


# Celltrak Sandata EVV

CubHub Systems

# Patient Set Up

Users will need to ensure the Medicaid ID field, for each patient with an EVV payer, is input into the patient profile.

**Click Steps: Clients> List> action options next to patient name> Profile> Demographics> input Medicaid ID> Save**

 Client - Happy Friday

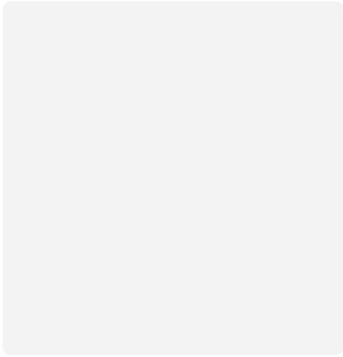
PROFILE

CLIENT

SERVICE DETAILS/SKILLS

PHYSICIANS

CONTACTS



SELECT IMAGE

PATIENT DATA

Team

Dallas

×

☐ Exclude From Reports

MRN (last: 00009993)

221122

×

Medicaid ID

1842712096

Referral Source

ABC Hospital

×

Referral Date


12/04/2020

# Payer Set Up

Select Celltrak Sandata in the EVV Provider field. The EVV State and EVV Integration Code must be input, as well. The payer will provide the integration code, or, oftentimes it matches the EDI Payer ID.

**Click Steps: Billing> Payers> Click on payer> Select 'Celltrak Sandata' in EVV Provider field> Input EVV Integration Code> Select EVV State> Save**

**Note: Any payer requiring EVV should have a correlating EVV state address.**

 SANDATA CO

Inactive

Active

INFO

E-FILE OPTIONS

CONTRACTS

DOCUMENTS

PAYER SETTINGS

Payer Name

SANDATA CO

EDI Payer ID

SKC00

Provider Number

1649725763

Evv Provider

CellTrak Sandata

Evv Claim Filing Method Override

None

Discount Type

%

Discount Amount

2

Benefit Code/Group

Insurance Type

MC - Medicaid

Address Option

Client

Evv State

CO

Evv NPI Override

---

Evv Integration Code

SKC00

# Payer Set Up

Service Codes will need to be set up with Celltrak Codes for successful integration. [Click Steps: Billing> Payers> Action options next to payer> Service Codes> Celltrak Code> Select matching code specific to service code> Save](#)

Edit Service Code

*The service code description must start with the discipline followed by a unique identifier, we suggest using the insurance name/abbreviation. For Example: RN-UHC-S where RN is the discipline, UHC is the abbreviation for United Health Care and the S stands for Specialized.*

Service Code		Modifier (1)
G0153 ST	x	---
Skill		Modifier (2)
Speech Therapy	x	---
Description		Modifier (3)
SLP- Visit CO Medicaid		---

Note: Match the service code to the correlating Celltrak code.


Sandata Code	CellTrak Code
---	G0153 - Speech/ Language Therapy (HCPH COHCPF) x
<input checked="" type="checkbox"/> EVV Enabled	

Note: Check box 'EVV Enabled'

# Patient Set Up

EVV patients should then have their payer set to the correct EVV payer in the Patient Financial tab of the patient profile.

**Client> Action options next to client> Financial> +New> Select Payer & input info> Save**

 Add Payer - Cora Arden SAVE

PAYER

Payer

SANDATA CO

x

Inactive ☒ Active

Insured ID Number

Group Number

Informed Code

---

Assignment of Benefits

---

Type of Facility

---

Frequency of Bill

---

Patient Status

---

Patient Relationship

Self

☐ Calendar Default

☐ Force Waystar Rejection

☐ Send SSN on Claims

☐ Hide in Workflow

☐ MD Not Required

☐ Related to Accident

☐ Hide in Calendar

☐ Diagnosis Not Required

☐ Add Disposition

# Electronic Visit Verification

VISIT

CLIENT

AUTH(S)

EMPLOYEE

🕒

\$

🔍

☰

📅

📌

UPDATE EVV

Visit Edit Code

Visit Edit: Additional Info

Visit Edit Action Taken

Manual Start D...

Manual End Date

Manual Start Ti...

Manual End Ti...

00 00

00 00

EVV details are available to users in the calendar.

When users click on an assignment and into the EVV section of the shift, they will see the:

-options to add reason codes, actions, & notes, when needed

-options to override date & times with a manual override

-scheduled start/end times

-actual start/end times

-differences between scheduled and actual for clock in/out and distance

			In	Out
Scheduled				
Actual				
Manual				
Time Delta				
Distance	N/A	N/A		
Delta	(miles)	(miles)		

# Manual Override

When a manual override is input for the date and/or time on an assignment, a reason code is required. Save changes by clicking [Update EVV](#) .

Visit Edit Code

UPDATE EVV

(Sandata) Direct Care Worker Error - 10

(Sandata) Mobile Device Issue - 30

(Sandata) Other - 70

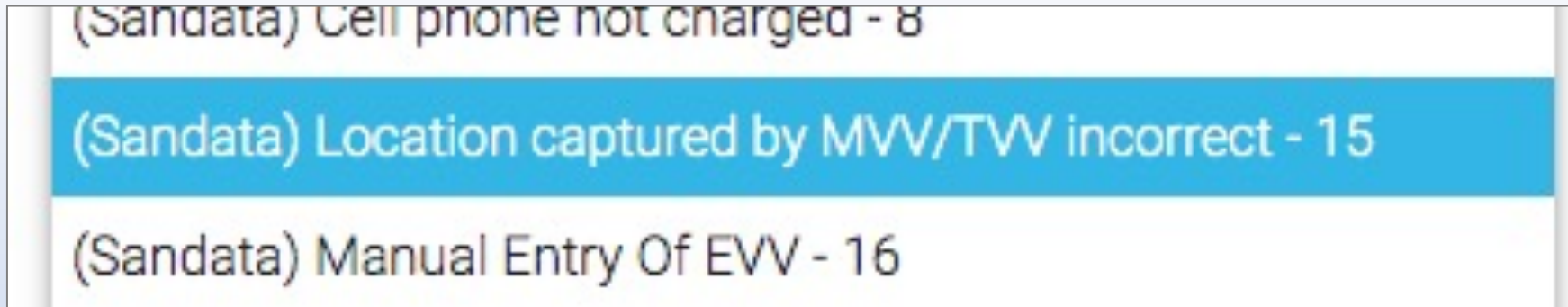
(Sandata) Participant Refusal - 50

Note: Add reason codes that include (Sandata) in front of them.

Note: A shift in scheduled status (not clocked into), but has the following three characteristics will send to Sandata for acceptance:  
a manual override  
a reason code  
has been verified

# Alternate Location (Colorado Only)

When an assignment edit visit code 15 or 16 is selected this is considered Alternate Location by CO Medicaid. Save changes by clicking [Update EVV](#) .




Note: A note is required as to where the alt location was, which gets sent to Sandata. We then send an additional flag in the background that indicates to the state that this is an Alt Location visit and variance or missing geo location is acceptable.




# EVV Dashboard


To view an active or completed list of visits being sent to the Sandata aggregator, users should use the EVV Dashboard. This page should be managed daily.

[Billing](#) > [EVV Dashboard](#)

 EVV Dashboard

...



 QUEUE

Start

End

EVV Provider

Status


10/06/2021

10/20/2021

CO (CellTrakSandata)

Error

APPLY

 Search

51-64 of 64

<

>

☐

Id

Team

Patient

Employee

Payer

Schedule

Status

Last Action

Message

# EVV Dashboard: Overview

## Start/End Dates

Intended process will include using latest billing period to manage assignments; can adjust dates as needed

## EVV Provider

Able to view assignments for one provider at a time

## Status Options

**All:** view all statuses

**Completed:** shows list of completed assignments


**Error:** where most users will manage this screen to work through

**Not Sent:** missed or never sent data


**Processing:** currently being processed

**Queued:** ready to send, will send automatically from queued screen

**Note: Statuses that should be managed daily include Errors & Not Sent**

 EVV Dashboard

...



QUEUE

Start

End

EVV Provider

Status


10/06/2021

10/20/2021

CO (CellTrakSandata)

Error

APPLY

 Search

51-64 of 64

<

>

☐

Id

Team

Patient

Employee

Payer

Schedule

Status

Last Action


Message

Note: Always click Apply after making updates to filter options.

# EVV Dashboard: Overview

Advanced Filter Options: [Evv Dashboard](#)> [Filter Icon](#)

EVV Dashboard

...  [QUEUE](#)

Advanced Filter

Team Filter

Dallas

Greece, Inc

Austin

San Antonio

ABC Therapy Company

NURSING

Cali

Demo

PPECC

Colorado

Employee(s)

Client(s)

Payer(s)

☒ Exclude Unbilled

RESET

APPLY

**Team Filter:** will default to assigned teams; can add or remove teams

**Employee(s):** use to filter by one or multiple employees

**Client(s):** use to filter by one or multiple clients

**Payer(s):** use to filter by one or multiple payers

**Exclude Unbilled:** will be checked by default to only include billed assignments; can be unchecked to show unbilled assignments

Note: Always click Apply after making updates to filter options.

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# EVV Dashboard: Errors

Quickly access profiles, payers, the calendar, etc. to make needed adjustments and fix the errors on assignments.

**Billing> EVV Dashboard> Action**  
ellipsis beside assignment

- Client Profile
- Employee Profile
- CO Medicaid - LTC
- Calender
- View Request
- History

Note: Search errors by keywords in search bar to filter to all assignments with a specific error.

Note: Errors will become more familiar as a user routinely begins to process assignments. Reach out to [support@cubhubsystems.com](mailto:support@cubhubsystems.com) for help in managing unknown errors.

**Billing> EVV Dashboard> Click on assignment line to access EVV section for a specific assignment> Save changes and assignment will automatically queue**

EW

Visit Edit Action Taken

Visit Edit Code

Visit Edit: Additional Info

Manual Start Date

Manual End Date

Manual Start Time

Manual End Time

00 00

00 00

	In	Out
Scheduled	10/07/2021 16:00	10/07/2021 16:45
Actual	10/07/2021 15:59	10/07/2021 16:45

SAVE

# EVV Dashboard: Queue Assignments

Once an assignment is ready to be sent again, it can be queued.

The queued list will include assignments manually added to the list and those CubHub auto-queues, as well.

The queued list will send to the EVV provider automatically.

[Select assignment](#) > [Queue](#)

Note: Using the select all box will select all assignments, not only those displayed on the first page.

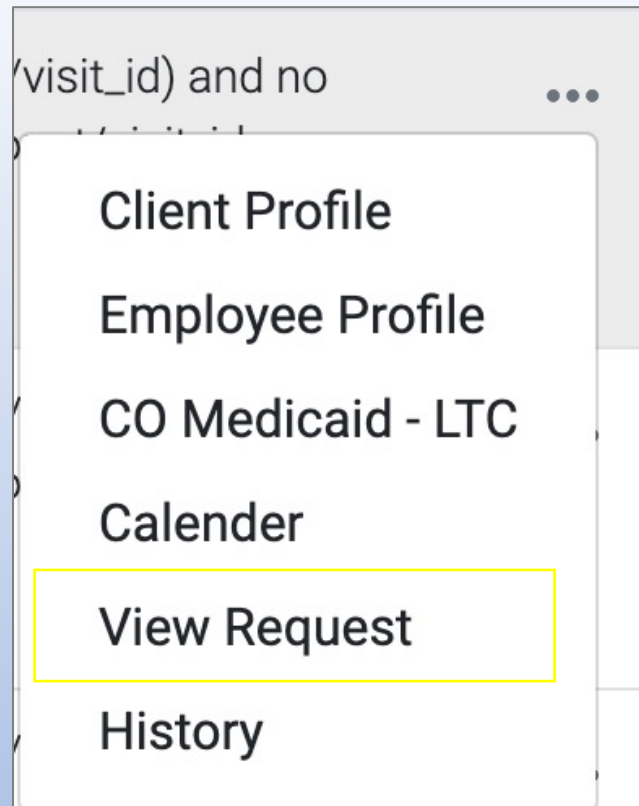
The screenshot shows the 'EVV Dashboard' interface. At the top, there's a header with a location pin icon and the text 'EVV Dashboard'. To the right of the header are three icons: a three-dot menu, a funnel icon, and a blue button labeled 'QUEUE' which is highlighted with a yellow border. Below the header is a filter section with four input fields: 'Start' (10/06/2021), 'End' (10/20/2021), 'EVV Provider' (CO (CellTrakSandata)), and 'Status' (Error). To the right of these fields is a blue button labeled 'APPLY'. Below the filter section is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar is the text '1-25 of 64' and navigation arrows. Below the search bar is a table with the following columns: 'Id', 'Team', 'Patient', 'Employee', 'Payer', 'Schedule', 'Status', 'Last Action', and 'Message'. The first row of the table is highlighted in grey and has a blue checkbox with a white checkmark in the 'Id' column, which is also highlighted with a yellow border. The rest of the table is empty.

	Id	Team	Patient	Employee	Payer	Schedule	Status	Last Action	Message
<input checked="" type="checkbox"/>	269073								

# EVV Dashboard: JSON Request & Transaction ID

The JSON and the Transaction ID are code that reference what assignment info was sent to the EVV provider. Access and copy the Request beside each shift.


[Billing](#)> [EVV Dashboard](#)> [Action ellipsis beside assignment](#)> [View Request](#)



# EVV Detail Report

The EVV Detail Report can be run to cross-check EVV data, pinpoint specifics on assignments and reason codes, and to quickly access all capture data for each assignment. Use filters to run the report for specific dates or only EVV payers, if needed, as this data is captured on all assignments for all patients.

[Billing](#) > [Reports](#) > [EVV Detail](#) > [Filter](#) > [Queue Report](#)

 Billing Reports

QUEUE REPORT(S)

BILLING REPORTS

HISTORY

MEC

Team Filter

Dallas

Greece, Inc

Austin

San Antonio

ABC Therapy Company

NURSING

Call

Demo

PPECC

Colorado

Report

EVV Detail

Start

End

Patient Status

Active

Patient(s)

--

Payer(s)

Employee(s)

Admin Service Type(s)

---

☐ Exclude Unbilled

☐ Pending Claims Only

# Edit EVV Times

Edit EVV Times is a permission that should be assigned to user groups who may need access to the EVV Dashboard and/or the ability to manually edit visit times in the calendar.

ADMIN		BILLING		CALENDAR		CLINICIAN		DASHBOARD		FAX		PATIENT		PCG RESET		PERSON	
PHYSICIANS				SERVICE CODES AND RATES				USER				NOTIFICATIONS					
							<input checked="" type="checkbox"/>	View		<input checked="" type="checkbox"/>	Edit		<input checked="" type="checkbox"/>	Delete		<input checked="" type="checkbox"/>	Download
Billing Code Modifiers							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Billing Codes							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Branch							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Clinician							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Custom Fields							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Custom Medications							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Edit EVV Times										<input checked="" type="checkbox"/>							
Eligibility							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Favorite Medications							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							
Holiday							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Mobile Devices							<input checked="" type="checkbox"/>										
Mobile Instructions							<input checked="" type="checkbox"/>										
Note Attachments										<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Notes							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							
Orders							<input checked="" type="checkbox"/>										
Pay Rates							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							
Payers							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				
Permissions							<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>							