



Department of
Medicaid



April 1, 2019

Dear Agency Providers,

The time has come to register for Ohio Department of Medicaid's (ODM) Electronic Visit Verification (EVV) training. Training registration opens on April 1, 2019. The information below will help you select the training option that best meets your needs.

At least one representative from your agency must complete all required training to receive your login credentials for the Sandata EVV system. Login credentials will be required to input your direct care workers' and individuals' data into the system. If your agency operates with multiple provider numbers, you must complete the training for each provider number.

ODM and Sandata are using a "Train the Trainer" approach. One or two individuals from each agency must attend training. Those users can train other agency staff using recorded webinars or the online library of role-based training modules as training aides. **The first person to register for training for your agency will be the EVV system administrator.** The system administrator will be able to assign more administrators on the account. We strongly recommend the classroom training or instructor-led webinars for individuals with this role in your agency.

Phase 2 EVV classroom and webinar training must be completed by the required use date of August 5, 2019. Classroom and webinar seating is limited. Please register early.

Please see below for training options that will be available:

Instructor-Led Classroom Training: This is a hands-on training of the Sandata EVV system. Each person will have a computer and device to use during the training. Classrooms can hold up to 25 people. There is a limited number of classes. Please sign up early.

Training Length: About 8 hours of training.

Participation: You can send up to two people to classroom training and webinar training combined. You will need your Medicaid Provider ID to register for training.

Please note: Training is restricted to agency staff.

Registration Link: <https://www.sandatalearn.com?KeyName=ODMEVVAgencyTrainingPhase2>

Instructor-Led Internet Training: Also known as webinars, these sessions cover the same content delivered in the classroom training. People attend from a remote location, using any computer with high-speed internet access. Webinars can hold up to 75 people per session.

Training Length: Four (4), 2-hour sessions.

Participation: You can send up to two people to classroom training and webinar training combined. You will need your Medicaid Provider ID to register for training.

Please note: You will need to schedule each session separately. You should schedule the courses in order (ie. Session 1, Session 2, Session 3, Session 4). You can take multiple webinars in a day or over several days.

Registration Link: <https://www.sandatalearn.com?KeyName=ODMEVVAgencyTrainingPhase2>

Independent Internet Training: This online training method allows you to take the training at your own pace. The trainings are available 24-hours a day, seven days a week for the life of the program. Independent Internet Training can be a great refresher or a way to train new people. Internet training will be available on May 6, 2019.

Duration: Self-paced.

Participation: There is no limit on the number of people or times that you can take this training.

Registration Link: <https://www.sandatalearn.com?KeyName=ODMEVVAgencyTrainingPhase2>

Agency providers who want to use an alternate EVV system, please call the EVV Provider Hotline at 855-805-3505.

For more information and instructions on how to use the training registration tool, please visit the [ODM web page](#). If you have any questions about training, please call the EVV Provider Hotline at 855-805-3505.