

TCCP All Partner Meeting



JANUARY 29, 2015

Welcome!

TCCP All Partner Meeting Purpose



- Report out on collective data from previous year
- Check in with membership on TCCP Pre-licensure
 - Scheduling process:
 - ✦ What worked well
 - ✦ What needs improvement
 - Develop solution strategies
 - ✦ Set next AY calendar
 - TCCP All Partner Updates
 - ✦ Membership
 - ✦ Developments
- Allow time for questions, discussion and networking

Meeting Overview



- A. Welcome & Introductions**
- B. Data Report: Calendar Year 2015 Activity**
- C. Check in with process experience**
 - A. What worked well
 - B. What needs to be improved/Develop solutions
- D. Set AY 16/17 Timeline**
- E. All Partner Updates**
 - A. Membership
 - B. Student passport
- F. Questions, discussion, networking**

TCCP Year In Review - 2015



- **Activity (next slides)**
- **New Partner Additions**
 - ✦ HealthPartners
 - ✦ HealthPartners Clinics and new programs
 - ✦ Fargo (1 CP & 7 EPs)
 - ✦ Montana Grant
- **Maintained StudentLink: APP system and timeline**
- **Developed and launched Student Passport**
- **Explored possible organization partnership**

2015 All Partner Activity Review



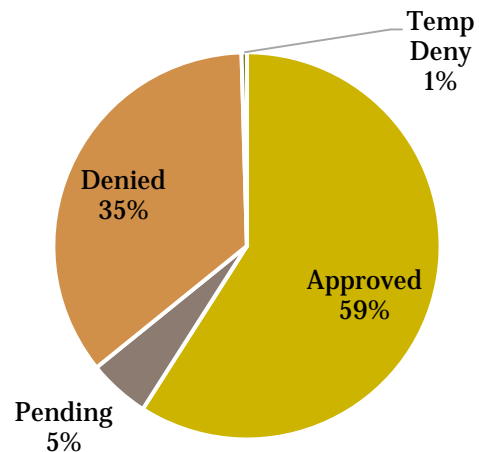
- **Over 19,000 Pre-Licensure student experiences requested (2014: 15,000)**

LaCrosse (11EP/25CP): 1,810

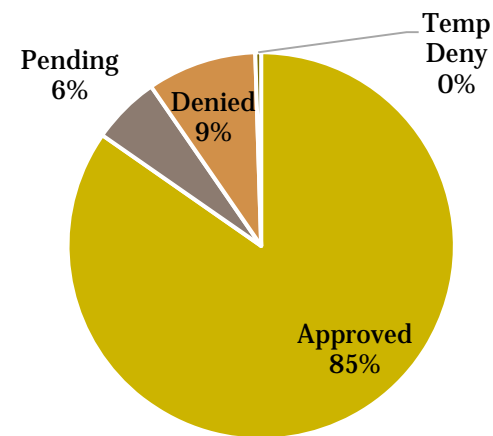
Minnesota: (54EP/53CP): 17,246

Fargo (7EP/11CP): 387

Active New Requests



Active Rollover Requests



Minnesota Activity

- **Approved Records: 3,428**

- **Denied Records: 993**

- 622 Preceptors
- 83 Observations
- 261 Groups
- 27 Leadership

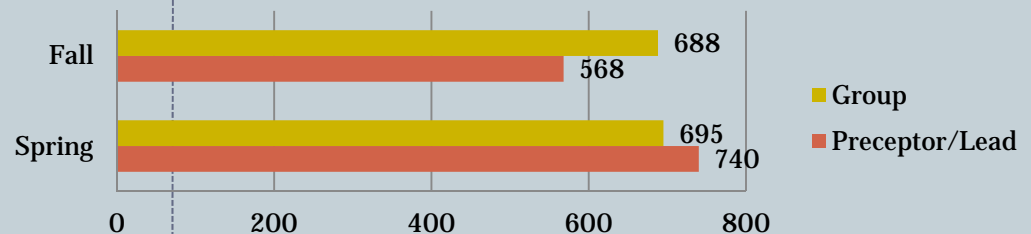
- **Pending: 236**

- **Temp Deny: 27**

- **Top Reasons Why:**

- Unit at capacity
- Low staffing levels
- Staff training
- New staff
- Construction

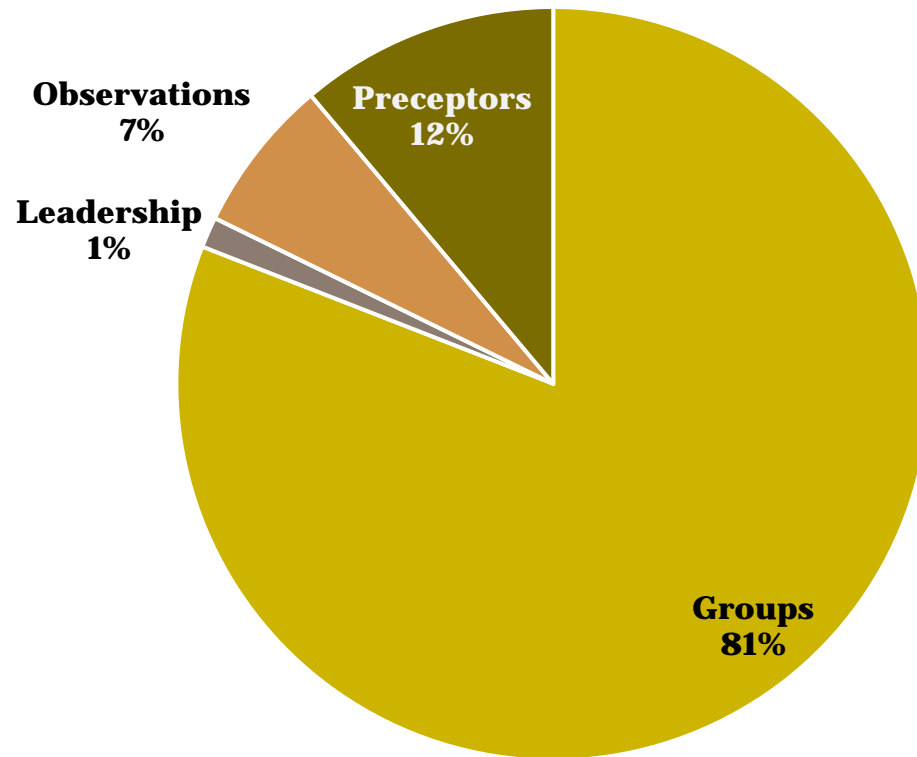
Approved Totals:



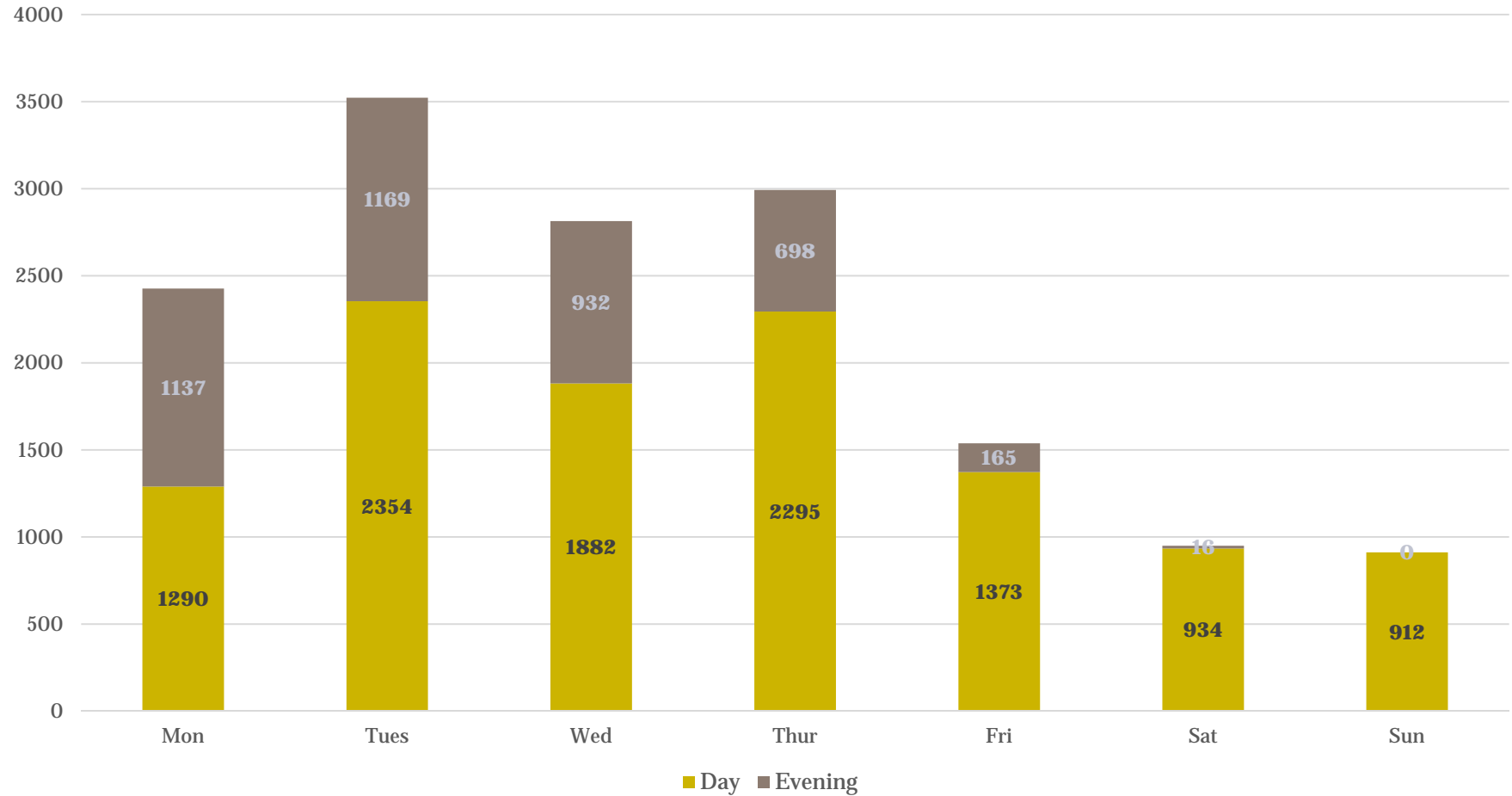
Minnesota Rotation Types



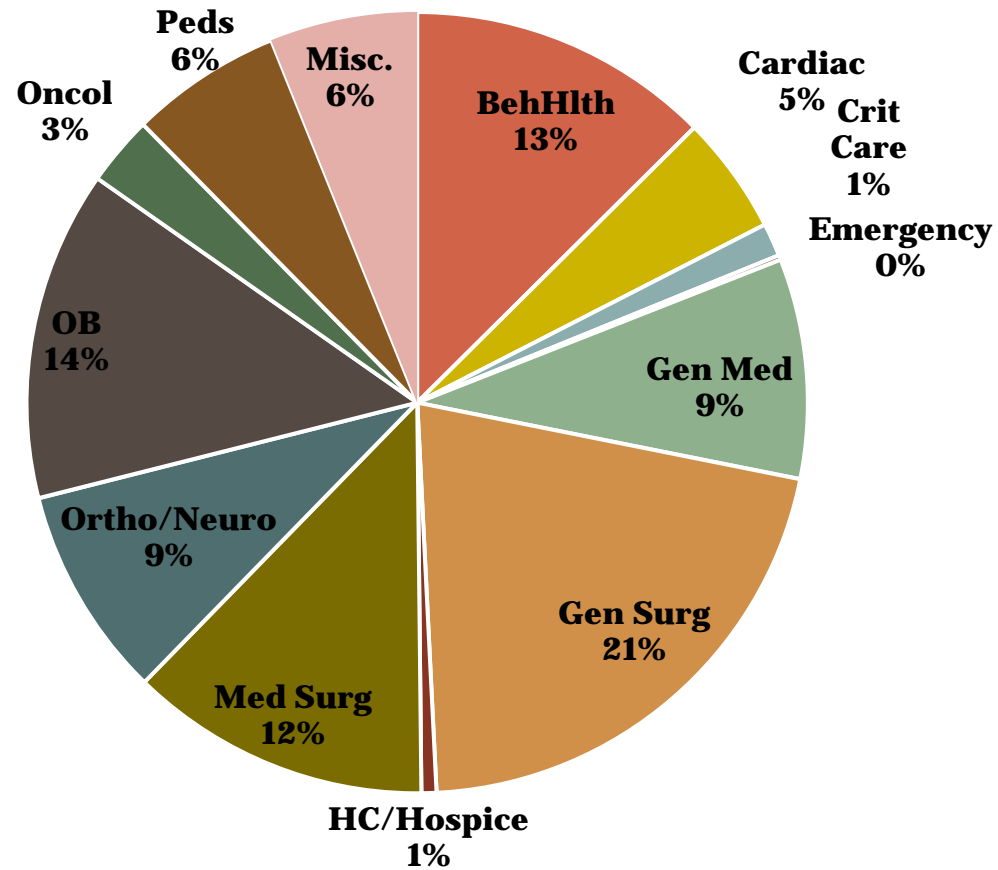
By Number of Students



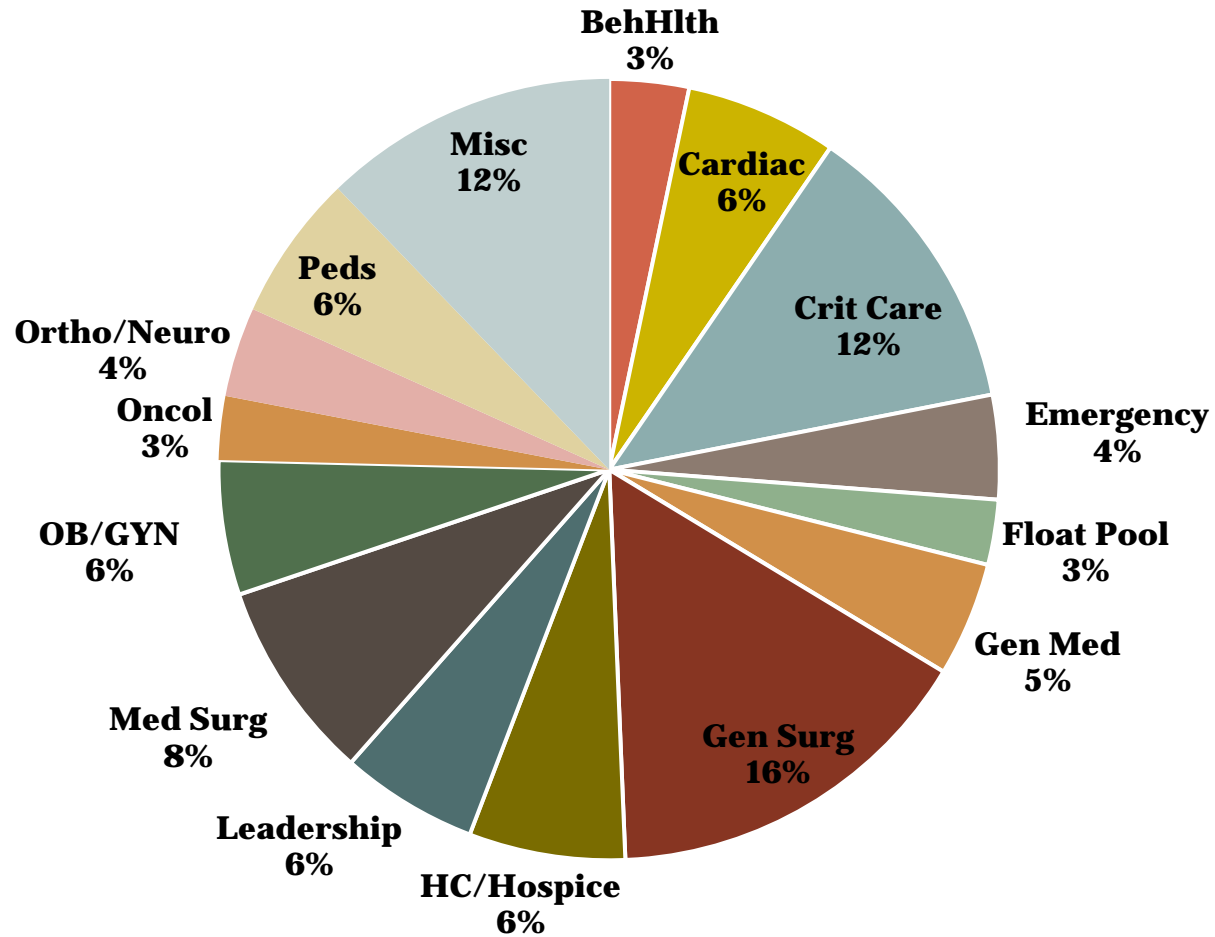
Minnesota Group Day of the Week



Minnesota Group Types



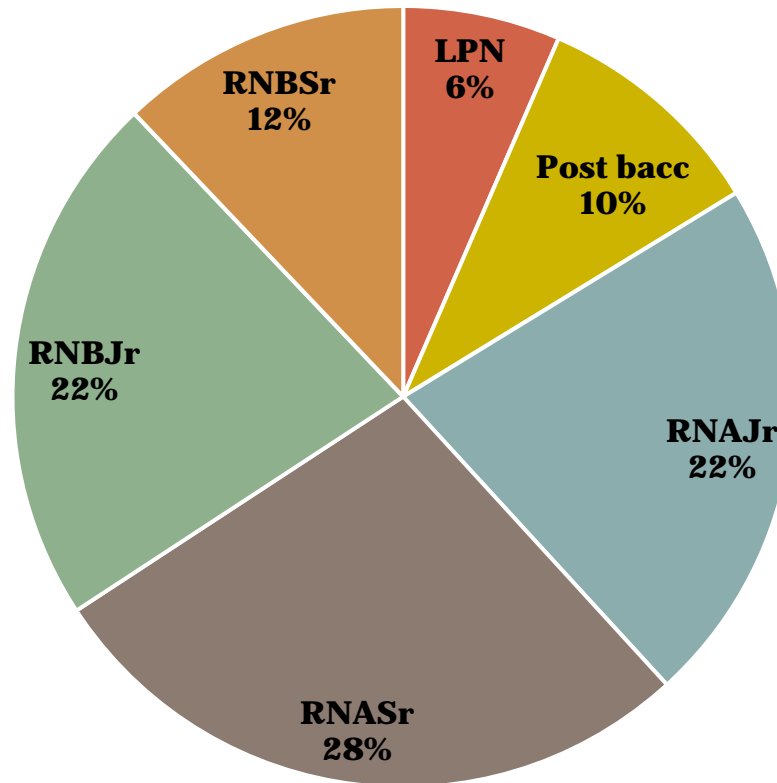
Minnesota Preceptor Types



Minnesota Group Levels of Students

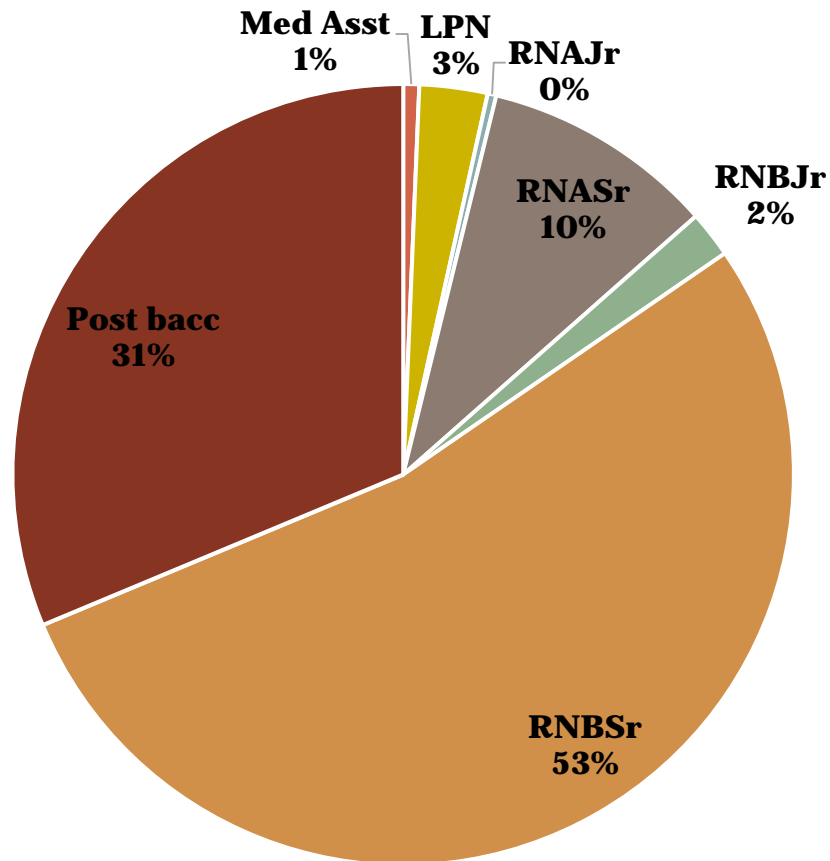


LPN – 7%
Associate – 50%
Postbacc – 10%
Baccalaureate – 34%



Minnesota Preceptor Levels of Students

Med Asst – 1%
LPN – 3%
Associate – 10%
Postbacc – 31%
Baccalaureate – 55%



Fall 14/Spring Summer 15



- **Some highlights on what went well**
 - All timeline deadlines met – CPs able to view all EP activity at one time in one place
 - Separate CP timeline deadlines for group and preceptor decisions
 - Unit rename (to include the unit type)
 - Shift time changed to military format
 - TCCP collect specific CP instructions for request submissions
 - Onboarding – updates on time for EP use

Fall 14/Spring Summer 15



- **Continued...**
 - EP Submission Process
 - ✦ TCCP pull data, organize data and review for recommendations
 - ✦ Send data, summary of recommendations, timeline and training (document and video) to each EP
 - ✦ Develop and distribute CP Fall 2013 Activity Report for research
 - TCCP continue to keep track of CP preferences/build into training
 - Remind/recommend TCCP help
 - ✦ Online meeting/conference call
 - ✦ In-person meetings – any help needed for partner work

Fall 14/Spring Summer 15



- **Discussion:**
 - Areas of difficulty
 - ✦ Timeline
 - ✦ Request format/data language
 - Things that could be improved/added

Fall 2016 Rollover



- **Fall 2014 data review and uploaded for Fall 2015 work (also Sp/Su 15 FV South & HCMC)**
 - All Approved, Temp Deny and Temp Release
 - EP information goal to send 1st week of Feb (inclusive of document and video training)
 - See DRAFT Timeline – edit and approve

ADDITIONAL TCCP HELP!!!

On 1/27/16, Jacklyn Loedermeier has accepted the position for TCCP Coordinator. Introductions and contact info will be shared as it becomes available. YAY!

TCCP Rollover Process Parameters



- **Must be the same unit as previous year**
- **Preceptor numbers - 1/request record**
 - Increases are New Requests
 - Dates may follow semester
- **Group numbers –**
 - May increase 1-2 based on returning to normal
 - Dates must be between 1-10 days of last year's request
 - Must be similar shift and day of the week
 - 1st date when students PHYSICALLY on unit
- **Temporary Releases after 2 years will be removed**
- **After decision, if anything changes contact corresponding partner ASAP**

TCCP Request Quality Control & Help



- **Notify, train and help EPs submit requests (rollover, unneeded and new)**
- **Compare submitted data to rollover data – compare with parameters and CP specific instructions**
 - ID questions, communicate questions, resolve and upload
 - NOTE: No EP data is uploaded until questions are resolved
- **Check all CP unit data**
- **TCCP Goal: have EP data as complete (no one left out), accurate and understandable as possible for CP decisions**
 - So that CPs have the information possible to begin determining what they can accommodate easily and quickly as possible
 - May still have CP questions
- **Open to CPs for decisions**
 - Notify, train and help CPs utilize request data to make decisions

New Request Tips



- **Use the correct data**
 - Groups and Units = first day the group will be on the floor
 - Remember this data is used for CP planning
 - Complete the Shift column correctly
 - Correct day of the week st date
- **Contact CP immediately with cancellations**
- **Research New Requests**
 - Contact/update CPs ahead of time
- **Ask for TCCP help immediately**
 - One on one calls/online meetings
 - Personal visits
 - Anything we can do to ensure your data is reported correctly

Pre-Licensure Onboarding Timeline



When TCCP checks in w/CPs for updates to their onboarding information (students and faculty)

- **Spring**

- Check-in: Early November
- Updates implemented: End of November

- **Summer**

- Check-in: Mid March
- Updates implemented: Early April

- **Fall**

- Check-in: Mid June
- Updates implemented: Early July

TCCP Pre-Licensure Membership



- **TCCP Advisory Committee Approved**
 - Bylaws (see attached)
 - Budget (see attached)
 - Membership rates and levels
- **Welcome questions, suggestions, concerned submit to TCCP Advisory Committee for review and discussion**

Membership Scale Committee



- **History of how current membership scales were developed**
- **Reviewed TCCP Advisory Committee Parameters**
 - Highest tier no higher
 - Lowest tier no lower
 - Must reasonably reach budget
- **Reviewed TCCP Budget**
- **Played with membership scale excel sheet based on last year's rates**

Membership Scale Committee Recommendations



- Recommended adding two scales to decrease the level of the “jump” between tiers - \$2,000 versus \$4,000
- Recommended consolidating previous E & F tiers (under 20) and have all \$100/experience – recognized a lot of work to coordinate

**TCCP Discussed and Approved via unanimous vote:
December 1, 2015**

Additional TCCP Advisory Committee Approved Recommendations



- Those whose scale will not change from the previous term will be placed in the new membership scale in the July 1, 2016 billing
- Those whose scale will decrease from the previous scale will be charged the lesser scale in the July 1, 2016 billing cycle.
- Those whose scale will increase from the previous scale will be charged the previous scale amount for the July 1, 2016 billing cycle and the increased scale will not be implemented until July 1, 2017.
- All partners may submit an appeal within 60 days of membership scale notice.

Membership Scale Committee



2013-2015 Membership Scales

- A.** 1,000+ \$13,500
- B.** 999 – 350 9,500
- C.** 349 – 100 5,500
- D.** 99 – 20 3,000
- E.** MN under 20
\$50/experience
- F.** Non MN under 20
\$75/experience

2016-2018 Membership Scales

- A.** 1,000+ \$13,500
- B.** 999-750 11,500
- C.** 759-500 9,500
- D.** 499-350 7,500
- E.** 349 – 100 5,500
- F.** 99 – 20 3,000
- G.** Under 20 100/experience

Student Passport Current Status



- **Completed: LSC & CSS “real-life” student experiences**
 - **LSC – staff collect, review, approve, keep updated**
 - ✦ **Goal: Streamline, make more efficient from “paper gathering and sorting”**
 - ✦ **Activity: Directly managed/oversaw student activity + conducted some activity for the student**
 - **CSS – Certified Background handle**
 - ✦ **Goal: Ensure as reliable and user friendly as CB, once satisfied utilize free/TCCP membership included service to decrease student fee costs**
 - ✦ **Activity: TCCP managed/oversaw student activity, provided direct contact assistance, + conducted some activity for the students**

Feedback – Very Positive 😊



College of St Scholastica

- Impressed with the professional, look, feel and functions (CSS)
- Only concern is verifying – C.B. handles currently
 - ✦ Driving need for ability to quickly review and enter decisions – like verification manager
- Seems easy to navigate and use
- Students – takes approximately 10 minutes to complete (if all documents are available)
 - ✦ Easy, thank you! (students)
- Planning on utilizing instead of CB for next batch of new students

Lake Superior College

- Very easy!
- Will save a lot of time in collecting all the requirements
- Like that all accessible online instead of going through files
- Overall very happy, “thank you!”
- Now – estimating time spent before passport to report time saved
- Collecting quotes for promotional materials



Student & Faculty View Tweaks



- **Save & Submit**
 - Remove last step/make more clear
- **Profile**
 - Move to right side of screen (with other 'to do' areas)
- **CNA Training & Registration**
 - Only AND (all others are OR)
 - Break into 2 areas
- **Training Video**
 - LSC student suggestion would be helpful

Other enhancements based on 'real life' student pilot experiences

By Summer



- **More than 1 security question**
- **Recruitment question on student profile**
 - ✦ Ability to access

EP/CP Management Improvements



- **Orange + means ready for review, ready for approval**
- **Bulk Review w/Bulk Decisions**
- **Roster Set-up (soon)**
 - Different variances of immunizations and background
- **3 times/year data dump into archives**
 - Run entire summaries into PDFs
 - Store in Student Areas and Area for EP/CP Users to access
 - ✦ Only active – not inactivated and graduated
 - Status changes – Inactivated & Graduated (stop notices)
- **Anticipated Graduation Date**
 - Search & Search Result
- **Last student log (name?)**
- **Reports – make smarter (soon)**
 - Customizable

Student Passport Enhancements – Long Term



- **More than one program for school (i.e., BSN, post-back)**
 - May have different requirements
- **Faculty specific onboarding modules**
- **Smarter onboarding options**
 - Notices for CPs that have deadlines
- **Different access/set-up for certain users (i.e., security, IT, recruitment)**

Possible Student Passport Enhancements – Maybe (in site but not decided upon)



- **Surveys & Tests**
 - Surveys don't check answers, Tests track answers
 - In School & Graduated
- **Recruitment tools**
 - Connected to recruitment tool/question
 - Could have profiles of where students want to work, experiences, etc...
- **StudentLink: APP**
- **Other programs --- hide clinical assignment areas for programs that do not need those functions**

Student Passport Next Steps



- Continue to increase Student/Faculty user friendliness
- Assign Students to Clinical Experiences – now
- Bulk verification – now
- Enhance Search & Manage Users (feedback in previous slides) – very soon
- Roster Builder – next to build/very soon
- Report Builder – after roster
- Redesign Clinical Assignment area for Report area/very soon
- Include area for recruitment data – very soon
- Include area for archived information -
- Prep for next pilot user launch - now

Starting Student Passport



We are now taking on schools who are interested in starting a pilot of Student Passport with their students.

Contact: Elizabeth Biel with interest and questions

Available:

- Security audits
- Development of solutions for data transfers

Starting Student Passport



- Remember working with Student Passport **WILL NOT** increase TCCP membership dues
- Talk w/TCCP to develop implementation strategy
 - Determine who to start with and when would be a good time to start them
 - ✦ Incoming students
 - ✦ Existing students
 - Upload for them or have re-submit
 - Determine what you want the students to submit
 - ✦ Choose existing modules
 - ✦ Develop new modules to fulfill needs
 - Determine oversight strategy
 - ✦ Review current best practices
 - ✦ Learn management tools/support
 - ✦ Understand student deadlines for requirements
 - Determine Clinical Partners for Clinical Assignments
 - ✦ TCCP work with corresponding CP to develop onboarding modules – draw from current and may add features (prev clinical, employee, signed forms to upload)
 - (when appropriate) Notify student of coming Student Passport Invite
 - ✦ Email and/or orientation
 - Upload students and follow determined oversight strategy

NOTE: TCCP staff are available to help every step of the way 😊

Student Passport Modules



- **Deadlines**
 - November 15th - for Spring clinicals
 - June 15th – for Fall clinicals
- **Newly uploaded students**
 - Deadline approaching notices –
(60/45/30/20/15/10/5/4/3/2/1/0)
- **Existing students**
 - Expiration approaching notices (same day breakdown)
- **Both deadlines earlier than needed to give time for outlier follow-up**

Student Passport Modules: Student Forms

- Typically: Student downloads document, follows instructions to complete, then uploads
- Examples:
 - School Physical Exam Form
 - School Wellness Form
 - School HIPPA training
- Modules are unique to that school
- School provides form
- TCCP develops module
- School approves/instructs tweaks on instructions (module language)
- Module is available for school use

Student Passport Modules: Background

- Typically: Student downloads document, follows instructions to complete, then uploads
- Examples:
 - DHS
 - ✦ Annually expires
 - ✦ Collect blue result form
 - ✦ Current module – will likely change when DHS changes process
 - CB (draw from CSS)
 - ✦ Does not expire
 - ✦ Collect result summary
- Modules are unique to that school

- School provides form/instructions
- TCCP develops module
- School approves/instructs tweaks on instructions (module language)
- Module is available for school use

NOTE: this is the process for module development between the school and TCCP

Student Passport Modules: Flu



Currently 1 version

- Provide date and upload documentation
- Annually expires
- Must be taken during Flu season
- Expires August 15th
 - ✦ **Right before new batch of vaccination is likely available**

Student Passport Modules: TB



- **Currently 1 version**
 - Options to complete:
 - ✦ Negative QBT – or –
 - ✦ Negative 2 step TST
 - ✦ If either positive, provider diagnosis with chest x-ray
 - All options Provide date and upload documentation
 - All options annually expire via date administered
 - ✦ Deadline approaching begin 60 days prior to ‘Deadline to Complete’
 - ✦ Expirations approaching begin 60 days prior to admin date
 - ✦ 2 Step TST updating – within a year of expiring, instructions to tie previous 2nd step results to Step 1 then update Step 2 with current results

Student Passport Modules: MMR (2 Modules)



Titre or Vaccination

- Does not expire
- 2 Options to complete
 - Titres indicating immunity
 - ✦ If not immune must complete vaccination series
 - Vaccination Series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Provide date and upload documentation

Titre Preferred

- Does not expire
- Instruct that student **must show immune titres**
 - If titres indicate not immune, must complete vaccination series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Provide date and upload documentation

Student Passport Modules: Hep B (2 Modules)



Titre or Vaccination

- Does not expire
- 2 Options to complete
 - Titres indicating immunity
 - ✦ If not immune must complete vaccination series
 - Vaccination Series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Provide date and upload documentation

Titre Preferred

- Does not expire
- Instruct that student **must show immune titres**
 - If titres indicate not immune, must complete vaccination series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Provide date and upload documentation

Student Passport Modules: Chickenpox (2 Modules)



Titre or Vaccination

- Does not expire
- 3 Options to complete
 - Titres indicating immunity
 - ✦ If not immune must complete vaccination series
 - Vaccination Series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Physician diagnosis
 - Provide date and upload documentation

Titre Preferred

- Does not expire
- Instruct that student **must show immune titres**
 - If titres indicate not immune, must complete vaccination series
 - ✦ If started, may start clinicals but expect completion w/in 1 yr
 - Provide date and upload documentation

Student Passport Modules: Tdap



- **Currently 1 version but may add one for Tdap or Td**
- **Expires 10 years of admin date**
 - Expiration approaching notices 60 days prior
- **Currently Tdap preferred**
- Provide date and upload documentation

Student Passport Modules: CNA



- **Currently 1 version w/2 required steps**
 - Proof of CNA registration
 - Proof of CNA training
 - Does not expire
 - Upload date and documentation

Student Passport Modules: CPR



- **Currently 1 version**
- **Requires upload front and back of CPR card**
 - From only American Heart Association or American Red Cross
- **May expire, based on expiration date**
 - Expiration approaching notices 60 days prior

Student Passport Modules: On the Horizon



- **Known to likely need in the near future:**
 - Drug testing modules
 - Insurance modules
- **Hearing interest in**
 - Surveys
 - Tests/examinations (esp CP w/onboarding)

Next Student Passport Workgroup Mtg



- Meeting doodle from Judith for week of 2/15
- Draft agenda so far:
 - Current roster draft and needed tweaks (categories, category selections and order)
 - Review report plans (current, basic and customize options, archived complete)
 - Archiving of clinical assignments
 - Discuss CP accessibility to uploaded documents
 - Verification manager review
 - Discuss new user set up best practice findings
 - Discuss current notices and need for additional notices
 - Other aspects as they arise

Questions, Discussion & Networking

