# Vay Dozo 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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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.

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Search Sourse Al Sponsor	For Courses NE Face to Face (I ALL	DO V Between V Required By	4/25/2020 And	Region ALL City ALL	✓ T ✓ F	rainer A rom A	LL V Open To LL V Status	€ External ○ Sponso ○ Open ○ Closed ④	<u>Searcn</u> r Only ○ All I All
	Co	urse (eloped)	Date	/Time	<u>City</u>	Region Metro	Sponsor	Trainer(s)	<u>Closed</u>
ANE Face	to Face (DOH-Dev	veloped)	05/18/2020 9:30AM-4	:30PM	Albuquerque I	Metro	JPN Training and Consulting	John Noel	
🔊 Calend	lar 🔒		On-line courses	are available anvtime.	View the list of DDSD	) On-Line C	ourses	* Limited to Sponso April V 2020	r Personnel
March				April	2020				May
29	Sun	Mon 30	31	1	2	Thu	3	4	
5		6	7 • <u>ANF Face to Face</u> 9:00AM SW, Las Cruces	8	9		10 • <u>ANE Face to Face</u> 9:30AM Metro, Albuquerque	11	
12		13	14	15	16		17	18	

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).



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



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.

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						$ \land $		
🚱 🕏							🖻 Statu	s: Pending
Course	Advocacy 101					$\square$		
Sponsor	Center for De	velopment and Di	sability	Only Person	sonnel	From 💿 s	Sponsor 🔘 N	ly Agency(s)
Date	2/5/2020	Start: 1:00 PM	End: 5:00 PM	Fee:			Min: 3	Max: 15
Contact	Anthony Cahi	I	Phone: (50	5) 272-3000	I	EMail: aca	hill@salud	.unm.edu
Location	CDD Training	Lab	2300 Menaul Bl	/d NE, Room 1	L06	Albu	iquerque, N	IM 87109
Trainer	Anthony Cahi	ll, Christina Baca						
Modified	1/29/2020					4/2	5/2020 Sub	mit 🗹
			ROSTER					
Pe	rson	DDSD ID	EMai		A	chieved	No Show	Status 📙
Twist, Oliver		TWI-OL-1234	CDD-NMWaiverTrai	ningHub@sal	$\odot$	2/5/2020		Pending 👼
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Here is a screen shot of a previously taught course, with a star that highlights the email icon.

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					🗉 🖻 Status: Pending
Course	Advocacy 101				
Sponsor	Center for De				Sponsor O My Agency(s)
Date	2/5/2020				Min: 3 Max: 15
Contact	Anthony Cahi				acahill@salud.unm.edu
Location	CDD Training				Albuquerque, NM 87109
Trainer	Anthony Cahi				
Modified	1/29/2020				4/25/2020 Submit 🗹
				~	
Pe	rson	Attach File: Attach File:		Browse Browse	ed No Show Status 🗒
Twist, Oliver		Attach File: Attach File:		Browse	020 🗌 Pending 🗟
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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.



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

	MOE	) #6	
Limiting	g individual sections of a classifications from o	a course to one or mo on or more regions	ore staff
	CENTER FOR DEVELOPMENT & DISABILITY	Course & Rosters Reports > Maintenance > Course Scheduling and Rosters <b>1</b>	
		🖂 🗐 🗟 Status: OK	and the second sec
A STATE AND A STAT	Sponsor Bright Horizons Inc	Only Personnel From Osponsor  My Agency(s)	A DESCRIPTION OF THE OWNER OF THE
and the same she the state of the same	Date         4/28/2020         Start         8:00 AM         End         5:00 PM	Fee         0.00         Min         1         Max         20	And the second sec
A A A A A A A A A A A A A A A A A A A	Contact Christina M. Baca Phone: (505) 272-0286 x	EMail: tinabaca@salud.unm.edu	and the second sec
	Location O Center for Development and Disability2300 Mena	ul Bvd NEAlbuquerque, NM 87102	and the second se
AND AND A STATISTICS	Trainer Baca, Christina M.	Select Regions/Staff Positions None Selected	The second second second
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	Person	DDSD ID EMail	and an addition of the
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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.

NDI	CENTER FOR	Courses & Rosters Reports > Maintenance >
IAAI	DEVELOPMENT & DISABILITY	Course Scheduling and Rosters 🕖
	2	
	₩ 🗶	🖂 🗉 🖻 Status: OK
Course	ANE Face to Face (DOH-Developed)	
Sponsor	Bright Horizons Inc	Only Personnel From O 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 Disability2300 Menaul	Bvd NEAlbuquerque, NM 87102
Trainer	Baca, Christina M.	Select Regions/Staff Positions
2		None Selected
Modified	4/25/2020	Cancel: 🗌
	ROSTER	
	Person	DDSD ID EMail
		▼

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.

Course Sponsor Date Contact	CENTER FOR DEVELOPMENT & DISABILITY	Select Region(s) and/or Staff Position(         Metro       Admin/Management         NE       Behavior Support C         NW       Case Management         SE       DDSD Staff Categor         SW       DDSD Staff Categor         Swe Changes       DHI-IMB         Cancel Changes       DHI-MB         Direct Support Sup       Human Rights Com         IcF       Independent Case I         Internal Service Coi       Med Frag	Courses & Rosters       Reports >       Maintenance >         (s) at Consultant Supervisor by Two       se Scheduling and Rosters       Image: Course of the second seco
Location Trainer Modified	Phone: (505) 272-0286 x Center for Development and Baca, Christina M. 4/25/2020	Med Frag MF Nurse/Contract MF Conceptional TU MF Vace/Consultant Mi Via Mi Via Consultant Nurse Coccupational Thera Physical Therapist Speech Therapist Substitute Care Trainer Volunteer/Contract	nager herapist isit rguage Pathologist /Other Leave ed apist cted sD ID EMail

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

Ŋ	CENTER FOR DEVELOPMENT & DISABILITY	Cour Select Region(s) and/or Staff Position(s) Metro Admin/Management NE Behavior Support Consultant NE Case Management Supervisor NW Crisis Response Staff SE DDSD Staff Category One	rses & Rosters Reports > Maintenance > se Scheduling and Rosters ()
Course	ANE Face to Face (DOH-D	Sw DDSD Staff Category Three DDSD Staff Category Three DDSD Staff Category Two Cancel Changes DHI-MB DHI-QMB DHI-QMB	🖂 🗟 🗟 Status: OK
Sponsor	Bright Horizons Inc	Direct Support Start     Direct Support Supervisor     Human Rights Committee     ICF	sonnel From O Sponsor O My Agency(s)
Contact	4/28/2020         Start         0:00           Christina M. Baca         Phone:         (505) 272-0286 x	Independent Case Manager Internal Service Coordinator Med Frag MF Nurse/Case Manager MF Occupational Therapist MF Occupational Therapist	tinabaca@salud.unm.edu
Location 🔾	Center for Development and	Mi Physical Interapts     MF Speech and Language Pathologi     Mi Via     Mi Via	jist querque, NM 87102
Trainer	Baca, Christina M.	i wi Via Consultant Military/Maternity/Other Leave No Training Required Nurse	egions/Staff Positions cted
Modified	4/25/2020	→	Cancel:
	Perso	☐ Trainer ☐ Volunteer/Contractor	SD ID EMail

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.

Course	ANE Eace to Eace (DOH-Developed)			
Sponsor	Bright Horizons Inc	Only Personnel From O Sponsor O 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 Disability2300 Menaul Bvd NEAlbuquerque, 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 EMail		
		<b>v</b>		

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

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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

NM	DEVELOPMENT	Course Scheduling and Rosters
	& DISABILITY	
🚽 🛇 😋		🖂 🗉 🖻 Status: OK
Course	ANE Face to Face (DOH-Developed)	
Sponsor	Bright Horizons Inc	✓ Only Personnel From O Sponsor
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 Disability2300 Mena	aul Bvd NEAlbuquerque, NM 87102
Trainer	Baca, Christina M.	Select Regions/Staff Positions
	V	None Selected
Modified	4/25/2020	Cancel:
	ROST	ER
	Person	DDSD ID EMail
3		▼

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.



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



NM Waiver Training Hub

Phone 505-272-0286

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