



Wisconsin DHS Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Provider Agencies

To sign up for provider agency administrator trainings on the Sandata system, follow the steps below:

1. Open a web browser (i.e. Microsoft Edge, Mozilla Firefox or Google Chrome) on your computer.
2. If you are not currently enrolled as a Medicaid provider agency: complete provider agency identification process as indicated in EVV Training webpage (<https://www.dhs.wisconsin.gov/evv/training.htm>). Make note of the provider agency number assigned to your provider agency for Step 4, below.
If you are a Medicaid enrolled provider agency: Proceed to Step 3.
3. Copy and paste or type the following training registration link in the browser address bar: <https://www.sandatalearn.com?KeyName=WIEVVAgency>
4. 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 # (or Provider Agency ID)

Sign Up

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

First Name *Required*

Middle Name

Last Name *Required*

Email *Required*

Password *Required*

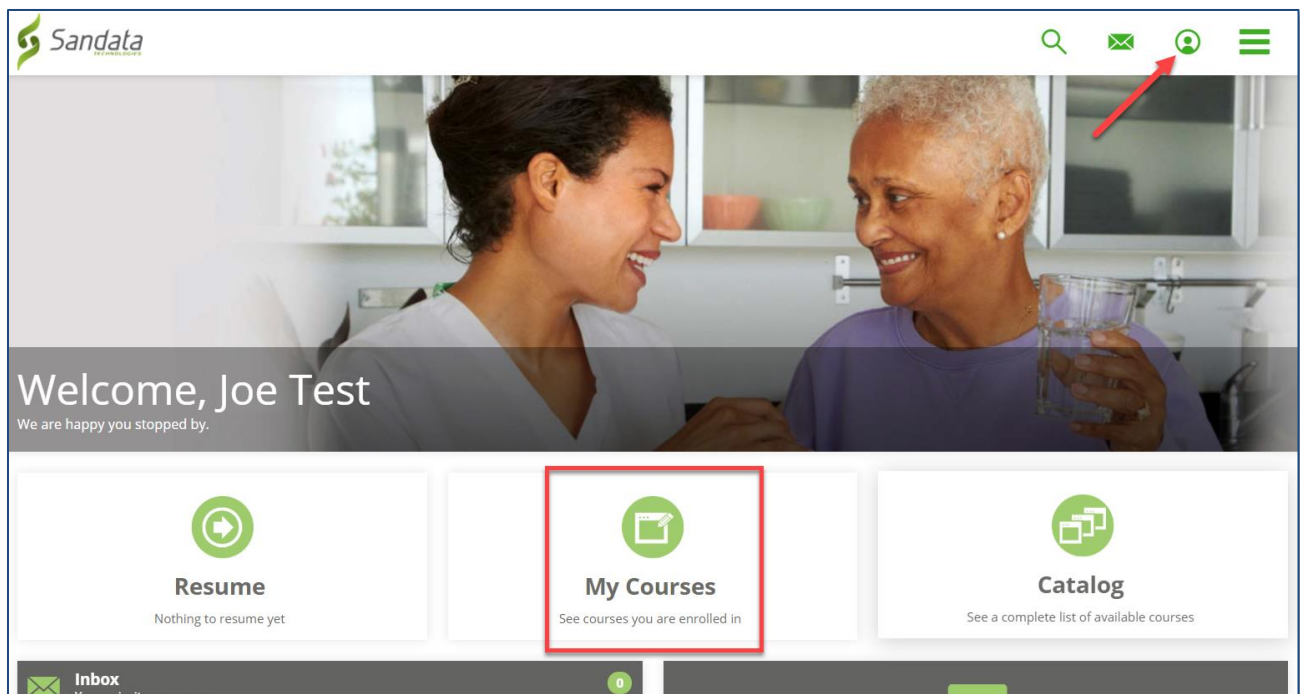
Re-enter Password *Required*

Agency Name: *Required*

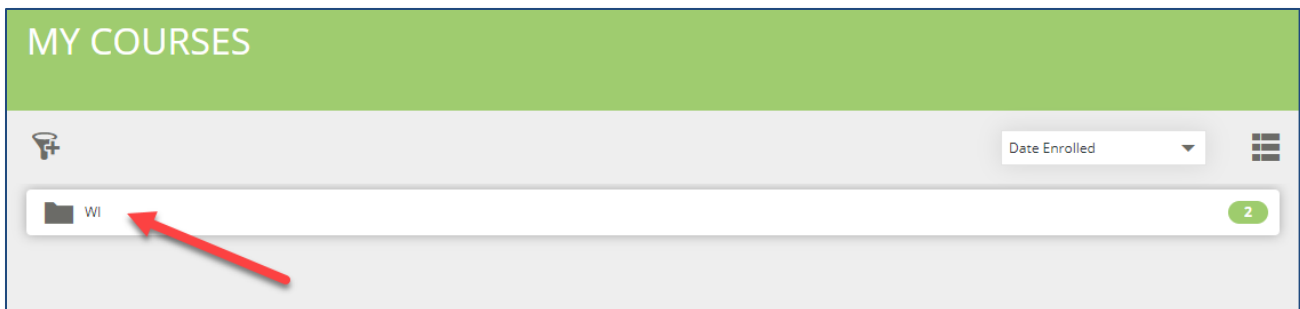
Provider Medicaid ID # *Required*


Sign Up





5. Click the **Sign Up** button.
6. The *Sandatalearn* homepage will display. Your username is your email address and can be viewed by clicking the profile icon in the top right corner of the screen.
7. Click on **My Courses** to view the available courses.





8. Click the folder to view the courses.













WI


My Courses
WI

Date Enrolled ▾






Wisconsin DHS - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies

Curriculum

Start

This is a 3-part webinar training and must be taken in order, Part 1 first, then by Part 2 and then Part 3. You must enroll and complete one session from each part in order to receive credit for completing training.



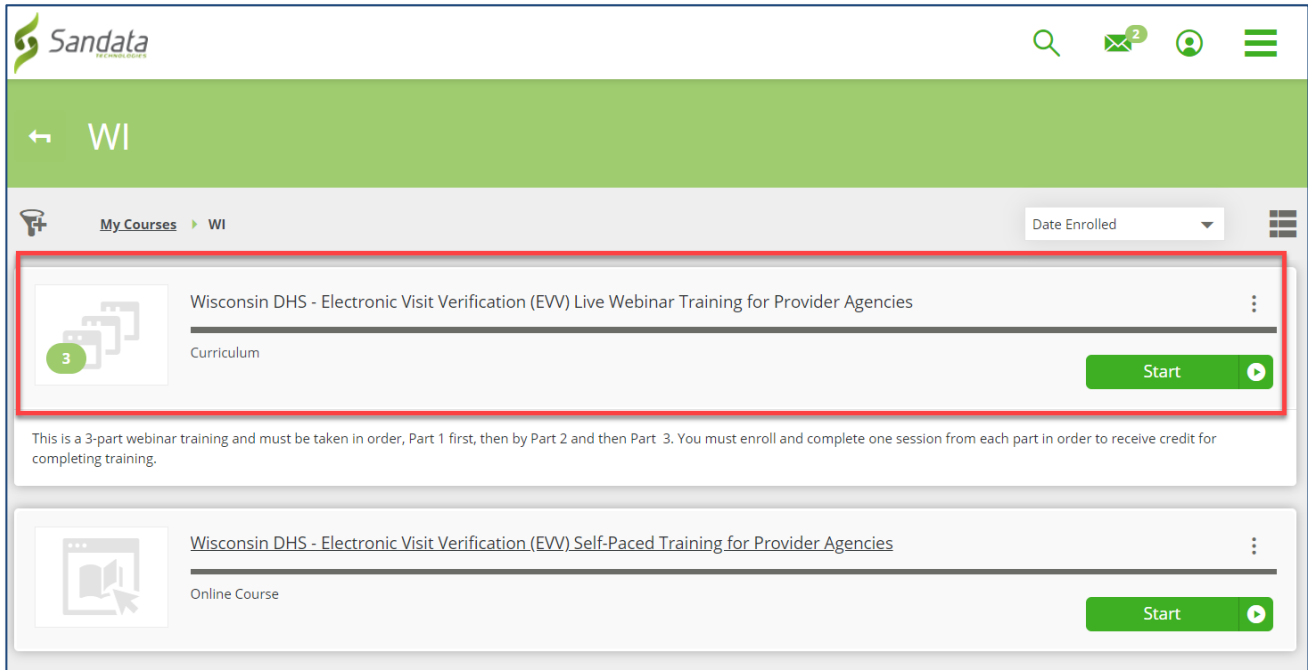
Wisconsin DHS - Electronic Visit Verification (EVV) Self-Paced Training for Provider Agencies

Online Course

Start

Selecting live webinar training (recommended option)

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

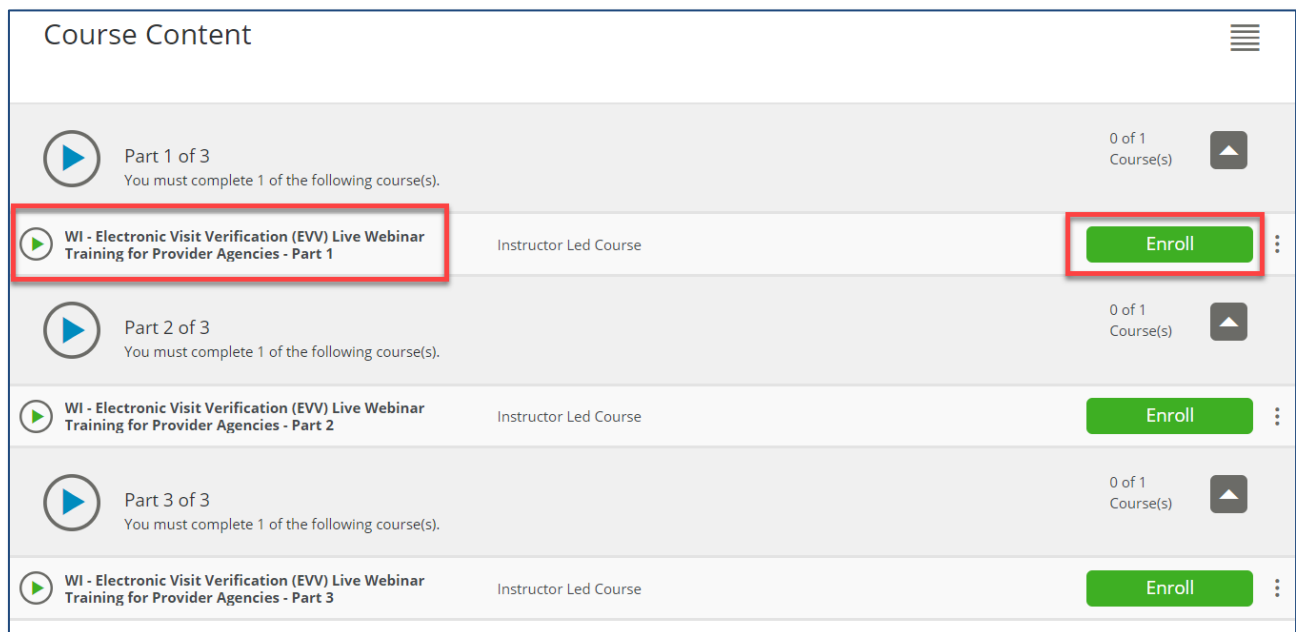


The screenshot shows the 'My Courses' interface. At the top, there's a green header with the Sandata logo and navigation icons. Below the header, a green bar displays 'WI'. The main content area lists two courses:

- Wisconsin DHS - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies**: Labeled as 'Curriculum' with a green '3' icon. A red box highlights this entry, and a green 'Start' button is visible.
- Wisconsin DHS - Electronic Visit Verification (EVV) Self-Paced Training for Provider Agencies**: Labeled as 'Online Course' with a book icon. A green 'Start' button is also visible.

Below the first course, a note states: "This is a 3-part webinar training and must be taken in order, Part 1 first, then by Part 2 and then Part 3. You must enroll and complete one session from each part in order to receive credit for completing training."

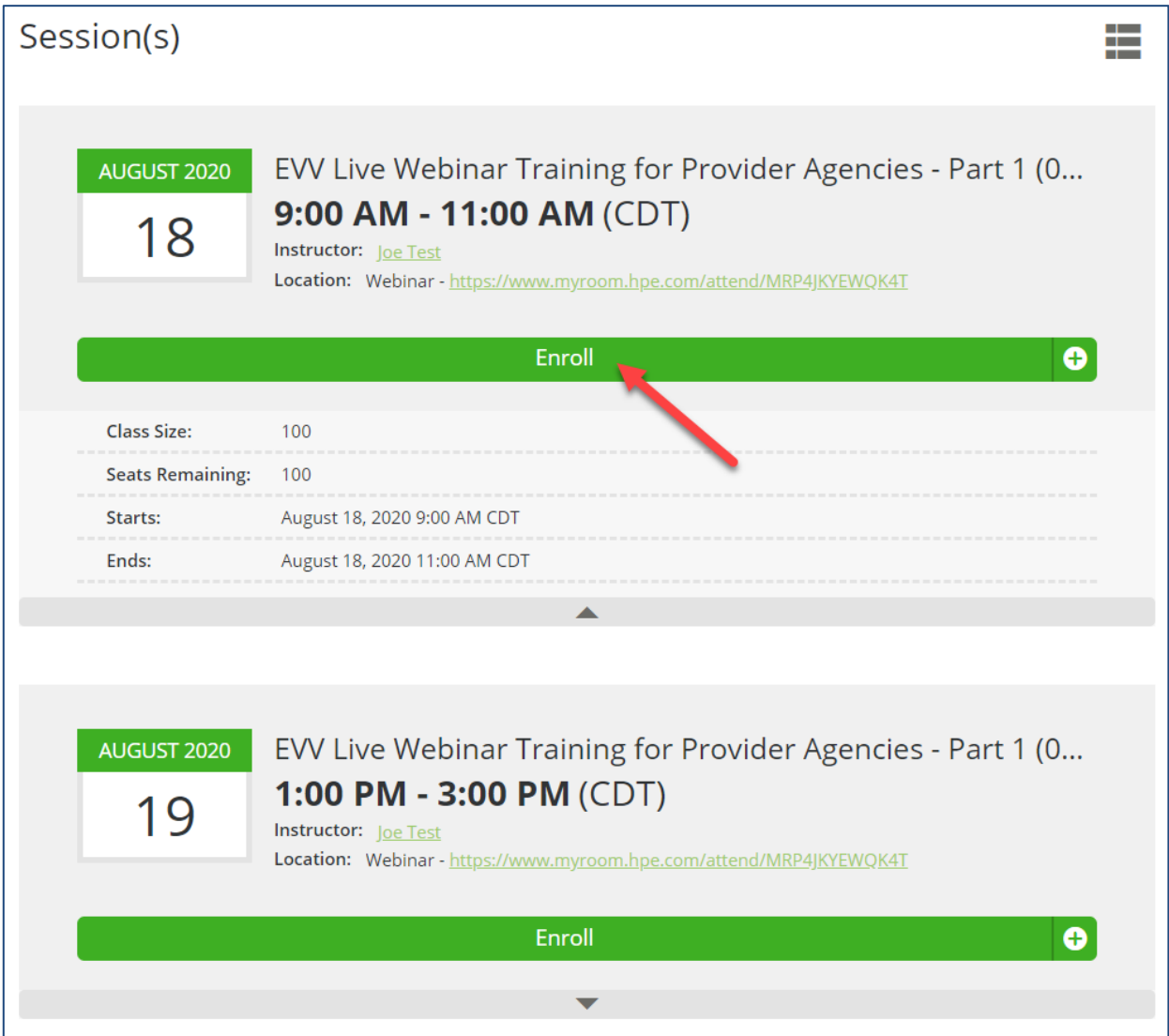
Click the **Name** or **Enroll/View** button under each part of the course. You must enroll in a session for each part of the webinar in sequence order (attend part 1 first, then part 2, and then part 3).



The screenshot shows the 'Course Content' page. It lists three parts of the training:

- Part 1 of 3**: "You must complete 1 of the following course(s)." Below this, a red box highlights the entry: **WI - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies - Part 1**, labeled as an 'Instructor Led Course'. A red box also highlights the green **Enroll** button for this part.
- Part 2 of 3**: "You must complete 1 of the following course(s)." Below this, the entry **WI - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies - Part 2** is shown with a green **Enroll** button.
- Part 3 of 3**: "You must complete 1 of the following course(s)." Below this, the entry **WI - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies - Part 3** is shown with a green **Enroll** button.

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



Session(s)

AUGUST 2020
18

EVV Live Webinar Training for Provider Agencies - Part 1 (0...
9:00 AM - 11:00 AM (CDT)
Instructor: [Joe Test](#)
Location: Webinar - <https://www.myroom.hpe.com/attend/MRP4JKYEWQK4T>

Enroll +

Class Size: 100
Seats Remaining: 100
Starts: August 18, 2020 9:00 AM CDT
Ends: August 18, 2020 11:00 AM CDT

AUGUST 2020
19

EVV Live Webinar Training for Provider Agencies - Part 1 (0...
1:00 PM - 3:00 PM (CDT)
Instructor: [Joe Test](#)
Location: Webinar - <https://www.myroom.hpe.com/attend/MRP4JKYEWQK4T>

Enroll +

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.

My Session

AUGUST 2020

18

EVV Live Webinar Training for Provider Agencies - Part 1 (08.18.2020)

9:00 AM - 11:00 AM (CDT)

Add to Calendar

Change Session

Cancel Session

Instructor: [Joe Test](#)

Class Size: 100



9:00 AM - 11:00 AM (CDT)

Location: Webinar - <https://www.myroom.hpe.com/attend/MRP4JKYEWQK4T>

Starts: August 18, 2020 9:00 AM CDT

Ends: August 18, 2020 11:00 AM CDT

Subject: **WI - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies - Part 1 - EVV Live Webinar Training for Provider Agencies - Part 1 (08.18.2020)**
 To: **josephptest**
 From: **noreply@myabsorb.com**
 Received: **Tue Jul 07 2020 08:55:18 GMT-0400 (Eastern Daylight Time)**

Hi Joe Test,

You have been enrolled in the following session of **WI - Electronic Visit Verification (EVV) Live Webinar Training for Provider Agencies - Part 1: EVV Live Webinar Training for Provider Agencies - Part 1 (08.18.2020)**

The details for your course are as follows:

Instructor(s): Joe Test

Start Date/Time: 08/18/2020 9:00:00 AM

Location: Webinar <https://www.myroom.hpe.com/attend/MRP4JKYEWQK4T>

- Tuesday, August 18, 2020 9:00:00 AM at Webinar ((No address))

You can access your courses at the below link:

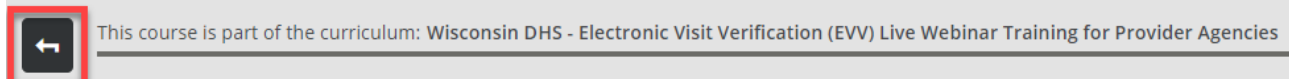
www.sandatalearn.com

Good luck!

Sandata Technologies
training@sandata.com

Note: This is a system generated email. Please do not reply to this email.

10. Click the back arrow on title bar to return to the Part 1, Part 2 and Part 3 listing screen.



11. 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. Click the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.