

Dear Agency Providers,

It is time to register for Electronic Visit Verification (EVV) training. **At least one representative of your agency must complete all required training to receive your login credentials to the Sandata system.** You will need credentials to input your Direct Care Workers' and individuals' data into the system. If your agency operates with multiple provider numbers, you must satisfy training requirements for each provider number. The information below will help you select the training option that best meets your needs. Registration will open for all courses on October 2.

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 aids. At least one of the agency employees who participates in training should be an EVV system administrator. We strongly recommend the classroom training or instructor-led webinars for individuals with this role in your agency.

The training options available are:

**Instructor-Led Classroom Training:** This is an in-depth, hands-on overview of the ODM EVV program and an in-depth walk-through of the Sandata EVV system, including features, usage, reporting and support. Classroom training is in a computer lab setting where each participant has a dedicated computer. Classroom sessions can accommodate up to 25 participants per session. There is a limited number of Instructor-led classes. Register as early as possible to ensure the location and date you prefer.

**Duration:** Approximately 6 hours.

**Participation:** Each Medicaid Provider ID can send a total of two people to instructor led classroom training and instructor led webinar training combined.

**Please note:** Training is restricted to agency staff.

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

**Instructor-Led Web-Based Training:** Also known as webinars, these sessions cover the same content delivered in the classroom training, but in three, two-hour sessions. Participants attend from a remote location, using their own computer with internet access. Webinars can accommodate up to 75 attendees per session.

**Duration:** Three, two-hour sessions.

**Participation:** Each Medicaid Provider ID can send a total of two people to instructor led classroom training and instructor led webinar training combined.

**Please note:** You will need to schedule each session separately.

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

**Independent Web-Based Training:** This online, self-paced training method allows participants to access online, role-specific training materials independently. The materials are available 24-hours a day, seven days a week for the life of the program. This option may be more convenient for providers with busy schedules. Independent Web-based Training can be a great resource as a training refresher or a way to train new providers. While training is available for registration on October 2, webinars will not be available for access until November 15.

**Duration:** Self-paced.

**Participation:** There is no limit on the number of agency employees that can participate in web-based training.

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

**Aggregator Training:** If you have your own EVV system and have been approved by ODM by November 8, 2017, you will only need to attend Aggregator training. Aggregator training is approximately 30 minutes and will cover how to access the Aggregator and how to view and run reports on your EVV data.

**Duration:** Self-paced.

**Participation:** Restricted to agency providers using an ODM approved alternate EVV system.

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

After you complete training, you will receive your welcome kit. **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 registration, please call Sandata's EVV Provider Hotline at 1-855-805-3505.