

## Training Course Curricula Worksheet

**\*\* NOTE - EVV Contacts (Agency administrators) are required to complete EVV SYSTEM OVERVIEW AND SECURITY prior to the release of the Welcome Kit.**

**Welcome Kits will include system access information and instructions on next steps.**

*Worksheet Instructions: Enter staff ROLES (i.e. Administrator, Caregiver, etc.). Select courses your staff will need by checking in the box of each course. The descriptions will offer an understanding of each course offering. Staff can review courses at their convenience 24/7. Staff can decide whether they want to attend live, interactive (web-based) training (which has time allotted for questions) or just want to view a video. Once those decisions are made, staff are ready to select the course schedule that works best for them. All staff should take the EVV System Overview. Security should ONLY be taken by Administrators. If users would like to experience the EVV system from beginning to the end, they should take all courses in the order below.*

Course	Course Description	Format	Role: Administrator	Role:	Role:	Role:
** EVV System Overview	Overview of all modules in Sandata EVV, login requirements, common elements, functionality, modules, smart device ordering, reports.	eLearning	✓			
** Security	Administrators ONLY. Search, create, modify, delete agency user records, password resets, security roles, privileges.	eLearning	✓			
Client/ Employee	Search, creation/editing/inactivating employee (caregiver), Authorizations, Contingency Plans, Plan of Care, FVV devices	eLearning, webinar				
Scheduling	Create, edit, cancel schedules, individual schedules, recurring schedules.	eLearning, webinar				
Visit Capture	Starting and completing a visit using the mobile, telephonic, fixed visit verification methods.	eLearning, webinar				
Visit Maintenance	Review visit data, visit exceptions, how to clear/resolve each one, manually creating & adjusting visits	eLearning, webinar				
Group Visits for Caregivers	Starting & completing a group visit using mobile & telephonic visit verification methods. Viewing group visits in Visit Maintenance	eLearning, webinar				
Group Visits for Agencies	Starting & completing a group visit using mobile & telephonic visit verification methods, viewing & editing a Group Visit in Visit Maintenance	eLearning, webinar				

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Course	Course Description	Format	Role:	Role:	Role:	Role:
** EVV System Overview	Overview of all modules in Sandata EVV, login requirements, common elements, functionality, modules, smart device ordering, reports.	eLearning 1 hour				
Client/ Employee	Search, creation/editing/inactivating employee (caregiver), Authorizations, Contingency Plans, Plan of Care, FVV devices	eLearning, webinar 45 mins				
Scheduling	Create, edit, cancel schedules, individual schedules, recurring schedules.	eLearning, Webinar 1 hr 15 mins				
Visit Capture	Starting and completing a visit using the mobile, telephonic, fixed visit verification methods.	eLearning, webinar 1 hr 15 mins				
Visit Maintenance	Review visit data, visit exceptions, how to clear/resolve each one, manually creating & adjusting visits	eLearning, webinar 2 hrs				
Group Visits for Caregivers	Starting & completing a group visit using mobile & telephonic visit verification methods. Viewing group visits in Visit Maintenance	eLearning, webinar 45 mins				
Group Visits for Agencies	Starting & completing a group visit using mobile & telephonic visit verification methods, viewing & editing a Group Visit in Visit Maintenance	eLearning, webinar 45 mins				