Understanding the Missouri Professional Development System

System Administrator: Missouri Department of Social Services

System Partners:
Child Care Aware of Missouri, DESE – Early Learning, DESE – Extended Learning, DHSS-Section for Child Care Regulation, OPEN, Missouri AfterSchool Network

This is how the system works for in-person and scheduled online training sessions:

1. Training content is submitted for approval through the Missouri Workshop Calendar (administered by CCA).
2. DHSS determines if the training content is approved for clock hours (for licensing). DSS will determine if the training is approved to meet training requirements for provider subsidy recipients.
3. Approved training sessions are given a unique identifier (S-2016-1234) through the Missouri Workshop Calendar.
4. When a training session is scheduled for a specific date and time on the Missouri Workshop Calendar, another unique identifier is added to the end of the first identifier.
   - Training content + Trainer + Day + Time = S-2016-1234-4432
5. Providers attend training session and supply trainer with their MOPD ID (six digit unique identifier).
   - (OPEN and MASN administer the Toolbox where the MOPD ID is created and maintained.)
6. Trainers/Training Sponsors enter attendance data (MOPD IDs) into the Missouri Workshop Calendar and close out the training session.
   - S-2016-1234-4432 + MOPD ID
7. Training data is sent to OPEN from the Missouri Workshop Calendar weekly.
8. At this point training data is linked to the MOPD ID only, not the program/DVN.

**IF** a MOPD ID and a DVN are linked, then DHSS or DSS staff can look at the training data on the **program training report**.

This is a necessary step in the electronic training tracking process!

**IF** an individual with a MOPD ID joins the MOPD Registry they can access an **individual training report**.

**IF** an individual has a **Toolbox account** and **Program Level Access**, they can access the **program training report**.

Inaccurate MOPD ID data or not having a MOPD ID associated with a DVN will **NOT** allow the system to work correctly.

Revised 10/27/2017
This is how the system works for online, on demand training sessions:

1. **Training content is submitted for approval through the Missouri Workshop Calendar (administered by CCA).**
2. **DHSS determines if the training content is approved for clock hours (for licensing). DSS will determine if the training is approved to meet training requirements for provider subsidy recipients.**
3. **Approved training sessions are given a unique identifier (S-2016-1234) through the Missouri Workshop Calendar.**
4. **Providers consult online, on demand training information for each training provider to know how to proceed. Some providers send electronic attendance records to OPEN, others do not.**
5. **Online, On Demand Training Sponsors submit training completion data (MOPD IDs) to OPEN monthly for the previous month.**
6. **At this point training data is linked to the MOPD ID only, not the program/DVN.**
7. **IF a MOPD ID and a DVN are linked, then DHSS or DSS staff can look at the training data on the program training report.**
   - This is a necessary step in the electronic training tracking process!
8. **IF an individual with a MOPD ID joins the MOPD Registry they can access an individual training report.**
9. **IF an individual has a Toolbox account and Program Level Access, they can access the program training report.**
10. **Inaccurate MOPD ID data or not having a MOPD ID associated with a DVN will NOT allow the system to work correctly.**