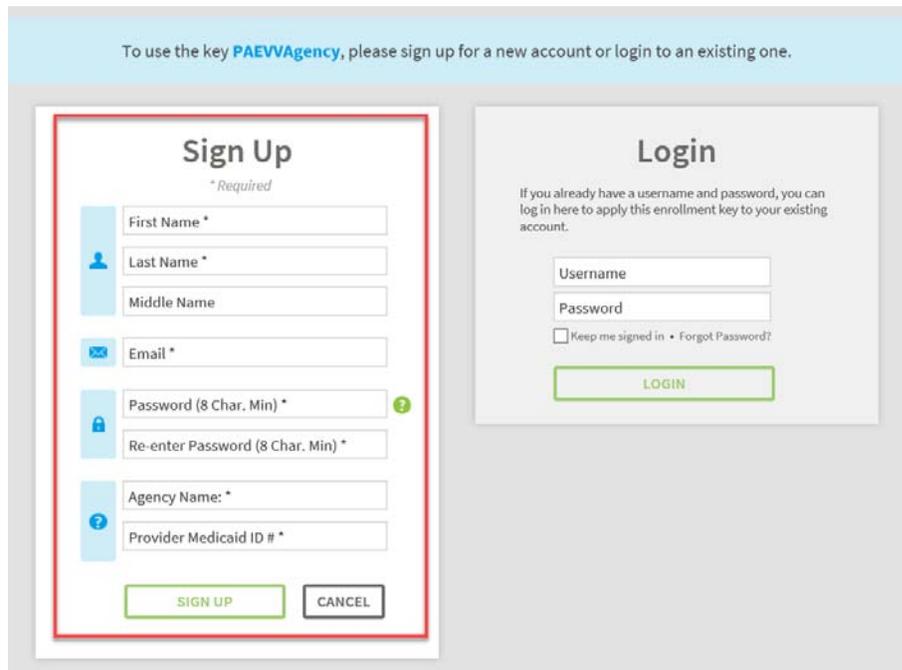


Pennsylvania DHS Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Agency Providers

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)



To use the key **PAEVVAgency**, please sign up for a new account or login to an existing one.

Sign Up

** Required*

First Name *

Last Name *

Middle Name

Email *

Password (8 Char. Min) *

Re-enter Password (8 Char. Min) *

Agency Name: *

Provider Medicaid ID # *

SIGN UP **CANCEL**

Login

If you already have a username and password, you can log in here to apply this enrollment key to your existing account.

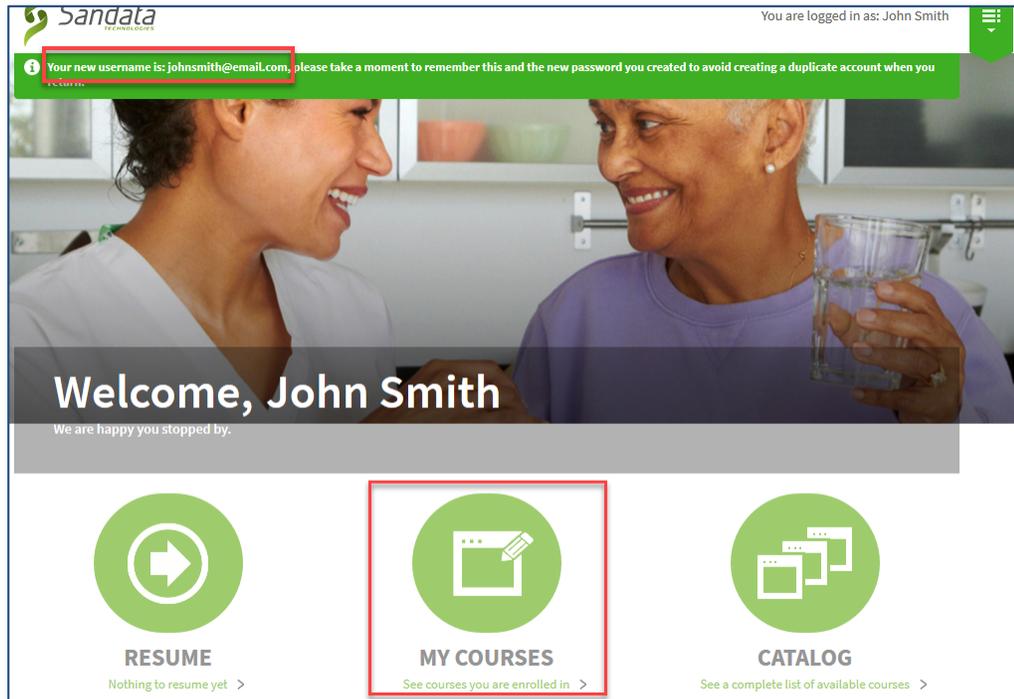
Username

Password

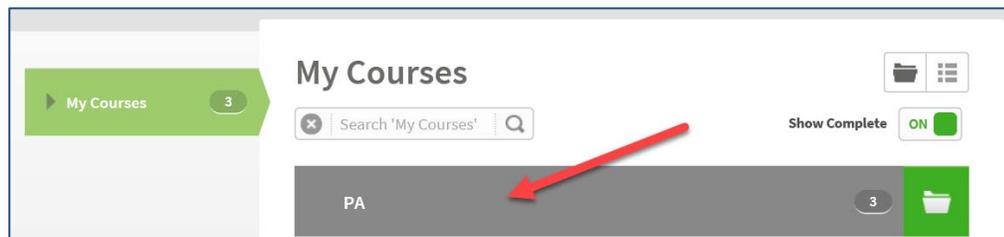
Keep me signed in • [Forgot Password?](#)

LOGIN

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.

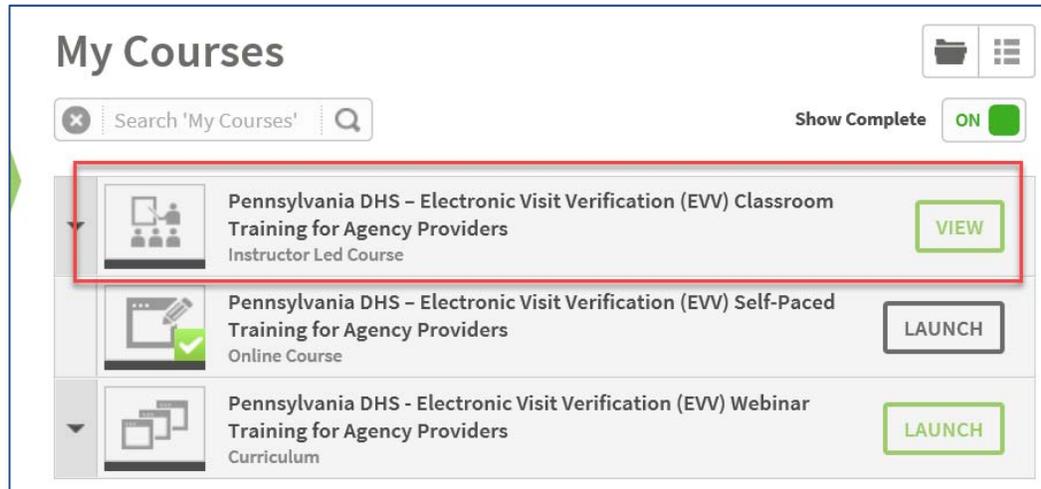


7. Click the **PA** folder to view the courses.



Selecting classroom training

1. From the *My Courses* screen, click the Classroom training course.



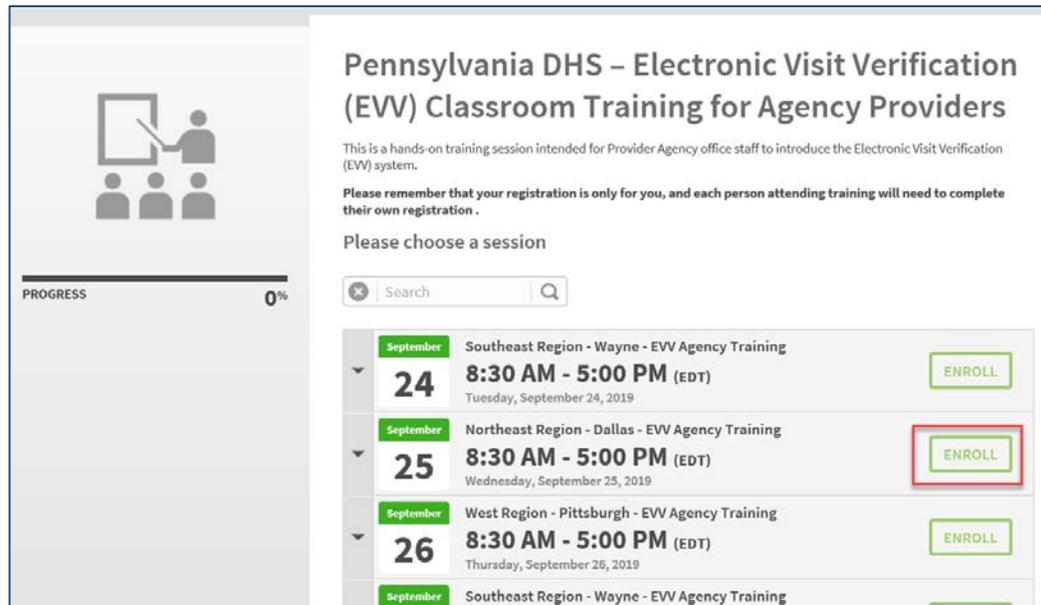
My Courses

Search 'My Courses'

Show Complete

	Pennsylvania DHS – Electronic Visit Verification (EVV) Classroom Training for Agency Providers Instructor Led Course	<input type="button" value="VIEW"/>
	Pennsylvania DHS – Electronic Visit Verification (EVV) Self-Paced Training for Agency Providers Online Course	<input type="button" value="LAUNCH"/>
	Pennsylvania DHS - Electronic Visit Verification (EVV) Webinar Training for Agency Providers Curriculum	<input type="button" value="LAUNCH"/>

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



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.

Please choose a session

Search

September	▼	24	Southeast Region - Wayne - EVV Agency Training Tuesday, September 24, 2019 8:30 AM - 5:00 PM (EDT)	<input type="button" value="ENROLL"/>
September	▼	25	Northeast Region - Dallas - EVV Agency Training Wednesday, September 25, 2019 8:30 AM - 5:00 PM (EDT)	<input type="button" value="ENROLL"/>
September	▼	26	West Region - Pittsburgh - EVV Agency Training Thursday, September 26, 2019 8:30 AM - 5:00 PM (EDT)	<input type="button" value="ENROLL"/>
September	▼		Southeast Region - Wayne - EVV Agency Training	<input type="button" value="ENROLL"/>

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

September

25

CHANGE SESSION 

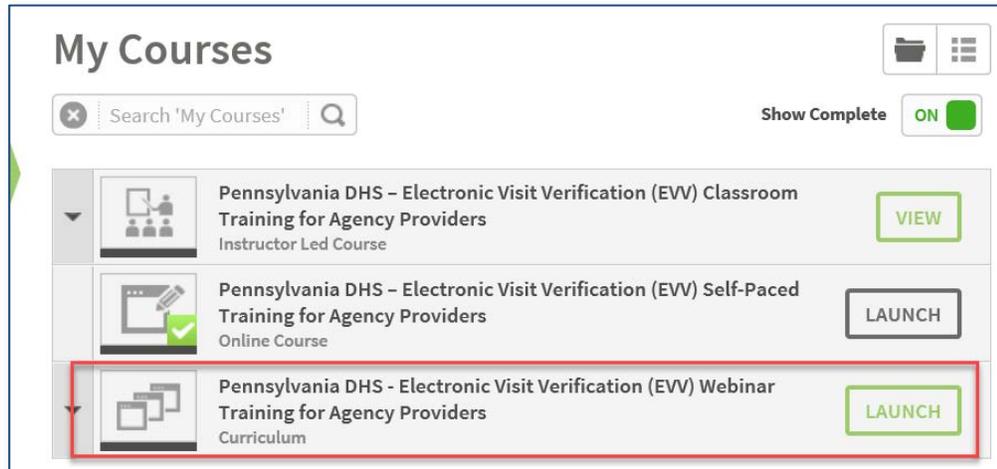
CANCEL SESSION 

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

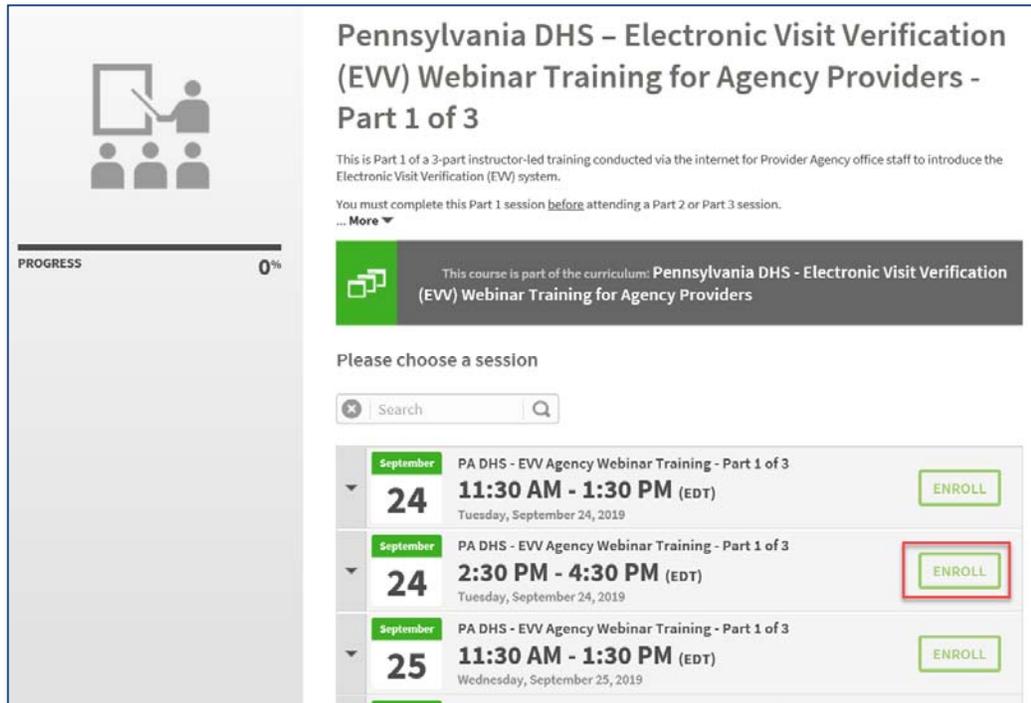
1. From the *My Courses* screen, click the Webinar training curriculum.



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).



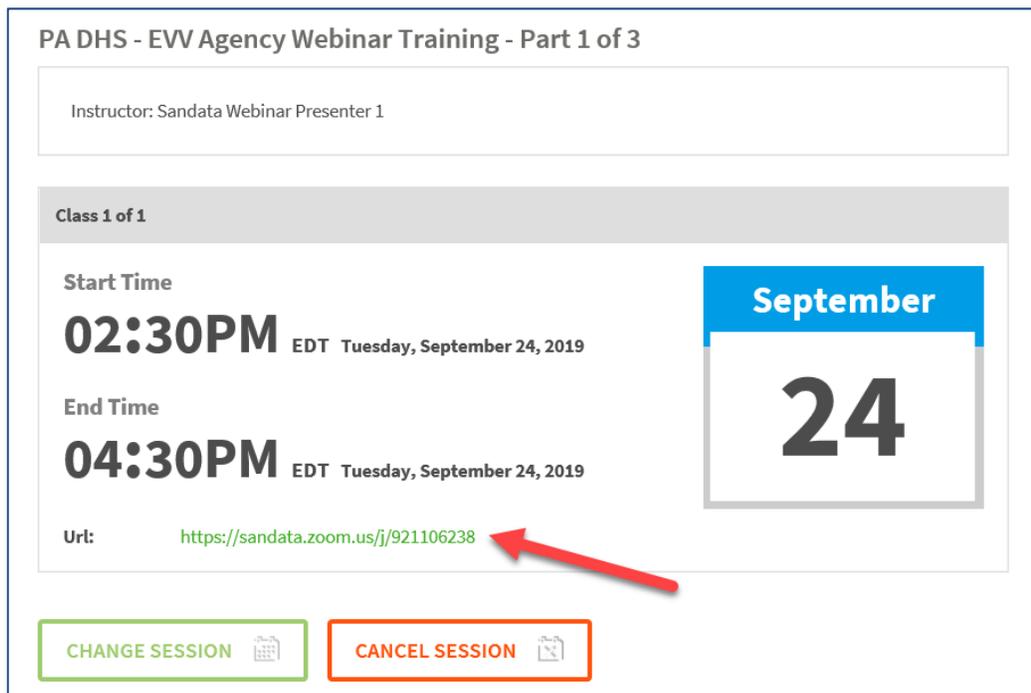
3. Scroll down to review all the available classes, and then click **Enroll** on the desired session date.



The screenshot shows a webpage for "Pennsylvania DHS – Electronic Visit Verification (EVV) Webinar Training for Agency Providers - Part 1 of 3". It includes a progress bar at 0%, a search bar, and a list of three sessions. The second session, on Tuesday, September 24, 2019, from 2:30 PM to 4:30 PM (EDT), is highlighted with a red box around its "ENROLL" button.

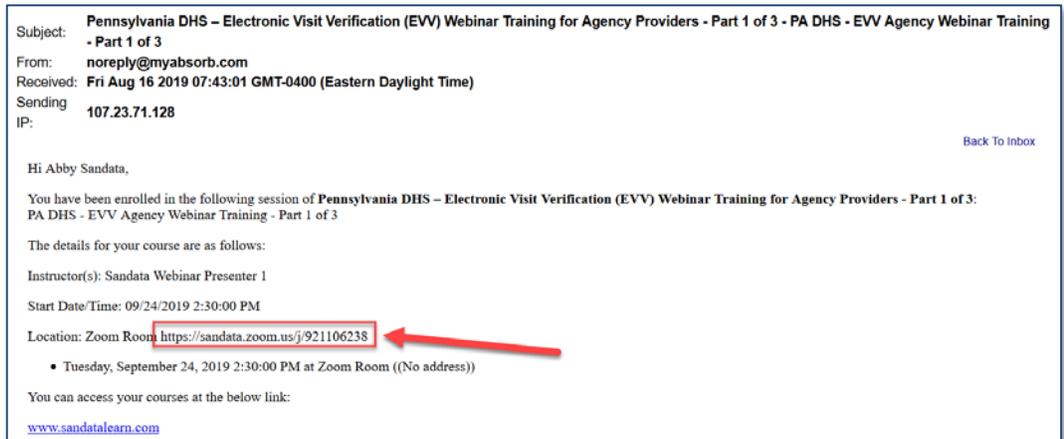
Session Date	Time (EDT)	Action
September 24, 2019	11:30 AM - 1:30 PM	ENROLL
September 24, 2019	2:30 PM - 4:30 PM	ENROLL
September 25, 2019	11:30 AM - 1:30 PM	ENROLL

Once a session date is selected, the link to attend the webinar training is displayed on-screen to the user.



The screenshot shows the details for the selected session: "PA DHS - EVV Agency Webinar Training - Part 1 of 3". The instructor is "Sandata Webinar Presenter 1". The class is "Class 1 of 1". The start time is 02:30PM EDT on Tuesday, September 24, 2019, and the end time is 04:30PM EDT on Tuesday, September 24, 2019. A calendar widget shows the date "September 24". The URL is <https://sandata.zoom.us/j/921106238>, with a red arrow pointing to it. At the bottom, there are two buttons: "CHANGE SESSION" and "CANCEL SESSION".

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>
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.