







Electronic Visit Verification (EVV)

Georgia EVV Program Training Registration How-to Guide

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.

Administrator Console Training 	Mobile Application Training 	Claims Console Training 	Extra Topics 
Topics: Getting started, set up, scheduling, visit tracking, manually completing a visit, reporting	Topics: Getting started, downloading the app, scheduling and completing a visit, resetting a password	Topics: Getting started, worklist, resolving unmatched claims, remediating rejected claims, adjusting adjudicated claims, voiding claims	Upcoming for Georgia!
Length: ~ 1.5 hours	Length: ~ 1 hour	Length: ~ 1.5 hours	
Recommended for: <ul style="list-style-type: none">Providers and provider administrators using the State EVV solution (Netsmart's Mobile Caregiver+ EVV)	Recommended for: <ul style="list-style-type: none">Aides and caregivers using the State EVV solution (Netsmart's Mobile Caregiver+ EVV)Providers and provider administrators using the State EVV solution (Netsmart's Mobile Caregiver+ EVV)	Recommended for: <ul style="list-style-type: none">Providers and provider administrators using the State EVV solution (Netsmart's Mobile Caregiver+ EVV)Providers and provider administrators using a third-party EVV solution	

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.

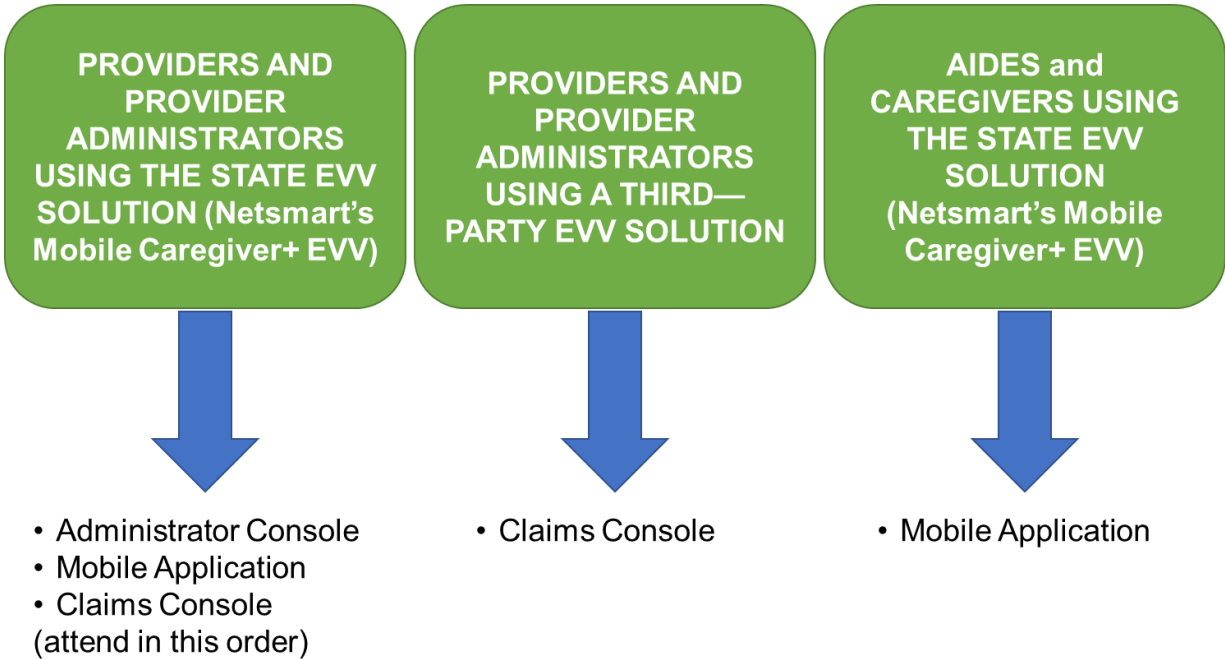
Helpful Hints

- 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.





Step 2: Register for training.

1

Go to the Website



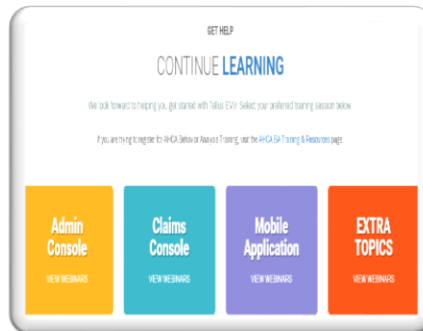
- Enter 4Tellus.com (will be updated to a Netsmart URL at a later date)

- Click on “Resources”
- Click on “Training Webinars”

You can also access the training site by going to 4Tellus.com/Training.

2

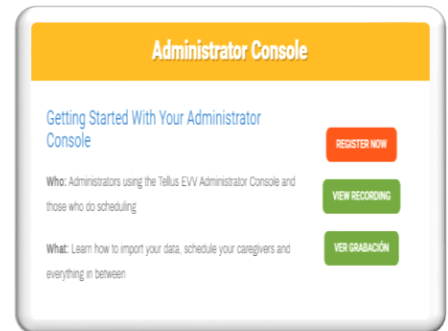
Select the Module



- 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.

The screenshot shows the registration form for the Netsmart EVV Administrator Console. At the top, there is a logo for "Mobile Caregiver+" and the title "Netsmart EVV Administrator Console". A callout box points to a date and time selection dropdown menu, stating "Click on the drop-down menu to select a training date and time." Below this, there is a text box that says "This webinar is offered several times. Select the date and time that works best for you." and a dropdown menu showing "Wed, Dec 1, 2021 11:00 AM - 12:30 PM MST".

Below the date and time selection, there is a section for "This session is targeted at Administrators that will be using the Netsmart Administrator Console. Attendees will learn how to navigate the Dashboard, create a Schedule, and view real-time Visits from the Administrator Console." A callout box points to the asterisk on the "First Name" field, stating "Complete all required fields denoted with an asterisk (*)." To the right of this text is the "Netsmart Learning Services" logo.

The form contains several required fields, each marked with an asterisk: "First Name*", "Last Name*", "Email Address*", "Street Address", "City", "State/Province*" (with a dropdown menu showing "Choose One..."), "Phone Number*", and "Organization*".

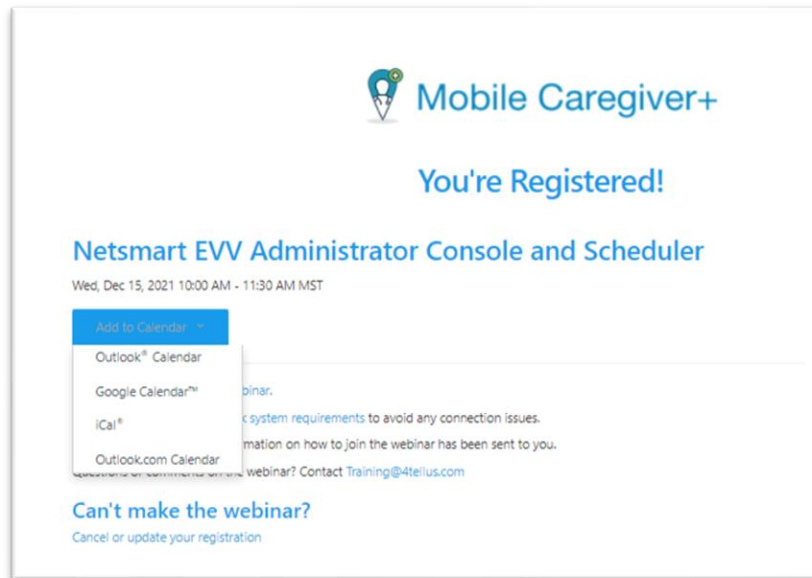
Below the required fields, there is a blue callout box that says "This is not applicable to the Georgia EVV Program. Please type 'N/A.'" This is followed by a text box for "Florida providers Only: Which of the following MCO's are you contracted with: UHC, AETNA, SIMPLY/ANTHEM, IHCS, COMMUNITY CARE PLAN, MAGELLAN. *If you are not in Florida type N/A**".

Next is a dropdown menu for "Please indicate whether you are part of an Agency, Independent Provider, or PDS*" with "Choose One..." selected. Below that is a text box for "Please list any applicable program(s) your company participates in".

At the bottom of the form is a blue "Register" button, which is circled in red. A callout box points to it, stating "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.

Complete all required fields denoted with an asterisk (*).

View this recording

required field

First Name*

Last Name*

Email Address*

By clicking this button, you submit your information to the webinar organizer, who will use it to communicate with you regarding this event and their other services.

Click here when complete!

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