

December 14, 2011

Quick Entry Screen (QES) for Receiving Agencies (RA)

Summary:

The Quick Entry Screen allows Receiving Agency users to enter a request into HSPnet on behalf of a Placing Agency program that is not using HSPnet. This enables the Receiving Agency to track all incoming placements in HSPnet for inclusion in scheduling, reports, etc.

Instructions for Using QES/RA:

1. Select **Quick Entry** from the left navigation.
2. In the **Current View** filter:
 - FROM Agency - select the educational institution, Department and Program from the dropdowns; out-of-province schools will be listed under an umbrella agency such as "Placing Agencies – [Province]".
 - TO Agency - select the Site, Service, and Destination requested for the incoming placement.

Quick Entry Screen

Current View

FROM	Agency <input type="text" value="BCIT"/>	Department <input type="text" value="RespTherap"/>	Program <input type="text" value="RespTech"/>	
TO	Agency <input type="text" value="University of BC"/>	Site <input type="text" value="Main"/>	Service <input type="text" value="Educ*"/>	Destination <input type="text" value="BSN*"/>
			Reset & Clear	<input type="button" value="Refresh View"/>

To request a Placing Agency or Program not listed, send details to [HSPnet](#)

NOTE - Click [HSPnet](#) to initiate an email request to add an educational institution or program that is not yet available in the dropdowns.

3. Complete as much information as possible in each area of the form:
 - **Placing Agency** – enter the Placing Coordinator Course Leader, and/or instructor names and contact information if available.
 - **Receiving Agency** – names and contact information will be automatically entered for the Service/ Destination selected in the **Current View** filter.
 - **Course Information** – enter course name, program year and the placement type (mandatory); enter maximum group size if more than one student is being placed under a single supervisor/preceptor/instructor, *otherwise leave this field blank*.


- **Student Information** – if you obtain a signed consent for the student from their educational institution, click the “Consent obtained” checkbox. If checked, you will be permitted to enter the student’s full name; if no consent is obtained you are permitted to enter first and last initials only.

NOTE - *student name or other identifying information may not be entered into Comments or other text fields at any time, even with student consent.* Only designated fields (Student last name, first name) can be used for this purpose and only if consent is on file.

- **Placement Information** – enter placement information including the following mandatory fields: Start date, End date, and total Duration (in hours). If desired, enter additional information such as Days, Shift Code (e.g. D8 or E8), start time, and Comments.

4. When all entries are complete, select one of the following from the Action dropdown:

- **Send to my Inbox** – creates a new request with status of “Pending” in your **Inbox**;
- **Accept by Agency** – creates a new request and changes status to Accepted in one step;
- **Accept and Confirm** – creates an Accepted/Confirmed placement (this is an efficient way to enter historical placement data into HSPnet); or
- **Decline by Agency** – creates a request and changes status to Declined in one step (also useful for entering historical data on requests received but declined). This Action requires a reason for declining.

5. Click **Submit**. On refresh of your screen, a green status message will indicate if the placement was successfully entered, and a GoTo Inbox button  will allow you to navigate directly to the newly created request in your **Inbox**.

THINGS TO REMEMBER

- The agency that enters student information into HSPnet is responsible for obtaining their signed consent from before doing so – for Quick Entry Screen records, the Receiving Agency must obtain this form from the educational program or the student and must retain the consent form according to HSPnet policies (available at <http://www.hspcanada.net/privacy/resources.asp>).
- The QES can also be used to enter “internal” placements such as mentoring of new staff, by entering your own organization as both the Placing and Receiving agencies. The resulting record will display “**Internal**” for the Placing Agency name in the **Inbox**.
- To ensure you obtain full information (including student consent) from Placing Agencies that are not using HSPnet, you may direct them to the “HSPnet Placement Request Package” available on the HSPnet website at (www.hspcanada.net/resources/forms.asp)¹. The school can then download forms and information, to be faxed or emailed to you for easy entry via QES. The package includes:
 - Placement Request Form – sample plus blank
 - HSPnet Student Consent form (for mail/fax delivery)
 - HSPnet Student Consent handout (for student reference)

If you have any questions or need assistance with the Quick Entry Screen, please don’t hesitate to contact us.

HSPnet Team
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¹ Schools from Quebec should use the student consent form and handout that was customized for that province.