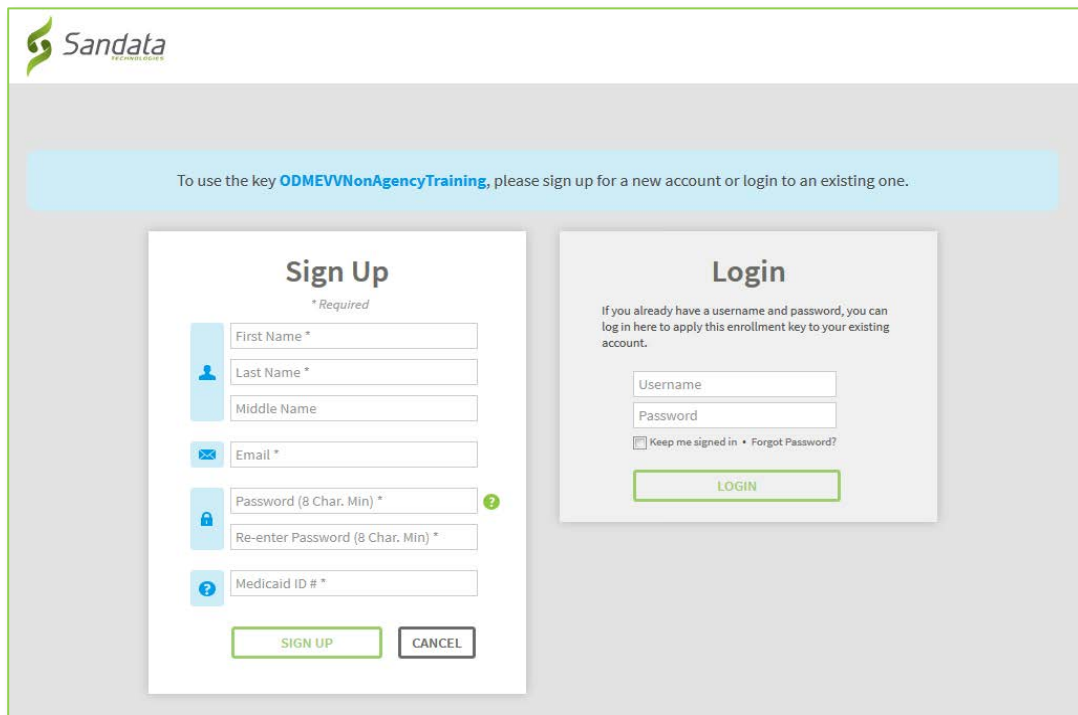


ODM Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Non-Agency Providers

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=ODMEVVNonAgencyTraining>
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 **ODMEVVNonAgencyTraining**, please sign up for a new account or login to an existing one." Below the banner are two main sections: "Sign Up" and "Login".

The "Sign Up" section is titled "Sign Up" with a sub-note "* Required". It contains the following fields:

- First Name *
- Last Name *
- Middle Name
- Email *
- Password (8 Char. Min) *
- Re-enter Password (8 Char. Min) *
- Medicaid ID # *

At the bottom of the "Sign Up" section are two buttons: "SIGN UP" and "CANCEL".

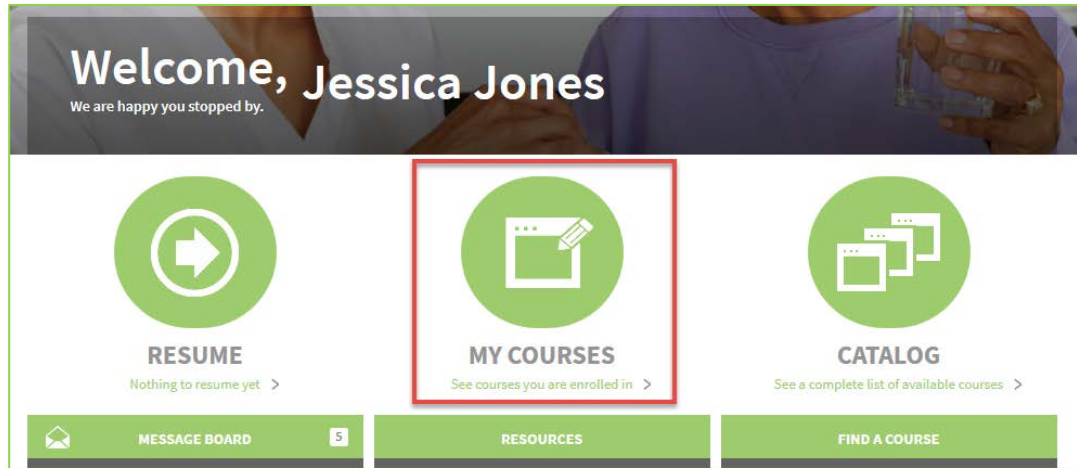
The "Login" section is titled "Login" and contains the following text: "If you already have a username and password, you can log in here to apply this enrollment key to your existing account." Below this text are the following fields:

- Username
- Password

Below the "Password" field are two links: "Keep me signed in" and "Forgot Password?". At the bottom of the "Login" section is a "LOGIN" button.

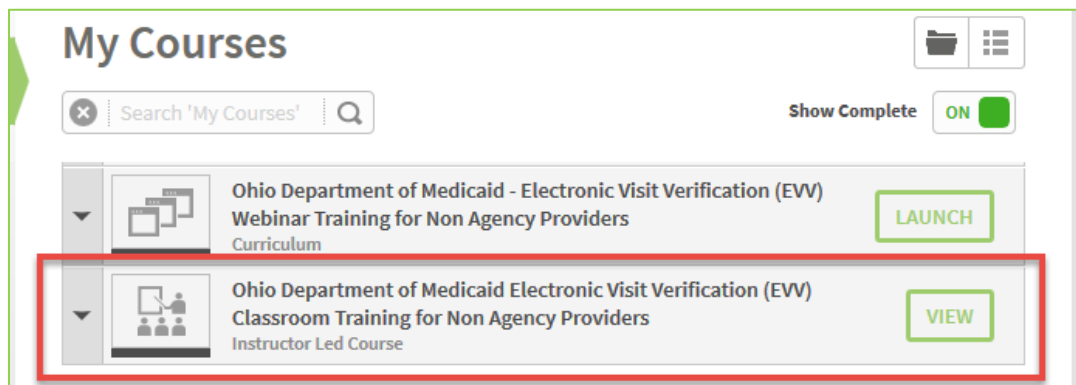
4. Click the **SIGN UP** button.

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 Non Agency Providers

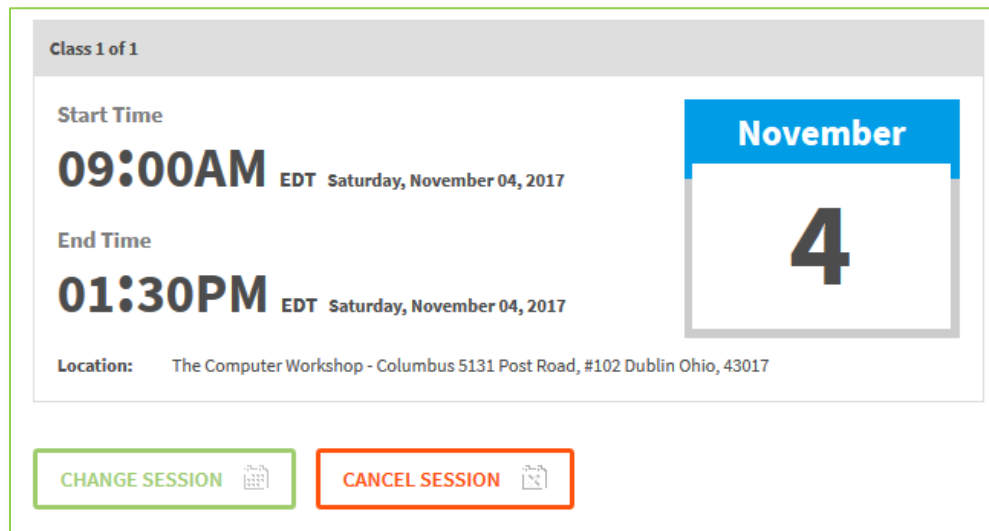
This is a hands-on training session intended for ODM Non-Agency providers to introduce the Electronic Visit Verification (EVV) system.

Please choose a session

PROGRESS 0%

Month	Day	Time	Location	Action
November	3	9:00 AM - 1:30 PM (EDT)	Cincinnati - Non Agency Provider EW Training Friday, November 03, 2017	ENROLL
November	4	9:00 AM - 1:30 PM (EDT)	Columbus - Non Agency Provider EW Training Saturday, November 04, 2017	ENROLL
November	4	9:00 AM - 1:30 PM (EDT)	Toledo - Non Agency Provider EVV Training Saturday, November 04, 2017	ENROLL
November			Cincinnati - Non Agency Provider EW Training	

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 Saturday, November 04, 2017

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

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

November 4

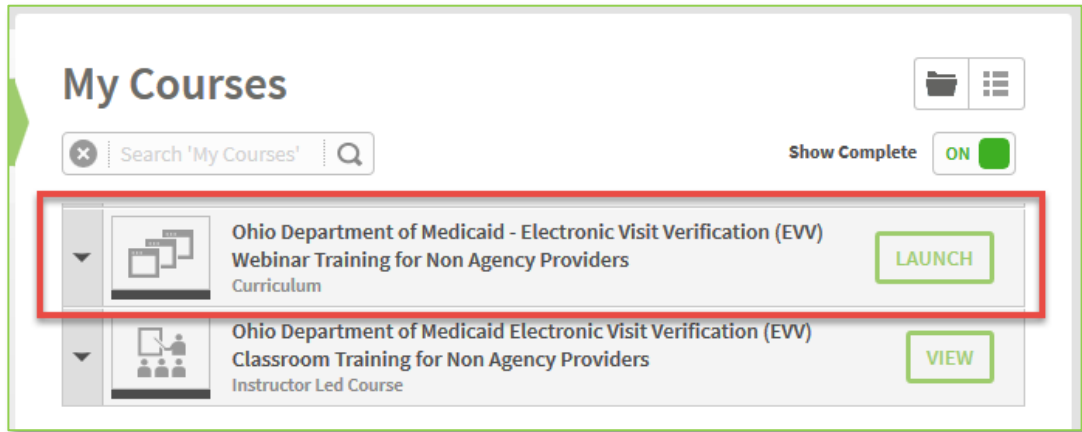
CHANGE SESSION  CANCEL SESSION 

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

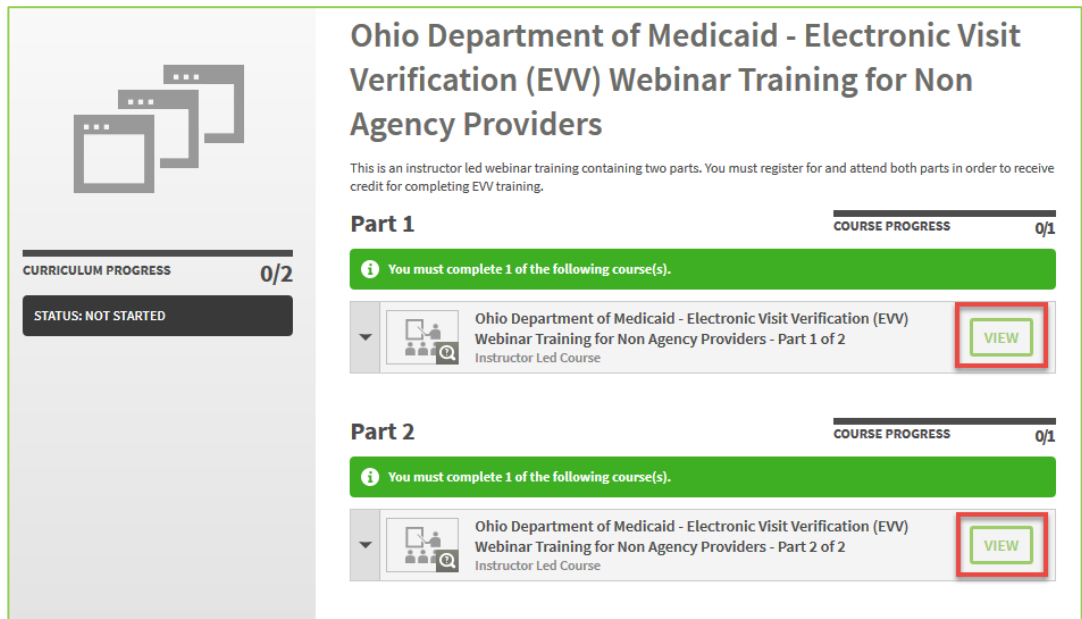
1. Log back into the LMS website
2. Click on **My Courses**
3. Click on the classroom training course
4. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.

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 and then part 2).



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 2

This is the first part of a two 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.

PROGRESS 0%

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

Please choose a session

November	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 4 </div> <div> <p style="margin: 0;">Non Agency Provider EVV Webinar Training - Part 1 of 2</p> <p style="margin: 0;">9:00 AM - 11:00 AM (EDT)</p> <p style="font-size: x-small; margin: 0;">Saturday, November 04, 2017</p> </div> <div style="text-align: right;"> <input type="button" value="ENROLL"/> </div> </div>
November	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 4 </div> <div> <p style="margin: 0;">Non Agency Provider EW Webinar Training - Part 1 of 2</p> <p style="margin: 0;">2:30 PM - 4:30 PM (EDT)</p> <p style="font-size: x-small; margin: 0;">Saturday, November 04, 2017</p> </div> <div style="text-align: right;"> <input type="button" value="ENROLL"/> </div> </div>
November	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 13 </div> <div> <p style="margin: 0;">Non Agency Provider EVV Webinar Training - Part 1 of 2</p> <p style="margin: 0;">9:00 AM - 11:00 AM (EST)</p> <p style="font-size: x-small; margin: 0;">Monday, November 13, 2017</p> </div> <div style="text-align: right;"> <input type="button" value="ENROLL"/> </div> </div>
November	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> 4 </div> <div> <p style="margin: 0;">Non Agency Provider EW Webinar Training - Part 1 of 2</p> </div> <div style="text-align: right;"> <input type="button" value="ENROLL"/> </div> </div>

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

Non Agency Provider EVV Webinar Training - Part 1 of 2

Class 1 of 1

Start Time

02:30PM

EDT Saturday, November 04, 2017

End Time

04:30PM

EDT Saturday, November 04, 2017

November

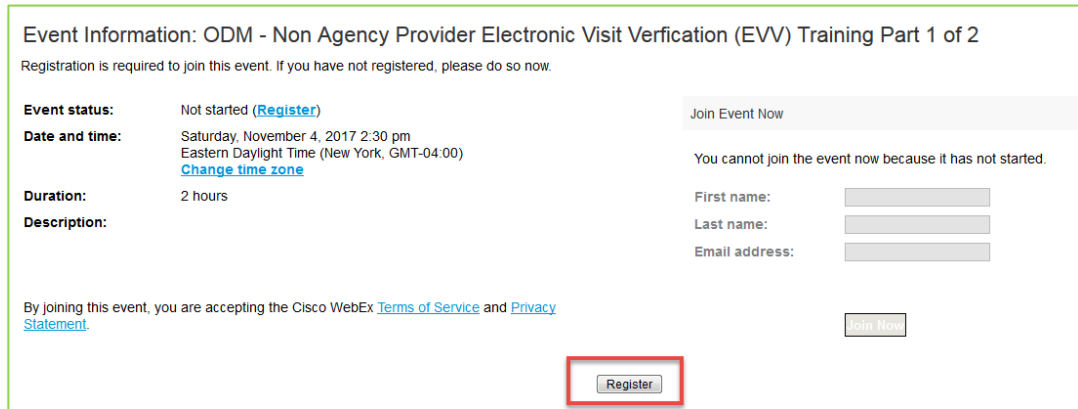
4

Url: <https://sandatatech.webex.com/sandatatech/onstage/g.php?MTID=ee3b30096744a032c1377525a7712a9ac>

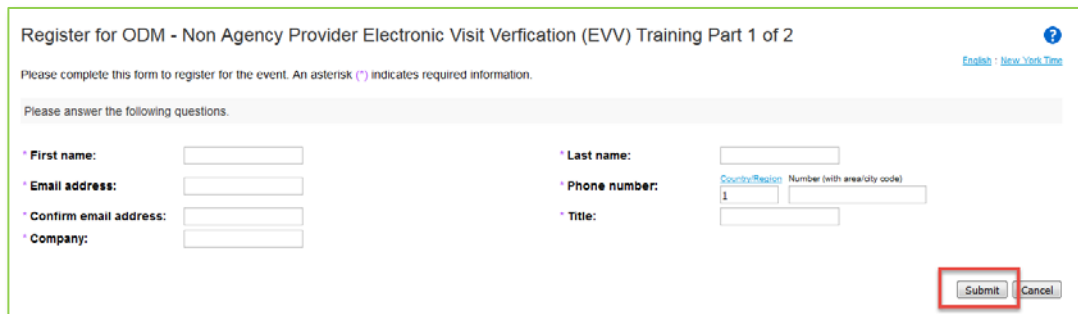
CHANGE SESSION

CANCEL SESSION

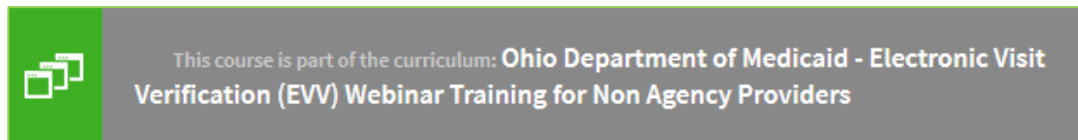
5. Click the **Register** button.



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



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



8. Repeat steps 2 thru 7 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
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.