

EVV – Program Payer Visit File Specification

Overview

1. This specification defines the structure of the visit file sent to program payers (i.e. HMOs, MCOs, IRIS FEAs) by Gainwell for Electronic Visit Verification (EVV) visit data.
2. The file will be delivered via Secure File Transfer Protocol (SFTP). This is the same SFTP that is used for an authorization file for a given program payer. Note for IRIS FEAs, authorizations will be managed through DHS.
3. Gainwell will set up the SFTP accounts with the IRIS FEAs for EVV.
4. The delivery of the file should occur daily, including weekends and holidays.
In the event that the Visit File is not received on a given date due to an unforeseen delay, the Visit File will be sent as soon as possible, and will include all visits since the previous delivery of the Visit File. For example, if the Visit File expected on 1/14 is delayed and not posted until 1/15, Program Payers will receive one Visit File containing visits from both 1/13 and 1/14 on 1/15. Program Payer systems should be built to accommodate these scenarios. Any planned deviation from this process will be communicated by Gainwell and DMS to Program Payers.
5. The files should be removed from the SFTP account once read. If not removed by the program payer, files will be removed by Gainwell after 14 days and the files will no longer be available to the program payer.
6. There is no need to send a response file to Gainwell. Gainwell will not process response files.

Questions related to this specification may be sent to vedshmosupport@wisconsin.gov.

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General Information

File Format

- Each line represents a single visit record in the file, with fields separated by the pipe "|" delimiter character.
- Each record will contain the number of fields defined within this record specification. Fields with no data will be accounted for with the pipe delimiter. Spaces are considered part of a field and should not be ignored. The last field in each record will not be followed by a pipe delimiter.

Example: John|Smith|100 N Main Street, Apt 1|555-555-5555|City|State

Greg|Jones|123 Green Ave. | |City|State ← Note phone number was not supplied but is accounted for with delimiters.

- There is no column (field names) header row. The structure and order of fields is determined by the record specification.

Record Types

- Each file can contain three distinct record types: Header, Detail and Trailer.
- The file will contain exactly one Header record and it will be the first record in the file.
- The file will contain exactly one Trailer record and it will be the last record in the file.
- The number of Detail records will reconcile with the count of detail records indicated in the Trailer record Detail Record Count. If no Detail records, then the value of '0' will be in that field.

Valid Characters

- Only printable ASCII characters will be in the file. ASCII codes 0 through 31 are specifically excluded, with the exception of a carriage return and line feed at the end of each line. HTML reserved characters (ampersands, tildes, asterisks) will also be excluded.
- Fields, such as character strings, will not be surrounded by quotes. Number and string types are presented in the same manner.
- Fields will not contain line feeds or carriage returns.

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Field Data Types

- In the record layout documentation that follows, the *Type* specified for each field is either Alphanumeric (AN) or Numeric (N).
- Fields specified as Numeric will be initialized as a valid number, with a decimal point if applicable.
- The Length specified for each field is the maximum length of the field.

Special Values

In the record layout documentation that follows, the *Special Values* column may specify limits on the related fields.

File Name Format

WIEVV_VD_iiiiiii_e_YYYYMMDD.txt

Where:

iiiiiii = Program Payer ID (Payer Identifier in Header Record)

e = environment indicator (P - prod, T - test)

YYYYMMDD = date of the file (year, month, and day)

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Data File Assumptions

- The file will only contain verified visit information and does not include incomplete visits.
 - The file contains a single instance of a given visit. Only the most recent version of the visit will be sent.
 - The visit file has incremental records where only new or updated visits are sent.
 - If any manual changes were made to the visit, then it will be sent with updates using the Visit Change indicator “Y”.
 - If a visit was sent in error (mistake) or cancelled, then it will be resent as cancelled, using the Visit Cancelled Indicator of “Y”.
 - A single visit record is made of three parts:
 - First set of fields for the visit summary.
 - Second set of fields for the Call In detail that starts the visit.
 - Third set of fields for the Call Out detail that ends the visit.
 - Note: When changing to/from daylight saving, the Sandata system will account for the time change and adjust the visit duration by 60 minutes more (during the change from CDT to CST) or by 60 minutes less (during the change from CST to CDT). The visit duration calculated by taking the difference between the Call In and Call Out times will not equal the actual duration or the adjusted duration for visits that include the 2:00 A.M. (02:00) hour during daylight savings time changes
 - The Sandata system does not allow a Call In or a Call Out to be manually recorded during the 2:00 A.M. hour during the change from CST to CDT, as that hour does not exist.
- For example:*
- **Going from *Central Daylight Time* to *Central Standard Time (Fall)*:**
 - Call In 11/05/2023 00:00 and Call Out 11/05/2023 04:00 = 300 minutes (5 hours * 60 minutes).
 - Actual duration would be 300 minutes.
 - **Going from *Central Standard Time* to *Central Daylight Time (Spring)*:**
 - Call In 3/10/2024 00:00 and Call Out 3/10/2024 04:00 = 180 minutes (3 hours * 60 minutes).
 - Actual duration would be 180 minutes.

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HEADER RECORD

#	Field Name	Type	Length	Special Values	Comments
01	Record Type	AN	3	HDR	Identifies the record type (header record)
02	Control Number	AN	20		Unique 'file identifier' which identifies this particular file, and must match the Control Number in the Trailer Record. This Control Number is generated by - Gainwell.
03	Payer Identifier	AN	8		Unique identifier for the program payer. This constant value will be provided to each program payer by DHS.
04	Creation Date	N	8		The creation date is in YYYYMMDD format.
05	Creation Time	N	6		The creation time is in HHMMSS (24 hour) format.

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DETAIL RECORD

#	Field Name	Type	Length	Special Values	Comments
01	Record Type	AN	3	DTL	This field identifies the record type (detail record).
02	Record Number	N	10		The record number starts at 1 and moves by increments of 1.
03	Provider ID	AN	10		This is the Provider ID of the provider agency associated with the visit.
04	Member ID	AN	10		This is the Medicaid ID of the member associated with the visit.
05	Worker ID	AN	9		This is the Worker ID (assigned in the ForwardHealth Portal) that was logged with the visit and will be the worker that performed the visit.
06	Visit Key	AN	50		The visit key uniquely identifies a visit and will never change, even when visit information is updated.
07	Visit Other ID	AN	50		This is the visit identifier in the external Alt EVV system, if any.
08	Visit Cancelled Indicator	AN	1	Y/N	When a previously sent visit has been cancelled or invalidated this indicator is sent as 'Y'.
09	Procedure Code	AN	5		A HCPCS Code denotes a service(s) was performed during the visit. Includes only procedure codes which require EVV.
10	Call In Date Time - Central Time	N	14	YYYYMMDDHHMMSS	This is the date and Central Time of the actual Call In (Visit Start).
11	Call Out Date Time – Central Time	N	14	YYYYMMDDHHMMSS	This is the date and Central Time of the actual Call Out (Visit End).
12	Actual Duration	N	10		This is the actual visit duration (Call Out – Call In) in Minutes.
13	Adjusted Beginning Date Time	N	14	YYYYMMDDHHMMSS	This is the adjusted date and Central Time if it was entered/adjusted manually.
14	Adj End Date Time	N	14	YYYYMMDDHHMMSS	This is an adjusted out date and Central Time if entered/adjusted manually.
15	Adj Duration	N	10		This is the adjusted visit duration (Adjusted Call Out - Adjusted Call In) in minutes.
16	Memo	AN	1024		This is the free-form memo field from Sandata EVV or third party system.
17	Client Verified Times	AN	1	Y/N	This field indicates whether or not the client verified the times of service.

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DETAIL RECORD – continued

18	Client Verified Service	AN	1	Y/N	This field indicates whether or not the client verified the service.
19	Client Verified Tasks	AN	1	Y/N	This field indicates whether or not the client verified the tasks.
20	Client Signature Available	AN	1	Y/N	This field indicates whether or not the client's signature was captured.
21	Visit Status	AN	1	A = Active, I = Inactive	This is the status of the visit as calculated by the Aggregator. Default is "A" for Active.
22	Group Code	AN	6		This identifier shows that the visit was part of a group visit.
23	Visit Change Indicator	AN	1	Y/N	This indicates whether the visit has had any manual changes.
24	Call Date Time – Call In	N	14	YYYYMMDDHHMMSS	This is the call log date and Central Time.
25	Call Type – Call In	AN	20	TELEPHONY, MOBILE, FVV, MANUAL, OTHER, OFFLINE	This field identifies the type of device used to create the visit.
26	Client Identifier On Call – Call In	AN	10		This is the client ID entered or selected on Sandata EVV Event.
27	Mobile Login – Call In	AN	64		This is the log in for GPS device.
28	Visit Notes – Call In	AN	4000		These are the visit notes entered during the visit by the worker.
29	Call Latitude – Call In	N	11,6	XXXXXXXXXXXX.YYYYYY	This is the GPS latitude recorded during a call event.
30	Call Longitude – Call In	N	11,6	XXXXXXXXXXXX.YYYYYY	This is the GPS longitude recorded during a call event.
31	Originating Phone Number – Call In	AN	10		This is the originating phone number for telephony.
32	Record Updated By – Call In	AN	100		This is the user ID or system ID that was used in making the updated change.
33	Record Update Date Time – Call In	N	14	YYYYMMDDHHMMSS	If the visit was entered manually, this is the date and Central Time of the entry.
34	Group Code – Call In	AN	6		This is the identifier of a visit that was part of a group visit.
35	Call Date Time – Call Out	N	14	YYYYMMDDHHMMSS	This is the call log date and Central Time.
36	Call Type – Call Out	AN	20	TELEPHONY, MOBILE, FVV, MANUAL, OTHER, OFFLINE	This is the type of visit collection device used to create the visit record.
37	Client Identifier On Call – Call Out	AN	10		This is the client ID entered or selected on the Sandata EVV event.

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DETAIL RECORD – continued

38	Mobile Login – Call Out	AN	64		This is the log in for a GPS device.
39	Visit Notes – Call Out	AN	4000		These are the visit notes entered during the visit by the worker.
40	Call Latitude – Call Out	N	11,6	XXXXXXXXXXXX.YYYYYY	This is the GPS latitude recorded during the call event.
41	Call Longitude – Call Out	N	11,6	XXXXXXXXXXXX.YYYYYY	This is the GPS longitude recorded during the call event.
42	Originating Phone Number – Call Out	AN	10		This is the originating phone number for telephony.
43	Record Updated By – Call Out	AN	100		This is the identifier of the user, system, or process that made the change.
44	Record Update Date Time – Call Out	N	14	YYYYMMDDHHMMSS	If the visit was entered manually, this is the date and Central Time of the entry.
45	Group Code – Call Out	AN	6		This visit was part of a group visit.
46	Visit Location Type – Call In	AN	25	HOME, COMMUNITY	Type of location for the visit.
47	Visit Location Type – Call Out	AN	25	HOME, COMMUNITY	Type of location for the visit.

TRAILER RECORD

	Field Name	Type	Length	Special Values	Comments
01	Record Type	AN	3	TLR	This identifies the record type (trailer record).
02	Detail Record Count	N	10		This is the count of detail records between the Header and the Trailer excluding the Header and Trailer record.
03	Control Number	AN	20		This is the unique “file identifier” that identifies this particular file and matches the Control Number in the Header Record.

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Header, Detail, and Trailer Record Examples

Below the pipe delimited example of a complete file (Header, Detail, and Trailer) has one detail record:

```
HDR|control_number|payer_id|20201002|150100
```

```
DTL|1|provider_id|member_id|worker_id|visit_key|visit_other_id|visit_cancelled_indicator|procedure_code|call_in_date_time_ct|call_out_date_time_ct|actual_duration|adj_begin_date_time|adj_end_date_time|adj_duration|memo|N|N|N|N|A|group_code|N|call_date_time_call_in|call_type_call_in|client_identifier_on_call_call_in|mobile_login_call_in|visit_notes_call_in|call_latitude_call_in|call_longitude_call_in|originating_phone_number_call_in|record_updated_by_call_in|record_update_date_time_call_in|group_code_call_in|call_date_time_call_out|call_type_call_out|client_identifier_on_call_call_out|mobile_login_call_out|visit_notes_call_out|call_latitude_call_out|call_longitude_call_out|originating_phone_number_call_out|record_updated_by_call_out|record_update_date_time_call_out|group_code_call_out|visit_location_type_call_in|visit_location_type_call_out
```

```
TLR|1|control_number
```

This example has no detail records for the day (nothing to report). Note the Trailer record has a “0” value for the Detail Record Count:

```
HDR|control_number|payer_id|20201001|170100
```

```
TLR|0|control_number
```