HHAeXchange Provider Training Session
Linked Contract 101

Who is this session for?

This session is specifically designed for Providers who use HHAeXchange and are transitioning to the use of Linked Contracts to capture and report EVV to the State of Minnesota

Note: The use of Linked Contracts to track and report EVV data to the state of Minnesota will be **required as of 1/1/2026.**

Agenda

- EVV 101 and Review of EVV In Minnesota

- Linked Contract Introduction

- Linked Contract Placements

- Frequently Asked Questions

- Helpful Resources

EVV 101 & EVV in MN

6 Required 21st Century Cures Act Data Elements

How Data is Captured using Linked Contracts

⭐ 📋 **Type of Service Performed** — Service code associated with the client's authorization imported by Payer

⭐ 👤 **Individual Receiving the Service** — Client demographic profile imported by Payer

⭐ 🏢 **Location of the Service** — Recorded automatically when Caregiver clocks in and clocks out using an EVV tool (client's address or landline telephone number in their profile imported by Payer)

📅 **Date of the Service** — Recorded automatically when the Caregiver clocks in and clocks out using an EVV tool

🕐 **Time the Service Begins and Ends** — Recorded automatically when the Employee clocks in and clocks out using an EVV tool

📇 **Individual Providing the Service** — Caregiver profile associated with the Mobile Phone App or IVR Caregiver Code
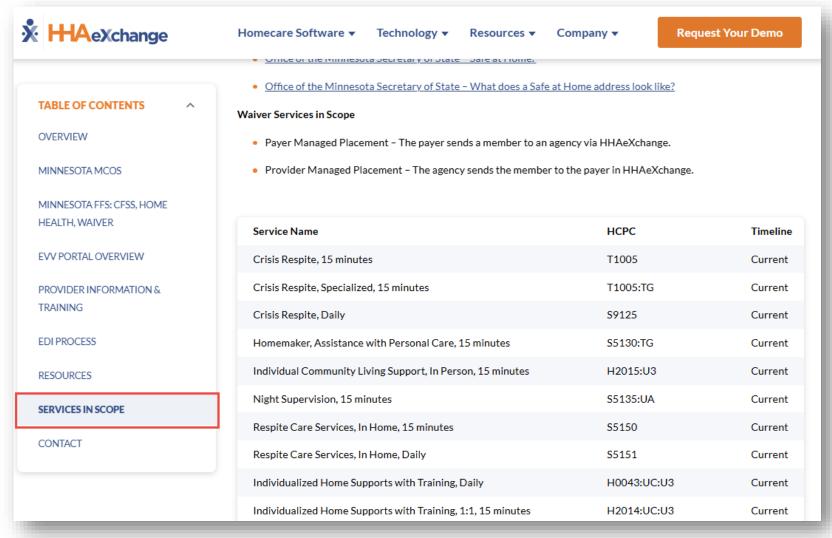
⭐ Data from Linked Contract

Services in Scope for EVV in Minnesota

- Navigate to the [MN State Info Hub](#)

- Click on "Services in Scope"

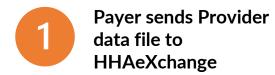- Scroll through this page to see services in scope for Waiver, CFSS, FMS, and Home Health

How Members & Authorizations Import to HHAeXchange

Service Codes Requiring Prior Authorization

1 Payer sends Provider data file to HHAeXchange

Contains Provider TIN and NPI <u>or</u> UMPI

2 Payer sends Member Demographic and Authorization data files to HHAeXchange

Contains member demographic information; creates member's record in HHAeXchange

Contains authorization data (date range, units, service code), member ID, provider ID (NPI or UMPI)

3 Provider can access the member's record and authorization and schedule visits

Payer – Provider Linking

Payer sends Provider data file to HHAeXchange

TIN: 123456789

NPI: 2151255214

Linking Process

Provider Portal

✓ **TIN**: 123456789

✗ **NPI**: _____
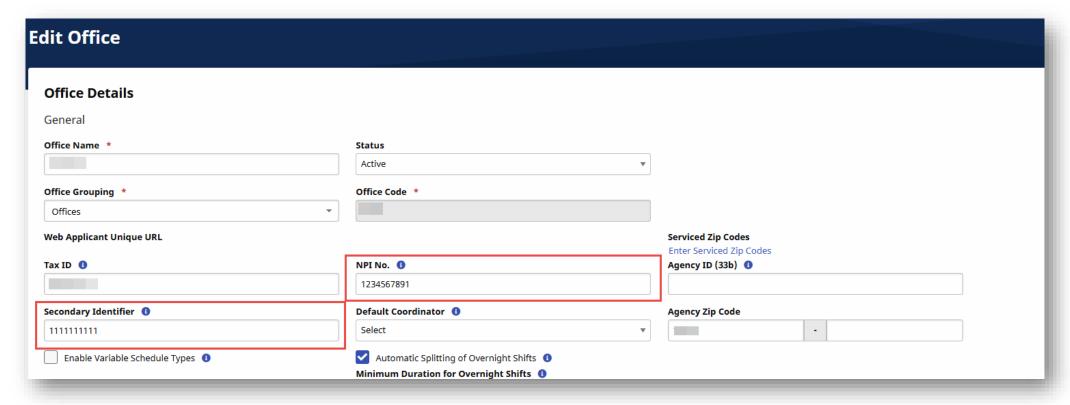
✗ **Secondary Identifier:** A622333444

Provider Office Setup

TIN: Tax ID Number associated with your provider agency

NPI: 10-digit numeric value only

Secondary Identifier: MN UMPI

Log into your HHAeXchange Portal>Admin>Office Setup

Linked Contracts 101

Linked Contracts 101

- **Contract:** A Contract in HHAeXchange represents a Payer. Payers authorize services for clients and clients choose the Provider that they want to provide them the authorized service

- **Linked Contract:** A Linked Contract in HHAeXchange refers to an electronic data transmission of client, authorization, and visit data between the Provider providing the service to the client and the Payer authorizing the service for the client.

- **Internal Contract:** An Internal Contract in HHAeXchange refers to a provider-generated Payer record. There is no data transmission between Provider and Payer.

Linked Contracts 101

- **Linked Contracts:** Linked contracts are <u>configured by the Payer</u>. For linked contracts, Payers determine:

    - **Service Codes available under the contract**

    - **Client Placement** (for prior authorization services)

    - **Authorizations** (for prior authorization services)

Linked Client Placements

© 2024 HHAeXchange

Prior Authorization Services
Payer-Driven Client Placement

- Most non-Skilled, in-scope services require prior authorization from a Minnesota Payer

- Prior authorization services will have the client record and prior authorization automatically imported to the Provider's Portal from the Payer
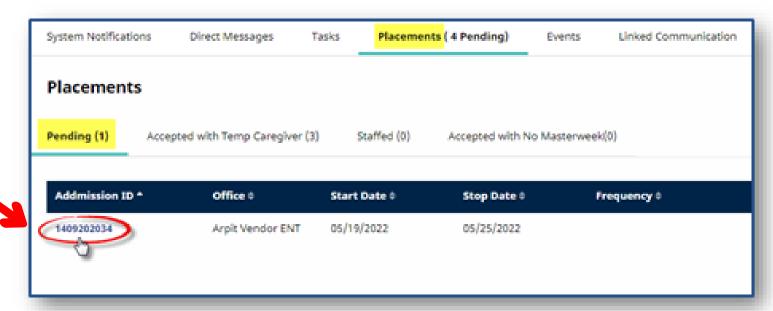
Prior Authorization Services
Pending Placements

- **Remember:** Prior authorizations are imported to the Provider's Portal by the Payer using the Provider's NPI or UMPI.

- **Pending Placement:** If a Provider has the same NPI or UMPI in more than one Office, the Provider will need to manage their Pending Placement queue.

Because the NPI or UMPI is in more than one Office, the authorization 'doesn't know where to go.' The Authorization will stay in the Pending Placement queue until the Provider

- Reviews the Placement by clicking on the Admission ID hyperlink, and
- Chooses the Office from a drop down.

This will import the authorization to the Provider's selected Office.

Admission ID ▲	Office ⇕	Start Date ⇕	Stop Date ⇕	Frequency ⇕
1409202034	Arpit Vendor ENT	05/19/2022	05/25/2022	

Pending Placements expire! Review and address Pending Placements in a timely manner!

Auto-Placement Services
Provider-Driven Client Placement

- Most Skilled, in-scope services do not require prior authorization for Minnesota Payers

- Providers <u>will not receive</u> an authorization for services for Auto-Placement Services.
  - If the client is currently active with the Provider for prior authorization services, the Provider does not have to complete the full Auto-Placement process. The Provider may start serving the client for the Auto-Placement service – no authorization in HHAeXchange is necessary for Auto-Placement Services.
  - If the client is not already placed or active with the Provider and the Provider is now servicing the client with an Auto-Placement service, the Provider must follow the **Create an Auto Placement** workflow.

- **Providers must use the clients Minnesota Medicaid ID (aka PMI) to complete auto-placement.**

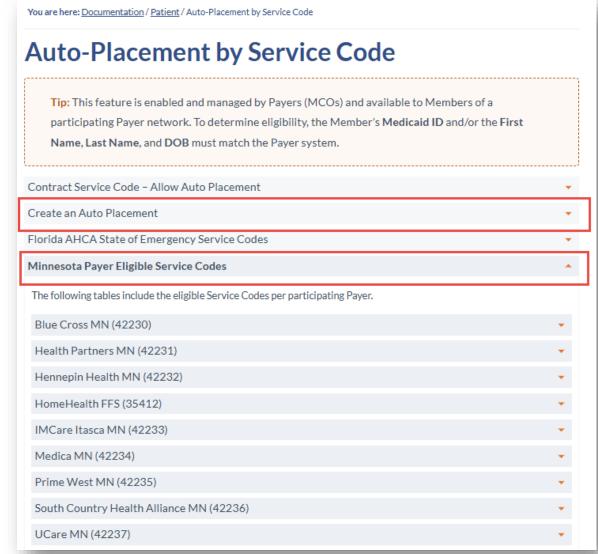# Prior Auth or Auto-Placement? How can I tell?

Step 1: Is the service in-scope for EVV in Minnesota?

- Review the list services that require EVV in Minnesota using the Minnesota Info Hub > Services in Scope section.

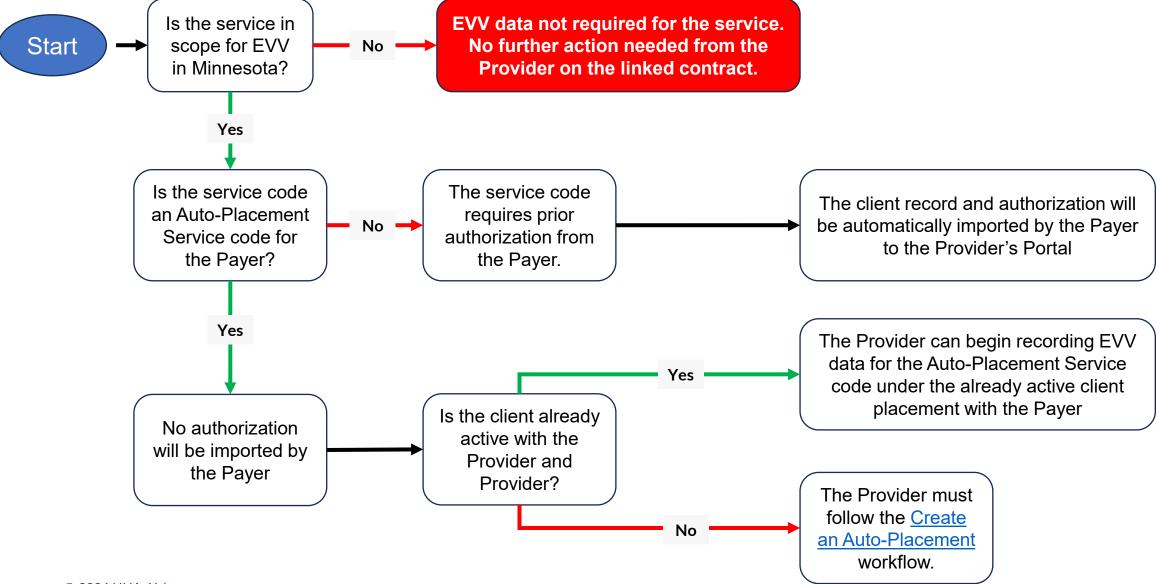**Step 2: Is the service an Auto-Placement Service for the Payer?**

- Review the Auto-Placement by Payer lists available here: [Auto-Placement by Service Code](#)

Prior Auth vs. Auto Placement Workflow

Start → Is the service in scope for EVV in Minnesota? —**No**→ **EVV data not required for the service. No further action needed from the Provider on the linked contract.**

↓ **Yes**

Is the service code an Auto-Placement Service code for the Payer? —**No**→ The service code requires prior authorization from the Payer. → The client record and authorization will be automatically imported by the Payer to the Provider's Portal

↓ **Yes**

No authorization will be imported by the Payer → Is the client already active with the Provider and Provider?

—**Yes**→ The Provider can begin recording EVV data for the Auto-Placement Service code under the already active client placement with the Payer

—**No**→ The Provider must follow the Create an Auto-Placement workflow.

Frequently
Asked Questions

Frequently Asked Questions

Question: I am missing an authorization or a member for a linked contract, what should I do?

1. **Ensure the service code is in scope for EVV _not_ an Auto Placement Service Code.**
   - If the service code is Auto-Placement, follow the Create an Auto-Placement workflow

2. **Ensure your agency's identifiers (TIN, NPI/UMPI) are up to date in your portal.**
   - If you need to correct your agency's identifiers, please allow for 1 business day for authorizations to reprocess.

3. **Make sure the Provider Portal user has permissions for all applicable Offices**
   - In the user's account settings, review the Office permissions section and add an office that's missing from the user's account if needed

4. **Contact the Payer:**
   - **Managed Care Organization points of contact can be found here:** MCO contacts for MHCP providers / Minnesota Department of Human Services
   - **FFS contracts: Contact the client's County Lead Agency**

Frequently Asked Questions

Question: I am providing and tracking EVV for services in- and out-of-scope, what should I do?

1. Review the Services in Scope listing on the Minnesota Info Hub

2. For services in scope in Minnesota, record EVV data for those services under the client's linked contract profile

3. For services out-of-scope for Minnesota, record EVV data for those services under the client's internal contract profile

Resources

Resources

- [Minnesota Info Hub](#)
  - Services in Scope: See what services require EVV in Minnesota
  - Provider Information and Training: Previously recorded webinars and slide decks for reference

- [Managed Care Organization points of contact for EVV questions](#)

- [Auto Placement](#)

- [Pending Placement](#)

- [Linked Contracts](#)

Thank You!