



# Electronic Visit Verification Training Registration Quick Reference Guide for Provider Agencies

Before beginning, users are strongly encouraged to download both the [Sandata Electronic Visit Verification \(EVV\) Provider Agency Training Guide](#) and the [Wisconsin EVV Supplemental Guide](#), which follow the self-paced video learning content. The Sandata EVV Provider Agency Training Guide and self-paced videos cover the Sandata system. **The Wisconsin EVV Supplemental Guide offers the Wisconsin-specific detail needed to align with policy.**

Users should complete the following steps to access provider agency administrator trainings on the Sandata system:

1. Open a web browser on the computer. Microsoft Edge, Mozilla Firefox, or Google Chrome are recommended.
2. Medicaid-enrolled provider agencies may proceed to step 3. Users who are not currently enrolled as a Medicaid provider agency will need to complete the provider agency ID process:
  - a. [Learn how to obtain a unique provider agency ID.](#)
  - b. [Start the process to obtain a unique provider agency ID.](#)

Make note of the provider agency number assigned to the user's provider agency for step 4.

3. [Register for the Sandata training](#) by completing the following fields in the **Sign Up** screen:
  - a. First Name
  - b. Last Name
  - c. Email
  - d. Password (The password must be at least eight characters long and include at least one number.)
  - e. Agency Name
  - f. Provider Medicaid ID # (or Provider Agency ID)



## Sign Up

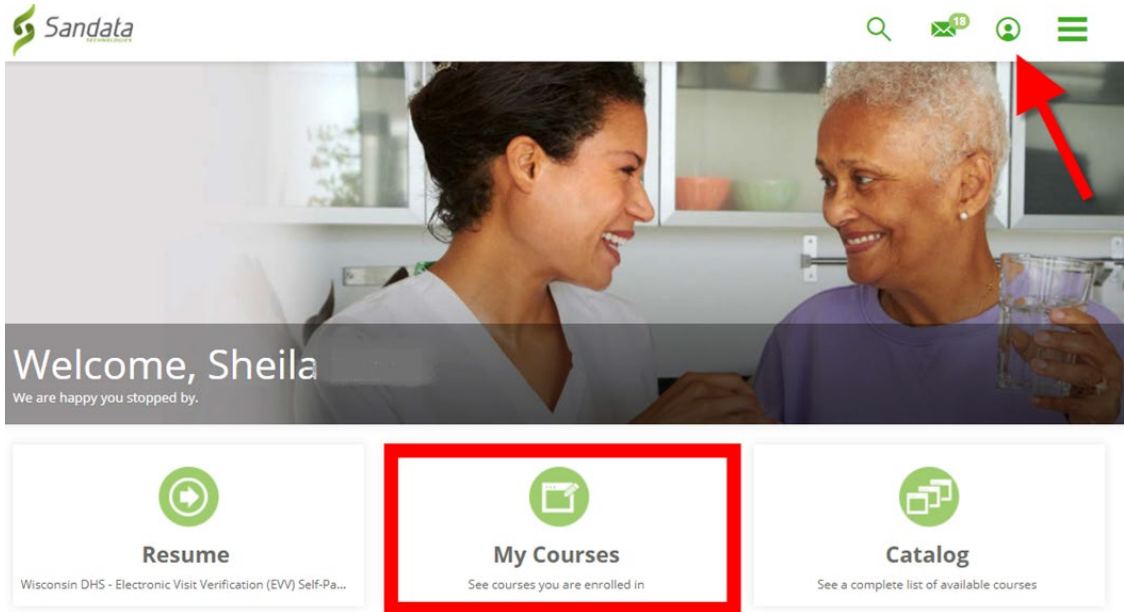
To use the key WIEVVAgency, please sign up for a new account or login to an existing one.

<b>First Name</b>	<i>Required</i>
<input type="text"/>	
<b>Middle Name</b>	
<input type="text"/>	
<b>Last Name</b>	<i>Required</i>
<input type="text"/>	
<b>Email</b>	<i>Required</i>
<input type="text"/>	
<b>Password</b>	<i>Required</i>
<input type="text"/>	
<b>Re-enter Password</b>	<i>Required</i>
<input type="text"/>	
<b>Agency Name:</b>	<i>Required</i>
<input type="text"/>	
<b>Provider Medicaid ID #</b>	<i>Required</i>
<input type="text"/>	

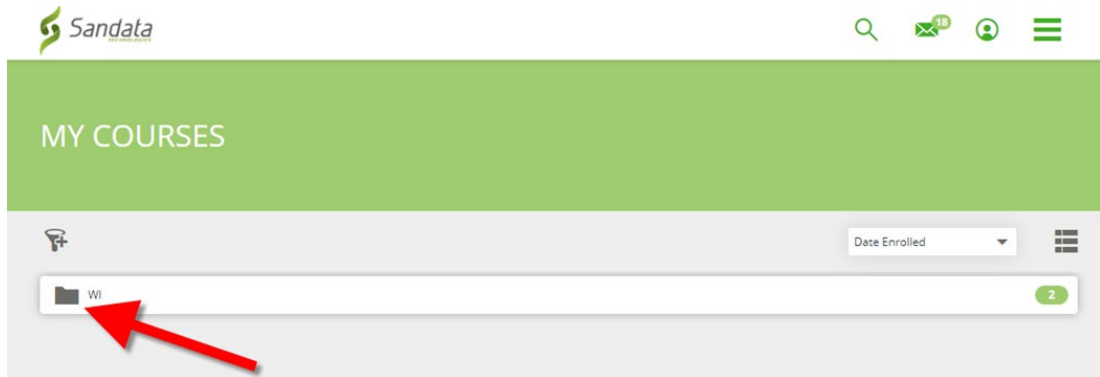
Sign Up

4. Click **Sign Up**. The SandataLearn home page will be displayed.
5. Click the profile icon at the top right corner of the screen to confirm the username, which is the user's email address.

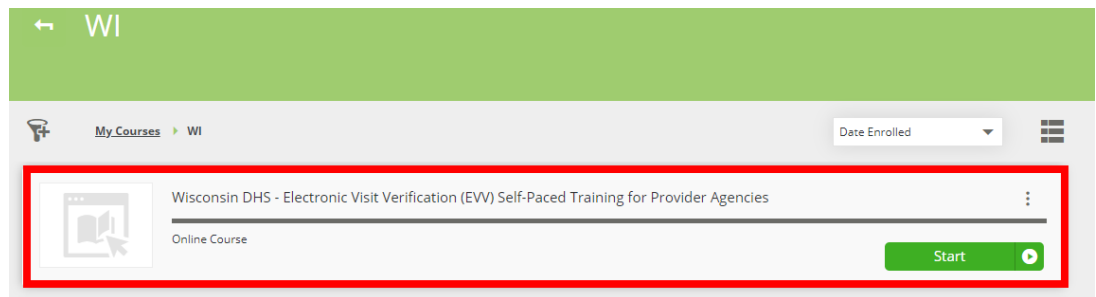
6. Click **My Courses** to view the available courses.




7. Click the **WI** folder to view the courses.



8. From the My Courses screen, click **Start** to launch the Wisconsin DHS—Electronic Visit Verification (EVV) Self-Paced Training for Provider Agencies menu to display the course content and the number of lessons in each chapter.



9. Click the **down arrow** next to the course content to open available lessons to start.

Course Content	Resources
Course Content	
▼ Introduction to EVV	3 Lesson(s)
▼ Navigation	1 Lesson(s)
▼ Security	1 Lesson(s)
▼ Client Module	1 Lesson(s)
▼ Employee Module	1 Lesson(s)
▼ Sandata Mobile Connect (SMC)	1 Lesson(s)
▼ Sandata Mobile Connect "HOW TO" Videos	10 Lesson(s)
▼ Telephony (TVV)	1 Lesson(s)
▼ Fixed Visit Verification (FVV)	1 Lesson(s)
▼ Visit Maintenance	1 Lesson(s)
▼ Reports	1 Lesson(s)



10. Click **Start** to begin the lesson.

The screenshot shows a 'Course Content' page with a hamburger menu icon in the top right. Under the heading 'Introduction to EVV' (with a sub-heading '3 Lesson(s)'), there are three lesson cards. Each card has a play button icon, the lesson title, and a green 'Start' button. Below each card, the status is 'Status: Not Started'.

- Lesson 1: Introduction to EVV (Status: Not Started)
- Lesson 2: How to Log In (Status: Not Started)
- Lesson 3: How to Reset Your Password (Status: Not Started)

11. If the user is unable to finish the video lesson, Sandata will save the lesson progress to resume the next time the user logs in to the SandataLearn lesson.

The screenshot shows the 'Course Content' page with the 'Introduction to EVV' section expanded. The first lesson card, 'Introduction to EVV', now has a play button with a checkmark icon and a green 'Resume' button. Below the card, the status is 'Status: In Progress'.

- Lesson 1: Introduction to EVV (Status: In Progress)

12. Once all lessons have been marked **Complete**, the training progress will be at 100 percent. Sandata eTrac will then email a Welcome Kit to the provider agency address listed in the ForwardHealth Portal. The Welcome Kit has links that provide access to the Sandata EVV Portal.

**Note:** Users may take all or any specific lesson as many times as desired by clicking the **Complete** button.

Wisconsin DHS - Electronic Visit Verification (EVV) Self-Paced Training for ...  
Online Course

Course Content Resources

Course Content

Introduction to EVV 3 Lesson(s)

Introduction to EVV Complete

Status: Completed

In Progress 1/22

5%

Resources

For helpful steps after this initial training, please use the Provider EVV Checklist, <https://www.dhs.wisconsin.gov/library/p-02759.htm>.