## Sandata EVV Training Registration Non-Agency Quick Reference

Welcome to Sandata EVV training! To start the training process, follow the steps below.

1

- Sign up in Sandata's Learning Management System (LMS) and complete initial self-paced training requirement.
  - Go to: https://www.sandatalearn.com?keyname=ODMEVVnonagencyphase3
  - Enter the required Sign Up information to create a profile
  - Click My Courses > Program folder
  - Click the online course "Overview" to begin
  - Complete all lessons of the course

7

- Upon completing the online course, you will receive an email containing information on how to:
  - Download a certificate of completion
  - Access the Non-Agency Welcome Kit, containing the account credentials

3

 Log into Sandata EVV with the credentials provided in the Welcome Kit

4

• Use webinar and video training details from the email in step 2 to register for training

5

- EVV contact has both options available for training:
  - Sign up for live instructor-led webinar training sessions
  - Review recorded videos in Sandata's video library





## The courses offered include:

| Courses Available           | Duration | Content Overview   | Intended Audience    |
|-----------------------------|----------|--|----------------------|
| Overview                    | 60 mins  | This course supplies an overview of the modules in the Sandata EVV system. The course covers login requirements, common elements, and functionality available throughout the system, an explanation of the different modules, and a description of the information available within each module. It also includes an introduction to finding and running standard reports available in the Sandata EVV system. | Non-Agency Providers |
| Data Entry                  | 60 mins  | This course explains how to search for, create, edit, and deactivate client records in the Sandata EVV system.   | Non-Agency Providers |
| Visit Capture<br>(SMC, TVV) | 30 mins  | This course walks through the process a caregiver uses to start and complete a visit using mobile and telephony visit verification methods.  | Non-Agency Providers |
| Visit Maintenance           | 90 mins  | This course provides a detailed review of the Visit Maintenance module. It explains how to use the available filters to review visit data, the visit exceptions, and how to clear or resolve each exception. The user also learns how to perform visit maintenance and how to manually create and edit visits.   | Non-Agency Providers |
| Group Visits                | 45 mins  | This course explains how a caregiver starts and completes a group visit using mobile and telephony visit verification methods. This course also explains how group visit information is viewed in Sandata EVV.   | Non-Agency Providers |

Please review the attached document which describes the workflow for training registration.

If you have any questions on registering for training, or regarding any of the other actions to be ready for the mandated use date of January 1<sup>st</sup>, 2021, call the EVV Provider Hotline at (855) 805-3505. If you have general EVV questions, email the EVV Unit at EVV@medicaid.ohio.gov.

Thank you for your participation in the EVV program.