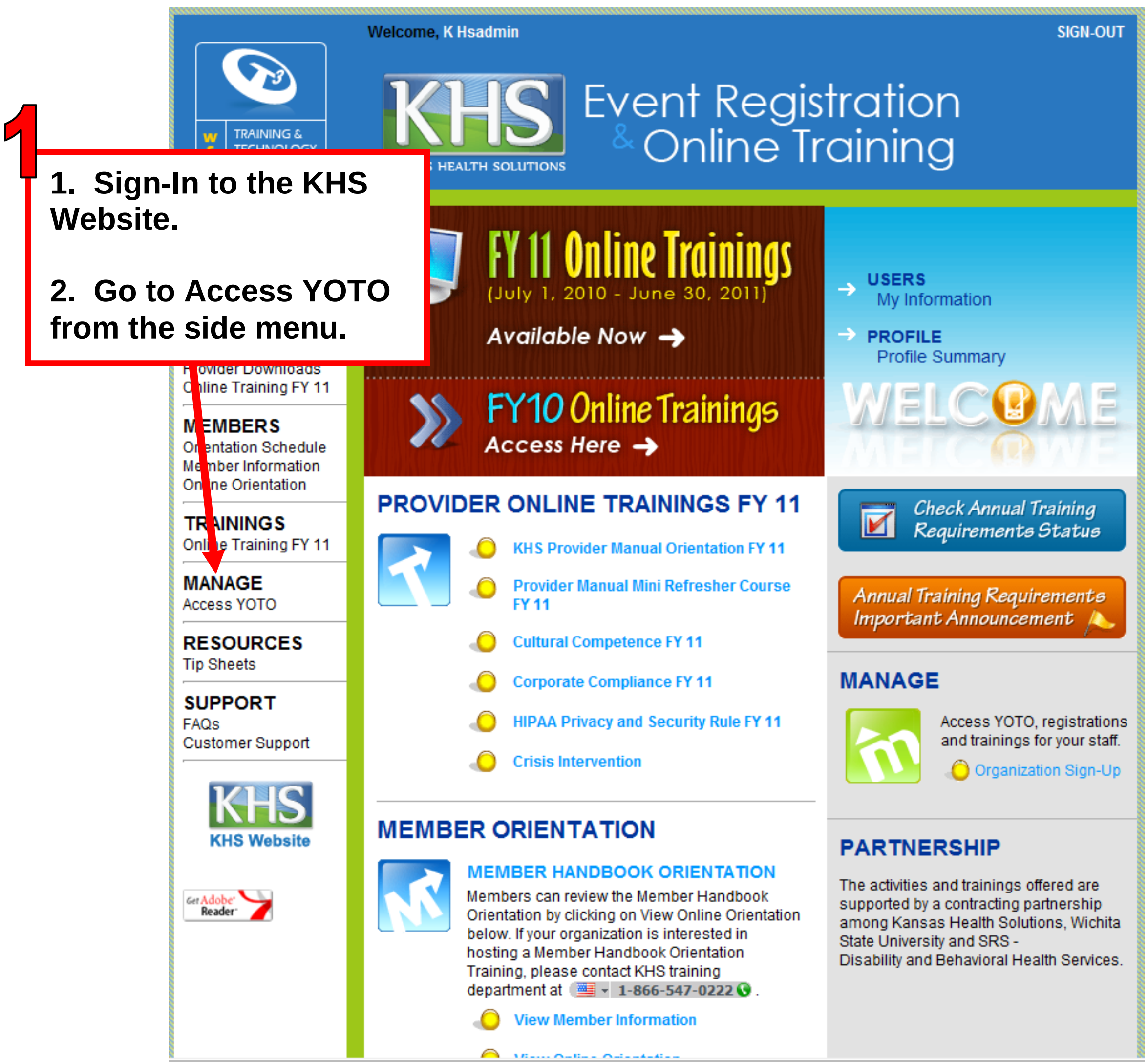
# Your Training Organizer

YOTO provides an enhanced and powerful interface to control and organize your information in an efficient manner. For a supervisor or director, YOTO is a robust tool for managing your staff's information, organization participation and various trainings.

YOTO features include:

- Training Information.
- Your center's participation in trainings.
- Deactivate the Profiles of previous staff.
- Search for Providers and view their training records.
- View providers' status for annual training requirements
- Approve, track and withdraw trainees for online trainings.

So, in order to find YOTO from the home page… you want to:




**If you have any question, contact us at (316) 978-5398**

## Quick Look at YOTO Features

| Menu Text | Menu Description |
|---|---|
| **Online Trainings** | Approve your staff for Online Training.<br>Track their progress.<br>Withdraw someone from an Online Training. |
| **Event Trainings** | View the status of your staff for an ‘Event Training’. |
| **Training Participants** | View the staff who are enrolled in or have completed training. |
| **Event Training Registrations** | Admin Feature - View event training registrations |
| **Online Training Registrations** | Admin Feature - View online training registrations |
| **Staff’s Training Status** | View all of the trainings that a staff is involved in. |
| **Staff Roster** | View the information for each staff at your organization. |
| **New Profile** | Create a profile for a user at your organization. Please provide the required information, and a Default User ID and Password will be generated. This functionality is reserved for Supervisors and Children’s Directors. |
| **Deactivate Profile** | Remove a staff user who no longer works at your center. This functionality is reserved for Supervisors and Children’s Directors. |
| **Provider Search and Training Status** | Search providers by name or email and view their training records |
| **Annual Training Requirements Status Report** | View providers' status for annual training requirements |

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# Manage Trainings

## Online Trainings

Use this feature to approve and to track progress of a staff in an Online Training. When an user applies for an Online Training their name will be listed in the "Need Confirmation" tab. They will not be able to begin the online training until they receive supervisor approval. Also, you may withdraw someone from an Online Training if they have been approved, but have not yet started the training.

**Step-by-Step Procedure - Confirm Trainee for Training:**

- From YOTO, Go to Online Trainings
- Select organization from drop down list.
- Select training from drop down list.
- Click on "Need Confirmation" tab.
- Select trainee to approve.
- Click on Approve button

**Step-By-Step Procedure - Pre-Approve Trainee for Training:**

- Select organization from drop down list.
- Select training from drop down list.
- Click "Pre-Approve" tab.
- Select the Online Training
- Select the Trainee
- Click on Pre-Approve.

**Step-By-Step Procedure - Accessing the Approved Trainee List**

- Select organization from drop down list.
- Select training from drop down list.
- Click "Approved" tab.
- List of the trainee(s) will be shown.

**Step-By-Step Procedure - Viewing the Trainee(s) Progress**

- Select organization from drop down list.
- Select training from drop down list.
- Click "Status" tab.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

**Step-by-Step Procedure - Withdraw Trainee for Training:**

- Select organization from drop down list.
- Select training from drop down list.
- Click "Withdraw" tab.
- Select trainee to withdraw
- Click on Withdraw button

## Event Trainings

Manage tasks related to Event Trainings such as:

- View the application status of trainees from your organization.
- Apply on behalf of a user for an event training.

**Step-by-Step Procedure – Trainees Status:**

- Click Event Trainings.
- Select organization.
- Select year.

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- Select training.
- View user’s name and their status listed.
- Narrow down the list using the ‘Select User Status’ drop down list.

**Step-By-Step Procedure – Training Applications:**
- Click Event Trainings.
- Select Register Trainees.
- Select organization.
- Select the event training.
- Choose staff from the list.
- Click on the check box to register/withdraw trainees.

### Training Participants
Use this feature to view your staff who are enrolled in or have completed a particular Training.
**Step-by-Step Procedure:**
- Select Organization.
- Select year the training occurred.
- Select the training.

### Event Training Registrations
Use this an admin feature to view event training registration
**Step-by-Step Procedure:**
- Select organization.
- Select year the training occurred.
- Select the training.
- Click "Yes" or "No" radio button to register/withdraw trainees.
- Click the "Print" link to access the completed event training certificate.
- Click the "i" symbol to access the selected trainee's training information.

### Online Training Registrations
Use this an admin feature to view event training registration
**Step-by-Step Procedure:**
- Select organization.
- Select the training.
- Click the "Print" link to access the completed event training certificate.

## Manage Your Staff

### Staff’s Training Status
View the trainings your employee has enrolled in or completed.
**Step-By-Step Procedure:**
- Select organization.
- Select a trainee from the drop down list whose training you wish to view.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

### Staff Roster
View the information for each user at your organization.
**Step-by-Step Procedure:**
- Click Staff Roster.

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- Select organization.
- List all – list all the staff in the organization.
- User with YOTO Authorization – list of User(s) with YOTO Authorization to manage trainings for staff.

## New Profile
Create a User profile for an employee at your organization.
**Step-By-Step Procedure:**
- Click New Profile.
- Enter information for the trainee.
- Click 'Create'.
- Default User ID and Password will be generated and a confirmation screen will appear.
- Click 'Confirm' to create a profile for the trainee or review to make changes.
- When the user signs in to the website, they will get a notice informing them that a profile has been created for them. They will then be asked to verify the information and to make changes, if needed.

## Deactivate Profile
Deactivate a User's profile.
**Step-By-Step Procedure:**
- Click Deactivate Profile
- Select organization.
- Select only those trainees who are no longer working at your MHC.
- Click on 'Deactivate'.
- You will get a confirmation screen. Please make sure that you have made your selections carefully.

## Provider Search and Training Status
**Admin Access only**
Search providers by name, email, NPI number to view their training records, report training completion.
**Step-By-Step Procedure:**
- Click Provider Search and Training Status
- Select Organization to filter by organization if required
- Enter provider name or email or NPI number
- Click on provider name or View link to view training records
- Click on Report Training Completion button
- Select training , enter Completion Date , Score (optional) and Remarks (optional)
- Click on Submit

Add NPI number for a provider
**Step-By-Step Procedure:**
- Click Provider Search and Training Status
- Select Organization to filter by organization if required
- Click on Add NPI button
- Enter NPI number, Status Effective Date and Status Expiration Date
- Click on Submit
- Close the window

**Supervisors**
Search providers by name or email to view their training records
**Step-By-Step Procedure:**
- Click Provider Search and Training Status
- Enter provider name or email
- Click on provider name or View link to view training records

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## Annual Training Requirements Status Report

**Admin Access only**

View providers' status for annual training requirements or view annual training reports of providers with NPI

**Supervisors**

View providers' status for annual training requirements

**Step-By-Step Procedure:**

- Click on Annual Training Requirements Status Report
- Select Organization to filter by organization if required
- Click on View Report to view report
- OR Click on Download Excel to download the Excel

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