



Key User Training Schedule

Stage 2 Pilot Program – January 2008

Day 1 - Tuesday, January 22nd from 8:00 to 4:00 at the Wyndham Riverwalk Hotel

Welcome & Introductions	Levi Owens	8:00-8:15									
EMSTARS Overview	Levi Owens	8:15-8:30									
<ul style="list-style-type: none"> • Project Goals & Stakeholders, System Components, and the Project Schedule 											
The Role of the Key User	Mac Kemp	8:30-9:15									
<ul style="list-style-type: none"> • Review Key User requirements illustrated in the EMSTARS Reference Guide 											
Break		9:15-9:30									
Pilot Program Framework	Art Garcia	9:30-9:45									
<ul style="list-style-type: none"> • Demographic extracts, weekly submission schedule, weekly meetings, feedback, etc. 											
Validation Workflow	Levi Owens	9:45-10:00									
<ul style="list-style-type: none"> • Illustrate how the uploaded XML files move from the sFTP server, through the DOH network, to the EMSTARS system, and how the records are validated 											
Top 20 Validation Challenges	John Ross	10:00-10:30									
<ul style="list-style-type: none"> • Describe the highest frequency validation errors, potential causes, fixes, and how to avoid them 											
Break		10:30-10:45									
Best Practices: Transitioning to EMSTARS	Capt. Ken Devin	10:45-11:30									
<ul style="list-style-type: none"> • Share lessons learned from Stage 1 Pilot agencies and identify best practices starting up 											
Lunch		11:30-1:30									
Key Users Hands On Training	John Ross	1:30-3:30									
<ul style="list-style-type: none"> • Each student will have an opportunity perform simulated Key User tasks including: <table border="0" style="width: 100%; margin-left: 40px;"> <tr> <td>Login & Password Reset</td> <td>Agency Profile</td> <td>Installing the sFTP Client</td> </tr> <tr> <td>Help Center</td> <td>Extension Requests</td> <td>XML Upload</td> </tr> <tr> <td>User Requests</td> <td>Submitting Zero Records</td> <td>Submission Status</td> </tr> </table>			Login & Password Reset	Agency Profile	Installing the sFTP Client	Help Center	Extension Requests	XML Upload	User Requests	Submitting Zero Records	Submission Status
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Help Center	Extension Requests	XML Upload									
User Requests	Submitting Zero Records	Submission Status									
<p>Note: it is recommended that participants bring a laptop for this computer-based training; multiple users from the same agency can share, if they wish; an Internet-capable wireless air card would also be helpful for real-time activities on the EMSTARS site, but it is not required.</p>											
Travel Reimbursement Procedures	Beth Curtin	3:30-3:45									
Closing & Feedback	Levi Owens	3:45-4:00									



Key User Training Schedule

Stage 2 Pilot Program – January 2008

Day 2 - Wednesday, January 23rd from 9:00-12:00 at the Prime Osborne Convention Center

Opening Session.....	Chief Moreland.....	9:00-9:30
<ul style="list-style-type: none">• Data Committee Updates		
NEMSIS Update.....	David Owens	9:30-10:30
<ul style="list-style-type: none">• National update from the Director of the NEMSIS Technical Assistance Center		
Break		10:30-10:45
Best Practices: Evaluating Software Solutions.....	Paul Filla	10:45-11:15
<ul style="list-style-type: none">• A presentation on how Lee County EMS captured their requirements, evaluated options, and planned the rollout of their new system		
2008 EMSTARS Provider Grant.....	Levi Owens	11:15-11:30
<ul style="list-style-type: none">• Update on funding opportunity to acquire software and hardware for EMSTARS participation• Grant Scoring Criteria• Application deadlines		
Transition Updates	Levi Owens	11:30-11:45
<ul style="list-style-type: none">• Updates on Stage 1 participants• Confirmation of Stage 2 participants and schedule• Tentative plans for Regional Training in May / June		
Closing & Open Discussion	Chief Moreland.....	11:45-12:00