



Use of Electronic Visit Verification (EVV) is required by all providers of routine Homemaker Personal Care (HPC) billed in 15 minute units, Participant Directed Homemaker Personal Care (PD-HPC) and/or IO Waiver Nursing. Mandatory compliance and use of EVV is effective as of January 1, 2021.

If you/your agency provide services subject to EVV use, when checking your DODD weekly provider billing reports, you may see EVV error reports if you do not have matching EVV claims. **THIS CHANGES OCTOBER 1, 2025. Starting October 1, 2025, if EVV claims do not match billed claims then the claims will be denied.**

EVV does not replace a provider's responsibility to complete documentation or to submit claims for billing. This system is IN ADDITION to current provider responsibilities. Independent (non-agency) providers must use the Sandata system. Agency providers can choose to use an alternate EVV system once they have completed the certification process with Sandata.

Additional information about EVV can be found on the **MEDICAID** website here: <https://medicaid.ohio.gov/resources-for-providers/special-programs-and-initiatives/electronic-visit-verification>

Additional information about EVV can be found on the **SANDATA** website here: [Learner Access to the Sandata Learn Learning Management Service \(LMS\) – Sandata Technologies](#)

The following pages contain instructions for Independent (non-agency) Providers that have not previously used or signed up for EVV.



1. Go to Sandata Learn: https://www.sandatalearn.com/sign_up
2. Complete all required fields and then select **Sign Up**.
 - a. **Note:** Be sure to use the same email that you used to setup your OH|ID account

The image shows the 'Create an account' form on the Sandata Learn website. The form includes input fields for First Name, Last Name, Email address, and Password. Below these fields is a blue 'Sign Up' button. At the bottom, there is a small text line: 'By submitting this form you agree to the Terms of Use'.

3. Fill out the following fields:

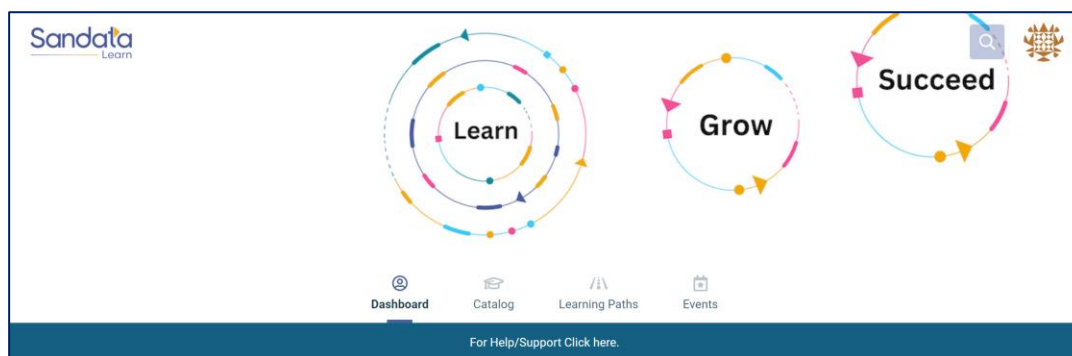
The image shows a registration form on the Sandata Learn website. The form includes several input fields: Agency Name, Agency ID # (Optional), Medicaid ID #, and Provider ID #. Below these are two dropdown menus: 'Select a role' and 'Select a state'. At the bottom, there are three radio button options: 'Agency EVV', 'Non-Agency EVV', and 'Alt EVV Aggregator'. A 'Submit' button is located at the bottom right. A red box highlights the Agency Name, Agency ID # (Optional), Medicaid ID #, Provider ID #, and the 'Select a role' dropdown menu. Another red box highlights the 'Select a state' dropdown menu and the three radio button options.

(HELP ON ANSWERING EACH FIELD IS ON NEXT PAGE)



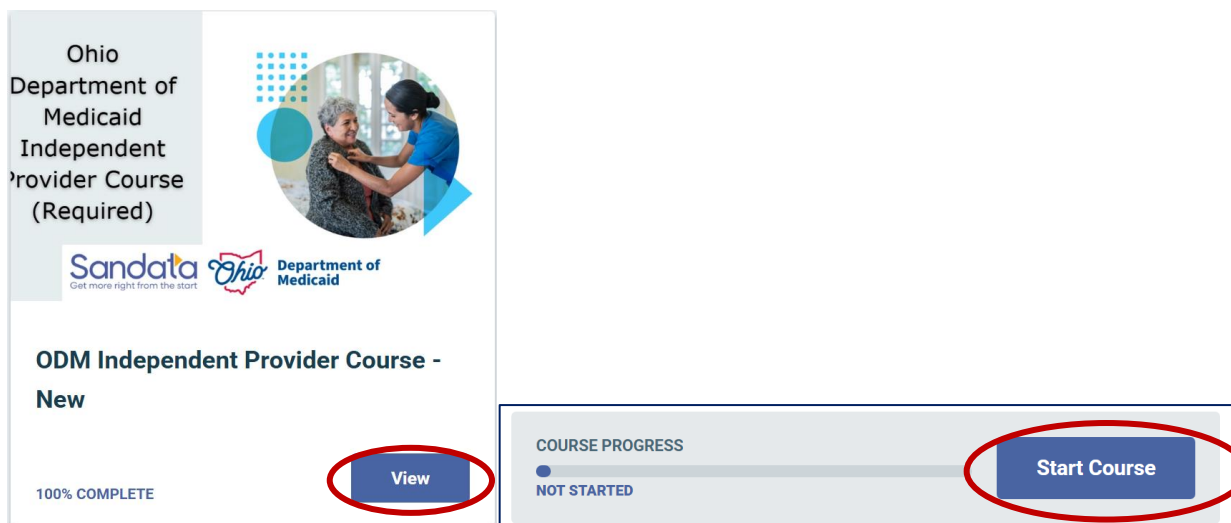
- a. Agency Name: Independent Provider
- b. Agency ID number (optional): Put 7 number 9's (9999999)
- c. Medicaid ID #: Put 7 number 9's (9999999)
- d. Provider ID #: Put 7 number 9's (9999999)
- e. Role: Alt-EVV User (Aggregator)
- f. State: Ohio
- g. Agency EVV: Leave Alone
- h. Select Non-Agency EVV
- i. Alt EVV Aggregator: Leave Alone
- j. Select Submit.

4. You will arrive at the Sandata Learn dashboard.





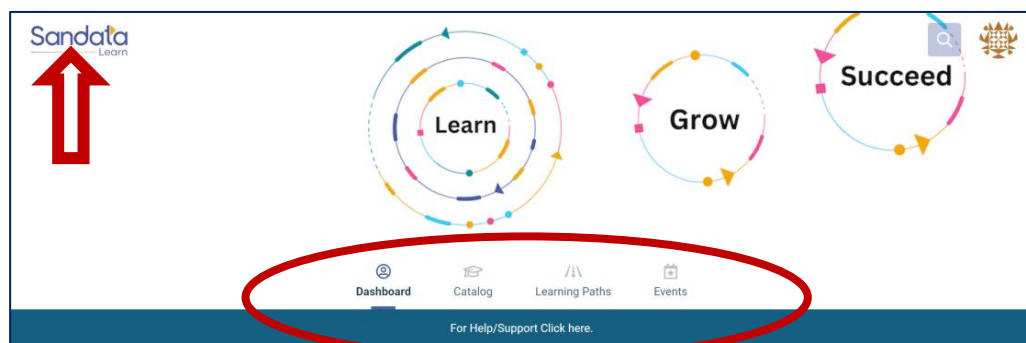
5. Find the **ODM INDEPENDENT PROVIDER COURSE- NEW** training course on your Dashboard.
 - a. Select **VIEW**
 - b. Select **START COURSE** and complete all of the modules within the course.
 - c. **Note:** If you are unable to complete the training in one sitting, you can come back and resume training
 - i. To Resume training:
 1. Log in to the Sandata Learn site
 2. Find course on your home page
 3. Select Resume
 4. Complete training



IF YOU DO NOT SEE THIS COURSE AVAILABLE, please try the following:

Select all 4 Tabs, in order, and then select the Sandata logo in the top left corner.

If you still don't see any courses, please contact SANDATA.



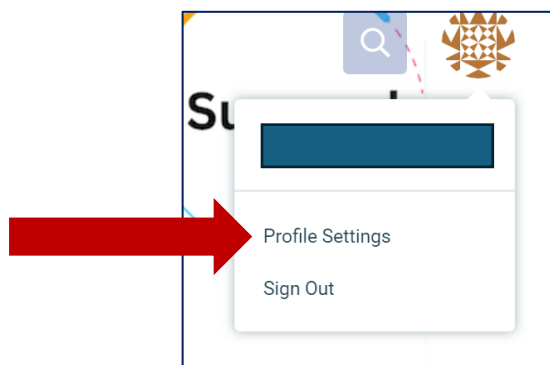


6. Get your Transcript

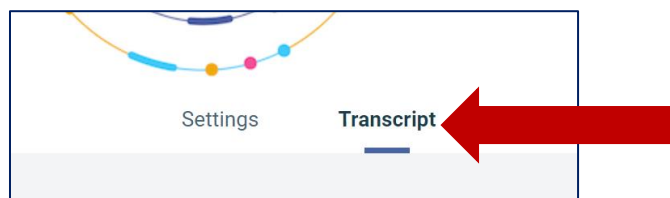
- a. Go to the top of the page and select the below icon



7. Select **PROFILE SETTINGS**



8. Select **TRANSCRIPT**



9. Find the course and select **VIEW** under the Certificate Heading



SANDATA LEARN

Transcript for Colleen Foxton

Search FILTERS

NAME	TYPE	CERTIFICATE	COMPLETED
Ohio Department of Medicaid Sandata EVV Required Training - Non-Agency	Course	View	

10. Select **Print** or **Download**

- a. **Note:** You will need to have an electronic copy to attach/upload to your DODD Independent Provider Certification. If you don't want to or can't download it, you can scan or take a photo of the printout and upload it to your application that way.

Sandata Learn

Learn Grow Succeed

Ohio Department of Medicaid EVV Training

Print Download

NOTE: There is more to setup with EVV/Sandata. However, you need to be approved as a DODD Independent Provider before you can complete the process. You will receive directions on what to do to complete the process AFTER you get your DODD certification. You have to wait because you need to enter your Medicaid ID number and you don't have one until your DODD Independent Provider certification is approved.