# Enhancement Releases – 2010/11

*Updated: March 31/11*

## ALL Users

| Screen / Function | Description |
|---|---|
| **Preview Screens** | • The attachment icon now launches a the Details screen, with the Documents tab automatically selected<br>• Clicking an icon for a Comment, Condition, or urgent Alert now launches the Details screen, with the Comments tab automatically selected |
| **Inbox/Outbox** | The screen tip (when you hover on the Details icon) it now displays the Instructor if one is assigned to a group (for Receiving Agency users) and it displays the Destination Contact name for PA users. |
| **Details** | When uploading a document (specific to the PR) the Document Uploads tab, a warning is displayed to prohibit including documents with personal information on students |
| **Staff Maintenance** | A new link for "Clear All" is available, to more easily start a new search |
| **Staff Profile** | A new tab for "Email Messages" allows users to save pre-defined email messages that can be used over and over from any Send an Email screen (see below). |
| **Send an Email** | When launched from the Report Queue or Enrollment, the Send an Email screen now offers:<br>• a "Department Contacts" dropdown to allow addition of one or more staff members in HSPnet as a recipient of the email<br>• a dropdown of prep-defined email messages that are saved in the user's staff profile |
| **Find Destination** | • Lookup in Other Provinces – a new dropdown for other HSPnet instances allows users to search for sites in other provinces. The Site and Destination names are hyperlinks, allowing view of minimal contact information (RC only, not DC) and "public" tabs such as Profile.<br>• The online form for requesting a new destination now displays the address fields at all times to encourage users to submit full information when the destination is a physical site (e.g. elementary schools). |
| **Report Queue** | • The PR template in "Schedule" format (2+ placements per page) that is generated on actions of Sent-P, Redir-P, or Print from Inbox/Outbox, now proposes a default recipient for delivery (the Destination contact or Service contact).<br>• A new action choice for "Email to Recipient(s) by role" initiates email delivery for one or more reports by generic role (e.g. supervisor, student, Destination contact, instructor) regardless of the default recipient for the report<br>• A new filter is available to show or hide Undelivered reports, allowing users to focus on reports to be delivered |

## Placing *AND* Receiving Coordinators

| Screen / Function | Description |
|---|---|
| **Inbox/Outbox** | • Type Filter – this dropdown now has an option to focus on “Non-groups only” – this is an option to filtering only on a single type such as preceptorship.<br>• Groups with Shift amendments - When sending or redirecting to a non-user (Sent-P or Redir-P) an option is now available to include the detailed Group Shift Schedule grid as a second page for each PR form. |
| **Department Maintenance** | A button to “Print Test Letterhead” is available to view how an uploaded logo will appear when isnerted into correspondence |
| **Staff/User Maintenance** | • Staff Profile - A new tab for Site Prerequisites tab allows tracking of the same compliance requirements as Students – for example to track if instructors (or preceptors) have language fluency in French, access to a vehicle, etc.<br>• The screen tip visible when you hover on the access (key) icon displays the Last Login Date for all users including those with disabled accounts<br>• The History tab has a new link “Access History” that tracks macro changes to staff access for HSPnet. The table includes “on/off” changes such as when a user ID is created or disabled or when it is disabled automatically after 180 days of inactivity. |
| **PR Summary** | • The “Group Overlaps Worksheet” is now greatly expanded to provide multiple view, and is therefore renamed as “Placement Summary” and available from the PR Summary link in the left navigation. The PR Summary provides different view modes including Group Overlaps only, All Destination at a site, and All Destinations in a service (e.g. Surgery or Emergency).<br>• New “stop light” icons (red, yellow, green) that signal a measure of utilization on units with 1 or more active requests. The colour is based on a simple calculation of PR hours (as entered into Details) for all active PR’s as a % of the # of “working” hours (day/eve shifts, M-F).<br>• The screen now remembers a user’s last view (groups or non-groups) for disciplines that don’t use instructor-led Groups. |

## RECEIVING Coordinators

| Screen / Function | Description |
|---|---|
| **Welcome** | • A new alert under “Changes/Alerts from Others” indicates when a Condition has been removed. The alert appears if a school has cleared the “condition met” checkbox in Details for a PR that had a condition entered for the RA.<br>• A new Alert under Changes/Alerts from Other Agencies – “Student assignments changed”. The initial release of this alert focuses on individual (non-group) assignment changes only. Group assignment changes will be added in the next iteration<br>• A new Alert is added under “Action Needed” for Reactivated requests. These requests should be redirected to the Destination Contact for action, or accepted/declined as if they were new / pending. |
| **Destination Profile** | A new tab “Site Prerequisites” allows each destination to define prerequisites for all students such as language fluency (bilingualism, other languages), access to a vehicle, etc. |

# DESTINATION Coordinators

| Screen / Function | Description |
|---|---|
| **Welcome** | A new "DC Llite" interface is now available with many improvements. The left navigation is now replaced with a simple set of tabs for Messages, Inbox, My Destinations, Supervisors/Preceptors, and Reports. |
| **Calls for Offer (CFO)** | The new "DC Lite" interface includes a simplified table of CFO pending, accepted offers, and assigned students |

# PLACING Coordinators

| Screen / Function | Description |
|---|---|
| **Course Maintenance** | A new setup checkbox (to be enabled by Help Desk) allow each course to track supervisory credits as Weeks in addition to hours. |
| **Department Profile** | The customized HSPnet consent form for a school can be uploaded by Help Desk so it is available for viewing or download |
| **Staff Profile** | Instructor history is now available as part of Staff Profile for instructors |
| **User Maintenance** | Local Administrators are no longer permitted to add a Program to a user's access (including their own) if the Program is not already in their Allowed List. The list of allowed programs is limited to those in the user's access rights, and a list of "not allowed" programs appears in a separate area. |
| **Report Menu** | New wizards to support Student Prerequisites (SPRE):<br>• PRE Summary – high level report<br>• PRE Exceptions – report of missing or expired prerequisites only<br>• PRE Details – detailed report |
| **Enrollment** | • New "Sort by" dropdown allows users to sort by Start date or Course short name. Once a sorting option is chosen, the screen will remember the user's setting until the next change it.<br>• For performance reasons this screen defaults to showing only 50 students at a time (with Page # and Prev/Next options) but the screen now offers a "Show All" link in the header row to override the default setting.<br>• When using "Find Student" to manually enroll students<br>    o a new "Consent Program" filter allows users to quickly find students consented to a specific program<br>    o the search list now includes the student's campus and consenting program<br>• When in Edit All mode (50 students only) there are now 2 options when ready to proceed: "Save All" and "Save All and Edit Next Set" to advance to the net set of 50 students.<br>• When sending an email to Students, the "copy to sender" email for the sender now lists all information about the email that was sent, including the "to" and "cc" recipients and the text of the email body<br>• When using the action "Remove student (all unassigned courses)", a notes field is available to track non-sensitive information or to reference the student file for more information. |

| Screen / Function | Description |
|---|---|
| **Worksheets** | • Groups Worksheet – (feature must be enabled by Help Desk) – a new checkbox allows the PC to ask the Site to assign a Site Instructor (SI) to an instructor-led Group. This feature should be used only for schools who have an agreement with a site to assign their staff to lead groups, typically on a cost recovery basis.<br>• Sending from worksheets - when sending to a non-user, the output options now includes a checckbox to include the Group Shift Schedule as a second page.<br>• A new checkbox to "Show Site Prerequisites" displays icons for students to reflect their compliance with site requirements such as for Vehicle or "En/Fr" for bilingualism<br>• Groups worksheet - Added a new sorting option to sort by Group # (which is different from Reference # of the PR)<br>• A new filter for "Section" is available to streamline assignment in large cohorts |
| **Student Maintenance** | A new link for "Clear All" is available, to more easily start a new search |
| **Student Profile** | • Top section – a new "Profile Comment" field is available to enter a non-sensitive comment for general tracking. If the comment is non-blank a green Comments icon ! will appear in the Enrollment and Student Maintenance screens<br>• Prerequisites tab – a new link for "Site Prerequisites" allows a PC/student administrator to track a student's compliance with prerequisites such as "Language: English fluency" or "Vehicle Required".<br>• The History tab has a new link "Access History" that tracks macro changes to student access for HSPnet. The table includes "on/off" changes such as when a user ID is created or disabled manually and when it is disabled automatically after 180 days of inactivity. |
| **Student Site Selector (SSS)** | • New options when setting up a course:<br>  ○ Allow students to view placement opportunities of any status, including New requests (not yet sent).<br>  ○ Show/hide destination from students, if students should focus only on site/service and not the specific unit/program<br>• A placement can be withheld from students in the SSS in the Worksheets or Assignment screen, if the placement should be hidden or reserved for manual matching (e.g. for students with special considerations)<br>• A new report "Student PR Selector Report" is available from the Action dropdown in Assignment screens, to produce an Excel listing of saved choices for one or more students. |
| **Automated Student Matching (ASM)** | • New algorithms for matching students in group placements: Mix Sections and Combine Sections. Using section assignments as entered in the Enrollment screen, these algorithms attempt to either mix sections (so that each group contains students from different sections) or to combine sections (so all students in a group are from the same section).<br>• When using the "un-do" feature to cancel the results of an automated match, a new checkbox "include Confirmed students" allows a selective un-do that retains the automated match for some students (whose assignment is confirmed).<br>• A new algorithm, suitable for programs that use Request (experience) codes, matches a student to their selected PR or another PR with the same site and request code, even if the student has not selected "any destination at this site". |
| **Student Activity Tracker (SAT)** | (Feature must be enabled by Help Desk) – Educational programs can now setup a course to allow students to track hours, supervisors and activities online. The activities are coded against definitions specific to each program, such as the standardized experiences that are required by the Canadian Association of Speech and Language Pathologists and Audiologists (CASLPA). |

## Students

| Screen / Function | Description |
|---|---|
| **Consent** | • A new tab for Consent allows students to view the current status of their HSPnet consent form (program name and date of consent).<br>• Students can now agree online to release their school (not personal) email address to site contacts for the duration of their placement. If the student enables this feature, their email icon changes in various screens to indicate the release |
| **Student Activity Tracker (SAT)** | If enabled by the educational program, this feature allows students to track their hours and activities/experiences online for monitoring by their educational program and/or as required for reporting to a national body (e.g. CASLPA). |
| **Document Uploads** | (Beta release only) – Educational programs may elect to permit students to upload documents to their own student profile. This feature can be enabled by Help Desk only, for programs that institute a practice of distributing HSPnet user ID's and passwords in person to students rather than via automated email. |

## Content Management Services (Content Authors and Content Managers)

| Screen / Function | Description |
|---|---|
| **Correspondence Module (CORR)** | • Free-form templates – new "Insert Data" fields are available for Discipline Contact, Site Contact (Destination contact or Service contact) and Student Contact (supervisor, or DC, or SC), Today's Date (variable), and Title for contacts.<br>• Scheduled Correspondence – if this feature is enabled by Help Desk, a schedule can be setup for each course so that a letter or notice is generated xx days before or after a placement starts (e.g. a confirmation notice or mid-point reminder) or xx days before or after a placement ends (e.g. preceptor thank you certificate). |