of method used to clock out.
 - x. Location of clock in.
 - xi. Reason Code number 210 No Electronic Clock In or Clock Out (A - Failure to clock in, clock out or both).
- b. The EVV System accepts the visit transaction.
- c. The EVV System has accurately captures the data the System User entered, and the ORR team has verified the following information:
 - i. Member information.
 - ii. Service Provider information.
 - iii. Service information.
 - iv. Date of visit (must be within visit maintenance timeframe of 95 days).
 - v. Bill Time In.
 - vi. Bill Time Out.
 - vii. Bill hours.
 - viii. Type of method used to clock in.
 - ix. Location of clock in.
 - x. Reason Code number 210 No Electronic Clock In or Clock Out (A - Failure to clock in, clock out or both).
 - xi. For this Reason Code, the EVV system does not require Comments (free text) however, the System User may optionally enter free text for this Reason Code.
- d. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 - 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 - 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 - 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

- 4. Position 60 EVV_VISITDATE
- 5. Position 61 EVV_CREATEDDATETIME
- 6. Position 63 EVV_CALLINTIME
- 7. Position 64 EVV_CALLOUTTIME
- 8. Position 65 EVV_ACTUALHOURS
- 9. Position 66 EVV_PAYHOURS
- 10. Position 67 EVV_UNITS
- 11. Position 68 EVV_VISITLOCATION
- 12. Position 73 EVV_INPUTMETHOD_IN
- 13. Position 74 EVV_INPUTMETHOD_OUT
- 14. Position 76 EVV_REASONCODE1
- 15. Position 77 EVV_REASONCODE1DESC
- 16. Position 78 EVV_REASONCODE1COMMENT
- 17. Position 114 EVV_AUTOCONFIRMFLAG
- 18. Position 124 EVV_BILL_TIME_IN

19. Position 125 EVV_BILL_TIME_OUT
20. Position 126 EVV_ROUNDED_ACTUALHOURS
21. Position 137 EVV_UNROUNDED_PAYHOURS

4.1.3 Missed Clock Out (GUI)

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System can capture the required data elements when the System User manually enters a clock out. This would occur when the Service Provider used the EVV System to clock in but not to clock out or when the EVV System failed to capture the Service Provider's attempt to clock out.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-4P, SDV-22P, SDV-31P, SDV-46P, SDV-47P, SDV-48P, SDV-76P, SDV-78P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member Profile.
- b. Service Provider Profile.
- c. Create a visit in the EVV System for each Electronic Verification Method (Landline, Alternative Device, Mobile Method) type being used by the program providers or FMSAs onboarding with the PS to be used in the TPT scoring:
 - i. Service Provider clocked in at 10:15 AM according to the schedule using an approved EVV method.
- d. Service Provider failed to clock out.
- e. The EVV system records the visit as unverified requiring the System User to perform visit maintenance.

2. System User demonstrates, and ORR Team verifies:

- a. A System User manually creates the visit clock out in the EVV System based on verification of the visit with the Attendant.
 - i. Member information.
 - ii. Service Provider information.
 - iii. Service.
 - iv. Date of visit (must be within visit maintenance timeframe of 95 days).
 - v. Bill Time In is 10:15 AM.
 - vi. Bill Time Out entered by the System User as 1:05 PM.
 - vii. Bill Hours as calculated by the EVV System (unrounded).
 - viii. Bill Hours as calculated by the EVV System (rounded).
 - ix. Type of method used to clock out.
 - x. Location of clock out.
 - xi. Reason Code number 210 No Electronic Clock In or Clock Out (A - Failure to clock in, clock out or both. Comments (free text) should be demonstrated, however the EVV System does not require that the System User document the missing clock out time in the comments.

- b. The EVV System accepts the visit transaction.
- c. The EVV System has accurately captured, and the ORR team has verified the following information:
 - i. Member information.
 - ii. Service Provider information.
 - iii. Service.
 - iv. Date of visit (must be within visit maintenance timeframe of 95 days).
 - v. Bill Time In is 10:15 AM.
 - vi. Bill Time Out entered by the System User as 1:05 PM.
 - vii. Bill Hours as calculated by the EVV System (rounded).
 - viii. Bill Hours as calculated by the EVV System (unrounded).
 - ix. Type of method used to clock in.
 - x. Type of method used to clock out.
 - xi. Location of clock out.
 - xii. Reason Code.
 - xiii. Comments (free text).
- d. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - ii. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

4. Position 60 EVV_VISITDATE
5. Position 61 EVV_CREATEDDATETIME
6. Position 63 EVV_CALLINTIME
7. Position 64 EVV_CALLOUTTIME
8. Position 65 EVV_ACTUALHOURS
9. Position 66 EVV_PAYHOURS
10. Position 67 EVV_UNITS
11. Position 73 EVV_INPUTMETHOD_IN
12. Position 74 EVV_INPUTMETHOD_OUT
13. Position 76 EVV_REASONCODE1
14. Position 77 EVV_REASONCODE1DESC
15. Position 78 EVV_REASONCODE1COMMENT
16. Position 114 EVV_AUTOCONFIRMFLAG
17. Position 124 EVV_BILL_TIME_IN
18. Position 125 EVV_BILL_TIME_OUT
19. Position 126 EVV_ROUNDED_ACTUALHOURS
20. Position 137 EVV_UNROUNDED_PAYHOURS
21. Position 123 EVV_VISITLOCATION_OUT

4.2 CDS FUNCTIONALITY

Business Rules associated with entering Manual EVV Visit Transactions:

ESA-52P: EVV System must allow a System User to manually document a Visit that the Service Provider delivered without a Schedule and did not use an electronic verification method to clock in or clock out.

SDV-4P: EVV System must allow for manual data entry of EVV Visit Transactions only within the Visit Maintenance Time Frame. All EVV Visit Transactions created using this manual method must identify the input method and output method as “GUI” (manual entry) and the auto-confirm flag as 'N'.

SDV-22P: EVV System must record changes made by the System User to the EVV Visit Transaction during Visit Maintenance and when a System User enters a manual Visit. The EVV System must collect the following audit trail data at a minimum, and transmit the relevant audit trail data to the EVV Aggregator:

- Data elements changed (including the before and after values)
- User ID of the System User who made the changes
- First Name and Last Name of the System User who made the changes
- Date and time the System User made the changes or created the manual Visit
- EVV Reason Code(s) with associated free text

Refer to Appendix C for identification of the EVV Visit Transaction fields for this data.

SDV-46P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the EVV Clock In time for a Visit is missing (missed clock in) and the System User manually completes the Visit.

SDV-47P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the EVV Clock Out for a Visit is missing (missed clock out) and the System User manually completes the Visit

SDV-73P: EVV System must require the System User to enter Bill Time In in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock In on the Visit.

SDV-76P: EVV System must require the System User to enter Bill Time Out in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock Out on the Visit

SDV-78P: The System User must populate the following required data elements for manual visits:

- Member receiving the Service
- Service Provider providing the Service
- Service Delivery Location of clock in
- Service Delivery Location of clock out
- Input method of clock in
- Input method of clock out
- Service Delivery Address of clock in (when applicable)
- Service Delivery Address of clock out (when applicable)
- Date the Service Provider performed the Service
- Bill Time In when the Service Provider started Service Delivery
- Bill Time Out when the Service Provider ended Service Delivery
- Type of Service the Service Provider performed
- EVV Reason Code(s) with associated free text

Business Rules associated with the verification and validation of EVV Visit Transactions:

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-37P: EVV System must require CDS Employer or designated FMSA to approve an EVV Visit Transaction prior to export to the EVV Aggregator, even if the visit is Auto-verified. For the sequence of events of the CDS service delivery model refer to the CDS Process Flow diagram, found in Appendix Q.

SDV-59P: EVV System must allow the FMSA to review EVV Visit Transactions approved by the CDS Employer prior to export to the EVV Aggregator. For the sequence of events of the CDS service delivery model refer to the CDS Process Flow diagram, found in Appendix Q.

SDV-81P: EVV System must allow the System User to modify Bill Hours by directly adjusting the field to reflect that the Program Provider or FMSA will not bill the actual Visit hours in full. Adjustments made directly to Bill Hours must not alter the values in Bill Time In and Bill Time Out.

Business Rules associated with EVV System Reports:

EVR-7P: All standard system reports must comply with the report specifications provided in Appendix G - EVV Standard System Reports.

EVR-8P: EVV System must provide reporting to CDS Employers to support program requirements and monitoring. The EVV System must make the following standard reports available on demand to CDS Employers (as applicable) based on data retrieved from the EVV Standard System Reports web service provided by the EVV Aggregator. Program Providers, FMSAs, HHSC and MCOs will access these reports from the EVV Portal. See Appendix G:

- EVV Service Provider History Report
- EVV CDS Employer Usage Report
- EVV Service Provider Clock In and Clock Out Report
- EVV Reason Code Usage and Free Text Report
- EVV Units of Service Summary Report

Business Rules associated with Security Access:

PAO-31P: EVV System must allow an FMSA to associate the Designated Representative (DR) to the CDS Employer profile, when indicated by the CDS Employer on CDS Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities or Form 1720 Appointment of a Designated Representative. EVV System must allow the DR to perform all system actions on behalf of a CDS Employer. EVV System must adhere to HHSC EVV Policy regarding the CDS Employer's appointment of a DR.

VSS-24P: EVV System must assign CDS Employers appropriate security access to create, update, and read EVV System data and view CDS Employer EVV System reports when the CDS Employer selects to approve CDS Employee time worked and perform Visit Maintenance under Option 1 on CDS Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities.

VSS-25P: EVV System must assign CDS Employers appropriate security access to read and approve EVV Visit data and view CDS Employer EVV System reports in the EVV System when the CDS Employer selects to approve CDS Employee time worked under Option 2 on CDS Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities.

VSS-26P: EVV System must assign CDS Employers appropriate security access to read EVV System reports when the CDS Employer selects to delegate approval of time worked and Visit Maintenance to the FMSA under Option 3 on CDS Form 1722 Employer's Selection for Electronic Visit Verification Responsibilities.

VSS-27P: EVV System must allow an FMSA to assign the appropriate security role to a DR that is equivalent to the option chosen by the CDS Employer on the CDS Employer's Form 1722, when indicated.

4.2.1 CDS Employer Option 1 Creates Manual Visit

Note: HHSC will waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form Question # 2.1.3 FMSA for Consumer Directed Services is not checked).

Scenario Objective: This demonstration ensures that CDS Employers can manually enter and EVV Visit Transaction with all the required data elements for a manual visit transaction. CDS Employers who select Option 1 on Form 1722 must be able to perform Visit Maintenance activities, including entering manual visits.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-52P, SDV-4P, SDV-22P, SDV-31P, SDV-46P, SDV-47P, SDV-73P, SDV-76P, SDV-78P, VSS-24P.

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member Profile.
 - b. Service Provider Profile.
 - c. CDS Employer Profile.
- 2. System User demonstrates:**
 - a. A Service Provider fails to use EVV to clock in and clock out.
 - b. The CDS Employer manually enters the visit transaction as follows:
 - i. Enters all required visit data
 1. Member information.
 2. CDS Employer ID.
 3. Date of visit must be within visit maintenance timeframe of 95 days.
 4. Service Delivery Location In as Member Home.
 5. Service Delivery Location Out as Member Home.
 6. Service Delivery Address from Member's Profile.
 7. Bill Time In as 2:30 PM.
 8. Bill Time Out as 5:25 PM.
 9. Bill Hours (unrounded) are calculated by the EVV system.
 10. Bill Hours (rounded) according to EVV Policy.

11. Type of Service performed.
 12. Input method of clock in.
 13. Input method of clock out.
 14. Enters Reason Code 210 No Electronic Clock In or Clock Out (A - Failure to clock in, clock out or both).
 15. The CDS Employer chooses to enter Free Text as to why the use of this reason code was required.
- c. The EVV System accepts the visit transaction.
 - d. The EVV system accurately captured the following information:
 - i. Member receiving the service.
 - ii. Service Provider providing the service.
 - iii. Location of clock in.
 - iv. Location of clock out.
 - v. Date of service.
 - vi. Time of service (Bill Time In and Bill Time Out).
 - vii. Unrounded and rounded Bill Hours.
 - viii. Type of service performed (HCPCS/Modifiers or Service Group/Service Code, if applicable).
 - ix. Type of method used to clock in ("GUI").
 - x. Type of method used to clock out ("GUI").
 - xi. Certification that supporting documentation is available.
 - xii. Reason Code 210 No Electronic Clock In or Clock Out (A - Failure to clock in, clock out or both) and Free text in the comment field.
 - e. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields should be highlighted in the text file for the ORR to validate that the following fields have data from this scenario:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 25 EMPLOYEE_EVVUSERID
 4. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 5. Position 27 EMPLOYEE_EVVUSERLASTNAME
 6. Position 28 EMPLOYEE_CDSEMPLOYEREVID
 7. Position 29 EMPLOYEE_CDSEMPLOYERFIRSTNAME
 8. Position 30 EMPLOYEE_CDSEMPLOYERLASTNAME
 9. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 58 EVV_HCPCS_CODE
2. Position 59 EVV_MODIFIER
3. Position 56 VISIT_SVCGRP (LTC FFS only)
4. Position 57 EVV_SVCCODE (LTC FFS only)
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME



7. Position 63 EVV_CALLINTIME
8. Position 64 EVV_CALLOUTTIME
9. Position 65 EVV_ACTUALHOURS
10. Position 66 EVV_PAYHOURS
11. Position 67 EVV_UNITS
12. Position 68 EVV_VISITLOCATION
13. Position 73 EVV_INPUTMETHOD_IN
14. Position 74 EVV_INPUTMETHOD_OUT
15. Position 76 EVV_REASONCODE1
16. Position 77 EVV_REASONCODE1DESC
17. Position 78 EVV_REASONCODE1COMMENT
18. Position 108 EVV_LASTVISITMAINT
19. Position 114 EVV_AUTOCONFIRMFLAG
20. Position 123 EVV_VISITLOCATION_OUT
21. Position 124 EVV_BILL_TIME_IN
22. Position 125 EVV_BILL_TIME_OUT
23. Position 126 EVV_ROUNDED_ACTUALHOURS
24. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
25. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
26. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
27. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
28. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
29. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
30. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
31. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
32. Position 136 EVV_CDS_OPTION
33. Position 137 EVV_UNROUNDED_PAYHOURS

4.2.2 CDS Employer Option 2 Reviews & Approves Visit

Note: HHSC will waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form Question # 2.1.3 FMSA for Consumer Directed Services is not checked).

Scenario Objective: This demonstration ensures that CDS Employers who select Option 2 on Form 1722 can approve time worked in the EVV System. Option 2 CDS Employers delegate Visit Maintenance responsibilities to the FMSA but use the EVV System to mark EVV Visit Transactions as approved.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-31P, SDV-37P, VSS-25P.

Demonstration Steps

1. Data Setup in the EVV System:

- a. A Member.
- b. A CDS Employee (Service Provider).
- c. A CDS Employer with Option 2 from Form 1722 in their CDS Employer Profile.

2. System User demonstrates, and ORR Team verifies:

- a. The Service Provider clocks in and clocks out for a planned visit.
- b. The EVV System accepts the visit and auto-verifies it.
- c. The EVV System marks the visit for review and approval by the CDS Employer per their selection of Option 2 from the Form 1722.
- d. The CDS Employer logs into the EVV System and approves the time worked on the visit.
- e. The ORR Team verifies that the visit status indicates that it has not been transmitted to the EVV Aggregator.
- f. The FMSA logs into the EVV System and reviews the CDS Employer approval and confirms.
- g. The EVV System accepts the confirmation and transmits the visit transaction to the EVV Aggregator.
- h. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.
 - i. The following fields in the EVV Visit transaction file should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 28 EMPLOYEE_CDSEMPLOYEREVID
 4. Position 29 EMPLOYEE_CDSEMPLOYERFIRSTNAME
 5. Position 30 EMPLOYEE_CDSEMPLOYERLASTNAME
 6. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 60 EVV_VISITDATE
2. Position 136 EVV_CDS_OPTION

4.2.3 CDS Employer as Option 3 Accessing Reports

Note: HHSC may waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form Question # 2.1.3 FMSA for Consumer Directed Services is not checked.)

Scenario Objective: This demonstration ensures that CDS Employers who select Option 3 on Form 1722 can access EVV System Standard Reports, including reports provided through the EVV Portal Reports Web Service. This scenario also ensures that the EVV System accepts Visit Maintenance actions performed by the FMSA on behalf of the CDS Employer. CDS Employers do not have access to the EVV Portal, so CDS Employers must be able to obtain reports through the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-21P, SDV-31P, SDV-81P, EVR-7P, EVR-8P, VSS-26P.

Demonstration Steps

1. Data Setup in the EVV System:

- a. CDS Employer has chosen Option 3 on Form 1722 where the CDS Employer has access to read EVV System reports but has selected to delegate approval of time worked and Visit Maintenance to the FMSA.
- b. Standard CDS Reports are available in the EVV System.

2. System User demonstrates, and ORR Team validates that:

- a. The CDS Employer logs into the EVV System and requests to see the CDS reports.
- b. The EVV System displays the reports to the CDS Employer.
- c. FMSA logs into the EVV System.
- d. FMSA user locates a visit that is pending approval.
- e. FMSA approves the visit.
- f. FMSA locates a previously accepted visit where the Bill Hours were calculated to be 2 hours to perform Visit Maintenance and reduce the Bill Hours to 1 hour.
- g. FMSA downward adjusts the Bill Time In and Bill Time Out to reduce the bill hours and have the EVV System recalculate the bill hours to be 1 hour.

4.2.4 FMSA Assigns Security Access to Designated Representative

Note: HHSC may waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form Question # 2.1.3 FMSA for Consumer Directed Services is not checked.)

Scenario Objective: This demonstration ensures that a Designated Representative can be associated with a CDS Employer and perform the same actions in the EVV System as the CDS Employer. A Designated Representative assists a CDS Employer perform EVV responsibilities in the CDS Option.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): PAO-31P, PAO-37P, SDV-21P, SDV-31P, SDV-37P, VSS-24P, VSS-27P.

Demonstration Steps

1. Data Setup in the EVV System:

- a. CDS Employer Profile with a Designated Representative included, as indicated on Form 1722 or Form 1720.
- b. CDS Employer has chosen Option 1 on Form 1722 where the CDS Employer selects to approve CDS Employee time worked and perform Visit Maintenance.
- c. Two EVV Visits that require the CDS Employer to approve CDS Employee time worked.
- d. Two EVV Visits that require Visit Maintenance to downward adjust the Bill Hours.

2. System User demonstrates, and ORR Team validates that:

- a. The EVV System has a previously created CDS Employer Profile as outlined in the Data Setup section.
- b. The CDS Employer is the System User for the first portion of this demonstration and performs the following actions:
 - i. Display a visit that requires approval of time worked by the CDS Employee.
 - ii. Approve the time worked on the visit.
 - iii. The EVV System accepts the approval.
 - iv. Display a visit that requires Visit Maintenance.
 - v. Modify the visit to directly adjust the Bill Hours.
 - vi. The EVV System accepts the adjustment.
- c. The Designated Representative for the CDS Employer is the System User for the second portion of this demonstration and performs the following actions:
 - i. Display a visit that requires approval of time worked by the CDS Employee.

- ii. Approve the time worked on the visit.
- iii. The EVV System accepts the approval.
- iv. Display a visit that requires Visit Maintenance.
- v. Modify the visit to directly adjust the Bill Hours.
- vi. The EVV System accepts the adjustment.

4.3 VISIT MAINTENANCE

Business Rules associated with Visit Maintenance of EVV Visit Transactions:

SDV-20P: EVV System must allow System Users to complete Visit Maintenance within the Visit Maintenance Time Frame.

SDV-21P: EVV System must restrict System Users from performing Visit Maintenance according to Appendix O Visit Maintenance rules.

SDV-22P: EVV System must record changes made by the System User to the EVV Visit Transaction during Visit Maintenance and when a System User enters a manual Visit. The EVV System must collect the following audit trail data at a minimum, and transmit the relevant audit trail data to the EVV Aggregator:

- Data elements changed (including the before and after values)
- User ID of the System User who made the changes
- First Name and Last Name of the System User who made the changes
- Date and time the System User made the changes or created the manual Visit
- EVV Reason Code(s) with associated free text

Refer to Appendix C for identification of the EVV Visit Transaction fields for this data.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-48P: EVV System must require the System User to enter an EVV Reason Code and required free text when the System User makes changes to the EVV Visit Transaction after the System User/ Service Provider has documented the visit. EVV system must adhere to the HHSC EVV Policy regarding EVV Reason Codes.

SDV-56P: EVV System must update the last visit maintenance date in the EVV Visit Transaction to the current date whenever the EVV System identifies a change to one or more data elements listed below (refer to Appendix O for Visit Maintenance specifications):

- API/NPI
- Texas EVV Service Provider ID
- Contract number
- Member Medicaid ID
- Service group
- Service code
- HCPCS code
- Modifier

- Bill hours
- Units

The EVV System must transmit the User ID, the First Name and Last Name of the System User making the change and EVV Reason Code information that is associated with the change in the EVV Visit Transaction data elements below (see Appendix C and Appendix M for details):

- EMPLOYEE_EVVUSERID
- EMPLOYEE_EVVUSERFIRSTNAME
- EMPLOYEE_EVVUSERLASTNAME
- EVV_LASTVISITMAINT
- EVV_REASONCODEn
- EVV_REASONCODEnDESC
- EVV_REASONCODEnCOMMENT

SDV-61P: EVV System must adhere to HHSC EVV Policy regarding Visit Maintenance of EVV Visit Transactions and must comply with technical specifications for Visit Maintenance. Refer to Appendix O for the Visit Maintenance specifications.

SDV-65P: EVV System must only allow the System Users to complete Visit Maintenance outside of the Visit Maintenance Time Frame when the payer has approved Visit Maintenance via the Visit Maintenance Unlock Request process described in HHSC EVV Policy.

Business Rules associated with manually entered EVV Visit Transactions:

ESA-52P: EVV System must allow a System User to manually document a Visit that the Service Provider delivered without a Schedule and did not use an electronic verification method to clock in or clock out.

SDV-4P: EVV System must allow for manual data entry of EVV Visit Transactions only within the Visit Maintenance Time Frame. All EVV Visit Transactions created using this manual method must identify the input method and output method as “GUI” (manual entry) and the auto-confirm flag as ‘N’. EVV System must require extra certification that supporting documentation is available when the System User creates a manual Visit.

SDV-22P: EVV System must record changes made by the System User to the EVV Visit Transaction during Visit Maintenance and when a System User enters a manual Visit. The EVV System must collect the following audit trail data at a minimum, and transmit the relevant audit trail data to the EVV Aggregator:

- Data elements changed (including the before and after values)
- User ID of the System User who made the changes
- First Name and Last Name of the System User who made the changes
- Date and time the System User made the changes or created the manual Visit
- EVV Reason Code(s) with associated free text

Refer to Appendix C for identification of the EVV Visit Transaction fields for this data.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-46P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the clock in time for a Visit is missing (missed clock in) and the System User manually completes the Visit.

SDV-47P: EVV System must identify the input method on the EVV Visit Transaction as “GUI” when the clock out time for a Visit is missing (missed clock out) and the System User manually completes the Visit.

SDV-48P: EVV System must require the System User to enter an EVV Reason Code and required free text when the System User makes changes to the EVV Visit Transaction after the System User/ Service Provider has documented the visit. EVV system must adhere to the HHSC EVV Policy regarding EVV Reason Codes.

SDV-73P: EVV System must require the System User to enter Bill Time In in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock In on the Visit.

SDV-76P: EVV System must require the System User to enter Bill Time Out in standard format (MMDDYYYY HH:MM AM/PM) when the EVV System does not capture an EVV Clock Out on the Visit.

SDV-78P: The System User must populate the following required data elements for manual visits:

- Member receiving the Service.
- Service Provider providing the Service.
- Service Delivery Location of clock in.
- Service Delivery Location of clock out.
- Input method of clock in.
- Input method of clock out.
- Service Delivery Address of clock in (when applicable).
- Service Delivery Address of clock out (when applicable).
- Date the Service Provider performed the Service.
- Bill Time In when the Service Provider started Service Delivery.
- Bill Time Out when the Service Provider ended Service Delivery.
- Type of Service the Service Provider performed.
- EVV Reason Code(s) with associated free text.

Business Rules associated with importing Legacy EVV Visit Transactions:

SDV-58P: EVV System must not allow the System User to create a new EVV Visit Transaction to replace an existing EVV Visit Transaction, including an EVV Visit Transaction accepted by the EVV Aggregator but recorded in a different EVV System. Instead, the System User must perform Visit Maintenance to make changes to the existing EVV Visit Transaction as needed. If after the Visit Maintenance Time Frame, the System User must receive payer approval to proceed with the change.

SDV-91P: EVV System must allow for the import of EVV Visit Transactions from the EVV Aggregator via the HHSC-approved process. EVV System must retain the legacy EVV Vendor ID and the legacy EVV Visit ID on the imported visit. Refer to Appendix T.

SDV-92P: EVV System must not allow for the import of duplicate EVV Visit Transaction IDs with the same Provider API/NPI and EVV Vendor ID combination.

SDV-93P: EVV System must allow for the entry of manual EVV Visit Transactions for dates of service prior to the System Start Date of the Program Provider or FMSA Business Unit when the payer has approved the creation of

visits via the HHSC-approved process. The EVV Vendor ID on the manual EVV Visit Transaction must be the EVV Vendor ID of the current EVV System.

SDV-94P: EVV System must identify when Member profile, Service Provider profile, CDS Employer profile, or Active Service Authorization set up is not complete or incorrect. EVV System must alert the System User when the EVV System identifies incomplete information and allow the System User to complete or correct the information.

4.3.1 Visit Maintenance – Within Allowed Timeframe (95 calendar days)

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the System User can complete one of the most common Visit Maintenance activities, changing the Bill Time In and the Bill Time Out to recalculate the Bill Hours. This demonstration also ensures that the EVV System requires the System User to enter an EVV Reason Code during Visit Maintenance. When the System User completes Visit Maintenance, the EVV System must capture identification information of the System User and populate it on the EVV Visit Transaction. This is also evaluated during this demonstration.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. Data Setup in the EVV System:

- a. A completed visit transaction that was created as a Manual (GUI) visit in the EVV System with a date of service 94 days in the past (calculated as demonstration date minus 94 days).

2. System User demonstrates, and ORR Team verifies:

- a. The System User performs the following visit maintenance in the EVV System:
 - i. Changes the Bill Time In and Bill Time Out values.
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. The EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. The new values for Bill Time In and Bill Time Out.
 - ii. New calculated values for Bill Hours (unrounded and rounded) based on new values in Bill Time In and Bill Time Out.
 - iii. Last Visit Maintenance Date is equal to the demonstration date.
 - iv. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The System User must present the text file the EVV system will submit to the EVV Aggregator for this scenario. The selected PS vendor must present the text file to the ORR Team in the format the EVV system will use to transmit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API

2. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

3. Position 25 EMPLOYEE_EVVUSERID
4. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
5. Position 27 EMPLOYEE_EVVUSERLASTNAME
6. Position 58 EVV_HCPCS_CODE
7. Position 59 EVV_MODIFIER
8. Position 60 EVV_VISITDATE
9. Position 61 EVV_CREATEDDATETIME
10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
11. Position NN EVV_REASONCODEnDESC
12. Position NN EVV_REASONCODEnCOMMENT
13. Position 108 EVV_LASTVISITMAINT

4.3.2 Visit Maintenance – Outside Allowed Timeframe

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System does not allow the System User to complete Visit Maintenance after the Visit Maintenance Time Frame has elapsed without payer approval. The Visit Maintenance Time Frame encourages System Users to complete Visit Maintenance timely.

- Business Rule evaluated in this scenario (the full description of the Business Rule may be found in the section header): SDV-65P

Demonstration Steps

1. **Data Setup in the EVV System:**

- a. Completed visit transaction in the EVV System with:
 - i. A date of service 96 days in the past (calculated as demonstration date minus 96 days).
 - ii. Clock in and clock out for 3 actual hours in duration.

2. **System User demonstrates, and ORR team validates that:**

- a. A System User attempts to perform the visit maintenance.
 - i. Entry of two (2) Bill Hours directly (one (1) hour less than the actual hours).
- b. The EVV System does not allow visit maintenance to be performed on the visit due to the date of service being more than 95 days in the past.
- c. The EVV system presents a message to the System User instructing how to obtain Payer Approval.

4.3.3 Visit Maintenance – Outside Allowed Timeframe with Payer Approval

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration verifies that the EVV System requires that the System User confirms that the payer listed on the visit transaction has issued approval for the PSO to perform visit maintenance. This demonstration also evaluates the System User's ability to change the Bill Hours directly, without changing the Bill Time In and the Bill Time Out. During Visit Maintenance, the EVV System must require an EVV Reason Code, so the ORR team evaluates during the demonstration that the EVV System requires an EVV Reason Code for the change. As the System User is modifying the Bill Hours, the EVV System must update the Last Visit Maintenance Date. This is also evaluated during this demonstration.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P, SDV-65P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Completed visit transaction in the EVV System with:
 - i. A duration of 4 hours and,
 - ii. A date of service at least 96 days in the past.

2. System User demonstrates:

- a. A System User attempts to perform visit maintenance but is unable to do so because the date of service is outside the allowed visit maintenance timeframe.
- b. The System User follows the procedure for requesting a Visit Maintenance unlock from the payer for that visit.
- c. See the Visit Maintenance Unlock Request Policy at this location:
<https://www.hhs.texas.gov/handbooks/electronic-visit-verification-policy-handbook/9000-visit-maintenance>. The System User receives Payer approval to perform visit maintenance on that visit transaction.
- d. EVV System is updated to reflect approval from the Payer and the visit is unlocked for Visit Maintenance.
- e. System User performs the following visit maintenance:
 - i. Enters three (3) bill hours in the EVV System which is one (1) hour less than the actual hours (4) captured in the EVV System.
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- f. The EVV System accepts the changes to the visit transaction.
- g. The EVV system accurately captured the following information:
 - i. Payer approval to perform visit maintenance.
 - ii. Modified bill hours to three (3) hours.
 - iii. Last Visit Maintenance Date is equal to the demonstration date.
 - iv. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- h. The text file to be submitted to the EVV Aggregator contains the visit data for this scenario. The selected PS vendor must present the text file to the ORR Team in the format the EVV system will use to transmit it to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API

2. Position 34 INDVMBR_MEDICAIDID
- Actual Visit information:
3. Position 25 EMPLOYEE_EVVUSERID
 4. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 5. Position 27 EMPLOYEE_EVVUSERLASTNAME
 6. Position 60 EVV_VISITDATE
 7. Position 61 EVV_CREATEDDATETIME
 8. Position 66 EVV_PAYHOURS
 9. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 10. Position NN EVV_REASONCODEnDESC
 11. Position NN EVV_REASONCODEnCOMMENT
 12. Position 108 EVV_LASTVISITMAINT

4.3.4 Visit Maintenance – Unable to Change Restricted Fields

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System does not allow the System User to modify critical data elements identified in Appendix O - Visit Maintenance as data elements that the System User may not modify on an EVV Visit Transaction. Not all data elements identified as data elements which the System User may not modify are listed in the scenario below.

- Business Rule evaluated in this scenario (the full description of the Business Rule may be found in the section header): SDV-21P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Previously accepted landline, alternative device or mobile method visit transaction in the EVV System with a date of service no more than 94 days in the past.
2. **System User demonstrates:**
 - a. The System User opens the visit transaction for visit maintenance, but is unable to save changes to any of the following data elements:
 - i. Actual service delivery date.
 - ii. Actual service delivery clock in time.
 - iii. Actual service delivery clock out time.
 - iv. Actual hours worked.
 - v. Call In method.
 - vi. Call out method.
 - vii. Phone number used to call in.
 - viii. GPS coordinates (when mobile method is used).

4.3.5 Visit Maintenance Date – NPI Updated

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the NPI is updated on an EVV Visit Transaction. A NPI may be updated on an EVV Visit Transaction if the NPI on the EVV Visit Transaction is invalid or is not the correct NPI which the Member is assigned to.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**

- a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator. If rejected, rejection will be because the NPI was incorrect.

2. **System User demonstrates, and ORR Team verifies:**

- a. The following visit maintenance actions:
 - i. An update to the visit transaction field: NPI (labeled PROVIDER_NPI on the visit transaction record for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 60 EVV_VISITDATE
 7. Position 61 EVV_CREATEDDATETIME
 8. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 9. Position NN EVV_REASONCODEnDESC
 10. Position NN EVV_REASONCODEnCOMMENT
 11. Position 108 EVV_LASTVISITMAINT

4.3.6 Visit Maintenance Date – API Updated

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the API is updated on an EVV Visit Transaction. An API may be updated on an EVV Visit Transaction if the API on the EVV Visit Transaction is invalid or is not the correct API which the Member is assigned to.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**

- a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
- b. If rejected, rejection will be because the API was incorrect.

2. **System User demonstrates, and ORR Team verifies:**

- a. The following visit maintenance actions:
 - i. An update to the visit transaction field API (labeled PROVIDER_API on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 60 EVV_VISITDATE
 7. Position 61 EVV_CREATEDDATETIME
 8. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 9. Position NN EVV_REASONCODEnDESC
 10. Position NN EVV_REASONCODEnCOMMENT
 11. Position 108 EVV_LASTVISITMAINT

4.3.7 Visit Maintenance Date – Contract Number Updated

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS do not deliver LTC services (PS Request Form Question # 3.10 has no items checked).

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the contract number is updated on the EVV Visit Transaction. The Contract Number is used on the EVV Visit Transaction to identify LTC providers and ensure that the Member is authorized to receive services from that provider. An update to the Contract Number on the EVV Visit Transaction may be required if the Contract Number was invalid or was incorrect for the Member.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator, if rejected, rejection will be because the contract number was incorrect.

2. System User demonstrates, and ORR Team verifies:

- a. The following visit maintenance actions:
 - i. An update to the visit transaction field Contract Number (labeled PROVIDER_CONTRACTNUMBER on the visit transaction for the EVV Aggregator)
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 7 PROVIDER_CONTRACTNUMBER
 3. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 4. Position 25 EMPLOYEE_EVVUSERID
 5. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 6. Position 27 EMPLOYEE_EVVUSERLASTNAME
 7. Position 34 INDVMBR_MEDICAIDID
 8. Position 60 EVV_VISITDATE
 9. Position 61 EVV_CREATEDDATETIME

10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
11. Position NN EVV_REASONCODEnDESC
12. Position NN EVV_REASONCODEnCOMMENT
13. Position 108 EVV_LASTVISITMAINT

4.3.8 Visit Maintenance Date – Member Medicaid ID Updated

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the Medicaid ID is updated on the EVV Visit Transaction. The Medicaid ID is a unique identifier for the member receiving services and is a critical data element required to be captured by state and federal law. Medicaid IDs may be updated if the Medicaid ID in the member profile was incorrect, or if the member listed on the EVV Visit Transaction was incorrect.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
2. **System User demonstrates, and ORR Team verifies:**
 - a. The following visit maintenance actions:
 - i. An update to the visit transaction field Medicaid ID (labeled INDVMBR_MEDICAIDID on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
 - b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
 - c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 60 EVV_VISITDATE

7. Position 61 EVV_CREATEDDATETIME
8. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
9. Position NN EVV_REASONCODEnDESC
10. Position NN EVV_REASONCODEnCOMMENT
11. Position 108 EVV_LASTVISITMAINT

4.3.9 Visit Maintenance Date – Service Group Updated

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS do not deliver LTC services (PS Request Form Question # 3.10 has no items checked).

Scenario Objective: This demonstration ensures that the Last Visit Maintenance Date is updated when the Service Group is updated on an EVV Visit Transaction. The Service Group on an EVV Visit Transaction is Service Authorization data used to identify the FFS LTC Program which the Member is enrolled in. The Service Group may be updated on an EVV Visit Transaction if the Active Service Authorization was updated or created after services were delivered. The EVV Aggregator ensures that the Member is authorized to receive services with the specific Service Group/Service Code combination on the EVV Visit Transaction. If the Member is not authorized for the Service Group listed on the EVV Visit Transaction, the Service Group field must be updated.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
2. **System User demonstrates, and ORR Team verifies:**
 - a. The following visit maintenance actions:
 - i. An update to the visit transaction field Service Group (labeled VISIT_SVCGRP on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
 - b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
 - c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME

4. Position 27 EMPLOYEE_EVVUSERLASTNAME
5. Position 34 INDVMBR_MEDICAIDID
6. Position 56 VISIT_SVCGRP
7. Position 61 EVV_CREATEDDATETIME
8. Position 60 EVV_VISITDATE
9. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
10. Position NN EVV_REASONCODEnDESC
11. Position NN EVV_REASONCODEnCOMMENT
12. Position 108 EVV_LASTVISITMAINT

4.3.10 Visit Maintenance Date – Service Code Updated

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS do not deliver LTC services (PS Request Form Question # 3.10 has no items checked).

Scenario Objective: This demonstration ensures that the Last Visit Maintenance Date is updated when the Service Code is updated on an EVV Visit Transaction. The Service Code on an EVV Visit Transaction is Service Authorization data used to identify the FFS LTC Service which the Member receives. The Service Code may be updated on an EVV Visit Transaction if the Active Service Authorization was updated or created after services were delivered. The EVV Aggregator ensures that the Member is authorized to receive services with the specific Service Group/Service Code combination on the EVV Visit Transaction. If the Member is not authorized for the Service Code listed on the EVV Visit Transaction, the Service Code field must be updated.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.

2. System User demonstrates, and ORR Team verifies:

- a. The following visit maintenance actions:
 - i. An update to the visit transaction field Service Code (labeled EVV_SVCCODE on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.

- i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 56 VISIT_SVCGRP
 7. Position 57 EVV_SVCCODE
 8. Position 60 EVV_VISITDATE
 9. Position 61 EVV_CREATEDDATETIME
 10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 11. Position NN EVV_REASONCODEnDESC
 12. Position NN EVV_REASONCODEnCOMMENT
 13. Position 108 EVV_LASTVISITMAINT

4.3.11 Visit Maintenance Date – HCPCS Code Updated

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the HCPCS Code is changed on an EVV Visit Transaction. State and Federal law require that the EVV System captures the Service delivered during a visit, which is represented by the HCPCS Code. Updating the HCPCS Code may be required if the Service Provider entered the incorrect service when clocking in or clocking out, or if the System User made an error in creating the Schedule or Active Service Authorization.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

2. **Data Setup in the EVV System:**
 - a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
3. **System User demonstrates, and ORR Team verifies:**
 - a. The following visit maintenance actions:
 - i. An update to the visit transaction field HCPCS Code (labeled EVV_HCPCS_CODE on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
 - b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.

- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 58 EVV_HCPCS_CODE
 7. Position 60 EVV_VISITDATE
 8. Position 61 EVV_CREATEDDATETIME
 9. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 10. Position NN EVV_REASONCODEnDESC
 11. Position NN EVV_REASONCODEnCOMMENT
 12. Position 108 EVV_LASTVISITMAINT

4.3.12 Visit Maintenance Date – HCPCS Modifier Updated

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the EVV System updates the Last Visit Maintenance Date when the HCPCS Modifier is changed on an EVV Visit Transaction. State and Federal law require that the EVV System captures the Service delivered during a visit, which is represented by the HCPCS Modifier. Updating the HCPCS Modifier may be required if the Service Provider entered the incorrect service when clocking in or clocking out, or if the System User made an error in creating the Schedule or Active Service Authorization.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
2. **System User demonstrates, and ORR Team verifies:**
 - a. The following visit maintenance actions:
 - i. An update to the visit transaction field HCPCS Modifier (labeled EVV_MODIFIER on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
 - b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date the demonstration was performed).

- ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 58 EVV_HCPCS_CODE
 7. Position 59 EVV_MODIFIER
 8. Position 60 EVV_VISITDATE
 9. Position 61 EVV_CREATEDDATETIME
 10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 11. Position NN EVV_REASONCODEnDESC
 12. Position NN EVV_REASONCODEnCOMMENT
 13. Position 108 EVV_LASTVISITMAINT

4.3.13 Visit Maintenance Date – Texas EVV Service Provider ID

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration scenario ensures that the EVV System updates the Last Visit Maintenance Date when the Texas EVV Service Provider ID on the EVV Visit Transaction is changed. The Texas EVV Service Provider ID may be updated if the System User made an error in documenting the Service Provider's last name or last four digits of their Social Security Number or passport number. Additionally, the Texas EVV Service Provider ID would be updated, along with the additional Service Provider information, if the Service Provider was updated on the EVV Visit Transaction. Service Providers may be changed on EVV Visit Transactions if the Service Provider made an error during the clock in and clock out process, or if the System User selected the wrong Service Provider during the entry of a manual visit.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-20P, SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Visit transactions previously submitted (accepted or rejected) by the Data Aggregator.
2. **System User demonstrates, and ORR Team verifies:**
 - a. The following visit maintenance actions:

- i. An update to any Service Provider field, resulting in an update to visit transaction field Texas EVV Service Provider ID (labeled EMPLOYEE_SOCSEC_VISA_PASSPORT on the visit transaction for the EVV Aggregator).
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- b. EVV System accepts the changes to the visit transaction and accurately captures the following information:
 - i. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - ii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 17 EMPLOYEE_EMPLOYEEID
 3. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 4. Position 19 EMPLOYEE_EMPLOYEEIDISCIPLINE
 5. Position 20 EMPLOYEE_FIRSTNAME
 6. Position 21 EMPLOYEE_LASTNAME
 7. Position 22 EMPLOYEE_EVVID
 8. Position 25 EMPLOYEE_EVVUSERID
 9. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 10. Position 27 EMPLOYEE_EVVUSERLASTNAME
 11. Position 34 INDVMBR_MEDICAIDID
 12. Position 60 EVV_VISITDATE
 13. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 14. Position NN EVV_REASONCODEnDESC
 15. Position NN EVV_REASONCODEnCOMMENT
 16. Position 108 EVV_LASTVISITMAINT

4.3.14 **Legacy EVV Visit Import – Current EVV Visit Transaction File Layout**

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS have never used another EVV System (PS Request Form Question # 2.3.2 Existing Operational EVV System is No); or,
- All previously approved PSOs have used the current EVV System continuously since March 12, 2023, as determined by the PSO's Go-Live Date.

Scenario Objective: This demonstration tests the ability of the EVV System to import EVV Visit Transactions recorded in a PSO's former EVV System into the PSO's current EVV System for Visit Maintenance. PSOs will use the Legacy EVV Visit Import process if they do not have access to their former EVV System and need to perform

Visit Maintenance. The ORR team specifically ensures that the EVV Visit ID and EVV Vendor ID on the original EVV Visit Transaction are retained, in addition to ensuring that the EVV System follows the Visit Maintenance requirements outlined in Appendix O.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P, SDV-91P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Import a Legacy EVV Visit Transaction specific to a program provider or FMSA onboarding with the PS from the EVV Aggregator.
- b. The imported Legacy EVV Visit Transaction contains fields on the EVV Visit Transaction that were effective August 1, 2023.

2. System User demonstrates, and ORR Team verifies:

- a. The following data must be verified:
 - i. Legacy EVV Vendor ID and Legacy EVV Visit ID must be retained on the imported visit.
 - ii. The EVV System must not allow duplicate EVV Transaction IDs with the same Provider API/NPI and EVV Vendor ID combination.
- b. EVV System is updated to reflect approval from the Payer and the visit is unlocked for Visit Maintenance.
- c. System User performs the following visit maintenance:
 - i. Changes the Bill Time In and Bill Time Out values.
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- d. The EVV System accepts the changes to the visit transaction.
- e. The EVV system accurately captured the following information:
 - i. Payer approval to perform visit maintenance.
 - ii. The new values for Bill Time In and Bill Time Out.
 - iii. New calculated values for Bill Hours (unrounded and rounded) based on new values in Bill Time In and Bill Time Out.
 - iv. Last Visit Maintenance date is equal to the demonstration date.
 - v. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- f. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 49 VISIT_VISITID
 7. Position 60 EVV_VISITDATE
 8. Position 61 EVV_CREATEDDATETIME

9. Position 66 EVV_PAYHOURS
10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
11. Position NN EVV_REASONCODEnDESC
12. Position NN EVV_REASONCODEnCOMMENT
13. Position 108 EVV_LASTVISITMAINT
14. Position 111 EVV_VENDORID
15. Position 124 EVV_BILL_TIME_IN
16. Position 125 EVV_BILL_TIME_OUT
17. Position 137 EVV_UNROUNDED_PAYHOURS

4.3.15 Legacy EVV Visit Import – Prior EVV Visit Transaction File Layout

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS have never used another EVV System to record EVV Visits in a visit transaction file layout prior to Appendix C – EVV Visit Transaction File Layout v3.0; or,
- All previously approved PSOs have used the current EVV System continuously since March 12, 2023, as determined by the PSO's Go-Live Date.

Scenario Objective: When importing EVV Visit Transaction with a date of service prior to August 1, 2023, the EVV System must either populate fields with positions 121 through 141 according to the crosswalk of approved values or leave those fields as 'Null' values. In this demonstration scenario, the ORR team validates that the EVV System follows Appendix T and sub-appendix Appendix T1. This includes validating that the EVV Visit ID and EVV Vendor ID from the imported EVV Visit Transaction are retained. A PSO would be required to import an EVV Visit Transaction in a prior EVV Visit Transaction layout if the PSO was required to perform Visit Maintenance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P, SDV-91P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Import a Legacy EVV Visit Transaction specific to a program provider or FMSA onboarding with the PS from the EVV Aggregator.
- b. The imported Legacy EVV Visit Transaction does not contain fields on the EVV Visit Transaction that were effective August 1, 2023.
 - i. If the EVV System requires those fields to be populated to import the Legacy EVV Visit Transaction successfully, the EVV System must populate those fields with approved values. See Appendix T.

2. System User demonstrates, and ORR Team verifies:

- a. The following data must be verified:
 - i. Legacy EVV Vendor ID and Legacy EVV Visit ID must be retained on the imported visit.
 - ii. The EVV System must not allow duplicate EVV Transaction IDs with the same Provider API/NPI and EVV Vendor ID combination.

- b. EVV System is updated to reflect approval from the Payer and the visit is unlocked for Visit Maintenance.
- c. System User performs the following visit maintenance:
 - i. Enters a Bill Hours value in the EVV System which is at least fifteen (15) minutes (0.25 hours) less than the actual hours captured in the EVV System.
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- d. The EVV System accepts the changes to the visit transaction.
- e. The EVV system accurately captured the following information:
 - i. Payer approval to perform visit maintenance.
 - ii. New value of Bill Hours based on the Bill Hours value entered in the EVV System.
 - iii. Last Visit Maintenance date is equal to the demonstration date.
 - iv. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- f. The PSO must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator. The PSO must display Appendix T1 while presenting the modified text tile to the ORR team. The PSO must identify how the EVV System populated fields listed in Appendix T1.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 49 VISIT_VISITID
 7. Position 51 VISIT_VISITDATE
 8. Position 52 VISIT_VISITTIMEIN
 9. Position 53 VISIT_VISITTIMEOUT
 10. Position 60 EVV_VISITDATE
 11. Position 61 EVV_CREATEDDATETIME
 12. Position 63 EVV_CALLINTIME
 13. Position 64 EVV_CALLOUTTIME
 14. Position 66 EVV_PAYHOURS
 15. Position 73 EVV_INPUTMETHOD_IN
 16. Position 74 EVV_INPUTMETHOD_OUT
 17. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 18. Position NN EVV_REASONCODEnDESC
 19. Position NN EVV_REASONCODEnCOMMENT
 20. Position 108 EVV_LASTVISITMAINT
 21. Position 111 EVV_VENDORID
 22. Position 121 VISIT_SCHEDULE_TYPE



- 23. Position 122 EVV_PHONE_OUT
- 24. Position 123 EVV_VISITLOCATION_OUT
- 25. Position 124 EVV_BILL_TIME_IN
- 26. Position 125 EVV_BILL_TIME_OUT
- 27. Position 126 EVV_ROUNDED_ACTUALHOURS
- 28. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
- 29. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
- 30. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
- 31. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
- 32. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
- 33. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
- 34. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
- 35. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
- 36. Position 135 VISIT_AUTHORIZATION_NUMBER
- 37. Position 136 EVV_CDS_OPTION
- 38. Position 137 EVV_UNROUNDED_PAYHOURS
- 39. Position 138 EVV_1
- 40. Position 139 EVV_2
- 41. Position 140 EVV_3
- 42. Position 141 EVV_4

4.3.16 Legacy EVV Visit Import – Duplicate Visit

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS have never used another EVV System (PS Request Form Question # 2.3.2 Existing Operational EVV System is No); or,
- All previously approved PSOs have used the current EVV System continuously since March 12, 2023, as determined by the PSO's Go-Live Date.

Scenario Objective: The EVV System must ensure that the System User is not able to import an EVV Visit Transaction that is already present in the EVV System. This requirement is important to prevent multiple EVV Visit Transactions in the EVV System that could be updated independently. Instead, the System User would be directed to perform Visit Maintenance on the EVV Visit Transaction that is already in the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-58P, SDV-92P

Demonstration Steps

1. Data Setup in the EVV System:

- a. EVV System receives a Legacy EVV Visit Transaction that already exists in the EVV System, as determined by the same EVV Visit ID for a program provider's or FMSA's API/NPI and EVV Vendor ID.

2. System User demonstrates, and ORR team validates that:

- a. The EVV System does not allow the visit to be imported due to the presence of the visit transaction in the EVV System.
- b. The EVV system presents a message to the System User instructing how to perform visit maintenance on the existing visit transaction.

4.3.17 Legacy EVV Visit – Manually Entered Visit Transaction (GUI) Prior to System Start Date

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS have never used another EVV System (PS Request Form Question # 2.3.2 Existing Operational EVV System is No); or,
- All previously approved PSOs have used the current EVV System continuously since March 12, 2023, as determined by the PSO's Go-Live Date.

Scenario Objective: This scenario ensures that the EVV System allows the System User to manually enter an EVV Visit Transaction for a date of service prior to the 'System Start Date'. If the Service Provider failed to clock in/out, or a visit was rejected by the EVV Aggregator, the EVV System would not be able to import that visit since there is not an associated accepted visit to be imported. Thus, the PSO must use their current EVV System to enter the manual EVV Visit Transaction.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-52P, SDV-4P, SDV-22P, SDV-31P, SDV-46P, SDV-47P, SDV-48P, SDV-73P, SDV-76P, SDV-78P, SDV-93P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member profile, Service Provider profile, and Active Service Authorization is complete and correct.
- b. The System User failed to clock in and clock out for a date of service at least one day prior to the 'System Start Date' as listed in the EVV Aggregator.

2. System User demonstrates, and ORR Team verifies:

- f. The System User manually enters the visit into the EVV System as follows:
 - i. Member information,
 - ii. Service Provider information,
 - iii. Service,
 - iv. Date of visit must be prior to the 'System Start Date',
 - v. Service Delivery Location In as Member Home,
 - vi. Service Delivery Location Out as Member Home,
 - vii. Input method of clock in,
 - viii. Input method of clock out,
 - ix. Service Delivery Address from Member's Profile,
 - x. Bill Time In as 2:00 PM,
 - xi. Bill Time Out as 4:55 PM,
 - xii. Bill hours are calculated by the EVV system,

- i. Enters Reason Code 600 (Other),
 - ii. Enters Free Text as to why the use of this reason code was required.
- g. The EVV System accepts the visit transaction.
- h. The EVV system accurately captures the following information:
 - i. Member receiving the service,
 - ii. Service Provider providing the service,
 - iii. PSO Business Unit the Service Provider is performing the service on behalf of,
 - iv. Location of clock in (Member Home),
 - v. Location of clock out (Member Home),
 - vi. Date of service,
 - vii. Time of service (Bill Time In and Bill Time Out),
 - viii. Type of service performed (HCPCS/Modifiers and Service Group/Service Code, if applicable),
 - ix. Type of method used to clock in ("GUI"),
 - x. Type of method used to clock out ("GUI"),
 - xi. Certification that supporting documentation is available,
 - xii. Reason Code 600 (Other) and Free text in the comment field,
 - xiii. Last Visit Maintenance Date is equal to the demonstration date.
- a. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Actual Visit information:

1. Position 56 VISIT_SVCGRP (LTC FFS only)
2. Position 57 EVV_SVCCODE (LTC FFS only)
3. Position 58 EVV_HCPCS_CODE
4. Position 59 EVV_MODIFIER
5. Position 60 EVV_VISITDATE
6. Position 61 EVV_CREATEDDATETIME
7. Position 63 EVV_CALLINTIME
8. Position 64 EVV_CALLOUTTIME
9. Position 65 EVV_ACTUALHOURS
10. Position 66 EVV_PAYHOURS
11. Position 67 EVV_UNITS
12. Position 68 EVV_VISITLOCATION
13. Position 73 EVV_INPUTMETHOD_IN
14. Position 74 EVV_INPUTMETHOD_OUT
15. Position 76 EVV_REASONCODE1
16. Position 77 EVV_REASONCODE1DESC
17. Position 78 EVV_REASONCODE1COMMENT
18. Position 111 EVV_VENDORID

19. Position 114 EVV_AUTOCONFIRMFLAG
20. Position 123 EVV_VISITLOCATION_OUT
21. Position 124 EVV_BILL_TIME_IN
22. Position 125 EVV_BILL_TIME_OUT
23. Position 126 EVV_ROUNDED_ACTUALHOURS
24. Position 127 EVV_SERVICE_DELIVERY_ADDRESS_IN
25. Position 128 EVV_SERVICE_DELIVERY_CITY_IN
26. Position 129 EVV_SERVICE_DELIVERY_STATE_IN
27. Position 130 EVV_SERVICE_DELIVERY_ZIP_IN
28. Position 131 EVV_SERVICE_DELIVERY_ADDRESS_OUT
29. Position 132 EVV_SERVICE_DELIVERY_CITY_OUT
30. Position 133 EVV_SERVICE_DELIVERY_STATE_OUT
31. Position 134 EVV_SERVICE_DELIVERY_ZIP_OUT
32. Position 137 EVV_UNROUNDED_PAYHOURS

4.3.18 Legacy EVV Visit Import – Missing Required Data

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS have never used another EVV System (PS Request Form Question # 2.3.2 Existing Operational EVV System is No); or,
- All previously approved PSOs have used the current EVV System continuously since March 12, 2023, as determined by the PSO's Go-Live Date.

Scenario Objective: When importing EVV Visit Transactions from a PSO's prior EVV System, the EVV System may not have complete profile data for the Member, Service Provider, CDS Employer (if applicable). Profile information is required to be present for Members, Service Providers, and (if applicable) CDS Employers as it contains critical information to support the PSO's business process. The EVV System must also ensure that Authorization information is present for the EVV Visit Transaction, as EVV Visit Transactions cannot be sent to the EVV Aggregator without a matching Active Service Authorization. This is particularly important for FFS Visit Transactions, which would be rejected by the EVV Aggregator if there is not a matching Service Authorization.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-21P, SDV-22P, SDV-31P, SDV-48P, SDV-56P, SDV-61P, SDV-91P, SDV-94P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Import a Legacy EVV Visit Transaction specific to a program provider or FMSA onboarding with the PS from the EVV Aggregator.
- b. Member profile, Service Provider profile, CDS Employer profile (if applicable), and Active Service Authorization information is not present in the EVV System.

2. System User demonstrates, and ORR Team verifies:

- a. EVV System identifies incomplete Member profile, Service Provider profile, CDS Employer profile (if applicable), and Active Service Authorization information.
- b. EVV System presents an alert to the System User and allows the System User to correct the profile or authorization information.

- c. System User completes or corrects profile or authorization information.
- d. EVV System is updated to reflect approval from the Payer and the visit is unlocked for Visit Maintenance.
- e. System User performs the following visit maintenance:
 - i. Changes the Bill Time In and Bill Time Out values.
 - ii. Entry of one or more Reason Code number and description, with or without additional comments.
- f. The EVV System accepts the changes to the visit transaction.
- g. The EVV system accurately captured the following information:
 - i. Payer approval to perform visit maintenance.
 - ii. The new values for Bill Time In and Bill Time Out.
 - iii. New calculated values for Bill Hours (unrounded and rounded) based on new values in Bill Time In and Bill Time Out.
 - iv. Last Visit Maintenance date is equal to the demonstration date.
 - v. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- h. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 25 EMPLOYEE_EVVUSERID
 3. Position 26 EMPLOYEE_EVVUSERFIRSTNAME
 4. Position 27 EMPLOYEE_EVVUSERLASTNAME
 5. Position 34 INDVMBR_MEDICAIDID
 6. Position 49 VISIT_VISITID
 7. Position 60 EVV_VISITDATE
 8. Position 61 EVV_CREATEDDATETIME
 9. Position 66 EVV_PAYHOURS
 10. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 11. Position NN EVV_REASONCODEnDESC
 12. Position NN EVV_REASONCODEnCOMMENT
 13. Position 108 EVV_LASTVISITMAINT
 14. Position 111 EVV_VENDORID
 15. Position 124 EVV_BILL_TIME_IN
 16. Position 125 EVV_BILL_TIME_OUT
 17. Position 137 EVV_UNROUNDED_PAYHOURS

4.4 OPTIONAL VISIT MAINTENANCE REDUCTION SOLUTIONS

Business Rules associated with Daily Variable Schedules:

ESA-23P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Variable Schedule to Auto-verify the EVV Visit Transaction. Refer to Appendix P for Auto-verification specifications.

ESA-24P: EVV System must match the Visit date to the Scheduled Visit Date to Auto-verify the EVV Visit Transaction for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-25P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-26P: EVV System must match the Visit Duration to the Scheduled Visit Duration using a 24- hour Call Matching Window to Auto-verify the Visit for a Member on a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-27P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-28P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Variable Schedule. Refer to Appendix P for Auto-verification specifications.

Business Rules associated with Daily Fixed Schedules:

ESA-44P: EVV System must match the Member, Service (HCPCS/Modifier) and Service Provider from a Visit to the specified data elements on the Daily Fixed Schedule to Auto-verify the Visit. Refer to Appendix P for Auto-verification specifications.

ESA-45P: EVV System must match the Visit Date to the Scheduled Visit Date to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-46P: EVV System must match the Visit clock in time within 7 minutes of the scheduled clock in time to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-47P: EVV System must match the Visit clock out time within 7 minutes of the scheduled clock out time to Auto-verify the Visit or a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-48P: EVV System must match the Visit Duration within 7 minutes of the Scheduled Visit Duration to Auto-verify the Visit for a Member on a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-49P: EVV System must not enable the 24-hour Call Matching Window when the System User chooses a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-50P: EVV System must allow the System User to apply the Optional Expanded Time for Auto-verification feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

ESA-51P: EVV System must allow the System User to apply the Optional Automatic Downward Adjustment feature by Member when using a Daily Fixed Schedule. Refer to Appendix P for Auto-verification specifications.

Business Rules associated with the verification and validation on EVV Visit Transactions:

SDV-19P: EVV System must adhere to HHSC EVV Policy regarding Call Matching Window if the PSO chooses to implement this optional Visit Maintenance reduction solution.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-49P: EVV System must adhere to HHSC EVV Policy regarding Optional Expanded Time for Auto-Verification if the PSO chooses to implement this optional Visit Maintenance reduction solution.

SDV-50P: EVV System must adhere to HHSC EVV Policy regarding Optional Automatic Downward Adjustment if the PSO chooses to implement this optional Visit Maintenance reduction solution which only applies to the Daily Variable Schedule or Daily Fixed Schedule types.

SDV-60P: EVV System must adhere to HHSC EVV Policy regarding Auto-Verification of EVV Visit Transactions, including requiring System Users to complete Visit Maintenance on EVV Visit Transactions that generate exceptions from Auto-Verification. EVV System's process flow for resolving Auto-Verification exceptions must prioritize using Clock In and Clock Out Data from approved electronic verification methods when the EVV System determines it is appropriate. Refer to Appendix P – Auto Verification Specifications.

4.4.1 Auto-Verify – Call Matching Window (Daily Variable Schedule Only)

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using Schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the EVV System auto-verifies an EVV Visit Transaction that follows the auto-verification criteria in Appendix P. This demonstration also verifies that the EVV System rounds the Bill Hours and Actual Hours correctly.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P, ESA-24P, ESA-25P, ESA-26P, SDV-19P, SDV-31P, SDV-60P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member.
- b. Service Provider.
- c. Call Matching Window policy is in effect with no other Visit Maintenance reduction options enabled in the EVV System.
- d. Scheduled visit for with a suggested start time of 10:00 AM and suggested end time of 12:00 PM (2 hours in duration).
- e. The Service Provider clocked in at 8:00 AM and clocked out at 10:07 AM (total hours worked 2 hours and 7 minutes).

2. System User demonstrates:

- a. The EVV system automatically rounded down the total duration of the visit to 2.0 hours in the EVV_PAYHOURS and EVV_ROUNDED_ACTUALHOURS fields (the system rounds down if seven minutes or less).

- b. The rounded hours match the scheduled visit duration.
- c. The EVV system auto-verifies the visit transaction (ready to transmit to the EVV Aggregator without user intervention).
- d. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS

Actual Visit information:

8. Position 60 EVV_VISITDATE
9. Position 63 EVV_CALLINTIME
10. Position 64 EVV_CALLOUTTIME
11. Position 65 EVV_ACTUALHOURS
12. Position 66 EVV_PAYHOURS
13. Position 124 EVV_BILL_TIME_IN
14. Position 125 EVV_BILL_TIME_OUT
15. Position 126 EVV_ROUNDED_ACTUALHOURS
16. Position 137 EVV_UNROUNDED_PAYHOURS

4.4.2 **No-Auto-Verify – Call Matching Window (Daily Variable Schedule Only)**

Note: HHSC may waive this scenario if all program providers and FMSAs are not using Schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: This demonstration ensures that the EVV System does not auto-verify an EVV Visit Transaction that fails the auto-verification criteria in Appendix P. When the EVV Visit Transaction does not auto-verify, the System User must resolve the exception; that is shown in this demonstration. The ORR team verifies that the EVV System sets the Last Visit Maintenance Date when the System User resolves the exception. This demonstration also verifies that the EVV System rounds the Bill Hours and Actual Hours correctly.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P, ESA-24P, ESA-25P, ESA-26P, SDV-19P, SDV-31P, SDV-60P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member.
- b. Service Provider.

- c. Call Matching Window policy is in effect with no other Visit Maintenance reduction options enabled in the EVV System.
- d. Scheduled visit for with a suggested start time of 10:00 AM and suggested end time of 12:00 PM (2 hours in duration).
- e. The Service Provider clocked in at 8 AM and clocked out at 10:08 AM (total hours worked 2 hours and 8 minutes).

2. System User demonstrates:

- a. The EVV system automatically rounded up the total duration of the visit in the EVV_PAYHOURS and EVV_ROUNDED_ACTUALHOURS fields to 2.25 hours (the system rounds up if eight minutes or more). Actual hours remain at 2 hours 8 minutes.
- b. The EVV system does not auto-verify the visit transaction since the rounded hours (2.25) does not match the scheduled visit duration (2 hours) requiring user intervention.
- c. The System User confirms the visit has the correct hours worked.
- d. The System User enters Reason Code 110-A - *Service Delivery differs from schedule* to resolve the auto-verification exception.
- e. The EVV system sets the Last Visit Maintenance Date when the System User resolves the exception.
- e. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 - 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 - 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 - 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

- 4. Position 51 VISIT_VISITDATE
- 5. Position 52 VISIT_VISITTIMEIN
- 6. Position 53 VISIT_VISITTIMEOUT
- 7. Position 54 VISIT_VISITHOURS

Actual Visit information:

- 8. Position 60 EVV_VISITDATE
- 9. Position 63 EVV_CALLINTIME
- 10. Position 64 EVV_CALLOUTTIME
- 11. Position 65 EVV_ACTUALHOURS
- 12. Position 66 EVV_PAYHOURS
- 13. Position 76 EVV_REASONCODE1
- 14. Position 77 EVV_REASONCODE1DESC
- 15. Position 78 EVV_REASONCODE1COMMENT
- 16. Position 114 EVV_AUTOCONFIRMFLAG
- 17. Position 124 EVV_BILL_TIME_IN
- 18. Position 125 EVV_BILL_TIME_OUT
- 19. Position 126 EVV_ROUNDED_ACTUALHOURS
- 20. Position 137 EVV_UNROUNDED_PAYHOURS

4.4.3 **Auto-Verify – Expanded Time for Auto-verification (Daily Variable or Daily Fixed Schedule)**

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS are not using Schedules (PS Request Form Question # 3.8 is No); or,
- All program providers or FMSAs onboarding with the PS have indicated they do not wish to use this Optional Visit Maintenance Reduction option (PS Request Form Question # 3.8.b is No).

Scenario Objective: When the System User enables the Optional Expanded Time for Auto-Verification feature on a schedule, the System User is electing to expand the time allowed for Auto-Verification to reduce the need for Visit Maintenance when the Service Provider delivers services for up to 0.25 hours longer than scheduled. This scenario also verifies that the EVV System will round the Bill Hours and Actual Hours fields.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-27P (Daily Variable), ESA-44P through ESA-50P (Daily Fixed), SDV-19P, SDV-31P, SDV-49P, SDV-60P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member.
- b. Service Provider.
- c. Optional Expanded Time for Auto-Verification (a Visit Maintenance reduction option) is enabled in the EVV System with no other options enabled.
- d. Scheduled visit for 1:00 PM to 3:00 PM (2 hours in duration).
 - i. Identify schedule type as Daily Variable or Daily Fixed.
- e. Service Provider clocks in and clocks out for a total duration of 2 hours and 11 minutes.
 - i. For Daily Variable schedule type, the Call Matching Window policy allows the Service Provider to clock in and out anytime between 12:00 a.m. 11:59 p.m.
 - ii. For Daily Fixed schedule type, the Call Matching Window is not in effect, and the Service Provider must clock in and clock out within 7 minutes of the scheduled start and end times.

2. System User demonstrates:

- a. The EVV system automatically rounded up the total duration of the visit to 2.25 Bill Hours (the system rounds up if eight minutes or more). Actual hours remain at 2 hours 11 minutes.
- b. The EVV system auto-verifies the visit transaction due to the enabling of the 'Optional Expanded Time for Auto-Verification'.
- f. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE

5. Position 52 VISIT_VISITTIMEIN
 6. Position 53 VISIT_VISITTIMEOUT
 7. Position 54 VISIT_VISITHOURS
- Actual Visit information:
8. Position 60 EVV_VISITDATE
 9. Position 63 EVV_CALLINTIME
 10. Position 64 EVV_CALLOUTTIME
 11. Position 65 EVV_ACTUALHOURS
 12. Position 66 EVV_PAYHOURS
 13. Position 114 EVV_AUTOCONFIRMFLAG
 14. Position 124 EVV_BILL_TIME_IN
 15. Position 125 EVV_BILL_TIME_OUT
 16. Position 126 EVV_ROUNDED_ACTUALHOURS
 17. Position 137 EVV_UNROUNDED_PAYHOURS

4.4.4 **Auto-Verify – Automatic Downward Adjustment Option Enabled**

Note: HHSC may waive this scenario if:

- All program providers or FMSAs onboarding with the PS are not using Schedules (PS Request Form Question # 3.8 is No); or,
- Program providers and FMSAs onboarding with the PS are using schedules (PS Request Form Question # 3.8 is Yes), but have indicated they do not wish to use this Optional Visit Maintenance Reduction option (PS Request Form Question # 3.8.c is No).

Scenario Objective: This scenario ensures that the EVV System will auto-verify an EVV Visit Transaction that is up to 0.25 hours longer than the scheduled duration along with changing the Bill Hours to match the scheduled duration. The ORR team verifies that no change occurs to Bill Time In, Bill Time Out, and Unrounded Bill Hours when the Automatic Downward Adjustment occurs.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): ESA-23P through ESA-28P (Daily Variable), ESA-44P through ESA-51P (Daily Fixed), SDV-19P, SDV-31P, SDV-49P, SDV-50P, SDV-60P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member.
- b. Service Provider.
- c. Optional Automatic Downward Adjustment (a Visit Maintenance reduction option) is enabled in the EVV System.
- d. Optional Expanded Time for Auto-Verification (a Visit Maintenance reduction option) is also enabled in the EVV System.
- e. Scheduled visit for 8:00 AM to Noon (4 hours in duration).
 - i. Identify schedule type.
- f. Service Provider clocks in and clocks out for a total duration of 4 hours and 22 minutes.

2. System User demonstrates:

- a. The EVV system automatically downward adjusted bill hours to the 4-hour planned schedule instead of the rounded 4.25.
- b. The EVV system auto-verifies the visit transaction due to the enabling of the Expanded Time for Auto-Verification option and the Automatic Downward Adjustment options.
- c. The selected PS vendor must present the modified text file to the ORR Team in the format the EVV system will use to transmit the modified visit to the EVV Aggregator.
 - i. The following fields should be highlighted:
 1. Position 2 PROVIDER_NPI or Position 3 PROVIDER_API
 2. Position 18 EMPLOYEE_SOCSEC_VISA_PASSPORT
 3. Position 34 INDVMBR_MEDICAIDID

Schedule information:

4. Position 51 VISIT_VISITDATE
5. Position 52 VISIT_VISITTIMEIN
6. Position 53 VISIT_VISITTIMEOUT
7. Position 54 VISIT_VISITHOURS

Actual Visit information:

8. Position 60 EVV_VISITDATE
9. Position 63 EVV_CALLINTIME
10. Position 64 EVV_CALLOUTTIME
11. Position 65 EVV_ACTUALHOURS
12. Position 66 EVV_PAYHOURS
13. Position 114 EVV_AUTOCONFIRMFLAG
14. Position 124 EVV_BILL_TIME_IN
15. Position 125 EVV_BILL_TIME_OUT
16. Position 126 EVV_ROUNDED_ACTUALHOURS
17. Position 137 EVV_UNROUNDED_PAYHOURS

4.5 BILL TIME IN, BILL TIME OUT, EVV HOURS & BILL HOURS

Business Rules associated with verification and validation of EVV Visit Transactions:

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-56P: EVV System must update the last visit maintenance date in the EVV Visit Transaction to the current date whenever the EVV System identifies a change to one or more data elements listed below (refer to Appendix O for Visit Maintenance specifications):

- API/NPI
- Texas EVV Service Provider ID
- Contract number
- Member Medicaid ID
- Service group
- Service code

- HCPCS code
- Modifier
- Bill hours
- Units

The EVV System must transmit the User ID, the First Name and Last Name of the System User making the change and EVV Reason Code information that is associated with the change in the EVV Visit Transaction data elements below (see Appendix C and Appendix M for details):

- EMPLOYEE_EVVUSERID
- EMPLOYEE_EVVUSERFIRSTNAME
- EMPLOYEE_EVVUSERLASTNAME
- EVV_LASTVISITMAINT
- EVV_REASONCODEn
- EVV_REASONCODEnDESC
- EVV_REASONCODEnCOMMENT

SDV-75P: EVV System must transmit Confirmed EVV Visit Transactions with zero Bill Hours to the EVV Aggregator in the standard format found in Appendix C.

SDV-80P: EVV system must limit the adjustment of Bill Time In and Bill Time Out to be within the boundaries of the EVV Clock In and EVV Clock Out when present on the Visit.

Business Rules associated with Bill Time In, Bill Time Out:

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

Business Rules associated with EVV Hours and Bill Hours:

SDV-5P: EVV System must capture the EVV Clock In and the EVV Clock Out in standard format (MMDDYYYY HH:MM AM/PM). EVV System must ignore seconds when determining EVV Clock in or EVV Clock Out times. EVV System must not round the EVV Clock In or EVV Clock Out times.

SDV-7P: EVV System must allow the System User to adjust Bill Hours down to zero but must not allow the System User to adjust Bill Hours to an amount greater than the rounded EVV Hours recorded by the EVV System or to a negative value.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The unrounded EVV Hours must be transmitted to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The rounded EVV Hours must be transmitted to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-90P: EVV System must display the rounded and unrounded EVV Hours to the System User.

Business Rules associated with Bill Hours:

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The rounded hours must be transmitted to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

Note: Refer to section 8020 in the HHSC EVV Policy Handbook for Rounding Rules:

<https://www.hhs.texas.gov/handbooks/electronic-visit-verification-policy-handbook/8000-calculation-bill-hours>

SDV-52P: EVV System must allow the System User to modify Bill Hours by entering or modifying Bill Time In and Bill Time Out. The EVV System must recalculate Bill Hours when the System User modifies these fields.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The unrounded Bill Hours must be transmitted to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-82P: EVV System must display the rounded and unrounded Bill Hours to the System User.

SDV-81P: EVV System must allow the System User to modify Bill Hours by directly adjusting the field to reflect that the Program Provider or FMSA will not bill the actual Visit hours in full. Adjustments made directly to Bill Hours must not alter the values in Bill Time In and Bill Time Out.

4.5.1 Valid Clock In Clock Out to Calculate EVV Hours & Bill Hours

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration scenario evaluates the EVV System's ability to round the Bill Hours and Rounded Actual Hours and display those values to the System User. The Program Provider or FMSA must submit a matching claim based on the units on the EVV Visit Transaction and can adjust the Bill Hours to change the units. The Bill Hours field is calculated using the Bill Time In and Bill Time Out values, displaying the unrounded Bill Hours to the System User allows them to see the total duration of a visit, prior to rounding.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member.
 - b. Service Provider.
 - c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 7 AM with an approved EVV method.
 - ii. Service Provider clocks out at 10:25 AM with an approved EVV method.
- 2. System User demonstrates, and ORR team verifies the following:**
 - a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.

- f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.
3. The selected PS vendor must present the EVV Visit transaction file to the ORR Team in the format the EVV system will use to transmit the EVV Visit to the EVV Aggregator.
 - a. The following fields should be highlighted:
 - i. Position 60 EVV_VISITDATE
 - ii. Position 63 EVV_CALLINTIME
 - iii. Position 64 EVV_CALLOUTTIME
 - iv. Position 65 EVV_ACTUALHOURS
 - v. Position 66 EVV_PAYHOURS
 - vi. Position 67 EVV_UNITS
 - vii. Position 124 EVV_BILL_TIME_IN
 - viii. Position 125 EVV_BILL_TIME_OUT
 - ix. Position 126 EVV_ROUNDED_ACTUALHOURS
 - x. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.2 **Downward Adjustment of Bill Hours Directly**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration scenario ensures that the EVV System allows the System User to directly modify the Bill Hours on the EVV Visit Transaction. Bill Hours may be downward adjusted independently of Bill Time In and Bill Time Out. Program Providers and FMSAs may choose to downward adjust Bill Hours directly as the Program Provider or FMSA may choose to submit a claim for less than what the Service Provider delivered, but not change the Bill Time In or Bill Time Out as they do not know the exact time when the Service Provider stopped delivering EVV required services. This functionality is important as System Users in Texas commonly modify Bill Hours directly without adjusting Bill Time In and Bill Time Out.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-31P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-81P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member.
 - b. Service Provider.
 - c. Create a visit for each Electronic Verification Method (Landline, Alternative Device, Mobile Method) to generate transaction to send to the EVV Aggregator:
 - i. Service Provider clocks in at 1:10 PM.
 - ii. Service Provider clocks out at 3:45 PM.
 - d. The System User chooses to bill for 1 hour less than the EVV Hours calculated by the EVV System.
2. **System User demonstrates the following for the original visit:**

- a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.
 - f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.
3. **The selected PS vendor must present the original text file to the ORR Team in the format the EVV system will use to transmit the visit to the EVV Aggregator.**
 - a. The following fields should be highlighted:
 - i. Position 60 EVV_VISITDATE
 - ii. Position 63 EVV_CALLINTIME
 - iii. Position 64 EVV_CALLOUTTIME
 - iv. Position 65 EVV_ACTUALHOURS
 - v. Position 66 EVV_PAYHOURS
 - vi. Position 67 EVV_UNITS
 - vii. Position 124 EVV_BILL_TIME_IN
 - viii. Position 125 EVV_BILL_TIME_OUT
 - ix. Position 126 EVV_ROUNDED_ACTUALHOURS
 - x. Position 137 EVV_UNROUNDED_PAYHOURS
4. **System User demonstrates modification of Bill Hours directly during Visit Maintenance and ORR team verifies that:**
 - a. The System User modifies the Bill Hours value from 2.5 hours to 1.5 hours
 - i. System User conducts Visit Maintenance on the rounded Bill Hours (EVV_PAYHOURS field) on the visit.
 - b. The EVV System accepts the change
 - c. The ORR Team verifies that:
 - i. There is no change to the unrounded Bill Hours, Bill Time In, Bill Time Out, EVV Clock In, EVV Clock Out and EVV Hours (unrounded and rounded) because of this change to Bill Hours.
 - ii. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - iii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
5. **System User presents the EVV Transaction file of the modified visit with the following fields highlighted:**
 - a. The following fields should be highlighted:
 - i. Position 60 EVV_VISITDATE
 - ii. Position 63 EVV_CALLINTIME
 - iii. Position 64 EVV_CALLOUTTIME
 - iv. Position 65 EVV_ACTUALHOURS
 - v. Position 66 EVV_PAYHOURS

- vi. Position 67 EVV_UNITS
- vii. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
- viii. Position NN EVV_REASONCODEnDESC
- ix. Position NN EVV_REASONCODEnCOMMENT
- x. Position 108 EVV_LASTVISITMAINT
- xi. Position 124 EVV_BILL_TIME_IN
- xii. Position 125 EVV_BILL_TIME_OUT
- xiii. Position 126 EVV_ROUNDED_ACTUALHOURS
- xiv. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.3 **Adjusting Bill Hours by Modifying Bill Time In**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the System User is able to change the Bill Time In on an EVV Visit Transaction and that the EVV System recalculates Bill Hours and Unrounded Bill Hours when the Bill Time In is changed. The Bill Time In is automatically populated by the EVV Call In time but can be maintained by the System User. This allows the System User to change the time that the Service Provider began delivering EVV required services without modifying the time that the Service Provider clocked in to the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-31P, SDV-52P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member
 - b. Service Provider
 - c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 9:00 AM with an approved EVV method
 - ii. Service Provider clocks out at 1:50 PM with an approved EVV method
 - d. Service Provider reports that clock in was at 10:00 AM not 9:00 AM
 - i. System User performs Visit Maintenance on the visit.
2. **System User demonstrates the following for the original visit:**
 - a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.
 - f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.

3. System User presents the EVV Transaction file with the original visit data with the following fields highlighted:

- a. Position 60 EVV_VISITDATE
- b. Position 63 EVV_CALLINTIME
- c. Position 64 EVV_CALLOUTTIME
- d. Position 65 EVV_ACTUALHOURS
- e. Position 66 EVV_PAYHOURS
- f. Position 67 EVV_UNITS
- g. Position 124 EVV_BILL_TIME_IN
- h. Position 125 EVV_BILL_TIME_OUT
- i. Position 126 EVV_ROUNDED_ACTUALHOURS
- j. Position 137 EVV_UNROUNDED_PAYHOURS

4. System User modifies Bill Time In during Visit Maintenance:

- a. The System User modifies the Bill Time In from 9:00 AM to 10:00 AM for the same date of the visit.
- b. The EVV System accepts the change.
- c. The EVV System recalculates and displays the unrounded Bill Hours.
- d. The EVV System recalculates and displays the rounded Bill Hours.
- e. The ORR Team verifies that:
 - i. There is no change to Bill Time Out, EVV Clock In, EVV Clock Out and EVV Hours because of this change to Bill Time In.
 - ii. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - iii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.

5. System User presents the EVV Transaction file for the modified visit with the following fields highlighted:

- a. Position 60 EVV_VISITDATE
- b. Position 63 EVV_CALLINTIME
- c. Position 64 EVV_CALLOUTTIME
- d. Position 65 EVV_ACTUALHOURS
- e. Position 66 EVV_PAYHOURS
- f. Position 67 EVV_UNITS
- g. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
- h. Position NN EVV_REASONCODEnDESC
- i. Position NN EVV_REASONCODEnCOMMENT
- j. Position 108 EVV_LASTVISITMAINT
- k. Position 124 EVV_BILL_TIME_IN
- l. Position 125 EVV_BILL_TIME_OUT
- m. Position 126 EVV_ROUNDED_ACTUALHOURS
- n. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.4 Adjusting Bill Hours by Modifying Bill Time Out

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the System User can change the Bill Time Out on an EVV Visit Transaction and that the EVV System recalculates Bill Hours and Unrounded Bill Hours when the Bill Time Out is changed. The Bill Time Out is automatically populated by the EVV Call Out time but can be maintained by the System User. This allows the System User to change the time that the Service Provider stopped delivering EVV required services without modifying the time that the Service Provider clocked out of the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-31P, SDV-52P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member.
 - b. Service Provider.
 - c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 8:30 AM with an approved EVV method.
 - ii. Service Provider clocks out at 11:50 AM with an approved EVV method.
 - d. Service Provider reports that clock out was at 11:00 AM not 11:50 AM.
 - i. System User performs Visit Maintenance on the visit.
- 2. System User demonstrates the following for the original visit:**
 - a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.
 - f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.
- 3. System User presents the EVV Transaction file with the original visit data with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS
 - g. Position 124 EVV_BILL_TIME_IN
 - h. Position 125 EVV_BILL_TIME_OUT
 - i. Position 126 EVV_ROUNDED_ACTUALHOURS

- j. Position 137 EVV_UNROUNDED_PAYHOURS
- 4. **System User modifies Bill Time Out during Visit Maintenance:**
 - a. The System User modifies the Bill Time Out from 11:50 AM to 11:00 AM for the same date of the visit. The entry must be in the standard format listed in SDV-73P (MMDDYYYY HH:MM AM/PM).
 - b. The EVV System accepts the change.
 - c. The EVV System recalculates and displays the unrounded Bill Hours.
 - d. The EVV System recalculates and displays the rounded Bill Hours.
 - e. The ORR Team verifies that:
 - i. There is no change to Bill Time In, EVV Clock In, EVV Clock Out and EVV Hours because of this change to Bill Time Out.
 - ii. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - iii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
- 5. **System User presents the EVV Transaction file of the modified visit with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS
 - g. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 - h. Position NN EVV_REASONCODEnDESC
 - i. Position NN EVV_REASONCODEnCOMMENT
 - j. Position 108 EVV_LASTVISITMAINT
 - k. Position 124 EVV_BILL_TIME_IN
 - l. Position 125 EVV_BILL_TIME_OUT
 - m. Position 126 EVV_ROUNDED_ACTUALHOURS
 - n. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.5 **Adjusting Both Bill Time In & Bill Time Out**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration ensures that the System User can change both the Bill Time In and the Bill Time Out on an EVV Visit Transaction and that the EVV System recalculates Bill Hours and Unrounded Bill Hours when both values are changed at the same time. This allows the System User to change the time that the Service Provider began and stopped delivering EVV required services without modifying the time that the Service Provider clocked in and clocked out of the EVV System.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-31P, SDV-52P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-88P, SDV-89P, SDV-90P



Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. Member
 - b. Service Provider
 - c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 7:00 AM with an approved EVV method
 - ii. Service Provider clocks out at 9:00 AM with an approved EVV method
 - d. During Visit Maintenance the System User modifies
 - i. Bill Time In to 6:00 AM
 - ii. Bill Time Out to 10:00 AM
2. **System User demonstrates the following for the original visit:**
 - a. EVV Clock In time
 - b. EVV Clock Out time
 - c. EVV System displays unrounded EVV Hours
 - d. EVV System displays rounded EVV Hours
 - e. Bill Time In is populated by the EVV system
 - f. Bill Time Out is populated by the EVV system
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User
 - h. EVV System displays unrounded Bill Hours
 - i. EVV System displays rounded Bill Hours
3. **System User presents the EVV Transaction file with the original visit data with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS
 - g. Position 124 EVV_BILL_TIME_IN
 - h. Position 125 EVV_BILL_TIME_OUT
 - i. Position 126 EVV_ROUNDED_ACTUALHOURS
 - j. Position 137 EVV_UNROUNDED_PAYHOURS
4. **System User modifies Bill Time In & Bill Time Out outside boundaries of the clock in and clock out time during Visit Maintenance:**
 - a. The System User modifies the Bill Time In from 7:00 AM to 6:00 AM for the same date of the visit. The entry must be in the standard format listed in SDV-73P (MMDDYYYY HH:MM AM/PM).
 - b. The System User modifies the Bill Time Out from 9:00 AM to 10:00 AM for the same date of the visit. The entry must be in the standard format listed in SDV-73P (MMDDYYYY HH:MM AM/PM).
 - c. The EVV System does not accept the change and reports the error to the System User since the change is outside the boundaries of the EVV Clock In and EVV Clock Out captured on the visit.
5. **System User modifies Bill Time In & Bill Time Out within the boundaries of the clock in and clock out time during Visit Maintenance:**

- a. The System User modifies the Bill Time In from 7:00 AM to 7:30 AM for the same date of the visit. The entry must be in the standard format listed in SDV-73P (MMDDYYYY HH:MM AM/PM).
 - b. The System User modifies the Bill Time Out from 9:00 AM to 8:30 AM for the same date of the visit. The entry must be in the standard format listed in SDV-73P (MMDDYYYY HH:MM AM/PM).
 - c. The EVV System accepts this change.
6. **System User demonstrates the modified visit, and the ORR team verifies that the:**
 - a. EVV Clock In time
 - b. EVV Clock Out time
 - c. EVV System displays unrounded EVV Hours
 - d. EVV System displays rounded EVV Hours
 - e. Bill Time In is populated by the EVV system
 - f. Bill Time Out is populated by the EVV system
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User
 - h. EVV System recalculates and displays unrounded Bill Hours
 - i. EVV System recalculates and displays rounded Bill Hours
 - j. Last Visit Maintenance Date matches the current date (the date of demonstration).
 - k. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.
7. **System User presents the EVV Transaction file of the modified visit with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS
 - g. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
 - h. Position NN EVV_REASONCODEnDESC
 - i. Position NN EVV_REASONCODEnCOMMENT
 - j. Position 108 EVV_LASTVISITMAINT
 - k. Position 124 EVV_BILL_TIME_IN
 - l. Position 125 EVV_BILL_TIME_OUT
 - m. Position 126 EVV_ROUNDED_ACTUALHOURS
 - n. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.6 **Adjusting Bill Hours Directly to Zero Hours**

Note: HHSC will not waive this scenario.

Scenario Objective: This demonstration scenario ensures that the EVV System allows the System User to directly modify the Bill Hours to be 0 hours. Bill Hours may be downward adjusted independently of Bill Time In and Bill Time Out. Program Providers and FMSAs may choose to downward adjust Bill Hours to 0 hours if the Program

Provider or FMSA will not submit a claim for the service delivery visit but does not wish to alter the Bill Time In or Bill Time Out directly, such as for payroll purposes.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-7P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-75P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. Member.
 - b. Service Provider.
 - c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 1:15 PM with an approved EVV method.
 - ii. Service Provider clocks out at 3:45 PM with an approved EVV method.
 - d. System User performs Visit Maintenance to change the Bill Hours to 0 hours rather than the Bill Hours calculated by the EVV System.
- 2. System User demonstrates the following, and the ORR team verifies that the:**
 - a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.
 - f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.
- 3. System User presents the EVV Transaction file of the original visit with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS
 - g. Position 124 EVV_BILL_TIME_IN
 - h. Position 125 EVV_BILL_TIME_OUT
 - i. Position 126 EVV_ROUNDED_ACTUALHOURS
 - j. Position 137 EVV_UNROUNDED_PAYHOURS
- 4. System User demonstrates modification of Bill Hours directly during Visit Maintenance and ORR team verifies that:**
 - a. The System User modifies the Bill Hours value from 2.5 hours to 0 hours.
 - b. The EVV System accepts the change.
 - c. The ORR Team verifies that:

- i. There is no change to the Bill Time In, Bill Time Out, EVV Clock In, EVV Clock Out and EVV Hours because of this change to Bill Hours.
- ii. Last Visit Maintenance Date matches the current date (the date of demonstration).
- iii. EVV Reason Code(s) entered during Visit Maintenance and does not replace any EVV Reason Code(s) that were added from previous Visit Maintenance actions.

5. System User presents the EVV Transaction file of the modified visit with the following fields highlighted:

- a. Position 60 EVV_VISITDATE
- b. Position 63 EVV_CALLINTIME
- c. Position 64 EVV_CALLOUTTIME
- d. Position 65 EVV_ACTUALHOURS
- e. Position 66 EVV_PAYHOURS
- f. Position 67 EVV_UNITS
- g. Position NN EVV_REASONCODEn (System User will present the exact file position and EVV Reason Code number that is added for this specific demonstration scenario)
- h. Position NN EVV_REASONCODEnDESC
- i. Position NN EVV_REASONCODEnCOMMENT
- j. Position 108 EVV_LASTVISITMAINT
- k. Position 124 EVV_BILL_TIME_IN
- l. Position 125 EVV_BILL_TIME_OUT
- m. Position 126 EVV_ROUNDED_ACTUALHOURS
- n. Position 137 EVV_UNROUNDED_PAYHOURS

4.5.7 Adjusting Bill Hours Directly to More than EVV Hours

Note: HHSC will not waive this scenario.

Scenario Objective: The EVV System must identify when the System User adjusts the Bill Hours to be greater than the Actual Hours on the EVV Visit Transaction and not allow the System User to proceed with the change. This feature is important to ensure that the Bill Hours and units on the EVV Visit Transaction do not exceed the maximum amount based on the Service Provider's EVV Clock In and EVV Clock Out times.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-5P, SDV-6P, SDV-56P, SDV-70P, SDV-71P, SDV-72P, SDV-80P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

1. Data Setup in the EVV System:

- a. Member.
- b. Service Provider.
- c. EVV Visit to the Member by the Service Provider where:
 - i. Service Provider clocks in at 1:15 PM with an approved EVV method.
 - ii. Service Provider clocks out at 3:45 PM with an approved EVV method.
- d. System User performs Visit Maintenance to change the Bill Hours to more than the EVV Hours calculated by the EVV System.

2. **System User demonstrates the following, and the ORR team verifies that the:**
 - a. EVV Clock In time.
 - b. EVV Clock Out time.
 - c. EVV System displays unrounded EVV Hours.
 - d. EVV System displays rounded EVV Hours.
 - e. Bill Time In is populated by the EVV system.
 - f. Bill Time Out is populated by the EVV system.
 - g. Bill Time In and Bill Time Out fields are enabled for changes by the System User.
 - h. EVV System displays unrounded Bill Hours.
 - i. EVV System displays rounded Bill Hours.
3. **System User demonstrates modification of Bill Hours directly during Visit Maintenance and ORR team verifies that:**
 - a. The System User attempts to modify the Bill Hours value from 2.5 hours to 3 hours.
 - b. The EVV System does not accept the change and reports the error to the System User since the change is greater than the EVV Hours captured on the visit.

4.6 NON-EVV / EVV OPTIONAL SERVICES

Business Rules:

SDV-6P: EVV System must calculate rounded Bill Hours by subtracting Bill Time In from Bill Time Out rounding to the nearest quarter hour increment according to HHSC EVV Policy. The rounded hours must be transmitted to the EVV Aggregator in the EVV_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-10P: EVV System must allow the System User and Service Providers to deduct the amount of time associated with a Non-EVV Service that the Service Provider delivered during the EVV service delivery period. The EVV System must store the amount of time associated with the Non-EVV Service, but the EVV System must not include the Non-EVV Service time in the calculation of the Bill Hours.

SDV-31P: EVV System must transmit Confirmed EVV Visit Transactions to the EVV Aggregator in the standard format found in Appendix C.

SDV-70P: EVV System must calculate unrounded EVV Hours for the Visit by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit. The unrounded EVV Hours must be transmitted to the EVV Aggregator in the EVV_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-71P: EVV System must populate Bill Time In from the EVV Clock In when captured on the Visit.

SDV-72P: EVV System must populate Bill Time Out from the EVV Clock Out when captured on the Visit.

SDV-82P: EVV System must display the rounded and unrounded Bill Hours to the System User.

SDV-83P: EVV System must allow the Service Provider to clock in and clock out for a EVV Optional Service if HHSC identifies the Service in the EVV Service Bill Codes Table. If the Program Provider, FMSA or CDS Employer chooses to document EVV Optional Services using the EVV System, the EVV System must capture, verify, and

store each EVV Optional Visit and transmit Confirmed EVV Visit Transactions to the EVV Aggregator using the standard format documented in Appendix C EVV Visit Transaction File.

SDV-88P: EVV System must calculate rounded EVV Hours by subtracting the EVV Clock In from the EVV Clock Out when captured on the Visit, rounding to the nearest quarter hour increment according to HHSC EVV Policy. The rounded EVV Hours must be transmitted to the EVV Aggregator in the EVV_ROUNDED_ACTUALHOURS field. See Appendix C and Appendix M for details related to this field.

SDV-89P: EVV System must calculate unrounded Bill Hours by subtracting Bill Time In from Bill Time Out. The unrounded Bill Hours must be transmitted to the EVV Aggregator in the EVV_UNROUNDED_PAYHOURS field. See Appendix C and Appendix M for details regarding this field.

SDV-90P: EVV System must display the rounded and unrounded EVV Hours to the System User.

4.6.1 Service Provider Deducts Time from Visit for Non-EVV Services

Note: HHSC will waive this scenario if all program providers or FMSAs onboarding with the PS indicate that their Service Providers do not plan to deduct service delivery time for non-EVV services prior to billing (PS Request Form Question 3.6b is No).

Scenario Objective: This demonstration ensures that the EVV System can capture the time spent on Non-EVV Services entered by the Service Provider and adjust the Bill Hours field appropriately. Non-EVV Services may be provided during an EVV required service. The ability for the Service Provider to enter the time spent on Non-EVV Services prevents the need for the Service Provider to clock out and clock in again for an EVV required service, or for the System User to downward adjust the Bill Hours through Visit Maintenance.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-6P, SDV-10P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. A Member.
 - b. A Service Provider.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. The Service Provider clocks in at 9:00 AM for a visit with the Member.
 - b. The Service Provider later clocks out for the same visit at 1:30 PM and indicates 0.5 hours were spent during the visit performing a Non-EVV service.
 - c. The EVV System accepts the visit and auto-verifies.
- 3. System User presents the EVV Transaction file with the following fields highlighted:**
 - a. Position 60 EVV_VISITDATE
 - b. Position 63 EVV_CALLINTIME
 - c. Position 64 EVV_CALLOUTTIME
 - d. Position 65 EVV_ACTUALHOURS
 - e. Position 66 EVV_PAYHOURS
 - f. Position 67 EVV_UNITS



- g. Position 124 EVV_BILL_TIME_IN
- h. Position 125 EVV_BILL_TIME_OUT
- i. Position 126 EVV_ROUNDED_ACTUALHOURS
- j. Position 137 EVV_UNROUNDED_PAYHOURS

4.6.2 Service Provider Clocks In and Clocks Out for EVV Optional Services

Note: HHSC will waive this scenario if all program providers or FMSAs onboarding with the PS indicate that they do not plan to have their Service Providers clock in and clock out for any EVV optional services (identified in the relevant Appendix B EVV Bill Code Services Table) during an EVV service delivery visit (PS Request Form Question 3.7 is No).

Scenario Objective: This demonstration ensures that the EVV System captures the data elements required by state and federal law when the Service Provider uses the EVV System to clock in and clock out for an EVV Optional Service. EVV Optional Services are services commonly delivered during an EVV required service but does not require EVV data collection. If the Service Provider clocks in and clocks out for an EVV Optional Service in between delivering an EVV required service, this can reduce the need for Visit Maintenance to reduce the Bill Hours on the EVV Visit Transaction for the EVV required service.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): SDV-6P, SDV-31P, SDV-70P, SDV-71P, SDV-72P, SDV-82P, SDV-83P, SDV-88P, SDV-89P, SDV-90P

Demonstration Steps

1. Data Setup in the EVV System:

- a. A Member.
- b. A Service Provider.

2. System User demonstrates, and ORR Team validates that:

- a. The Service Provider clocks in at 10 AM and clocks out at 2 PM for one of the EVV Optional Services listed in the EVV Service Bill Code Table.
- b. The EVV system accepts the visit.

3. System User presents the EVV Transaction file with the following fields highlighted:

- a. Position 58 EVV_HCPCS_CODE
- b. Position 59 EVV_MODIFIER
- c. Position 60 EVV_VISITDATE
- d. Position 63 EVV_CALLINTIME
- e. Position 64 EVV_CALLOUTTIME
- f. Position 67 EVV_UNITS

5 PROPRIETARY SYSTEM SPECIFICATIONS

5.1 HHSC READ-ONLY ACCESS

Business Rules associated with access to the Proprietary System:

VSS-4P: EVV System must create a unique profile for individual HHSC and MCO users as directed by HHSC.

VSS-5P: EVV System must provide read-only access to HHSC and MCO staff to view the same information that the System User can access and view. The EVV System must limit individual MCO access to view only the EVV System data associated with the Members contracted with the MCO.

VSS-16P: The PSO must give System Users secure access to the EVV System in a way that creates unique login credentials which allows for the identification of users accessing the EVV System.

Business Rule associated with accessing EVV System Standard Reports:

EVR-1P: EVV System must provide reporting to support program requirements and monitoring. The EVV System must make the following standard reports available on demand, when applicable, based on data native to the EVV System. See Appendix G:

- EVV CDS Service Delivery Log
- EVV Landline Phone Verification Report
- EVV Service Delivery Exception Report
- Non-EVV Relevant Time Logged

5.1.1 HHSC Read-Only Access – PSO Business Unit Profiles

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Program Provider or FMSA is enrolled or contracted with. This demonstration ensures that HHSC can see all PSO Business Unit profiles and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. **Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
2. **System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all PSO business unit profiles.

5.1.2 HHSC Read-Only Access – Member Profiles

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all Member profiles and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all Member profiles.

5.1.3 HHSC Read-Only Access – Service Provider Profiles

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all Service Provider profiles and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System User creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System Administrator logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all Service Provider profiles.

5.1.4 HHSC Read-Only Access – Schedules

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all scheduled visit information and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**

- a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all schedules.

5.1.5 HHSC Read-Only Access – Authorizations

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all service authorizations and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all authorizations.

5.1.6 HHSC Read-Only Access – Visit Transactions

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all EVV Visit Transactions and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access in the EVV System to view all visit transactions.

5.1.7 HHSC Read-Only Access to Standard System Reports: Service Delivery Exception Report

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see all data on the Service Delivery Exception Report.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access to view the Service Delivery Exception Report.

5.1.8 HHSC Read-Only Access to Standard System Reports: CDS Reports

Note: HHSC may waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form # 2.1.3 only has Program Provider checked).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see the EVV System Standard report specific to CDS Employers.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access to view the following report that is created within the EVV System:
 - i. EVV CDS Service Delivery Log

5.1.9 HHSC Read-Only Access to Standard System Reports: EVV Landline Phone Verification Report

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Device is not checked).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see the EVV System Standard report required to be generated if the PSO used the Landline Method. This report is used by payers for EVV Compliance monitoring.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access to view the EVV Landline Phone Verification Report.

5.1.10 HHSC Read-Only Access to Standard System Reports: Non-EVV Relevant Time Logged Report

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not delivering non-EVV services (PS Request Form Question # 3.6a is No).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see the EVV System Standard report that identifies time spent on Non-EVV services.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

- 1. Data Setup in the EVV System:**
 - a. System Administrator creates an account as an HHSC user.
- 2. System User demonstrates, and ORR Team validates that:**
 - a. System User logs into the EVV System as an HHSC user.
 - b. The HHSC user has read-only access to view the Non-EVV Relevant Time Logged Report.

5.2 MCO READ-ONLY ACCESS

Business Rules associated with access to the Proprietary System:

VSS-4P: EVV System must create a unique profile for individual HHSC and MCO users as directed by HHSC.

VSS-5P: EVV System must provide read-only access to HHSC and MCO staff to view the same information that the System User can access and view. The EVV System must limit individual MCO access to view only the EVV System data associated with the Members contracted with the MCO.

VSS-16P: The PSO must give System Users secure access to the EVV System in a way that creates unique login credentials which allows for the identification of users accessing the EVV System.

Business Rule associated with accessing EVV System Standard Reports:

EVR-1P: EVV System must provide reporting to support program requirements and monitoring. The EVV System must make the following standard reports available on demand, when applicable, based on data native to the EVV System. See Appendix G:

- EVV CDS Service Delivery Log
- EVV Landline Phone Verification Report
- EVV Service Delivery Exception Report
- Non-EVV Relevant Time Logged

5.2.1 **MCO Read-Only Access – PSO Business Unit Profiles**

Note: For PSO business unit profiles, the EVV system must limit access to the business units for which the MCO is the payer and further limit access to only the dates of service when the MCO was the payer for that business unit.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view EVV information for PSOs with which is contracts. This demonstration ensures that the MCOs can see PSO Business Unit profiles, that the access is only for PSOs with which the MCO contracts, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. **Data Setup in the EVV System:**

- a. System Administrator creates two accounts in the EVV System for two MCO users:
 - i. MCO User 1 is associated with an MCO who has a contract with the PSO business unit.
 - ii. MCO User 2 is associated with an MCO who **does not** have a contract with the PSO business unit.

2. **System User demonstrates, and ORR Team validates that:**

- a. MCO System User 1 (whose organization has a contract with the PSO business unit) logs into the EVV System.
- b. MCO System User 1 can view the PSO business unit profile(s) that is associated with the MCO.
- c. MCO System User 2 (whose organization does not have a contract with the PSO business unit) logs into the EVV System.
- d. MCO System User 2 cannot view the PSO business unit profile.

5.2.2 **MCO Read-Only Access – Member Profiles**

Note: The EVV system must limit access to the Member profile for the dates when an MCO was the payer. If a Member changes MCO payers, the EVV system must limit the previous and new MCO to viewing data only for the dates for when the individual was a member.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view EVV information for Members that are Members of that MCO. This demonstration ensures that the MCOs can see Member profiles, that the access is only for Members which are enrolled with the MCO during the dates the Member is enrolled with the MCO, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- Two Members:
 - Member 1 is a Medicaid individual enrolled with two different MCOs at different periods of time.
 - Member 2 is a Medicaid individual who is not enrolled in managed care (if applicable).
- Two system user accounts for two different MCOs (both have a contract with the PSO business unit):
 - MCO 1 is associated with Member 1 during one date range of the year.
 - MCO 2 is associated with Member 1 during a different date range in the year.

2. System User demonstrates, and ORR Team validates that:

- MCO 1 System User logs into the EVV System.
 - MCO 1 System User can only view (not edit) the Member profile for dates of service when the individual was their Member.
 - MCO 1 System User cannot view the Member profile for dates of service when the individual was not their Member.
 - MCO 1 System User cannot view the individual who is not enrolled in Managed Care (if applicable).
- MCO 2 System User logs into the EVV System.
 - MCO 2 System User can only view (not edit) the Member profile for dates of service when the individual was their Member.
 - MCO 2 System User cannot view the Member profile for dates of service when the individual was not their Member.
 - MCO 2 System User cannot view the individual who is not enrolled in Managed Care (if applicable).

5.2.3 MCO Read-Only Access – Service Provider Profiles

Note: The MCO System User has read-only access in the EVV System to view only Service Provider profiles for individuals who are associated with a Member of the System User's MCO.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view EVV information for Service Providers that are associated with Members of that MCO. This demonstration ensures that the MCOs can see Service Provider profiles, that the access is only for Service Providers associated with Members which are enrolled with the MCO during the dates the Member is enrolled with the MCO, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- Two Members:
 - Member 1 is a Medicaid individual enrolled with two different MCOs at different periods of time.
 - Member 2 is a Medicaid individual who is not enrolled in managed care (if applicable).
- Two system user accounts for two different MCOs (both have a contract with the PSO business unit):
 - MCO 1 is associated with Member 1 during one date range of the year.
 - MCO 2 is associated with Member 1 during a different date range in the year.

2. System User demonstrates, and ORR Team validates that:

- MCO 1 System User logs into the EVV System.
 - MCO 1 System User can only view (not edit) the Service Provider profile for dates of service when the associated individual was their Member.
 - MCO 1 System User cannot view the Service Provider profile for dates of service when the associated individual was not their Member.
 - MCO 1 System User cannot view the Service Provider profile for an associated individual not enrolled in Managed Care (if applicable).
- MCO 2 System User logs into the EVV System.
 - MCO 2 System User can only view (not edit) the Service Provider profile for dates of service when the associated individual was their Member.
 - MCO 2 System User cannot view the Service Provider profile for dates of service when the associated individual was not their Member.
 - MCO 2 System User cannot view the Service Provider profile for the associated individual who is not enrolled in Managed Care (if applicable).

5.2.4 MCO Read-Only Access – Schedules

Note: The MCO System User has read-only access in the EVV System to view schedules for the dates of service when the individual is a member of the MCO.

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using schedules (PS Request Form Question # 3.8 is No).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view EVV information for scheduled visits that are for with Members of that MCO. This demonstration ensures that the MCOs can see schedules, that the MCO can only view schedules for Members which are enrolled with the MCO during the dates the Member is enrolled with the MCO, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- Two Members:
 - Member 1 is a Medicaid individual enrolled with two different MCOs at different periods of time.
 - Member 2 is a Medicaid individual who is not enrolled in managed care (if applicable).
- Two system user accounts for two different MCOs (both have a contract with the PSO business unit):
 - MCO 1 is associated with Member 1 during one date range of the year.
 - MCO 2 is associated with Member 1 during a different date range in the year.

2. System User demonstrates, and ORR Team validates that:

- MCO 1 System User logs into the EVV System.
 - MCO 1 System User can only view (not edit) schedules for dates of service when the individual was their Member.
 - MCO 1 System User cannot view schedules for dates of service when the individual was not their Member.
 - MCO 1 System User cannot view the schedules for the Member who is not enrolled in Managed Care (if applicable).
- MCO 2 System User logs into the EVV System.
 - MCO 2 System User can only view (not edit) schedules for dates of service when the individual was their Member.
 - MCO 2 System User cannot view schedules for dates of service when the individual was not their Member.
 - MCO 2 System User cannot view the schedules for the Member who is not enrolled in Managed Care (if applicable).

5.2.5 MCO Read-Only Access – Authorizations

Note: The MCO System User has read-only access in the EVV System to view authorizations for the dates of service when the individual is a member of the MCO.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view authorizations that are for

with Members of that MCO. This demonstration ensures that the MCOs can see authorizations, that the MCO can only view authorizations for Members which are enrolled with the MCO during the dates the Member is enrolled with the MCO, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- Two Members:
 - Member 1 is a Medicaid individual enrolled with two different MCOs at different periods of time.
 - Member 2 is a Medicaid individual who is not enrolled in managed care (if applicable).
- Two system user accounts for two different MCOs (both have a contract with the PSO business unit):
 - MCO 1 is associated with Member 1 during one date range of the year.
 - MCO 2 is associated with Member 1 during a different date range in the year.

2. System User demonstrates, and ORR Team validates that:

- MCO 1 System User logs into the EVV System.
 - MCO 1 System User can only view (not edit) authorizations for dates of service when the individual was their Member.
 - MCO 1 System User cannot view authorizations for dates of service when the individual was not their Member.
 - MCO 1 System User cannot view the authorizations for the individual not enrolled in Managed Care (if applicable).
- MCO 2 System User logs into the EVV System.
 - MCO 2 System User can only view (not edit) authorizations for dates of service when the individual was their Member.
 - MCO 2 System User cannot view authorizations for dates of service when the individual was not their Member.
 - MCO 2 System User cannot view the authorizations for the individual not enrolled in Managed Care (if applicable).

5.2.6 MCO Read-Only Access – Visit Transactions

Note: The MCO System User has read-only access in the EVV System to view visit transactions for the dates of service when the individual is a member of the MCO.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can only view EVV information for EVV Visit Transactions that are for with Members of that MCO. This demonstration ensures that the MCOs can see EVV

Visit Transactions, that the MCO can only view EVV Visit Transactions for Members which are enrolled with the MCO during the dates the Member is enrolled with the MCO, and that the access is read-only.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- Two Members:
 - Member 1 is a Medicaid individual enrolled with two different MCOs at different periods of time.
 - Member 2 is a Medicaid individual who is not enrolled in managed care (if applicable) .
- Two system user accounts for two different MCOs (both have a contract with the PSO business unit):
 - MCO 1 is associated with Member 1 during one date range of the year.
 - MCO 2 is associated with Member 1 during a different date range in the year.

2. System User demonstrates, and ORR Team validates that:

- MCO 1 System User logs into the EVV System.
 - MCO 1 System User can only view (not edit) visit transactions for dates of service when the individual was their Member.
 - MCO 1 System User cannot not view visit transactions for dates of service when the individual was not their Member.
 - MCO 1 System User cannot view the visit transactions for the individual not enrolled in Managed Care (if applicable).
- MCO 2 System User logs into the EVV System.
 - MCO 2 System User can only view (not edit) visit transactions for dates of service when the individual was their Member.
 - MCO 2 System User cannot view visit transactions for dates of service when the individual was not their Member.
 - MCO 2 System User cannot view the visit transactions for the individual not enrolled in Managed Care (if applicable).

5.2.7 MCO Read-Only Access to Standard System Reports: EVV Service Delivery Exception Report

Note: The MCO System User has read-only access in the EVV System to view standard system reports, however, the reports must only include data associated with the dates of service for which the individual is a member of the MCO.

Note: HHSC will not waive this scenario.

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can only view EVV information for EVV Visit Transactions that are for with Members of that MCO. This demonstration ensures that the MCO is restricted to see the Service Delivery Exception Report within the timeframe that Members are enrolled in the MCO.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- a. One HHSC user account for demonstration comparisons.
- b. Two MCO user accounts for which the PSO business unit has an association.
 - i. MCO 1 has an individual as a member during a date range.
 - ii. MCO 2 has the same individual as a member during a different date range (the individual changed MCOs).
- c. Multiple Managed Care Members enrolled with the two different MCOs at different periods of time with associated data relevant to the reports.

2. System User demonstrates, and ORR Team validates that:

- a. HHSC System user logs into the EVV System.
 - i. HHSC System user generates the EVV Service Delivery Exception Report for a date range of 3 months.
 - ii. All data for all users for that date range are included in the counts.
 - iii. Report is kept available for comparison purposes in the next steps.
- b. MCO 1 System User logs into the EVV System.
 - i. MCO 1 System User generates the EVV Service Delivery Exception Report for the same date range as the HHSC System User. The total counts of visits should be different from what was viewed by the HHSC System User.
- c. MCO 2 System User logs into the EVV System.
 - i. MCO 2 System User generates the EVV Service Delivery Exception Report for the same date range as the HHSC System User. The total counts of visits should be different from what was viewed by the HHSC System User and the MCO 1 System User.

5.2.8 MCO Read-Only Access to Standard System Reports: CDS Reports

Note: The MCO System User has read-only access in the EVV System to view standard system reports, however, the reports must only include data associated with the dates of service for which the individual is a member of the MCO.

Note: HHSC may waive this scenario if there are no FMSAs onboarding with the PS (PS Request Form Question # 2.1.3 only has Program Provider checked).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can only view EVV information for EVV Visit Transactions that are for Members of that MCO. This demonstration ensures that the MCO is restricted to see the EVV System Standard reports specific to CDS Employers within the timeframe that Members are enrolled in the MCO.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps

1. Data Setup in the EVV System:

- a. One HHSC user account for demonstration comparisons.
- b. Two MCO user accounts for which the PSO business unit has an association.
 - i. MCO 1 has an individual as a member during a date range.
 - ii. MCO 2 has the same individual as a member during a different date range (the individual changed MCOs).
- c. Multiple Managed Care Members enrolled with the two different MCOs at different periods of time with associated data relevant to the reports.

2. System User demonstrates, and ORR Team validates that:

- a. HHSC System user logs into the EVV System.
 - i. HHSC System user requests the CDS Service Delivery Log that is created in the EVV System for a date range of 3 months.
 - ii. All data for all users for that date range are included in the reports.
 - iii. Report is kept available during the demonstration for comparison purposes in the next steps.
- b. MCO 1 System User logs into the EVV System.
 - i. MCO 1 System User requests the CDS Service Delivery Log with data for whom the individual is their Member.
 - ii. MCO 1 System User cannot view CDS reports with data for whom the individual is not their Member.
- c. MCO 2 System User logs into the EVV System.
 - i. MCO 2 System User requests the CDS Service Delivery Log with data for whom the individual is their Member.
 - ii. MCO 2 System User cannot view CDS reports with data for whom the individual is not their Member.

5.2.9 MCO Read-Only Access to Standard System Reports: EVV Landline Phone Verification Report

Note: The MCO System User has read-only access in the EVV System to view standard system reports, however, the reports must only include data associated with the dates of service for which the individual is a member of the MCO.

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not using the Landline Method (PS Request Form Question # 3.1 Landline Device is not checked).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to HHSC. HHSC can see all EVV information, regardless of which payer a Member is enrolled or contracted with. This demonstration ensures that HHSC can see the EVV System Standard report required to be generated if the PSO used the Landline Method. This report is used by payers for EVV Compliance monitoring.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps



1. Data Setup in the EVV System:

- a. One HHSC user account for demonstration comparisons.
- b. Two MCO user accounts for which the PSO business unit has an association.
 - i. MCO 1 has an individual as a member during a date range.
 - ii. MCO 2 has the same individual as a member during a different date range (the individual changed MCOs).
- c. Multiple Managed Care Members enrolled with the two different MCOs at different periods of time with associated data relevant to the reports.

2. System User demonstrates, and ORR Team validates that:

- a. HHSC System user logs into the EVV System.
 - i. HHSC System user requests the following EVV Landline Phone Verification Report for a date range of 3 months.
 - ii. All data for all users for that date range are included in the reports.
 - iii. Report is kept available during the demonstration for comparison purposes in the next steps.
- b. MCO 1 System User logs into the EVV System.
 - i. MCO 1 System User views the EVV Landline Phone Verification Report with data for whom the individual is their Member.
 - ii. MCO 1 System User cannot view the EVV Landline Phone Verification Report with data for whom the individual is not their Member.
- c. MCO 2 System User logs into the EVV System.
 - i. MCO 2 System User views the EVV Landline Phone Verification Report with data for whom the individual is their Member.
 - ii. MCO 2 System User cannot view the EVV Landline Phone Verification Report with data for whom the individual is not their Member.

5.2.10 MCO Read-Only Access to Standard System Reports: Non-EVV Relevant Time Logged Report

Note: The MCO System User has read-only access in the EVV System to view standard system reports, however, the reports must only include data associated with the dates of service for which the individual is a member of the MCO.

Note: HHSC may waive this scenario if all program providers or FMSAs onboarding with the PS are not delivering non-EVV services (PS Request Form Question # 3.6a is No).

Scenario Objective: State law requires Program Providers and FMSAs to provide EVV System access to MCOs with which a Program Provider or FMSA contracts with. The MCO can see only view EVV information for EVV Visit Transactions that are for with Members of that MCO. This demonstration ensures that the MCO can see the Non-EVV Relevant Time Logged Report for the dates of service where Members who are enrolled with the MCO were enrolled with the MCO.

- Business Rules evaluated in this scenario (full descriptions of each Business Rule may be found in the section header): EVR-1P, VSS-4P, VSS-5P, VSS-16P

Demonstration Steps



1. Data Setup in the EVV System:

- a. One HHSC user account for demonstration comparisons.
- b. Two MCO user accounts for which the PSO business unit has an association.
 - i. MCO 1 has an individual as a member during a date range.
 - ii. MCO 2 has the same individual as a member during a different date range (the individual changed MCOs).
- c. Multiple Managed Care Members enrolled with the two different MCOs at different periods of time with associated data relevant to the reports.

2. System User demonstrates, and ORR Team validates that:

- a. HHSC System user logs into the EVV System.
 - i. HHSC System user requests the following Non-EVV Relevant Time Logged Report for a date range of 3 months.
 - ii. All data for all users for that date range are included in the reports.
 - iii. Report is kept available during the demonstration for comparison purposes in the next steps.
- b. MCO 1 System User logs into the EVV System.
 - i. MCO 1 System User views the Non-EVV Relevant Time Logged with data for whom the individual is their Member.
 - ii. MCO 1 System User cannot view the Non-EVV Relevant Time Logged Report with data for whom the individual is not their Member.
- c. MCO 2 System User logs into the EVV System.
 - i. MCO 2 System User views the Non-EVV Relevant Time Logged Report with data for whom the individual is their Member.
 - ii. MCO 2 System User cannot view the Non-EVV Relevant Time Logged Report with data for whom the individual is not their Member.