STEP ONE

Employer Role: Introduction

CLICK: “Employer Responsibilities”
STEP TWO  Employer Role: Introduction

REVIEW:  The matrix of operational guidelines on the following page.

<table>
<thead>
<tr>
<th>Function</th>
<th>When Would I Use This?</th>
<th>Information I Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Records</td>
<td>• To search for testing records of a prospective employee</td>
<td>• First Name</td>
</tr>
<tr>
<td>Search</td>
<td></td>
<td>• Last Name</td>
</tr>
<tr>
<td>Add New Employee</td>
<td>• To add a new employee to the list and check to see if they have a testing record</td>
<td>• Date of Birth (MM/DD)</td>
</tr>
<tr>
<td>View Employee</td>
<td>• To update an employee’s list information (For example, the last date of employment.)</td>
<td>• Last four digits of the Social Security Number</td>
</tr>
<tr>
<td>List</td>
<td>• To check to see if a testing record has been entered for an employee</td>
<td>• Sex</td>
</tr>
<tr>
<td></td>
<td>• To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests</td>
<td></td>
</tr>
</tbody>
</table>
## STEP TWO  Employer Role: Introduction

<table>
<thead>
<tr>
<th>Employer Role User Operational Guidelines</th>
<th>Testing Records Search</th>
<th>Add New Employee</th>
<th>View Employee List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Users will be automatically prompted, when searching for a testing record, to agree to an attestation statement regarding the integrity and security of the testing records search. Furthermore, users must have permission to view/retrieve the testing record of a prospective/current employee. Verification of the permission must be documented in either an electronic or hard copy filing system. AHCCCS has created a template form and it can be found in the Appendix of the User Guide (Testing Records Search Authorization Form).</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Users will need the following information to either search for a testing record and/or add a new employee to their listing.  
- First Name  
- Last Name  
- Month (MM) and Day of Birth (DD)  
- Last four digits of the Social Security Number  
- Sex (Male or Female) | | X | X |
| Data must be updated within 30 days. Users must update the employee listing within 30 days of an employee status change (hired, resigned or terminated) | | X | X |
| Users must have back-up documentation retained for a minimum period of 6 years for all entered data in either an electronic or hard copy filing system. | X | X | X |
**STEP ONE**  Employer Role: Testing Records Search

**PURPOSE:**  To search for testing records of a prospective employee

**CLICK:**  Testing Records Search
STEP TWO Employer Role: Testing Records Search

READ: The attestation statement regarding the integrity and security of the testing records search.

CLICK: Agree, and the user can proceed with the testing records search

CLICK: Disagree, and the user cannot proceed with the testing records search

Operational Guideline:
Users must have permission to view/retrieve the testing record of a prospective/current employee. Verification of the permission must be documented in either an electronic or hard copy filing system. AHCCCS has created a template form and it can be found in the Appendix of the User Guide (Testing Records Search Authorization Form). The template form contains the information users will need to search for a testing record:

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)
STEP THREE  Employer Role: Testing Records Search: Employee Not Found

ENTER: The following information of the prospective employee

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

CLICK: Find

RESULT: Employee not found. If a prospective employee’s testing record is not found in the online database, the following may apply:

- There is no testing record
- The first/last name may not match the records in the online database
  
  [Contact the AHCCCS Help Desk to research the correct spelling of the first/last name]
- The Approved Training and Testing Program may not have yet entered in the testing record
  
  [While awaiting the testing record to be entered, send the fax verification form to the previous employer.]

NOTE: If the user employs the individual, the individual must be entered into the employee listing using the “add new employee function.”
**STEP THREE**  
Employer Role: Testing Records Search: Employee Found

**ENTER:** The following information of the prospective employee
- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

**CLICK:** Find

**RESULT:** *Employee found.*

**CLICK:** “Select” if the correct information for the individual is displayed.
STEP FOUR

Employer Role: Testing Records Search: Employee Found

NOTE: The “Overall Progress” section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:

- A individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies.
- Users should click on the “View Detailed Testing History” to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.

CLICK: “View Detailed Testing History” to view the testing history including testing dates and written and skills testing outcomes.

CLICK: “Add Individual to Employee List” at the point in time the individual becomes employed with the DCW Agency/Approved Program.
STEP FIVE  Employer Role: Testing Records Search: Employee Found

**ENTER:** “Employed From” date, date of hire *(Note: Date training initiated for “Trainee” status employees)*

**ENTER:** “Employed To” date if applicable. *(Note: Leave the field blank if the individual is currently employed. Enter date testing was completed for “Trainee” status employees.)*

**SELECT:** “Employee Type” from the drop down menu. Choices include:
- **DCW** - A direct care worker that provides services to individuals residing in their own home
- **Trainer** - An individual who is employed by an Approved DCW Training and Testing Program and qualified to train direct care workers
- **Both** – An employee that serves in both capacities as an direct care worker and trainer
- **Trainee** – An individual who is a prospective employee and not yet employed by a DCW Agency

**SELECT:** “Exempt Reason” from the drop down menu. Choices include:
- **Not Exempt** - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
- **Exempt – General** – Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
- **RN** - Registered Nurses
- **LPN** - Licensed Practical Nurses
- **CNA** - Certified Nursing Assistants
- **Family Member – Level 2 Exempt** - Individuals only providing care to family members
- **Grandfathered** - Individuals employed by the DCW Agency prior to 09/30/12.

**NOTE:** All trainers should be designated as “not exempt” because they are required to pass the written and skills tests, at the level required of a trainer, regardless of their exempt status as a DCW.

**CLICK:** “Save” *(Note: “Save” changes to “Update” when the information has been saved and the employee has been added to the employee listing.)*

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STEP ONE  Employer Role: Add New Employee

PURPOSE:  To add a new employee to the list and check to see if they have a testing record.

CLICK:  “Add New Employee”

Operational Guideline:
Users add employees in the employee listing who will be or have been sent by the employer for training/testing (including employees who are no longer working for the organization) and meet the following criteria:

- Employees who are required to comply with the AHCCCS requirement because they provide attendant care, personal care or homemaker services [This would include prospective employees who are not yet employed by a DCW Agency]
- Employees who are DCW Trainers
- Employees who are exempt from the AHCCCS requirement, but nevertheless have been trained and tested according to AHCCCS standards
- Employees who do not provide services to ALTCS members (i.e. private pay), but nevertheless have been trained and tested according to AHCCCS standards
STEP TWO  Employer Role: Add New Employee

ENTER:  The following information of the employee

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

NOTE:  Do not enter middle initials/names into the database (i.e. Cookie (Nice) Monster or Cookie N. Monster). Simply enter the first and last name.

CLICK:  "Save" (Note: A confirmation will be displayed stating that the new employee has been created)

CLICK:  "Add Individual to Employee List"

Operational Guideline:
Data must be updated within 30 days. Users must add a new employee to the employee listing in the online database within 30 days of hire.
STEP THREE

Employer Role: Add New Employee

ENTER: “Employed From” date, date of hire (Note: Date training initiated for “Trainee” status employees)

ENTER: “Employed To” date if applicable. (Note: Leave the field blank if the individual is currently employed. Enter date testing was completed for “Trainee” status employees.)

SELECT: “Employee Type” from the drop down menu. Choices include:
- DCW - A direct care worker that provides services to individuals residing in their own home
- Trainer - An individual who is employed by an Approved DCW Training and Testing Program and qualified to train direct care workers.
- Both – An employee that serves in both capacities as an direct care worker and trainer
- Trainee – An individual who is a prospective employee and not yet employed by a DCW Agency

SELECT: “Exempt Reason” from the drop down menu. Choices include:
- Not Exempt - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
- Exempt – General – Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
- RN - Registered Nurses
- LPN - Licensed Practical Nurses
- CNA - Certified Nursing Assistants
- Family Member – Level 2 Exempt - Individuals only providing care to family members
- Grandfathered - Individuals employed by the DCW Agency prior to 09/30/12.

NOTE: All trainers should be designated as “not exempt” because they are required to pass the written and skills tests, at the level required of a trainer, regardless of their exempt status as a DCW.

CLICK: “Save” (Note: “Save” changes to “Update” when the information has been saved and the employee has been added to the employee listing.)
STEP ONE  Employer Role: View Employee List

PURPOSE: The following are instances when you might use the “View Employee List” function:

- To update an employee’s list information (For example, add the last date of employment)
- To check to see if a testing record has been entered for an employee
- To run reports to see which employees are close to the end of their 90-day training period and have not passed the required tests

Operational Guidelines:
Data must be updated within 30 days. Users must update the employee listing within 30 days of an employee status change (hired, resigned or terminated).

Users must have back-up documentation retained for a minimum period of 6 years for all entered data in either an electronic or hard copy filing system.
STEP TWO Employer Role: View Employee List

READ: The attestation statement regarding the integrity and security of the testing records search.

NOTE: You do not have authorization to delete an individual from your employee list. Individuals with an end date of employment will continue to remain on your employee list. To inquire about removing an individual from your employee list, please call or email the help desk (602-417-4401 or DCW@azahcccs.gov)
STEP ONE  Employer Role: View Employee List: Update Employee Information

CLICK: "Select" next to the employee for which information needs to be updated.
STEP TWO Employer Role: View Employee List: Update Employee Information

EXAMPLE: Enter a date in the “Employed To” field because the employee either resigned or was terminated from employment. Another example would be to enter the date testing was completed for “Trainee” status employees.

NOTE: Any of the “Employee List Information” fields can be updated.

CLICK: “Update” (Note: A confirmation will be displayed stating the employee information has been updated.)
STEP ONE  Employer Role: View Employee List: Check Testing Record

Click Here

Click Here

CLICK:  “Select” next to the employee in order to check to see if a testing record has been entered
STEP TWO Employer Role: View Employee List: Check Testing Record

Example: View the testing record of an employee. In this example, the DCW is exempt from Level 2 testing. So, the employer would only be looking for check marks in the Level 1 Fundamentals written and skills tests categories. The “Overall Progress” indicates that the individual has not yet passed the Level 1 Fundamentals tests. That said, the user must check the “View Detailed Testing History” to see if tests have been taken and not passed.

Note: The “Overall Progress” section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:

- An individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies
- Users should click on the “View Detailed Testing History” to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.

Click: “View Detailed Testing History” to view the testing history including testing dates and written and skills testing outcomes.
STEP ONE  Employer Role Special Feature: Import Function

Note: AHCCCS has created an import function which will allow selected users to import data into the online database versus manually entering data. Currently, the import function is only available for Employer Role Users to add new employees or update employee information. In the future, AHCCCS will create an import function for Trainer Role Users to enter testing results. AHCCCS will only allow selected users to utilize the import function. Users who are interested in accessing and using the import function must send an email to AHCCCS (DCW@azahcccs.gov) justifying the need to import data versus manually entering data. For example, a user may be entering large volumes of employee data due to the size of the organization. AHCCCS may choose to grant the user permissions within the system to import data one time or import data on an ongoing basis.

NOTE: The link to the import function will only be visible and accessible once AHCCCS grants permission to the user. The import function allows Employer Role Users to import new employees or update employee information by uploading a document into the database.

CLICK: Upload Employee File
STEP TWO Employer Role Special Feature: Import Function

READ: The attestation statement regarding the integrity and security of the testing records search.

CLICK: Agree, and the user can proceed with uploading the employee file

CLICK: Disagree, and the user cannot proceed with uploading the employee file
STEP THREE  Employer Role Special Feature: Import Function: Prepare Data

A user would use the import function to:

- Add a new individual to the employee listing that is not already in the database
- Add a new individual to the employee listing that is already in the database
- Update information for an individual that is currently listed in the employee listing

It is important to note that a user’s account is associated to a DCW agency by the AHCCCS Provider ID. This association occurred during the account creation and activation process. Therefore, a user can only import the data noted above for individuals that are employees of the DCW agency that is associated to the user’s account.

The data and file must meet the following conditions. If there are errors in any part of the file, no data will be imported. Only files with no errors will be imported. A sample of a data file is provided for reference.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Frank</td>
<td>Smith</td>
<td>9</td>
<td>29</td>
<td>1234</td>
<td>M</td>
<td>10/2/2000</td>
<td>12/4/2001</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>2</td>
<td>Mary</td>
<td>Johnson</td>
<td>3</td>
<td>23</td>
<td>7689</td>
<td>F</td>
<td>2/8/2013</td>
<td>12/8/2013</td>
<td>Trainer</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>3</td>
<td>Barb</td>
<td>Jones</td>
<td>8</td>
<td>24</td>
<td>2567</td>
<td>F</td>
<td>10/24/2013</td>
<td>12/23/2013</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>4</td>
<td>John</td>
<td>Brown</td>
<td>2</td>
<td>12</td>
<td>2456</td>
<td>M</td>
<td>11/10/2013</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>5</td>
<td>George</td>
<td>Jones</td>
<td>11</td>
<td>5</td>
<td>4975</td>
<td>M</td>
<td>11/4/2013</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>6</td>
<td>Susie</td>
<td>Brown</td>
<td>4</td>
<td>4</td>
<td>2346</td>
<td>F</td>
<td>11/4/2013</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>7</td>
<td>Bob</td>
<td>Smith</td>
<td>2</td>
<td>4</td>
<td>1111</td>
<td>M</td>
<td>11/2/2013</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>8</td>
<td>Ann</td>
<td>Johnson</td>
<td>9</td>
<td>7</td>
<td>2222</td>
<td>F</td>
<td>11/11/2013</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>9</td>
<td>Mark</td>
<td>Adams</td>
<td>6</td>
<td>13</td>
<td>4545</td>
<td>M</td>
<td>11/1/2</td>
<td>1/1/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>10</td>
<td>Amy</td>
<td>Brown</td>
<td>7</td>
<td>5</td>
<td>2323</td>
<td>F</td>
<td>11/4/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>11</td>
<td>Sharon</td>
<td>Brown</td>
<td>8</td>
<td>4</td>
<td>1212</td>
<td>F</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>12</td>
<td>Barbie</td>
<td>James</td>
<td>11</td>
<td>4</td>
<td>2537</td>
<td>M</td>
<td>10/14/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>13</td>
<td>Stacy</td>
<td>Glass</td>
<td>2</td>
<td>14</td>
<td>7825</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>14</td>
<td>Steve</td>
<td>Brothers</td>
<td>9</td>
<td>6</td>
<td>5237</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>15</td>
<td>Joe</td>
<td>Cool</td>
<td>10</td>
<td>4</td>
<td>2323</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>16</td>
<td>Diana</td>
<td>Peters</td>
<td>8</td>
<td>6</td>
<td>4242</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>17</td>
<td>Matthew</td>
<td>White</td>
<td>12</td>
<td>13</td>
<td>2424</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>18</td>
<td>Carmen</td>
<td>Black</td>
<td>1</td>
<td>4</td>
<td>3232</td>
<td>F</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
<tr>
<td>19</td>
<td>Bob</td>
<td>Franks</td>
<td>10</td>
<td>4</td>
<td>7766</td>
<td>M</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Not Exempt</td>
</tr>
<tr>
<td>20</td>
<td>Tracey</td>
<td>Long</td>
<td>8</td>
<td>2</td>
<td>3333</td>
<td>F</td>
<td>11/1/2013</td>
<td>1/2/1900</td>
<td>DCW</td>
<td>Family Member - Level 2 Exempt</td>
</tr>
</tbody>
</table>
**STEP THREE**  Employer Role Special Feature: Prepare Data

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
<th>Data Requirements/Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>First Name (FirstName)</td>
<td>Text Format: Must be equal to or less than 50 characters</td>
</tr>
<tr>
<td>B</td>
<td>Last Name (LastName)</td>
<td>Text Format: Must be equal to or less than 50 characters</td>
</tr>
<tr>
<td>C</td>
<td>Month of Birth (MM)</td>
<td>Text Format: 2 Digits: Must be a number between 1-12</td>
</tr>
<tr>
<td>D</td>
<td>Day of Birth (DD)</td>
<td>Text Format: 2 Digits: Must be a number between 1-31</td>
</tr>
<tr>
<td>E</td>
<td>Last 4 of SSN (SSN4)</td>
<td>Text Format: 4 Digits: Must be a number between 0-9</td>
</tr>
<tr>
<td>F</td>
<td>Sex</td>
<td>Text Format: Must be either M of F</td>
</tr>
<tr>
<td>G</td>
<td>Hire Date (EmployedFrom)</td>
<td>Date Format: Must be a valid date (Example: 10/01/2012)</td>
</tr>
<tr>
<td>H</td>
<td>Employment End Date (EmployedTo)</td>
<td>Date Format: Must be a valid date (Example: 10/01/2012) or left blank if the individual is still employed</td>
</tr>
<tr>
<td>I</td>
<td>Employee Type (EmpType)</td>
<td>Text Format: Must be only one of the following: DCW, Trainer, Both, Trainee</td>
</tr>
<tr>
<td>J</td>
<td>Exempt Reason (ExemptReason)</td>
<td>Text Format: Must be only one of the following: Not Exempt, Exempt – General, RN, LPN, CNA, Family Member – Level 2 Exempt, Grandfathered</td>
</tr>
</tbody>
</table>

**General Data Requirements:**

- Enter data exactly how it is outlined above in an excel spreadsheet.
- Do not enter spaces in the data fields unless it is required. For example the following exempt reasons require a space.
  - Exempt – General
  - Family Member – Level 2 Exempt
- All data should be entered using the proper case. A combination of upper and lower case letters are required with the exception of abbreviations (DCW, RN, LPN, CNA).
- Only include individuals in the excel spreadsheet that are either new employees or employees that have information that needs to be updated. The demographic information for an employee that had been previously entered into the system cannot be updated, only columns G – J can be updated for existing employees.
- Save the prepared excel spreadsheet as a (.csv) file and include the date for the import in the file name.
STEP FOUR

Employer Role Special Feature: Import Function

1. Click "Browse" and locate the file.
2. Click "Upload the File".
STEP FIVE  Employer Role Special Feature: Import Function: No Errors

**NOTE:** The demographic information for an employee previously entered into the system cannot be updated.

**NOTE:** The data file was imported successfully with no errors. The following is a breakdown of the results of the data file import.

<table>
<thead>
<tr>
<th>Results Finding</th>
<th>Definition of Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rows Read</td>
<td>Number of rows on the spreadsheet that included data or the number of employees on the spreadsheet</td>
</tr>
<tr>
<td>EmployeeInsert</td>
<td>Number of new employees entered into the database for the first time. Data on these individuals did not previously exist in the database.</td>
</tr>
<tr>
<td>RosterUpdate</td>
<td>Number of employees for which data was updated</td>
</tr>
<tr>
<td>Roster Insert</td>
<td>Number of new employees that previously existed in the database and are now associated to the user’s DCW Agency</td>
</tr>
</tbody>
</table>
STEP FIVE  Employer Role Special Feature: Import Function: Errors Detected

The data file was not imported because there were errors detected during the upload process. The error report will inform the user of the row (RowID) and column (ErrorMsg) for each error. It is possible for a row to have more than one error or a column to have more than one error.

CLICK “Cancel” to return to the “Employer Responsibilities” homepage.
NOTE: The report allows users to filter their employee listing to identify whether or not the employees have successfully completed the testing requirements during the 90-day training period.
**STEP TWO**

Employer Role Special Feature: Training Period Report

SELECT “Exempt Reason” from the drop down menu. Choices include:

- **All** – All employees regardless of exempt status
- **Not Exempt** - Individuals providing attendant care, personal care or homemaker services and not otherwise exempt
- **Exempt – General** – Individuals that do not provide one of the required services noted above (i.e. respite or habilitation) and/or provide privately paid services
- **RN** - Registered Nurses
- **LPN** - Licensed Practical Nurses
- **CNA** - Certified Nursing Assistants
- **Family Member – Level 2 Exempt** - Individuals only providing care to family members
- **Grandfathered** - Individuals employed by the DCW Agency prior to 09/30/12.

SELECT “Days since hired” from the drop down menu: Choices include:

- **All** – All employees regardless of hire date
- < 90 – Employees with a hire date less than 90 days
- < 60 – Employees with a hire date less than 60 days
- < 30 – Employees with a hire date less than 30 days
STEP THREE

Employer Role Special Feature: Training Period Report: (example)

Click Here

True = Passed Test
False = Failed Test OR Test Not Taken

Total number of days since the date of hire

CLICK: "Select" to view detailed testing history for an employee
**STEP ONE  Employer Role Special Feature: Transcript Report**

**NOTE:** The report allows users to view and/or print a report of an employee’s testing history. Users may choose to print the report and provide it to employees for their personal records.

**CLICK:** View Employee List
STEP TWO Employer Role Special Feature: Transcript Report

Click Here

CLICK: “Select” to view detailed history for an employee
STEP THREE  
Employer Role Special Feature: Transcript Report

CLICK: Display Transcript
**STEP FOUR**  
Employer Role Special Feature: Transcript Report

**NOTE:** The report can be filtered by testing date(s). The most recent testing date is the default date. If a user selects the most recent testing date, the report will display the most up-to-date testing progress. Users can view and/or print a report of an employee’s testing history. Similarly, users may choose to print the report and provide it to employees for their personal records.

<table>
<thead>
<tr>
<th>Level 1 Fundamentals</th>
<th>Level 2 Developmental Disabilities</th>
<th>Level 2 Aging and Physical Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Fundamentals</td>
<td>Pass 80</td>
<td>Written DD</td>
</tr>
<tr>
<td>Hand Washing</td>
<td>Pass</td>
<td>Assistance With Eating</td>
</tr>
<tr>
<td>Glowing</td>
<td>Pass</td>
<td>Assistance With Positioning In Wheelchair/Chair N/A</td>
</tr>
<tr>
<td>Fire Extinguisher Use</td>
<td>Pass</td>
<td>Gait Belt Use</td>
</tr>
<tr>
<td>Calling 911</td>
<td>Pass</td>
<td>Wheelchair Transfer</td>
</tr>
<tr>
<td>Moving Objects Safety</td>
<td>Pass</td>
<td>Assistance With Ambulation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance With Dressing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance With Standing From Bed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assistance With Positioning In Bed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oral Hygiene</td>
</tr>
</tbody>
</table>

SELECT: Testing date from the menu

CLICK: View

CLICK: “File” and “Print” to print a hard copy of the report.