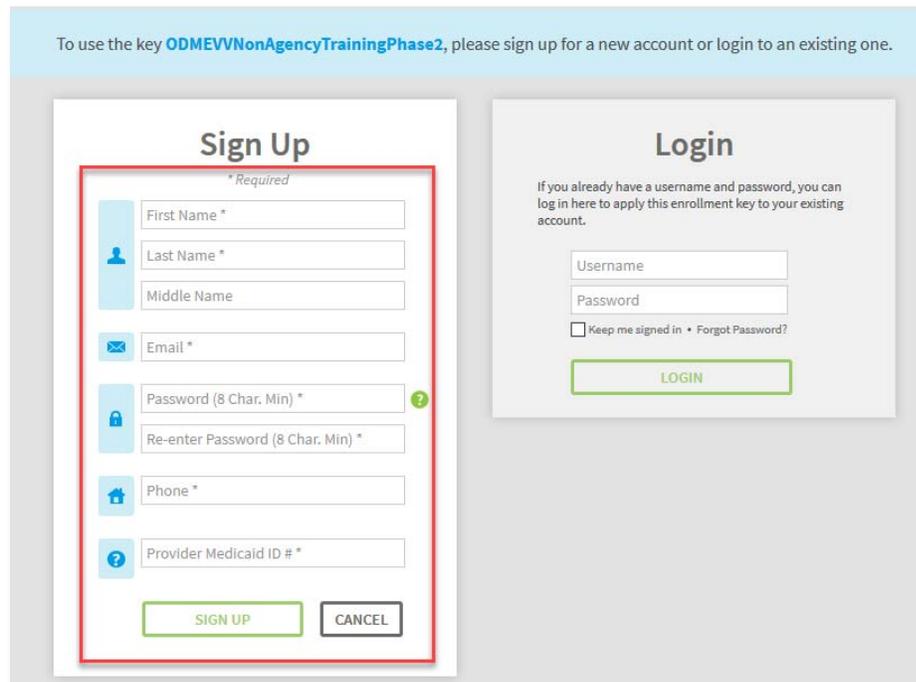


## ODM Electronic Visit Verification (EVV) Phase 2 Training Registration Quick Reference Guide for Non-Agency Providers

To sign up for EVV instructor led classroom or webinar trainings follow the steps below:

1. Open a web browser (Internet Explorer, Mozilla Firefox or Google Chrome) on your computer.
2. Type Sandata's Learning Management System (LMS) website in the browser address bar:  
<https://www.sandatalearn.com?KeyName=ODMEVVNonAgencyTrainingPhase2>
3. Complete the fields in the **Sign Up** section of the screen
  - a. First Name
  - b. Last Name
  - c. Email address
  - d. Password (password must be at least 8 characters long and include at least 1 number)
  - e. Phone
  - f. Provider Medicaid ID #



To use the key **ODMEVVNonAgencyTrainingPhase2**, please sign up for a new account or login to an existing one.

### Sign Up

*\* Required*

First Name \*

Last Name \*

Middle Name

Email \*

Password (8 Char. Min) \*

Re-enter Password (8 Char. Min) \*

Phone \*

Provider Medicaid ID # \*

**SIGN UP** **CANCEL**

### Login

If you already have a username and password, you can log in here to apply this enrollment key to your existing account.

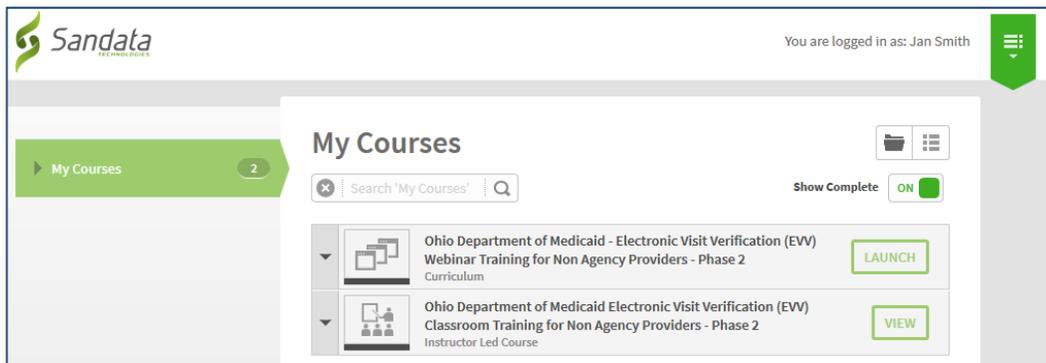
Username

Password

Keep me signed in • [Forgot Password?](#)

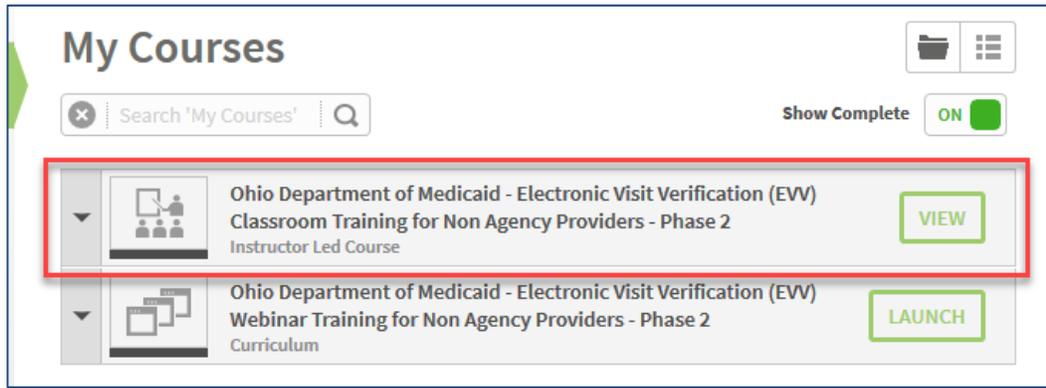
**LOGIN**

4. Click the **SIGN UP** button.
5. The *Sandatalearn* homepage will display. Your username will be displayed in the green bar across the top of the screen.
6. Click on **My Courses** to view the available courses.

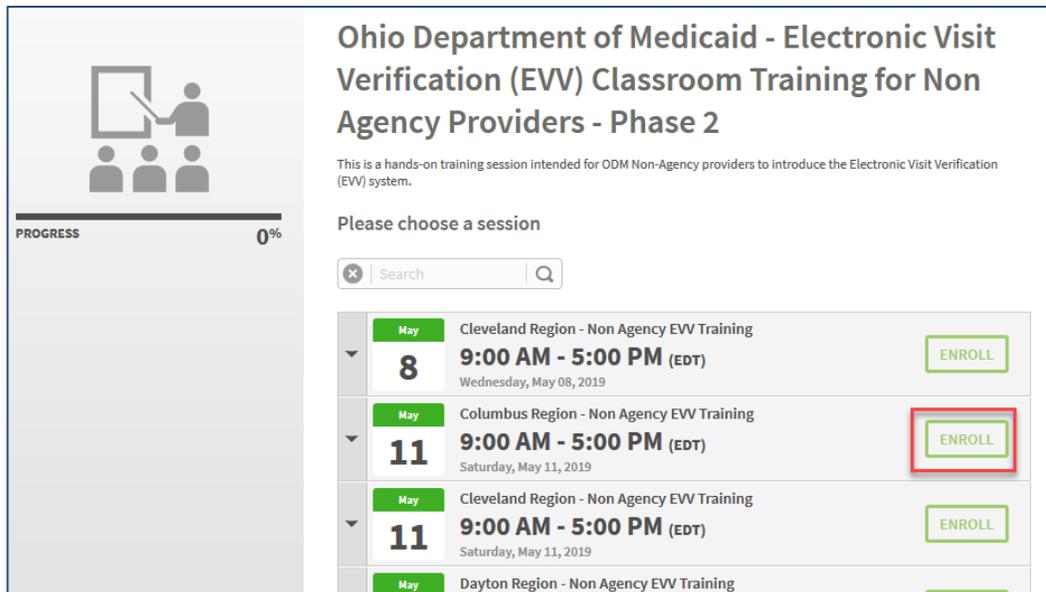


## Selecting classroom training

1. From the *My Courses* screen, click the classroom training course.



2. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.



3. You are now enrolled for your session. The selected classroom session displays with the location information and an enrollment email will be sent.

This is a hands-on training session intended for ODM Non-Agency providers to introduce the Electronic Visit Verification (EVV) system.

### Columbus Region - Non Agency EVV Training

This is a hands-on instructor led training session intended for Non Agency Providers to introduce the Electronic Visit Verification (EVV) system.

Instructor: EVV Trainer

Class 1 of 1

Start Time

**09:00AM** EDT Saturday, May 11, 2019

End Time

**05:00PM** EDT Saturday, May 11, 2019

**Location:** The Computer Workshop (Columbus Region), 5200 Upper Metro Place, Suite 140, Dublin, Ohio, 43017



CHANGE SESSION



CANCEL SESSION

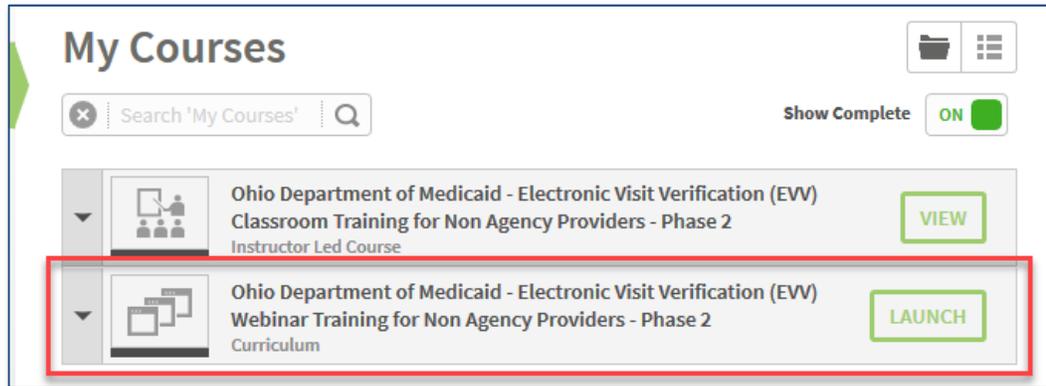


**Note:** What to do if you are unable to attend the chosen session?

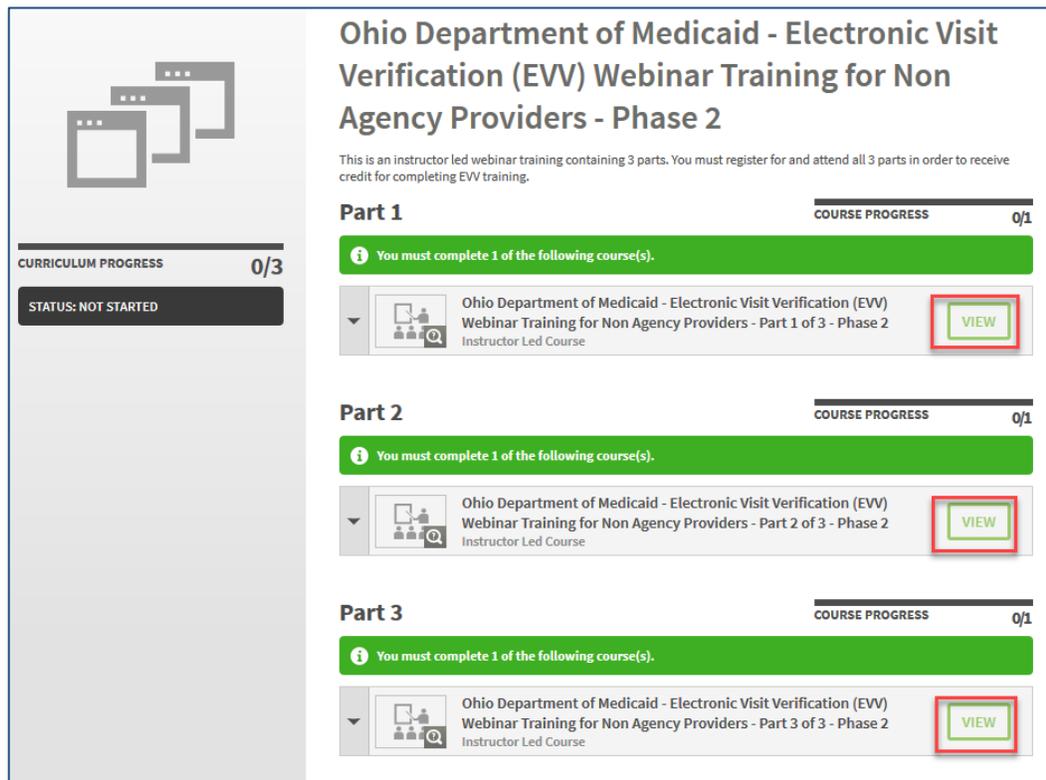
1. Log back into the LMS website: <https://sandatalearn.com>
2. Click on **My Courses**
3. Click on the classroom training course
4. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.

## Selecting webinar training

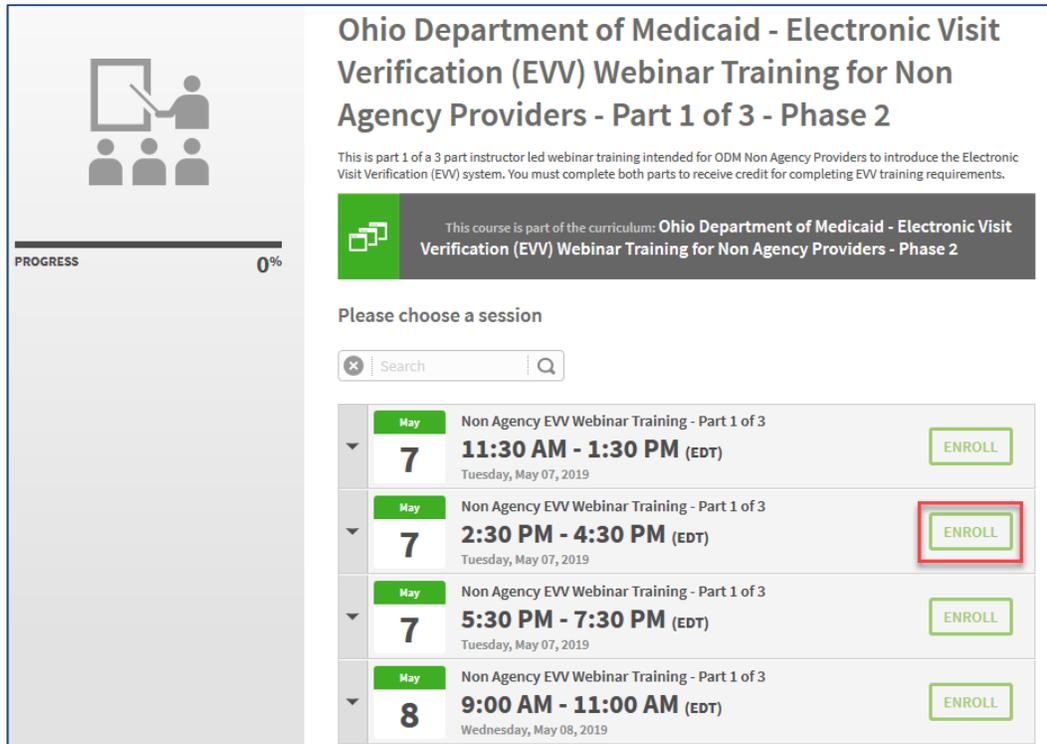
1. From the *My Courses* screen, click the webinar training course.



2. Click the **View** button under each part of the course. You must enroll for a session for each part of the webinar in sequence order (attend part 1 first, then part 2 and then part 3).



3. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.



**Ohio Department of Medicaid - Electronic Visit Verification (EVV) Webinar Training for Non Agency Providers - Part 1 of 3 - Phase 2**

This is part 1 of a 3 part instructor led webinar training intended for ODM Non Agency Providers to introduce the Electronic Visit Verification (EVV) system. You must complete both parts to receive credit for completing EVV training requirements.

This course is part of the curriculum: **Ohio Department of Medicaid - Electronic Visit Verification (EVV) Webinar Training for Non Agency Providers - Phase 2**

Please choose a session

Search

Month	Date	Time (EDT)	Action
May	7	11:30 AM - 1:30 PM	ENROLL
May	7	2:30 PM - 4:30 PM	ENROLL
May	7	5:30 PM - 7:30 PM	ENROLL
May	8	9:00 AM - 11:00 AM	ENROLL

4. Click on the title bar to return to the part 1, part 2 and part 3 listing screen.



This course is part of the curriculum: **Ohio Department of Medicaid - Electronic Visit Verification (EVV) Webinar Training for Non Agency Providers - Phase 2**

5. Repeat steps 2 thru 4 until you have registered for both parts of the webinar course.

**Note:** What to do if you are unable to attend the chosen session?

1. Log back into the LMS website: <https://sandatalearn.com>
2. Click on **My Courses**
3. Click on the webinar training course
4. Click the **View** button under the webinar part which needs to be changed
5. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.