

SafeSchools Training Tool

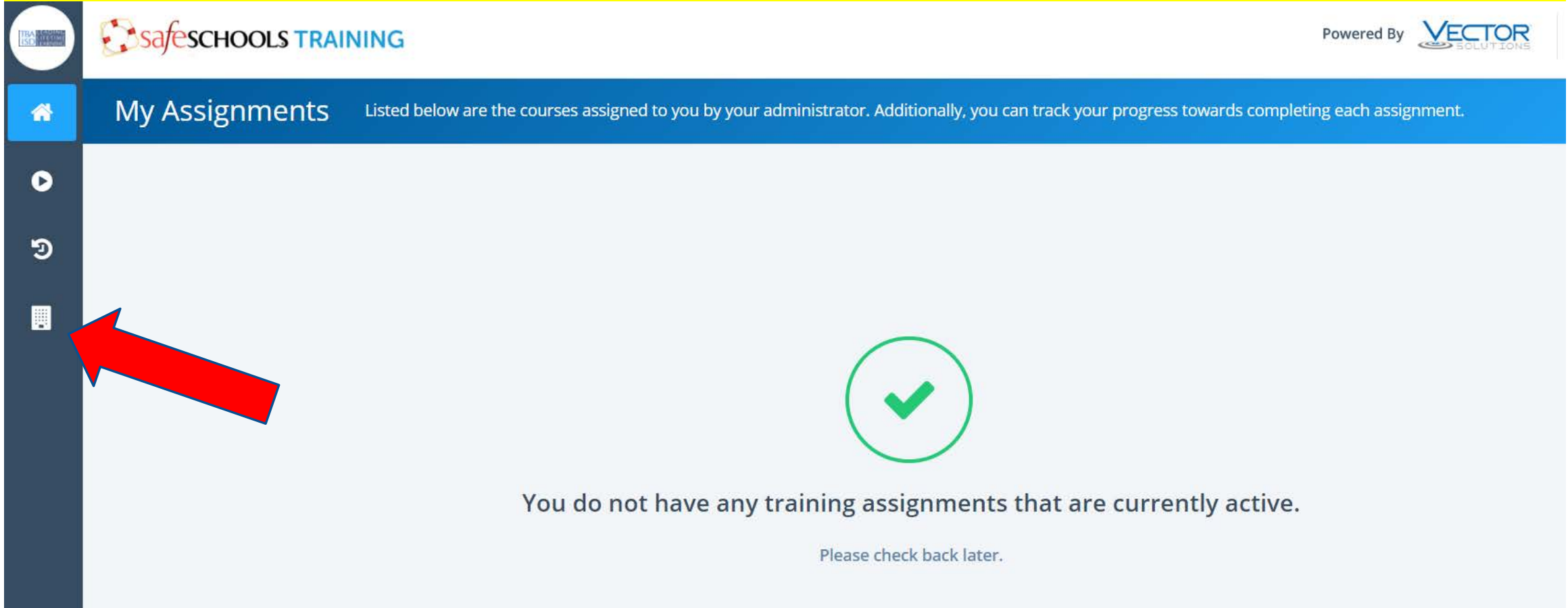
CREATING A CUSTOM COURSE

PRESENTED BY TRAVERSE BAY AREA ISD

GERALD SAPAK & MICHELLE BAGGETT

Step 1. Obtain Administrative Login for SafeSchools

- Obtain from SafeSchools or SafeSchools administrator
- Access to Admin area required to create Custom Courses
- Choose Custom Courses placement with administrator
 - TBAISD's appear under Policy



The screenshot displays the SafeSchools Training web application. At the top, there is a header with the TBAISD logo, the 'safeSCHOOLS TRAINING' text, and a 'Powered By VECTOR SOLUTIONS' logo. Below the header is a blue navigation bar with a home icon and the title 'My Assignments'. A subtitle below the title reads: 'Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.' On the left side, there is a dark sidebar with icons for home, play, refresh, and a calendar. A large red arrow points to the calendar icon. The main content area is light blue and contains a large green checkmark icon, the text 'You do not have any training assignments that are currently active.', and a smaller text 'Please check back later.'

safeSCHOOLS TRAINING

Powered By VECTOR SOLUTIONS

My Assignments

Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

You do not have any training assignments that are currently active.

Please check back later.

Step 2. Become familiar with Home page

- Tabs commonly used are Courses, Data Management, Training Plan and Reports



Traverse Bay Area ISD

HOME

Quick View

Graph

TRAINING PLAN

DATA MANAGEMENT

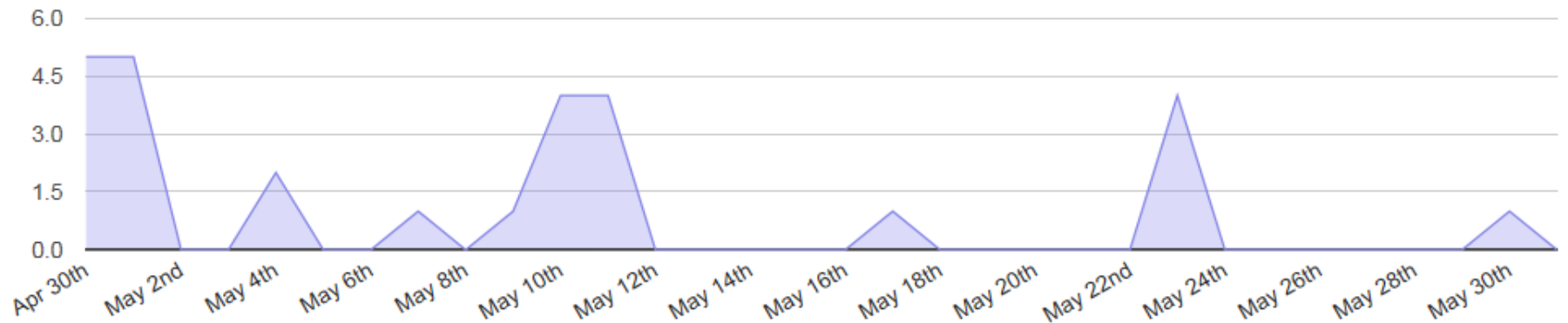
COURSES

REPORTS

PREFERENCES

HELP

A BRIEF LOOK AT LAST MONTH'S COMPLETIONS



Step 3. Click on Courses

- Click on Custom Courses to start process



Traverse Bay Area ISD

HOME

TRAINING PLAN

DATA MANAGEMENT

COURSES

REPORTS

Online Courses

Offline Courses

Custom Courses



SEARCH

Course

Emergency Management

Step 4. Click on New Course



Traverse Bay Area ISD

HOME

TRAINING PLAN

DATA MANAGEMENT

COURSES

REPORTS

PREFERENCES

HELP

Online Courses

Offline Courses

Custom Courses

+ NEW COURSE

TITLE

UPDATED

[Medicaid Documentation Guidelines for Itinerant Staff 2015-2016](#)

5/22/2018

[TBAISD Email Protocol](#)

3/16/2018

[Test 99](#)

3/05/2018

[New Custom Course](#)

3/05/2018

Step 5. Create Course Title



Traverse Bay Area ISD

HOME

TRAINING PLAN

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COURSES

REPORTS

Online Courses

Offline Courses

Custom Courses

BACK TO COURSE LIST

PREVIEW THIS COURSE

Course Image



CHANGE

Course Title

Sample Training Course



Step 6. Creating Course

- Click on Policy
- Add Policy Item Title
- Click on *I have a file to upload*
- Add Minutes (time to complete course)



COURSE ITEMS

+ POLICY

+ YOUTUBE

1. Sample Training Course

QUIZ ITEMS

+ QUESTION

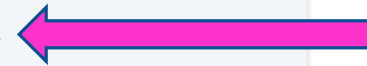
Policy Item Title *

Sample Training Course



☐ I have a link to a policy file.

☒ I have a file to upload.



+ DOCUMENT

How long will it take someone to read this policy? *

45

minutes



CHANGES SAVED

SAMPLE TRAINING COURSE DETAILS

Created by:
GERALD SAPAK
on 2/23/2017 at 9:24 AM

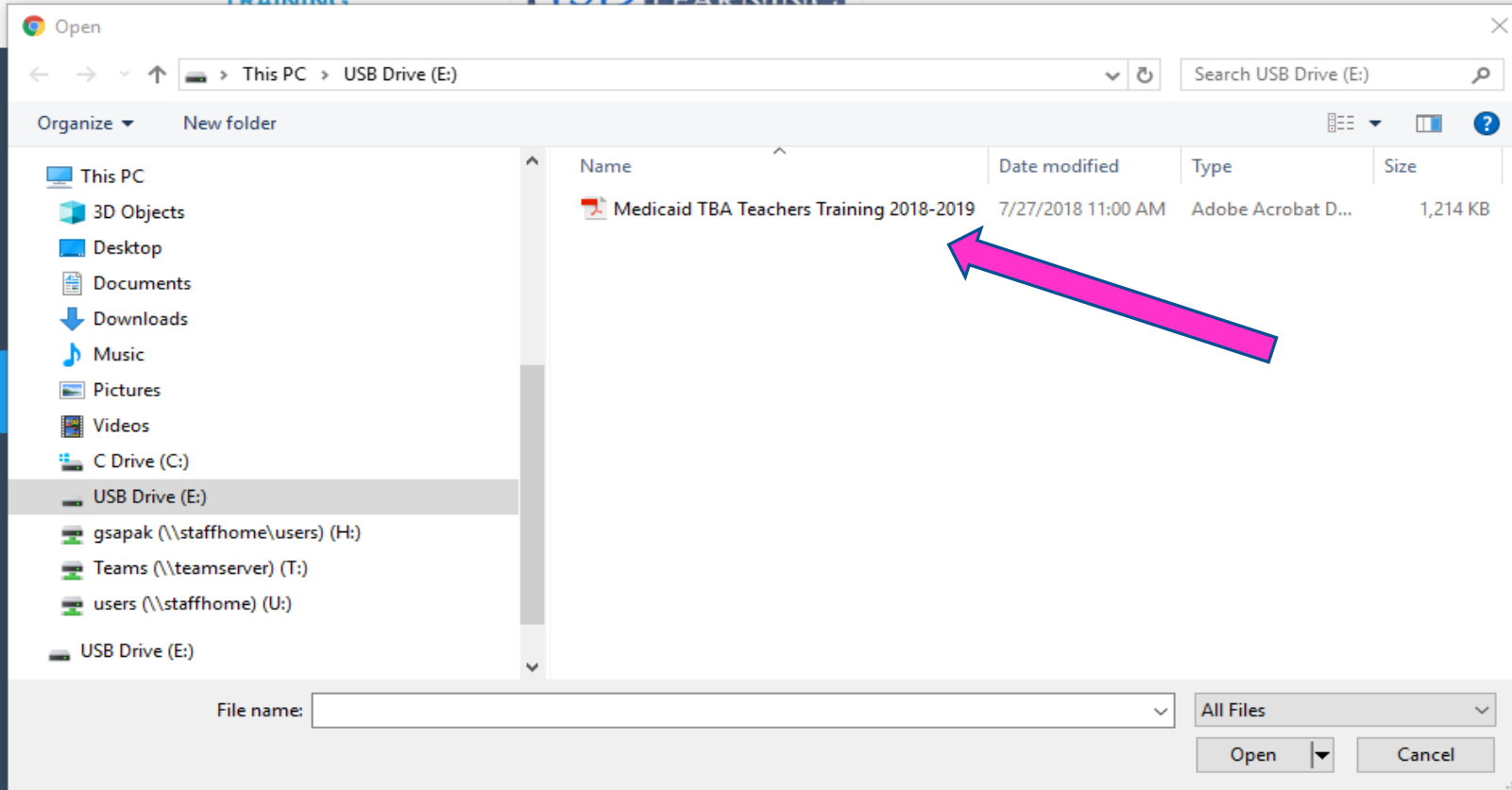
ACTIVATE

Description

Step 7. Upload training document. The document can be a PowerPoint or PDF.



Traverse Bay Area ISD



☒ I have a file to upload.

[Medicaid_TBA_Teachers_Training_2018-2019.pdf](#)

+ DOCUMENT

How long will it take someone to read this policy? *

45

minutes

Text Before Link

Welcome to the Sample Training Course Policy. Please click on the link below to review the policy.

Step 8. Add Title Text to appear on the instruction screens.

Text Before Link

Welcome to the Sample Training Course Policy. Please click on the link below to review the policy.

Text of the Link

Sample Training Course Policy

Text After Link

After you've reviewed the policy, please come back here and advance to the next screen to complete the process.

Text on Last Page

Thank you for reviewing the Sample Training Course Policy. Please check the box below.

Text on Checkbox

I have reviewed and accepted the terms of the Sample Training Course Pc

Text on Final Button

Submit

TEST POLICY

DELETE POLICY

Step 9. Preview the course

- Allows the course to be viewed as it will appear to staff

HOME

TRAINING PLAN

DATA MANAGEMENT


COURSES

REPORTS

Online CoursesOffline CoursesCustom Courses

BACK TO COURSE LISTPREVIEW THIS COURSE

Course Image









CHANGE

Course Title

Sample Training Course

Step 10. Select the course to Preview





... > Sample Training Course Versions > Custom

POLICY

Sample Training Course

Custom NEW

START COURSE

TABLE OF CONTENTS

Custom Course

Have a question? Please contact:
STEPHANIE MURRAY


TABLE OF CONTENTS


Select an item from the list.

1

Sample Training Course

45 Minutes Required

Start 



Staff
AUTHOR

Step 11. Review the instruction screen and the completion instructions. Click on the course link.

Sample Training Course

Welcome to the Sample Training Course Policy. Please click on the link below to review the policy.

[Sample Training Course Policy](#)



After you've reviewed the policy, please come back here and advance to the next screen to complete the process.

Please click the policy document link above to continue.

Next

Step 12. Review the course for accuracy.

1
★

Instructions for Viewing Medicaid Documentation Guidelines

You may print this presentation if desired.

Use the page down key to move from one screen to the next.

View each screen carefully, as a quiz will be given at the end of the presentation.

The presentation may be viewed as many times as needed before taking the quiz. The quiz requires 100% accuracy. You may take the quiz as many times as needed to pass. Documentation examples have been included for reference.

2

Medicaid Documentation Guidelines
Targeted Case Managers (TCM)
2018-2019

TEACHING IS A WORK OF HEART

Michigan School Based Services
Medicaid Program

3
★

Important Changes

News for 2018-2019

Monthly Summary Updates:

- >Drop Down Menu for Progress Discontinued
- >Progress needs to be documented in Monthly Summary comments
- >Have error check for duplicate language
- >Changes to Medical/Mental Status and Treatment Plan statement

Staff Change

- >Michelle Baggett replaces Joanne Koszewska

4
★

Medicaid/PCG EdPlan Team

Rebecca Rugh, 201 522 1246, Medicaid Coordinator
Specializing in: case management, nursing, OSM/OTM billing, training, personnel needs

Michelle Baggett, 201 522 4105, Medicaid Liaison (Student Services)
Specializing in: billing, personnel needs, transportation, Medicaid/Mental Health Study, training, personnel needs

Donna Baggett, 201 522 4105, Medicaid Liaison (Student Services)
Specializing in: billing, personnel needs, transportation, Medicaid/Mental Health Study, training, personnel needs

Michelle Baggett, 201 522 4105, Medicaid Liaison (Student Services)
Specializing in: billing, personnel needs, transportation, Medicaid/Mental Health Study, training, personnel needs

Michelle Baggett, 201 522 4105, Medicaid Liaison (Student Services)
Specializing in: billing, personnel needs, transportation, Medicaid/Mental Health Study, training, personnel needs

5
★

Medicaid is a Medical Program

Targeted Case Managers do not document academic services

- An integral part of all case management activities is the ongoing monitoring and coordination of health related and educational services (not academic) in the IEP
- Case Management billing relates to contacts with direct treatment service providers (SSW, Nursing, Speech/Language, OT, PT, or Orientation & Mobility)

Instructions for Viewing Medicaid Documentation Guidelines

You may print this presentation if desired.

Use the page down key to move from one screen to the next.

View each screen carefully, as a quiz will be given at the end of the presentation.

The presentation may be viewed as many times as needed before taking the quiz. The quiz requires 100% accuracy. You may take the quiz as many times as needed to pass.

Documentation examples have been included for reference.

Step 13. Quiz questions can be entered. Click on question to start.

HOME

TRAINING PLAN

DATA MANAGEMENT

COURSES

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HELP

Online Courses


Offline Courses

Custom Courses

BACK TO COURSE LIST

PREVIEW THIS COURSE

Course Image



CHANGE

Course Title

Sample Training Course

COURSE ITEMS

+ POLICY

+ YOUTUBE

1. Sample Training Course

+ QUIZ

+ SURVEY

Policy Item Title *

Sample Training Course

☐ I have a link to a policy file.

☒ I have a file to upload.

Medicaid_TBA_Teachers_Training_2018-2019.pptx

+ DOCUMENT

How long will it take someone to read this policy? *

45

minutes

CHANGES SAVED

SAMPLE TRAINING COURSE DETAILS

Created by:

GERALD SAPAK

on 5/31/2018 at 8:44 AM

Updated by:

GERALD SAPAK

on 7/27/2018 at 10:34 AM

ACTIVATE

Step 14. Enter the Question and the Answers

- Enter correct and incorrect answers
- Answers can be set up in multiple ways, true and false, all of the above, or multiple choice

HOME

TRAINING PLAN

DATA MANAGEMENT


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PREFERENCES

HELP

Course Image



CHANGE

Course Title

Sample Training Course

COURSE ITEMS

+ POLICY

+ YOUTUBE

1. Sample Training Course

QUIZ ITEMS

+ QUESTION

1. Can Medicaid Funds be used for a spring break vacation?

Question *

Can Medicaid Funds be used for a spring break vacation?

Answer *

☒ Correct Answer

False

REMOVE

Response text for this answer. *

Unless the vacation is in jail.

Step 15. Preview the Quiz for accuracy

- Notice the Quiz appears as a requirement
- The quiz can be printed from this screen

The screenshot displays the safeSCHOOLS TRAINING interface. At the top, the header includes the safeSCHOOLS TRAINING logo, a 'Powered By VECOR SOLUTIONS' badge, and a user profile for 'gsapak'. The main content area features a blue banner for the 'Sample Training Course' with a 'POLICY' button and a 'NEW' tag. Below the banner, there are two large circular buttons: 'START COURSE' (with a play icon) and 'TABLE OF CONTENTS' (with a list icon). A pink arrow points from the 'TABLE OF CONTENTS' button to the 'ADMIN RESOURCES' sidebar. The sidebar contains 'ADMIN RESOURCES' (with a note 'You are seeing this because you are an administrator.') and 'QUIZ:' with two buttons: 'Download Printable Quiz' and 'Download Printable Answer Key'. Below this is a 'RESOURCES' section with a 'No Resources' message. The 'TABLE OF CONTENTS' section lists two items: '1 Sample Training Course' (45 Minutes, Required) and '2 Quiz' (1 Minute, Required). A pink arrow points from the 'Quiz' item to the right. The 'Quiz' item is highlighted with a green border, and a pink arrow points from the 'TABLE OF CONTENTS' button to the 'Quiz' item. The 'Quiz' item is also highlighted with a green border.

safeSCHOOLS TRAINING

Powered By VECOR SOLUTIONS

gsapak

POLICY

Sample Training Course

Custom NEW

START COURSE

TABLE OF CONTENTS

Custom Course

Have a question? Please contact:
STEPHANIE MURRAY

TABLE OF CONTENTS

Select an item from the list.

| | | | | | |
|---|------------------------|------------|----------|-------|---|
| 1 | Sample Training Course | 45 Minutes | Required | Start | → |
| 2 | Quiz | 1 Minute | Required | Start | → |

Staff
AUTHOR

This content was created by our administration and is important for you to complete as assigned

ADMIN RESOURCES

You are seeing this because you are an administrator.

QUIZ:

Download [Printable Quiz](#)

Download [Printable Answer Key](#)

RESOURCES

No Resources

Step 16. Take the quiz

Sample Training Course Quiz



Can Medicaid Funds be used for a spring break vacation?

QUESTION 1 OF 1

1

False

2

True



HINT: Use keys **1** - **9** to select answers.

Have a question? Please contact:
STEPHANIE MURRAY

Incorrect!

Next



If you want a 20 year vacation in the pen.

Step 17. Once the training course and quiz and ready, Activate the Course.

HOME

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BACK TO COURSE LIST

PREVIEW THIS COURSE

Course Image



CHANGE

Course Title

Sample Training Course

COURSE ITEMS

+ POLICY

+ YOUTUBE

1. Sample Training Course

QUIZ ITEMS

+ QUESTION

Question *

Can Medicaid Funds be used for a spring break vacation?

CHANGES SAVED

SAMPLE TRAINING COURSE DETAILS

Created by:

GERALD SAPAK

on 5/31/2018 at 8:44 AM

Updated by:

GERALD SAPAK

on 7/27/2018 at 10:34 AM

✓ ACTIVE

Step 18. Set the quiz minimum to desired percentage

- Click on Courses
- Search for Course

HOME

TRAINING PLAN

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Online Courses


Offline Courses


Custom Courses


SEARCH

sample training







| Course | Quiz Required | Quiz Minimum | Available for Extra Training |
|--|-------------------------------------|--------------|-------------------------------------|
| <div></div> <div><div>Sample Training Course - New</div><div>SafeSchools NEW COURSE</div></div> | <input checked="" type="checkbox"/> | 100% | <input checked="" type="checkbox"/> |

Step 19. Click on Quiz Minimum, set to desired percentage

HOME

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Online CoursesOffline CoursesCustom Courses

SEARCHsample training







| Course | Quiz Required | Quiz Minimum | Available for Extra Training |
|--|-------------------------------------|--|--|
|  Sample Training Course - New SafeSchools NEW COURSE | <input checked="" type="checkbox"/> | <div>100</div> <div>SaveCancel %</div> | <input checked="" type="checkbox"/> <div>...</div> |

Step 20. Assign the Course to staff

- Course can be assigned to groups if set up
- Click on Data Management
- Search for staff, click on Username

HOME

TRAINING PLAN

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HELP

Employees

Positions

Locations

Search: test

Go

[Clear Search]

Employee Filter: Active


Admin Filter:

« First

« Previous

Next »

Last »

| Edit | Username | First Name | Last Name | Position |
|---|-----------|------------|-----------|---------------------------|
|  | Test User | Test | User | Special Education teacher |

« First

« Previous

Next »

Last »

Step 21. Click on Training Plan, click on green Plus Sign

Test User (Test User)

Profile

Permissions

Jobs

Training Plan

Course Work History

Emails

From Date:

07/27/2018

To Date:

07/27/2018

Merge: ☒



Step 22. Click on Edit, Enter information under Select a Course

Create Individual Assignment for Test User

| | | | | |
|---|---|---|--|---------------|
| Course | | | | |
| <div>[Click to Edit]</div> | | | | |
| Effective Date | Due Date | Expire Date | Status | Complete Date |
| <input type="text" value="07/27/2018"/> | <input type="text" value="08/26/2018"/> | <input type="text" value="10/25/2018"/> | <input type="text" value="Not Started"/> | |
| Assignment Note | | | | |

- Search for Course
- Click on the Assigned Radio Button
- Click on Complete

Select a Course

Search for Course:

LIBRARY

CATEGORY

COURSE

Select a Course

Sample Training Course

Step 23. Click on the Assigned Radio Button, Click on Complete

Select a Course

LIBRARY

SafeSchools

CATEGORY

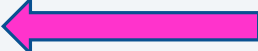
Select a Category

COURSE

Sample Training Course

COURSE VERSION

Assigned



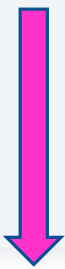
Version

Custom - New

Duration

46

DESCRIPTION



Complete


Cancel

Step 24. Set the Effective Date, Due Date and Expire Date, click on Submit

Create Individual Assignment for Test User



Course

Sample Training Course

| Effective Date | Due Date | Expire Date | Status | Complete D |
|---|---|---|--|------------|
| <input type="text" value="07/27/2018"/> | <input type="text" value="08/26/2018"/> | <input type="text" value="10/25/2018"/> | <input type="text" value="Not Started"/> | |

Assignment Note

Submit



Step 25. Review the assigned Course for accuracy

Test User (Test User)

Profile

From Date: 07/27/2018

To Date: 07/27/2018

Merge: ☒ 

Permissions





Jobs

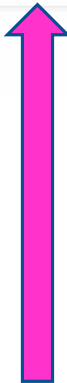
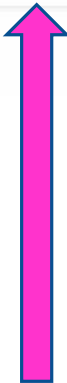
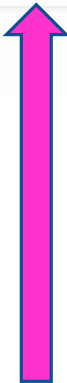
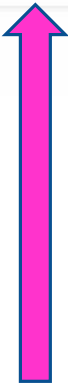
Training Plan

Course Work History

Emails

Mandatory Training

| Course | | Effective Date | Due Date | Expire Date | Course Status | Complete Date |
|---|---|----------------|----------------|----------------|----------------|---|
|  |  Sample Training Course (Custom) | Jul 27th, 2018 | Aug 26th, 2018 | Oct 25th, 2018 | Not Started -- |   |



Step 26. Tracking Completed Courses using Reports

- Click on Reports
- Choose the Report

HOME

TRAINING PLAN

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HELP

Quick Reports

Compliance By Person

Course Completions Over Time

Employees With Completions

Group Assignment Compliance

Quiz & Survey Results

Use Quick Reports to generate commonly used reports.

Step 1

Choose Report

☐ All Assignments

☐ Outstanding Assignments

☒ Past Due Assignments

☐ Employees with Completions

☐ All Completions

Step 2

Choose Your Timeframe

☒ Month - to - Date

☐ Last 30 Days

☐ Previous Calendar Month

☐ School Year - to - Date

☐ Previous School Year

Step 3

Generate Quick Report

GENERATE REPORT

Step 27. I use the Compliance by Person report the most

- Click on Reports
- Choose the Report
- Enter Required Fields

HOME

TRAINING PLAN

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Quick Reports

Compliance by Person

Course Completions Over Time

Employees With Completions

Group Assignment Compliance

Quiz & Survey Results

Classic Compliance By Person

From Date: 07/01/2017

To Date: 12/31/2017

Location: All Locations

Position: All Positions

Library: All Libraries

Assignment Category: All Course Categories

Course: Medicaid LEA Teachers Training 2017-2018

Completions: All Assignments

Detail Level: Summarize by Person

☐ Show E-mail address in report

Generate

Next > Last »

Items 1 - 50 of 101

Export as Excel

Contact Information

Gerald Sapak
Medicaid Coordinator
231 922-7866
gsapak@tbaisd.org

Michelle Baggett
Medicaid Leader
231 922-6430
mbaggett@tbaisd.org