June 16, 2020

Dear DDS Provider,

As you know, the Connecticut Department of Developmental Services (DDS) is implementing Electronic Visit Verification (EVV) for services funded by DDS in response to federal requirements set forth in the 21st Century Cures Act (Cures Act). EVV is an electronic system that verifies specific information about the services provided.

The EVV requirement applies to agency providers and individuals that hire their own staff and is scheduled to be implemented no later than January 1, 2021. To prepare for the implementation of EVV, DDS needs to determine if a provider is new to EVV or is an “Overlap Provider”.

An Overlap Provider is a DDS provider who is currently doing business with the Department of Social Services (DSS) and has already implemented EVV and currently uses the Santrax (SAM) system to enter data.

DDS Providers brand new to EVV will use the DDS EVV Portal to enter EVV data. Overlap providers must declare to DDS whether they will use their current SAM system to enter EVV data for both DDS and DSS services or if they will use two separate systems and enter DDS EVV data in the new DDS EVV portal and continue to enter DSS EVV data into SAM.

It is imperative that DDS receive responses for each provider no later than June 30, 2020. Providers who do not reply by the date due will have their DDS EVV data implemented in the EVV Portal. Please utilize the corresponding forms attached to this memo as the formal method to respond.  If you have any questions, please email [David.David@ct.gov](mailto:David.David@ct.gov) or [Pat.Dillon@ct.gov](mailto:Pat.Dillon@ct.gov).

Thank you.

**DDS EVV Systems Differences Grid** – The grid below describes the functions of the two separate EVV systems; SAM and the DDS EVV Portal. By signing below, the Executive Director states that he/she has read and understands the content in this grid.

| **Functionality** | **Overlap Providers Who Choose to Use Existing Santrax System for DDS Members** | **New Providers and Overlap Providers Who Choose to Use EVV Portal for DDS Members** |
| --- | --- | --- |
| **Telephonic Visit Verification** | Caregivers will use the same EVV telephone numbers and IDs they use today for DSS.     The call script will be updated to support entry of service using tasks for DDS visits. | New EVV Phone numbers will be set up for new or overlap providers.  The call script will include capturing if the call is an in or out call and will support collecting the visit service. |
| **Mobile/GPS Visit Verification** | Caregivers will migrate to the new Sandata Mobile Connect application (blue version) and will use the same login for DDS member visits.  The mobile application configuration will be enhanced to support entry of visit service using tasks. | Caregivers will use the new Sandata Mobile Connect application (blue version).  The mobile application will be configured to support collecting visit service. |
| **Fixed Visit Verification Device** | A unique FVV device will be required for DSS and DDS visits. | Standard |
| **Provider Agency Login/System Access** | Providers will use the same EVV system for DSS and DDS and will use their same login and access.  Sandata will enhance each providers system with DDS specific configuration requirements. | DDS providers will have a new EVV system and will need to set up all users and caregivers.    The system will only contain DDS members. |
| **Scheduling** | Scheduling is active in the provider's EVV system to support DSS scheduling. Providers can choose to use scheduling for DDS visits.  If they elect to use the EVV scheduling function, then they will have to schedule all DDS visits. | Scheduling not available. |
| **Billing** | Billing will be active in the provider's EVV system to support DSS billing. Billing is not available for DDS EVV and the system will automatically prevent providers from attempting to send a claim to DDS. | Billing not available. |
| **Visit Maintenance** | Providers will be able to conduct visit maintenance for both DDS and DSS in a single screen. | Standard |
| **Exception Reasons** | The providers systems will be updated to reflect the final DDS exceptions based on final DDS Business rules.  The DDS exceptions can and are expected to be different than the DSS exceptions. | The providers systems will be updated to reflect the final DDS exceptions based on final Business rules. |
| **Training** | Sandata recommends abbreviated webinar trainings for overlap providers to clarify changes in their system due to adding DDS. | Full training required. |

Instructions:

1. Enter applicable text in the light blue shaded boxes
2. Click applicable check boxes
3. Executive Director reviews the EVV System Differences Grid
4. The Executive Director signs and dates the form
5. Email the form to the following email address: [ctddsdeclaration@sandata.com](mailto:ctddsdeclaration@sandata.com)

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As Executive Director of

1. I declare that my agency does not currently utilize Electronic Visit Verification (EVV).

By clicking above, I state that my agency is not currently required to enter EVV data using the SAM system. I understand that my agency will use the DDS EVV Portal to enter EVV data.

1. I declare that my agency is currently required to utilize the EVV SAM system.
2. My agency will continue using the SAM system to enter EVV data for non-DDS and DDS services.
3. My agency will use two different systems to enter EVV data; the SAM system for non-DDS services and the DDS EVV Portal for DDS services. I understand that it is my agency’s responsibility to manage both systems so that EVV data is entered accurately and on time.

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|  | Click or tap to enter a date. |

Executive Director Signature