

How to Pull Massachusetts Group Adult Foster Care Fee-For-Service Compliance Reports

This job aid will help guide MassHealth enrolled Group Adult Foster Care (GAFC) Agency Providers supporting MassHealth members in fee-for-service (FFS) on how to pull their EVV compliance data via the Auto Verification Report Summary.

1. Navigate to the Reports screen. (**Reports > Reports**)
2. Select the **Data Range Reports** for REPORT TYPE and the **Auto Verification Report Summary** for REPORT NAME.
 - *Note: Some providers may have more than one corporation listed in the **CORPORATION** dropdown. Please ensure you are selecting the correct corporation for compliance.*
3. Enter/Select the applicable fields in the **Timeframe** section.
 - *Note: You will only be able to run it for a max of 31 days and may need to run the report multiple times to see data across a quarter or across a year.*
4. Enter/Select the applicable fields in the **Select Parameters** section.
 - For GAFC, select **MAHEA** from the **CONTRACT** dropdown
 - For GAFC, select **GAFC** from the **PROGRAM** dropdown
 - For **SERVICE**, leave All selected
5. Click **RUN REPORT** to review the data pulled on the selected parameters.

The screenshot shows the Sandata Reports interface. On the left is a blue sidebar with navigation links: 'Q. Navigate Modules', 'Visit Review', 'Reports' (highlighted with a red circle 1), 'Security', and 'Online Manual'. The main content area is titled 'Reports' and contains three sections: 'Select Report' (circled 2), 'Select Timeframe' (circled 3), and 'Select Parameters' (circled 4). The 'Select Report' section has dropdowns for 'CORPORATION' (MA Aggregator), 'REPORT TYPE' (Date Range Reports), and 'REPORT NAME' (Auto Verification Report Summary). The 'Select Timeframe' section has fields for 'FROM DATE' (06/01/2025), 'TO DATE' (06/30/2025), 'FROM TIME' (12:00 AM), and 'TO TIME' (11:59 PM), with a note that the range cannot exceed 31 days. The 'Select Parameters' section has dropdowns for 'ACCOUNT' (Selected (3)), 'CONTRACT' (Selected (3)), 'PROGRAM' (Selected (1)), and 'SERVICE' (All selected (27)). At the bottom right, there is a red circle 5 next to 'CLEAR' and 'RUN REPORT' buttons.