From the Receipt of Data to the Report

Authority data for all approved training sessions and published events is sent from the MWC to OPEN every Monday (weekly).

Training attendance data from in-person and online training events is sent from the MWC to OPEN every Monday (weekly).

Training attendance data received is compared to the authority training data and authority person data to make sure all data is an exact match.

Data that is an exact match is imported into OPEN's data system and is available for individual and program training reports through the Toolbox.

ANY submitted data that does not match the authority data causes an exception. All exceptions are reviewed and resolved (if possible).

Data that is an exact match is imported into OPEN's data system and is available for individual and program training reports through the Toolbox.

Training completion data received is compared to the authority training data and authority person data to make sure all data is an exact match.

Training completion data from each online, on demand training provider for the previous month is sent to OPEN on a designated date monthly. Once a data exception is resolved, it is imported into OPEN's data system and is available for individual and program training reports through the Toolbox.

Why might training data "missing" from a report?

- 1. The training participant did not provide an ACCURATE MOPD ID and their legal first and last name at the time of the training, and there is no way to confirm the accurate data with them to make the correction.
- 2. The trainer has not entered training attendance and archived the training on the MWC, so there is no training attendance to send until this step is complete.
- 3. The training participant did not review the electronic submission timeline on OPEN's website to know when to expect the data to appear on the report.

