

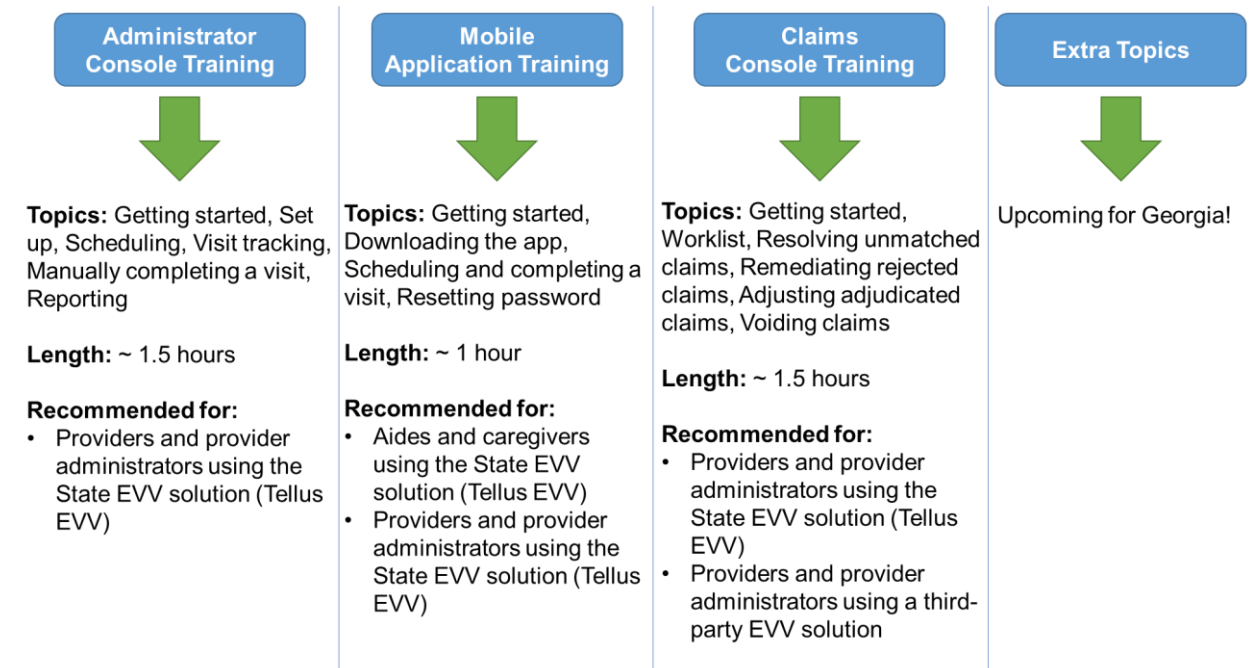


Electronic Visit Verification (EVV)

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, Tellus.

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



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) and Fixed Devices (key FOBs) for EVV requires the submission of a formal request which will go through an approval process with the Department of Community Health. Following approval for either option, separate training instructions will be provided to you.

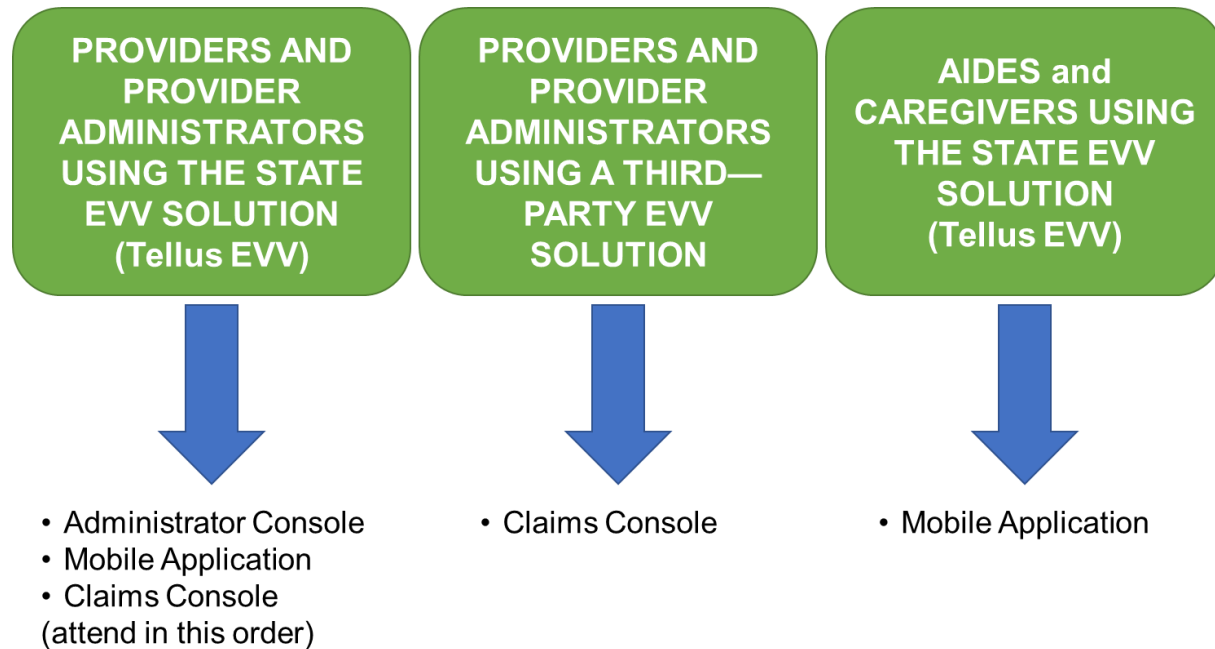
Helpful Hints

- 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.

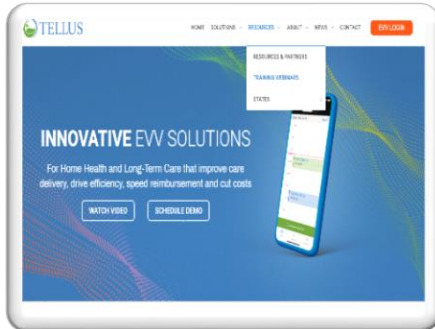




Step 2: Register for training.

1

Go to the Website

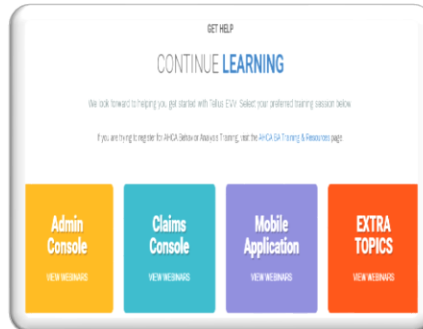


- Enter 4Tellus.com
- Click on “Resources”
- Click on “Training Webinars”

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

2

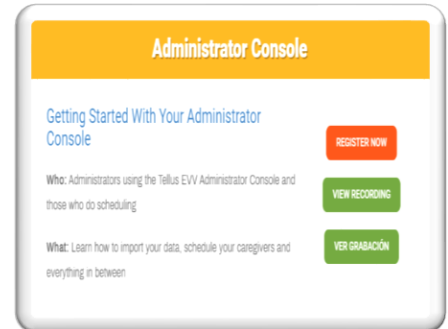
Select the Module



- 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.



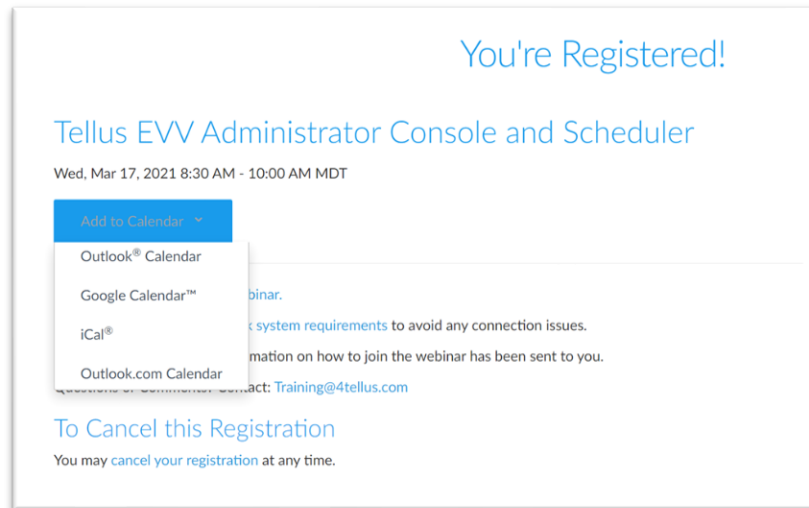
Step 3: Complete the registration form.

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

The screenshot shows the registration form for the Tellus EVV Administrator Console. At the top center is the logo, a green circle with a white figure inside. Below the logo is the title "Tellus EVV Administrator Console". A blue callout bubble points to a date and time dropdown menu, stating "Click on the drop-down menu to select a training date and time." Below this is a text prompt: "This webinar is offered several times. Select the date and time that works best for you." The dropdown menu shows "Wed, Mar 3, 2021 11:00 AM - 12:30 PM EST". Below the dropdown is a link "Show in My Time Zone". Another blue callout bubble points to a section of the form with the text "Complete all required fields denoted with an asterisk (*)." The form fields include: "First Name*", "Last Name*", "Email Address*", "Street Address", "City", "State/Province*" (a dropdown menu with "Choose One..." selected), "Phone Number*", "Organization*", and "Job Title*". Below these fields is a section for "Unless making a secure..." with a text input field. A blue callout bubble points to this field with the text "This is not applicable to the Georgia EVV Program. Please type 'N/A.'" Below that is a dropdown menu for "Please indicate whether you are part of an Agency or Independent Provider*" with "Choose One..." selected. Below that is a text input field for "Please list any applicable program(s) your company participates in." A blue callout bubble points to this field with the text "This is not applicable to the Georgia EVV Program. Please type 'N/A.'" At the bottom center is a blue "Register" button, which is circled in blue. A blue callout bubble points to the button with the text "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.

The registration form includes a blue callout box on the left that says "Complete all required fields denoted with an asterisk (*)." and a blue callout box on the right that says "Click here when complete!". The form fields are: "First Name*" (with a "Required field" label above it), "Last Name*", and "Email Address*", each with an input field. Below the fields is a "Register" button circled in blue. A disclaimer text reads: "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."

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