



## Rhode Island EOHHS Electronic Visit Verification Phase 1 Pre “Go Live” Activities

<b>Organization/Providers</b>	
<input type="checkbox"/>	Determine who will be 2 system administrators
<input type="checkbox"/>	Receive Welcome Kit via email
<input type="checkbox"/>	System Administrator logs in and set his or herself into the system
<input type="checkbox"/>	Enter Staff Data – Office and Caregivers
<input type="checkbox"/>	May 23 – Pull up pending clients, add additional required information, and make active
<input type="checkbox"/>	Enter Schedules
<input type="checkbox"/>	Call customer service and get enroller id(s)
<input type="checkbox"/>	Enroll staff in speaker verification who are assigned to enroll caregivers
<b>Office Staff</b>	
<input type="checkbox"/>	Train them on the computer and 3 time processes (encourage participation in webinar series)
<input type="checkbox"/>	Assign usernames, passwords, roles, and Santrax/employee IDs
<input type="checkbox"/>	Create staff as users
<b>Caregivers</b>	
<input type="checkbox"/>	Assign Santrax/Employee IDs
<input type="checkbox"/>	Enroll in speaker verification and verify through report
<input type="checkbox"/>	Train on the new processes and education them about this new system/way of doing things
<input type="checkbox"/>	Monitor in the beginning to help start good habits
<b>Clients/Recipients of Service</b>	
<input type="checkbox"/>	Educate
<input type="checkbox"/>	Download and make copies of information letter and provide to caregivers
<input type="checkbox"/>	Check on phone status/willingness to use