

Dear 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.** This is also known as your welcome kit. Only the first person who attends and completes training from your agency will receive a welcome kit. Your welcome kit with your credentials will be sent via email to the e-mail address which was used during the online registration process within four (4) business days of completing your training.

You will need your credentials to input your Direct Care Workers' and individuals' data into the system. If your agency operates with multiple provider numbers, you must satisfy the 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 Wednesday, March 25<sup>th</sup>, 2020.**

RI EOHHS 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 participate in training should be an EVV system administrator. We strongly recommend instructor-led webinars for individuals with this role in your agency.

The training options available are:

**Instructor-Led Web-Based Training:** Also known as webinars. These sessions cover the same content delivered in a classroom training, but in three, two-hour sessions. EOHHS is requesting that if you have not attended EVV training before, please plan on

completing the live instructor-led web-based training. Participants attend from a remote location, using their own computer with internet access. Webinars can accommodate up to 100 attendees per session.

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

**Participation:** It is recommended that two people for each Medicaid Provider ID attend the instructor-led webinar training.

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

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

**Independent (Self-Paced) 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 is a great resource as a training refresher and for those that have already completed training and only need to complete the Sandata Mobile Connect (SMC) training. **While Instructor Led-Webinar training is available for registration beginning Wednesday, March 25<sup>th</sup>, 2020; Independent Web-Based training will not be available until Wednesday, April 15<sup>th</sup>, 2020.**

**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=RIEOHHSEVV>

**Aggregator Training:** If you have your own EVV system and have been approved by RI EOHS to use a Third Party EVV System, 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. Information on Aggregator training will be provided during the testing process.

**Duration:** Self-paced.

**Participation:** Restricted to agency providers using a RI EOHHS approved alternate EVV system.

If you have any questions about training registration, please contact Sandata's EVV Customer Support at 855-781-2079 or via email at [Rlcustomercare@sandata.com](mailto:Rlcustomercare@sandata.com)