AUCD

LEND Program Quality Improvement (LPQI) Network: Using the Early Annual Enrollment Module

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1. Introduction

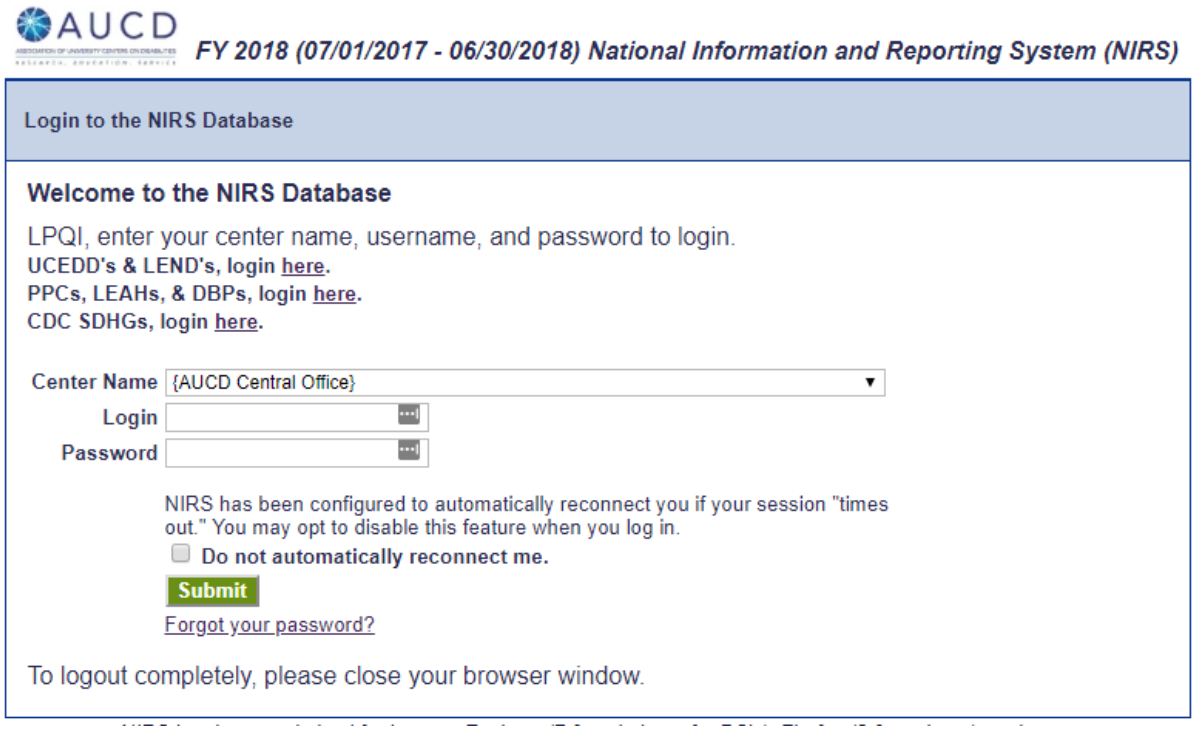
Goal: The goal of the LEND Program Quality Improvement (LPQI) Early Annual Enrollment Module is to help programs to capture baseline (i.e. T1) data for trainees that start LEND before the new NIRS fiscal year opens in early August.

Definition of "EARLY" = May 1 – July 31.

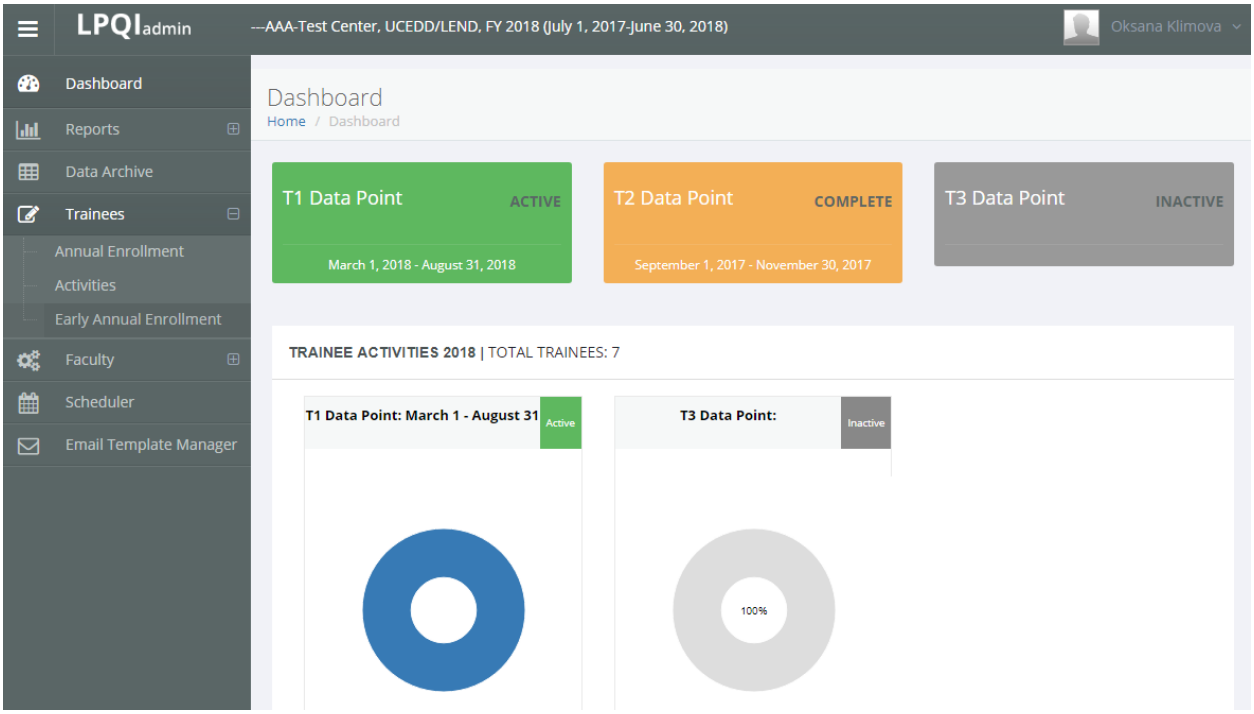
2. Step-By-Step Instructions for Using Early Annual Enrollment Tool

2.1 Tool Location

Login to the LPQI portal to find and use the tool. Only users with ADMINISTRATIVE (as opposed to FACULTY) access will be able to see this feature.

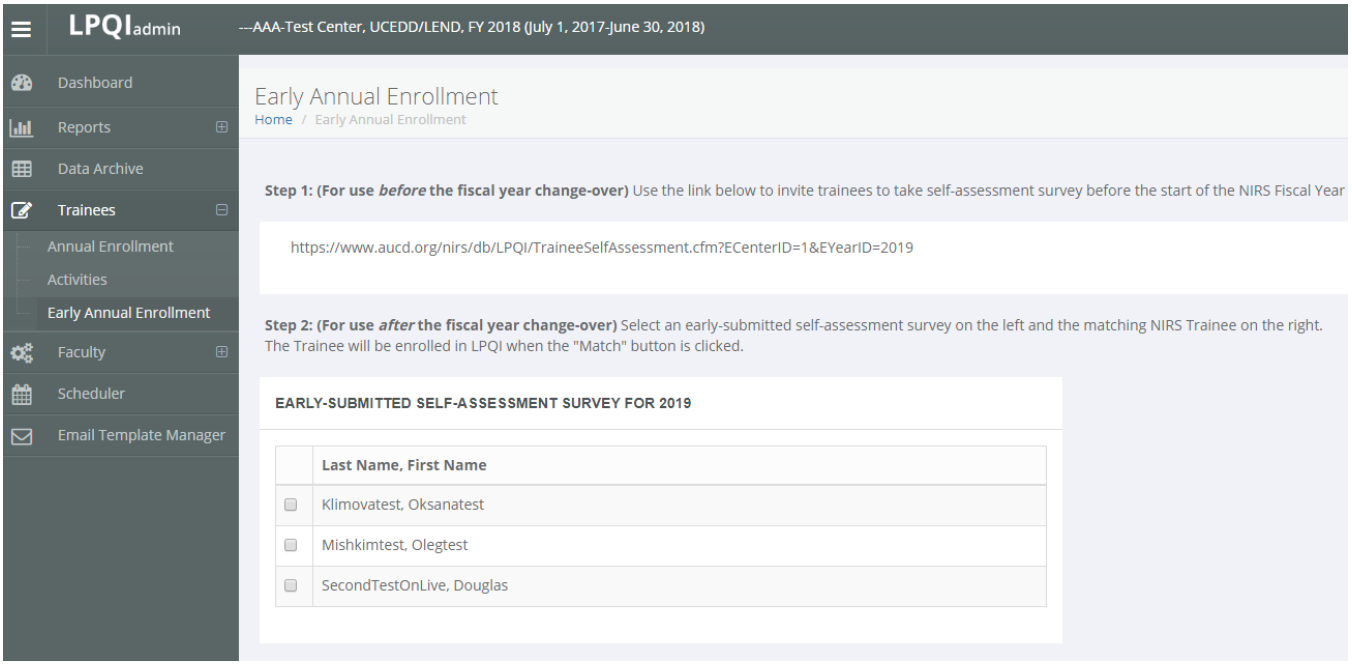


Expand the “Trainee” tab in the left navigational area; find and click the “Early Annual Enrollment” sub-section.

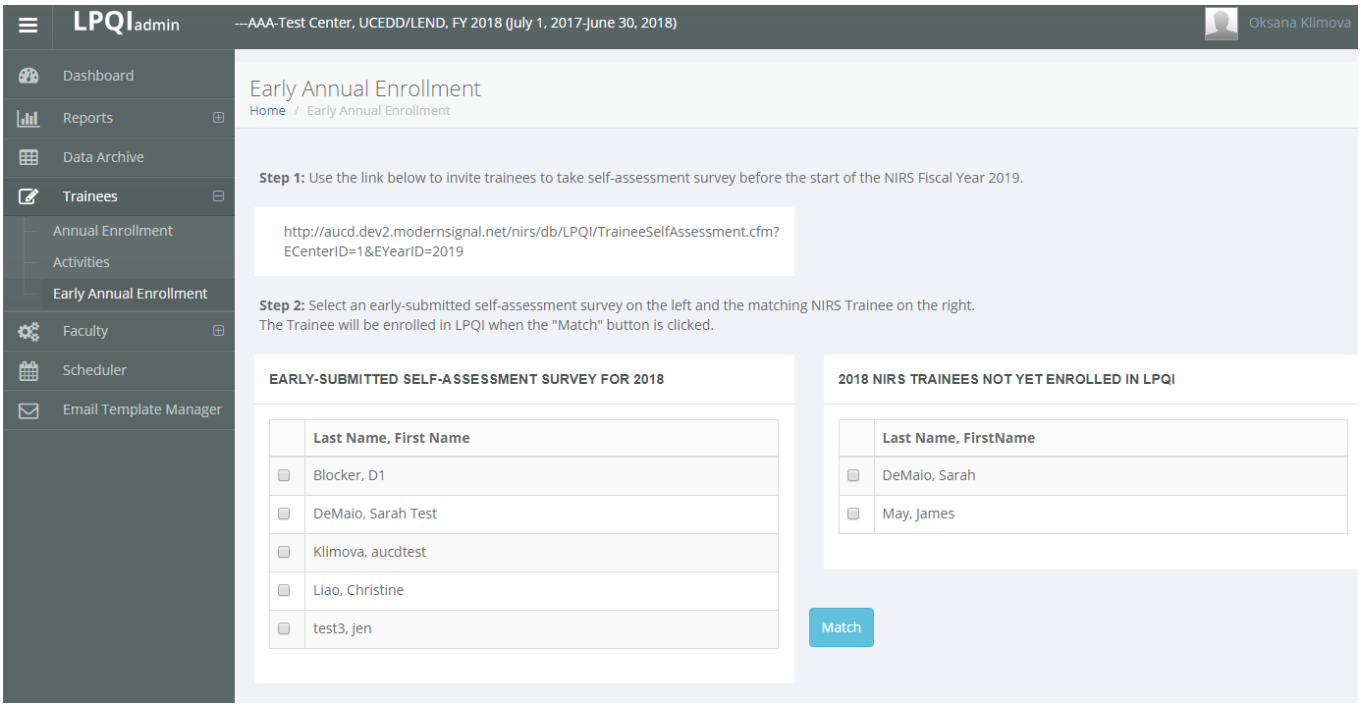


Based on when you open the tool, you will see one of two different screens:

1. May 1 – July 31: Step 2 will display a list of trainees that have submitted surveys.

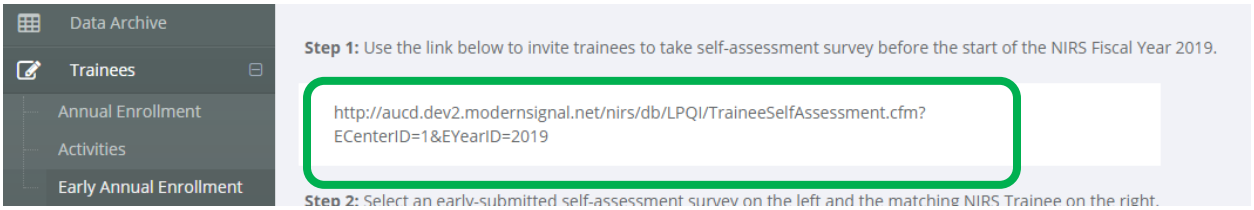


2. August 1 – May 1: Step 2 will display a list of trainees that have submitted surveys AND a list of trainees that have been entered in NIRS for the current fiscal year.



2.2 Using the Tool to collect data from Early (i.e. before the new NIRS fiscal year opens) Enrolled Trainees

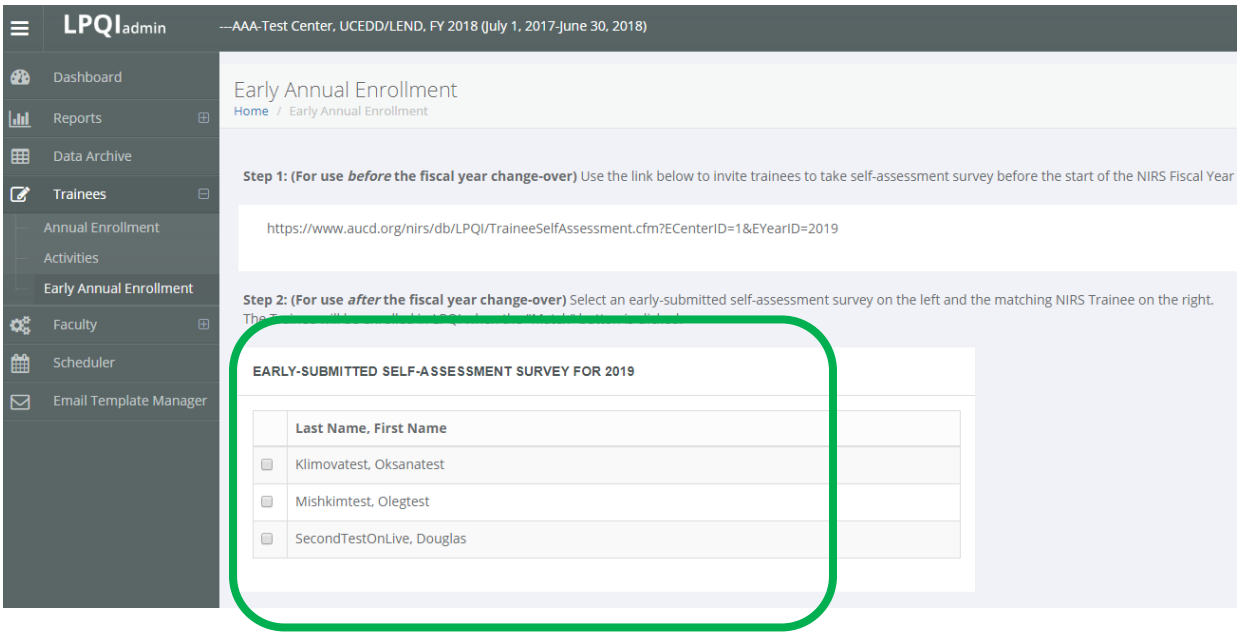
A link to the Trainee self-assessment survey is provided under “Step 1” on the tool page. The link is unique for each center/program.



Your center/program administrative user should e-mail that link to the Trainees that start their training before the new NIRS fiscal year opens (August 1). To do that, simply copy the invitation link from the tool page and paste it into the e-mail. The e-mail can be sent to multiple recipients.

Upon survey completion, Trainee responses will be captured in the database. The first screen of the survey includes required Trainee questions: first and last name. These will be used as identifiers for surveys completed during this early period.

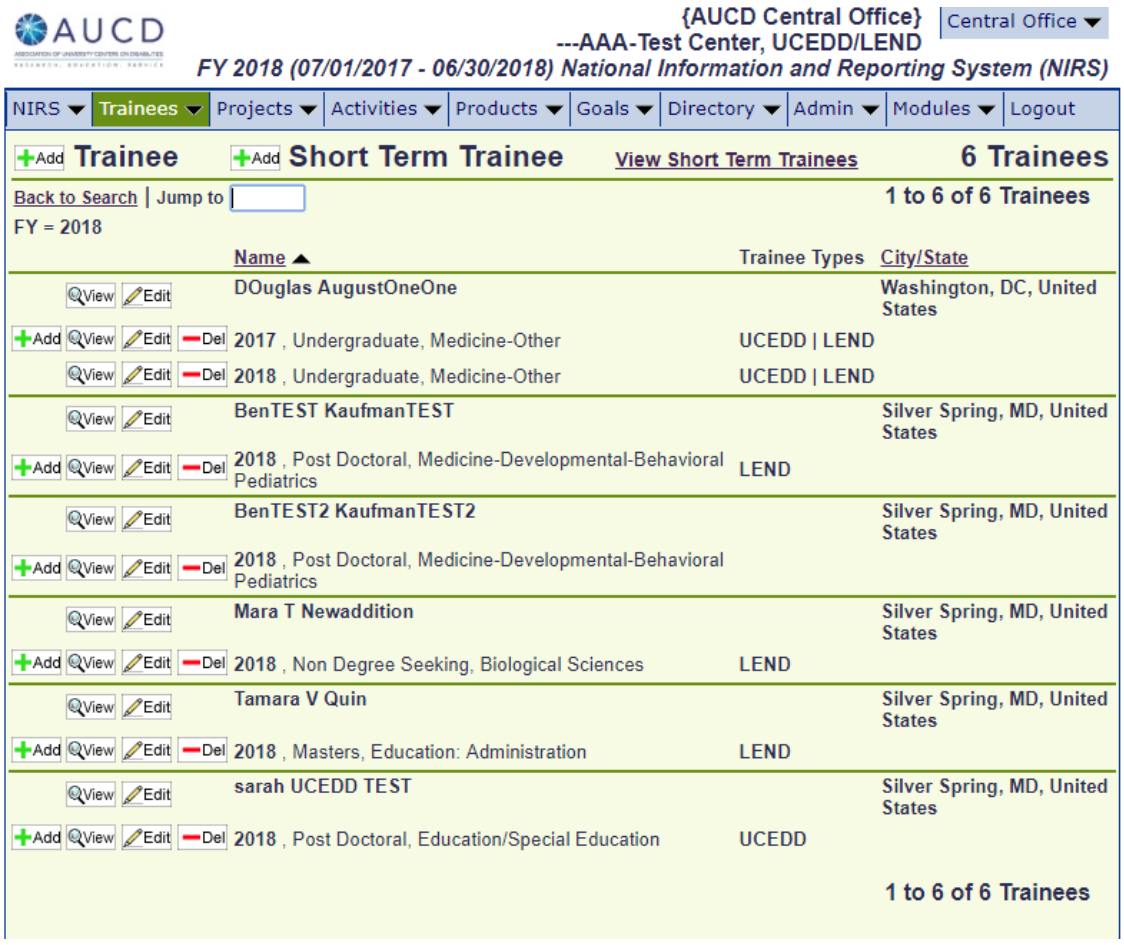
On the tool page, the area on the left will display the first and last names of Trainee that have completed the self-assessment.



That list of names should be used by the administrative user to track who has completed the self-assessment. The survey link can be re-sent as many times as needed to Trainees who still need to complete the self-assessment.

2.3 Using the Tool to transfer submitted Early Enrolled Trainee data into LPQI as baseline (i.e. T1) Data

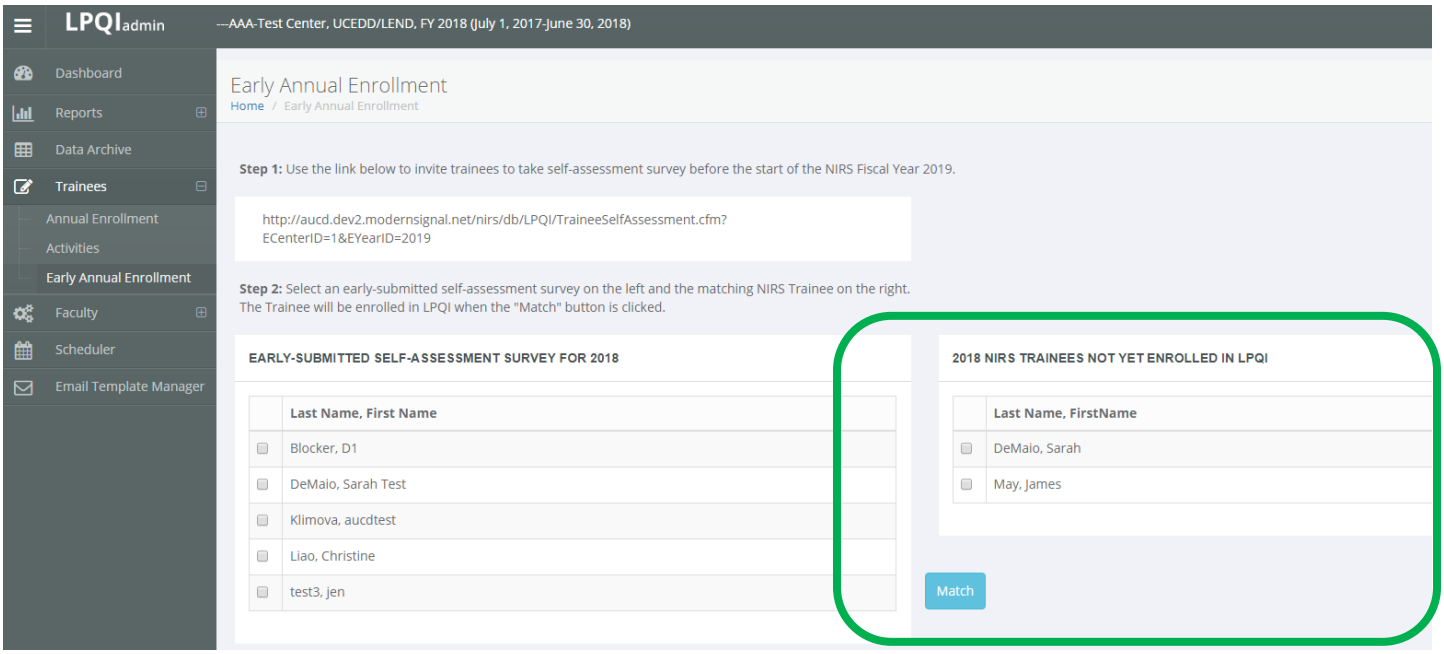
Trainee data collected in this module (i.e. May – July) can be transferred into LPQI only **after** the administrative user has added Trainee information into NIRS for the new Fiscal Year (i.e. August and beyond). As an example, we are using a screenshot for FY 2018 (current year). For the upcoming year, it should be 2019.



To do this, first login into NIRS. The user should create Main and Annual trainee records for the current fiscal year, as is typically done. Reminder: please provide an e-mail address for each of your trainees (even though it is an optional field).

The administrative user should also login to LPQI and set up the T1 data collection period in the "Scheduler" tab.

You should see a list of trainees that have been added to NIRS in the right area of the tool page under "Step 2": "[YEAR] NIRS TRAINEES NOT YET ENROLLED IN LPQI".

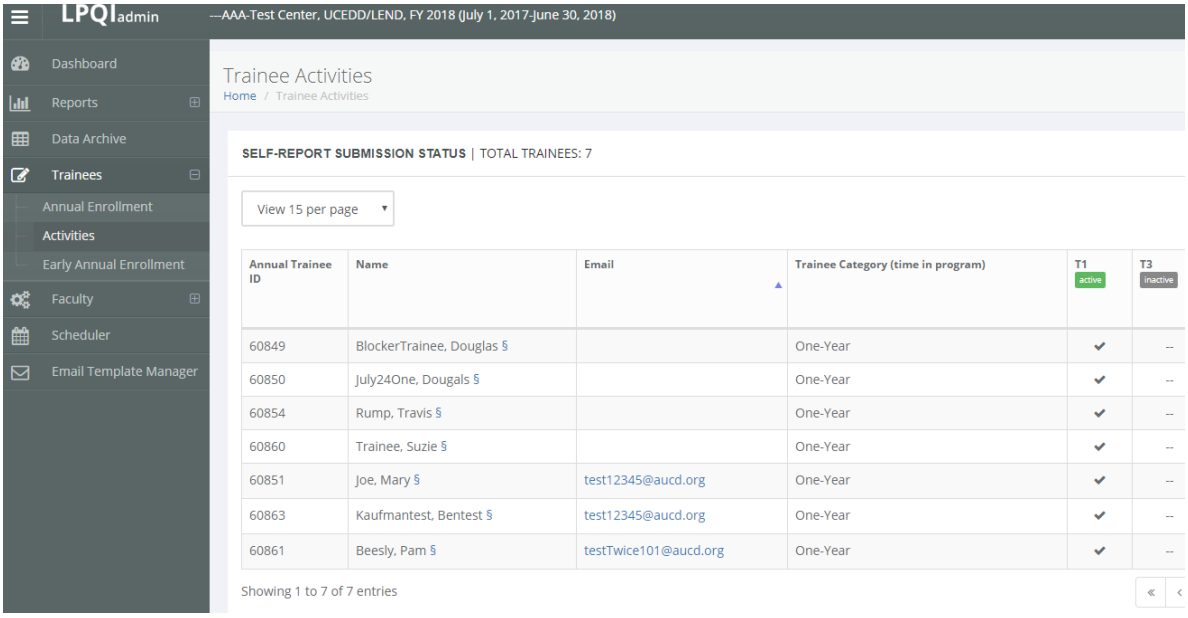


To transfer early-submitted survey data into LPQI, you need find a trainee in the left list and mark the checkbox next to their name. Next, select the same trainee from the list on the right ("[YEAR] Trainees Not Yet Enrolled in LPQI") and mark the corresponding checkbox. To complete the transfer, click the blue "Match" button.

You can only do one match at a time; "batching is not possible.

Early-submitted data will be copied from the list on the left to the trainee's self-assessment data from the list on the right.

You can check if survey data was transferred correctly. If the process of copying survey data was successful, you should see a trainee record in the Trainees > Activities tab. T1 (baseline) for the selected Trainee should be marked as complete (✓).


LPQI admin
---AAA-Test Center, UCEDD/LEND, FY 2018 (July 1, 2017-June 30, 2018)
Dashboard
Reports
Data Archive
Trainees
Annual Enrollment
Activities
Early Annual Enrollment
Faculty
Scheduler
Email Template Manager
Trainee Activities
Home / Trainee Activities
SELF-REPORT SUBMISSION STATUS | TOTAL TRAINEES: 7
View 15 per page
Annual Trainee ID
Name
Email
Trainee Category (time in program)
T1 active
T3 inactive
60849 BlockerTrainee, Douglas § One-Year
60850 July24One, Dougals § One-Year
60854 Rump, Travis § One-Year
60860 Trainee, Suzie § One-Year
60851 Joe, Mary § test12345@aucd.org One-Year
60863 Kaufmantest, Bentest § test12345@aucd.org One-Year
60861 Beesly, Pam § testTwice101@aucd.org One-Year
Showing 1 to 7 of 7 entries