

## How to Pull Massachusetts Home Health Fee-For-Service Compliance Reports

*This job aid will help guide MassHealth enrolled Home Health (HH) 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 HH, select **MAHEA** from the **CONTRACT** dropdown
  - For HH, select **HH** 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', 'All Reports' (highlighted with a red circle 1), 'Security', and 'Online Manual'. The main content area is titled 'Reports' and contains three sections: 'Select Report' (with a red circle 2), 'Select Timeframe' (with a red circle 3), and 'Select Parameters' (with a red circle 4). The 'Select Report' section has a 'CORPORATION' dropdown set to 'MA Aggregator' and a 'REPORT TYPE' dropdown set to 'Data Range Reports'. The 'REPORT NAME' dropdown is set to '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). A note below states: 'Note: The range for this report cannot exceed 31 days.' The 'Select Parameters' section has four dropdowns: 'ACCOUNT' (Selected (3)), 'PROGRAM' (Selected (3)), 'CONTRACT' (Selected (3)), and 'SERVICE' (All selected (27)). At the bottom right, there is a red circle 5 next to a 'RUN REPORT' button.