

HHAeXchange Provider Training Session

Linked Contract 101

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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



> 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

HHAeXchange Homecare Software Technology Resources Company [Request Your Demo](#)

[Office of the Minnesota Secretary of State - Safe at Home](#)

- [Office of the Minnesota Secretary of State - What does a Safe at Home address look like?](#)

Waiver Services in Scope

- Payer Managed Placement - The payer sends a member to an agency via HHAeXchange.
- Provider Managed Placement - The agency sends the member to the payer in HHAeXchange.

Service Name	HCPC	Timeline
Crisis Respite, 15 minutes	T1005	Current
Crisis Respite, Specialized, 15 minutes	T1005:TG	Current
Crisis Respite, Daily	S9125	Current
Homemaker, Assistance with Personal Care, 15 minutes	S5130:TG	Current
Individual Community Living Support, In Person, 15 minutes	H2015:U3	Current
Night Supervision, 15 minutes	S5135:UA	Current
Respite Care Services, In Home, 15 minutes	S5150	Current
Respite Care Services, In Home, Daily	S5151	Current
Individualized Home Supports with Training, Daily	H0043:UC:U3	Current
Individualized Home Supports with Training, 1:1, 15 minutes	H2014:UC:U3	Current



How Members & Authorizations Import to HHAeXchange

Service Codes Requiring Prior Authorization

1

Payer sends Provider data file to HHAeXchange



Contains Provider TIN and NPI or UMPI

2

Payer sends Member Demographic and Authorization data files to HHAeXchange



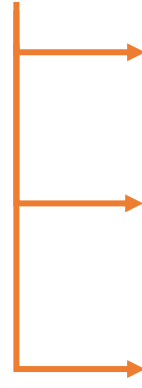
Contains member demographic information; creates member's record in HHAeXchange



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

Edit Office

Office Details

General

Office Name *

Status

Active

Office Grouping *

Offices

Office Code *

Web Applicant Unique URL

Tax ID ⓘ

NPI No. ⓘ

1234567891

Agency ID (33b) ⓘ

Secondary Identifier ⓘ

111111111

Default Coordinator ⓘ

Select

Agency Zip Code

☐ Enable Variable Schedule Types ⓘ

☒ Automatic Splitting of Overnight Shifts ⓘ

Minimum Duration for Overnight Shifts ⓘ

Serviced Zip Codes

[Enter Serviced Zip Codes](#)



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 configured by the Payer. 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



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.

System Notifications	Direct Messages	Tasks	Placements (4 Pending)	Events	Linked Communication
Placements					
Pending (1)	Accepted with Temp Caregiver (3)	Staffed (0)	Accepted with No Masterweek(0)		
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 will not receive 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](#)

You are here: [Documentation](#) / [Patient](#) / Auto-Placement by Service Code

Auto-Placement by Service Code

Tip: This feature is enabled and managed by Payers (MCOs) and available to Members of a participating Payer network. To determine eligibility, the Member's **Medicaid ID** and/or the **First Name, Last Name, and DOB** must match the Payer system.

Contract Service Code – Allow Auto Placement ▼

Create an Auto Placement ▼

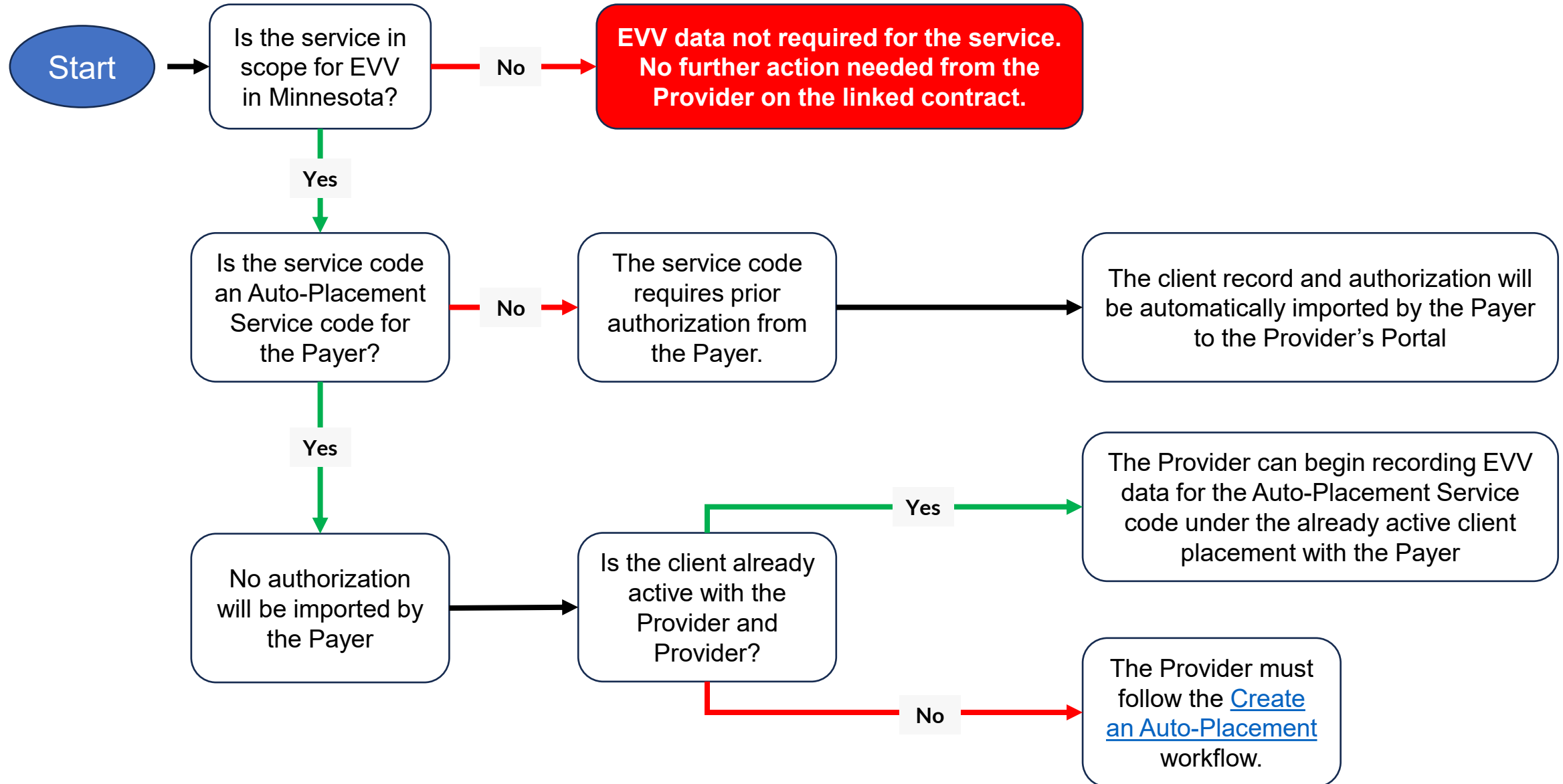
Florida AHCA State of Emergency Service Codes ▼

Minnesota Payer Eligible Service Codes ▲

The following tables include the eligible Service Codes per participating Payer.

Blue Cross MN (42230) ▼
Health Partners MN (42231) ▼
Hennepin Health MN (42232) ▼
HomeHealth FFS (35412) ▼
IMCare Itasca MN (42233) ▼
Medica MN (42234) ▼
Prime West MN (42235) ▼
South Country Health Alliance MN (42236) ▼
UCare MN (42237) ▼

> Prior Auth vs. 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!