Ohio EVV Live-In Caregiver Checklist for Sandata EVV Exemption

Use this checklist to complete all required steps before applying for the **Live-In Caregiver Exemption**. This guide will help you:

1. Get your Provider ID.
2. Register in the Sandata EVV system.
3. Access your Sandata EVV account number.
4. Set up your Recipient.
5. Find and record required IDs from Sandata EVV.
6. Apply for the live-in caregiver exemption.

Step 1: Register as a New Provider.

☐ **Read this checklist completely**.

☐ **Complete ODM Form 10376** Electronic Visit Verification Provider Training Requirement Exception Attestation Form and sign your name and date. Download the form.

☐ **Upload your signed form** into the PNM portal using your OH|ID. **This is essential to kick off your application process.** Learn how to upload the certificate here: Indicating EVV Training Completion – Quick Reference Guide.

Once you receive your Ohio Provider Medicaid ID via email, proceed to Step 2.

Step 2: Register as a New Provider.

☐ **Register in the Sandata EVV Provider Registration Portal.** Choose **Ohio Department of Medicaid** for the EVV Program, then enter your **Provider Medicaid ID** and **EIN/TIN**. As an independent provider, your Tax Identification Number (TIN) is your Social Security Number. **Enter that in the EIN/TIN field.**

Then select **Register.**

EVV Provider Self-Registration

Please select the EVV program in which you would like to register:

SELECT EVV PROGRAM *

Ohio Department of Medicaid

Please enter your unique provider identifiers for the EVV program:

ENTER PROVIDER MEDICAID ID *

Enter Provider Medicaid ID

ENTER EIN/TIN *

Enter EIN/TIN

Register

Step 3: Register in eTRAC and download your welcome letter.

☐ **Register and log into eTRAC** following these instructions.
☐ **Download your Welcome Kit Letter** from eTRAC.
Your EVV account number will be listed in the welcome letter. Look for:
The EVV account number for _____ is _____

Step 4: Log into Sandata EVV.

☐ Go to the **Sandata EVV login page**.
☐ Select **"Log in with OH|ID"** and sign in using your OH|ID.
Once you are signed in, your EVV account number will appear in the top right corner of the screen. **Record this number.**
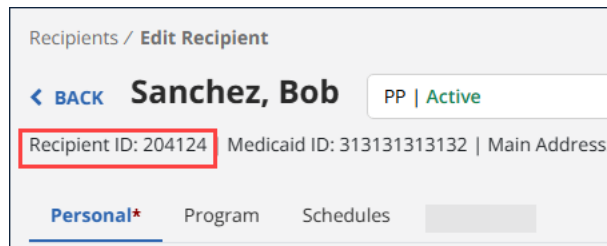

Step 5: Set Up Recipient Record in Sandata EVV.

☐ **Create a new Recipient record for the person for which you are providing care**. Watch the entirety of this video to complete all the steps: Creating a New Recipient start to finish. **You must complete all of these steps in order for the Recipient Santrax ID to be validated.**

Note: If you are unsure about your Recipient's service or program information, please contact their Care Manager/Payer.

Step 6: Find and record the Recipient ID.

☐ In the module menu, go to Recipients then select Recipient Management. Find the Recipient's name and go to their profile page. Just under the name, you will see the Recipient ID. **This is the Recipient Santrax ID you will need for the form.**

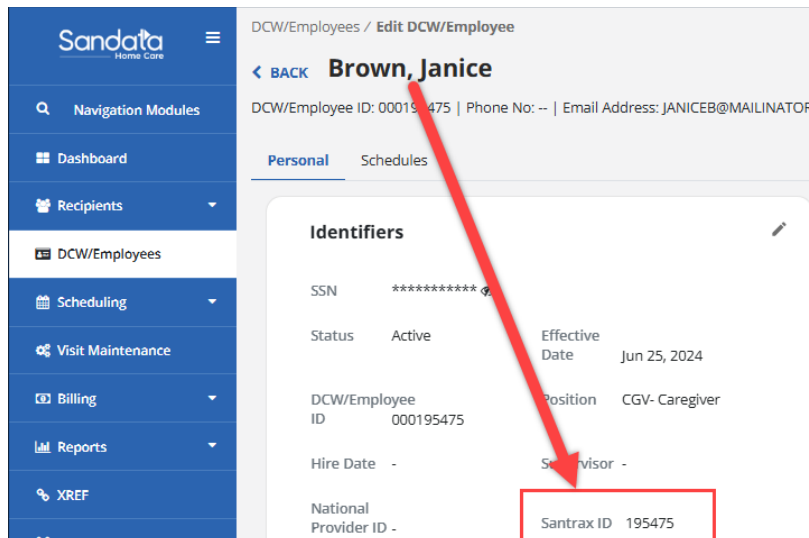Recipients / **Edit Recipient**

‹ BACK   **Sanchez, Bob**   PP | Active

Recipient ID: 204124   Medicaid ID: 313131313132 | Main Address:

Personal*   Program   Schedules

Step 7: Find and record your 6-digit Direct Care Worker Santrax ID.

☐ Go to the DCW/Employees module, find your name and go to your profile page.

☐ **Record the Santrax ID. This is the DCW Santrax ID** for the Live-In Caregiver Exemption Form.

Sandata
Home Care

Q   Navigation Modules

DCW/Employees / **Edit DCW/Employee**

‹ BACK   **Brown, Janice**

DCW/Employee ID: 00019.475 | Phone No: -- | Email Address: JANICEB@MAILINATOR.

Personal   Schedules

▪▪ Dashboard

👥 Recipients   ▾

▣ DCW/Employees

📅 Scheduling   ▾

⚙ Visit Maintenance

◎ Billing   ▾

📊 Reports   ▾

⚲ XREF

Identifiers

SSN   ***********

Status   Active   Effective   Jun 25, 2024
                          Date

DCW/Employee   Position   CGV- Caregiver
ID   000195475

Hire Date   -   Supervisor   -

National   Santrax ID   195475
Provider ID -

Step 8: Apply for Live-In Caregiver Exemption.

Important! Wait 1-2 business days after creating or updating the Recipient's record before completing the exemption form. This will ensure that forms are reviewed appropriately.

☐ Go to the EVV Exemption Request Web Form to apply for exemption status.

☐ You will receive your exemption status via email within **10 business days. If you have questions or want a status update regarding a Live-In Caregiver exemption for that you have submitted, you can send an email to evv@medicaid.ohio.gov.**

You can check to see if your approval has been uploaded to the system. Follow the instructions on this page: How to View Approved Live-In Caregiver Exemptions in the EVV System.