

## **Accessing the Clock Hour Training Report to Verify Staff Training Data; A Step-by-Step Guide:**

In order for an owner or director to run the clock hour training report, they have to establish Program Level Access. This means that they have to have a MOPD ID and a Toolbox account (so that they can access the program data). It is not required to be a member of the MOPD Registry to have Program Level Access.

### **Establishing Program Level Access for DHSS Recognized Owners, Directors, or Board Chairpersons**

- Make sure you have Program Level Access in the Toolbox. If you are uncertain if you have Program Level Access, call OPEN at (573) 884-3373 for assistance.
- If you do not have Program Level Access, and you are not a DHSS recognized owner, director, or board chairperson, you can provide contact information for your supervisor when you request Program Level Access. We will contact your supervisor to verify your role and complete the verification process.

### ***Why is my person data (MOPD ID), not automatically associated with my employment (program) data/DVN?***

*OPEN is driven by workforce (person) data. To assure the integrity of this data, person data and program data are separate core data elements. They can be connected in one of two ways; if a person enrolls in the MOPD Registry, then they provide employment data at that time, or if an individual with Program Level Access associates individuals that work at that program with that program. **Even though there are providers who care for children in their own homes and do not employ any other staff, they are considered a person and a program separately, so making that connection is an important step in the overall process.***

### **Establishing a Toolbox Account –**

- Go to [www.OPENInitiative.org](http://www.OPENInitiative.org) and click on the **Toolbox Login** box on the right side of the page.
- If you do not have a Toolbox account, click on the **Create Toolbox Account** link at the top right side of the page, and follow the instructions for creating a user name and a password. The password guidelines are strict to ensure the safety of data.

### **Managing Program Data Using Your Toolbox Account –**

- Go to [www.OPENInitiative.org](http://www.OPENInitiative.org) and click on the **Toolbox Login** box on the right side of the page, then log in to your Toolbox account.
- Click on the **Program** tab in the upper left corner of the page.
- Associate staff with program – only staff associated with a program will have data on any program level report. Individuals with Program Level Access can add, terminate, and edit staff information as needed. Scroll down to the bottom of the page and click on the **Manage Staff** link, and provide the necessary information.

### **Running the Clock Hour Training Report –**

- If you are not already logged in to your Toolbox account, go to [www.OPENInitiative.org](http://www.OPENInitiative.org) and click on the **Toolbox Login** box on the right side of the page, then log in to your Toolbox account.
- Click on the **Report** tab in the upper left corner of the page.
- Click on the down arrow next to the box that says **Choose Report** in the middle of the page. Click the **Program Training Report**.
- Confirm the program by clicking on the title of the program next to the box that says **Organization**.
- Click on the down arrow next to the box that says **Year**, and choose the report you want to run. *Note: Years that have training data are options. If there is no training data in the system for a particular year, it will not be listed as an option.*
- Click on the **Launch Report** link to run the report. *Note: This report gathers a great deal of data, so it may take 1-2 minutes to load (especially in the case of a large program with many staff).*

## **Assuring the accuracy of the Clock Hour Training Report:**

There are some steps that can be taken to ensure that the training report accurately reflects all of the clock hour training that individuals have completed in a calendar year. Please commit to following the steps below, and encourage staff to do the same.

**MOPD ID Management** - It is ultimately each individual's responsibility to manage their MOPD ID information. Providing an incorrect MOPD ID, or no MOPD ID at the time of a training all will result in no attendance data entering the system, and no data for that training showing on the report. ***How do I manage my MOPD ID information?*** If you do not have a MOPD ID, you can obtain one at [www.OPENInitiative.org](http://www.OPENInitiative.org).

- Go to [www.OPENInitiative.org](http://www.OPENInitiative.org) and click on the **Look up MOPD ID** box on the right side of the page.
- Fill in the required fields and click on the *Search* button.
- If a MOPD ID is returned, click on the *Print MOPD ID Card* link and print your card for reference.
- If a MOPD ID is not returned, there could be inaccurate data in the system. Call OPEN at (573) 884-3373 to correct information. Once the information is corrected, you can print a MOPD ID card.

## **Know what training sessions are approved for clock hours**

- All trainings listed on the Missouri Workshop Calendar ([www.moworkshopcalendar.org](http://www.moworkshopcalendar.org)) are approved for clock hours. This includes in-person trainings, online trainings, online-on demand trainings, national conferences, and first aid and CPR trainings.

## **Understand how training attendance data is provided to OPEN and uploaded to reports**

### **At an in-person or online training session:**

- Make sure to provide the trainer with a correct MOPD ID for each person attending the training.
- Ask the trainer when they intend to enter training attendance on the Missouri Workshop Calendar (MWC).

OPEN receives training data from the Missouri Workshop Calendar once a week.

### **At an online, on demand training session:**

- Make sure to provide the training provider with a correct MOPD ID for the person completing the training.
- OPEN receives training data from the following data partners weekly OR monthly. *Data received is for the previous week/month, for example, a submission on June 10th would contain data for training completed in May.*

Better Kid Care/Penn State	Department of Health and Senior	Exercise Physiology
Boys and Girls Club – STL	Services	MO Ozarks Community Action Inc
Care Courses	DSS – CCDF Health and Safety	ProSolutions
Child Care Lounge	DSS – Child Care Subsidy	Bright Minds
ChildCare Education Institute	Early Childhood Academy	Smart Horizons
Missouri AfterSchool Network	Early Sprouts/Keene State College	YMCA of Greater STL
CypherWorx	MU Extension – Nutrition and	YMCA School Age Service

OPEN does not receive training data from the following organizations. Certificates from the below providers will need to be uploaded to the MWC. OPEN will then receive the data electronically from the MWC.

CACFP	MO Kids First – MO Child	National Alliance – Strengthening
FEMA	Abuse/Neglect Mandated...	Families
Healthy Child Care America	MU - Thompson Center	

***Need to submit national conference, CDA, and college course data to OPEN? Go to [www.OPENInitiative.org](http://www.OPENInitiative.org).***

## **Run training report(s)**

- Individuals who are MOPD Registry members can run their individual training report to verify accuracy.
- Owners/Directors/Administrators (with Program Level Access) can run the program training report to verify accuracy.