Prepare for the New Academic Year

Handbook
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PREPARE FOR THE NEW ACADEMIC YEAR

There are a few tasks that have to be completed in the software before the beginning of the new academic year. Use this guide to make sure your New Innovations software is ready. This is also a good time to check some basic configurations to make sure they are in line with new program or hospital policies.

ADMINISTRATION MODULE

1. Go to Administration > Program
2. Click Personnel

DESIGNATE PROGRAM DIRECTOR AND ASSOCIATE PROGRAM DIRECTOR

Why is this important?
- Those listed is the Personnel section of your Program Configuration receive emails and alerts from various modules, such as:
  - Duty Hours: Alerts to violations and justifications,
  - Evaluations: view PD confidential comments
  - Portfolio Reviews: configure format for PD review, view forms, leave comments, alerts to actions on the form

DESIGNATE PROGRAM COORDINATOR

Why is this important?
- Person designated as your Program Coordinator will receive emails and alerts from various modules, such as:
  - Duty Hours: Alerts to violations and justifications
  - APE: view forms, leave comments, alerts to action on the form
- Some programs have more than one PC. You may add as many PCs to a program as necessary and designate the one to receive emails
DESIGNATE CORE FACULTY AND COMMITTEE MEMBERS

Why is this important?
On the Faculty tab, designate the faculty members who are 'Core' faculty and which faculty members serve on various committees, such as the Program Evaluation Committee (PEC) and the Clinical Competency Committee (CCC).

Core Faculty
- It is important for faculty members in your program to have an appointment date in their record. Appointment dates are used for:
  - CLER reporting - Giving a person the Core Faculty designation includes them in accreditation statistics (CLER), such as Attrition reporting in Key Metrics
  - Evaluation Reporting – These designations will group your faculty as Core Faculty, Department Faculty, Outside Faculty, etc. in the Evaluation Reports

Program Evaluation Committee (PEC)
- Annual Program Evaluations (APE) - Make the appointment date before the start of the review period
- If you are giving a faculty from another program an appointment in your program to include them on your PEC, do not designate them as CCC or Core Faculty. Doing so will skew your accreditation statistics.

Clinical Competency Committee (CCC)
- Give a person the CCC designation to grant them permission to view and edit the Milestone Reviews
- Make the appointment date before the start of the 6-month review period
CREATE A NEW ACADEMIC YEAR

Why is this important?
The academic year is an integral piece of the software because it is used to define specific time periods for:

- Block schedule intervals
- Assignment (daily and call) schedule intervals
- Evaluation distribution schedules
- Duty hour rule checking
- Finance applications
CREATE A RECURRING ACADEMIC YEAR

Why is this important?
Having the academic year automatically created ensures that functions such as duty hour rule checking and evaluation distribution will continue from year to year without interruption.

PERSONNEL MODULE

Each resident and fellow must have a Personnel record so they can complete evaluations, log procedures, log duty hours and more. We recommend that each person has only one record within your database.

ERAS IMPORT

Why is this important?

- Automatically imports new resident records from the AAMC’s ERAS website
- Creates Training Records within each resident or fellow Personnel file
- Imports IRIS data for reimbursement

You can enter residents by connecting to ERAS through the API and downloading them directly from the ERAS website. Or you can download a file and then import the file.
Download ERAS file directly into New Innovations using API

The DIO or DME of your institution needs to approve the use of the ERAS API option before you import. You will be notified in your PDWS when authorization is given. Then you may begin the import.

Export File from ERAS Website and upload into New Innovations

Instructions for downloading the ERAS data file can be found on the AAMC web site.

IRIS: Compare the ERAS field name for both Web-Based (API) and Desktop import with the corresponding New Innovations field in the Personnel module. This list can be found in New Innovations Help in the Quick Start Guide ‘Personnel Records - Import ERAS Data.’

Medical Schools

Medical School names must match exactly. If ERAS Medical Schools do not match exactly to a medical school in the RMS medical school list, the person will still be imported and a Training Record for their Residency/Fellowship will be created. However, the Education record listing the Medical School will not be created for that person.

Duplicate Records

At the bottom of the screen, there may be names listed of people who already exist in the system. This can happen if you have medical students who are already in your database and are now returning as a resident in one of your programs. Create a new record for them as a resident and archive the older medical student record.

Corrections to ERAS Data

The software will assign a unique Identification Number (RMS ID) to each individual as they are imported. If an individual corrected a mistake in their data in ERAS, such as an address, test score, or birth date, you cannot correct the data in RMS by simply re-importing the corrected ERAS file. You would first have to delete the record from New Innovations and then re-import the corrected ERAS file.

IRIS Fields

The Employer field is only required by programs and institutions that use the IRIS module. The Employer value will default to the Institution/Location that owns the selected training program, if that relationship has been established in the Administration module. You can override the default with another Employer or select the ‘---’ option to bypass this altogether.
MANUALLY ADD RESIDENTS

Why is this important?
If you don’t use ERAS to import new residents, you can add them manually. Make sure NOT to create duplicate records.

- Create Training Records
- Enter IRIS data for reimbursement

SPECIAL SITUATIONS

Sometimes the person coming into your program already has a record in New Innovations in your institution, but in another program.

- Resident to Fellow
- Resident moving from ‘Transitional Year’ to New Program

Two ways to move them to new program:

- Current Coordinator – Edit the Training Record
- Future Coordinator – Move the person to your program
CHECK FACULTY RECORDS

Why is this important?

Keep faculty members’ records up to date. Add new faculty and archive those who have left or retired.

- Add records for new faculty so they can be matched for evaluations and act as supervisors for procedures.
- Archive old records. Even when archived, you can still access their information such as evaluation results and confirmed procedures. That is why we do not recommend deleting a faculty profile.

CHECKLISTS

Checklists can contain steps for recipients to view links to training videos or have them download and upload documents.

CREATE ONBOARDING CHECKLISTS FOR NEW HIRES

Why is this important?

The Onboarding checklist can be distributed to people with the status of ‘Incoming Resident’ or ‘Incoming Fellow.’ These are the statuses given to people before they are considered a first year in either a residency or fellowship. If you wait until after the residents or fellows start in their program, the Onboarding checklists will not be available for you to send.

Onboarding checklists help you collect information and documents for new hires, such as tax forms, transcripts, licenses, benefits, etc.

CREATE ADVANCEMENT CHECKLISTS

Why is this important?

The distribution of an advancement checklist is based on an advancement date in a person’s record. If you wait until the advancement date has passed (i.e., the beginning of the academic year), the checklists will not be available for you to send.
Forms

Advancement checklists help you collect information and documents from your existing residents and fellows. If you use the forms feature, you can allow recipients to update information such as marital status, family size, address, contact information and other personal information.

Additional Reviewers

Use ‘Additional Reviewers’ to limit who can access a checklist to view or approve a step or series of steps. An example would be Human Resources personnel who would only be responsible for checking or approving specific employment items like W4 forms.

Conditional Recipients

Set conditions for who should be assigned to complete steps. For instance, use ‘Conditional Recipients’ to limit an ECFMG step to only people who are graduates of foreign medical schools.

Future Contracts

You can also distribute Contracts to new employees and those advancing to the next year or program. You’ll first configure the Future Contracts feature in Personnel and load a template for the Contract. We advise creating a separate checklist just for distributing Contracts. This allows you to check this step for accuracy before distributing the Contracts to residents and fellows. When you include a step on this checklist for a Contract, the contract information will be merged with the template you’ve uploaded and a contract will be created that the resident can download.

Copy Checklists

Checklists can be copied from one year to the next or from one type of checklist to another type. Just click on copy, then enter a name for the new checklist and select the department where the copy should go.
The Block Schedule displays information about residents rotating to different services throughout the year and who will precept the rotation. Information such as status, post graduate year and program come from the Personnel module. Rotation names and academic year intervals used on the schedule come from Administration.

**Why is this important?**

Besides needing to know what rotations your trainees are serving, there are other modules in the software that use the Block Schedule for information:

- **Evaluations** - The Evaluation module uses the block schedule to create evaluations between people who are working together on the same rotation
- **Duty Hours** - ACGME Duty hour rules are calculated based on the rotation schedule
- **Conferences** - Conference Rosters are created using the status and rotation from the block schedule
- **Assignment Schedules** - Residents must first be on the block schedule in order to schedule their daily tasks on the Assignment Schedule
- **Finance/IRIS** – Calculations for IRIS reimbursement are based on the block schedule
- **Curriculum** – Distribute each rotation’s Goals and Objectives to residents before they begin their rotation
- **Rotation Requirements** - Each program can set up their own rotation requirements to track the number of weeks a resident or fellow spends on rotations that are required for the program.

There are two ways to create your Block Schedules: Online and MedScheduler

<table>
<thead>
<tr>
<th>BUILD SCHEDULES ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select an Option:</td>
</tr>
<tr>
<td>• Option 1 – Build schedules for Residents and Fellows for all intervals in the academic year at one time. Use this option when the schedule follows the exact intervals in your academic year.</td>
</tr>
</tbody>
</table>
Option 2 – Build schedules for Residents and Fellows one interval at a time. Use this option when you have split rotations or the schedule does not follow the exact intervals in your academic year.

Option 3 – Build schedules for Faculty members. Consider extending the End Date to a year in the future to keep from entering their schedules every year.

BUILD SCHEDULES WITH MEDSCHEDULER

MedScheduler is a desktop application that allows you to easily create your schedules using ‘drag and drop’ capabilities. MedScheduler can be installed directly onto your computer workstation. It communicates securely over the internet directly with your New Innovations online database. Once you are done modifying schedules in MedScheduler, you simply synchronize and your online database will be immediately updated to reflect the changes.

Why is this important?

- Create and edit the entire block schedule for your program at one time
- Use the easy ‘drag and drop’ functionality
- Set alerts for rule limitations and maximum sizes
- Easy print, PDF and email options
The Curriculum module offers you a place to store rotation Goals and Objectives.

**Why is this important?**

- Automatically distribute curriculum to residents and fellows prior to their scheduled rotations
- Send emails and Home Page notifications to direct recipients to the curriculum documents
- Residents can confirm they’ve read and understood the rotation goals and objectives
- Program administrators can generate Confirmation Reports proving they have a process in place to distribute rotation goals and objectives and ensure that residents and faculty read and understood them prior to the start of their rotations
- Check resident compliance on Curriculum confirmation
REVIEW EVALUATION FORMS

Why is this important?

- Forms in the old format cannot be edited. Start fresh at the beginning of the new academic year
- Review and archive forms you no longer use
- The new format allows your forms to be used on our mobile application

The new evaluation builder was released earlier this year and, while forms in the old format can continue to be used, now would be the ideal time to incorporate the new format.

COPY SESSIONS

Why is this important?

- To maintain continuous distribution of evaluations from one year to the next

There are two ways to copy your sessions:

- Configure the ‘Auto Copy’ feature - Excellent for sessions that use the same interval configuration each year
- Manually copy sessions one at a time - Best for sessions where the intervals will be different next year

CONFIGURE AUTO COPY

Set up your sessions to automatically copy into the next academic year. The copy will be made on the last day of your current academic year. For most programs, that will be June 30th.

On the Session Manager page, check the Copy icons. Those marked with a ‘green’ Copy icon are configured to auto-copy into the next academic year on June 30th.
MANUALLY COPY A SESSION

Replace Evaluation Form in Session

Why is this important?

- Distribute your new or edited Evaluation Form

Milestone Mapping

Why is this important?

- Provide evaluation results to your CCC when they’re completing the Milestone Reviews
COPY CONFERENCES

Why is this important?

- Provide an accurate and continuous calendar of educational conferences
- Notify attendees and speakers with email alerts
- Offer feedback with conference surveys

Important: Copy your conferences after your block schedule is finished so everyone on your roster has the correct status and rotation.
REVIEW SURVEYS

Why is this important?

- Create a new survey to collect feedback on speakers and conferences
- Edit existing surveys for accuracy and thoroughness

PORTFOLIO MODULE

SEMI-ANNUAL REVIEWS

CHECK REVIEW FORMS

Why is this important?

- Your program may have changed policies or procedures. Make sure they’re included in the form widgets.
- Edit the widgets used to ensure correct data is reported
JOURNALS

Why is this important?

- Keep journaling assignments current
SCHOLARLY ACTIVITY

Why is this important?

- Verify that Forms are current
- Add new Forms or archive those no longer used
- Confirm all ADS categories are added to the right forms
MILESTONE REVIEWS

CHECK FOR MILESTONE REVIEWS

Milestone Reviews are automatically created for each 6-month review period (December and June). These are available on July 1 and Jan 1, respectively, of each academic year for each of your residents and fellows.

Why this is important?

- After July 1, check the list of residents/fellows to make sure everyone is included
- For off-cycle residents, check the Training Records in their Personnel files for correct dates
Sample Milestone Review:

**DUTY HOURS MODULE**

**REVIEW BASIC CONFIGURATION**

*Why is this important?*

- Confirm all Duty Types or Assignment Definitions are available to the residents for logging
- Make sure the start day of the week is correct
- Check vacation configurations
**REVIEW RULE CONFIGURATION**

Why is this important?

- A review of the rules before the academic year might help prevent violations
- Check the rule configuration for the correct numbers
- Check each rule is using the correct Duty Types

**REVIEW NOTIFICATIONS**

Why is this important?

- Personnel may have changed in your program. Make sure the right people are receiving alerts
- Check your configurations and reword or adjust time frames
PROCEDURE LOGGER MODULE

Residents can log their procedures and be automatically credentialed based on your target numbers.

<table>
<thead>
<tr>
<th>Procedure</th>
<th>CPT Code</th>
<th>Logged</th>
<th>Passed</th>
<th>Not Passed</th>
<th>Target</th>
<th>Scope of Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access IUD</td>
<td>50000</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>15 (25%)</td>
<td>Independent</td>
</tr>
<tr>
<td>Arterial line insertion</td>
<td>30081</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>25 (40%)</td>
<td></td>
</tr>
<tr>
<td>Aspiration of cyst</td>
<td>50050</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>32 (100%)</td>
<td>Independent</td>
</tr>
<tr>
<td>C-section</td>
<td>50160</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>5/10 (50%)</td>
<td></td>
</tr>
<tr>
<td>Echocardiogram</td>
<td>92901</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>3/5 (60%)</td>
<td></td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td>92901</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>2/5 (40%)</td>
<td></td>
</tr>
<tr>
<td>Foreign body removal</td>
<td>50350</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1/0 (100%)</td>
<td></td>
</tr>
<tr>
<td>IUD Insertion</td>
<td>50300</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>15 (25%)</td>
<td></td>
</tr>
<tr>
<td>Vaginal Delivery</td>
<td>50300</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>3/8 (38%)</td>
<td></td>
</tr>
</tbody>
</table>

Verifying Procedure List is Current

Why is this important?

- Add new procedures
- Archive procedures not used anymore
- Check Supervision and Privilege targets to keep them current.
VERIFY DIAGNOSES LIST IS CURRENT

You only need to do this if you provide a list for the residents.

Why is this important?

- Add new diagnoses
- Archive diagnoses not used anymore
- Check Supervision and Privilege targets to keep them current

VERIFY OTHER OPTIONS

Check the options available to your residents when logging a procedure/diagnosis, such as:

- Locations
- Visit Types
- Roles
- Supervisors
- Patient Types

RESOURCES

REVISE AND UPLOAD NEW DOCUMENTS IN DEPARTMENT MANUALS

Why is this important?

- Handbooks and instructions change from year to year. Make sure you have the latest version of each document.

<table>
<thead>
<tr>
<th>Name</th>
<th>Folder</th>
<th>Type</th>
<th>Size (KB)</th>
<th>Owning Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms</td>
<td>Folder</td>
<td>N/A</td>
<td></td>
<td>FM-Family Medicine</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>Folder</td>
<td>N/A</td>
<td></td>
<td>FM-Family Medicine</td>
</tr>
</tbody>
</table>

UPDATE POLICIES

Why is this important?

- Policies change from year to year. Make sure you have the latest version of each document
# Prepare for the New Academic Year

‘TO-DO’ List

Print and keep at your desk to track your progress.

<table>
<thead>
<tr>
<th>Module</th>
<th>Quick Start Guides and Handbooks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Designate Program Director, Coordinator, Core Faculty</td>
<td>Program Personnel - Configure</td>
</tr>
<tr>
<td>Create Clinical Competency Committee</td>
<td>Program Personnel – Configure</td>
</tr>
<tr>
<td></td>
<td>Milestones – Clinical Competency Committee (CCC) - Create</td>
</tr>
<tr>
<td>Build New Academic Year; Setup Recurring Academic Year Configuration</td>
<td>Academic Year - Create</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td></td>
</tr>
<tr>
<td>Complete ERAS import</td>
<td>Personnel Records - Import ERAS Data</td>
</tr>
<tr>
<td>Manually add new residents, fellows, faculty members, etc.</td>
<td>Personnel Records - Add a Resident/Fellow</td>
</tr>
<tr>
<td></td>
<td>Personnel Records - Add a Faculty</td>
</tr>
<tr>
<td></td>
<td>Personnel Records - Add a Generic Record</td>
</tr>
<tr>
<td></td>
<td>Personnel Records - Add a Nurse/Other</td>
</tr>
<tr>
<td></td>
<td>Personnel Records - Transfer a Person to your Program</td>
</tr>
<tr>
<td>Archive people no longer in your program</td>
<td>Personnel Records - Archive/Unarchive/Delete</td>
</tr>
<tr>
<td>Complete necessary Data Entry in Personnel</td>
<td>Personnel Records - Edit</td>
</tr>
<tr>
<td>Create and distribute checklists</td>
<td>Onboarding, Adv &amp; In-Rotator Checklists - Create</td>
</tr>
<tr>
<td></td>
<td>Onboarding, Adv &amp; In-Rotator Checklists - Distribute</td>
</tr>
<tr>
<td></td>
<td>Onboarding, Adv &amp; In-Rotator Checklists - Forms</td>
</tr>
<tr>
<td></td>
<td>Onboarding, Adv &amp; In-Rotator Checklists - Notifications</td>
</tr>
<tr>
<td></td>
<td>Checklists - Additional Reviewers</td>
</tr>
<tr>
<td>Create contracts and distribute with Checklists</td>
<td>Future Contracts – Distribute by Checklist</td>
</tr>
<tr>
<td><strong>Schedules</strong></td>
<td></td>
</tr>
<tr>
<td>Check rotation names and favorites</td>
<td>Rotation Favorites - Create</td>
</tr>
<tr>
<td></td>
<td>Rotation Names - Create</td>
</tr>
<tr>
<td>Check rotation requirements</td>
<td>Rotation Requirements - Create</td>
</tr>
<tr>
<td>Build Resident &amp; Faculty Schedules (On line)</td>
<td>Block Schedule - Create</td>
</tr>
<tr>
<td>Build Resident &amp; Faculty Schedules (With MedScheduler)</td>
<td>MedScheduler - Create Schedule</td>
</tr>
<tr>
<td>Task</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Revise and Upload New Curriculum; Archive Old Curriculum</strong></td>
<td>Curriculum - Archive</td>
</tr>
<tr>
<td></td>
<td>Curriculum - Create</td>
</tr>
<tr>
<td></td>
<td>Curriculum - Update Existing</td>
</tr>
<tr>
<td><strong>Evaluations</strong></td>
<td></td>
</tr>
<tr>
<td>Copy forms to new builder and update content, if necessary</td>
<td>Evaluation Forms Handbook</td>
</tr>
<tr>
<td></td>
<td>Evaluation Forms - Copy</td>
</tr>
<tr>
<td>Archive forms no longer in use</td>
<td>Evaluation Forms - Archive/Delete</td>
</tr>
<tr>
<td>Copy each Session into next academic year</td>
<td>Manage Sessions – Copy &amp; Auto-Copy</td>
</tr>
<tr>
<td>Distribute new forms in existing session</td>
<td>Manage Sessions - Change the Evaluation Form</td>
</tr>
<tr>
<td>Check milestone mapping to forms</td>
<td>Resident Evals - Map Custom Subcompetencies</td>
</tr>
<tr>
<td></td>
<td>Resident Evals - Map EPAs</td>
</tr>
<tr>
<td></td>
<td>Resident Evals - Rotation-Based Subcompetencies</td>
</tr>
<tr>
<td></td>
<td>Resident Evals - Map General Questions</td>
</tr>
<tr>
<td></td>
<td>Resident Evals - Map Milestones &amp; Subcompetencies</td>
</tr>
<tr>
<td></td>
<td>Resident Evals - Templates</td>
</tr>
<tr>
<td><strong>Conference</strong></td>
<td></td>
</tr>
<tr>
<td>Copy Conferences</td>
<td>Conferences - Copy</td>
</tr>
<tr>
<td>Review Surveys</td>
<td>Conferences - Surveys - Create and Distribute</td>
</tr>
<tr>
<td><strong>Portfolio</strong></td>
<td></td>
</tr>
<tr>
<td>Create Semi-Annual Reviews</td>
<td>Reviews - Create Form Template</td>
</tr>
<tr>
<td></td>
<td>Reviews - Widget Dictionary</td>
</tr>
<tr>
<td></td>
<td>Reviews - Schedule</td>
</tr>
<tr>
<td></td>
<td>Reviews - Data Capture - Automatic</td>
</tr>
<tr>
<td></td>
<td>Reviews - Data Capture - Manual</td>
</tr>
<tr>
<td></td>
<td>Reviews - Email Notifications</td>
</tr>
<tr>
<td></td>
<td>Reviews - Create Review Teams</td>
</tr>
<tr>
<td>Review Journal Assignments</td>
<td>Journal Assignments - Create</td>
</tr>
<tr>
<td>Review Scholarly Activity Forms</td>
<td>Scholarly Activity Forms - Copy and Edit</td>
</tr>
<tr>
<td>Check Milestone Reviews</td>
<td>Milestones Handbook</td>
</tr>
<tr>
<td></td>
<td>Milestones – complete a Milestone Review</td>
</tr>
<tr>
<td><strong>Duty Hours</strong></td>
<td></td>
</tr>
<tr>
<td>Review Basic Configuration</td>
<td>Duty Hours - Basic Configuration</td>
</tr>
<tr>
<td>Review Rule Configuration</td>
<td>ACGME Emergency Medicine Rule Configuration</td>
</tr>
<tr>
<td></td>
<td>ACGME Rule Configuration</td>
</tr>
<tr>
<td></td>
<td>AOA Rule Configuration</td>
</tr>
<tr>
<td></td>
<td>AOA Important Notes – AOA Programs applying for ACGME Accreditation</td>
</tr>
<tr>
<td></td>
<td>New York State Rule Configuration</td>
</tr>
</tbody>
</table>
| Review Notifications | DH Notifications - Justification Alerts for Administrators  
|                      | DH Notifications - Logging Reminders  
|                      | DH Notifications - Remind users to sign-off on duty hours  
|                      | DH Notifications - Violation Alerts for Administrators  

<table>
<thead>
<tr>
<th>Procedure Logger</th>
</tr>
</thead>
</table>
| Verify Procedure and Diagnoses List and Levels of Supervision are current | Procedure List - Create  
|                   | Diagnoses List - Create |  
| Verify Other Options | Locations List - Create  
|                      | Patient Types - Create  
|                      | Roles List - Create  
|                      | Supervisor List - Create  
|                      | Visit Types - Create |  

<table>
<thead>
<tr>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise and Upload New Documents in Department Manuals</td>
</tr>
</tbody>
</table>
| Update Policies | Program - Policies  
|                  | Sponsor - Policies  
|                  | Sponsor - Manage Policies |