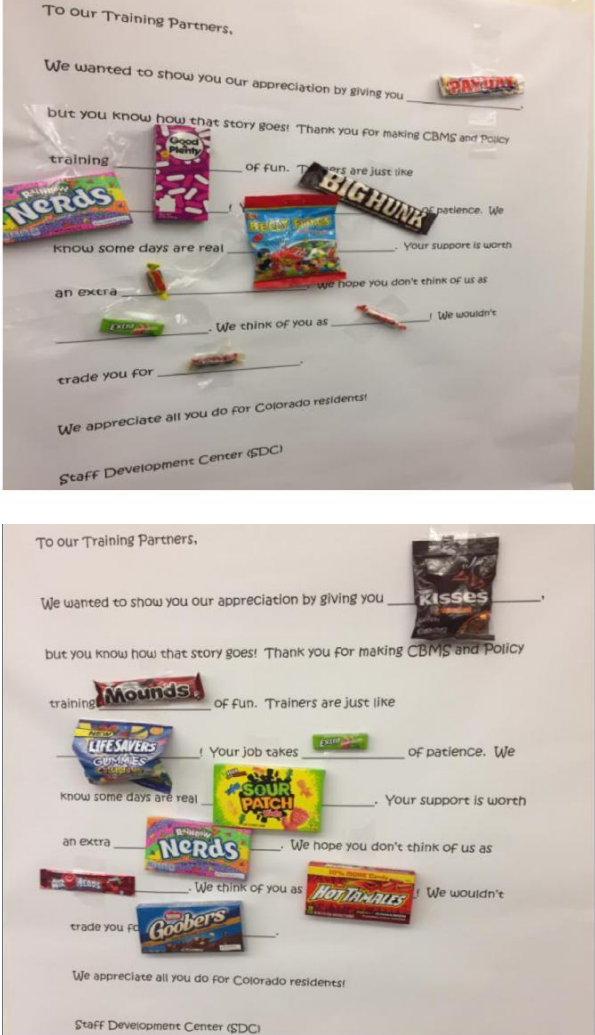


Trainer Network Meeting

Facilitator(s): Staff Development Center Managers and Team

Attendees: Trainer Network

Date/Time: September 21, 2017 9:00 a.m. - 12:00 p.m.

Topic	Presenter	Notes
Ice Breaker	Sonia Sandoval Michelle Martinez	 <p>To our Training Partners, We wanted to show you our appreciation by giving you _____ but you know how that story goes! Thank you for making CBMS and Policy training _____ of fun. Trainers are just like _____ of patience. We know some days are real _____. Your support is worth an extra _____. We hope you don't think of us as _____. We think of you as _____. We wouldn't trade you for _____. We appreciate all you do for Colorado residents! Staff Development Center (SDC)</p>
Break-out Discussions	Sonia Sandoval Michelle Martinez	<p>Pros, Cons, and suggestions for ways to improve each area were provided by attendees:</p> <ul style="list-style-type: none"> • Online Training <ul style="list-style-type: none"> --Pros--self paced, consistent information, millennials prefer online training, flexible, saves progress, switch back and forth to retrieve information, can go back and review. --Cons--easily distracted at work station, can't ask questions, no interactions, unable to receive immediate feedback, lose interest easily, adults learn from one another, glitch in recordings, program rules get confused with one another. --What can be improved? Become more aware of different learning types, deliver training through multiple avenues, faster

voice overs, adding fun pop ups, WBTs for veteran staff while classroom setting for newer staff, more interaction, more engaging, voice over is monotone.

- **CBMS Build Training**

--**Pros**--more appealing compared to older ones, just having it is nice, more engaging, more informative, materials are accessible a few days before webinar, they are recorded and posted. --

Cons--need program areas in room, what is being trained may not capture project in entirety, no situational scenarios, hard to put information into perspective, wish it was delivered by one person, better time management, need to address historical content as to why it is needed.

--**What can be improved?**

Make knowledge checks less confusing, match training to notes, have policy in the room, make build arrive sooner, make sure trainings are complete prior to build, post questions that remain unanswered, post Q and A's.

- **Expanding Foundations**

--**Pros**--gives good resources to outline information, basic information for data entry for application initiation, trainers have option to go in depth offline, being able to be performed right there.

--**Cons**--make them more uniform across program areas, layout needs to be consistent, all EF materials don't match, only teaches intake and not ongoing, need more complex data entry cases, information isn't always up to date.

--**What can be improved?**

Additional data entry, mock verifications, more practice scenarios, have mock assessments, desk aids/materials need to be updated sooner, report course changes needs to be easier, needs to have trainer notes of what trainer is needing to present, log should include changes requested, request needs to be documented, see changes that other trainers have submitted.

- **LMS**

--**Pros**--No issues, transcript feature is great. --

Cons--receiving the password reset emails, sometimes reset link is expired, sometimes emails are marked as spam, medical incentive courses need to be clearly marked, what courses count towards incentive, look into giving trainers permissions to proxy, set up enrollment for county users to assign training's.

--**What can be improved?** Develop trainings on

		<p>how to pull reports, remind users that Q & A's are available</p>
<p>SDC Update</p>	<p>Michelle Martinez Sonia Sandoval</p>	<p>See Handout for details</p> <p>Expanding Foundations -Still working on assessment updates. SDC take down assessments from 10/2-10/13 to allow team to finalize assessment answer keys as well as income screen updates. If a user needs and End Date extended, contact Michelle Martinez to work with Access Control. -Assessment Grading Pilot – Will be for Medical Only Assessments initially. The LMS will auto grade end user assessments. After the user runs EDBC and Wrap up, goes back into LMS and answers specific questions, the user will know immediately if they have passed or failed. This will save time for certified trainers -The user will receive feedback if they fail. The trainer can look at the transcript to see the pass or fail, but not the feedback -12/15/17 will be next Expanding Foundations release. -Confirmation of reviewing course updates is required. Certified Trainers have 2 weeks to review. The SDC will check for completion 10/02/17 -Need to make sure correct trainer is listed in LMS for classes so that the evaluation lists the correct trainer -Courses must be posted in LMS prior to training the class -Trainers should never keep record of user's credentials for LMS -Users should take assessments on their own</p> <p>October Build Training -Client Correspondence web-based training and reference document will be available on 10/09/17</p> <p>Reasonable Compatibility -Has been moved to 03/2018 -The SDC will still work with the trainers that helped develop the initial draft training as we move forward with development</p> <p>Asset Verification -Asset Verification training development is in process. Training will be released as WBT, potentially several modules depending on the scope of the project. Release date is targeted for early December 2017</p> <p>EDMS Training -EDMS targeted for March 2018 release. This will be a web-based training due to number of counties affected.</p> <p>Professional Development Academy (PDA) -SDC will deliver two training sessions: Wrap Up and Income sessions</p> <p>Training and Policy Index</p>

<ul style="list-style-type: none"> ▪ 		<p>-This will be a location to access all training materials so users don't have to look in several different places. The materials will still be accessible from their current locations (e.g. SDC website, HCPF website, program area portal tabs). The Training and Policy Index will have a one stop location to access the materials housed in the various locations</p> <p>Training and Policy Index</p> <p>-PBT training review still looking for End User Reviewers -Contact the SDC if you have staff interested in being part of the review group</p>
<p>Open Discussion</p>	<p>All</p>	<p>Question regarding Earned Income Data Entry The SDC provided a response. Questions regarding income can be sent to the SDC or if the system is functioning as designed, contact policy.</p>
<p>Next Meeting</p>	<p>All</p>	<p>Location</p> <p>-The next meeting will be on January 10, 2018 at Adams County: 11860 Pecos St. Westminster, CO 80234.</p> <p>Agenda Items</p> <p>-Paula Lujan, Topic: Q-Fit</p>