Electronic Visit Verification Preparation

In order to ensure a successful launch of the EVV program, ODM and Sandata developed a list of steps that should be completed before January 8, 2018. Here is what you can expect over the next few months. Completing the list below will ensure that you are compliant with Medicaid rules. It will also make sure your staff and individuals who you provide services to are aware of and prepared for the coming changes.

The following list of steps are for those using the system provided by Sandata. If you are using an alternate EVV system, please skip to **Alternate EVV System** for further instructions.

October

Register for Training

All Providers are required to complete EVV training. An email will be sent to you in late September explaining how to register for training. Classroom and Webinar training schedules will be posted on the ODM webpage. Training registration will be available beginning in October. Both Classroom and Webinar training sessions will run from November 1, 2017 through January 6, 2018. Self-paced/online sessions will be available through the life of the program starting November 1st. Information on the training seminars and registration will also be posted on the ODM website.

November - December

Complete Training:

All required training should be finished during this time in order to be ready for the launch of EVV. Once finished, you will receive your login credentials and be able to customize your EVV system. Training details and information about registration will be sent in October and available on the ODM website.

Customize EVV:

Once training is completed and you have received your credentials, you will need to enter the individuals who you provide care to. If you are an agency provider, you will also need to enter your direct care workers and administrative staff. If you provide services to more than 80 Medicaid eligible individuals, Sandata will provide a one-time, optional upload of both individual and employee data. Self-entry will also be covered in training.

Order Devices:

Individuals expected to receive care for 90 days or longer will have devices sent to their homes. You are responsible for ordering devices for the individuals you provide services to. You may also want to ensure that individuals have received their devices. You can place device requests beginning in November. Devices will ship at the end of December. You do not need to have

training completed to order the devices. Details on how to order devices will be sent in October via email, and will also be available on the ODM website.

Provide Staff Training:

Once you have entered all your individuals and, if applicable, employees into the Sandata system, it is time to make sure your staff is trained and ready. There will be training aids available on the ODM webpage for you or your employees to view (e.g. video training for your Direct Care Workers, recorded webinars and self-paced on-line training).

January

Before EVV goes live on Jan 8th, you should be finishing all previous steps and preparing for launch. Use this time to make sure all devices are in place and that staff and individuals are properly loaded into the EVV system. Review any training your staff feels like they need via the self-paced modules online.

January 8th and Beyond

ODM and Sandata are committed to the success of the EVV program. Should you have any support questions or concerns, please contact the EVV Customer Care line at: 1 855 805-3505.

Self-paced training modules will be available for the life of the program on the EVV website.

Alternate EVV System

Some agency providers may choose to use an alternate EVV system for data collection. Alternate EVV users will still be required to complete online training that will be available in November. Alternate EVV systems must meet the business requirements and specifications found in the following documents:

- Business Requirements for Alternate EVV Data Collection Components

- Alternate Data Collection Systems Interface Specifications

If you plan to use an alternate EVV system, please contact ConnectMyEVV@etraconline.net by September 14, 2017, to initiate the link to the Sandata aggregator. If you choose to use an alternate EVV system at the start of the program, your system should be approved and functional by November 8, 2017.

If you have questions about using an alternate EVV system or are waiting for testing information, please call the EVV Customer Care line at 1 855 805-3505.