

# Program Managers Meeting VTrckS Training Overview

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# VTrckS training is designed to prepare grantees and providers for Go-Live

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- There are two grantee training tracks:
  - VTrckS Direct – grantees that will have providers entering vaccine orders into the system
  - ExIS – grantees that will use their registry to upload provider orders
- CDC will develop all training materials for providers and make them available to grantees
- VTrckS Training Library is the primary location for accessing training materials for grantees and providers
  - <http://vtrcks-library.cdc.gov>

# Grantee training courses are delivered using a blended learning approach

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## Training Webinars

- In-depth explanation of system functionality
- Business process impacts
- System demonstrations

## Training Practice Sessions

- Instructor led practice
- Hands-on exercises
- Step-by-step instruction
- System demonstrations
- VTrckS help demonstrations

## Training Environment

- Self-led practice
  - Practice grantee functionality
  - Practice provider functionality

- Training webinars and practice sessions will start approximately 5 weeks before go-live
- Training is scheduled to take place Monday-Friday throughout the 5 week period leading up to go-live
- Training consists of 24 webinars and 18 practice sessions

# Spend Plan training hours for VTrckS Direct grantees and ExIS grantees

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## One Month before Go-Live

<b>Spend Plan Functionality</b>	<b># of Webinars</b>	<b># of Practice Sessions</b>	<b>Total Hours / Functionality</b>
Spend Plan	4	2	16
Totals	4	2	16

## Month of Go-Live

<b>Spend Plan Functionality</b>	<b># of Webinars</b>	<b># of Practice Sessions</b>	<b>Total Hours / Functionality</b>
Spend Plan Monthly Process Review	1	0	2

# Vaccine Management training hours for VTrckS

## Direct grantees

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### One Month before Go-Live

Vaccine Management Functionality	# of Webinars	# of Practice Sessions	Total Hours / Functionality
Navigation	1	0	2
Provider Master Data	4	1	10
Purchase Order Process	3	1	8
Support Documentation	2	1	6
Vaccine Request Processing	2	1	6
Vaccine Returns Processing	1	1	4
VTrckS Reporting	1	0	2
Totals	14	5	38

### Month of Go-Live

VTrckS Functionality	# of Webinars	# of Practice Sessions	Total Hours / Functionality
VTrckS Reporting Review	1	0	2

# Vaccine Management training hours for VTrckS Direct Grantees (Provider Functionality)

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## Before Provider Deployment

<b>Provider Deployment</b>	<b># of Webinars</b>	<b># of Practice Sessions</b>	<b>Total Hours / Functionality</b>
Formulary (Grantee function)	2	1	6
Support Documentation / Order Request (Provider function)	1	2	6
Returns, Wastage and Transfer Orders (Provider function)	1	1	4
<b>Totals</b>	<b>4</b>	<b>4</b>	<b>16</b>

# Vaccine Management training hours for ExIS grantees

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## One Month before Go-Live

Vaccine Management Functionality	# of Webinars	# of Practice Sessions	Total Hours / Functionality
Navigation	1	0	2
Provider Master Data	4	1	10
Purchase Order Process	3	1	8
Support Documentation	2	1	6
Vaccine Request Processing	2	1	6
Vaccine Returns Processing	1	1	4
VTrckS Reporting	1	0	2
Totals	14	5	38

## Month of Go-Live

VTrckS Functionality	# of Webinars	# of Practice Sessions	Total Hours / Functionality
VTrckS Reporting Review	1	0	2

# Vaccine Management training hours for ExIS grantees

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## One Month before Go-Live

<b>ExIS Functionality</b>	<b># of Webinars</b>	<b># of Practice Sessions</b>	<b>Total Hours / Functionality</b>
ExIS Upload - Provider Master Data / Inventory on Hand	2	1	6
ExIS Upload - Provider Order Data / ExIS Download - Provider Shipment Data	2	1	6
<b>Totals</b>	<b>4</b>	<b>2</b>	<b>12</b>

# VTrckS pre Go-Live grantee user experience

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- Grantees will be able to practice the following in the VTrckS grantee training environment:
  - Create and search provider master data
  - Create and search Inventory on Hand support documentation (on behalf of the provider)
  - Create and search a vaccine request order (on behalf of the provider)
  - Create and search a vaccine return (on behalf of the provider)
- SAMS ID proofing must be completed
- Each grantee office will receive a user ID, password, data sheet, and log-on instructions

# While you plan for deployment, CDC will provide several resources for assistance

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## FTP Site

Access FTP site for up-to-date Manual and Module documents

- Access Manual and Module and supplemental documents referred to in the MMs



## Training Library

Access Web-based training support in the VTrckS Training Library

- Retrieve the latest VTrckS training materials
- Access the training library at: <http://vtrcks-library.cdc.gov/>



## Go-Live Liaison / Super User

Consult for onsite assistance

- Serves as an additional onsite resource for your deployment related issues and questions



## Contact Center

Call the Vaccine Order Management Contact Center

- Serves as the central resource for VTrckS issues
- Call 877-878-6247 for the fastest response
- E-mail is also available: [vaccineordermgmt@cdc.gov](mailto:vaccineordermgmt@cdc.gov)
- Fax number is 866-958-6247
- Open 8:00 AM-8:00 PM ET, Monday-Friday
- All completed action items and deliverables related to the MM process should be submitted here
- Questions regarding the pre go-live process should also be submitted to the Contact Center
- Serves as a weekly forum for discussing issues related to MMs, deadlines, milestones, or other deployment topics
- Held every Thursday @ 2-3 PM ET for any grantee in the current deployment cycle
- Begins the Thursday before the first MM (SP-MM1)
- Monthly Readiness calls will also take place 3 to 6 months prior to your Go Live date
- Reach out to your Project Officer for any issues related to your VTrckS deployment



## Flash Call

Ask questions during the weekly Flash Call



## Project Officer

Contact your Project Officer for VTrckS Deployment related issues