

ETO User Training Logistics for BIH LHJs (Updated 5/4/15)

The following information below includes details for all BIH staff with regard to Efforts to Outcomes (ETO) user trainings scheduled for June 2015 per the [ETO Implementation Timeline](#) posted on the CDPH BIH website.

Pre-Training Requirements

Prior to completing the ETO User trainings, all BIH staff must review the following materials:

- 1) BIH ETO Data Book
- 2) BIH Data Collection Manual
- 3) ETO User Manual

Training Format

All BIH staff will complete the ETO User Training by individually watching a recorded presentation (accessed via the [CDPH BIH Website](#)) that will pause to allow for staff to complete required practice work in ETO using MCAH-provided test accounts. Completion of the training will take between 1 to 2 hours.

ETO Post-Training Assessment

A post-training assessment containing approximately 15-20 questions will be taken by all BIH staff in ETO covering material from:

1. BIH Data Collection Manual
2. ETO Data Book
3. ETO User Manual and Training

Post-Training Questions, Feedback and Follow-Up

BIH Staff will submit questions and/or feedback from the User Trainings through ETO by COB of the last day of their assigned training period.

A two-hour follow-up ETO Post-Training Web-Ex Q&A session will be held by State MCAH staff to answer any questions.

User Training and Post-Training Web-Ex Q&A Schedule

Training Group A – Staff from all of the following sites will complete the user training, post-training assessment, and submit any questions/feedback (if necessary) anytime between Monday 6/15 and COB Tuesday 6/16.

1. Santa Clara
2. San Francisco
3. San Joaquin
4. Solano
5. Contra Costa
6. Sacramento
7. Alameda

Training Group B – Staff from all of the following sites will complete the user training, post-training assessment, and submit any questions/feedback (if necessary) anytime between Wednesday 6/17 and COB Thursday 6/18.

1. Kern
2. Fresno
3. Long Beach
4. San Diego
5. Pasadena
6. San Mateo
7. Berkeley

Post-Training Web-Ex Q&A (2 hours)

- Wednesday 6/17 – **Training Group A**
- Friday 6/19 – **Training Group B**

User Account Distribution Requirements:

User accounts will be distributed once all these pre-requisites are met by all staff at the LHJ.

- 1) Submission of BIH Staff Profile from BIH Coordinator
- 2) Completion of ETO User Training
 - a. MCAH verification of training practice work
 - b. Completion of ETO Post-Training Assessment