

# EVV Phase 2 Training Registration and Roadmap

## March 2019

Training Registration for Ohio Department of Medicaid's (ODM) Electronic Visit Verification (EVV) Phase 2 will open April 1, 2019. This communication is to give an overview of how training will work and what to expect for Phase 2 training. Training must be completed by go-live on August 5, 2019. Please review the [ODM webpage](#) for a description of phases, services, timelines and other resources.

### Phase 1 Providers

If you are an ODM Fee-for-Service Phase 1 provider, you will have already received the below training and/or should take the Phase 1 self-paced training on the ODM website. There will be a "Bridge Training" announced at a later date to include any additions and changes with Phase 2 system functionality. At least one agency representative must take this course. You are not eligible for the Phase 2 classroom or webinar trainings.

### Phase 2 Providers

**The current training registration link posted on the ODM website is for Phase 1 providers. It will not satisfy the Phase 2 training requirements. The Phase 2 Training Registration links will be available on April 1, 2019.**

At least one representative of your agency must complete all required training to receive your Welcome Kit with login credentials to the Sandata system. You will need credentials to input your Direct Care Workers' and individuals' data into the system. If your agency operates with multiple provider numbers, you must satisfy training requirements for each provider number. The information below will help you select the training option that best meets your needs.

ODM and Sandata are using a "Train the Trainer" approach. **At least one person (maximum of two people) per Medicaid ID must attend to satisfy the mandatory training requirement. Each person planning to attend training must complete their own training registration.** The first agency employee to register for training will be the initial EVV system administrator. The training will focus on administrative duties and how to train direct care workers. Those staff who attend training should use tools from training to train agency staff. Recorded webinars and an online library of training modules can be used as training aids. We strongly recommend the classroom training or instructor-led webinars for at least one employee in your agency.

The Phase 2 training options available beginning May 6, 2019 are:

***Instructor-Led Classroom Training:*** This is an in-depth, overview of the ODM EVV program and an in-depth walk-through of the Sandata EVV system, including features, usage, reporting and support. Classroom training is in a computer lab setting where each participant has a dedicated computer. Classroom sessions can accommodate up to 25 participants per session. There is a limited number of Instructor-led classes. Register as early as possible to ensure the location and date you prefer.

***Locations offered:*** Dublin (Columbus Region), Independence (Cleveland Region), Akron, Perrysburg (Toledo Region), Dayton, Blue Ash (Cincinnati Region), Athens

***Duration:*** Approximately 8 hours.

***Participation:*** Each Medicaid Provider ID can send a total of two people to instructor-led classroom training and instructor-led webinar training combined.

***Please Note:*** Training is for the agency staff who will be responsible for training your employees.

**Instructor-Led Web-Based Training:**

Also known as webinars, these sessions cover the same content delivered in the classroom training, but in four, two-hour sessions. Participants attend from a remote location, using their own computer with internet access and can call in by phone. Webinars can accommodate up to 75 attendees per session.

**Duration:** Four, two-hour sessions.

**Participation:** Each Medicaid Provider ID can send a total of two people to instructor-led classroom training and instructor-led webinar training combined.

**Please note:** You will need to schedule each of the four webinar sessions separately, but they can be taken the same day if available.

**Independent Web-Based Training:**

This online, self-paced training method allows participants to access training materials independently. The materials are available 24-hours a day, 7 days a week for the life of the program. Independent Web-based Training can be a great resource as a training refresher or a way to train new providers.

**Duration:** Self-paced.

**Participation:** There is no limit on the number of agency employees that can participate in web-based training.

**Aggregator Training:**

If you have your own EVV system and have initiated the Alt EVV certification process, you must complete Aggregator training to receive testing credentials. Aggregator training will cover how to access the Aggregator and how to view/run reports on your EVV data.

**Duration:** Self-paced.

**Participation:** Targeted to agency providers who have expressed a desire to use an alternate EVV system.

After you complete training, you will receive your Welcome Kit with your system administrator access and can begin entering your users, employees and individuals. It is strongly recommended to begin using EVV as soon as access is granted. Mandatory use will be in effect August 5, 2019.

You will receive more information including registration links and addresses for classroom trainings when registration opens. If you have any questions on registering for training, or regarding any of the other actions to be ready for go-live, call the EVV Provider Hotline at (855) 805-3505. If you have general EVV questions, email the EVV Unit at [EVV@medicaid.ohio.gov](mailto:EVV@medicaid.ohio.gov) or leave a message in the voicemail box (614) 705-1082.