



Quick Reference Guide (QRG)

Adding and Managing Provider Identifiers in
CalEVP and the CalEVP Aggregator for
Regional Center Provider Agencies

Regional center provider agencies using CalEVB, or the CalEVB Aggregator, have the ability and responsibility to add, edit and manage their provider identifiers in their CalEVB account.

The 'provider identifier' that is required to be in the CalEVB account for regional center providers is their vendor number (or vendor ID) assigned to them by their vendoring, or courtesy vendored, regional center. The vendor number is usually a 6-digit number beginning with two letters followed by four numbers (for example, AB1234) and is used during eBilling to invoice for services rendered.

For each regional center and each vendorization subject to EVV, provider agencies are required to assure their CalEVB accounts reflect all the regional centers and all the vendor numbers under which they are responsible to capture and send EVV visit data.

A provider agency would **add** to their provider identifiers when:

- Their self-registration did not include all regional centers and all vendorization associations under which EVV data is required.
- Adding services to the account, like for home health care services (HHCS) implementation.
- A new or courtesy vendorization is complete and EVV visit data is required for those services.

A provider agency would **manage** their provider identifiers when:

- Their self-registration included a typo
- Self-registration included an incorrect provider identifier for their regional center: for example, an EIN, NPI or Tax ID number was entered instead of a vendor number (or vendor ID).

To add and/or manage provider identifiers in the CalEVB or CalEVB systems, follow the steps below.

1. Log into your CalEVB or CalEVB Aggregator account.
2. Click 'Security' then click 'Manage Provider Identifiers' on the left-hand side menu.



3. You will see a line item for each association you entered as a part of self-registration, or from when you last updated your provider identifiers.
 - a. Your account should have as many lines as needed to show one line for each regional center you are associated with, or submit billing to, and, for each regional center, the vendor number (vendor ID) associated with your vendorizations related to your EVV services.
 - i. Your vendor number (vendor ID) was assigned to you by the regional center and is used when you submit invoices to the regional center through eBilling.
 - b. In the example below, this provider is associated with 3 regional centers and has the same vendor number (vendor ID) at each regional center for their EVV services.

Provider Identifiers [CREATE IDENTIFIER](#)

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Payer	Jurisdiction	Identifier Type	Identifier	Actions
CADDS	South Central Los Angeles Regional Center	VendorID	R15044	 
CADDS	Harbor Regional Center	VendorID	R15044	 
CADDS	Westside Regional Center	VendorID	R15044	 

Showing 1 to 3 of 3 entries

4. If your account has information that needs to be edited, it could look like the example below.
 - a. In this example, the provider registered with provider identifiers other than their vendor number (vendor ID).
 - b. All regional center providers should only list their vendor number (vendor ID) as their provider identifier. Any other identifier (Tax ID, NPI, etc.) needs to be updated.

Provider Identifiers [CREATE IDENTIFIER](#)

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Payer	Jurisdiction	Identifier Type	Identifier	Actions
CADDS	South Central Los Angeles Regional Center	TaxID	33-9983780	 
CADDS	Harbor Regional Center	NPI	5548759516	 
CADDS	Westside Regional Center	Other	896	 

Showing 1 to 3 of 3 entries



5. If there are updates you need to make to correct the information, click on the pencil icon to 'edit' each line.
 - a. Do not click on the trash can. This will delete the record entirely. Edit records, do not delete them.
6. Edit the information, as needed.

- a. Identifier Type – Each line should read ‘VendorID’
- b. Identifier – Each line should have your provider agency’s vendor number (vendor ID) for that regional center.

7. If you need to add lines, click ‘Create Identifier’, in the upper right-hand corner of your screen, to add more lines.

- a. You should have as many lines as needed to show one line for each regional center you work with and, for each regional center, the vendor number (vendor ID) associated with your vendorizations subject to EVV.

Provider Identifiers **CREATE IDENTIFIER**

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Payer	Jurisdiction	Identifier Type	Identifier	Actions
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CADDs	Westside Regional Center	Other	896	 

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b. An “Add Identifier” screen will open and below is an example of information to enter when creating a new line.

Add Identifier ×

* indicates required field

PAYER *

JURISDICTION *

IDENTIFIER TYPE *

IDENTIFIER *

Payer: Always enter CADDs

Jurisdiction: Enter the regional center association you’re adding to your account

Identifier Type: Always choose ‘VendorID’ for DDS services

Identifier: Always enter the vendor number (vendor ID) assigned to you from the regional center.

When done, click SAVE to add this association.

8. Repeat the steps by adding lines for all the regional centers you work with and for each of your vendor numbers (vendor IDs) at each regional center for services subject to EVV.
 - a. In this example, this provider added a line to show they work with South Central Los Angeles Regional Center with an additional vendor number (RI2022).

Provider Identifiers [CREATE IDENTIFIER](#)

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Payer	Jurisdiction	Identifier Type	Identifier	Actions
CADD5	South Central Los Angeles Regional Center	VendorID	RI2022	 
CADD5	South Central Los Angeles Regional Center	VendorID	RI5044	 
CADD5	Harbor Regional Center	VendorID	RI5044	 
CADD5	Westside Regional Center	VendorID	RI5044	 

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If additional assistance is needed, please contact Customer Care at:

- For users of the CalEVV system:
 - Email: CACustomerCare@sandata.com
 - Phone: (855) 943-6070
- For users of the CalEVV Aggregator system:
 - Email: CAAItEVV@sandata.com
 - Phone: (855) 943-6069