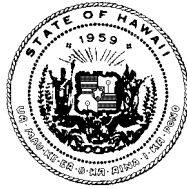


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December 1, 2022

MEMORANDUM

MEMO NO.  
QI-2223

TO: QUEST Integration (QI) Health Plans  
Department of Health Developmental Disabilities Division (DDD)  
Home Health Agencies  
Home Care Agency Providers of Home and Community Based Services  
1915(c) Intellectual and Developmental Disabilities (I/DD) Waiver Providers

FROM: Judy Mohr Peterson, PhD *JMP*  
Med-QUEST Division Administrator

SUBJECT: ELECTRONIC VISIT VERIFICATION (EVV) MANUAL EDITING AND ENTRY OF VISITS

The purpose of this memo is to inform our Health Plans (HP), Department of Health Developmental Disabilities Division (DDD) and providers of Home Health (HHA) services, Home Care (HCA) services, Self-Direct (SD)/Consumer-Directed (CD) services and I/DD waiver services about minimum standards for the manual editing and entry of visits into an EVV System and the resulting corrective actions when failing to meet standards.

EVV is a federal mandate to track and monitor timely service delivery and to help ensure high quality access to care for Medicaid recipients. EVV participation is required for HHA, HCA, SD/CD, and I/DD waiver providers in the Medicaid program.

The following is a summarized historical and future looking EVV implementation timeline:

- October 2020 – EVV Visit Capture/Soft Edit started
- October 2021 – EVV Hard Edit began
- December 2021 – EVV Manual Edit engagement with HP, DDD and providers began

- **January 1, 2023** – EVV Manual Edit monthly measurement (includes manual entries) begins
- February 1, 2023 – Begin corrective actions if failing to meet measurement standards
- August 31, 2023 – Target date to meet minimum EVV standard; begin application of financial penalties if failing to meet measurement standards

### Definitions

A **manually edited** visit is when an EVV visit that is recorded from a mobile app (SMC/MVV), landline (TVV), or FOB (FVV) is changed by a person. In addition, manual edits apply to all changes to the visit record in EVV. The Med-QUEST requirement is to have no more than 15% manually edited visits by month. **Manual edits also include manually entered visits.**

- A **manually entered** visit is when there is **no** electronic check-in and check-out, and the visit information is typed in manually. While sometimes necessary to ensure provider payment, *manually entered visits do not meet CMS requirements for an EVV visit and are not compliant.* Manually Entered visits should be a rare occurrence.

An **EVV Solution** consists of a vendor system that captures visit services electronically. The state supplied Sandata EVV vendor or approved Alternate (ALT) EVV vendor can be used to capture electronic visits.

### **EVV Device Types:**

- Smart device (iPad, Smart phone, tablet etc.) using mobile app (MVV)
- Landline (TVV)
- FOB device (FVV)

### Minimum EVV Requirements

No more than 15% of **manually edited/entered** visits per QI provider and I/DD waiver provider agency accounts and SD/CD accounts per month. Each HP and DDD will separately measure their agency providers. This includes visits captured by an ALT EVV vendor.

- Examples of manually edited/entered visits in an EVV solution include:
  - Associating a client to an unknown visit
  - Editing check-in and/or check-out times
  - Adding a check-in or check-out time to a visit
  - Acknowledging exceptions
  - Adding the check-in and check-out times to a visit

### Measurement

Total visits by month baseline measurement against the number of edits (including manual entries). Sandata has made the following reports available on 11/4/2022 to the HPs, DDD, and providers for monitoring the percentage of edits: “Auto Verification Report Detail” and “Auto Verification Report Summary”.

Manual **Edited/Entered** Calculation: Divide the total manual edits by the total visits per month. See example.

$$\frac{\text{Manually Edited/Entered Visits}}{\text{Total Visits}} = \frac{10}{100} = 10\%$$

### Monitoring

The monitoring of EVV manual edits/entries already considers unavoidable exceptions and this is the reason for the 15% buffer. MQD understands there may be unforeseeable circumstances that prevent EVV visit capture, and these situations will not be counted under monitoring.

MQD will measure the provider agency (by provider ID) Manual Edit percentage, across all plans. A list of non-compliant provider agencies will be generated and distributed by MQD on a monthly or quarterly basis.

Monthly monitoring will continue by MQD if the minimum requirements are not being met. If the requirements are being met, then only quarterly monitoring will be performed by MQD.

The HP that has the largest number of visits for the provider ID will be responsible for QI provider agency engagement. DDD will engage with DD waiver providers. The designated HP/DDD shall provide sufficient support for training and reinforcements for successful EVV visit capture. The designated HP/DDD will be responsible to update provider engagement status in the EVV Provider Compliance Tracking Log.

### Provider Agency Monitoring

Provider agency monitoring will be based on each 6-digit assigned Medicaid Provider HOKU ID. For agencies that have more than one HOKU ID, each account will be monitored separately.

### SD/CD EVV Monitoring and Payments

**All SD/CD services must use an EVV system as the source document to capture visits to receive payment for services rendered.** The goal is to improve use of an EVV system to capture 100% of the visits provided and meet the required CMS goal of manual edits/entries of less than 15%.

Refer to the tables below for Provider Agency and SD/CD monitoring and corrective actions.

EVV Monitoring Table

Manually Edited/Entered Visit Percentage Rate	Action Steps/Outcomes
0-15%	Meets EVV requirements. Quarterly Reviews – Refer to Quarterly Review Table below.
16-25%	Monthly monitoring for minimal 5% decrease each month until the Agency Provider or HP/DDD monitored SD/CD visits manually edited or entered visit percentage meets minimum requirements.
26-50%	Monthly monitoring for minimal 15% decrease each month until the Agency Provider or HP/DDD monitored SD/CD visits manually edited or entered visit percentage meets minimum requirements.
Greater than 50%	Monthly monitoring for minimal 30% decrease each month until the Agency Provider or HP/DDD monitored SD/CD visits manually edited or entered visit percentage meets minimum requirements.

Quarterly Review Periods

Quarter	DOS	Review By
Q1	January – March	Mid-April
Q2	April – June	Mid-July
Q3	July – September	Mid-October
Q4	October – December	Mid-January

Example of 90% Manually Edited/Entered Visits

	Review 1	Review 2	Review 3	Review 4
Initial Manual Edits/Entries	90%	60%	30%	15%
Required Decrease	30%	30%	15%	N/A
Current Manual Edits/Entries	60%	30%	15%	N/A

Corrective Actions

Provider Agency and SD/CD who do not use an EVV solution to record visits for services being delivered will be subject to corrective action. The corrective actions are described below.

Provider Agency & SD/CD – Corrective Action Timeline

Monitoring Period	Review Month	Less than 15% Manually Edited/ Entered Visits	More than 15% Manually Edited/Entered Visits
Month 1: Baseline Measurement Review (Example DOS 1/1/2023 – 1/31/2023)	Month 1 plus 15 days (Example Mid-February)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	Begin monthly monitoring, issue <u>warning</u> , and provide technical assistance to achieve required decrease of manual edits/entries per month.
Month 2: Monitoring Period (DOS Remainder of February)	N/A	N/A	Monitoring Period
Month 3: Ongoing Measurement Review (DOS 2/1/2023 – 3/31/2023)	Month 3 plus 15 days (Mid-April)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	If there is evidence of a required decrease from the previous month, continue monthly monitoring until the required decrease is achieved. If there is no evidence of required decrease from previous months, HP/DDD will provide MQD an <u>action plan</u> by the end of April. Action plan will include details of why visits are being edited and what actions are being taken to prevent manual editing/entry.
Month 4: (DOS 4/1/2023 – 4/30/2023)	Month 4 plus 15 days (Mid-May)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	Action plans reviewed/accepted by MQD. During this period HP/DDD will continue to provide technical assistance to achieve required decrease of manual edits per month.

Monitoring Period	Review Month	Less than 15% Manually Edited/Entered Visits	More than 15% Manually Edited/Entered Visits
Month 5: (DOS 5/1/2023 – 5/31/2023)	Month 5 plus 15 days (Mid-June)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	<p>If there is evidence of a required decrease from the previous month, continue monthly monitoring until the required decrease is achieved.</p> <p>If there is no evidence of a required decrease and the action plan was accepted, HP/DDD will execute the <u>action plan</u> and continue to monitor.</p>
Month 6: (DOS 6/1/2023 – 6/30/2023)	Month 6 plus 15 days (Mid-July)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	<p>If there is evidence of a required decrease from the previous month, continue monthly monitoring until the required decrease is achieved.</p> <p>If there is no evidence of a required decrease and the action plan was accepted, HP/DDD will execute the <u>action plan</u> and continue to monitor.</p>
Month 7: (DOS 7/1/2023 – 7/31/2023)	Month 7 plus 15 days (Mid-August)	Move to next Quarterly Review – Refer to Quarterly Review Table above.	<p>By Month 7, the visits should meet requirements. When requirements are met, move to quarterly review.</p> <p>If the Manual Edited/Entered requirements are not met:</p> <p><b><u>Provider Agencies</u></b></p> <ul style="list-style-type: none"> <li>● HP/DDD will implement a pre-payment review for the provider account or SD payroll visits.</li> <li>● HP/DDD will review additional documentation to verify that the manual edits are necessary or appropriate, to pay claims</li> </ul>

Monitoring Period	Review Month	Less than 15% Manually Edited/ Entered Visits	More than 15% Manually Edited/Entered Visits
			<p>appropriately.</p> <ul style="list-style-type: none"> <li>All suspected cases, where manual edits were not appropriate and indicate potential fraud, will be reported for further investigation to the DHS and Law Enforcement.</li> </ul> <p><b><u>SD/CD:</u></b></p> <ul style="list-style-type: none"> <li>HP/DDD may move the members'/participants' services to a provider agency.</li> <li>It is at the discretion of the HP/DDD if a SD member/CD participant can be moved back to SD/CD services.</li> </ul>
Ongoing Monitoring	Future Quarterly Reviews	Move to next Quarterly Review – Refer to Quarterly Review Table above.	Once moved to the Quarterly monitoring period and then fail to meet minimum requirements in any of the months of the quarter, the Provider Agency or SD member/CD participant starts back at Month 1.

\*New provider agencies baseline will be established upon initial service delivery.

EVV Edit Reporting to MQD

Health Plan: EVV reporting requirements will be available in Health Plan Manual in a future quarterly release. DOH DDD: EVV reporting requirements will be available soon.

Please send questions via e-mail to [EVV-MQD@dhs.hawaii.gov](mailto:EVV-MQD@dhs.hawaii.gov)