

Personal Care Service Providers – DDS Step-by-Step On-Boarding for CalEVB

Providers of personal care services are currently self-registering, going through training and recording EVV data. Personal care services are Respite (codes 465, 862, 864), Supported Living Services (code 896), Homemaker Services (codes 858, 860) and Personal Assistance (code 062).

1. **Determine** if you'll use the CalEVB state-provided system or an Alternate EVV system to collect your EVV data.
2. **Self-register** as a provider of personal care services (PCS) in the CalEVB provider self-registration portal.
3. **Receive** self-registration confirmation and **save** your CalEVB Identifier Number.
 - If you're using an Alternate EVV solution, go to step 4.
 - If you're using the CalEVB solution, go to step 5.
4. **If you are using an Alternate EVV solution system:**
 - Work with your Alternate EVV solution, as needed, so that they successfully complete testing with Sandata Technologies, LLC to send EVV data to the CalEVB Aggregator.
 - Once testing between your Alternate EVV solution and Sandata are complete, you will receive a link from the California Alternate EVV customer support team allowing you to access your data in the CalEVB Aggregator.
 - For technical questions or issues regarding the *Alternate EVV certification process*, email the Alternate EVV customer support at CAAltEVB@Sandata.com.
5. **If you are using CalEVB to collect your EVV data**, about 48 hours after you've completed self-registration, you will receive an email with a link to access the initial overview and security training for the administrator, or initial contact person, to complete.
 - After completing the initial overview and security trainings, you will be able to view and download a certificate from the training page verifying your completion.
 - About 48 hours after you have access to that certificate, you will receive another email with additional trainings for you and your staff as well as your Welcome Kit.
 - Additional Training: Office staff using the CalEVB system and staff/DSPs can view recorded webinars on various topics.
 - Welcome Kit: Includes helpful tools for staff/DSPs and system log-in information for office staff to get started in the CalEVB system.
 - Trainings will help you to take the next steps of:
 - Setting up additional office staff as administrators or other roles
 - Adding consumers/clients and employees/staff/DSP records to the system
 - Recording EVV data during service visits