



# Quick Start

## EVV Portal for Employers and Employers of Record

For more information about how to use the  
EVV Portal contact:

DDS EVV Support  
Center (833) 656-  
1021

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## What is the EVV Portal?



Sandata EVV is an electronic system that records the precise start and end times, services provided, and tasks performed by employees during each visit. There is no cost to use the Sandata EVV system.

The Sandata EVV Portal is a web site that allows you to go online and manage details about the services you receive such as:

- Visit start and end times; and
- The activities performed during each visit.

## Why do I need it?

You can view and manage details about the services you receive and you may print a copy of the visits that your employees have logged from the EVV Portal.

# What do I need to use the EVV Portal?



You will need a computer with an internet connection to use the EVV Portal. You will access the EVV Portal using a web browser. Microsoft Internet Explorer, Mozilla Firefox, or Google Chrome are the web browsers that you may use to access the web site.



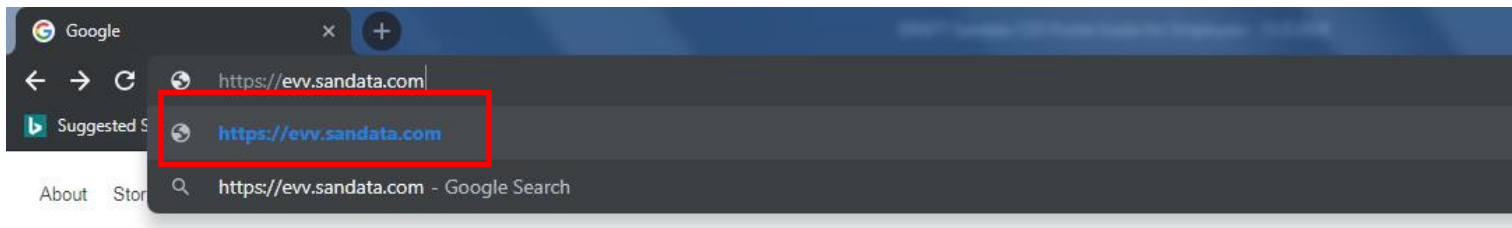
You may try to use the EVV Portal from a smartphone or a tablet, but it will look different than it does on a computer.

# How do I log-in for the first time?



From your computer screen, double-click on your web browser icon and type the EVV Portal web site into the field at top of the screen.

The EVV Portal web site is: <https://evv.sandata.com>.



You may create a bookmark for the EVV Portal so you do not need to type <https://evv.sandata.com> every time you log-in to the EVV Portal. Go to Help from your web browser to learn how to create a bookmark.

When you log-in for the first time, you must use the email address that you provided to your Fiscal Intermediary and the temporary password that was sent to that email address.



If you do not see the EVV Portal Temporary Password email in your inbox, check your spam or junk folder.

This is an example of the EVV Portal Temporary Password email.



Hi h [redacted] @gmail.com,  
Your Sandata.evv temporary password is:  
s [redacted] jB

Please click below to login to Sandata.evv and change your password.



These are the fields you will see on the EVV Portal log-in page.

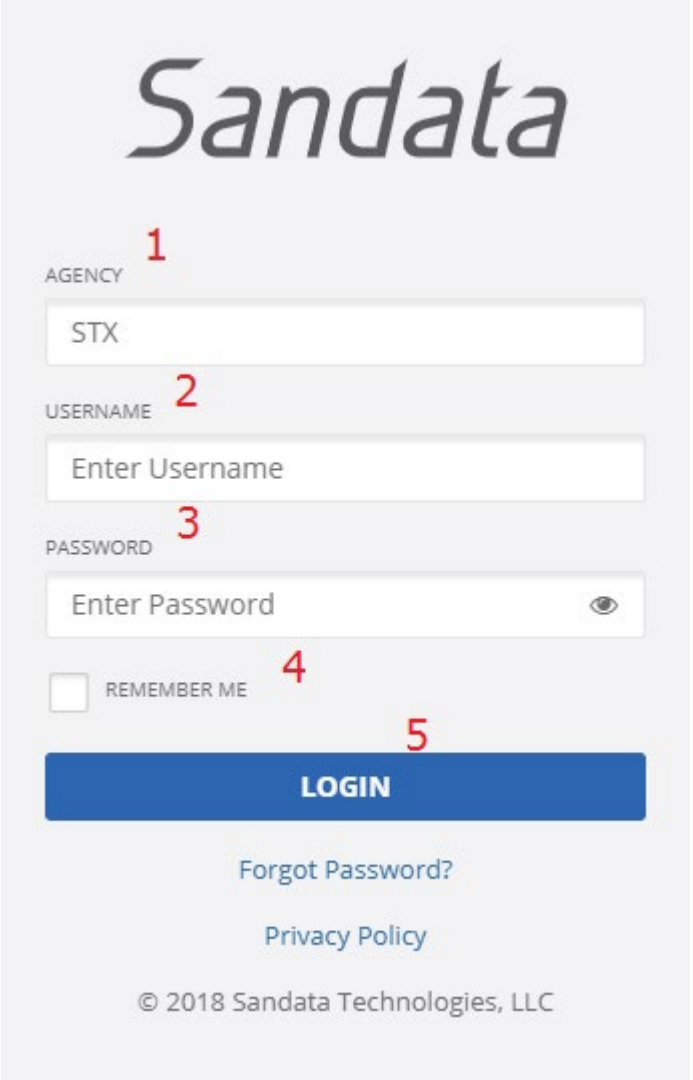
1. **AGENCY** – Type STX Allied or Sunset Shores agency ID.

2. **USERNAME** – This is your email address.

3. **PASSWORD** – The temporary password you received in the Sandata Temporary Password email.

4. **REMEMBER ME** – Check this box if you want the EVV Portal to remember your Allied or Sunset Shores agency ID's and Username. You will need to enter your password each time you log-in.

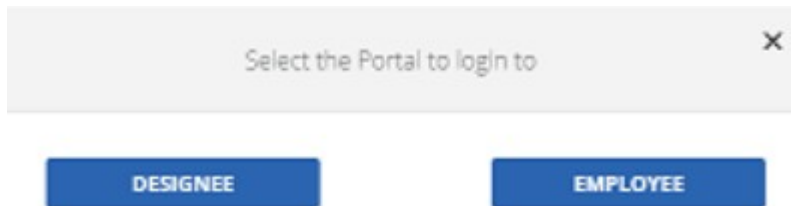
5. **LOGIN** – The EVV Portal main page displays once you have entered all the information and clicked the LOGIN button. It may be easier to copy the temporary password that was emailed to you and paste it in the PASSWORD field.



The screenshot shows the Sandata login interface. At the top is the Sandata logo. Below it are five input fields, each with a red number above it: 1. AGENCY (containing 'STX'), 2. USERNAME (containing 'Enter Username'), 3. PASSWORD (containing 'Enter Password' and a toggle icon), 4. REMEMBER ME (checkbox), and 5. LOGIN (blue button). Below the fields are links for 'Forgot Password?' and 'Privacy Policy', and a copyright notice '© 2018 Sandata Technologies, LLC'.



If you serve as an employer of record and are also an employee, you will have different permissions in the EVV Portal. You will need to choose to log in either as an employer of record or as an employee each time you log in.

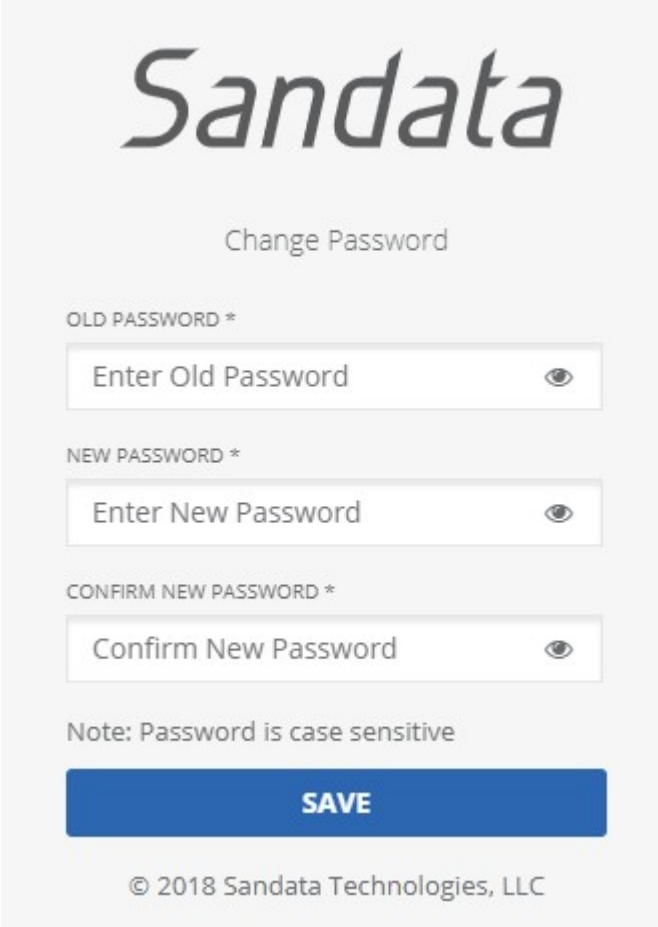


You will be asked to setup a new password. The password must:

- ➔ Be at least twelve characters long;
- ➔ Have at least one upper case letter;
- ➔ Have at least one lower case letter;
- ➔ Have at least one number; and
- ➔ Have one "special" character such as !@#\$%^&\*(){}.




The password is **case-sensitive**.




**Sandata**

Change Password


OLD PASSWORD \*

NEW PASSWORD \*

CONFIRM NEW PASSWORD \*

Note: Password is case sensitive

**SAVE**

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# How do I reset my password?

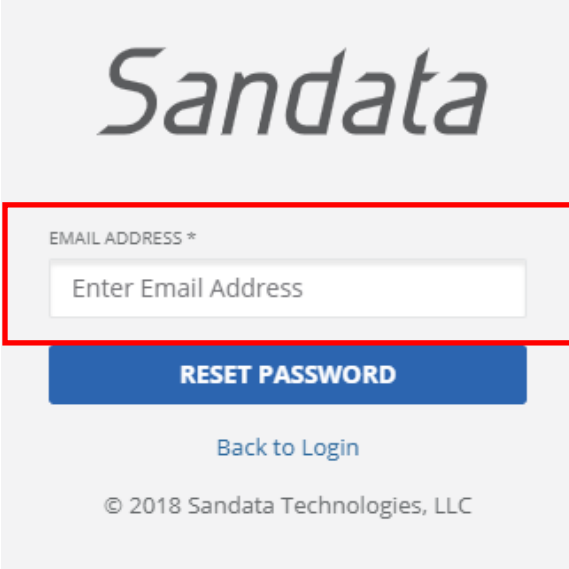


If you forget your password, you can reset it at any time.

1. Click **Forgot Password?**

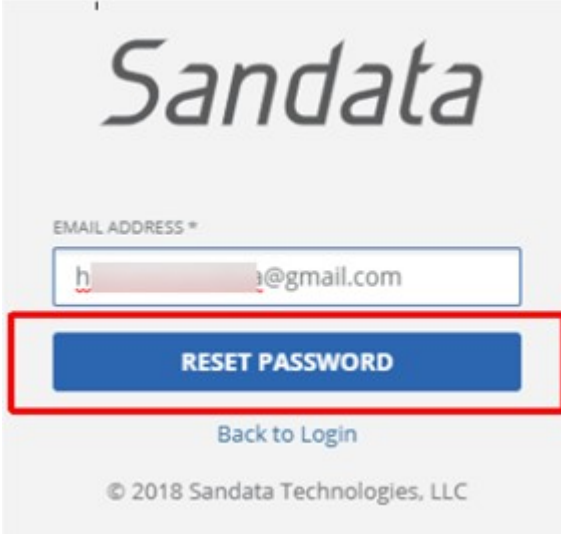
A screenshot of the Sandata login interface. At the top is the 'Sandata' logo. Below it are three input fields: 'AGENCY' with 'STX' entered, 'USERNAME' with 'Enter Username' as a placeholder, and 'PASSWORD' with 'Enter Password' as a placeholder and a visibility toggle icon. Below the password field is a 'REMEMBER ME' checkbox. A blue 'LOGIN' button is centered below the fields. Below the button is a red-bordered box containing the text 'Forgot Password?'. Below that is a 'Privacy Policy' link. At the bottom is the copyright notice '© 2018 Sandata Technologies, LLC'.

2. Type the email address that you use to log-in.



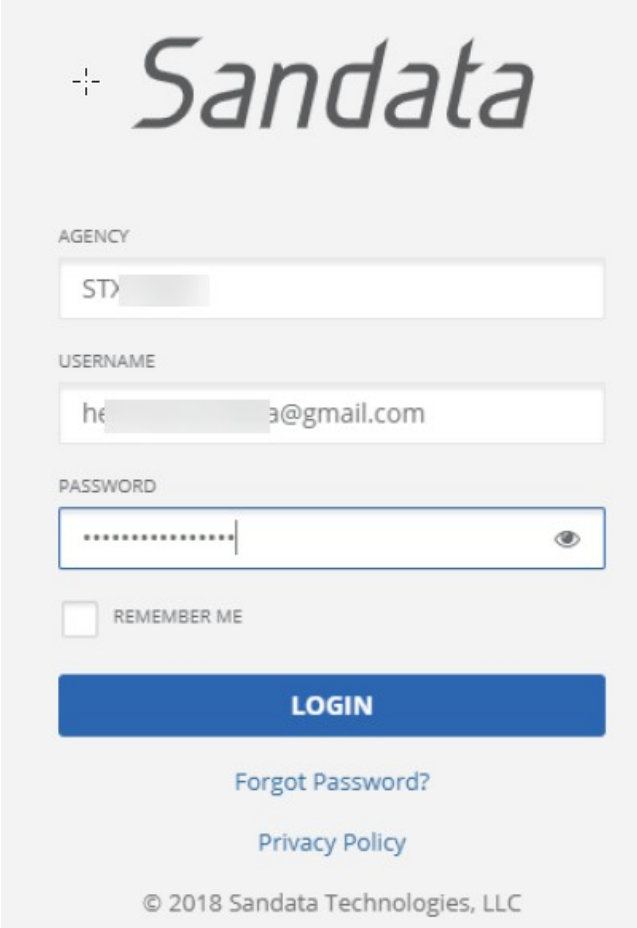
The image shows the Sandata Reset Password form. At the top is the Sandata logo. Below it is a text input field labeled "EMAIL ADDRESS \*" with the placeholder text "Enter Email Address". A red rectangular box highlights this input field. Below the input field is a blue button labeled "RESET PASSWORD". Underneath the button is a link that says "Back to Login". At the bottom of the form is the copyright notice "© 2018 Sandata Technologies, LLC".

3. Click **RESET PASSWORD**. You will receive an email with a temporary password.



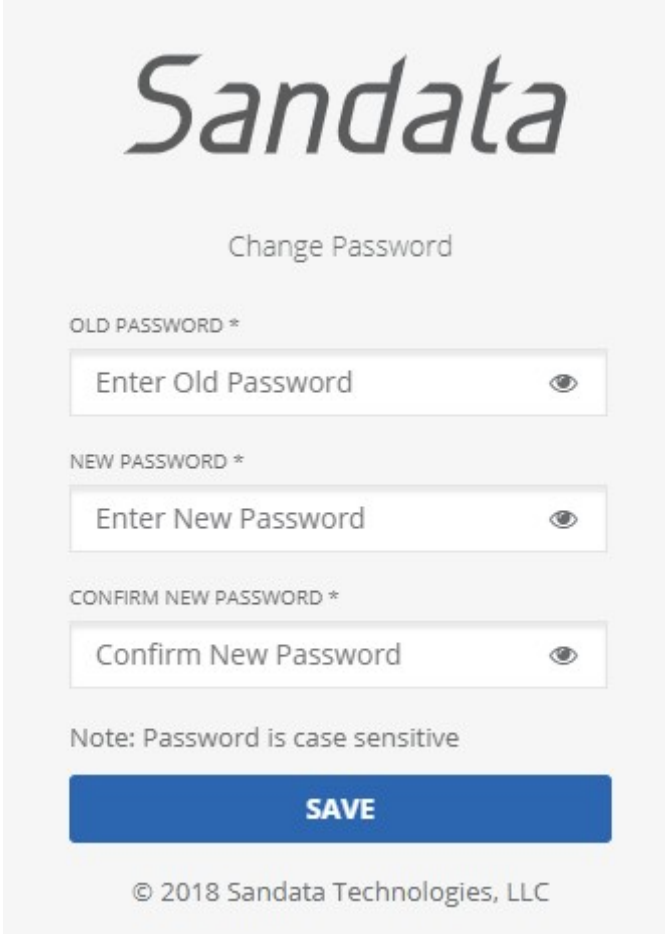
The image shows the Sandata Reset Password form with an email address entered. The "EMAIL ADDRESS \*" field now contains "h@gmail.com". A red rectangular box highlights the "RESET PASSWORD" button. The rest of the form, including the "Back to Login" link and the "© 2018 Sandata Technologies, LLC" copyright notice, remains the same as in the previous image.

4. Enter the Agency ID, your username (email address), and the temporary password that was emailed to you and click **LOGIN**.



The image shows a login form for Sandata Technologies. At the top, there is a plus sign icon followed by the Sandata logo. Below the logo, there are three input fields: 'AGENCY' with the text 'ST', 'USERNAME' with the text 'h@ gmail.com', and 'PASSWORD' with a masked password '.....'. There is a 'REMEMBER ME' checkbox below the password field. A blue 'LOGIN' button is centered below the form. Below the button are links for 'Forgot Password?' and 'Privacy Policy'. At the bottom, there is a copyright notice: '© 2018 Sandata Technologies, LLC'.

5. The Change Password screen will display. Type your temporary password in the **OLD PASSWORD\*** field. Create a new password and type it in the **NEW PASSWORD\*** field. Type your new password into the **CONFIRM NEW PASSWORD\*** field. Click **SAVE**.



The screenshot shows the Sandata Change Password interface. At the top is the Sandata logo. Below it is the title "Change Password". There are three input fields: "OLD PASSWORD \*" with a placeholder "Enter Old Password", "NEW PASSWORD \*" with a placeholder "Enter New Password", and "CONFIRM NEW PASSWORD \*" with a placeholder "Confirm New Password". Each field has a small eye icon to the right. Below the fields is a note: "Note: Password is case sensitive". At the bottom is a blue button labeled "SAVE". The footer of the form reads "© 2018 Sandata Technologies, LLC".



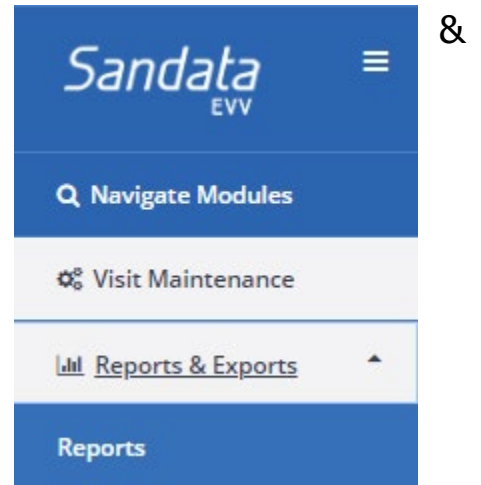
If you enter an incorrect username and password three (3) times, your account will be locked. You must contact customer support to have the account unlocked and the password reset.

# How do I print my employee's timesheet?

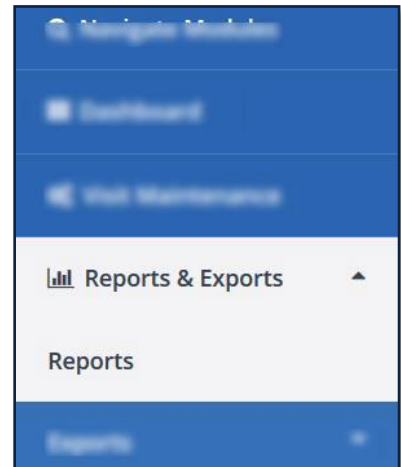


You can print a copy of your employee's timesheet from the EVV Portal.

To print your employee's timesheet, click Reports Exports, then Reports on the menu on the left side of the page.



1. Click Reports & Exports, then Reports on the Navigation panel. The **Reports** screen will display.



2. Select the **REPORT TYPE** and **REPORT NAME**.

Select Report

REPORT TYPE

Date Range Reports

REPORT NAME

Time Sheet

3. Enter the **Start and End Dates**.

Select Timeframe

FROM DATE MM/DD/YYYY

10/29/2018

TO DATE MM/DD/YYYY

11/12/2018

FROM TIME HH:MM AM/PM

12:00 AM

TO TIME HH:MM AM/PM

11:59 PM

Note: The range for this report cannot exceed 31 days

4. Click **Run Report**. The *Preview Report* screen will open.

CLEAR

RUN REPORT

5. You may print a copy of your employee's timesheet. Your employee's timesheet will look like this.

<b>Time Sheet</b>								
<b>Provider:</b> Young, Charlie				<b>Customer:</b> Ross, Doug 26 Harbor Park Drive PortWashington NY 11050				
Date	Tasks	Service	EVV IN	EVV OUT	EVV HRS	ADJ IN	ADJ OUT	ADJ HRS
9/13/2018		PCA-CFC	11:48 PM			11:48 PM	1:00 PM	13.20
<b>Total Hours Page 1:</b>					<b>0.00</b>			<b>13.20</b>
<b>Adjusted Total Page 1:</b>								
<b>Adjusted Total From Page 2:</b>								
<b>Final Adjusted Hours:</b>								

**CUSTOMER/INDIVIDUAL PROVIDER CERTIFICATION FOR SERVICES RENDERED**

This is to certify that the foregoing information is true, accurate, and complete. I understand that payment of this claim will be from Federal and State funds, and that any falsification, or concealment of a material fact, may be prosecuted under Federal and State laws.

Customer: \_\_\_\_\_ Worker: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Time Sheet Page 1 of 2