



GETTING STARTED WITH THE Mobile Application FOR ELECTRONIC VISIT VERIFICATION

Q What is Electronic Visit Verification?

Electronic Visit Verification (EVV) is a way to record the date, time, and place that Employees provide services.

Q Who should download the EVV mobile application?

The Employee can download the Sandata Mobile Connect app (SMC) to their smartphone to record details about services they provided during a visit.

Q How does the SMC app work to record services provided?

When the Employee arrives at the Client's home, they can open the SMC app and begin the visit. The SMC app uses either WiFi or data to transmit information, it does not store information on the Employee's phone. A visit can also be ended using the SMC app.

Q How do I get started with the SMC app?

Install the mobile app on your smartphone or tablet, then tap the SMC icon to launch the app



Q How do I register on the SMC app?

1

An email will arrive from Sandata with your temporary password. After opening the SMC app for the first time the employee will enter the required information:

COMPANY ID: 2-96002

USERNAME: email address

PASSWORD: the temporary password from your email

Tap **LOG IN**

Select and answer three security questions the **FIRST TIME** you LOG IN. Your answers should be easy to remember, but not easily guessed by someone else.

2

3

PASSWORD SETUP

Your password **MUST** have:

- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 special character (@#\$\$%*)
- Be at least 12 characters long