

Receiving Agency Training

Course RSite-1A HSPnet for Receiving Coordinators - Condensed (1/2 day)

Description: Provides a comprehensive review for existing 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, updating destinations and reviewing potential new services. New enhancements and recent improvements and shortcuts are also introduced.

Intended for Receiving Coordinators and Program Assistants who are:

- *current HSPnet users looking to **streamline current processes** or*
- *existing users seeking an **in-depth refresher** on managing their setup information*

A. Course Outline

- A.1. Brainstorm to identify individual and collective questions and areas needing review
- A.2. Review Life Cycle of a Placement
- A.3. Privacy, security and user responsibilities
- A.4. Welcome screen and Summary of Key Changes
- A.5. Staff and user database
 - Review and update staff and users
- A.6. Review maintenance screens:
 - Departments
 - Sites
 - Profiles
 - Services
 - Destinations
 - Destination Profiles
 - Capacity Profiles
 - Managing Destinations (Updating contacts, discipline contacts, etc.)
- A.7. Quick Entry for Receiving Coordinators
- A.8. Reports and Wizards
- A.9. Getting Help/Support