



Learning Management System

Introduction

The Vesta Learning Management System (LMS) has been designed to offer on demand training materials and recorded training videos to help facilitate compliance with the Health and Human Services Commission's (HHSC) Vendor System Training requirement. The Vesta LMS houses all up to date EVV materials and content for users. The HHSC EVV System training requirement states that program providers using an EVV vendor system must complete EVV system training before using the system, and then annually. The Vesta LMS may be used to complete this training and receive certification once a webinar is viewed in its entirety.

Note: *Vesta LMS may only be used by Vesta users with an "Active" status and that have been setup as a user with access the Vesta EVV System. Service attendant training is the responsibility of the program provider and must not access the Vesta LMS system.*

Accessing Vesta Learning Management System

Vesta LMS system is web based and must be accessed through a web browser (Chrome recommended) by visiting <https://lms.vestaevv.com>.

Note: *Vesta LMS cannot be accessed via the remote desktop. Users may access Vesta LMS via any device that has a web browser and internet access.*

Prior to accessing Vesta LMS, an active user account must be setup in Vesta EVV for any new users. Current active user information will be retrieved and validated at first login to the Vesta Learning Management System (LMS).

Note: *Program provider administrative staff are responsible for creating and maintaining Vesta EVV user information. Administrative staff may enable/disable user(s) and grant access to Vesta and Vesta LMS. Review the Vesta Help Manual from the help menu in Vesta for complete details on adding users and managing access. All users **must** have a valid and unique email address in their user profile to access Vesta LMS.*

Logging into Vesta LMS

Once a user is active in Vesta EVV, the user will use the same login credentials (Username and Password) to sign-in to Vesta LMS. The following credentials are needed.

- **Agency ID** – This is the agency ID assigned to the program provider. This can be found in Vesta in the **View** Menu > **Options** under the Visit Verify tab.
- **Username** – The username used to sign-in to Vesta.
- **Password** – the password used to sign-in to Vesta.

Once all credentials have been entered, select **LOGIN** to continue.

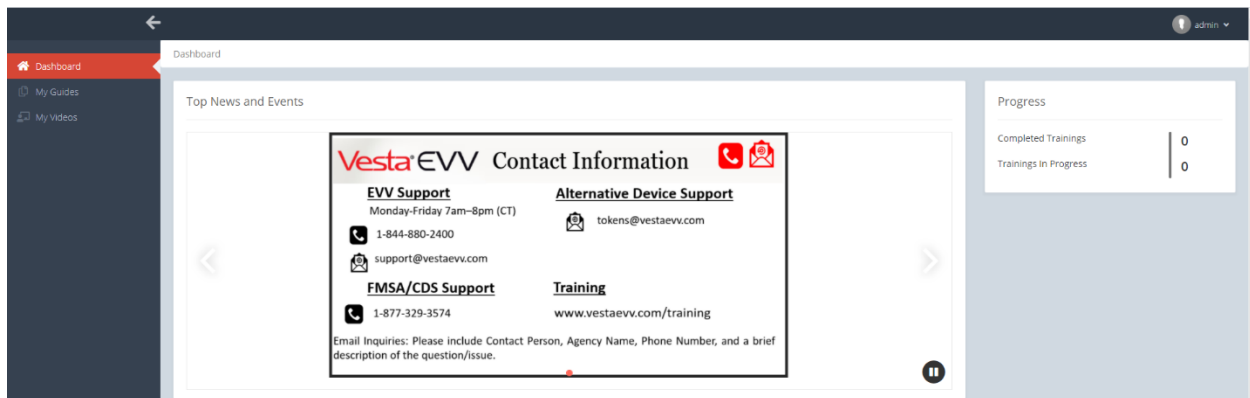
Navigating Vesta LMS

Vesta LMS contains the following sections that are accessed through the sidebar:

- **Dashboard**
- **My Guides**
- **My Videos**

Dashboard

The dashboard contains important information for all program providers. Information on the dashboard is updated on a regular basis and program providers are encouraged to review the latest news and publications regularly. The user may also use the dashboard to review training progress.



My Guides

My Guides section contains Vesta Guides and resources for use of the Vesta System and EVV processes. Guides are updated regularly, and program providers are encouraged to review the guides and resources consistently.

← TIM EVV DATABASE TEST nathan

Dashboard
My Guides
My Videos

Vesta® Guides

Alternative Device Process Guide
 Description: This Alternative Device Request Process guide will help program providers understand the criteria needed to submit a request for Member, how to manage their shipping information, the Alternative Device Request screen, the VToken Manager screen and finally, how to create, track, manage, and verify orders.
 Added: 12/22/2020 12:07 PM File Format: PDF

Service Attendant Call Instructions - Landline
 Description: Follow these steps to ensure the service attendant can successfully clock in and clock out using the member's home landline telephone.
 Added: 12/22/2020 12:07 PM File Format: PDF

Service Attendant Call Instructions - LL & ALT Device (Spanish)
 Description: Siga estos pasos para asegurarse de que el asistente pueda marcar su entrada y salida con éxito utilizando el teléfono fijo de la casa del miembro.
 Added: 12/18/2020 04:53 PM File Format: PDF

Service Attendant Call Instructions - Vesta Mobile Application
 Description: Follow these steps to ensure the attendant can successfully clock in and clock out from the member's home, using the Vesta Mobile Application.
 Added: 12/18/2020 04:53 PM File Format: PDF

My Videos

My Videos section contains training videos that users view to learn EVV processes and procedures. Videos include recorded webinars and training tutorials. Users can access the video content by clicking on the training. After completing the training, the user will receive a certificate of completion.

Important: The user must view the video in its entirety to receive a completion certificate. The video cannot be skipped or forwarded. If the user does not complete the training, the system will track the progress and the user may continue from where they previously left off.

← TIM EVV DATABASE TEST

Vesta® Trainings

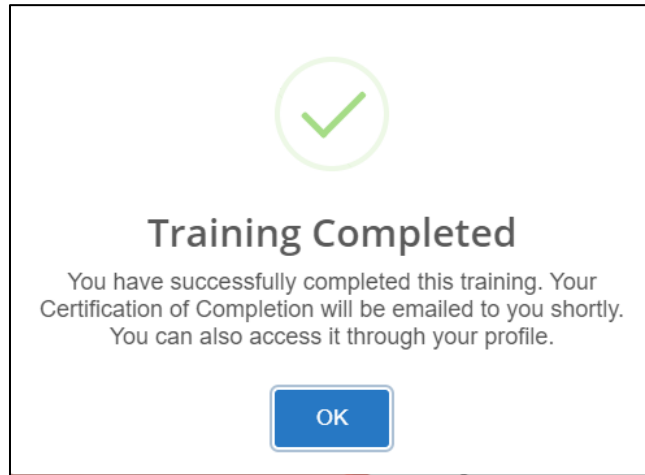
Advanced EVV
 Description: Advanced EVV training is intended to guide Providers through more advanced EVV topics, such as: Call Script information, Auto Link criteria, Alternative Device Order process, Visit Maintenance outlier identification and tools to manage compliance. Topics include: EVV Device Types, Alternative Device Management, Call Scripting, Visit Exceptions, Auto-Link Shift Criteria, Visit Verify Reporting and Tools, Visit Maintenance Reduction
 Duration: 00:46:15 Started: 0%
 Added: 12/17/2020 11:13 AM Completed:

Vesta Intro to EVV Training
 Description: Intro to Vesta EVV training is an overview of EVV basics for Program Providers. This training is intended to guide Providers through the first steps of successful EVV management. Topics cover accurate data entry of Agency Identifiers, Members, Service Attendants, and schedules, visit verification best practices and reporting capabilities. Topics include: Member/Service Attendant Data Entry, Authorization/VisitPlan/Visit Log, Visit Verify, Visit Exceptions, Visit Verify Best Practices, Reporting
 Duration: 01:11:32 Started: 0%
 Added: 12/17/2020 11:13 AM Completed:

Vesta Web EVV Training
 Description: Vesta Web EVV training is an overview of EVV basics for Program Providers. This training will guide Providers on the user of Vesta Web.
 Duration: 00:26:40 Started: 0%
 Added: 12/17/2020 11:13 AM Completed:

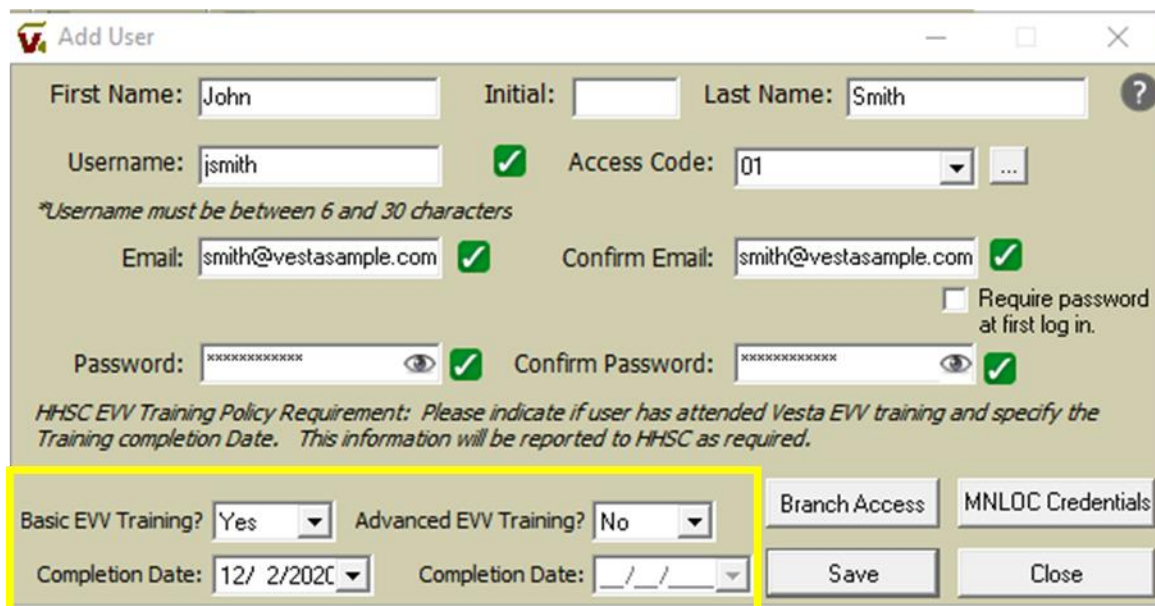
Training Certification

A training video must be viewed in its entirety to receive credit for completing the training. If there is any time remaining on the video, the system will not validate training completion and a certificate will not be awarded. Once a training video has been completed, the user will be able to access a certificate through their email or under the user profile.



Training Completion Date

Upon completion of the Intro to EVV training or Advanced EVV training, the user's profile in Vesta Windows will be updated with the training completion date.

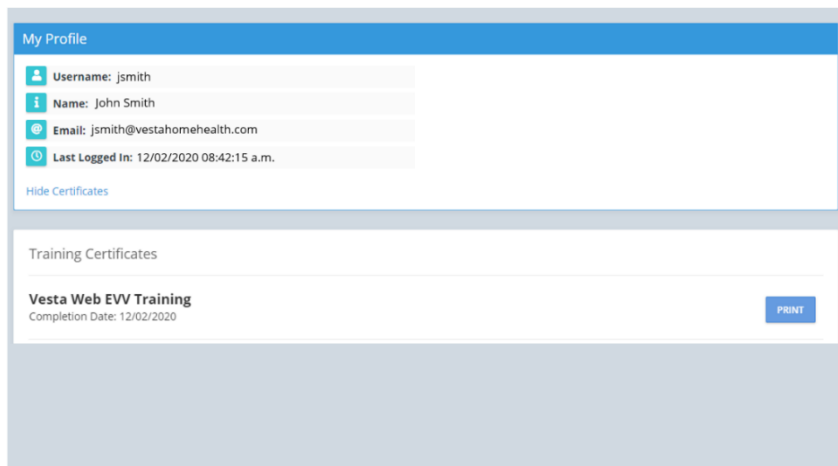


The screenshot shows the "Add User" form in Vesta Windows. The form includes fields for First Name (John), Initial, Last Name (Smith), Username (jsmith), Access Code (01), Email (smith@vestasample.com), Confirm Email (smith@vestasample.com), Password, and Confirm Password. There are also checkboxes for "Require password at first log in.", "Basic EVV Training?" (Yes), "Advanced EVV Training?" (No), and "Completion Date:" (12/ 2/2020). The "Basic EVV Training?" and "Advanced EVV Training?" fields are highlighted with a yellow box. Buttons for "Branch Access", "MNLOC Credentials", "Save", and "Close" are also visible.

LMS User Profile

The user may access their certificates in their LMS profile by using the following steps:

1. From Vesta LMS, click the dropdown arrow next to the username in the upper-left hand corner and select **Profile**.
2. From the **My Profile** section, click View Certificates. The list of certificates available to print will display.
3. Click **PRINT** to access the certificate. The certificate may be printed or downloaded from the browser.



For questions on how to use the Vesta EVV LMS system, please send an email to support@vestaevv.com.