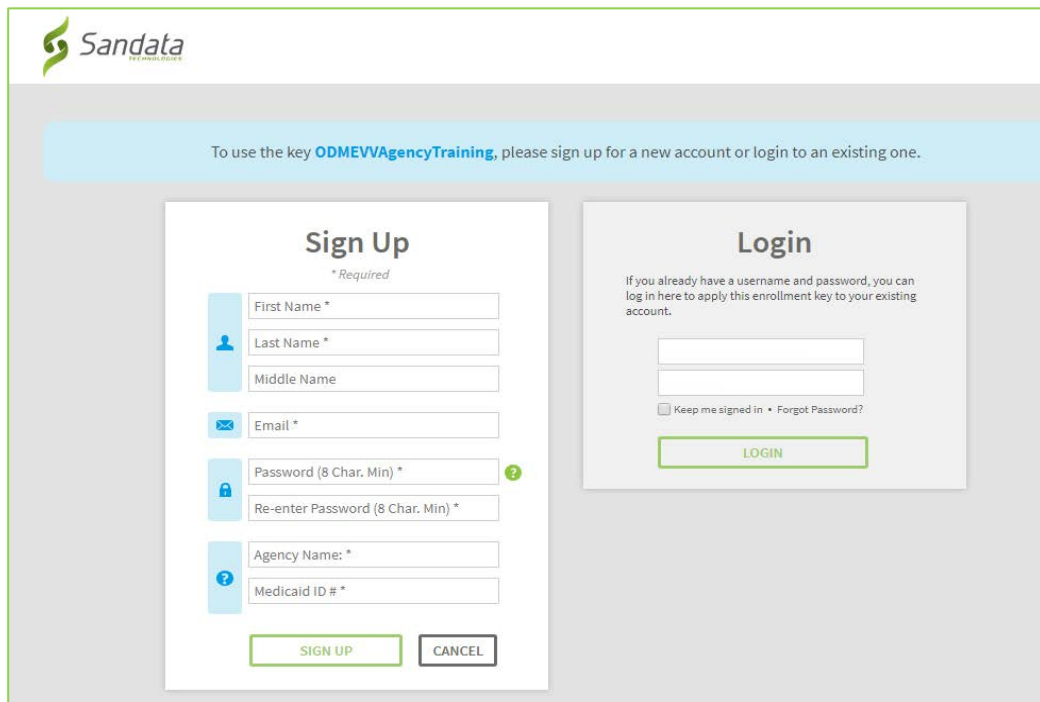


ODM Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Agency Providers

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

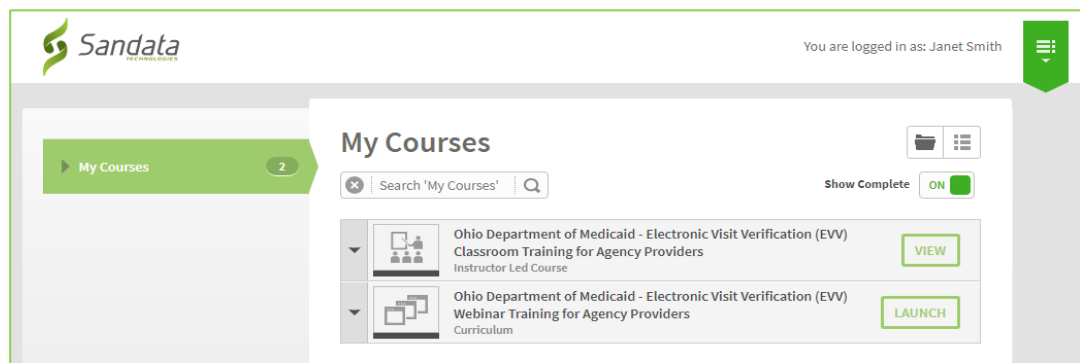
1. Open a web browser (Internet Explorer, Mozilla Firefox or Google Chrome) on your computer.
2. Type Sandata's Learning Management System (LMS) website in the browser address bar:
<https://www.sandatalearn.com?KeyName=ODMEVVAgencyTraining>
3. Complete the fields in the **Sign Up** section of the screen
 - 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. Agency Name
 - f. Medicaid ID #



The screenshot shows the Sandata LMS registration page. At the top left is the Sandata Technologies logo. Below it is a light blue banner with the text: "To use the key **ODMEVVAgencyTraining**, please sign up for a new account or login to an existing one." The main content area is divided into two panels. The left panel is titled "Sign Up" and contains several input fields: "First Name *", "Last Name *", "Middle Name", "Email *", "Password (8 Char. Min) *", "Re-enter Password (8 Char. Min) *", "Agency Name: *", and "Medicaid ID # *". Each field has a small icon to its left (person, envelope, lock) and an asterisk indicating it is required. There are "SIGN UP" and "CANCEL" buttons at the bottom of this panel. The right panel is titled "Login" and contains two input fields for username and password, a "Keep me signed in" checkbox, a "Forgot Password?" link, and a "LOGIN" button.

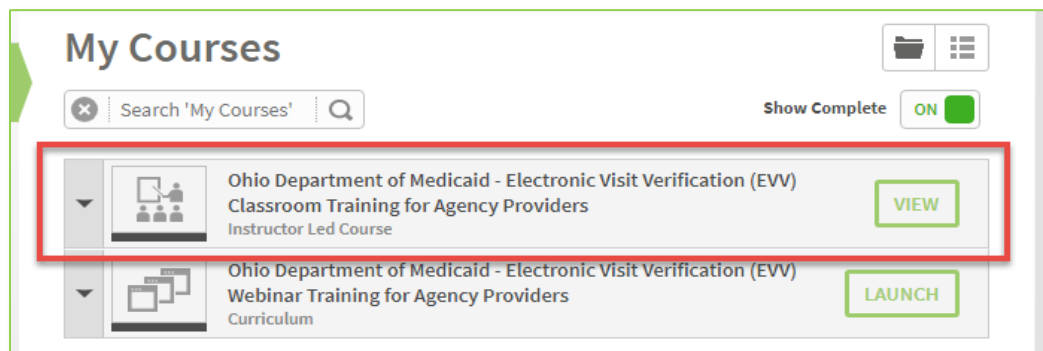
4. Click the **SIGN UP** button.

5. The *Sandatalearn* homepage will display.
6. Click on **My Courses** to view the available courses.



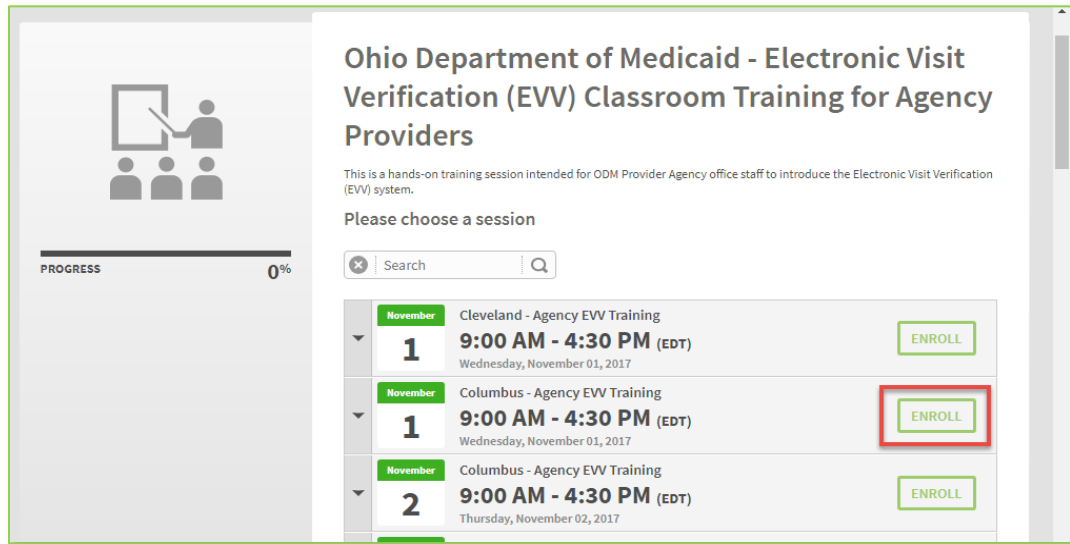
Selecting classroom training

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.



Ohio Department of Medicaid - Electronic Visit Verification (EVV) Classroom Training for Agency Providers

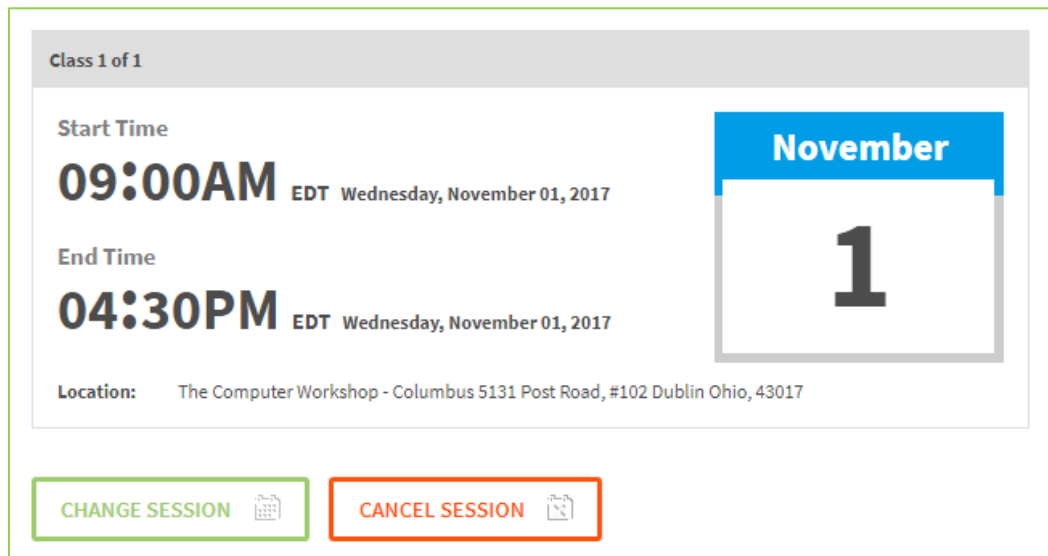
This is a hands-on training session intended for ODM Provider Agency office staff to introduce the Electronic Visit Verification (EVV) system.

Please choose a session

Search

November	1	Cleveland - Agency EVV Training 9:00 AM - 4:30 PM (EDT) Wednesday, November 01, 2017	ENROLL
November	1	Columbus - Agency EVV Training 9:00 AM - 4:30 PM (EDT) Wednesday, November 01, 2017	ENROLL
November	2	Columbus - Agency EVV Training 9:00 AM - 4:30 PM (EDT) Thursday, November 02, 2017	ENROLL

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



Class 1 of 1

Start Time
09:00AM EDT Wednesday, November 01, 2017

End Time
04:30PM EDT Wednesday, November 01, 2017

Location: The Computer Workshop - Columbus 5131 Post Road, #102 Dublin Ohio, 43017

November 1

CHANGE SESSION

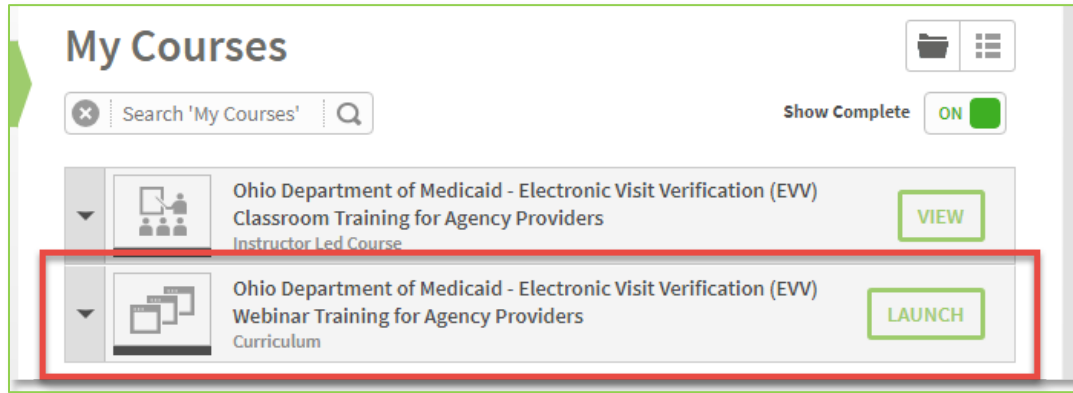
CANCEL SESSION

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

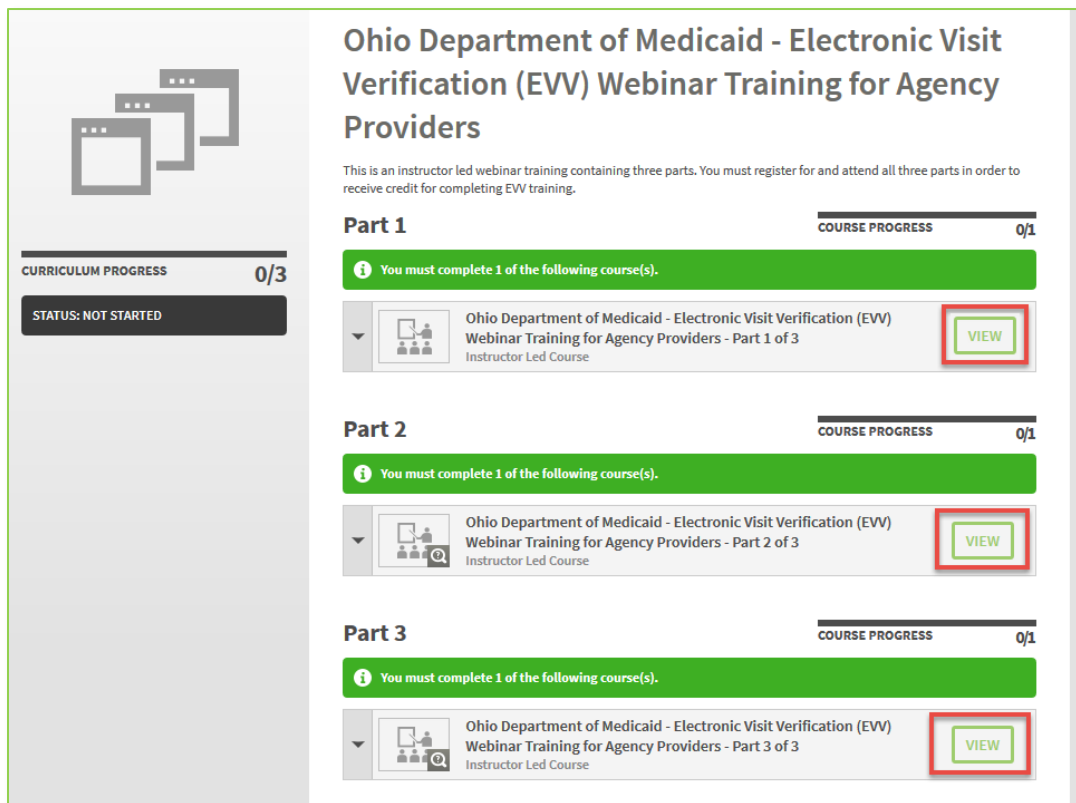
1. Log back into the LMS website
2. Click on **My Courses**
3. Click on the classroom training course
4. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.

Selecting webinar training

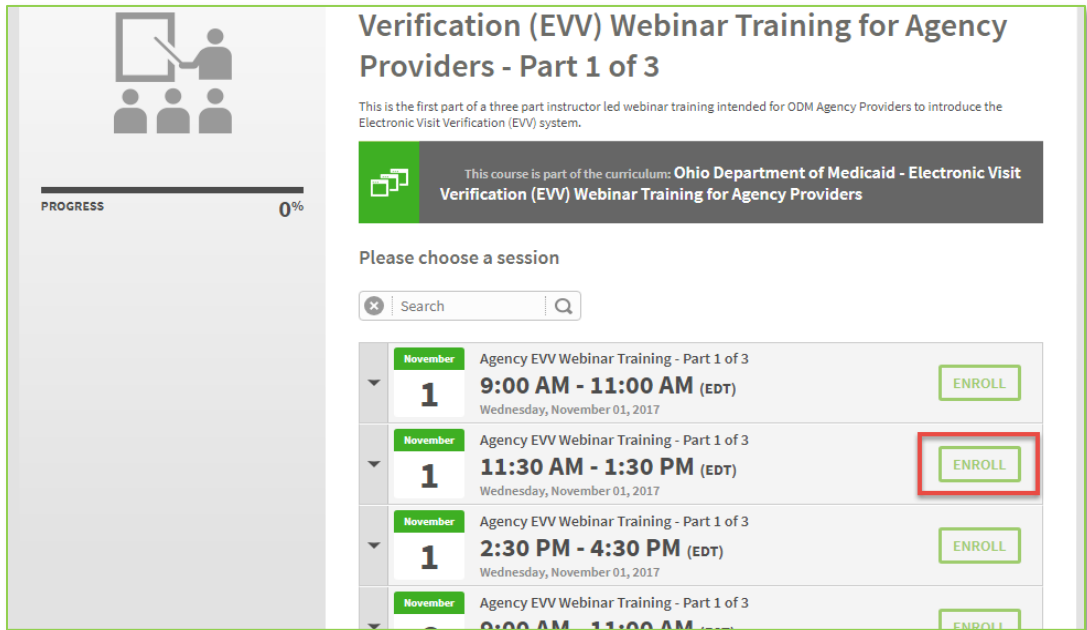
1. From the *My Courses* screen, click the webinar training course.



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 then part 3).



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



Verification (EVV) Webinar Training for Agency Providers - Part 1 of 3

This is the first part of a three part instructor led webinar training intended for ODM Agency Providers to introduce the Electronic Visit Verification (EVV) system.

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

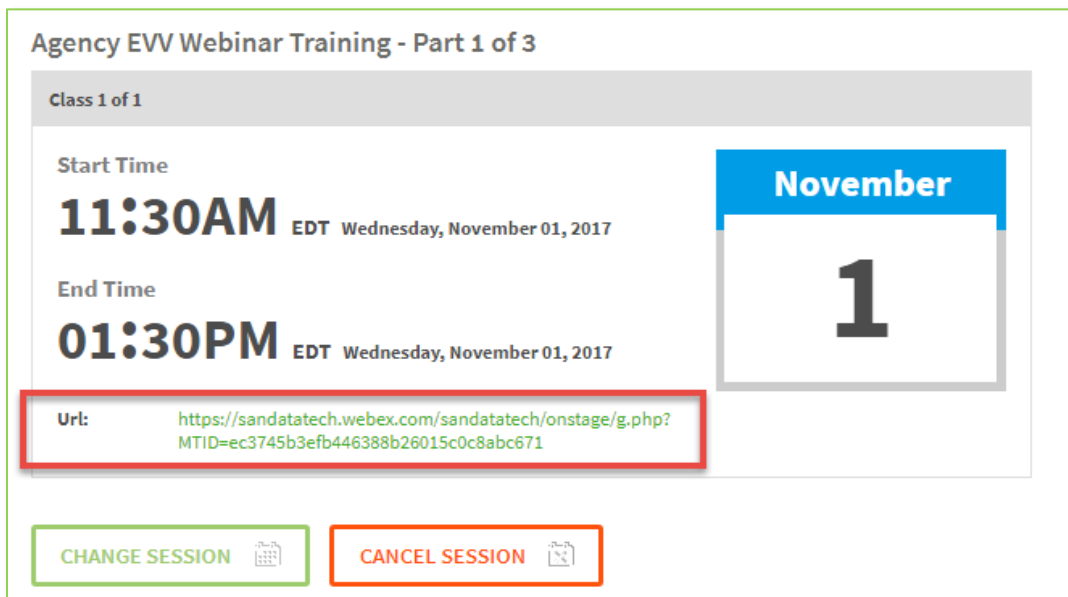
PROGRESS 0%

Please choose a session

Search

Month	Day	Time (EDT)	Action
November	1	9:00 AM - 11:00 AM	ENROLL
November	1	11:30 AM - 1:30 PM	ENROLL
November	1	2:30 PM - 4:30 PM	ENROLL
November	1	8:00 AM - 11:00 AM	ENROLL

4. Click on the URL link in the selected session to complete the webinar registration.



Agency EVV Webinar Training - Part 1 of 3

Class 1 of 1

Start Time
11:30AM EDT Wednesday, November 01, 2017

End Time
01:30PM EDT Wednesday, November 01, 2017

November 1

Url: <https://sandatatech.webex.com/sandatatech/onstage/g.php?MTID=ec3745b3efb446388b26015c0c8abc671>

CHANGE SESSION

CANCEL SESSION

5. Click the **Register** button.

Event Information: ODM - Agency Electronic Visit Verification (EVV) Training Part 1 of 3
 Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))

Date and time: Wednesday, November 1, 2017 11:30 am Eastern Daylight Time (New York, GMT-04:00) [Change time zone](#)

Duration: 2 hours

Description:

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

6. Complete the fields on the registration screen and click **Submit**. You will receive a confirmation email.

Register for ODM - Agency Electronic Visit Verification (EVV) Training Part 1 of 3 English - New York Time

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:

* Last name:

* Email address:

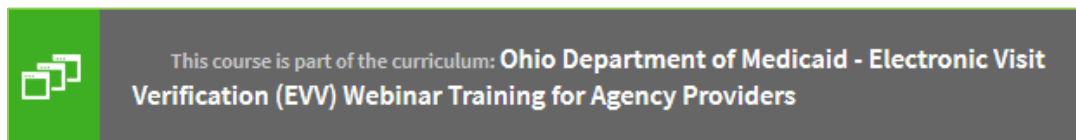
* Phone number: Country/Region Number (with area/city code)

* Confirm email address:

* Title:

* Company:

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



8. Repeat steps 2 thru 7 until you have registered for all three 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
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.