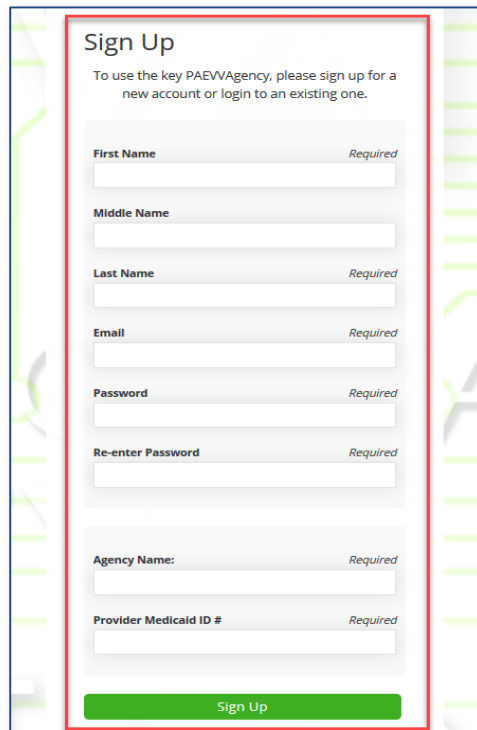


## Pennsylvania DHS Electronic Visit Verification (EVV) Training Registration Quick Reference Guide for Agency Providers

To sign up for EVV instructor led classroom or webinar trainings follow the steps below:

1. Open a web browser (Internet Explorer, Mozilla Firefox or Google Chrome) on your computer.
2. Copy and paste or type the following training registration link in the browser address bar:  
<https://www.sandatalearn.com?KeyName=PAEVVAgency>
3. 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 # (enter your 9-digit MPI number)

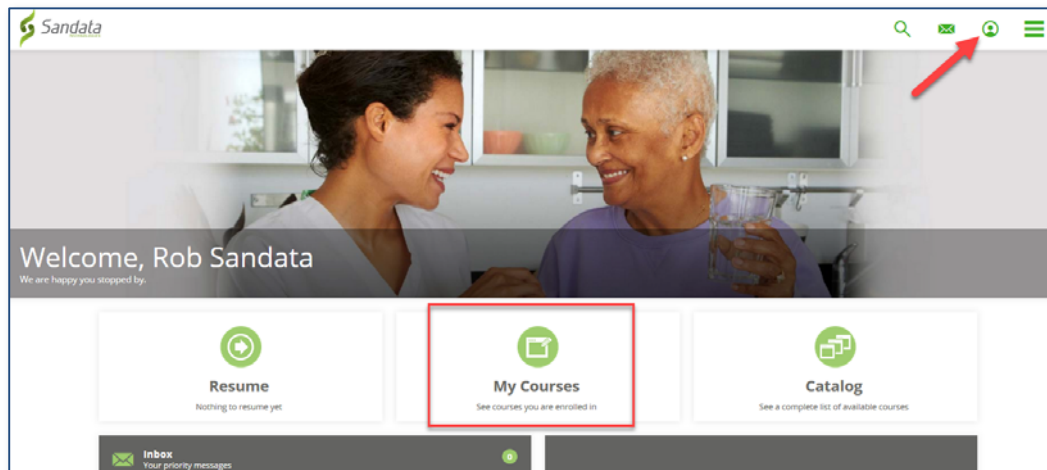


The screenshot shows a 'Sign Up' form with the following fields and labels:

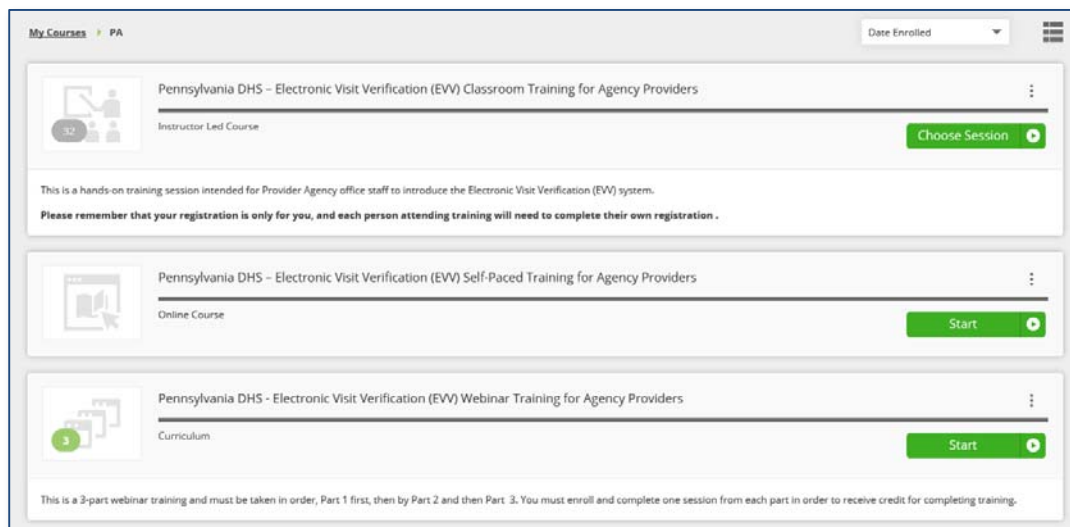
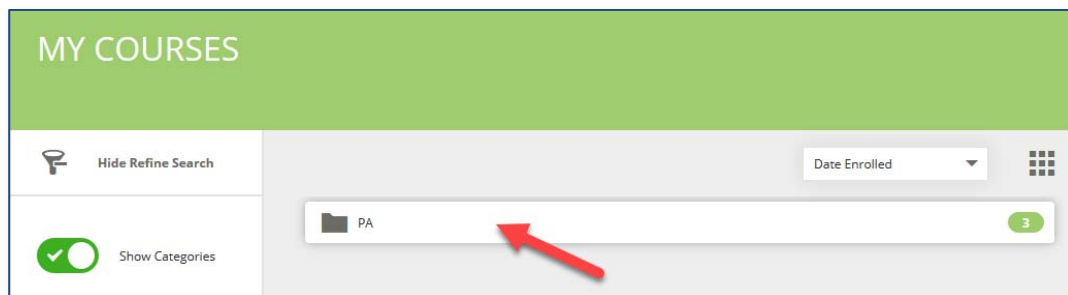
- First Name *Required*
- Middle Name
- Last Name *Required*
- Email *Required*
- Password *Required*
- Re-enter Password *Required*
- Agency Name: *Required*
- Provider Medicaid ID # *Required*

A green 'Sign Up' button is located at the bottom of the form.

4. Click the **Sign Up** button.
5. 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.
6. Click on **My Courses** to view the available courses.

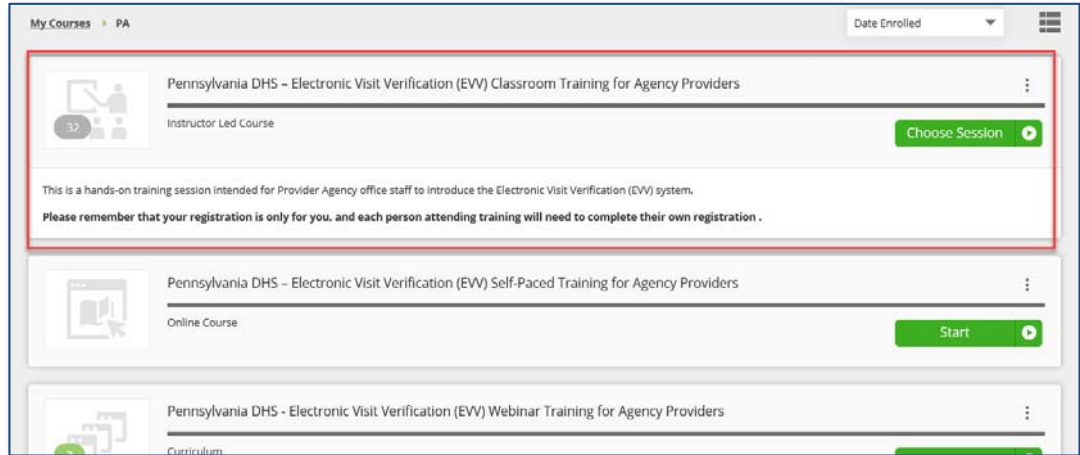


7. Click the **PA** folder to view the courses.



## Selecting classroom training

1. From the *My Courses* screen, click **Choose Session** on the Classroom course.



My Courses PA Date Enrolled

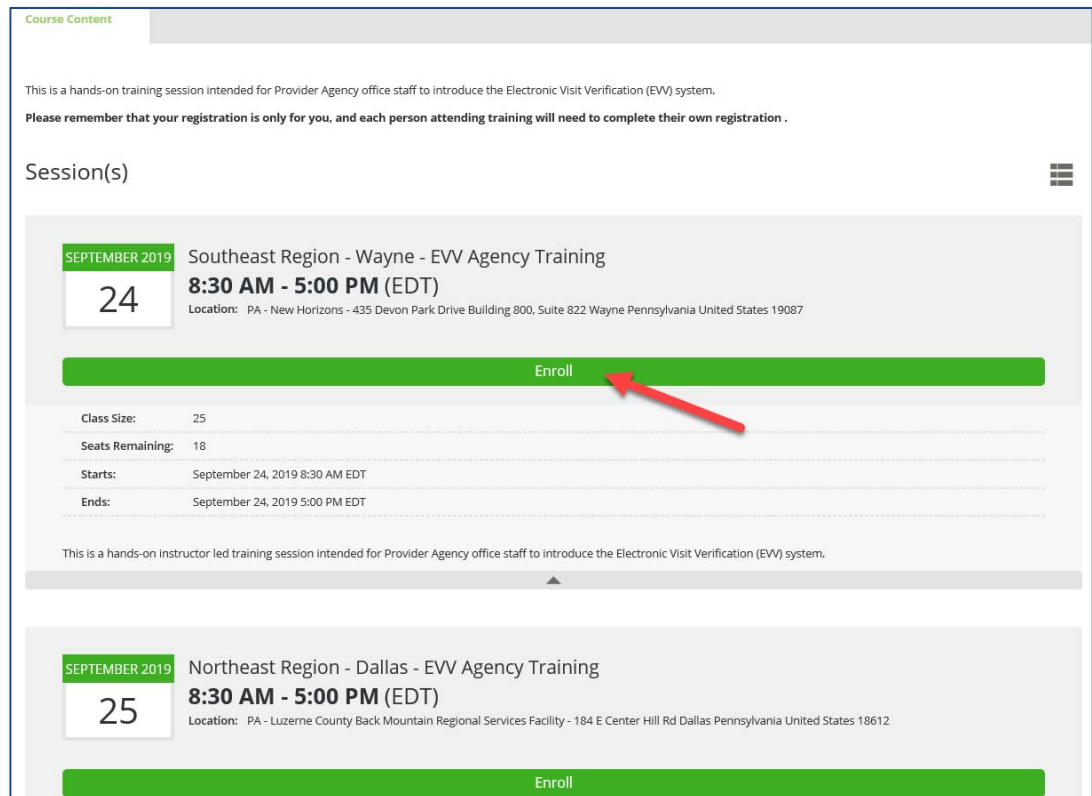
**Pennsylvania DHS - Electronic Visit Verification (EVV) Classroom Training for Agency Providers**  
Instructor Led Course Choose Session

This is a hands-on training session intended for Provider Agency office staff to introduce the Electronic Visit Verification (EVV) system.  
**Please remember that your registration is only for you, and each person attending training will need to complete their own registration .**

**Pennsylvania DHS - Electronic Visit Verification (EVV) Self-Paced Training for Agency Providers**  
Online Course Start

**Pennsylvania DHS - Electronic Visit Verification (EVV) Webinar Training for Agency Providers**  
Curriculum

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



Course Content

This is a hands-on training session intended for Provider Agency office staff to introduce the Electronic Visit Verification (EVV) system.  
**Please remember that your registration is only for you, and each person attending training will need to complete their own registration .**

Session(s)

**SEPTEMBER 2019** Southeast Region - Wayne - EVV Agency Training  
**24** **8:30 AM - 5:00 PM (EDT)**  
Location: PA - New Horizons - 435 Devon Park Drive Building 800, Suite 822 Wayne Pennsylvania United States 19087

**Enroll**

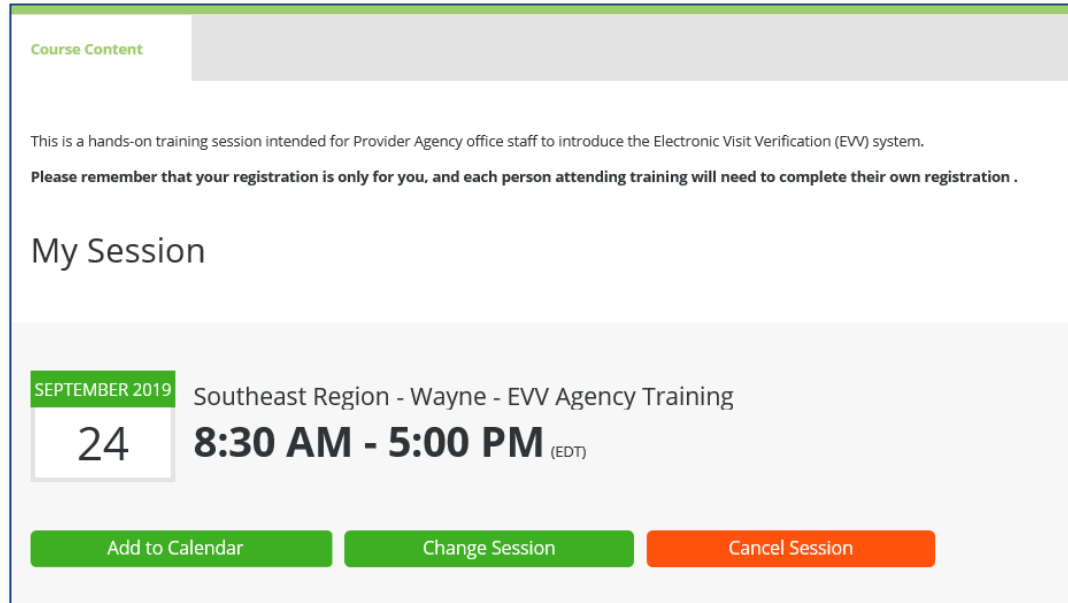
Class Size: 25  
Seats Remaining: 18  
Starts: September 24, 2019 8:30 AM EDT  
Ends: September 24, 2019 5:00 PM EDT

This is a hands-on instructor led training session intended for Provider Agency office staff to introduce the Electronic Visit Verification (EVV) system.

**SEPTEMBER 2019** Northeast Region - Dallas - EVV Agency Training  
**25** **8:30 AM - 5:00 PM (EDT)**  
Location: PA - Luzerne County Back Mountain Regional Services Facility - 184 E Center Hill Rd Dallas Pennsylvania United States 18612

**Enroll**

3. You are now enrolled for your session. The selected classroom session displays with the location information and an enrollment email will be sent.



The screenshot shows a web interface for course enrollment. At the top, there is a 'Course Content' tab. Below it, a message states: 'This is a hands-on training session intended for Provider Agency office staff to introduce the Electronic Visit Verification (EVV) system. Please remember that your registration is only for you, and each person attending training will need to complete their own registration.' The main heading is 'My Session'. Below this, a calendar view shows 'SEPTEMBER 2019' with the date '24' selected. To the right of the date, the session details are: 'Southeast Region - Wayne - EVV Agency Training' and '8:30 AM - 5:00 PM (EDT)'. At the bottom, there are three buttons: 'Add to Calendar' (green), 'Change Session' (green), and 'Cancel Session' (orange).

**Note:** What to do if you are unable to attend the chosen session?

1. Log back in to the LMS website: <https://sandatalearn.com>
2. Click on **My Courses**
3. Click on the classroom training course
4. Click the **Change Session** button to select a new date or the **Cancel Session** button to be removed from the enrolled session to select a new date now or at a later time.

## Selecting webinar training

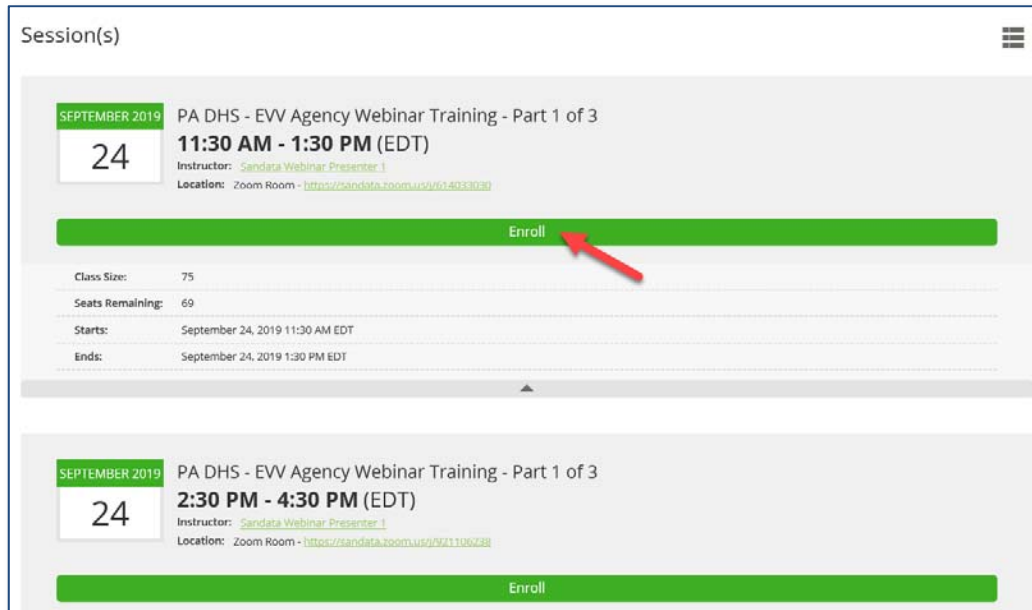
1. From the *My Courses* screen, click the Webinar training curriculum.

The screenshot shows the 'My Courses' interface for a user in Pennsylvania (PA). It lists three courses related to 'Pennsylvania DHS - Electronic Visit Verification (EVV) Classroom Training for Agency Providers'. The first is a 'Classroom Training' session for 'Southeast Region - Wayne - EVV Agency Training' with a 'View' button. The second is an 'Online Course' for 'Self-Paced Training for Agency Providers' with a 'Start' button. The third, highlighted with a red box, is a 'Curriculum' for 'Webinar Training for Agency Providers' with a 'Start' button. Below the curriculum title, 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.'

2. 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 for the webinar training. It lists three parts of the course, each with a play button icon and a progress indicator (0 of 1 Course(s)). The first part is 'Part 1' with a 'View' button highlighted in a red box. The second part is 'Part 2' with an 'Enroll' button. The third part is 'Part 3' with an 'Enroll' button. Each part is an 'Instructor Led Course'.

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



Session(s)

SEPTMBER 2019 24 PA DHS - EVV Agency Webinar Training - Part 1 of 3  
**11:30 AM - 1:30 PM (EDT)**  
Instructor: [Sandata Webinar Presenter 1](#)  
Location: Zoom Room - <https://sandata.zoom.us/j/614033030>

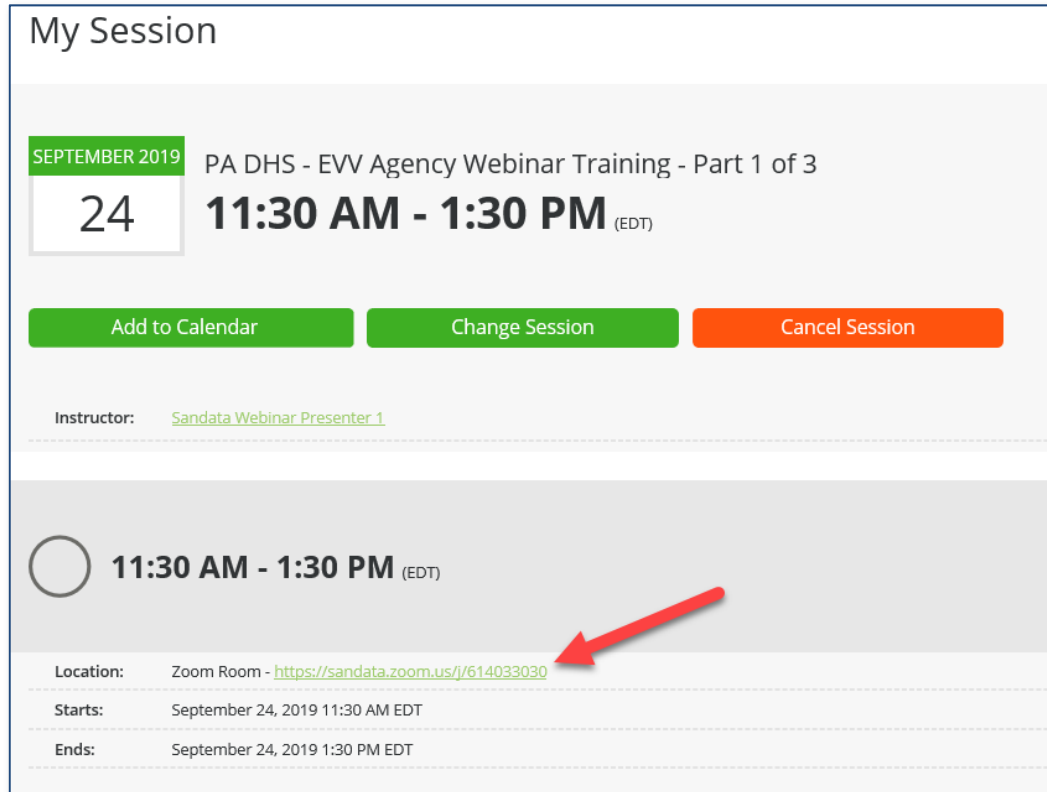
**Enroll**

Class Size: 75  
Seats Remaining: 69  
Starts: September 24, 2019 11:30 AM EDT  
Ends: September 24, 2019 1:30 PM EDT

SEPTMBER 2019 24 PA DHS - EVV Agency Webinar Training - Part 1 of 3  
**2:30 PM - 4:30 PM (EDT)**  
Instructor: [Sandata Webinar Presenter 1](#)  
Location: Zoom Room - <https://sandata.zoom.us/j/611106238>

**Enroll**

Once a session date is selected, the link to attend the webinar training is displayed on-screen to the user.



My Session

SEPTMBER 2019 24 PA DHS - EVV Agency Webinar Training - Part 1 of 3  
**11:30 AM - 1:30 PM (EDT)**

**Add to Calendar** **Change Session** **Cancel Session**

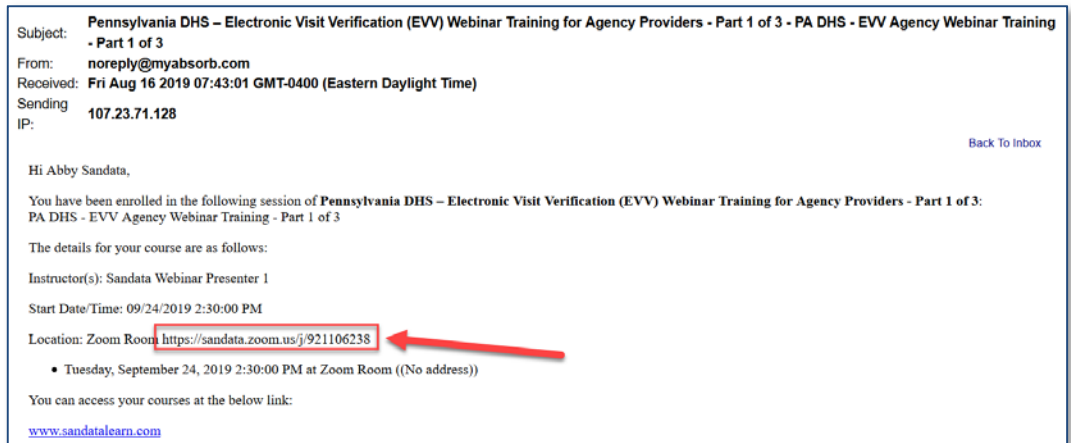
Instructor: [Sandata Webinar Presenter 1](#)

**11:30 AM - 1:30 PM (EDT)**

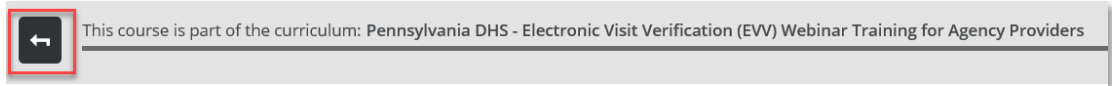
Location: Zoom Room - <https://sandata.zoom.us/j/614033030>

Starts: September 24, 2019 11:30 AM EDT  
Ends: September 24, 2019 1:30 PM EDT

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.



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



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