Pennsylvania DHS 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. Copy and paste or type the following training registration link in the browser address bar:
   https://www.sandatalearn.com?KeyName=PAEVVAgency

3. Complete the fields in the Sign Up section of the screen
   a. First Name
   b. Last Name
   c. Email address (work email is required to receive account credentials)
   d. Password (password must be at least 8 characters long and include at least 1 number)
   e. Agency Name
   f. Provider Medicaid ID # (enter your 9-digit MPI number)

![Sign Up and Login Interface](image)
4. Click the **SIGN UP** button.
5. The *Sandatalearn* homepage will display. Your username is displayed in the green bar across the top of the screen.
6. Click on **My Courses** to view the available courses.

7. Click the **PA** folder to view the 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.

3. **You are now enrolled for your session.** The selected classroom session displays with the location information and an enrollment email will be sent.
Pennsylvania DHS – Electronic Visit Verification (EVV) Classroom Training for Agency Providers

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

Please remember that your registration is only for you, and each person attending training will need to complete their own registration.

Northeast Region - Dallas - EVV Agency Training

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

Class 1 of 1

Start Time
08:30AM EDT Wednesday, September 25, 2019

End Time
05:00PM EDT Wednesday, September 25, 2019

Location:
PA - Luzerne County Back Mountain Regional Services Facility, 184 E Center Hill Rd, Dallas, Pennsylvania, 18612

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

1. Log back in to the LMS website: https://sandatalearn.com
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 curriculum.

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

Once a session date is selected, the link to attend the webinar training is displayed on-screen to the user.
An email is also sent to the user with the link in the email message and an option to add the session to the user’s calendar.

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

5. Repeat steps 2 thru 4 until you have registered for all 3 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: [https://sandatalearn.com](https://sandatalearn.com)
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.