Training Plan Submitted to SIDES Coordinator by 09/30/2016

**Who needs to be trained?:**

Adjudicators CLE4s, and CLE5s  *Training Set for 03/29/17*

Hearings and Appeals— *TBD*

BAM *TBD*

Program Support *TBD*

Phone Support CLE2s and CLE3s  *Training Set for 03/29/17*

Charging Unit  *Training Set for 03/29/17*

Contributions—*Corena will be training on 03/22/17*

Monetary  *Training Set for 03/29/17*

Switchboard- Benefits and Contributions  *TBD*

Job Service?  *TBD*

EResponse Help Desk (to be determined who that is—training development would be geared towards the specific group)  *Training Set for 03/29/17*

**General Plan**

Develop Training Materials ----- three months prior to go live----- January 2017

- Include different training materials for different units
  - For example Phone support will need different information than Adjudicators
- Develop “live” examples (potentially use test cases)

Determine Training Schedule ---one month prior to go live ----- End of February 2017--

- Determine who needs to be in which training-schedule attendees

Finalize Training Materials-----two to three weeks prior to go live ----- During weeks of March 6th through March 24th.  Final Training Materials Ready by March 24th.  *First Draft Submitted*

- Include finalized screen prints of what SIDES will look like in MISTICS and for employers in training—*First Draft Submitted*

Training will happen one week prior to go live --- During the week of March 27-31, 2017

**Items/Documents needed for training:**

- Power point w/ finalized screen prints of what MISTICS will look like, of what SIDES will look like for Employers, of what SIDES EResponse will look like for state employers
  - Decided to do USER GUIDE instead of Power Point, it will work better for Screen Prints, will still create Orientation Power Point
- Test or Train prepared to show “live” examples
- Handouts w/ Screen prints and step by steps—*First Draft Submitted*
• SIDES Procedure for adjudicators
• FAQs and Staff Talking Points for Claims Examiners and Charging Examiners on the phone
• Step by Step for Hearings/Appeals to find the information in SIDES to prepare hearings
• Documentation for ERs and TPAs to show them how to sign up/sign on and move around in SIDES—Corena preparing
• Information for all staff on who to talk to with SIDES Problems (SIDES Coordinator Information?)
• Information on where to send ERs/TPAs for password resets
• Information about what PR and Public Relation Attempts have gone to ERs
• Information/FAQs to give to Job Service to provide to ERs- with contact information
• Specific Training geared to E-Response Help Desk, troubleshooting for ERs (PINS)

****This training plan does not include marketing/promoting outside customers. This training plan is for internal customers only.