AHCCCS EVV Electronic Visit Verification

Subject: Action Required: API Registration for EVV Vendors

API Registration Process

EVV vendors and Managed Care Organizations send and receive EVV information utilizing APIs. There is a two-part registration process to be followed in order to begin utilizing the APIs.

1. The organization's technical contact must register their email with AHCCCS.
2. The organization's technical contact must login to the AHCCCS API portal to access the endpoint information, select the APIs they wish to use and receive API approval in order to receive the API registration key to connect.

Organizations may have multiple contacts register with AHCCCS, but only ONE technical contact should register for the API subscription key. Organizations should coordinate internally on who will register for the API. This is typically the person responsible for development/administration of the API. Additional information on the APIs is available in the Developer Portal.

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Step 1: Register with AHCCCS

1. Provide your technical contact's First name, Last Name, Organization Name, email address to the: **ServiceNow Help Desk**
   - The EVV Vendor's technical contact is the person that will be modifying the API endpoint for the EVV Aggregator.
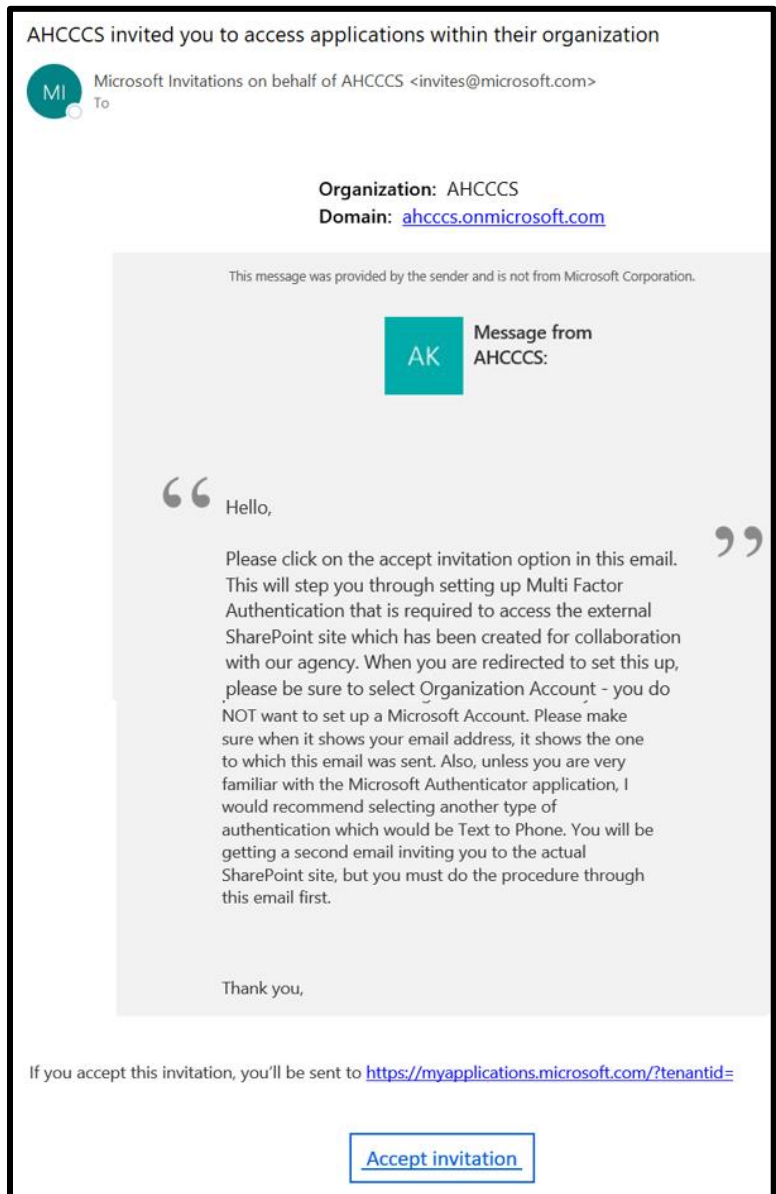   - Instructions for submitting a Help Desk ticket can be found here:

> AHCCCS invited you to access applications within their organization
>
> MI Microsoft Invitations on behalf of AHCCCS <invites@microsoft.com>
> To
>
> Organization: AHCCCS
> Domain: ahcccs.onmicrosoft.com
>
> This message was provided by the sender and is not from Microsoft Corporation.
>
> AK Message from AHCCCS:
>
> " Hello,
>
> Please click on the accept invitation option in this email. This will step you through setting up Multi Factor Authentication that is required to access the external SharePoint site which has been created for collaboration with our agency. When you are redirected to set this up, please be sure to select Organization Account - you do NOT want to set up a Microsoft Account. Please make sure when it shows your email address, it shows the one to which this email was sent. Also, unless you are very familiar with the Microsoft Authenticator application, I would recommend selecting another type of authentication which would be Text to Phone. You will be getting a second email inviting you to the actual SharePoint site, but you must do the procedure through this email first. "
>
> Thank you,
>
> If you accept this invitation, you'll be sent to https://myapplications.microsoft.com/?tenantid=
>
> Accept invitation

Figure 1: Initial Registration Email

AHCCCS EVV Electronic Visit Verification

Creating a ServiceNow Help Desk Ticket

2. The Help Desk will submit your technical contact to the AHCCCS.
3. You will receive an email from AHCCCS similar to the one to the right (Figure 1: Initial Registration Email).
4. In the email, click Accept invitation and you will be directed to a site with a screen similar to Figure 2 on the following page.

5. Click Accept and a message similar to Figure 3 will display to continue setting up your access.
   a. If you do not want to use the authenticator app, choose, I want to use a different method. This will require you text messages sent to your phone to authenticate.
   b. Otherwise, download the Authenticator app by clicking Download now on your desktop first, then go to your phone and download app there, and click Next.
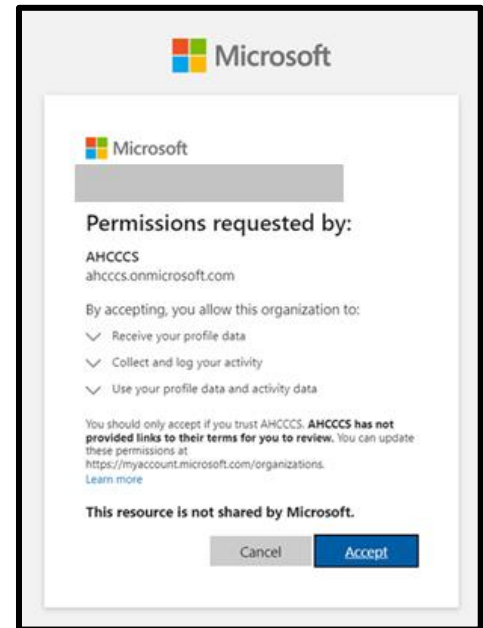
Figure 1: Microsoft & AHCCCS Permissions Screen

Figure 2: Multifactor Authentication set-up screen

6. The following message will display if you are authenticating using the app. Click Next
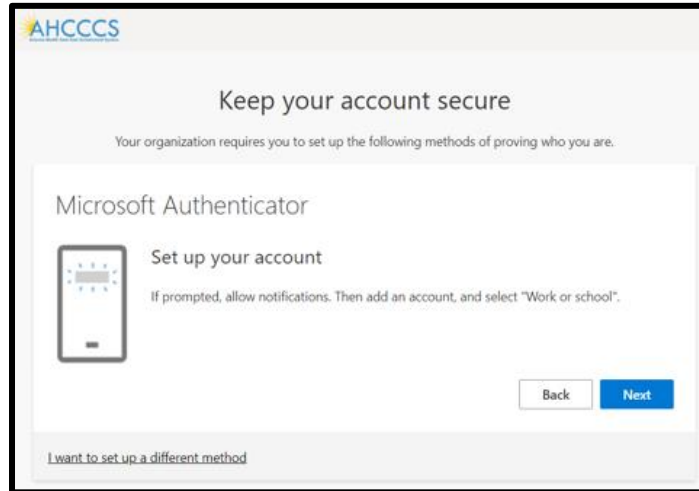
Figure 3: Microsoft Authenticator application set-up screen

7. You will see a bar code to scan that appears next. The bar code should appear on your desktop, and you scan it with your phone. Please follow instructions on the desktop screen for finalizing set up.
8. Once connected, the AHCCCS browser will open to the following URL: https://si-portal.azahcccs.gov/

Below is the webpage displayed once connected:

AHCCCS EVV Electronic Visit Verification
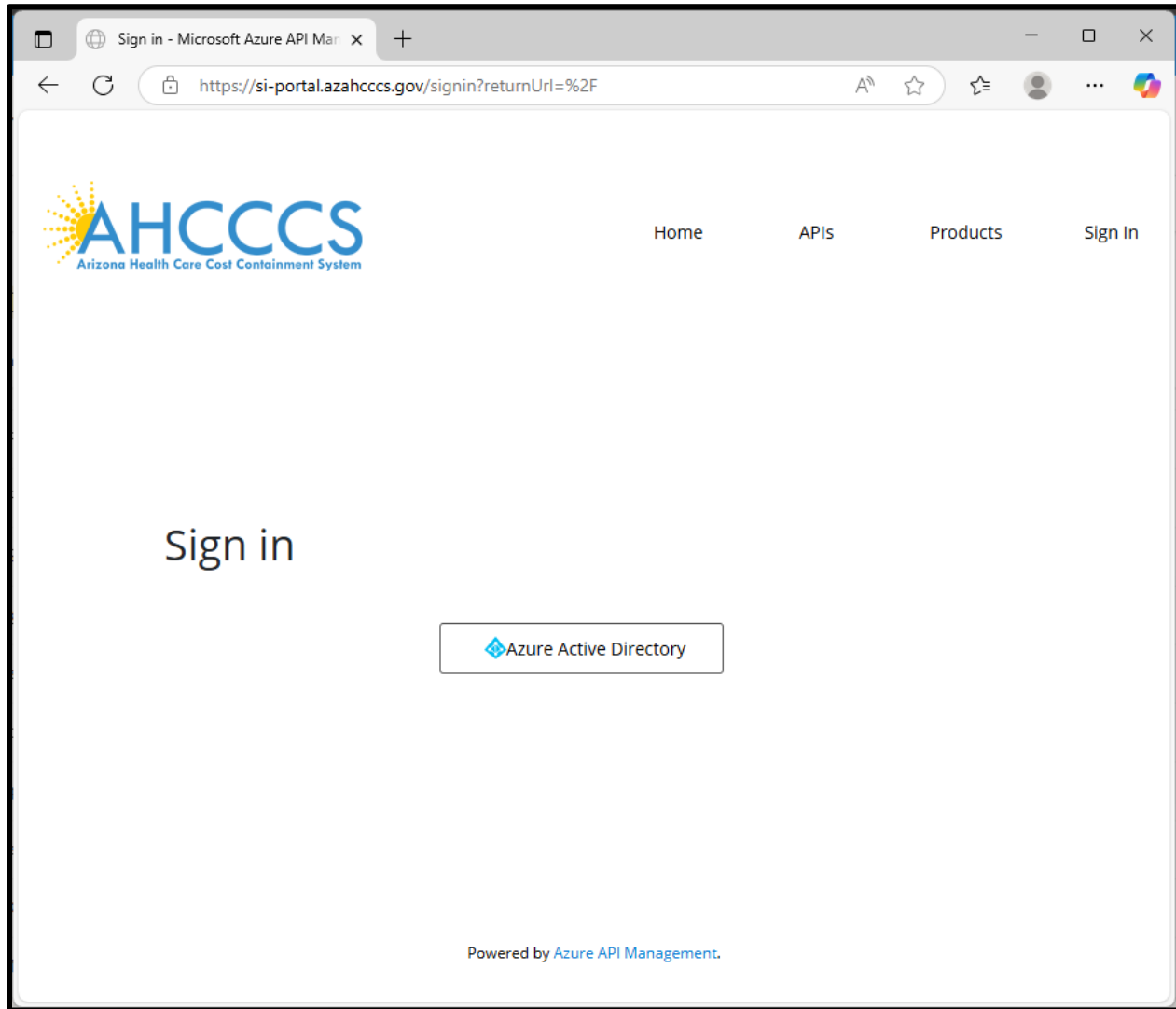
Figure 4: AHCCCS API Manager Login Screen

AHCCCS EVV Electronic Visit Verification

Step 2: API Endpoint Registration

Only ONE technical contact per organization should register for the API subscription key. Organizations should coordinate internally on who will register for the API. This is typically the person responsible for development/administration of the API.

1. If not already on the API Manager login screen (Figure 6), enter the following address into your browser navigation bar: https://si-portal.azahcccs.gov/
2. Login by clicking "Azure Active Directory"
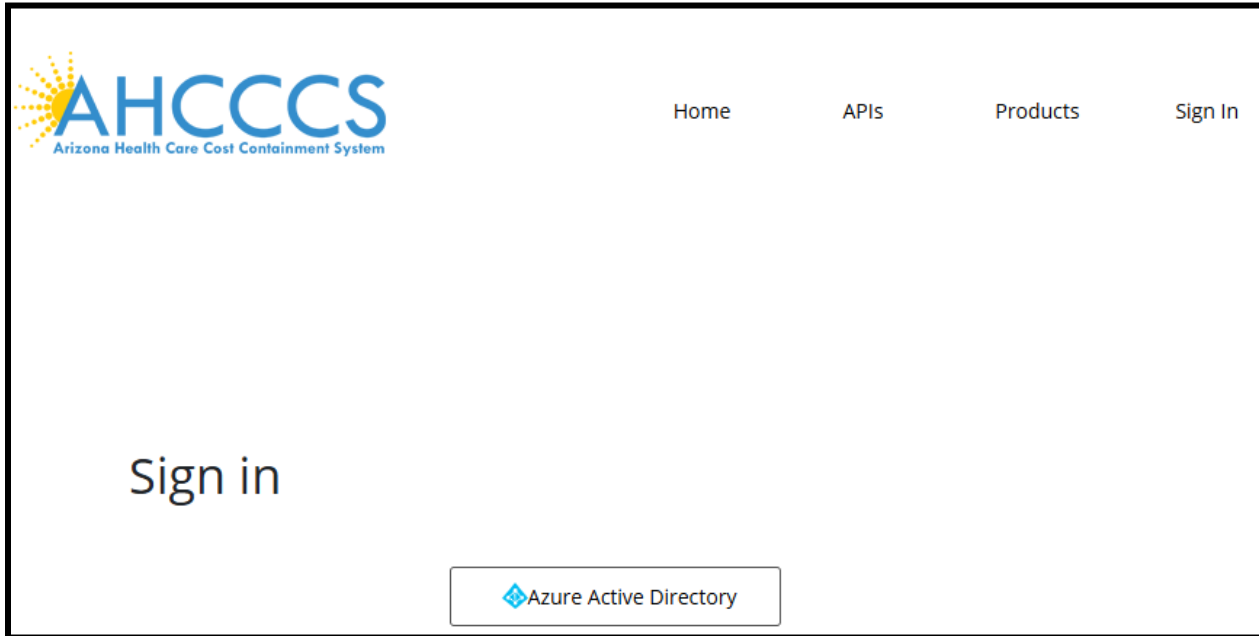
Figure 5: AHCCCS API Manager Login Screen

3. Once logged in you should see the AHCCCS API Manager Welcome screen similar to Figure 7 below.

Figure 6: AHCCCS API Manager Welcome Screen

4. Click on *Products* in the navigation bar at the top of the page.

Figure 7: Navigate to "Products"

5. Click on the name of the product you wish to subscribe to.
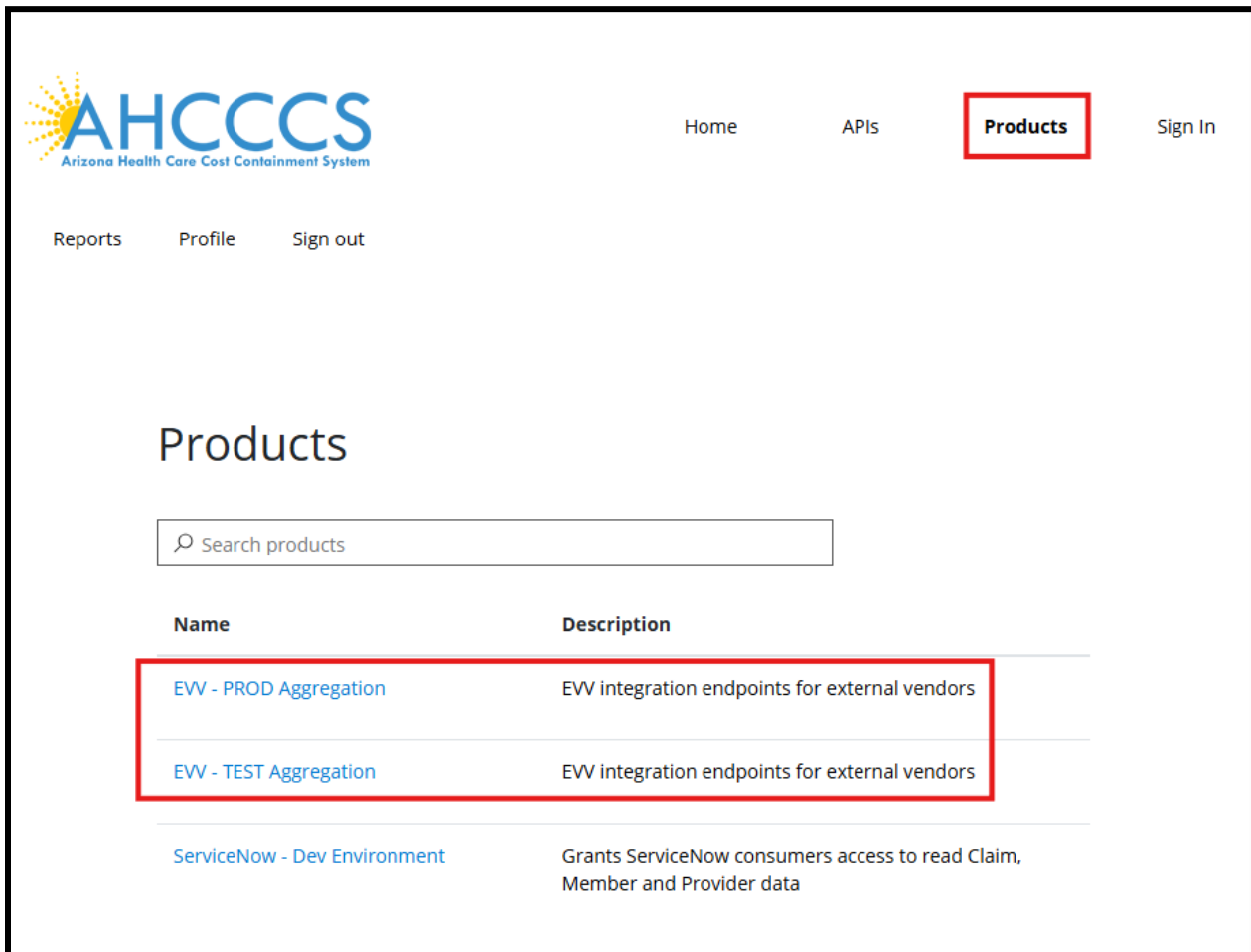
Figure 8: API Management Product Registration page

6. A screen similar to Figure 10 will display. Enter the name you would like to reference the API. In the example below we typed "EVVTestAPI"
7. Click Subscribe

Figure 9: API Management EVV Test Aggregation Registration

8. Your request has been submitted (Figure 11). The project team reviews requests to confirm access. Please check back later in the day on if the subscription has been approved. It may take up to 24 hours for a request to be approved.

Figure 10: API registration request has been submitted.

This will lead to an approval process with developer. Once approved, users will receive their keys, being notified through an email, granting access to the API.

- Note that this email lays out information for:

    o Approved subscriptions

    o Subscription management

    o API Documentation

    o App library Access

Welcome to the AHCCCS API!

apimgmt-noreply@mail.windowsazure.com
To
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Welcome to AHCCCS API!

Dear _____,

Your AHCCCS API program registration is completed and we are thrilled to have you as a customer. Here are a few important bits of information for your reference:

Please use the following **Aad account** when signing into any of the AHCCCS-hosted developer portals:

We will direct all communications to the following **email address**:

Best of luck in your API pursuits!

AHCCCS API Team

si-portal.azahcccs.gov

Figure 11: API Registration Email

Step 3: Accessing Endpoint and Registration Key

1. If not already logged into the AHCCCS API Manager, enter the following address into your browser navigation bar: https://si-portal.azahcccs.gov/
2. Login by clicking "Azure Active Directory"
3. Click <u>API's</u> to access the API endpoint information
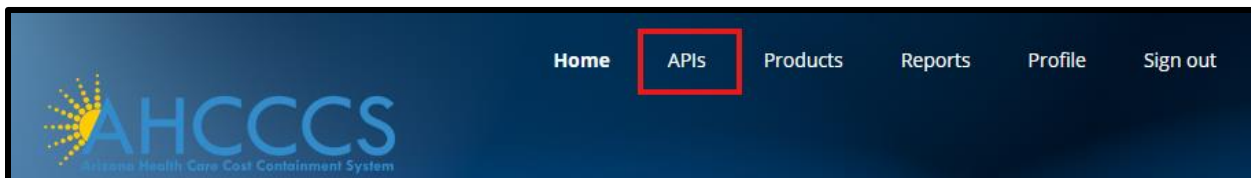
Figure 12: Navigation Bar

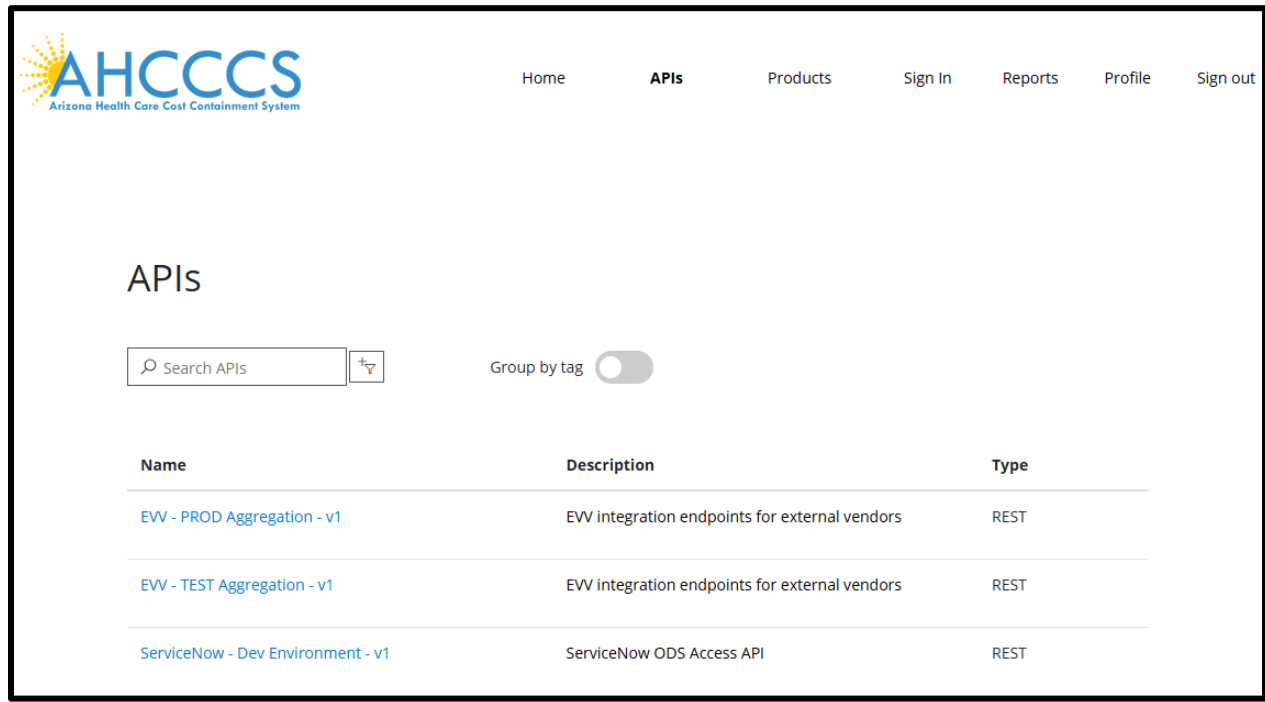4. Click the API you want to view the endpoint information for on the APIs screen.

Figure 13: AHCCCS API Manager APIs Screen

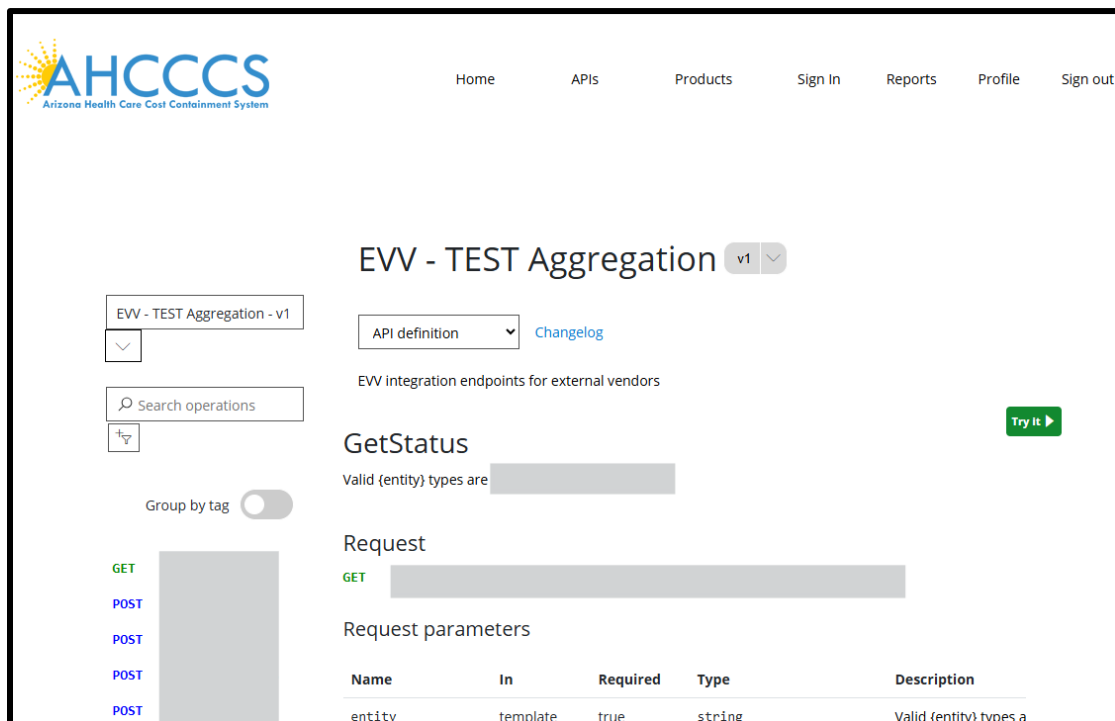5. Figure 15 shows an example of the endpoint information that is available.

Figure 14: API Endpoint Information

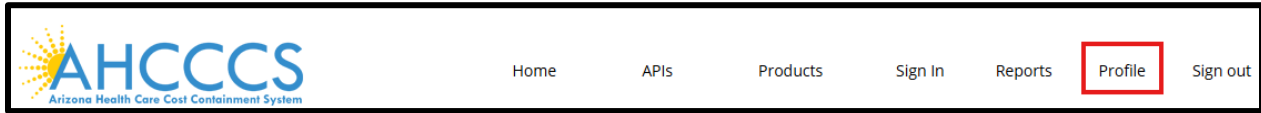6. Click "Profile" in the navigation bar to access the Registration Key

Figure 15: Navigation Bar

7. Once the API is approved the "State" will change to "Active" and the subscription keys are available once you click the "Show" button.

Figure 16: AHCCCS API Manager Profile Screen