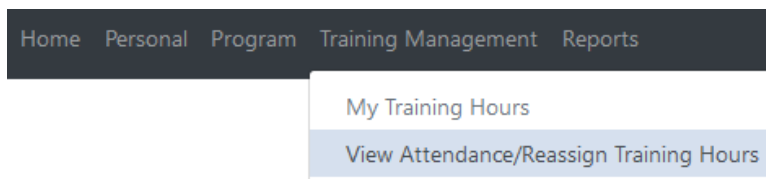


PLA Training Hours Reassignment Information

As an authorized individual for your program(s), you can view those organizations that you have the program level access (PLA) to and reassign clock hours for staff.

This new functionality will allow you to review the past 3 years of training data for a staff member within the Toolbox itself (do not have to run a report) and reassign training(s) to a previous year to meet clock hour requirements.

- Within your Toolbox, you'll see a new **Training Management** tab.
 - The first link "My Training Hours" under this tab allows you to view and reassign your own training hours.
- Select **View Attendance/Reassign Training Hours** for your staff.



- Select a program by using the drop-down box or click search to search for your program.

Training Hours Organizations

***Organization Information:**

- After selecting an organization, you will see the staff associated with that program (MOPDID, First Name, Last Name, View Training Hours).

MOPDID	First Name	Last Name	View Hours
829944	Abby	Sample	View Training Hours
829949	Betty	Sample	View Training Hours
830485	Eddy	Super-Sample	View Training Hours

- Click **View Training Hours** button to view the training hours for that individual.
- You can view training hours for the past 3 years for a staff member. You can see the following information:
 - CCA Approval ID
 - CCA Event ID
 - Training Course Name
 - Clock Hours
 - Completion Date
 - Credit Received
 - Denial Reason
 - Denial Code
 - Reassigned?
 - Reassign Clock Hours

My Training Hours - Eddy Super-Sample (830485)

2022

No Training Hours have been found for this year.

Current Year Adjusted Total: 0

2021

Show 10 entries

Search:

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?	Reassign Clock Hours
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2021	True			No	<button>Reassign</button>
OD-2021-0058		Initiate, Sustain and Maintain an Effective Organization	2.00	03-19-2021	True			No	<button>Reassign</button>

Showing 1 to 2 of 2 entries

[Previous](#) [Next](#)

Previous Year Adjusted Total: 12.00

2020

Show 10 entries

Search:

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?	Reassign Clock Hours
OD-2017-0718		CCDF Health & Safety Training (Online)	2.00	04-01-2020	True			No	<button>Reassign</button>

- If you are finished reviewing the staff member’s training, you can click **Back to List** to return to the training hours organization page.

Home Personal Program Training Manag

[Back to list](#)

My Training Hours 2022

No Training Hours have been found for this

Current Year Adjusted Total: 0

- If you would like to reassign training for a staff member, click the **Reassign** button to access the Reassign Training Hours page.

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?	Reassign Clock Hours
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2021	True			No	Reassign

Reassigning clock hours for a staff member:

- Select an eligible record for reassignment by clicking the reassign button.
 - Please note if you change your mind or accidentally clicked the button for the wrong employee, click cancel to return to the Training Hours page.
 - If the record is not eligible for reassignment, the Reassign button will appear as a lighter color gray and cannot be selected.
 - Common reasons why a record cannot be reassigned:
 - Record has already been reassigned.
 - Individual didn’t receive credit for the training.

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?	Reassign Clock Hour
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2021	False	DHSS-SCCR Clock Hour credit applied to previous year to meet deficit	D7	Yes	<input type="button" value="Reassign"/>
OD-2021-0058		Initiate, Sustain and Maintain an Effective Organization	2.00	03-19-2021	True			No	<input type="button" value="Reassign"/>

Reassign My Training Hours - Eddy Super-Sample (830485)

Training Course: Objectives for Development and Learning

Training Course Event: 123973 /Event End Date: None Given /Sponsor: Teaching Strategies /Trainer: Online Training Content: Teaching Strategies

Completion Date: 01/03/2021

Expiration Date:

Credit Received: Yes

Denial Reason:

- Select the denial reason from the drop-down menu. You can reassign a clock hour to the previous year (such as 2022 clock hour to 2021) or reassign a clock hour to two years ago (such as 2022 clock hour to 2020).

Denial Reason:

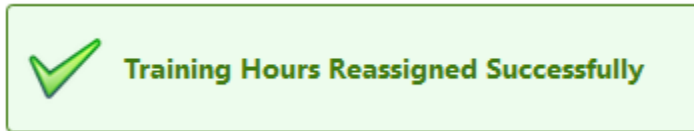
DHSS-SCCR Clock Hour credit applied to previous year to meet deficit

DHSS-SCCR Clock Hour credit applied to meet deficit from two years ago

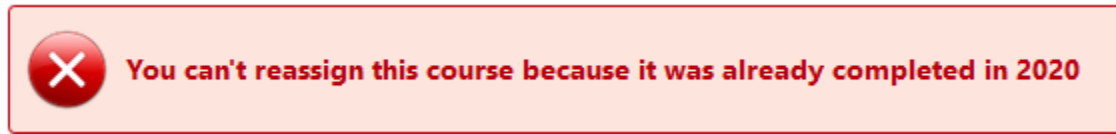
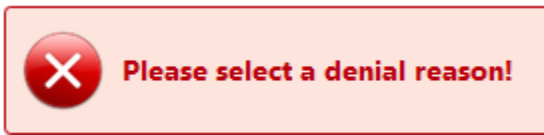
- Click **Submit Training Record**. You'll see a confirmation popup message. Please review this message carefully. **Once a record is reassigned, it is reassigned. This action CANNOT be reversed.**

Are you sure you want to reassign these hours? This can NOT be undone

- Clicking OK will save the change and process the reassignment request.



- If required information is missing or the record cannot be reassigned, you'll receive an error message and be automatically directed back to the training page.



- After successfully reassigning a record, the training page will update to reflect the reassignment information and adjust the clock hour totals.

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code	Reassigned?
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2021	False	DHSS-SCCR Clock Hour credit applied to previous year to meet deficit	D7	Yes

Totals before reassignment:

2021

Show 10 entries

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2
OD-2021-0058		Initiate, Sustain and Maintain an Effective Organization	2.00	03-19-2

Showing 1 to 2 of 2 entries

Previous Year Adjusted Total: 12.00

2020

Show 10 entries

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date
OD-2017-0718		CCDF Health & Safety Training (Online)	2.00	04-01-2020

Showing 1 to 1 of 1 entries

Two Years Prior Adjusted Total: 2.00

Totals after reassignment:

2021

Show 10 entries

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason
OD-2020-0591		Objectives for Development and Learning	10.00	01-03-2021	False	DHSS-SCCR Clock Hour credit applied to previous year to meet deficit
OD-2021-0058		Initiate, Sustain and Maintain an Effective Organization	2.00	03-19-2021	True	

Showing 1 to 2 of 2 entries

Previous Year Adjusted Total: 2.00

2020

Show 10 entries

CCA Approval ID	CCA Event ID	Training Course Name	Clock Hours	Completion Date	Credit Received	Denial Reason	Denial Code
OD-2017-0718		CCDF Health & Safety Training (Online)	2.00	04-01-2020	True		

Showing 1 to 1 of 1 entries

Two Years Prior Adjusted Total: 12.00