Training Managers/Training Coordinator
National Conference Call Minutes

December 18, 2015

2 – 3:20 p.m. Eastern Time

Agenda items:

- Christy Chesnut – Pre-Call Activity
- Christy Chesnut & Joshua Townsend – TMS Reporting Presentation
- Christy Chesnut – Q&A and Pre-Call Activity Wrap-up

Reminders:

This call is recorded and available on the VBA Virtual Schoolhouse. Today's PowerPoint presentations are also available on the Schoolhouse as well as the Training Managers Resource Center website calendar.

Did You Know?

- VSRs and RVSRs who graduated from Challenge training at least six (6) months ago are centrally assigned Compensation Service Consistency Studies.
- Current Challenge participants and those who graduated less than 6 months ago are exempt from the studies.
- You can type 'level II' into the VBA Learning Catalog's search box to find all VBA-specific TMS training items that require employees to complete a level II assessment for course credit.
- The official minutes from past Training Manager Monthly Calls are housed within the TM Calendar on the Training Managers Resource Center Website (TMRC).

Presentation:

Christy Chesnut and Joshua Townsend

Ms. Chesnut and Mr. Townsend from the VBA Curriculum Support Team presented a demonstration of several of the TMS reporting features. Highlights included:

- Tools to assist with TMS reporting
    - General TMS job aids on the VA TMS Community of Practice Share Point site
    - Available VA Reports list from the TMS reporting tab
    - VBA-specific job aids on the TMRC
    - Comma Widget tool – available on the TMRC and the home page of the VBA Learning Catalog. A job aid is also available.

- Top 10 TMS reports for common VBA Training Manager tasks

Report	Description	Use For This Task:	Recommended Version
Curriculum Item Status	Returns the curriculum assigned to each user and their curriculum status, the items assigned to each curriculum, and the completion date, complete status, and required date for each item.	Checking employee compliance for mandated curricula	Custom Curriculum Item Status (CSV)
Item Compliance Reports	Provides detailed item compliance and deficiency information.	Checking employee compliance of required items	Compliance Deficiency Detail (CSV)
Item Evaluation	The item evaluation report shows the mean score (the average results of the rating scale questions) for each survey, page, and question and the percentage of users who selected each response. The item evaluation by individual response report shows each user's responses to the survey questions.	Pulling local Level 1 evaluation results	Custom Item Evaluation (CSV) and Item Evaluation By Individual Response (CSV)
Item Status	Returns, for each user and item, the user's completion status for the items they participated in during the given date range. You can group the report by item or by user.	Running NTC Progress Reports and other full completion reports	Custom User Item Status (CSV) and Item Status with Substitution (CSV)
Learning Needs	Returns the learning needs of users. Learning needs are learning items or curricula that the user needs to complete.	Displaying incomplete items on users' To-Do Lists	User Learning Needs (CSV)
Online Item Status	Returns, for the users and items you specify, each user's current progress based on online items taken by the user. A user's progress through online courses is reported at the content object level.	Checking employee progress at the content level of an online item	Online Item Status (CSV)
Scheduled Offering Roster	Returns the roster of users in a scheduled offering.	Pulling rosters of users scheduled for a training event	Scheduled Offering Roster (CSV)
User Exam Data	Returns, for all selected users, exams, and surveys, the details of users' performance on exams.	Checking employee performance on a Level II assessment	Custom User Exam Data (CSV)
User Item History Audit	Returns a history of the changes made to the user's learning item history information, who made the changes, and when the changes were made.	Researching changes to a user's Learning History	User Item History Audit (CSV)
User Learning Plan Audit	Returns a history of the changes made to the user's learning plan information; who made the changes and when the changes were made.	Researching changes to a user's Learning Plan	User Learning Plan Audit Report (CSV)

- TMS report formatting tips and tricks in Excel

Question: *Can you run the Curriculum Item Status Report on any item assigned, or only on recurring items?*
Response: This report is specific to a curriculum, so if the item is assigned via a curriculum, whether it is recurring or not, you can run this report.

Question: *Do you know if supervisors can run the Item Compliance Report for their employees?*
Response: Yes, supervisors are able to run the Item Compliance Report.

Question: *Does the Online Item Status Report include TPSS items?*
Response: Since a TPSS item is an online content package itself, there is really only one content object within a TPSS module item. Therefore, this report will tell you if a person has launched the module, but it will not be able to tell you how far they have gotten. Only the VBA TPSS Support team has access to that information and can provide it to you, upon request.

Question: *What is the best format to use for the date when sorting a CSV file over multiple years?*
Response: The recommended format is mm/dd/yyyy.

Question: *Is there a report that can be generated to provide you with locally created courses?*
Response: Typically, locally created courses will be in a certain domain, so you can perform an item search by domain ID to return a list of locally created items.

Question: *Is the Item Compliance Report real time?*
Response: Per Art Edmonds, Item Compliance Reports except for FISMA are not real time; however, the data refreshes twice daily.

Question: *Is there a way to assign credit for NTC courses using a different number of learning hours?*
Response: If the course has been modified, either extending or reducing credit hours, it would no longer be considered an approved NTC course. You can submit the course materials to the Service for review, and if approved for use nationally, it would be added to the VBA Learning Catalog. If you choose not to seek approval, your employees will receive local credit only.

Question: *Why is there no due date for 'How to Build an Examination Utilizing the Examination Builder' and why does it not appear on employees' To-Do Lists, even though it is part of the FY16 mandated curriculum?*
Response: After releasing the course in early October, it was deactivated due to a privacy issue that Compensation Service is currently addressing. The course has not yet been re-released; however, it remains part of the curriculum as they still wish it be part of the FY16 mandated requirement. Due dates were removed so as not appear on deficiency reports. The course will be reactivated with a new due date once the revisions are completed.

Question: *When will the VR&E curriculum come out?*
Response: Per Ariadna Crawford, it is still in concurrence with VR&E Leadership. They hope to release it shortly.

Pre-Call Activity Wrap-up:

Christy Chesnut

Christy led a discussion on the two questions posted during the pre-call activity.

1. Whom should you contact when an employee is having a technical issue within a Consistency Study?

   Answer: VBA TPSS Support Team

2. What is the name of the online community, internal to VA, that can be used to find information, connect with colleagues, solve problems, share best practices, and build your network?

   Answer: VA Pulse

The next TM/TC National Conference Call is January 26, 2016
2 – 3 p.m. Eastern Time