



## Getting Started with EVV Checklist

This list is intended to help lead providers, agencies, and fiscal intermediaries through the process of establishing Electronic Visit Verification (EVV) compliance in New York State.

**Please note:** This checklist is meant to aid with EVV implementation. While not all items need to be completed in a specific order, items that have dependencies are denoted with an asterisk. \*

<input type="checkbox"/>	<b>Review EVV Applicable Billing Codes</b>	If you provide any of the services found in the <a href="#">EVV Applicable Billing Codes</a> , you are required to comply with the 21 <sup>st</sup> Century Cures Act.
<input type="checkbox"/>	<b>Join the EVV Listserv</b>	Subscribe by emailing <a href="mailto:listserv@listserv.health.state.ny.us">listserv@listserv.health.state.ny.us</a> to get EVV program and training updates.
<input type="checkbox"/>	<b>Enroll in eMedNY</b>	<p>If you are not currently enrolled with eMedNY:</p> <ol style="list-style-type: none"> <li>1. Visit the <a href="#">eMedNY website</a>.</li> <li>2. Enroll as a NYS Medicaid Provider and obtain an MMIS ID, if necessary.</li> <li>3. Review the <a href="#">EVV Technical User Guide</a> and determine how you will submit to the NYS aggregator.               <ol style="list-style-type: none"> <li>i. If your submitter is not yet enrolled with eMedNY, they must enroll to submit data to the NYS Aggregator. (Note: You can be your own submitter.)</li> </ol> </li> <li>4. Click on the <a href="#">Provider Enrollment tab</a> to get the process started.</li> </ol> <p>Support staff for enrollment with NYS Medicaid can be reached by calling eMedNY Provider Enrollment at (800) 343-9000.</p> <p><b>*Note:</b> NYS Medicaid enrollment can take up to 90 days. Enrollment in NYS Medicaid is necessary for testing and signing the EVV Attestation.</p>

□	<b>Review EVV Policy Documents</b>	<ol style="list-style-type: none"> <li>1. <a href="#">EVV Program Guidelines and Requirements</a> <i>This document details provider responsibilities.</i></li> <li>2. <a href="#">EVV Technical User Guide</a> <i>This document provides instructions for working with the NYS Aggregator.</i></li> <li>3. <a href="#">EVV Interface Control Document</a> <i>This document provides system requirements for submitting EVV Data to the NYS Aggregator.</i></li> </ol>
□	<b>Review EVV Training Requirements</b>	Review <a href="#">Section 5.13 of the EVV Program Guidelines and Requirements</a> .
□	<b>Select an EVV Solution</b>	Ensure your current or future EVV solution meets all CMS and NYS requirements. Review <a href="#">Considerations for Selecting an EVV System</a> .
□	<b>Complete the EVV Attestation</b>	<p>Complete the EVV Attestation by following the <a href="#">EVV Attestation Form Instructions</a> and electronically sign on the <a href="#">eMedNY EVV Page</a>.</p> <p><b>*Requires enrollment in NYS Medicaid</b></p>
□	<b>Test EVV Solution with the NYS Aggregator</b>	<ol style="list-style-type: none"> <li>1. The submitter must obtain login credentials for the eMedNY API Developer Portal from the <a href="#">eMedNY Provider Web Portal</a>.</li> <li>2. Using the login credentials, begin working with NYSDOH to test API connectivity and EVV data submission by logging in to the <a href="#">eMedNY Test</a> environment.</li> </ol> <p><b>*Requires enrollment in NYS Medicaid</b></p>
□	<b>Submit Production Data to the NYS Aggregator</b>	<ol style="list-style-type: none"> <li>1. Once the submitter has completed testing production, API keys can be requested.</li> <li>2. Begin submitting EVV data to the <a href="#">NYS Data Aggregator</a>.</li> </ol>
□	<b>Prepare Medicaid Beneficiaries for EVV</b>	Review the <a href="#">EVV Fact Sheet</a> with beneficiaries.
□	<b>Review Additional Resources</b>	<p>Additional information can be found through the following sources:</p> <ol style="list-style-type: none"> <li>1. <a href="#">NY EVV FAQs</a></li> <li>2. <a href="#">CMS EVV website</a></li> </ol>

*The NYS Electronic Visit Verification (EVV) Program does not impact how Medicaid-funded Personal Care Services (PCS) or Home Health Care Services (HHCS) are determined or delivered, only how EVV applicable services are captured. Any questions regarding the Medicaid program, service determination, service or hour utilization, service documentation, or staffing concerns should be directed to the appropriate NYS agency.*

## Program Resources



Visit [https://www.health.ny.gov/health\\_care/medicaid/redesign/evv](https://www.health.ny.gov/health_care/medicaid/redesign/evv)

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Our website contains up-to-date program information and resources, including:

- [Email LISTSERV](#)
- [Document Repository](#)
- [Frequently Asked Questions \(FAQs\)](#)



### Contact eMedNY for EVV Data Submission Questions

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- For connectivity assistance with the API Developer Portal, email [emednyproviderservices@gdit.com](mailto:emednyproviderservices@gdit.com).
- Questions or concerns regarding eMedNY enrollment can be directed to the eMedNY Call Center at (800) 343-9000.
- For attestation PIN issues or if an email address does not exist or needs to be updated, navigate to [Change Email for Attestation](#).



Contact us at [EVVHelp@health.ny.gov](mailto:EVVHelp@health.ny.gov)

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Questions? We have a dedicated support team that will guide you through the EVV process.