

May
2020

NM WAIVER TRAINING HUB

PHASE II MODIFICATIONS

MODIFICATIONS

Overview

1. Include as a search criterion only those courses open to outside enrollment
2. Be able to cancel a class at any time
3. Give trainers the option of sending an email with or without attachments post-training
4. Make courses that have been cancelled show as “cancelled”, not “pending”
5. Make the Email field required on the personnel form
6. Limiting individual sections of a course to one or more staff classifications from one or more regions
7. Modify the agency-specific rules to allow a trainer to override the agency-only rule
8. Notify a participant (auto email) when a trainer removes them from a course roster

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MOD #1

Include as a search criterion only those courses open to outside enrollment

- There are a lot more sections being marked as agency only than we anticipated, and it makes it difficult for people looking for a course if they have to wade through lots of agency-only sections.
- This would be a new search function on the training calendar.

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Modification #1: There are a lot more sections being marked as agency only than we anticipated, and it makes it difficult for people looking for a course if they have to wade through lots of agency-only sections. This would be a new search function on the training calendar.

NEW MEXICO CENTER FOR DEVELOPMENT & DISABILITY | **New Mexico Waiver Training Hub** | **COURSE SEARCH AND REGISTRATION** | **NEW MEXICO DEPARTMENT OF HEALTH**

Search For Courses

Course: ANE Face to Face (DO) | Between: 4/25/2020 | And: | Region: -- ALL -- | Trainer: -- ALL -- | **Open To:** External Sponsor Only All | **Status:** Open Closed All

| Course | Date/Time | City | Region | Sponsor | Trainer(s) | Closed |
|----------------------------------|--------------------------|-------------|--------|-----------------------------|------------|--------|
| ANE Face to Face (DOH-Developed) | 04/29/2020 9:30AM-4:30PM | Albuquerque | Metro | JPN Training and Consulting | John Noel | |
| ANE Face to Face (DOH-Developed) | 05/18/2020 9:30AM-4:30PM | Albuquerque | Metro | JPN Training and Consulting | John Noel | |

* Limited to Sponsor Personnel

Calendar | On-line courses are available anytime. [View the list of DDSD On-Line Courses](#) | April | 2020 | Go!

April 2020

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|--|-----|-----|---|-----|
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 • ANE Face to Face 9:00AM SW, Las Cruces | 8 | 9 | 10 • ANE Face to Face 9:30AM Metro, Albuquerque | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |

Here is a screen shot of the Training Hub Calendar showing this new function. You'll see that all of the other course search criterion remain the same. In the upper right corner is the option to search for External training (which means training that is open to participants from any agency); Sponsor Only training (for which the employee must be employed with the sponsor agency); or All (which shows both external and agency-only training).

You also have the option to search classes that are Open (there is still room for participant enrollment); Closed (the classes that are full); or All (both Open and Closed trainings).

MOD #2

Be able to cancel a class at any time

- This new function allows trainers to cancel a class at any time, including the day of the course.



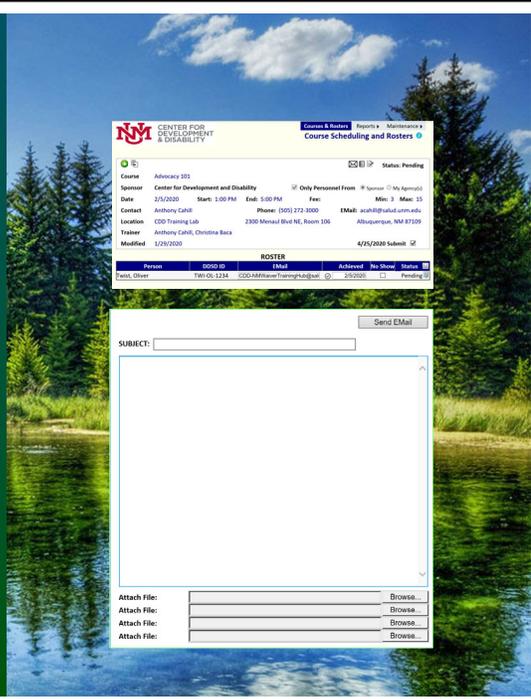
Modification #2: This new function allows trainers to cancel a class at any time, including the day of the course.

MOD #3

Give trainers the option of sending an email with or without attachments post-training

- This is a helpful function that will allow trainers to correspond with participants, send supplemental materials, or other documents post-training.

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Modification #3: Give trainers the option of sending an email with or without attachments post-training

Currently, the only correspondence option available to trainers is the ability to email a participant's certificate.

This new helpful function will allow trainers to correspond with participants, and send supplemental materials, or other documents post-training.

NM CENTER FOR DEVELOPMENT & DISABILITY

Courses & Rosters Reports Maintenance

Course Scheduling and Rosters

Status: Pending

Course: Advocacy 101

Sponsor: Center for Development and Disability Only Personnel From Sponsor My Agency(s)

Date: 2/5/2020 **Start:** 1:00 PM **End:** 5:00 PM **Fee:** **Min:** 3 **Max:** 15

Contact: Anthony Cahill **Phone:** (505) 272-3000 **Email:** acahill@salud.unm.edu

Location: CDD Training Lab 2300 Menaul Blvd NE, Room 106 Albuquerque, NM 87109

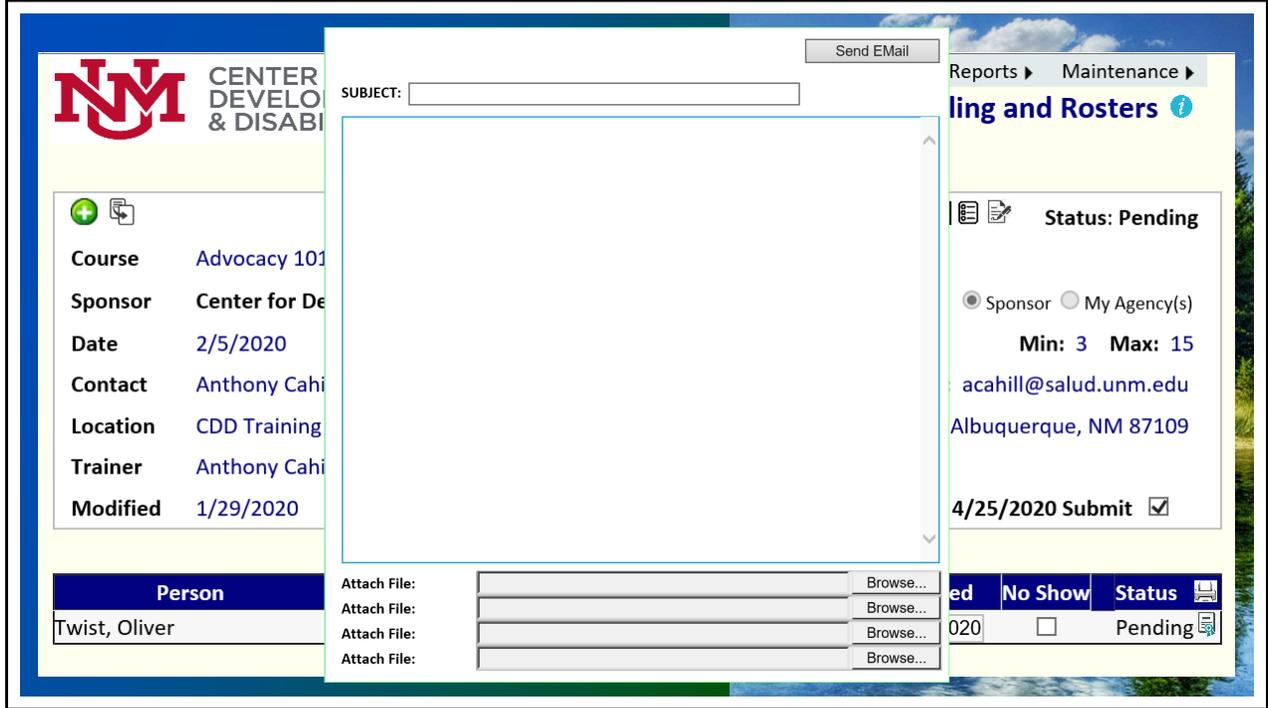
Trainer: Anthony Cahill, Christina Baca

Modified: 1/29/2020 **4/25/2020 Submit**

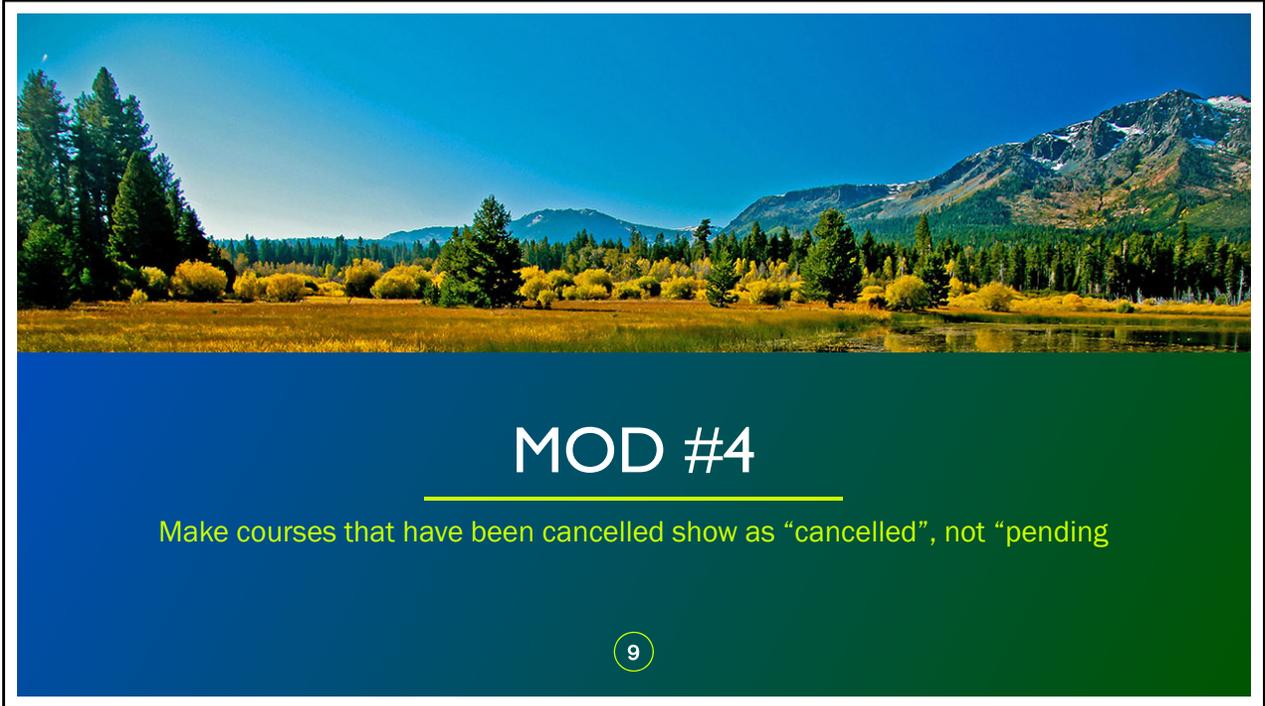
ROSTER

| Person | DDSD ID | E-Mail | Achieved | No Show | Status |
|---------------|-------------|---------------------------------------|----------|--------------------------|---------|
| Twist, Oliver | TWI-OL-1234 | CDD-NMWaiverTrainingHub@salud.unm.edu | 2/5/2020 | <input type="checkbox"/> | Pending |

Here is a screen shot of a previously taught course, with a star that highlights the email icon.



When a trainer clicks on the email icon anytime pre or post-training, an automatic email box will open, where the trainer can type free text and has the option to add an attachment.



Modification #4: Make courses that have been cancelled show as “cancelled”, not “pending. This is something that we’ve already implemented. Now when trainers go to their courses and rosters screen, previously taught courses and upcoming courses that are either pending or cancelled will be reflected as such.

Please remember that if you see a previously taught course that says “pending”, that means that there is an action required on the trainer’s end. The course either needs to be submitted or marked as cancelled. Participants will not receive their certificates, nor will their course achievement be reflected in the Training Hub, until the course is submitted.

MOD #5

Make the Email field required on the personnel form

- Agency Administrators are now required to enter a valid email address into the Email field.
- REMINDER: when Agency Admin enter the unique ID, it should be in all CAPS, while the name is entered normally.
- Example: Baca, Christina BAC-CH-6293

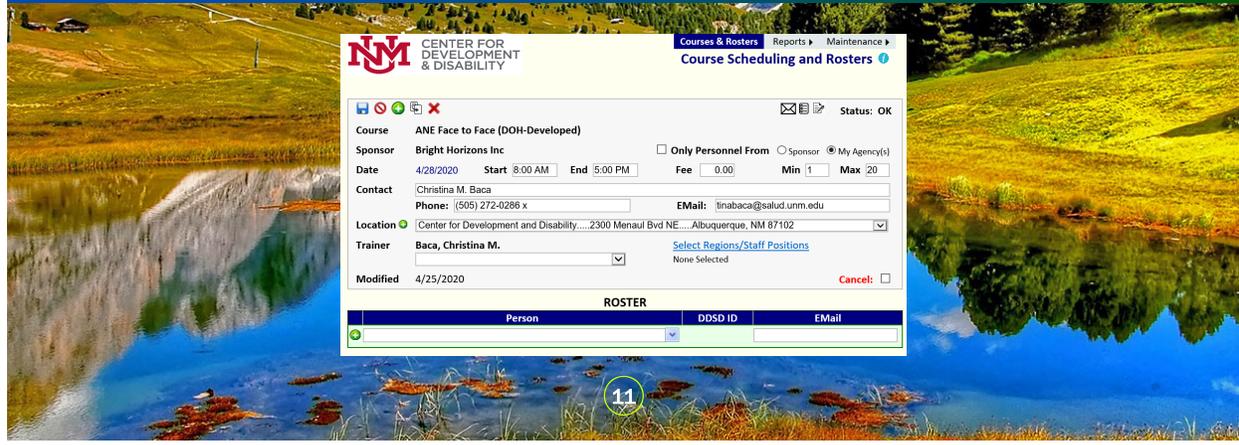


Modification #5: When Agency Administrators enter new personnel or edit previously entered personnel, they will be required to enter a valid email address into the Email field. REMINDER: when Agency Admin enter the unique ID, it should be in all CAPS, while the name is entered normally.

Example: Baca, Christina BAC-CH-6293

MOD #6

Limiting individual sections of a course to one or more staff classifications from on or more regions



Modification #6: Limiting individual sections of a course to one or more staff classifications from on or more regions. Here's an example to explain why this new function is important – DDSD has identified that there is a large number of therapists (OT, PT, SLP, BSC) in the Metro region have not completed ANE. A state trainer decide to teach a section that is open only to these staff classifications in this particular region. Let's watch a quick video that will demonstrate how this works for trainers.

NM CENTER FOR DEVELOPMENT & DISABILITY Courses & Rosters Reports Maintenance

Course Scheduling and Rosters

Status: OK

Course: ANE Face to Face (DOH-Developed)

Sponsor: Bright Horizons Inc Only Personnel From Sponsor My Agency(s)

Date: 4/28/2020 **Start:** 8:00 AM **End:** 5:00 PM **Fee:** 0.00 **Min:** 1 **Max:** 20

Contact: Christina M. Baca
Phone: (505) 272-0286 x **E-Mail:** tinabaca@salud.unm.edu

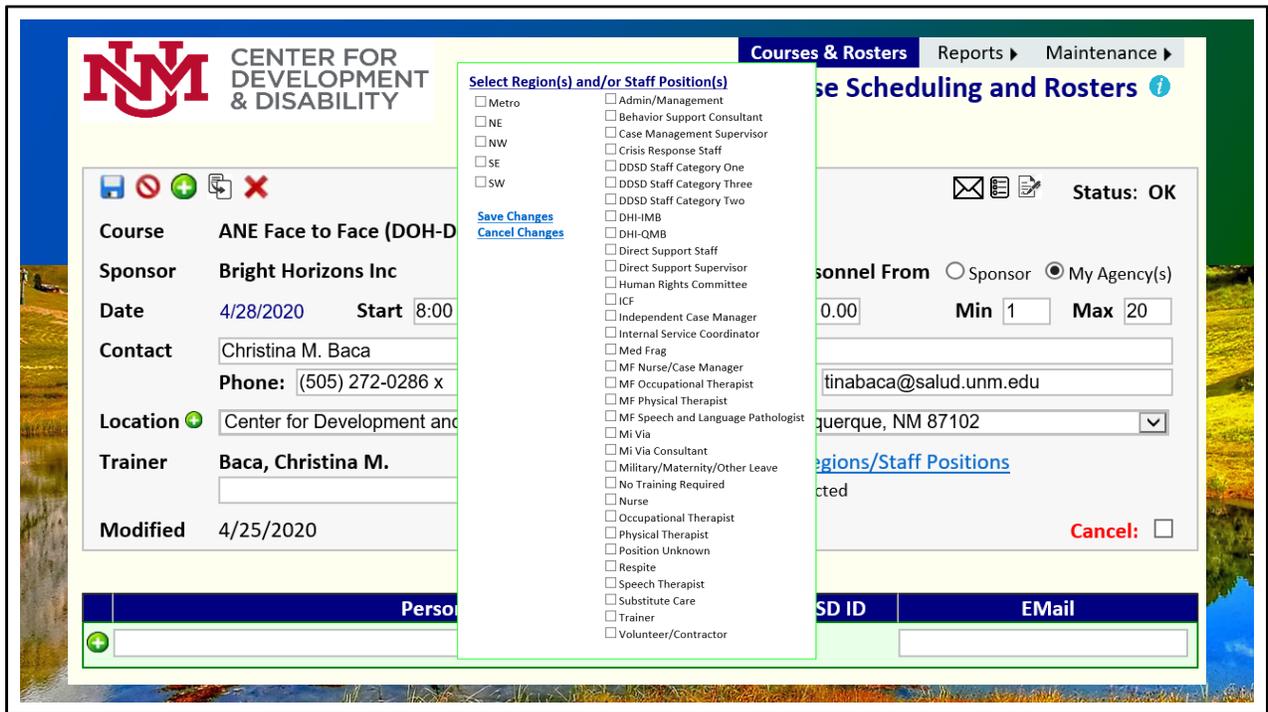
Location: Center for Development and Disability.....2300 Menaul Bvd NE.....Albuquerque, NM 87102

Trainer: Baca, Christina M. [Select Regions/Staff Positions](#)
 None Selected

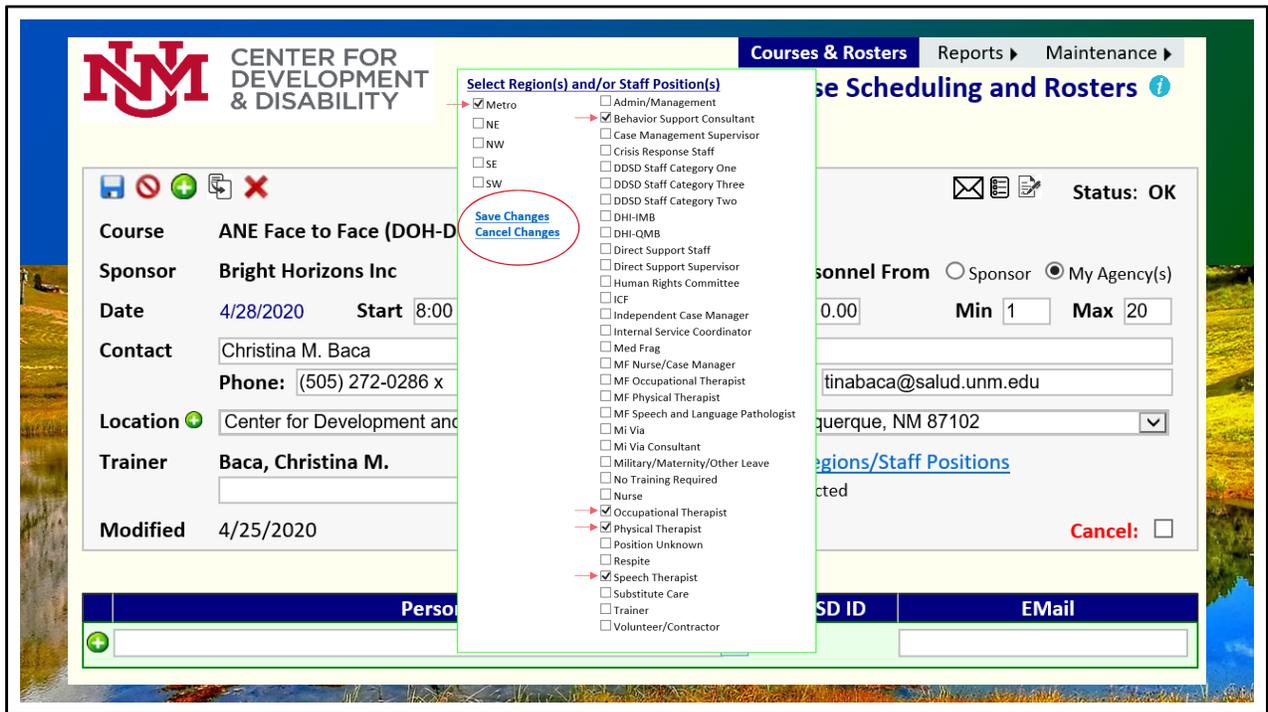
Modified: 4/25/2020 **Cancel:**

| ROSTER | | |
|----------------------|----------------------|----------------------|
| Person | DDSD ID | EMail |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

You'll see for this example roster, the course name is ANE. To restrict the job classification and/or region from which a participant may register, click on the link at the bottom of the course information box.



A window will open that will allow you to select the region(s), and you will be able to specify which job classifications (or staff positions) you want to be allowed to register.



For this example, I selected the Metro region; and I only want this section to be open to therapists in the metro region, so I'm going to select the BSC, OT, PT, and SLP staff positions. When you have made your desired selections, click Save Changes.

Status: OK

Course ANE Face to Face (DOH-Developed)
Sponsor Bright Horizons Inc Only Personnel From Sponsor My Agency(s)
Date 4/28/2020 **Start** 8:00 AM **End** 5:00 PM **Fee** 0.00 **Min** 1 **Max** 20
Contact Christina M. Baca
Phone: (505) 272-0286 x **EMail:** tinabaca@salud.unm.edu
Location Center for Development and Disability.....2300 Menaul Blvd NE.....Albuquerque, NM 87102
Trainer Baca, Christina M.
[Select Regions/Staff Positions](#)
REGION: Metro
POSITION: Behavior Support Consultant, Occupational Therapist, Physical Therapist, Speech Therapist
Modified 4/25/2020 **Cancel:**

ROSTER

| Person | DDSD ID | E-Mail |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

You will be returned to the roster where you will see your selections that have been made.

MOD #7

Modify the agency-specific rules to allow a trainer to override the agency-only rule

- The system uses the trainer's agencies for agency specific courses, rather than the sponsoring agency.
- This addresses the issue of trainers for an agency that has locations in multiple regions.

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Modification #7: Modify the agency-specific rules to allow a trainer to override the agency only rule to include other agencies for which he or she is listed as a trainer. When a trainer hits the override, the system uses the trainer's agencies for agency specific rather than the sponsoring agency.

This addresses the issue of agency-only trainers for an agency that has locations in multiple regions. For example, if a trainer wants to train AWMD for their agency, but wants to have participants from multiple regions attend, they used to have to enter multiple rosters, according to each region. Now, with this new function, the trainer only has to enter a single roster.

ADD PRINT SCREEN

Courses & Rosters Reports Maintenance

Course Scheduling and Rosters

Course ANE Face to Face (DOH-Developed)

Sponsor Bright Horizons Inc

Date 4/28/2020 **Start** 8:00 AM **End** 5:00 PM **Fee** 0.00 **Min** 1 **Max** 20

Contact Christina M. Baca
Phone: (505) 272-0286 x **E-Mail:** tinabaca@salud.unm.edu

Location Center for Development and Disability.....2300 Menaul Bvd NE.....Albuquerque, NM 87102

Trainer Baca, Christina M. [Select Regions/Staff Positions](#)
 None Selected

Modified 4/25/2020 **Cancel:**

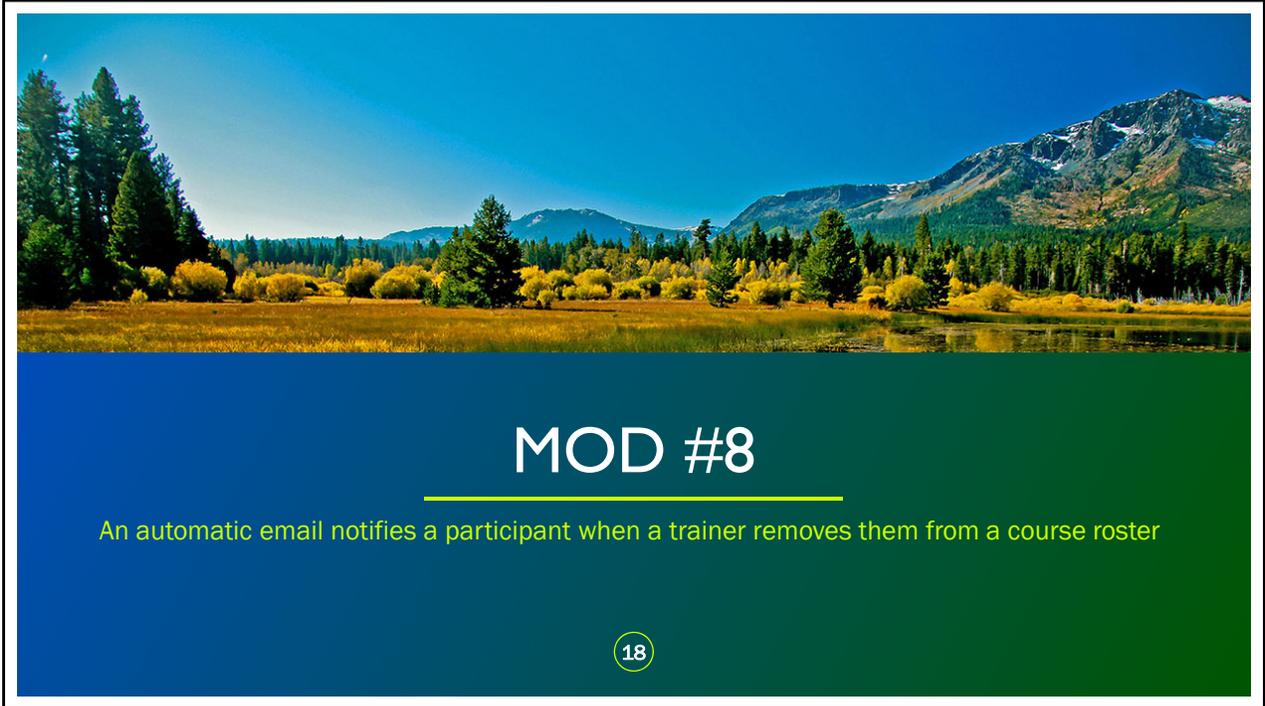
ROSTER

| Person | DDSD ID | EMail |
|--------|---------|-------|
| | | |

You will see in this example, we created a roster for ANE face-to-face. This trainer is certified trainer for three different agencies.

The trainer only wants to open the course up to the agencies she directly works for, so she selected the checkbox that says “Only Personnel From”, and then selected the “My Agencies” button. Now, only the employees who work for the agencies which the Trainer is associated may register.

Remember, this is especially helpful for agency trainers who train for the same company in multiple regions.



MOD #8

An automatic email notifies a participant when a trainer removes them from a course roster

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Modification #8: Notify a participant (auto email) when a trainer removes them from a course roster

Questions?

NM Waiver Training Hub

Phone

505-272-0286

Email

CDD-NMWaiverTrainingHub@salud.unm.edu