

LaSRS®\LDH EVV Data Aggregator Onboarding Process

- 1.) The HHCS provider agency needs to submit a written request to EVVHelp@la.gov including the signed Attestation document as well as a signed BAA between the EVV Vendor and the Service Provider.
- 2.) SRI will reach out to the EVV Vendor and the Service Provider to establish credentials and transfer SRI and the Service Provider's Public Open PGP keys.
- 3.) Access will be granted to the SRI sFTP website in order to begin the testing process and agencies will be able to begin downloading data files.
- 4.) Agencies begin to send and receive files via the sFTP. Files sent to SRI during the testing period are to be preceded with 'test_'. One set of test files may be sent per day. Files must be sent by 9pm Central Time in order to ensure they are downloaded and processed for the following day.

File naming convention

Two encrypted .CSV data files coming from SRI to your agency are:

xxxxx_client.csv.gpg (containing actual client information)

test_xxxxx_service_msg.csv.gpg Please note this file will not be available until after the test DSWUSER and test SERVICEFILE have been received and processed.

Two encrypted .CSV files coming from your agency to SRI are:

test_xxxxx_dswuser_YYYYMMDD.csv.gpg

test_xxxxx_servicefile_YYYYMMDD.csv.gpg

Files sent to SRI during the testing period are to be preceded with 'test_'. One set of test files may be sent per day.

In addition to the above, receipt responses will be uploaded to the sFTP as Test or Live files are downloaded and added to the processing queue by SRI.

- 5.) SRI Data Aggregator will either email the results (if the files are un-processable) to up to 4 email addresses (must include at least one Service Provider email and at least one EVV Vendor email) or a Service_Msg file will be placed on the sFTP for the EVV Vendor/Service Provider to download.
- 6.) Once an EVV Vendor/Service Provider have completed the testing process by submitting an error free file that meets LDH criteria, the EVV Vendor/Service Provider will be notified of the successful file and will be slotted into the next upcoming Go-Live date for which the criteria were met.
- 7.) The EVV Vendor/Service Provider can now begin sending production files on or after their assigned Go-Live date. These production files will be sent by the Service Provider/EVV Vendor after the go-live date without 'test_' as part of the file name. One set of test files may be sent per day. Files must be sent by 9pm Central Time in order to ensure they are downloaded and processed for the following day.

Per the attestation signed by both the provider and the EVV vendor, EVV vendors and providers are responsible for ensuring the following:

1. The third party EVV system and/or data must be made available to any State or Federal agency upon request, including any requested reports.
2. The EVV data housed in the third party EVV system must be maintained by, or on behalf of, the provider through the required records retention period (per program requirements).
3. Changes to the third party EVV system required by State or Federal laws, rules, regulations, policies, procedures, manuals, or guidance must be implemented at no cost to the State.
4. The third party EVV system must have the functionality to provide all reports to the provider that would have previously been available in the State's EVV system.
5. All service data in the third party EVV system must be submitted to the State's EVV system via the bridge on a daily basis (first business day after the service is delivered/collected). Services not submitted within this timeline will be counted against the compliance threshold in effect for purposes of blocking the release of services for payment.
6. All iterations of an EVV record, including ALL manual edits, are to be uploaded from the third party EVV system to the State's EVV data aggregation system.
7. The third party EVV system must not allow changes to data through a back-end process, and must prohibit manual manipulation of data. Changes to data are allowed through a front-end process only and must automatically capture and log required edited information.

LaSRS® reporting will remain available for dates of service prior to your EVV go-live date. Thereafter, the EVV vendor is responsible for making all data and reports available as needed by the provider.