



**Required Data Elements
Sandata EVV System**

For Employees

Data Element	Sandata System	Alternate System
Last Name	Required	Required
First Name	Required	Required
Social Security Number	Required	Required
PIN (system generated)	Required	Optional
Email Address	Required	Required for employees with administrative roles; optional for direct care workers

For Individuals Receiving Services (Clients)

Data Element	Sandata System	Alternate System
Medicaid ID (12 digit Medicaid ID assigned by state)*	Required*	Required*
PIMS Number	Required if individual is receiving state funded PASSPORT services	Required if individual is receiving state funded PASSPORT services
MCP Identification number	Required if newborn who hasn't received Medicaid ID	Required if newborn who hasn't received Medicaid ID
Last Name	Required	Required
First Name	Required	Required
Known Address (where services will be provided)	1 Required Additional addresses are optional	1 Required Additional addresses are optional
Known Phone Number (for telephony)	Optional	Optional
Language Preference	Required	Optional
Payer	At least 1 Required**	At least 1 Required**
Program	At least 1 Required**	At least 1 Required**
Services	At least 1 Required**	At least 1 Required**

**The Medicaid ID is not required if the Newborn Indicator is checked or the individual is receiving state funded PASSPORT services. Providers are responsible for updating the individual record with the Medicaid ID when it is received.*

***Both the Sandata System and Alternate System are required to have all payers, programs, and services listed for a client where that client is expected to receive those services.*