**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.

