The Georgia EVV Program Training Registration How-to Guide provides step-by-step instructions on registering for live and pre-recorded webinar trainings provided by the Georgia EVV Program’s solution vendor, Netsmart.

There are four EVV training modules. An overview of each module is provided below.

<table>
<thead>
<tr>
<th>Module</th>
<th>Topics</th>
<th>Length</th>
<th>Recommended for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator Console Training</td>
<td>Getting started, setup, scheduling, visit tracking, manually completing a visit, reporting</td>
<td>~ 1.5 hours</td>
<td>Providers and provider administrators using the State EVV solution (Netsmart’s Mobile Caregiver+ EVV)</td>
</tr>
<tr>
<td>Mobile Application Training</td>
<td>Getting started, downloading the app, scheduling and completing a visit, resetting a password</td>
<td>~ 1 hour</td>
<td>Aides and caregivers using the State EVV solution (Netsmart’s Mobile Caregiver+ EVV)</td>
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<tr>
<td>Claims Console Training</td>
<td>Getting started, worklist, resolving unmatched claims, remediating rejected claims, adjusting adjudicated claims, voiding claims</td>
<td>~ 1.5 hours</td>
<td>Providers and provider administrators using the State EVV solution (Netsmart’s Mobile Caregiver+ EVV)</td>
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<tr>
<td>Extra Topics</td>
<td>Upcoming for Georgia</td>
<td></td>
<td>Providers and provider administrators using a third-party EVV solution</td>
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</table>

The training modules include training for the EVV mobile application, which is the primary recommended method for EVV data collection. The use of telephony / interactive voice response (IVR) for EVV requires the submission of a formal request which will go through an approval process with the Department of Community Health. The application is available on the DCH EVV website. Following approval for IVR, separate training instructions will be provided to you.

**Helpful Hints**

- You must register each time you want to attend a live training webinar.
- You do not need a username or password to view or attend training.
- Live training webinars provide an opportunity to ask questions during the training.
- You can view pre-recorded training webinars as many times as you would like.
- Pre-recorded webinars do not provide an opportunity to ask questions.
- Pre-recorded training webinars can be paused and restarted as long as you do not leave the webpage / close your browser.
**Steps to Register for Georgia EVV Program Training**

**Step 1:** Determine the training(s) you need to attend.

- PROVIDERS AND PROVIDER ADMINISTRATORS USING THE STATE EVV SOLUTION (Netsmart's Mobile Caregiver+ EVV)
  - Administrator Console
  - Mobile Application
  - Claims Console (attend in this order)

- PROVIDERS AND PROVIDER ADMINISTRATORS USING A THIRD—PARTY EVV SOLUTION
  - Claims Console

- AIDES and CAREGIVERS USING THE STATE EVV SOLUTION (Netsmart's Mobile Caregiver+ EVV)
  - Mobile Application
Step 2: Register for training.

1. Go to the Website
   - Enter 4Tellus.com (will be updated to a Netsmart URL at a later date)
   - Click on “Resources”
   - Click on “Training Webinars”
   You can also access the training site by going to 4Tellus.com/Training.

2. Select the Module
   - Choose and click on the module you would like to receive training on.

3. Select Viewing Method
   - Select how you would like to view the training:
     - “Register Now” is for live webinars where you will be able to ask questions during the training.
     - “View Recording” is for previous webinars and will have pre-recorded questions and answers. Includes English and Spanish options.
**Step 3:** Complete the registration form.

**For Live Training Webinars:** Complete the live webinar registration form as shown below.

- Click on the drop-down menu to select a training date and time.
- Complete all required fields denoted with an asterisk (*).
- This is not applicable to the Georgia EVV Program. Please type “N/A.”
- Click here when complete!
After you complete the registration form, you will have the option to add the training information to your calendar. You will also receive an email including the training date, time, and information on how to join the webinar.

For Pre-Recorded Training Webinars: Complete the pre-recorded training webinar registration form as shown below.

You will be able to watch the video immediately upon registering.