

Adjusting times in EVV

1: Log into the EVV portal on *EVV.Sandata.com* with the proper STX code

The image shows a screenshot of the Sandata login portal. At the top, the Sandata logo is displayed with the tagline "Get more right from the start". Below the logo, a small asterisk indicates that fields marked with it are required. The login form includes an "AGENCY" field containing the text "STX". Below this field, a red error message states "Username is required". Underneath, there is a text input field labeled "Enter Username". Below that, another red error message states "Password is required". This is followed by a text input field labeled "Enter Password" with a toggle icon for visibility. At the bottom of the form, there is a checkbox labeled "REMEMBER ME". Two blue buttons are located at the bottom: "LOGIN" and "FORGOT PASSWORD?". A black rounded rectangle highlights the "AGENCY" field and the error messages below it.

2: Click the 2nd tab down on your left to get to the “Visit Maintenance” screen to your left side.

Select a Visit CREATE CALL

* indicates required field

DATE RANGE * MM/DD/YYYY

02/22/2024 to 02/22/2024

CLIENT Enter Client

EMPLOYEE Enter Employee

PAYER Select Payer

PROGRAM Select Program

SERVICE Select Service

CATEGORY Select Category

VISIT STATUS Select Visit Status

CLIENT MEDICAID ID Enter Client Medicaid ID



FILTER VISITS BY All Visits

SEARCH CLEAR

[Show advanced filter options](#)

3: Select the “Date Range” where adjustment is needed.

3: DATE RANGE * MM/DD/YYYY

11/13/2023  to 11/13/2023 

PAYER: Select Payer ▼

PROGRAM: Select Program ▼

SERVICE: Select Service ▼

CATEGORY: Select Category ▼

CLIENT: Enter Client

EMPLOYEE: Enter Employee

VISIT STATUS: Select Visit Status ▼

CLIENT MEDICAID ID: Enter Client Medicaid ID

FILTER VISITS BY: All Exceptions ▼

[Show advanced filter options ▼](#)

Q SEARCH **CLEAR**

4: Find the “Filter Visits By”

5: Choose the dropdown and select “All Visits.” Then “Search”.

* indicates required field

DATE RANGE * MM/DD/YYYY

02/22/2024



to

02/22/2024



CLIENT

Enter Client

EMPLOYEE

Enter Employee

PAYER

Select Payer

PROGRAM

Select Program

SERVICE

Select Service

CATEGORY

Select Category

VISIT STATUS

Select Visit Status

CLIENT MEDICAID ID

Enter Client Medicaid ID

4:

FILTER VISITS BY

All Visits

All Exceptions

Exception Types

All Visits


Show advanced filter options ▾

5:

Q SEARCH

CLEAR

6: Click on the visit that you wish to view in EVV by selecting the pencil icon under “Actions”.

Client Name	Employee Name	Service	Visit Date	Call In	Call Out	Call Hours	Adjusted In	Adjusted Out	Adjusted Hours	Visit Status	Do Not Bill	Approved	6: Actions
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	02/11/2024	03:00 PM			03:00 PM	07:00 PM	04:00	Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	

7: A new screen will open. Click the “General” tab to add the time in the 3rd row down.

8: Select the reason code. Enter the reason note and click “Save”.

GENERAL

CLIENT

EMPLOYEE

CALL LOG

MERGE CALLS

TASKS

EXCEPTIONS

GPS

MEMO

HISTORY

VISIT FROM DATE: 01/24/2024

VISIT TO DATE: None

VISIT TIME ZONE: US/Central

VISIT STATUS: Incomplete

CALL IN: 08:00 AM

CALL OUT: None

CALL HOURS: None

7: ADJUSTED IN DATE: 01/24/2024

ADJUSTED IN HH:MM AM/PM: 08:00 AM

ADJUSTED OUT DATE: 01/24/2024

ADJUSTED OUT HH:MM AM/PM: 01:00 PM

AGENCY ID: 400500

AGENCY NAME: Allied ADMH Training

PAYER: ALMH

PROGRAM: LAH

SERVICE: LAH Personal C...

CLIENT VERIFIED TIME: No

CLIENT VERIFIED SERVICE: No

CLIENT SIGNATURE: No

VISIT SOURCE: ALLIED AL

DO NOT BILL

APPROVED

* indicates required field

8: REASON CODE *: 03 Update to T...

RESOLUTION CODE: Select Resoluti...

REASON NOTE: manual shift

SAVE

CANCEL

9: Now you must return to the visit maintenance screen to find and select the shift and approve it

10: Check the box under “Approved”.

9:

Visit Maintenance

* Indicates required field

DATE RANGE * MM/DD/YYYY: 01/01/2024 to 01/31/2024

CLIENT: hamill

EMPLOYEE: Enter Employee

PAYER: Select Payer

PROGRAM: Select Program

SERVICE: Select Service

CATEGORY: Select Category

VISIT STATUS: Select Visit Status

CLIENT MEDICAID ID: Enter Client Medicaid ID

FILTER VISITS BY: All Visits

Show advanced filter options

SEARCH CLEAR

EXPORT

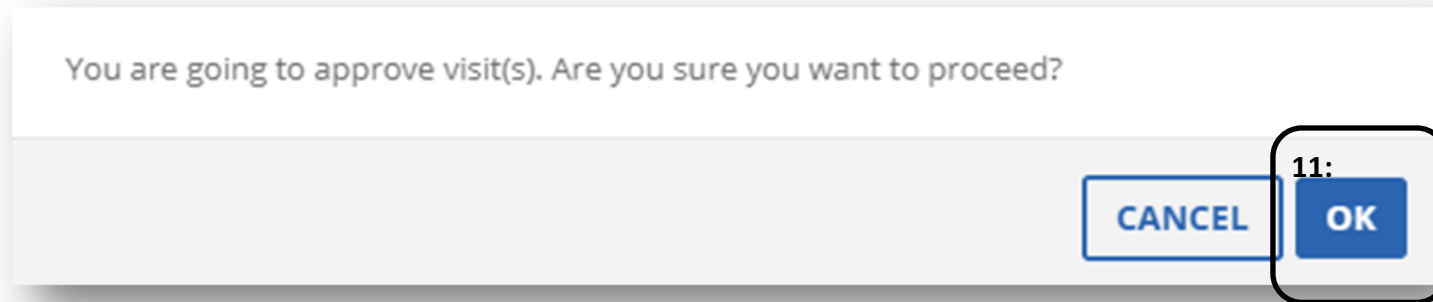
APPROVE ALL DISAPPROVE ALL

ROWS PER PAGE: 50 Show Display Options

Show Legend

Client Name	Employee Name	Service	Visit Date	Call In	Call Out	Call Hours	Adjusted In	Adjusted Out	Adjusted Hours	Visit Status	Do Not Bill	10: Approved	Actions
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM			08:00 AM	10:00 AM	02:00	Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	
Hamill, Julio	Lockman, Quentin	LAH Personal Care-SD	01/24/2024	08:00 AM			08:00 AM			Incomplete	<input type="checkbox"/>	<input type="checkbox"/>	

11: A message will pop up “You are going to approve visit(s). Are you sure you want to proceed?” Select “Ok”.



12: Another message will pop up “Success, visit is successfully updated”.

You are now done!

