

Barnestorm EVV services include a VA roster report based on your EVV schedule.

To run the roster, use Reports 04.42 VA Roster

VA monthly rosters are due each month (for the month prior).

Your agency roster is an accurate accounting of census, billing, customer satisfaction, and level of care.

Attendance rosters should confirm veteran's level of care and satisfaction with service.

This report is required, and each enrolled Veteran should be accounted for.

Per the VA, effective 10/1/2023 your agency will be cited for non-compliance and suspended for future referrals for a minimum of 30 days if rosters are not received. Attendance Rosters must be received and completed.

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How to Run the Report

- Go to Reports > Billing > 04.42 VA Roster Report
- From/Thru Dates - Select the dates for the month. (**Example:** your October report will be based on September dates).
- **Program/Payer** - Select the program(s) and payer(s), or leave blank for all. If you do not know the program/payer, use the options under "**Select Payers with descriptions matching any of the following:**"

Alternate Options:

- Print the List of Visits Missing From the Roster - This includes missed or cancelled visits.
- Assessment Type(s) for Aide Supervision (XX to skip this) - Type in the assessment type(s) or leave blank for all.
- Visit Status Code(s) for Aide Supervision - Type in the visit status code(s) or leave blank for all.
- Cost Per Hour (leave blank to omit this column) - Type in the cost per hour or leave blank to omit this column. Each row will be calculated a total based on that "cost per hour" times "hours given." An overall total will be calculated at the end of the report.

The report will show a preview, and when you close the preview, a spreadsheet (excel-format) of the same info will open.

This report compiles:

- VA Patient names
- Patient SSN last 4

- Scheduled Visits
- Actual Visits
- Care Plan Yes/No
- Satisfied Yes/No
- Last Supervisory Visit Date
- Comments
- Payer Name (this helps you see if it's regular or respite)

IMPORTANT: in order for the last supervisory visit to show, you must be putting those into Barnestorm.

If it does not show, please check the following to see why:

- Check to see if a supervisory visit was keyed into the system. [EVV - Key Supervision Visits \(EVV\) \(barnestorm.biz\)](http://barnestorm.biz) This is the most common issue. If there has been no aide/LPN/PTA visit since the last supe, then the pt won't show up, since no future supe visit is needed.
- If there is a visits keyed, take note of the employee who did the supe visit. Go to Barnestorm Office > Other Basic Codes > Employees. Pull that employee up and verify that they have a correct revenue code entered (0550-0559). If not, this is likely the issue. Enter an appropriate code and save the employee.
- Make sure the patient has an aide listed in Referral > Employees.
- Rerun the report to see if you have corrected the issues. If not, double check the tips above.
- Other troubleshooting tip: Check for any visit with zero hours and a charge amount.

NOTE: Respite & regular visits are listed separately.

IMPORTANT: Check the spreadsheet for accuracy.

You can make corrections to the spreadsheet as needed to ensure accuracy for patients across Respite and non-Respite.

VA Attendance Roster

<http://kb.barnestorm.biz/KnowledgebaseArticle51691.aspx>