

Instructor-Led Training Agenda

In the CROWNWeb Instructor-Led Training sessions, students will generally follow the agenda below during the course of their instruction:

Introductions (0:10)		
QIPS Overview and Training (0:30)		
8:40 – 8:50	USER: Completing the QIPS Form	10
CROWNWeb - Facility Workshop (1:35)		
8:50 – 9:00	Searching For, Viewing and Editing a Facility	10
9:00 – 9:20	Viewing and Editing Default Preferences	20
9:20 – 9:30	<i>Editing a Facility Exercise</i>	10
9:30 – 9:45	Searching For, Viewing and Adding Personnel	15
9:45 – 9:55	<i>Adding Facility Personnel Exercise</i>	10
9:55 – 10:10 CROWNWeb - MORNING BREAK 15		
10:10 – 10:25	Managing User Roles and Scope	15
10:25 – 10:35	<i>Assign Role and Scope Exercise</i>	10
CROWNWeb - Patients Admit Workshop		
10:35 – 10:55	Admitting Patients – New and Existing	20
10:55 – 11:10	Admit/Discharge Summary / Discharging a Patient	15
11:10 – 11:30	<i>Admit and Discharge Patient Exercise</i>	20
11:30 – 12:30 LUNCH BREAK 60		
12:30 – 12:40	Viewing/Editing/Deleting Patient Attributes	10
12:40 – 1:00	Completing an Initial CMS Form 2728	20
1:00 – 1:20	<i>Patient Admit Hands-On Workshop</i>	20
CROWNWeb - Patients Treatment Workshop		
1:20 – 1:30	Viewing, Editing and Adding Patient Treatment Information	10
1:30 – 1:40	<i>Patient Treatment Hands-On</i>	10
1:40 – 2:00	Completing a CMS Form 2746	20
2:00 – 2:10	<i>Form 2746 Hands On/Troubleshooting</i>	10
2:10 – 2:25	Viewing and Verifying PART Information	15
2:25 – 2:35	<i>PART Hands-on</i>	10
2:35 – 2:50 Afternoon Break 15		
CROWNWeb - Clinical Data Entry		
2:50 – 3:00	Overview of Clinical Data Requirements	10
3:00 – 3:10	Identifying Patients Without Clinical Data	10
3:10 – 3:30	Entering Clinical Data	20
CROWNWeb - Reports and Forms Workshop		
3:30 – 3:50	Running Reports (Roster, Audit) Printing Blank Forms Printing Form Instructions	20
3:50 – 4:20	Using the LMS	30
Final Hands-On Exercise		
4:20 – 4:45	Final Hands-On Exercise	25
4:45 – 5:00	Q+A and Feedback	10

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