



WISCONSIN DEPARTMENT  
*of* HEALTH SERVICES

# Electronic Visit Verification (Kev Txheeb Npe Hauj Tshuab Hluav Taws Xob Thaum Sib Ntsib): Neeg Ua Hauj Lwm Ntaus Cov Ntaub Ntawv

(Electronic Visit Verification: Employee Data Entry)

# Cov Hom Phiaj Ntawm Kev Tshab Xyuas

- Muab Tus Zauv ID Cim Neeg Ua Hauj Lwm ntawm ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua)
- Nrhiav Tus Neeg Ua Hauj Lwm hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)
- Reset Mobile App User's Password (Rov Teeb Neeg Siv App Lo Lus Txuas Nkag Rau Tshuab Ntawm Tes)

# Lo Ntsiab Lus Tseem Ceeb

- Neeg Tau Kev Pab—Tus tswv cuab/tus neeg koom uas tau cov pab tu xyuas los ntawm Wisconsin txoj kev pab Medicaid
- Neeg Ua Hauj Lwm—Tus tib neeg (neeg ua hauj lwm) uas muab txoj kev tu xyuas rau ib tug los sis tau tus neeg tau kev pab
- Neeg Siv Tshuab—Tus tib neeg uas muaj kev txuas nkag tshwj xeeb thiab kev nkag tau mus rau hauv Sandata Electronic Visit Verification (Kev Txheeb thaum Sib Ntsib Hauv Tshuab Hluav Taws) (EVV) Portal (Chaw Txuas Mus Cuag Kev Pab Saum Huab Cua).



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**ForwardHealth Portal (Chaw  
Muab Kev Pab Saum Huab  
Cua): Kev Muab Tus Zauv ID  
Cim Neeg Ua Hauj Lwm**

# Kev Muab Tau Tus Zauv ID Cim Neeg Ua Hauj Lwm

- Ib tug neeg ua hauj lwm twg uas muab kev tu xyuas rau ib tug los sis ntau tus neeg tau kev pab yuav tau ib tug zauv ID cim neeg ua hauj lwm tshwj xeeb. Qhov no xam cov neeg ua hauj lwm nyob hauv tib lub tsev uas tau kev zam.
- Muab tau cov zauv ID cim neeg ua hauj lwm tshwj xeeb hauv ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) ruaj ntseg.
- Cov neeg ua hauj lwm txuam nrog los sis tsis txuam nro cov koom haum muab kev pab hauv ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua).
- Tag nrho cov kev kho cov ncauj lus txog neeg ua hauj lwm yuav muaj hauv ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) los sis kev hu cuag EVV Chaw Pab Neeg Qhua.

# Kev Muab Tau Tus Zauv ID Cim Neeg Ua Hauj Lwm

- Lub koom haum muab kev pab los sis lub fiscal employer agency (koom haum tuav nyiaj txiag) yuav tau ntaus cov ncauj lus txog tus neeg ua hauj lwm rau ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) ruaj ntseg:
  - Lub npe thiab lub xeem raws cai
  - Hnub yug
  - Zauv Social Security (SSN)
  - Qhov chaw sau ntawv email uas tsuas yog tus neeg ua hauj lwm siv nkaus xwb
  - Neeg ua hauj lwm hnub pib (nyob ntawm siab yeem teb)
  - Zeej xeeb (nyob ntawm siab yeem tebl)

# Kev Muab Tau Tus Zauv ID Cim Neeg Ua Hauj Lwm

- ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) tsim muaj tus zauv ID cim neeg ua hauj lwm.
- Yuav muab cov ncauj lus txog tus neeg ua hauj lwm ntawm ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) xa mus rau Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua) txhua hmo.
- Yuav tsis xa cov ncauj lus txog cov neeg ua hauj lwm nyob hauv tib lub tsev uas cim tias "zam" hauv ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) mus rau Sandata.
- Yuav tsis xa tus neeg ua hauj lwm tus zauv SSN mus rau Sandata.

# Kev Muab Tau Tus Zauv ID Cim Neeg Ua Hauj Lwm

- Qhov chaw sau ntawv email tshwj xeeb rau tus neeg ua hauj lwm yuav yog tus neeg ua hauj lwm lub npe siv txuas mus rau hauv qhov app Sandata Mobile Connect.
- Yuav siv tus zauv ID cim neeg ua hauj lwm uas muab tau los ntawm ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua) uas tus neeg ua hauj lwm tus zauv ID ntawm Sandata, thiab puav leej hu ua Santrax ID.



# Kev Muab Tau Tus Zauv ID Cim Neeg Ua Hauj Lwm

- Muaj daim viv dis aus qhia cov ntsiab lus mee txog kev mus muab Tus Zauv ID Cim Neeg Ua Hauj Lwm ntawm ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua).

<https://www.forwardhealth.wi.gov/WIPortal/staticcontent/provider/training/evv/training2/index.html>

The screenshot shows the ForwardHealth Wisconsin website. At the top, there is a navigation bar with links for 'wisconsin.gov home', 'state agencies', 'subject directory', and 'department of health services'. The ForwardHealth logo is prominently displayed, with the tagline 'Wisconsin serving you'. Below the logo, there is a breadcrumb trail: 'Home > Trainings and Educational Resources'. A 'Go Back' link is also visible. The main heading is 'Catalog of Trainings and Educational Resources for Providers and Other Stakeholders'. A paragraph explains that various training resources are available, including in-person, web-based, and pre-recorded webcasts. Below this is a table with two columns: 'Ongoing Training Sessions' and 'Provider-Specific Training Sessions'. The 'Ongoing' column notes that there are currently no ongoing trainings and lists 'Online (Real-Time, Web-Based) Trainings Available' facilitated via HPE@MyRoom, with a link to 'Residential Substance Use Disorder (RSUD) Trainings'. The 'Provider-Specific' column lists 'BadgerCare Plus' (no sessions available) and 'Electronic Visit Verification' (with 'Worker Identification' circled in red), including links to non-Medicaid provider agency identification, EVV portal, and PowerPoint materials in English, Spanish, and Hmong. A link for 'Requesting a Fixed Visit Verification Device' is also present.

Ongoing Training Sessions	Provider-Specific Training Sessions
<ul style="list-style-type: none"><li>Currently there are no ongoing trainings</li></ul>	<ul style="list-style-type: none"><li><b>BadgerCare Plus</b><ul style="list-style-type: none"><li>Currently, there are no provider-specific training sessions available.</li></ul></li><li><b>Electronic Visit Verification</b><ul style="list-style-type: none"><li><a href="#">Non-Medicaid Provider Agency Identification</a></li><li><a href="#">Worker Identification</a></li><li><a href="#">Electronic Visit Verification Portal: Create Fee-for-Service Client</a><ul style="list-style-type: none"><li><a href="#">PowerPoint Presentation material - English</a></li><li><a href="#">PowerPoint Presentation material - Spanish</a></li><li><a href="#">PowerPoint Presentation material - Hmong</a></li></ul></li><li><a href="#">Requesting a Fixed Visit Verification Device</a><ul style="list-style-type: none"><li><a href="#">PowerPoint Presentation material - English</a></li></ul></li></ul></li></ul>



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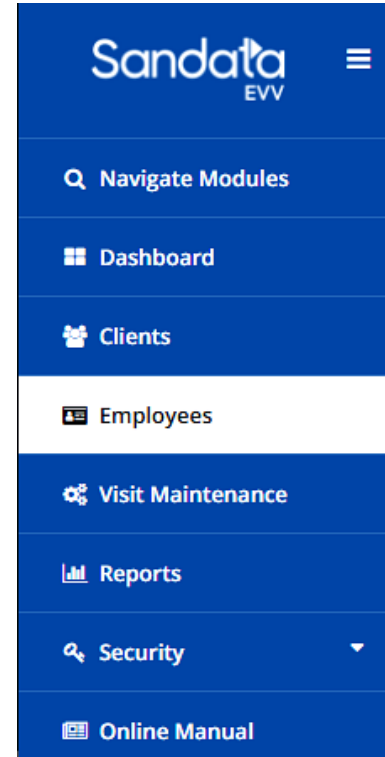
**Sandata EVV Portal (Chaw  
Muab Kev Pab Saum Huab  
Cua): Kev Txuas Mus Cuag  
Qauv Siv Rau Neeg Ua Hauj  
Lwm**

# Txuas Mus Cuag Tau Qauv Siv Rau Neeg Ua Hauj Lwm

- Qhov qauv siv rau cov neeg ua hauj lwm kheev cov neeg siv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua) nrog kev tso cai mus:
  - Nrhiav cov neeg ua hauj lwm.
  - Rov teeb neeg siv app lo lus txuas nkag rau tshuab ntawm tes

# Txuas Mus Cuag Tau Qauv Siv Rau Neeg Ua Hauj Lwm

- Log in (txuas nkag) rau hauv Sandata EVV Portal (Chaw Muab Kev Pab Saum Huab Cua)
- Nias Employees (Cov Neeg Ua Hauj Lwm) ntawm qhov Navigation (Chaw Taw Siv).



# Kev nrhiav neeg ua hauj lwm

- Daim phiaj nrhiav neeg ua hauj lwm yuav nthuav tshwm.
- Ntaus cov lus rau txhua kab.
- Tag nrho cov kab nrhiav tsis muaj dab tsi yuav teev qhia tag nrho EVV cov neeg ua hauj lwm.
- Nias **Search (Nrhiav)**.

Employees Employees Account: 91102 - wiinstructor2@mailinator.com LOG OUT

Select an Employee

LAST NAME FIRST NAME STATUS

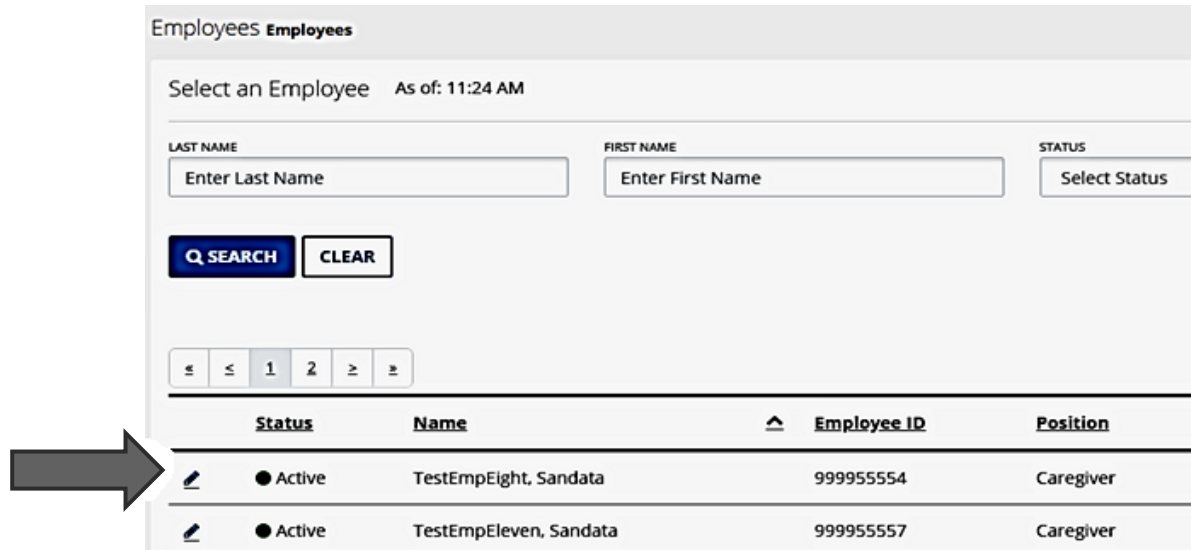
Enter Last Name Enter First Name Select Status ▼

Q SEARCH CLEAR Show advanced filter options ▼



# Kev nrhiav neeg ua hauj lwm

- Saib tau ib tug neeg ua hauj lwm cov ntaub ntawv los ntawm txoj kev nias lub cim **Edit (Kho)**.



The screenshot displays a web application interface for managing employees. At the top, it says "Employees Employees". Below that, there's a search section with "Select an Employee" and "As of: 11:24 AM". There are three input fields: "LAST NAME" (with placeholder "Enter Last Name"), "FIRST NAME" (with placeholder "Enter First Name"), and "STATUS" (with placeholder "Select Status"). Below these are "SEARCH" and "CLEAR" buttons. A pagination bar shows "1" and "2" with navigation arrows. Below the pagination is a table with columns: "Status", "Name", "Employee ID", and "Position". The first row shows "Active", "TestEmpEight, Sandata", "999955554", and "Caregiver". The second row shows "Active", "TestEmpEleven, Sandata", "999955557", and "Caregiver". A large grey arrow points to the edit icon (a pencil) in the first row of the table.

Status	Name	Employee ID	Position
● Active	TestEmpEight, Sandata	999955554	Caregiver
● Active	TestEmpEleven, Sandata	999955557	Caregiver

# Kev nrhiav neeg ua hauj lwm

- Neeg Ua Hauj **Personal Tab (Seem Txog Ntiag Tug)** yuav nthuav tshwm.
- Cov uas zas tsaus yuav hloov tsis tau.

The screenshot displays a user profile form with two main sections: Personal and Address. The Personal section includes fields for Title, First Name, and Middle Initial. The Address section includes fields for Address Type, Address Label, Address Line 1, Address Line 2, and Zipcode. A legend indicates that an asterisk (\*) denotes a required field.

Section	Field Name	Field Type	Value / Options
Personal	TITLE	Dropdown	Select Title
	FIRST NAME *	Text	Amy
	MIDDLE INITIAL	Text	
Address	ADDRESS TYPE	Dropdown	H- Home
	ADDRESS LABEL	Text	Home
	ADDRESS LINE 1	Text	
	ADDRESS LINE 2	Text	
	ZIPCODE	Text	____-____



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# Cov Chaw Muaj Kev Pab



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- Hu rau EVV Chaw Pab Qhua ntawm 833-931-2035, hnuv Zwj Hli (Monday)–Zwj Kuab (Friday), 7 teev sawv ntxov txog–6 teev tsaus ntuj
- Chaw sau ntawv Email: [VDXC.ContactEVV@Wisconsin.gov](mailto:VDXC.ContactEVV@Wisconsin.gov)
- EVV qhov vas sab ntawm:  
<https://www.dhs.wisconsin.gov/evv/index.htm> rau cov ncauj lus txog:
  - Cov Peev Txheej Rau Kev Kawm Siv
  - EVV hauv Wisconsin
  - ForwardHealth Portal (Chaw Muab Kev Pab Saum Huab Cua)

**Ua Koj Tsaug**