



# Colorado HCPF Third Party EVV Addendum v2.3

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## Companion Guide to Third Party Alternate EVV System Specification v7.1

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## Version Update

Name	Title	Changes	Date
J.Ross/P.Brooks		Draft 1	5/29/2019
Pamela Brooks	Product Delivery Owner	Updated GroupCode to optional	09.09.2019
Pamela Brooks	Product Delivery Owner	Updated ProviderQualifier = MedicaidID	10.29.201
Pamela Brooks	Product Delivery Owner	Updated EmployeeEmail = Optional	11.05.2019
Pamela Brooks	Product Delivery Owner	v2.0: Updated Appendix 3 to remove leading zeros from IDs 1-9 <ul style="list-style-type: none"> <li>• Reason Code 01 =&gt; 1</li> <li>• Reason Code 02 =&gt; 2</li> <li>• Reason Code 03 =&gt; 3</li> <li>• Reason Code 04 =&gt; 4</li> <li>• Reason Code 05 =&gt; 5</li> <li>• Reason Code 06 =&gt; 6</li> <li>• Reason Code 07 =&gt; 7</li> <li>• Reason Code 08 =&gt; 8</li> <li>• Reason Code 09 =&gt; 9</li> </ul> Updated Appendix 4 <ul style="list-style-type: none"> <li>• Exception Code 1 =&gt; 0</li> <li>• Exception Code 02 =&gt; 1</li> <li>• Exception Code 04 =&gt; 23</li> <li>• Exception Code 05 =&gt; 3</li> <li>• Exception Code 06 =&gt; 4</li> <li>• Exception Code 07 =&gt; 15</li> <li>• Added Exception Code 2 – Visit Without Any Calls</li> <li>• Exception Name No Show =&gt; No Show Exception</li> <li>• Exception Name Alternate Location =&gt; Location Required</li> </ul>	02.21.2020
Pamela Brooks	Product Delivery Owner	V2.1: <ul style="list-style-type: none"> <li>• Added ClientID in Client General – this is a Sandata assigned unique value for a client</li> <li>• Changed ClientIDQualifier in Visit General – required incoming value must be “ClientMedicaidID”</li> </ul>	04.01.2020

Name	Title	Changes	Date
Pamela Brooks	Product Delivery Owner	V2.2: <ul style="list-style-type: none"> <li>• Updated TaskID =&gt; See Appendix 6</li> <li>• Created Appendix 6 for Tasks</li> <li>• Removed reference to “GPS coordinates...” in Appendix 4 / ExceptionID 41 Location Required</li> </ul>	06.26.2020
Pamela Brooks	Product Delivery Owner	V2.3: <ul style="list-style-type: none"> <li>• Updated “Note Required” values for Reason Code 15 and 16 to “YES” in Appendix 3</li> </ul>	06.30.2020

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## 1 Overview

This specification is intended to document any additional required attributes and the attributes for this specification that have values specific for Colorado HCPF pertaining to the Third Party EVV API are required or recommended. Any additional attributes sent by Colorado HCPF Third Party EVV Providers will not be validated but will be stored by Sandata.

### 1.1 Intended Audience

The intended audience of this document is:

- Project Management and Technical teams at Sandata.
- Project Management and Technical teams at Colorado HCPF who will be implementing this interface.

## 2 FOR COLORADO PROVIDERS UTILIZING A 3<sup>RD</sup> PARTY EVV VENDOR

***As part of the Colorado Choice EVV program, you will be receiving two documents as instructions for interfacing with the Sandata Aggregator.***

***One of which is the generic specification which documents the requirements for using the Sandata Real time Interface (part of the Open EVV Series of Interface), for receiving information from 3rd party EVV Vendors into the Sandata Aggregator. This interface includes clients, employees, visits, and their associated calls as well as the ability to send data related to visit modifications.***

***This document is the second of the two. This addendum is intended to document the requirements specific to the State of Colorado's EVV program. This document will define all required fields/data to be sent as defined within program policy as well as the expected values specific to Colorado.***

***This interface, for Colorado HCPF, is intended for Third Party EVV Vendors to provide all visits regardless of status to the aggregator preferably in near real time but at least daily to the Sandata Aggregator. Visits are considered to be completed when all required information has been supplied for the visit and all visit exceptions have been remediated. Sandata will verify that visits received pass all Colorado HCPF edit rules on receipt. Note that the expectation is that all visit changes will be supplied along with the final completed visit.***

### 3 Third Party Alternate EVV System API

The following tables reflect all required fields in the Third Party Alternative EVV System Specification. The intent of this document is to identify the Colorado HCPF EVV Program-specific fields that will be present in the final data feeds received by Sandata. This document may be distributed to all providers and used as a guide in order to ensure data consistency across the network. This will also allow Sandata to properly read all incoming files and process the data accordingly.

Index	Element [Column Name]	Description	Max Length	Type	Required?	Expected Values
<b>Provider Identification</b>						
1	ProviderQualifier	Identifier being sent as the unique identifier for the provider. Values: SandataID, NPI, API, MedicaidID, TaxID, Taxonomy, Legacy, Other.	20	String	Yes	MedicaidID
2	ProviderID	Unique identifier for the agency.	64	String	Yes	ProviderID (8-10 digits based on assigned state identifier)
<b>Client General Information</b>						
1	ClientID	Internal client identifier generated by Sandata			No	SANDATA ASSIGNED
2	ClientFirstName	Client's First Name.	30	String	Yes	Client First Name
4	ClientLastName	Client's Last Name.	30	String	Yes	Client Last Name
5	ClientQualifier	Value being sent to unique identify the client. Values: ClientOtherID, ClientCustomID. Should be the same as the value used by the Payer if a client feed is provided by the payer.	20	String	Yes	ClientMedicaidID
6	ClientMedicaidID	Unique ID provided by the State Medicaid program to the client.	64	String	Yes	Client's MedicaidID (1 alpha character followed by 6 digits)
7	ClientIdentifier	Payer assigned client identifier identified by ClientQualifier. If client information is received from the payer, this information will be used to link the received Third Party EVV information with the payer information provided.	64	String	Yes	Expecting same value as ClientMedicaidID
9	SequenceID	The Third Party EVV visit sequence ID to which the change applied.	16	Integer	Yes	3 <sup>rd</sup> party sequence identifier (order in which to process the change)
13	ClientTimeZone	Client's primary time zone. Depending on the program, this value may be defaulted or automatically calculated. Please see the appendix for acceptable values.	64	String	Yes	US/Mountain or value from Appendix 5
<b>Client Payer Information</b>						
1	PayerID	Sandata EVV assigned ID for the payer. Payer ID is determined during the implementation process.	64	String	Yes	See Appendix 1 PayerID column
2	PayerProgram	If applicable, the program to which this visit belongs. Potential use and list of values to be determined during implementation.	9	String	Yes	See Appendix 1 ProgramID column
3	ProcedureCode	This is the billable procedure code which would be mapped to the associated service.	5	String	Yes	See Appendix 2 HCPCS column
<b>Client Address</b>						

Index	Element [Column Name]	Description	Max Length	Type	Required?	Expected Values
1	ClientAddressType	Values: Home, Business, Other. Note that multiple of the same type can be provided. Default to Other if not available.	12	String	Yes	Home   Business   Other or null (will default to Other)
2	ClientAddressIsPrimary	One address must be designated as primary. Values: true/false	5	String	Yes	True   False
3	ClientAddressLine1	Street Address Line 1 associated with this address. PO Box may not be acceptable for Billing and PO Box will not function correctly for MVV.	30	String	Yes	Client Address
6	ClientCity	City associated with this address.	30	String	Yes	City
7	ClientState	State associated with this address. Two Character standard abbreviation.	2	String	Yes	CO
8	ClientZip	Zip Code associated with this address. Required for Billing. 9-digit primary address zip code. If additional 4 digits are not known, provide zeros. Format #####.	9	String	Yes	Zip Code
9	ClientAddressLongitude	Calculated for each address.	(99.999999 999999999)	Decimal	Yes	Client Address Longitude
10	ClientAddressLatitude	Calculated for each address.	(99.999999 999999999)	Decimal	Yes	Client Address Latitude
<b>Client Phone (optional)</b>						
1	ClientPhoneType	Values: Home, Mobile, Business and Other. Note that multiple of the same type can be provided. Default to Other if not available.	12	String	Required if provided	Home   Mobile   Business   Other
2	ClientPhone	Client phone number. Format #####.	10	String	Required if provided	Client Phone Number
<b>Employee General Information</b>						
1	EmployeeQualifier	Value being sent to unique identify the employee. Values: EmployeeSSN, EmployeeRegID, EmployeeCustomID.	20	String	Yes	EmployeeCustomID
2	EmployeeIdentifier	Employee identifier identified by EmployeeQualifier. If employee information is received from the payer, this information will be used to link the received Third Party EVV information with the payer information provided and should be defined as the same value.	9	String	Yes	Last 5 digits of EmployeeSSN + EmployeeLastName
4	SequenceID	The Third Party EVV visit sequence ID to which the change applied	16	Integer	Yes	3 <sup>rd</sup> party sequence identifier (order at which to process the change)



Index	Element [Column Name]	Description	Max Length	Type	Required?	Expected Values
5	EmployeeSSN	Employee Social Security Number. Employee SSN may be required depending on the program rules. Format - #####.	9	String	Optional	4 zeros followed by last 5 digits of EmployeeSSN
6	EmployeeLastName	Employee's Last Name	30	String	Yes	Employee Last Name
7	EmployeeFirstName	Employee's First Name	30	String	Yes	Employee First Name
8	EmployeeEmail	Employee's Email Address	64	String	Optional	Employee Email Address
<b>Visit General Information</b>						
1	VisitOtherID	Visit identifier in the external system	50	String	Yes	3 <sup>rd</sup> party visit identifier
2	SequenceID	The Third Party EVV visit sequence ID to which the change applied	16	Integer	Yes	3 <sup>rd</sup> party sequence identifier (order at which to process the change)
3	EmployeeQualifier	Value being sent to unique identify the employee. Values: EmployeeSSN, EmployeeRegID, EmployeeCustomID.	20	String	Yes	EmployeeCustomID
5	EmployeeIdentifier	Employee identifier identified by EmployeeQualifier. If employee information is received from the payer, this information will be used to link the received Third Party EVV information with the payer information provided and should be defined as the same value.	9	String	Yes	Last 5 digits of EmployeeSSN + EmployeeLastName
6	GroupCode	This visit was part of a group visit. Group Code is used to reassemble all members of the group.	6	String	Optional	Group Code – Limited to 6 digits
7	ClientIDQualifier	Value being sent to unique identify the client. Values: ClientSSN; ClientOtherID, ClientCustomID. Should be the same as the value used by the Payer if a client feed is provided by the payer.	20	String	Yes	“ClientMedicaidID”
8	ClientID	Identifier used in the client element.	64	String	Yes	Client specific ID
10	ClientIdentifier	Payer assigned client identifier identified by ClientQualifier. If client information is received from the payer, this information will be used to link the received Third Party EVV information with the payer information provided.	64	String	Yes	Based on the value in ClientQualifier  Expecting same value as ClientMedicaidID
11	VisitCancelledIndicator	True/false – allows a visit to be cancelled / deleted based on defined rules.	5	String	Yes	True   False
12	PayerID	Sandata EVV assigned ID for the payer. Payer ID is determined during the implementation process.	64	String	Yes	See Appendix 1 PayerID column
13	PayerProgram	If applicable, the program to which this visit belongs. Potential use and list of values to be determined during implementation.	9	String	Yes	See Appendix 1 ProgramID column

Index	Element [Column Name]	Description	Max Length	Type	Required?	Expected Values
14	ProcedureCode	This is the procedure code which would be mapped to the associated service. Colorado has chosen to group codes for EVV Visit Capture.	5	String	Yes	See Appendix 2 HCPCS column
19	VisitTimeZone	Visit primary time zone. Depending on the program, this value may be defaulted or automatically calculated. Please see the appendix for acceptable values. Should be provided if the visit is occurring in a time zone other than that of the client.	64	String	Yes	US/Mountain or value from Appendix 5
Calls						
1	CallExternalID	Call identifier in the external system	16	String	Yes	3 <sup>rd</sup> party call identifier
2	CallDateTime	Event date time. Must be at least to the second.	20	Date Time	Yes	Call date and tie
3	CallAssignment	Values: Time In, Time Out, Other	10	String	Yes	Time In   Time Out   Other
5	CallType	The type of device used to create the event. Values: Telephony, Mobile, FVV, Manual, Other. Any call with GPS data collected should be identified as Mobile. FVV should be used for any type of Fixed verification device.	20	String	Yes	Telephony   Mobile   FVV   Manual   Other
6	ProcedureCode	This is the billable procedure code which would be mapped to the associated service.	5	String		See Appendix 2 HCPCS column
Visit Exception Acknowledgement						
1	ExceptionID	ID for the exception being acknowledged. Exact values for exceptions implemented are based on program rules.	2	String		See Appendix 4 ExceptionCode column
Visit Changes						
1	SequenceID	The Third Party EVV visit sequence ID to which the change applied	16	String	Yes	3 <sup>rd</sup> party sequence identifier (order at which to process the change)
2	ChangeMadeBy	The unique identifier of the user, system or process that made the change. This could be a system identifier for the user or an email. Could also be a system process, in which case it should be identified.	64	String	Yes	UserID for the person who performed the change to the visit
3	ChangeDateTime	Date and time when change is made. At least to the second.	20	Date Time	Yes	Date and time of change made to visit
5	ReasonCode	Reason Code associated with the change.	4	String	Yes	See Appendix 3 ReasonCode column

Index	Element [Column Name]	Description	Max Length	Type	Required?	Expected Values
6	ChangeReasonMemo	Reason/Description of the change being made if entered. Required for some reason codes.	256	String	Conditional	See Appendix 3 NoteRequired column
Visit Tasks						
1	TaskID	TaskID, this taskID must map to the Task IDs used for the agency in the Sandata system	4	String	Yes	See Appendix 6 (This field is only required when submitting the Task segment in the Visit file. If that segment is not provided, then this field is not required.)

## Appendices

### 1 Payers & Providers

ID	Payer ID	Program/Waiver Name	Program ID	Description
01	COHCPF	Health Care Policy & Financing	HCPF	See below for all covered services
02	COHCPF	Health Care Policy & Financing	CDASS	Consumer directed services

### 2 Services & Modifiers

Payer	Program ID	Grouped Procedure Code	Description
COHCPF	HCPF	BHSVC	Behavioral Services
COHCPF	HCPF	HMKR	Homemaker
COHCPF	HCPF	IHSS	In-Home Support Services (IHSS)
COHCPF	HCPF	PRSNL	Personal Care
COHCPF	HCPF	RSPT	Respite
COHCPF	HCPF	LST	Independent Living Skills Training (ILST) and Life Skills Training (LST)
COHCPF	HCPF	HHNUR	Home Health - Nursing
COHCPF	HCPF	HHBAS	Home Health - Basic
COHCPF	HCPF	HHPT	Home Health - Physical Therapy
COHCPF	HCPF	HHOT	Home Health - Occupational Therapy
COHCPF	HCPF	HHSLT	Home Health - Speech/Language Therapy
COHCPF	HCPF	PDRN	Private Duty Nursing
COHCPF	HCPF	HSPH	Hospice in Home
COHCPF	HCPF	HSPIP	Hospice Inpatient
COHCPF	HCPF	PEDPC	Pediatric Personal Care Services
COHCPF	HCPF	PEDBT	Pediatric Behavioral Therapies
COHCPF	HCPF	PT	Physical Therapy

Payer	Program ID	Grouped Procedure Code	Description
COHCPF	HCPF	OT	Occupational Therapy
COHCPF	HCPF	SLT	Speech Therapy
COHCPF	HCPF	DME	Durable Medical Equipment
COHCPF	CDASS	CDASS	Consumer Directed Attendant Support Services (CDASS)
COHCPF	CDASS	SLSHM	Consumer Directed Attendant Support Services SLS Health Maintenance

### 3 Reason Codes

Note: All reason codes are identical for both provider and CDS programs.

Reason Code	Description	Note Required?
1	Member Santrax ID/Medicaid ID not entered	No
2	Staff forgot to clock in/clock out	No
3	Wrong service selected	No
4	Wrong member selected	No
5	Service not selected	No
6	Member not home	No
7	Member refused services	No
8	Cell phone not charged	No
9	Sandata mobile application problems	No
10	No cell coverage	No
11	TVV - Phone disconnected	No
12	TVV - Phone in use by Member/family	No
13	TVV – Client Known – Called from phone number not associated with client	No
14	Other	Yes
15	Location captured by MVV/TVV incorrect	Yes
16	Manual entry of EVV	Yes

#### 4 Exceptions

NOTE: All exceptions will be identical for both the providers and the CDS program.

Exception Code	Exception Name	Description
0	Unknown Clients	Exception for a visit that was performed for a client that is not yet entered or not found in the EVV system.
1	Unknown Employees	(Telephonic only) Exception for a visit that was performed by a caregiver who was not yet entered or not found in the EVV system (At the time the visit was recorded).
23	Missing Service	Exception when the service provided during a visit is not recorded or present in the system.
2	Visit Without Any Calls	Exception thrown when a visit is recorded without any calls.
3	Visits Without In-Calls	Exception thrown when a visit is recorded without an "in" call that began the visit.
4	Visits Without Out Calls	Exception thrown when a visit is recorded without an "out" call that completed the visit.
15	Unmatched Client ID / Phone	(Telephonic only) Exception when the visit was recorded from a phone number that was not matched to a recipient of care in the EVV system.
21	No Show Exception	Exception when a direct care worker failed to arrive for a scheduled visit.
41	Location Required	Exception when: -The task "Alternate Location" is selected -The phone number from which the call was made is not associated with the client -The visit contains both a manual in and out call

## 5 Time Zones

Text Value	Daylight Saving
US/Alaska	Active
US/Aleutian	Active
US/Arizona	Inactive
US/Central	Active
US/East-Indiana	Active
US/Eastern	Active
US/Hawaii	Inactive
US/Indiana-Starke	Active
US/Michigan	Active
US/Mountain	Active
US/Pacific	Active
US/Samoa	Inactive
America/Indiana/Indianapolis	Active
America/Indiana/Knox	Active
America/Indiana/Marengo	Active
America/Indiana/Petersburg	Active
America/Indiana/Vevay	Active
America/Indiana/Vincennes	Active
Canada/Atlantic	Active
Canada/Central	Active
Canada/East-Saskatchewan	Inactive
Canada/Eastern	Active
Canada/Mountain	Active
Canada/Newfoundland	Active
Canada/Pacific	Active
Canada/Saskatchewan	Active
Canada/Yukon	Active
America/Puerto_Rico	Inactive

## 6 Tasks

Task ID	Description
1000	Alternate Location

## 7 Abbreviations

Abbreviation	Name
ANI	Automatic Number Identification
BYOD	Bring Your Own Device
CDS	Consumer Directed Services
EVV	Electronic Visit Verification
FI	Fiscal Intermediary
GPS	Global Positioning System
IVR	Interactive Voice Response – the underlying system used for telephony
MVV	Mobile Visit Verification
PA	Prior Authorization
PIN	Personal Identity Number
SMC	Sandata Mobile Connect
SSN	Social Security Number
TVV	Telephonic Visit Verification



## 8 Terminology

Sandata Terminology	Other Possible References
Agency	Agency Provider Provider Account Billing Agency
Authorization	Service Plan Prior Auth
Client	Individual Patient Member Recipient Beneficiary
Contract	Program Program Code
Employee	Caregiver Admin Home Health Aide Consumer Directed Worker Staff Worker Individual Provider Scheduler
HCPCS	Bill Code Procedure Code Service Code
Payer	Admission Insurance Company Contract Managed Care Organization (MCO) State
Provider	Agency Third Party Administrator (TPA)