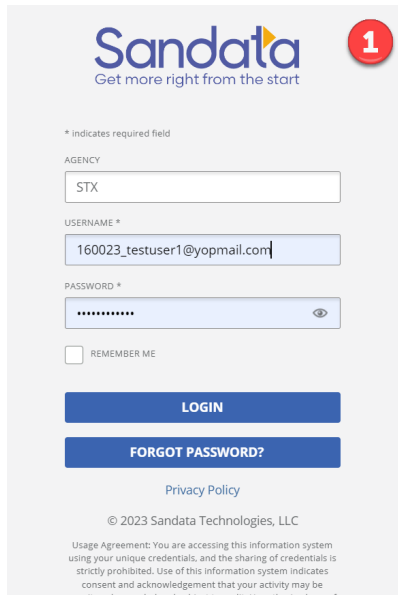


## Accessing Auto Verification Summary Report in EAS

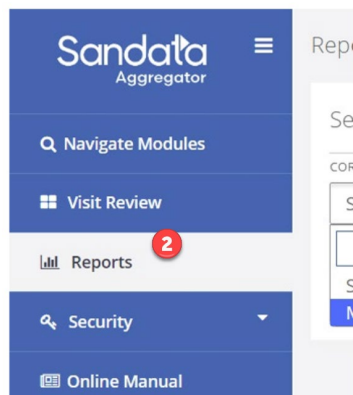
1. Log into EAS using the log-in credentials provided to you by Sandata. If you are unsure of your log in credentials, contact Sandata for assistance.



The image shows the Sandata login page. At the top left is the Sandata logo with the tagline "Get more right from the start". A red circle with the number "1" is positioned to the right of the logo. Below the logo, there is a note: "\* Indicates required field". The form contains the following fields and elements:

- AGENCY: A text input field containing "STX".
- USERNAME \*: A text input field containing "160023\_testuser1@yopmail.com".
- PASSWORD \*: A password input field with a masked password "\*\*\*\*\*" and a toggle icon.
- REMEMBER ME: An unchecked checkbox.
- LOGIN: A blue button.
- FORGOT PASSWORD?: A blue button.
- Privacy Policy: A link.
- © 2023 Sandata Technologies, LLC
- Usage Agreement: A small text block at the bottom.

2. Navigate to the Reports tab.



3. Select agency from the Corporation drop down.
4. Select Date Range Reports from the Report Type drop down.
5. Select Auto Verification Report Summary from the Report Name drop down.
6. Enter Date Range

The screenshot shows the 'Reports' section of the Sandata Aggregator interface. On the left is a blue navigation sidebar with options: 'Navigate Modules', 'Visit Review', 'Reports', 'Security', and 'Online Manual'. The main content area is titled 'Reports' and includes a 'Select Report' section with three dropdown menus: 'CORPORATION' (selected: MCO Provider Agency - 160023), 'REPORT TYPE' (selected: Date Range Reports), and 'REPORT NAME' (selected: Auto Verification Report Summary). Below this is a 'Select Timeframe' section with four date and time input fields: 'FROM DATE' (10/01/2023), 'TO DATE' (10/25/2023), 'FROM TIME' (12:00 AM), and 'TO TIME' (11:59 PM). A note at the bottom of the timeframe section states: 'Note: The range for this report cannot exceed 31 days.' Red callout circles with numbers 3, 4, 5, and 6 are placed over the Corporation, Report Type, Report Name, and From Date fields respectively.

7. Run Report.

The screenshot shows the 'Select Parameters' section of the interface. It contains four dropdown menus: 'ACCOUNT' (All selected (1)), 'PROGRAM' (All selected (12)), 'SERVICE' (All selected (258)), and 'CONTRACT' (All selected (4)). There is also a text input field for 'PROVIDER ID' with the placeholder text 'Enter Provider ID'. At the bottom right, there are two buttons: a white 'CLEAR' button and a blue 'RUN REPORT' button. A red callout circle with the number 7 is positioned over the 'RUN REPORT' button.

## Report Name: Auto Verification Summary

**Purpose:** To provide users the ability to view visit verification trends for their agency in order to monitor quality and compliance with the EVV program. This report offers a comparison of auto versus manually verified visits as well as an overview of the quality of visits.

**Description:** This report compliments the Auto Verification Detail report in that it shows the verification summary along with percentages of all visits within the date range entered.

**Report Type:** Date Range (31 days maximum)

The date range entered will return visits that occurred during that time frame. This is a point in time report and reflects what is in EAS at the time the report is generated.

For an accessible version of this report, click "Export to Excel" to open report in Excel.

[EXPORT TO EXCEL](#)

1 of 1 Find | Next

[Report Parameters](#)  
Account: [REDACTED]  
For: 10/11/2023 - 10/24/2023 11:59:59 PM  
Corporation: MODSS

### Auto Verification Summary

ACCOUNT	ACCOUNT NAME	PROVIDER ID	VERIFIED VISITS				NON VERIFIED VISITS				WITH MANUAL UPDATES					ALL VISITS				
			AUTO	%	MANUAL	%	IN-COMplete	%	OMIT	%	MANUAL CALLS	%	MANUAL EDITS	%	ADJ. VISITS	%	VERIFIED VISITS	%	NON VERIFIED VISITS	%
			18098	91.7	1642	8.3	1	0.0	28	0.1	196	11.9	25	1.5	1443	87.9	19740	99.9	29	0.1
Grand Totals:			18098		1642		1		28		196		25		1443		19740		29	

\*\*The values in "WITH MANUAL UPDATES" section can overlap. This means that a visit can belong to more than one group. The percentage is based on all visits that were manually verified.

Sandata 10/24/2023 09:09:12 Page 1 of 1

**Verified Visits:** This section of the report provides the total of all Auto and Manually verified visits submitted and the overall percentage of all verified visits submitted within the date range entered. The goal is to have 100% visits in a verified status.

**Auto:** Displays the total of auto verified visits within the date range entered.

**%:** Displays the percentage of auto verified visits within the date range entered.

\*An auto verified visit is a visit that is received with all required data elements, with no manual call type and is submitted once. The goal is for all visits to be auto verified.

**Manual:** Displays the total of manually verified visits within the date range entered.

**%:** Displays the percentage of manually verified visits within the date range entered.

\*A manually verified visit has all required data elements. It is a visit that has a manual call type or has been submitted more than once.

**Non-Verified Visits:** This section provides a summary of all Incomplete and Omitted visits submitted and the overall percentage of all non-verified visits submitted within the date range entered.

**Incomplete:** Displays the total number of visits that are in an incomplete status.

**%:** Displays the percentage of incomplete visits within the date range entered.

\* An incomplete visit is a visit that is missing a required data element.

**Omit:** Displays the total number of visits that are in an omit status.

**%:** Displays the percentage of visits in an Omit status within the date range entered.

\*An omit visit is a visit that is marked as Do Not Bill.

**With Manual Updates:** This section provides a summary of all visits manually verified and the type of edits made. There could be multiple reasons for a visit to be determined manually verified. Because a visit may be represented in more than one group the percentage may not always equal 100.

**Manual Calls:** Displays the total visits with a call type of manual within the date range entered.

**%:** Displays the percentage of manually verified visits with a call type of manual.

**Manual Edits:** Displays the total visits that were resubmitted after original submission to EAS within the date range entered.

**%:** Displays the percentage of manually verified visits with manual edits.

**Adj Visits:** Displays the total visits that had an adjusted call in and/or call out time within the date range entered.

**%:** Displays the percentage of manually verified visits with adjusted call in and/or call out times.

**All Visits:** This section provides a summary of all verified and non-verified visits submitted within the date range entered.

**Verified Visits:** Displays the total number of verified visits within the date range entered.

**%:** Displays the percentage of verified visits.

**Non-Verified Visits:** Displays the total number of incomplete and omit visits within the date range entered.

**%:** Displays the percentage of non-verified visits.