

Receiving Agency Training – New and Replacement Users

Course ESite-1A HSPnet Setup and Maintenance (1/2 day)

Description: Provides a comprehensive orientation for new users at Receiving Agencies. The session includes an in-depth review of current setup (Departments, Sites, Services and Destinations), and ongoing maintenance such as Staff and Users.

Intended for Receiving Coordinators and Program Assistants who are:

- **new HSPnet users for sites that have been using HSPnet for at least 3 months**
- **existing users seeking an in-depth refresher on managing their setup information**

A. Course Outline

- A.1. HSPnet Background and Introduction
- A.2. Functions and user roles
- A.3. Life Cycle of a Placement
- A.4. Privacy, security and user responsibilities
- A.5. Navigating HSPnet
- A.6. Welcome screen and previews
- A.7. Staff and user database
- A.8. Review one-time setup:
 - Departments
 - Sites
 - Services
 - Destinations
- A.9. Managing Destinations (Destination additions/changes, Destination Profiles)

Course ESite-1B Managing Incoming Requests (1/2 day)

Description: Provides a comprehensive review of the placement cycle with respect to Receiving Coordinators. The session focuses on monitoring current placements and responding to future placements requests.

B. Course Outline

- B.1. Monitoring requests
 - Welcome Screen and Inbox Summary
 - Changes Made by Others
- B.2. Managing placement requests
 - Redirecting placement requests (electronically & via print)
 - Accepting/declining on behalf of destinations
 - Assigning preceptors/supervisors
- B.3. Using the Inbox
 - Current View Filter, Advanced Filters
 - Details screen
- B.4. Generating and printing reports
 - Destination Placement Schedule
 - Report Queue management
- B.5. Pre-defined reports and wizards
- B.6. Getting Help and Support