

## July 13 to July 28, Portal Closure

Classes?

### What we know...

- ❖ No classes will be taught during this time frame
- ❖ Last Instructor Led class will be taught on July 12
- ❖ Online CE will be available to take until July 12 11:59 PM
- ❖ Classes will resume July 29th

### Next Steps:

- TP making outbound communication to register students in classes with deadlines between July 13 to August 11<sup>th</sup>

Reports?

Certificates?

New Hires?

## ❖ Outbound communication to students

AP's and IP's with deadline during two weeks of closure who still need to complete credits			
AP/ IP	Excluding superusers	Only superusers	Total # of students
AP	171	6	177
IP	584	108	692
<b>Total</b>	<b>755</b>	<b>114</b>	<b>869</b>
AP's and IP's with deadline the two weeks after portal closure who need to complete credits			
AP/ IP	Excluding superusers	Only superusers	Total # of students
AP	158	7	165
IP	548	102	650
<b>Total</b>	<b>706</b>	<b>109</b>	<b>815</b>

## ❖ Weekly status to RU's on students who need training

## July 13 to July 28, Portal Closure

### What we know...

- ❖ Reports will not be available via the portal from July 13 to July 28
- ❖ Final reports will be produced on July 13 for reference and payment
- ❖ Reports will be available after July 29 that will reflect the current class information and requirements.

Reports?

### Next Steps:

- Archive reports prior to July 12 for reference and payment
- Identify reporting needs from field during this time when the typical reports are not available

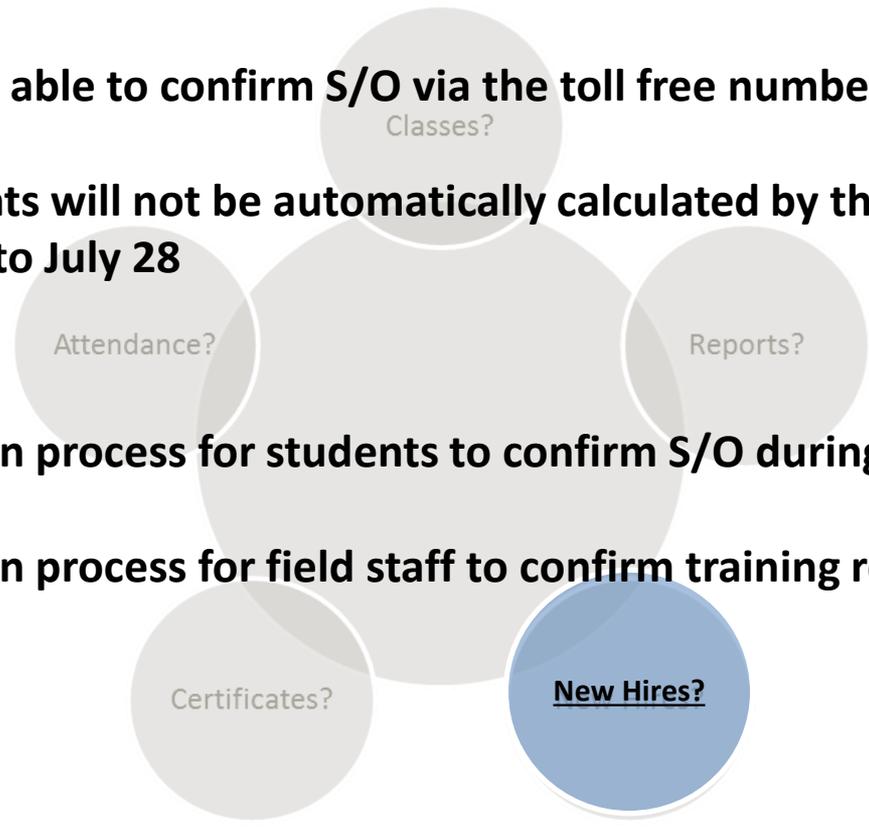
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### What we know...

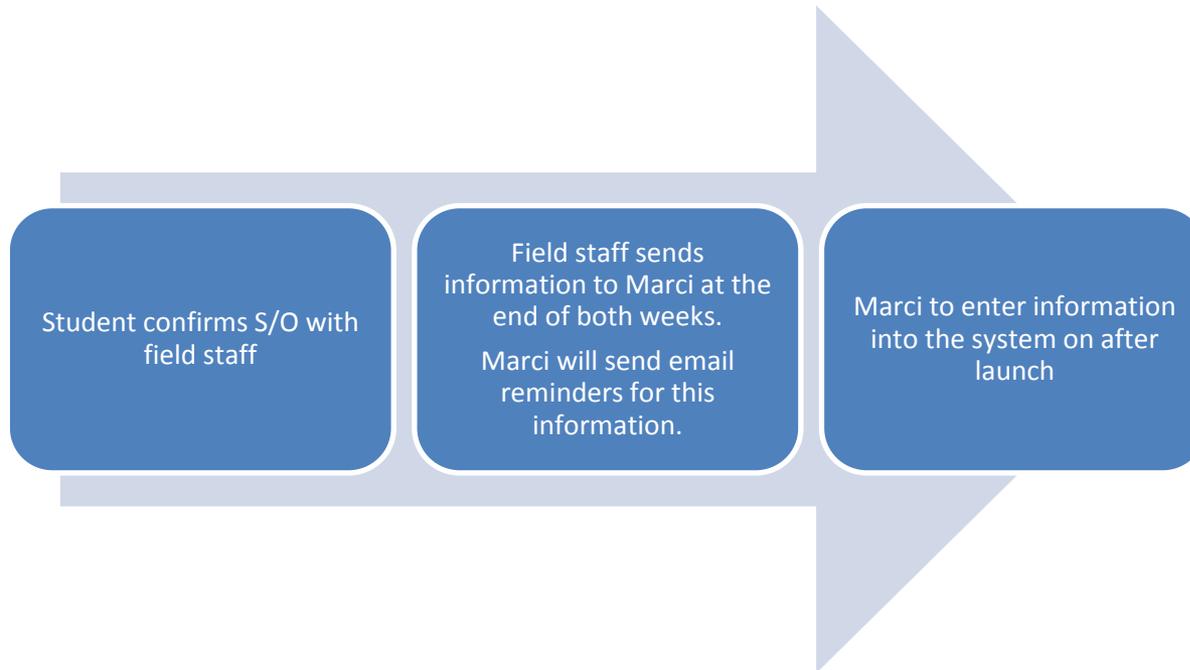
- ❖ Students will not be able to confirm S/O via the toll free number after July 12
- ❖ Training requirements will not be automatically calculated by the TP data base during July 13 to July 28

### Next Steps:

- Feedback on process for students to confirm S/O during July 13 to July 28
- Feedback on process for field staff to confirm training requirements



# Portal 2.0 ~ Safety and Orientation



Marci will send template to field staff:

- ✓ First and Last Name of Student
- ✓ Provider Number of Student
- ✓ Last 4 digits of SSN of Student
- ✓ Date of S/O completion

## July 13 to July 28, Portal Closure

### What we know...

- ❖ Students will not be able to print certificates between July 12 to July 28

### Next Steps:

- Identify ways to be pro-active to have certificates when needed prior to portal closure
- Create process for printing certificates from TP based on immediate needs (DOH, new job, etc...)

Certificates?

Classes?

Attendance?

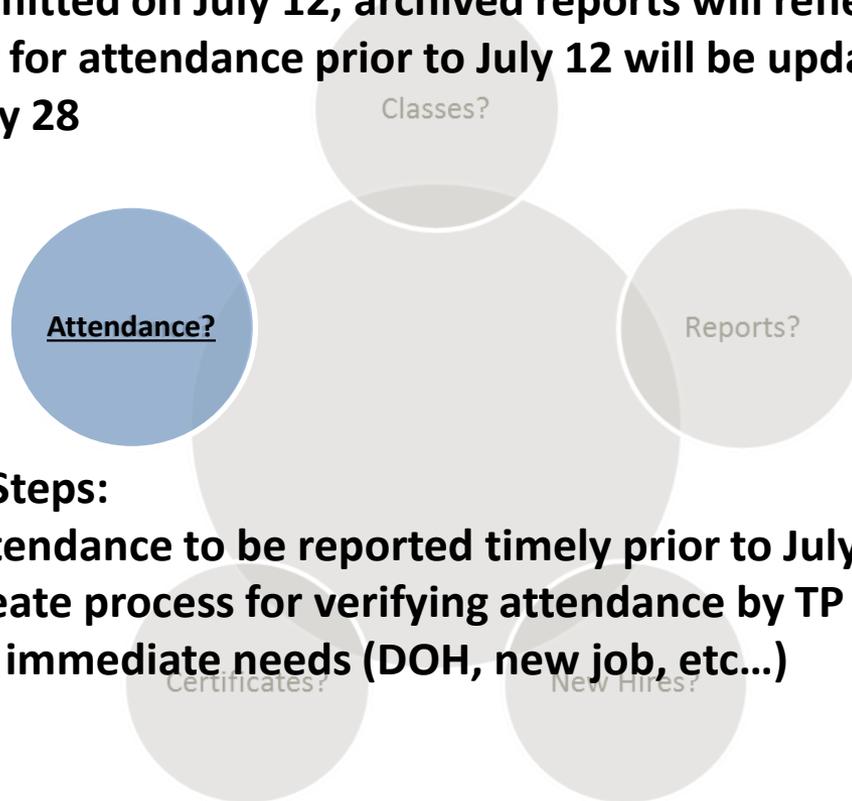
Reports?

New Hires?

## July 13 to July 28, Portal Closure

### What we know...

- ❖ Attendance will be submitted on July 12, archived reports will reflect this on July 13
- ❖ Attendance verification for attendance prior to July 12 will be updated in the student record after July 28



### Next Steps:

- Attendance to be reported timely prior to July 12
- Create process for verifying attendance by TP based on immediate needs (DOH, new job, etc...)