

Indiana Family and Social Services Administration (INFSSA) Electronic Visit Verification (EVV) Training Registration Quick Reference Guide

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. Type Sandata's Learning Management System (LMS) website in the browser address bar: https://www.sandatalearn.com?KeyName=IndianaEVV
- 3. Complete the fields in the Sign Up section of the screen
 - a. First Name
 - b. Last Name
 - c. Email address
 - d. Password (password must be at least 8 characters long and include at least 1 number)
 - e. Phone
 - f. Agency Name
 - g. Provider Medicaid ID #

| | Sign Up | | Login |
|---|---|---|---|
| | * <i>Required</i> First Name * | | If you already have a username and password, you ca log in here to apply this enrollment key to your existin account. |
| 1 | Last Name * | | Username |
| | Middle Name | | Password |
| | Email * | | Keep me signed in • Forgot Password? |
| • | Password (8 Char. Min) * Re-enter Password (8 Char. Min) * | Ð | LOGIN |
| 1 | Phone | | |
| 0 | Agency Name: * | | |
| | Provider Medicaid ID # * | | |



- 4. Click the **SIGN UP** button.
- **5.** The *Sandatalearn* homepage will display. Your username is displayed in the green bar across the top of the screen.
- 6. Click on **My Courses** to view the available courses.



7. Launch the INFSSA_SANDATA curriculum.

| Sandata | | You are logged in as: Jenny Sandata |
|--------------|------------------------------|-------------------------------------|
| My Courses 1 | My Courses | Show Complete ON |
| | INFSSA_SANDATA Curriculum | LAUNCH |



8. Choose <u>either</u> the Classroom or Webinar Training course.



Selecting Classroom training:

1. Click the Agency Classroom Training course.



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





3. <u>You are now enrolled for your session</u>. The selected classroom session displays with the location information and an enrollment email will be sent. You may also add the session to your calendar.

| | Indiana Electronic Visit Verification (EVV) - Agency Classroom Training This course is EW instructor-led classroom training for provider agencies. |
|----------------------------------|--|
| PROCRESS 0% Add to Calendar Q | Pilot Training Instructor: EW Trainer Class 1 of 1 |
| | Start Time O9:00AM EDT Tuesday, June 18, 2019 End Time O5:00PM EDT Tuesday, June 18, 2019 Location: Indiana DXC Office, 950 N. Meridian Street, Indianapolis, Indiana, 46204 |
| | CHANGE SESSION 🗃 |



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

- 1. Log back in to the LMS website: <u>https://sandatalearn.com</u>
- 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 course.

| | INFSSA_SANDATA EVV Classroom Training |
|---|---|
| | The following course(s) are optional. |
| | Indiana Electronic Visit Verification (EVV) - Agency Classroom Training Instructor Led Course |
| CURRICULUM PROGRESS 0/0 STATUS: COMPLETED Image: Complete completec | |
| | |

2. Scroll down to review all the available webinar dates, then click **Enroll** on the desired date. (*Note:* there are three parts to each webinar)

| | Indiana Electronic Visit Verification (EVV) - Agency Webinar Training This is an instructor-led webinar training containing 3 parts. You must attend all 3 parts in order to receive credit for completing EW training. |
|-------------|--|
| PROGRESS 0% | This course is part of the curriculum: INFSSA_SANDATA Please choose a session Search |
| | Agency EVV Webinar - June 21st, 24th and 25th 210 PM - 4:00 PM (EDT) Friday, June 21, 2019 |



3. The screen refreshes to show all parts for the chosen webinar along with the webinar URL link. You may also add the sessions to your calendar.

| ě ě ě | This course is part of the curriculum: INFSSA_SANDATA |
|-------------------|---|
| PROGRESS 0% | Agency EVV Webinar - June 21st, 24th and 25th |
| Add to Calendar 🕰 | You must attend all three sessions in order to receive credit for completing webinar training. Instructor: EVV Trainer |
| | Class 1 of 3 |
| | Start Time June 02:00PM EDT Friday, June 21, 2019 |
| | End Time 21 04:00PM EDT Friday, June 21, 2019 |
| | Urt: https://www.myroom.hpe.com/attend/MRPQK46NUWAKE |
| | Class 2 of 3 |
| | Starts: Monday, June 24, 2019 (2:00 PM EDT) June Ends: Monday, June 24, 2019 (4:00 PM EDT) 24 |
| | Url: https://www.myroom.hpe.com/attend/MRPQK46NUWAKE |
| | Class 3 of 3 |
| | Starts: Tuesday, June 25, 2019 (2:00 PM EDT.) June Ends: Tuesday, June 25, 2019 (4:00 PM EDT.) 25 |
| | Urt: https://www.myroom.hpe.com/attend/MRPQK46NUWAKE |
| | CHANGE SESSION 🗃 CANCEL SESSION 🖄 |

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 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.