



## TRAINING AGENDA

### CCALAC - Super User Agenda

TRAINER:	Anne Enright, MHS
CSE:	Evan Colby
TRAINING DATES:	July 2021
TRAINING TYPE:	Super User Online Training

	AGENDA TIMES	AGENDA DESCRIPTION
Session One	2 Hours	<p><b>Quick Introductions</b></p> <ul style="list-style-type: none"> <li>• What to Expect</li> <li>• Recent Tracks Enhancements</li> </ul> <p><b>Search Review</b></p> <ul style="list-style-type: none"> <li>• Advanced Criteria</li> <li>• Uses of Searches - Outreach/Data Validation</li> <li>• Validating Search Results</li> </ul> <p><b>Tracking Types</b></p> <ul style="list-style-type: none"> <li>• Review Pre-Built Tracking Types and Custom</li> <li>• Building Custom Tracking Type</li> </ul>
Session Two	2 Hours	<p><b>Morning Huddle Tools</b></p> <ul style="list-style-type: none"> <li>• iTi - Care Team Huddle</li> <li>• Basic Morning Huddle from Search</li> <li>• Front Office Morning Huddle</li> <li>• Protocols vs Schedules</li> <li>• Creating and modifying Schedules and Protocols</li> <li>• Troubleshooting Inaccurate Alerts</li> </ul> <p><b>Patient Visit Summaries</b></p> <ul style="list-style-type: none"> <li>• Reasons why to have one (<i>power outage, EMR down, etc.</i>)</li> <li>• Setting up the profile items</li> <li>• How to Edit to move items around</li> </ul> <p><b>Outreach Tools</b></p> <ul style="list-style-type: none"> <li>• Outreach Searches</li> <li>• Using Quality Reports for Outreach Lists</li> <li>• Payer Care Gap Data</li> <li>• Unregistered Patient Manager</li> <li>• Recalls</li> <li>• FollowUps</li> </ul>

<b>Session Three</b>	2 Hours	<p><b>Data Validation Tools</b></p> <ul style="list-style-type: none"> <li>• DEM (Data Element Manager)- Mapping Review <ul style="list-style-type: none"> <li>○ How to look up an element</li> <li>○ Information within that element <ul style="list-style-type: none"> <li>○ Mappings</li> <li>○ Where Used</li> </ul> </li> </ul> </li> <li>• EDD (External Data Diagnostic Tool)</li> </ul> <p><b>Data Stewardship Review</b></p> <ul style="list-style-type: none"> <li>• Who does Data Stewardship?</li> <li>• Recommended Schedule</li> <li>• Mapping Review</li> </ul>
<b>Session Four</b>	2 Hours	<p><b>Reporting Functionality</b></p> <ul style="list-style-type: none"> <li>• Standard vs. Custom Reports</li> <li>• Health Registry Reports</li> <li>• iPHA Reports <ul style="list-style-type: none"> <li>○ Importing/Exporting</li> <li>○ Mapping</li> <li>○ Revising an Existing iPHA Report</li> </ul> </li> <li>• Validating Reports</li> <li>• Running Reports <ul style="list-style-type: none"> <li>○ By Location</li> <li>○ By Provider</li> <li>○ By Various Timeframes</li> </ul> </li> <li>• iPHA Dashboards</li> </ul>