mtl
mtl.how
Cheatsheet
(updated 2022_06)
MTL 3.0

Modeling to Learn
Test. Don't guess.

MTL objectives include activites and competencies that...

1. Are meaningful for you and align your learning goals with your team.
2. Develop systems thinking skills to help you see how several things fit together, & understand causes hard to see without data & modeling resources.
3. Make VA data, initiatives, and standards transparent to you.
4. Empower you to realize ongoing improvements in team quality of care & work life.

Modeling to Learn (MTL) is a quality improvement project by VA Team Participatory System Dynamics
Contact: mtl.help@va.gov

GitHub at mtl.how

Practice using *MTL* Blue and Red Learner SEE guides, Facilitator SAY guides, Fidelity

lijenn Merge pull request #383 from lzim/QA ...		
.github/workflows	Update FindReplace.yml
blue	Merge pull request #382 fro
red	Update mtl_red_part_2_say_
release_1.7	Merge pull request #335 fro
release_2.0	Update mtl_session12_see.r
LICENSE	Initial commit
readme.md	Update readme.md

1. Click on the "blue" or "red" folder to review the latest Learner SEE and Facilitator SAY guides and resources for *MTL* Blue or Red
2. For previous *MTL* Releases guides, click on the release folders
3. Scroll down to view the *MTL* Roadmap or watch *MTL* Videos in the readme.md

Watch *MTL* Video

readme.md

Modeling to Learn Video

Use *MTL Blue* guides in the folder at the top of this page.

MTL Video was filmed during the *MTL* 1.7 release. *MTL* 1.7 guides are available at reference.

To receive **CEU credit** through VA TMS, please select the **TMS** link.

- Session 1: Team Vision (TMS)
- Session 2: Data Interface (TMS)
- Session 3: Team Data (TMS)
- Session 4: Team Needs (TMS)

1. Scroll down the homepage at mtl.how
2. Find the session you want watch.
3. Click on the session title to be brought to the direct video link.
   OR
   Click on the TMS link to get CEU/CMEs

Microsoft Teams + Calendar - MTL Help

Prioritize & Practice in Co-facilitator Prep Chat Meet with the Live team the Team's Channel
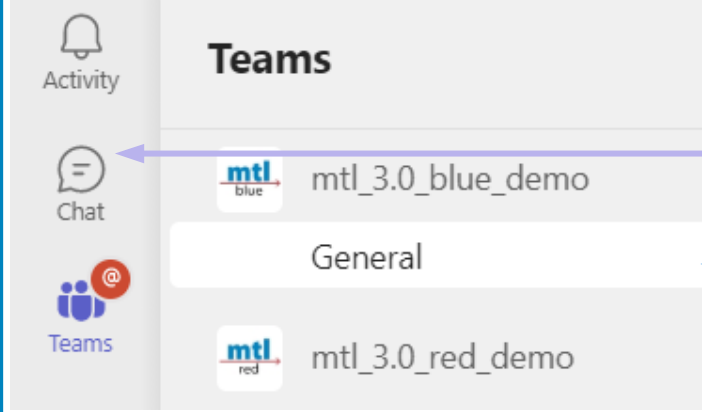
1. Prioritize and practice in the co-facilitator prep chat (purple prep invite in the *MTL* Help calendar) to scribe and use session resources at mtl.how and mtl.how/fidelity

2. Meet and facilitate in the live team in their Team's channel (blue or red invite in the *MTL* Help calendar) to take note of attendance and scribe using the chat

Sync on the *MTL* Help Calendar

1. Add your Out-Of-Office dates in the *MTL* Help calendar so the team can provide coverage.
2. Schedule *MTL* meetings from the calendar and/or send emails using MTL.Help@va.gov for transparency and access.
3. Calendar Colors:
   - Prep Meetings are Purple (2 hours long and wraps around the Live Team Meeting)
   - Live Team Meetings are Blue or Red (1 hour long)
   - Co-planning Meetings are Green (1 hour long)

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at mtl.how/teampsd

Send Pre/Post Session Emails

master   teampsd / mtl_facilitate_workgroup / pre_post_emails /

lijenn Update post_mtl_nih_red_part_2.md

..

mtl_red_emails	Update post_mtl_
post_emails	Update mtl_live_
pre_emails	Update mtl_live_

1. Select All the contents in the applicable pre/post email in the .md file from TeamPSD GitHub > facilitate_workgroup > pre_post_emails and copy it
2. Open the *MTL* Help calendar in Outlook and find the Live Team Meeting invite
3. Right click on the invite and select "Reply All"
4. Remove all contents in the email that pop-ups except for the meeting link
5. Paste your copied pre/post email from GitHub
6. Tailor the contents of the template (e.g. date/times, team vision, Facilitator info by copying the content from the "General" tab, and TMS videos for post emails) and hit send!

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at mtl.how/crm

Modeling to Learn 1.0

Complete Pre/Post Session Tasks

Main	General	Session & Checklist Details	MTL Team Members	Pre a
Dashboard				
Contacts	**MTL Team Checklist**			
Groups	Group By: (no grouping)			
Teams	Session ↑	Description		
Emails	S01	Facilitators: Send Pre-email 1 week before team meeting		
Activities	S01	Confirm attendance with EES for CMEs/CEUs		
	S01	Facilitators: Document notes from intersession prep		

1. Select your Co-planning Group or *MTL* Teams from your homepage dashboard or through the Main left hand navigation panel on the right
2. Click into the "Session & Checklist Details" tab and scroll down to view/complete complete session tasks listed under "MTL Co-planning Group Checklist" or "MTL Team Checklist"
3. Click into a task to edit the task or click "Mark complete" in the top navigation header in the task
Tip: Double click on any white spaces to avoid editing a field (white space between the "Session" and the "Description" column)