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.
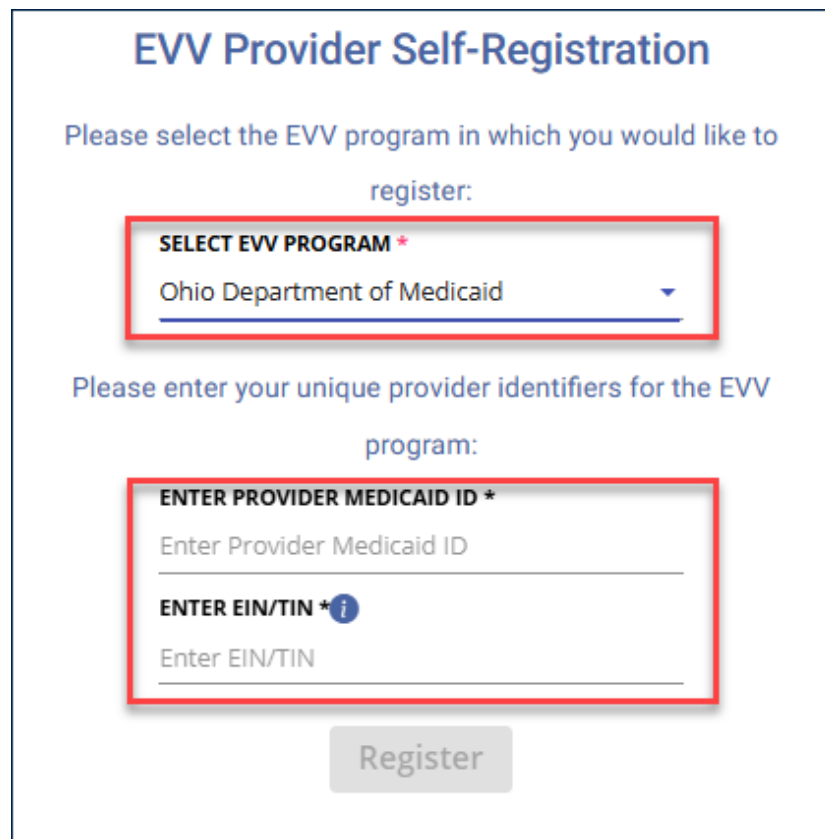c. Choose Non-Agency Agency EVV.
d. Click on Submit.

☐ 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**.

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

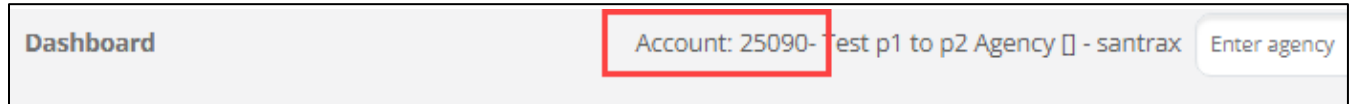☐ **Register and log into eTRAC** following these instructions.

☐ **Download your Welcome Kit Letter** from eTRAC. In this letter you will receive your EVV Account number and log in instructions.

Sandata

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.

Dashboard	Account: 25090- Test p1 to p2 Agency [] - santrax	Enter agency

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.

OH User Training Guide

- Getting Started
- Recipient Records >
- DCW/Employee Records
- Security
- Visit Capture
  SMC
- Visit Maintenance
- Group Visits
  Capturing a Group Visit
- Reports