



TRAINING AGENDA

CCALAC – Tracks 101 (Basic Tracks) Agenda

TRAINER:	Anne Enright, MHS
CSE:	Evan Colby
TRAINING DATES:	June 2021
TRAINING TYPE:	Tracks 101 Online Training

	AGENDA TIMES	AGENDA DESCRIPTION
Session One	2 Hours	<p>Quick Introductions</p> <ul style="list-style-type: none"> • What to Expect <p>Basic Navigation</p> <ul style="list-style-type: none"> • Home Screen <ul style="list-style-type: none"> ○ How to customize ○ Quick Links Page ○ Quick Links Bar <p>Individual Patient Lookup</p> <ul style="list-style-type: none"> • How to • Explain the 6 boxes (<i>Allergies, Problems, Medications, Tracking Types, Treatment Plans, Self-Management Goals</i>) • Look at each Tab (<i>i.e. External Data, Labs, Correspondence, Referrals, etc.</i>) • Histories Tab (<i>how to locate data for report data validation, i.e. BP, PHQ Score, etc.</i>) <p>DEM (Data Element Manager)</p> <ul style="list-style-type: none"> • How to look up an element • Information within that element <ul style="list-style-type: none"> • Mappings • Where Used • Favorites, Patient Level, Enabled • CDI <p>EDD (External Data Diagnostics)</p> <p>The Basics of Patient Searches</p> <ul style="list-style-type: none"> • How to set up • How to use <p>Fun class exercises (<i>includes a few protocols</i>)</p>

<p>Session Two</p>	<p>2 Hours</p>	<p>Outreach Tools</p> <ul style="list-style-type: none"> • Outreach Searches • FollowUps • Correspondence <p>Tracking Types</p> <ul style="list-style-type: none"> • Childhood Immunizations • Perinatal Tracking • Custom Tracking
<p>Session Three</p>	<p>2 Hours</p>	<p>Morning Huddle</p> <ul style="list-style-type: none"> • Where it is located • How to run (<i>adding providers, resources, locations, clicking box to separate out each provider's MH</i>) • The Setup Feature • Protocols vs Schedule <p>Patient Visit Summaries</p> <ul style="list-style-type: none"> • First show them an example of one • Reasons why to have one (<i>power outage, EMR down, etc.</i>) • Setting up the profile items • Attaching the profile to the PVS • How to Edit to move items around <p>Reporting Functionality</p> <ul style="list-style-type: none"> • Simple Health Registry Report • iPHA Reporting and Dashboard Functionality <ul style="list-style-type: none"> ○ Show Examples of a report run at organizational level ○ Show Examples of a report run by location displaying side by side ○ Show Examples of a report run by provider displaying side by side ○ How you can run for multiple time periods displaying side by side ○ When and Why you would use an iPHA Report