



Ohio Independent Provider Checklist for Sandata Electronic Visit Verification

This checklist will help you:

1. Access required training.
2. Register in the Sandata EVV system.
3. Set up your Recipients.
4. Find training and resources.

Step 1: Take the Ohio Department of Medicaid (ODM) Independent Provider Course in Sandata Learn.

☐ Go to www.sandatalearn.com. Use the email you use for your OHID on the sign-up page. In the sign-up form, use 11111 for the Medicaid/Provider IDs if you do not know these IDs. Then select the following:

- a. Choose Agency Admin/Manager.
- b. Choose Ohio.
- c. Choose Non-Agency Agency EVV.
- d. Click on Submit.

A screenshot of the Sandata Learn sign-up form. At the top is the Sandata Learn logo. Below it are two text input fields, both containing "11111". This is followed by a dropdown menu with "Agency Admin/Manager" selected. Below that is another dropdown menu with "Ohio" selected. Then there are three radio button options: "Agency EVV", "Non-Agency EVV" (which is highlighted in orange), and "Alt EVV Aggregator". At the bottom right is an orange "Submit" button.

Sandata
Learn

11111

11111

Agency Admin/Manager

Ohio

Agency EVV

Non-Agency EVV

Alt EVV Aggregator

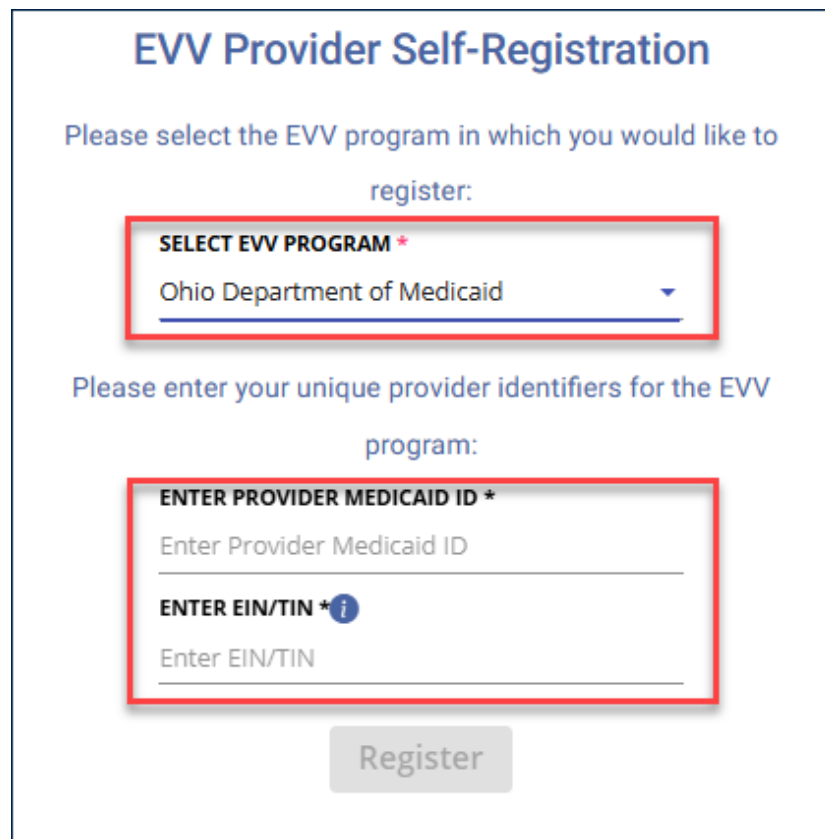
Submit

□ You may need to refresh the Sandata Learn dashboard. Take the ODM Independent Provider course. This will prepare you to be successful in Sandata EVV. **Upload your course completion certificate** into the [PNM portal](#) using your OH|ID. Follow [these instructions](#).

Upon receiving your 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. Then select **Register**.



The screenshot shows the 'EVV Provider Self-Registration' form. It has a title 'EVV Provider Self-Registration' in blue. Below the title, it says 'Please select the EVV program in which you would like to register:'. There is a dropdown menu labeled 'SELECT EVV PROGRAM *' with 'Ohio Department of Medicaid' selected. Below this, it says 'Please enter your unique provider identifiers for the EVV program:'. There are two input fields: 'ENTER PROVIDER MEDICAID ID *' and 'ENTER EIN/TIN *' with an information icon. Both fields have placeholder text 'Enter Provider Medicaid ID' and 'Enter EIN/TIN' respectively. At the bottom, there is a 'Register' button.

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

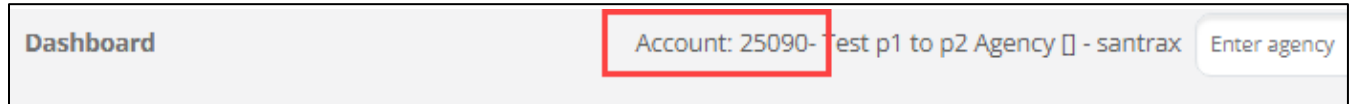
- Register and log into [eTRAC](#) following these [instructions](#).
- Download your **Welcome Kit Letter** from eTRAC. In this letter you will receive your EVV Account number and log in instructions.

Step 4: Log into Sandata EVV.

❑ Go to the **Sandata EVV login page** via [Sandata On-Demand](#).

❑ Click "**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.



Step 5: Set Up Recipient Records in Sandata EVV.

❑ **Start adding Recipients.** Watch this video: [Adding Recipients Start to Finish](#).

Step 6: Begin using the Sandata Mobile Connect app to capture visits.

Learn more here: [Ohio DCW Video Library](#).

For help using the system, access use the Ohio training guide inside the EVV portal, or go to [Sandata On-Demand](#) for training videos and user guides.

