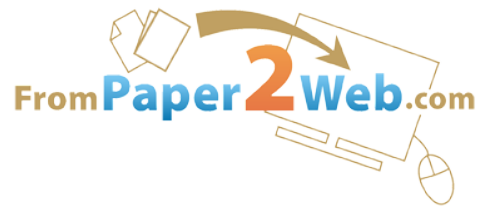


Using **ConEdLink**

for Regional Staffers

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Prepared for

The Regional EMS Councils of the Pennsylvania
state EMS system

16 November 2012

Abstract

ConEdLink is an interface to the state's existing EMS Registry System (EMSRS). **ConEdLink** supports the creation, validation, and processing of attendance rosters for Continuing Education (Con-Ed) classes. This document describes how Regional Staffers can use **ConEdLink**.

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1 Introduction

1.1 Motivation for ConEdLink

The state's existing EMS Registry System (EMSRS) provides online tools to let Continuing Education (Con-Ed) Sponsors get approval to conduct credit-bearing Con-Ed classes, and for stakeholders to review a practitioner's Con-Ed credits, *but not to record and submit practitioner attendance records*. In the past, this gap was filled by error-prone paper-based technology and spreadsheets, or by complex and expensive third-party computer products. **ConEdLink** provides a straightforward, efficient, and cost-effective web-based solution instead.

1.2 Interface to the state's EMSRS

ConEdLink is an adjunct to EMSRS. **ConEdLink** does not replace any of the functions of EMSRS. EMSRS remains the system of record for tracking Con-Ed Sponsors, classes, practitioners, and Con-Ed credits. EMSRS is the source of all the lists (of Con-Ed Sponsors, classes, and practitioners) that show up in **ConEdLink**. To get approval to conduct a Con-Ed class, or to change the status or attributes of a Con-Ed Sponsor, a class, or a practitioner¹, you must use EMSRS.

Con-Ed Sponsors use **ConEdLink** to generate class rosters, to submit those rosters to regional councils, and to generate class completion certificates. Regional staffers use **ConEdLink** to review rosters submitted by Con-Ed Sponsors, to submit the rosters to EMSRS, and optionally to generate Large Conference Data Sheets.

1.3 Staying in the loop

It is critical that your current email address be recorded accurately in **ConEdLink**. Otherwise, **ConEdLink** will be unable to send you new passwords or notifications when appropriate. When your email address changes, be sure to update it in **ConEdLink** or to notify ConEdLink@FromPaper2Web.com.

1.4 Related documents

Regional staffers should also be familiar with the following **ConEdLink** documents:

- Use Guide for Con-Ed Sponsors
- Creating ConEdLink rosters using Windows Mobile barcode scanners
- Creating ConEdLink rosters using CipherLab barcode scanners

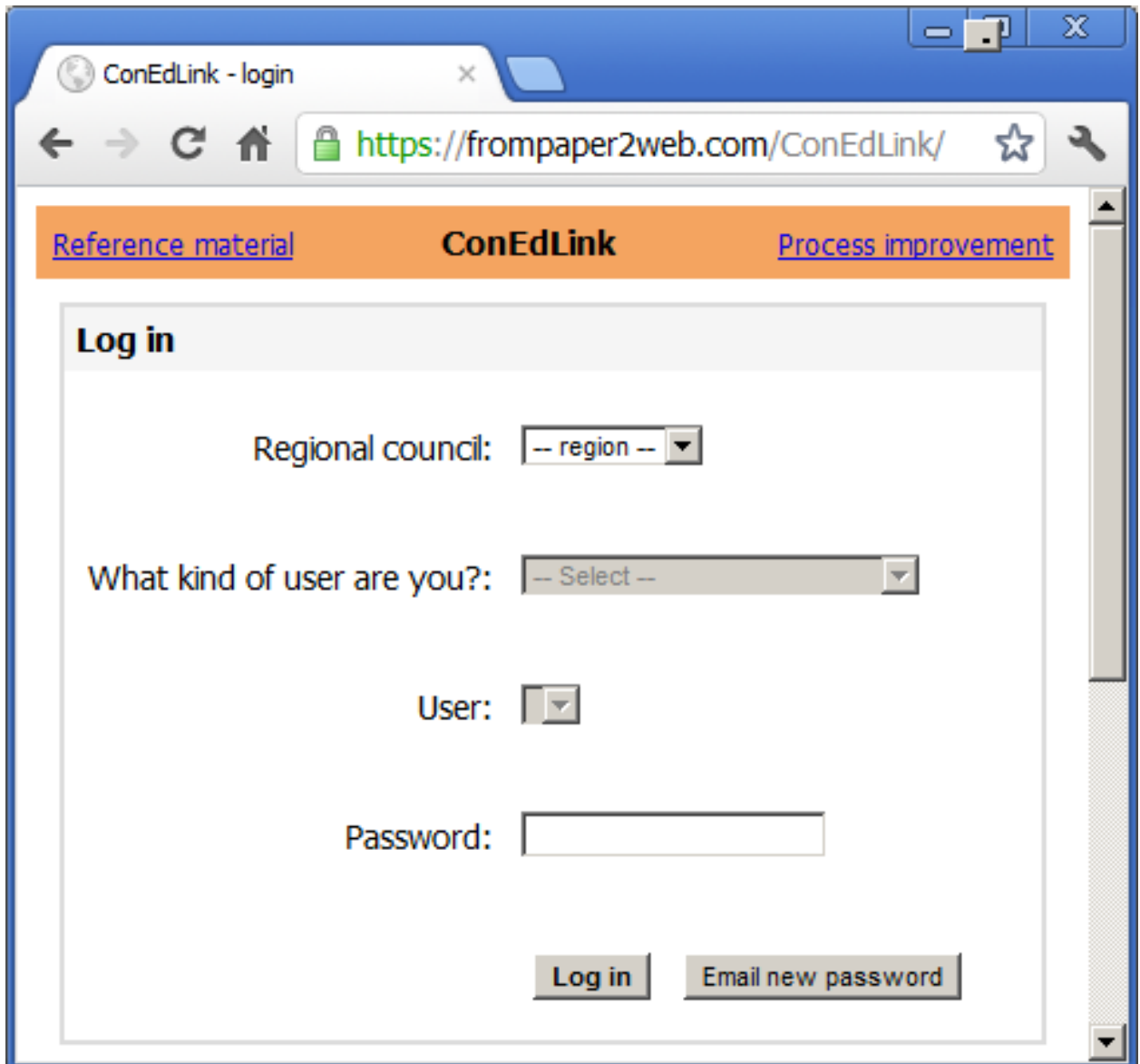
¹With one exception: See section 7.

2 Getting a password

Accounts in **ConEdLink** for a regional council's staffers are created at the time the regional council subscribes to the **ConEdLink** service. To get a password to your account, do the following:

1. In your web browser, visit frompaper2web.com/ConEdLink/.

You'll see something like this:



The screenshot shows a web browser window with the title "ConEdLink - login". The address bar displays "https://frompaper2web.com/ConEdLink/". The page has an orange header bar with three links: "Reference material", "ConEdLink", and "Process improvement". Below the header is a "Log in" section with a light gray background. Inside this section, there are four fields: "Regional council:" with a dropdown menu showing "-- region --", "What kind of user are you?:" with a dropdown menu showing "-- Select --", "User:" with a dropdown menu, and "Password:" with a text input field. At the bottom of the "Log in" section are two buttons: "Log in" and "Email new password".

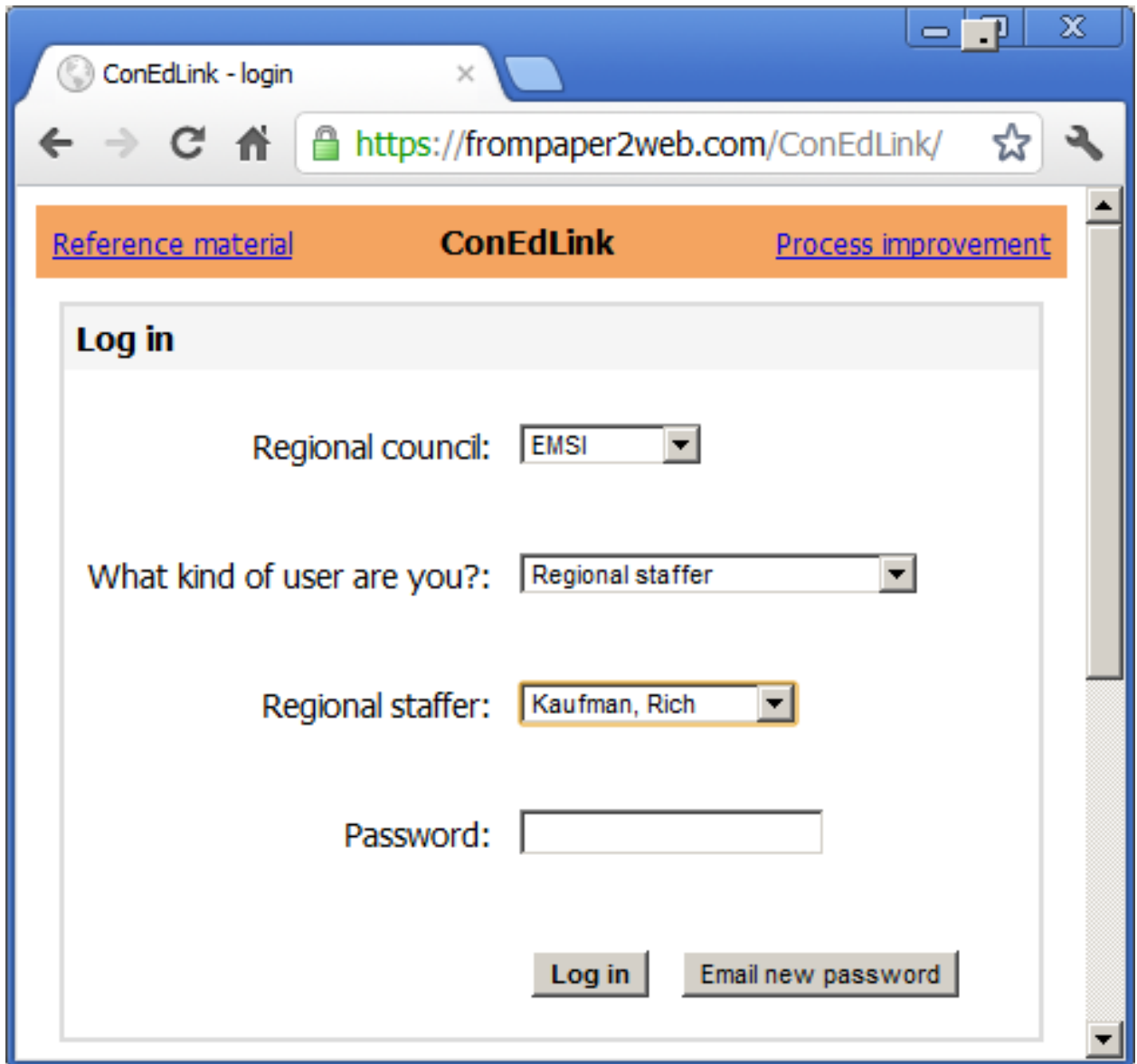
2. Set the *Regional council:* drop-down to your home regional council. (Only councils who subscribe to this service will appear in the list.)

Set the *What kind of user are you?* drop-down to *Regional staffer*.

The *User:* field will now be labeled *Regional staffer:*.

Set the *Regional staffer:* drop-down to your name.

You'll see something like the following. *EMSI* and *Rich Kaufman* are used as examples:



The screenshot shows a web browser window titled "ConEdLink - login". The address bar displays "https://frompaper2web.com/ConEdLink/". The page has an orange header with three links: "Reference material", "ConEdLink", and "Process improvement". Below the header is a "Log in" section. It contains four fields: "Regional council:" with a dropdown menu showing "EMSI"; "What kind of user are you?:" with a dropdown menu showing "Regional staffer"; "Regional staffer:" with a dropdown menu showing "Kaufman, Rich"; and "Password:" with a text input field. At the bottom of the login section are two buttons: "Log in" and "Email new password".

3. Click the **Email new password** button.

You'll see a page saying that *A temporary password has been sent to {your email address}. Please log in again after you receive it. You will receive further instructions at that time.*

If the wrong email address is shown, notify ConEdLink@FromPaper2Web.com.

3 Ready roster notifications

When a Con-Ed Sponsor uses **ConEdLink** to close a roster and to submit it to the regional council, **ConEdLink** sends an email something like the following to the appropriate regional staffers:

```
Subject: Roster ready for con-ed class 04-005850-120803
From: ConEdLink_d <ConEdLink_d@frompaper2web.com>
Date: 2012-06-30 17:02
To: RegionalStaffer4@frompaper2web.com, RegionalStaffer5@frompaper2web.com
CC: ConedOffering6019_PublicContactEmail@frompaper2web.com, TeachingEnt2345E@frompaper2web.com, TeachingEnt2345Ce@frompaper2web.com, TeachingEnt2345Pce@frompaper2web.com

This is an automatic notification from ConEdLink_d.

Continuing Education Sponsor 04-0086, Allegheny General Hospital, has completed a roster in ConEdLink_d for the following class. Its status in ConEdLink_d is now NEEDS_REGIONAL_PROCESSING:

Class #:
04-005850-120803
Course title:
AHA - ACLS Provider Course
Start:
2012-04-09 0800
End:
2012-04-10 1600
Length:
12.0
Number of attendees:
5
Location:
CGH School of Nursing


You can reach Allegheny General Hospital at:

Class public contact:
ConedOffering6019_PublicContactEmail@frompaper2web.com (mailto:ConedOffering6019_PublicContactEmail@frompaper2web.com)
Sponsor:
TeachingEnt2345E@frompaper2web.com (mailto:TeachingEnt2345E@frompaper2web.com)
Sponsor contact:
TeachingEnt2345Ce@frompaper2web.com (mailto:TeachingEnt2345Ce@frompaper2web.com)
Sponsor public contact:
TeachingEnt2345Pce@frompaper2web.com (mailto:TeachingEnt2345Pce@frompaper2web.com)

-- ConEdLink_d (http://frompaper2web.com/ConEdLink_d)
```

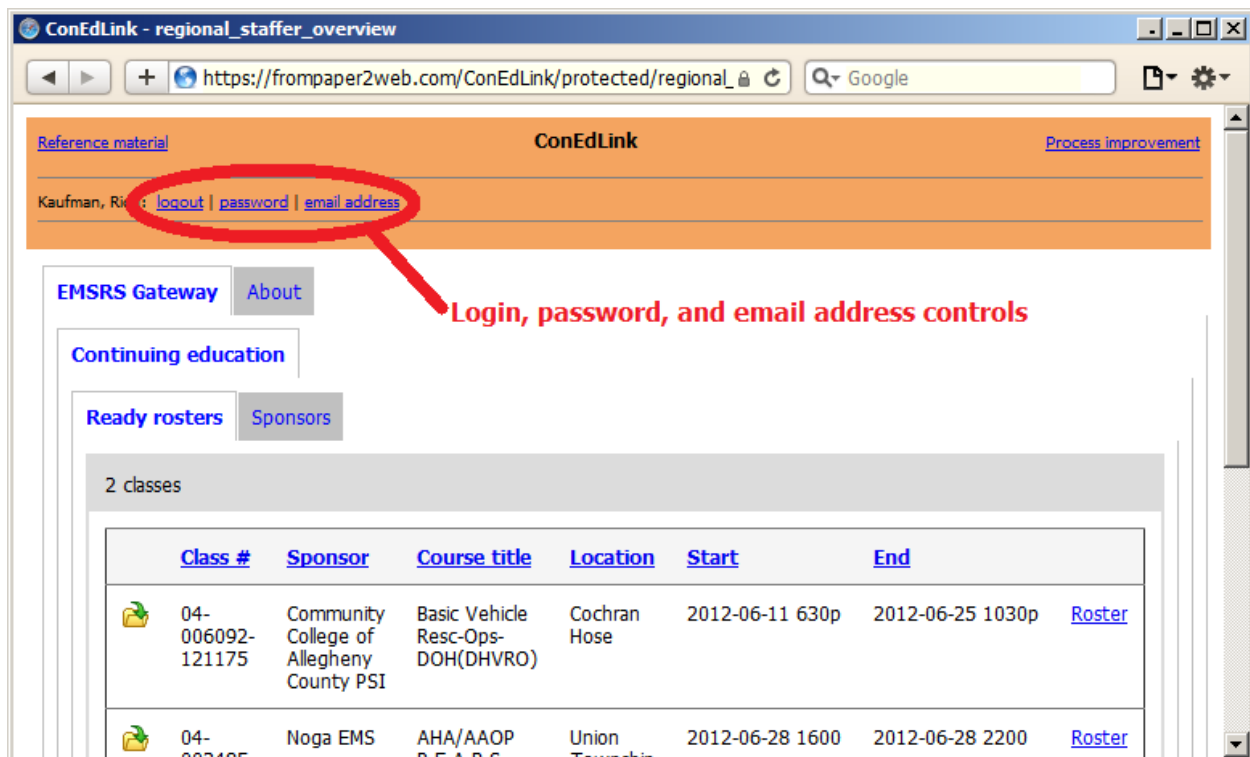
Click the link at the bottom of the email message to open **ConEdLink** in your browser so that you can process the ready roster.

4 Logging on

To log into **ConEdLink**, follow steps 1-2 of section 2 (“Getting a password”), but enter your password in the *Password:* field, then press *Enter* or click the  button.

If you use a temporary password, **ConEdLink** will prompt you to choose a preferred password. You will use your preferred password for all subsequent logins.

Once you are fully logged in, you’ll see the *regional_staffer_overview* page, which looks something like the following. *Rich Kaufman* is used as an example:



Note that when you are logged in, an account control line appears near the top left corner of the window. The account control line contains your username and the *logout*, *password*, and *email address* links. To log out of **ConEdLink**, click *logout*. To change the preferred password to your account, click *password*. To update your email address, click *email address*.

Also note that several tabs are available. This document only describes the use of the *Ready rosters*, *Sponsors*, and *Practitioners* tabs, but feel free to explore the others.

5 Reviewing & uploading class rosters

Under the *Ready rosters* tab, click the *Roster* link to the right of the class whose roster you wish to review, as shown here:

EMSRS Gateway

About

Continuing education

Ready rosters

Sponsors

3 classes

Class #	Sponsor	Course title	Location	Start	End	
 04-005645-121153	City of Pittsburgh, Bureau of EMS	Water Rescue Awareness- 8 Hour	Pittsburgh EMS	2012-03-29 1500	2012-03-29 2300	Roster
 04-005645-120974	City of Pittsburgh, Bureau of EMS	Water Rescue Awareness- 8 Hour	Pittsburgh EMS	2012-04-05 1500	2012-04-05 2300	Roster

You'll see something like this:

ConEdLink_d - ready_roster_detail - Windows Internet Explorer

Reference material ConEdLink_d Process improvement

Kaufman, Rich: [logout](#) | [password](#) | [email address](#)

[regional_staffer_overview / ready_roster_detail](#)

Water Rescue Awareness- 8 Hour

Start: 2012-03-29 1500 **Approved:** Yes **Class #:** 04-005645-121153

End: 2012-03-29 2300 **Length:** 8.0

Location: Pittsburgh EMS

Attendees

Last name	First_name	Level	Cert#	DOB	County	InstHrs
LIPSCOMB	KEVIN	A	EMT-P	171966	Allegheny	none
LIPSCOMB	REBECCA	M	EMT-P	171967	Allegheny	none

Generate Large Conference Data Sheet

...then...

Mark done and go back

OR

Submit to EMSRS and mark done

...then...

Go back

Note that once you have navigated away from the *regional_staffer_overview* page, a breadcrumb trail appears under the account control line. Use the links in the breadcrumb trail to get back to previous pages.

NOTE

Avoid using your browser's *Back* button to get back to previous **ConEdLink** pages. Use the breadcrumb trail instead.

After you review the details of the roster for appropriateness, you can upload the roster using the

three-step process (see section 5.1) or the one-step process (see section 5.2).

5.1 The three-step process (Large Conference Data Sheet)

ConEdLink can generate the roster as a Large Conference Data Sheet (LCDS) for times when you want to manually manipulate the data, or independently archive it, before submitting it to EMSRS.

NOTE

ConEdLink only provides the ability to generate a roster as an LCDS for contingency reasons. If you find that you are only able to accomplish something by exporting an LCDS, notify ConEdLink@FromPaper2Web.com so the capability you need can be incorporated directly into **ConEdLink**, where validation, error checking, journaling, and all the other advantages of business logic automation and robust data integrity constraints can be systematically enforced.

If you don't need to manually manipulate the data or independently archive it, use the one-step process (section 5.2) instead.

The three-step process involves these steps:

1. Generate the LCDS (and optionally make manual changes to it) (see section 5.1.1)
2. Upload the LCDS via the Pearson scanner application (see section 5.1.2)
3. Mark the process done in ConEdLink (see section 5.1.3)

The steps are detailed below.

5.1.1 Generate the LCDS (and optionally make manual changes to it)

From the *ready_roster_detail* page, click the *Generate Large Conference Data Sheet* link as shown below:

ConEdLink_d - ready_roster_detail - Windows Internet Explorer

http://loc... ConEdLink_d - ready_r...

Reference material **ConEdLink_d** Process improvement

Kaufman, Rich: [logout](#) | [password](#) | [email address](#)

[regional_staffer_overview](#) / [ready_roster_detail](#)

Water Rescue Awareness- 8 Hour

Start: 2012-03-29 1500 **Approved:** Yes **Class #:** 04-005645-121153

End: 2012-03-29 2300 **Length:** 8.0

Location: Pittsburgh EMS

Attendees

Last name	First_name	Level	Cert#	DOB	County	InstHrs	
LIPSCOMB	KEVIN	A	EMT-P	171966	/ / 19	Allegheny	none
LIPSCOMB	REBECCA	M	EMT-P	171967	/ / 19	Allegheny	none

**Generate Large
Conference Data Sheet**

...then...

[Mark done and go back](#)

OR

[Submit to EMSRS and mark done](#)

...then...

[Go back](#)

Your browser should display a pop-up window or a special bar giving you options to *Open*, *Save*, *Cancel*, etc, something like this:

Reference material **ConEdLink_d** Process improvement

Kaufman, Rich: [logout](#) | [password](#) | [email address](#)

[regional_staffer_overview](#) / [ready_roster_detail](#)

Water Rescue Awareness- 8 Hour

Start: 2012-03-29 1500 **Approved:** Yes **Class #:** 04-005645-121153
End: 2012-03-29 2300 **Length:** 8.0
Location: Pittsburgh EMS

Attendees

Last name	First_name	Level	Cert#	DOB	County	InstHrs
LIPSCOMB	KEVIN	A	EMT-P	171966	/ / 19	Allegheny
LIPSCOMB	REBECCA	M	EMT-P	171967	/12/19	Allegheny

[Generate Large Conference Data Sheet](#) [Submit to EMSRS and mark done](#)

04-005645-121153.xls (1.24 KB) **localhost**

[Open](#) [Save](#) [Cancel](#)

Choose *Open* or *Save* depending upon your immediate intentions. Note that **ConEdLink** uses the appropriate Class Number for the name of the LCDS.

If you decide to open the LCDS, whether directly from **ConEdLink** or indirectly from your file system, the LCDS should open in your desktop spreadsheet application, like this:

	A	B	C	D	E	F	G	H	I
1	ID	HEADER	DOB	VALID	OLDCERT	LEVEL1	REGION	COURSE	OUTOFSTAT
2	KEVIN	LIPSCOMB	/19	1	171966	3	4	5645	
3	REBECCA	LIPSCOMB	/19	1	171967	3	4	5645	
4									

Examples of making manual changes to the LCDS will not be provided in this guide.

5.1.2 Upload the LCDS via the Pearson scanner application

LCDS's generated by **ConEdLink** can be uploaded to EMSRS via the Pearson scanner application if no changes (or if only appropriate changes) have been made to them. The Pearson scanner application and its use for uploading LCDS's are outside **ConEdLink**'s scope, and are not detailed in this guide.

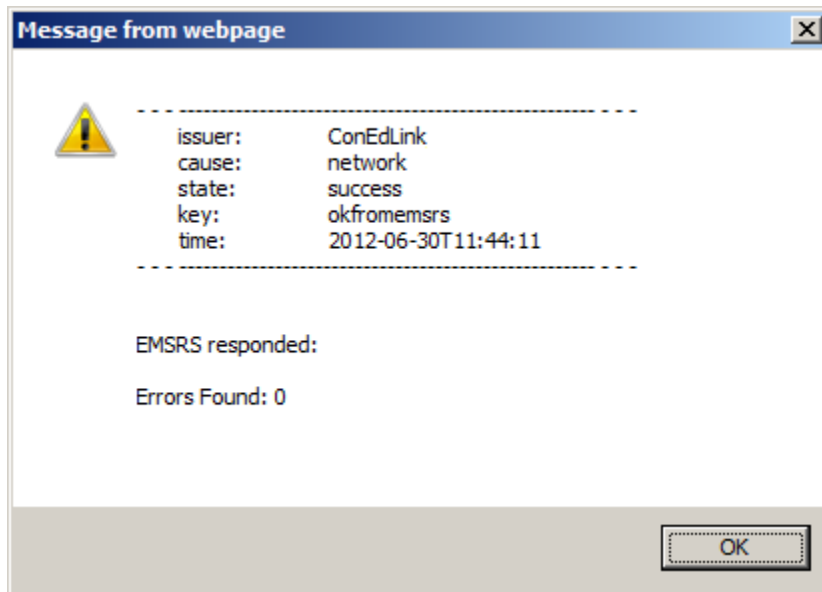
5.1.3 Mark the process done in ConEdLink

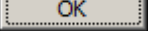
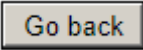
To advise **ConEdLink** that you have successfully uploaded the LCDS to EMSRS via the Pearson scanner application, and to remove the associated roster from **ConEdLink**'s ready roster list, click the **Mark done and go back** button on the *ready_roster_detail* page. **ConEdLink** will return you to the *regional_staffer_overview* page. The roster you just uploaded will no longer appear as a ready roster.

5.2 The one-step process

The one-step process is the quickest, safest, and most straightforward way to upload a roster to EMSRS.

From the *ready_roster_detail* page, click the **Submit to EMSRS and mark done** button. After a few moments, you should see a pop-up window something like this:

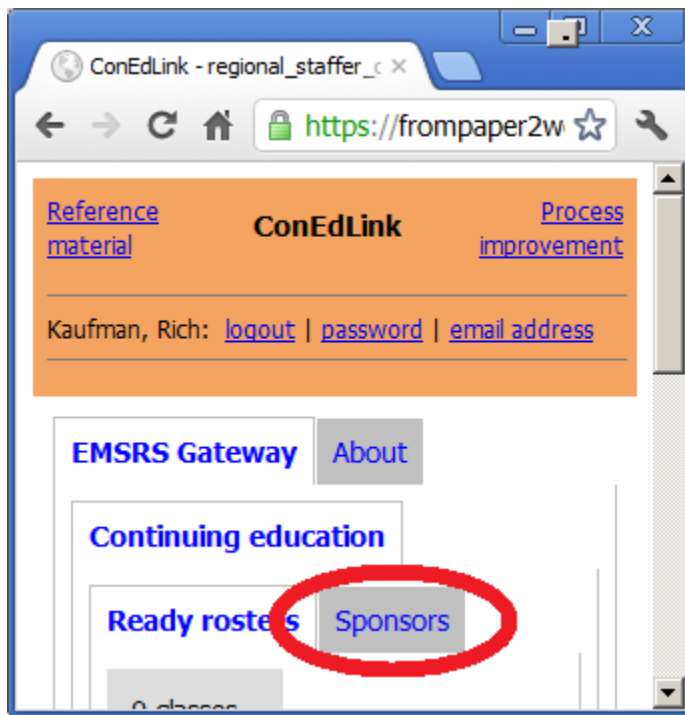


The above message indicates that EMSRS accepted the roster. Click the  button to make the pop-up window go away, then click the  button on the *ready_roster_detail* page. **ConEdLink** will return you to the *regional_staffer_overview* page. The roster you just uploaded will no longer appear as a ready roster.

6 Imitating Con-Ed Sponsors

ConEdLink allows you to “imitate” a Con-Ed Sponsor so you can perform actions that are usually the Con-Ed Sponsor’s responsibility.

To imitate a Con-Ed Sponsor, make sure you have navigated to the *regional_staffer_overview* page, then click the *Sponsors* tab, shown here:













You'll see the current list of active and provisional Con-Ed Sponsors in your region, something like this:


Ready rosters

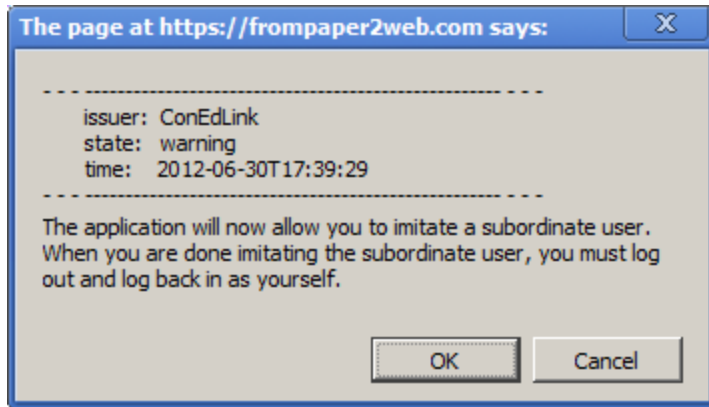
Sponsors

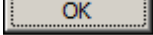
242 sponsors

#	Name	
 04-0271	171st Medical Group PA Air National Guard	
 04-0275	307th Military Police Company - USAR	
 04-0303	911th ASTS	
 04-0297	Adamsburg Rescue 14 EMS	
 04-0310	Air Evac EMS, Inc.	

By default, the list of Con-Ed Sponsors is sorted by name. Click a column heading to sort by order of that column. Click the same column heading again, and the sort order will be reversed.

To the right of a Con-Ed Sponsor's name, click the "Imitate" icon () , which looks like a masquerade party mask, to log into that Con-Ed Sponsor's **ConEdLink** account. You'll see a pop-up warning something like this:



When you click the  button, **ConEdLink** will log you into the Con-Ed Sponsor's account. Because you have already authenticated yourself to the application, you will not be prompted for a password.

For information on using **ConEdLink** while you are logged in as a Con-Ed Sponsor, see the Use Guide for Con-Ed Sponsors.

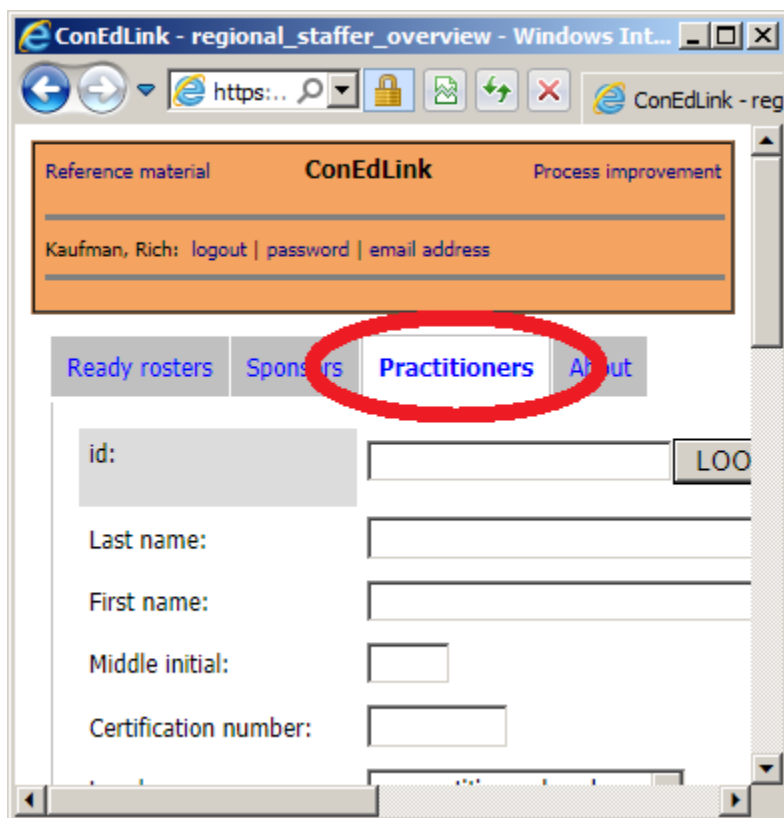
To stop imitating a Con-Ed Sponsor, you must log out of the Con-Ed Sponsor's account.

7 Managing instructors from non-ConEdLink regions

Occasionally a Con-Ed Sponsor may complain that **ConEdLink** won't allow the assignment of instructor hours to a practitioner who comes from a region that does NOT subscribe to **ConEdLink**. The reason this happens is that, because of limitations imposed by EMSRS, **ConEdLink** only knows about instructors who come from regions that DO subscribe to **ConEdLink**. To work around these limitations, **ConEdLink** provides a way for you to directly manage the instructor status for a practitioner who comes from a region that does NOT subscribe to **ConEdLink**.

The only way to manage the instructor status for a practitioner who comes from a region that DOES subscribe to **ConEdLink** is from within EMSRS. **ConEdLink** will sync the instructor status from EMSRS within 24 hours of a change.

To manage the instructor status for a practitioner who comes from a region that does NOT subscribe to **ConEdLink**, make sure you have navigated to the *regional_staffer_overview* page, then click the *Practitioners* tab, shown here:



The form under the *Practitioners* tab allows you to “look up” (search for) practitioners by last name, first name, certification number, or birth date. These instructions only describe performing a lookup by last name, but the process is similar when searching by the other attributes.

In the top-most text box (between the **id:** block and the **LOOKUP** button), enter the name (or as much of it as you know), then click the **LOOKUP** button. If **ConEdLink** finds at least one match, you will see the complete set of lookup controls, something like this:

NOTE

If you enter only a small part of a practitioner’s name, **ConEdLink** may return such a large number of matching records that **ConEdLink** will become sluggish or seem unresponsive. It is usually better to enter a practitioner’s whole name if you are sure how to spell it.

In the above example, we entered “holsten” in the top-most text box and clicked the **LOOKUP** button. **ConEdLink** found 2 matches. There are two ways to browse through the matches:

1. By clicking any of the four blue and white navigation buttons (⏮⏪⏩⏭). From left to right, the buttons cause **ConEdLink** to go to the first, previous, next, and last matching records.
2. By selecting from the drop-down list (-- Select --). The values shown in the drop-down list are shorthand hints that lead to the full matching records.

To continue this example, we have selected *Don Holsten* from the drop-down list:

id: <--Lookup by partial or full spec [New lookup](#)

(2/2) ⏮⏪⏩⏭ |4|18|

Notice that **ConEdLink** has populated the rest of the form with Don Holsten's attributes:

id: <--Lookup by partial or full spec [New lookup](#)

(2/2) ⏮⏪⏩⏭ |4|18|

Last name:

First name:

Middle initial:

Certification number:

Level:

Regional council:

Residence county:

Birth date:

Be birth date confirmed: ☒

Email address:

Street address 1:

Street address 2:

City state zip:

Be instructor: ☒

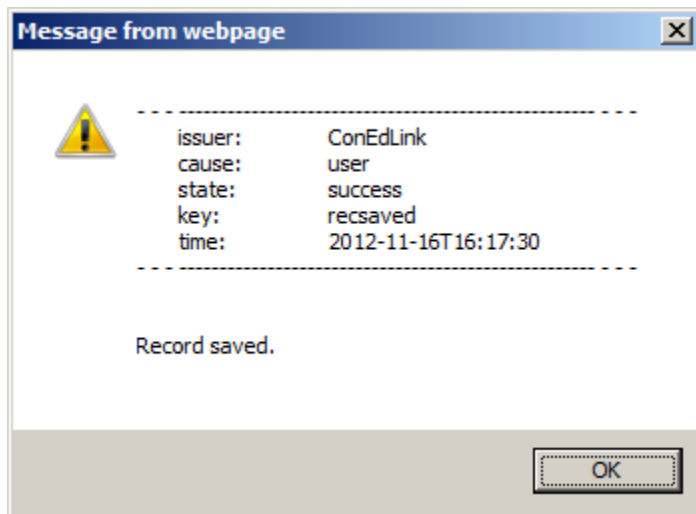
Be stale: ☐

Be past: ☐

Fields that are disabled (read-only) hold data that **ConEdLink** always (and only) syncs from EMSRS. However, if the practitioner is from a region that does NOT subscribe to **ConEdLink**, you can directly change the *Be instructor* field as follows:

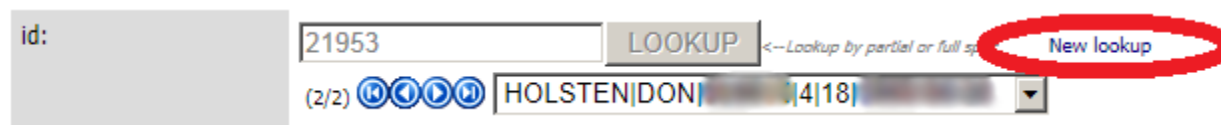
- Check the *Be instructor* field if the practitioner IS an instructor.
- Uncheck the *Be instructor* field if the practitioner is NOT an instructor.

Then click the **Submit** button. You'll see the following pop-up message:



Your change will take effect immediately. If you checked the *Be instructor* box, Con-Ed Sponsors will now be able to assign instructor hours to the practitioner.

To start a new lookup operation, click the *New lookup* link on the right side of the **id:** block row:



8 ConEdLink internals

Regional staffers should have a basic understanding of how **ConEdLink** works and what it does behind the scenes. This section describes some of the most important concepts of **ConEdLink**'s operation.

8.1 Standard features

ConEdLink includes all the features listed under the *Features* tab of the FromPaper2Web.com Home page.

8.2 Dependence on EMSRS

ConEdLink can only interact with EMSRS if EMSRS is up and behaving as **ConEdLink** expects. Upgrades to EMSRS may prevent **ConEdLink** from completing such interactions until FromPaper2Web.com can reconfigure **ConEdLink** accordingly.

8.3 Syncs

ConEdLink periodically refreshes, or “syncs”, certain data from EMSRS, including data associated with classes, Con-Ed Sponsors, instructors, and practitioners. The syncs occur on the following schedule:

- Once a **day**: *Classes, Con-Ed Sponsors, Instructors*
- Once a **week**: *Practitioners*

8.4 Nags

If, on the 1st, 4th, 7th, 9th, or 10th day after a class's DATE_FINAL, the class has not been closed and submitted to the regional council, **ConEdLink** sends the Con-Ed Sponsor an email nagging them to process the roster.