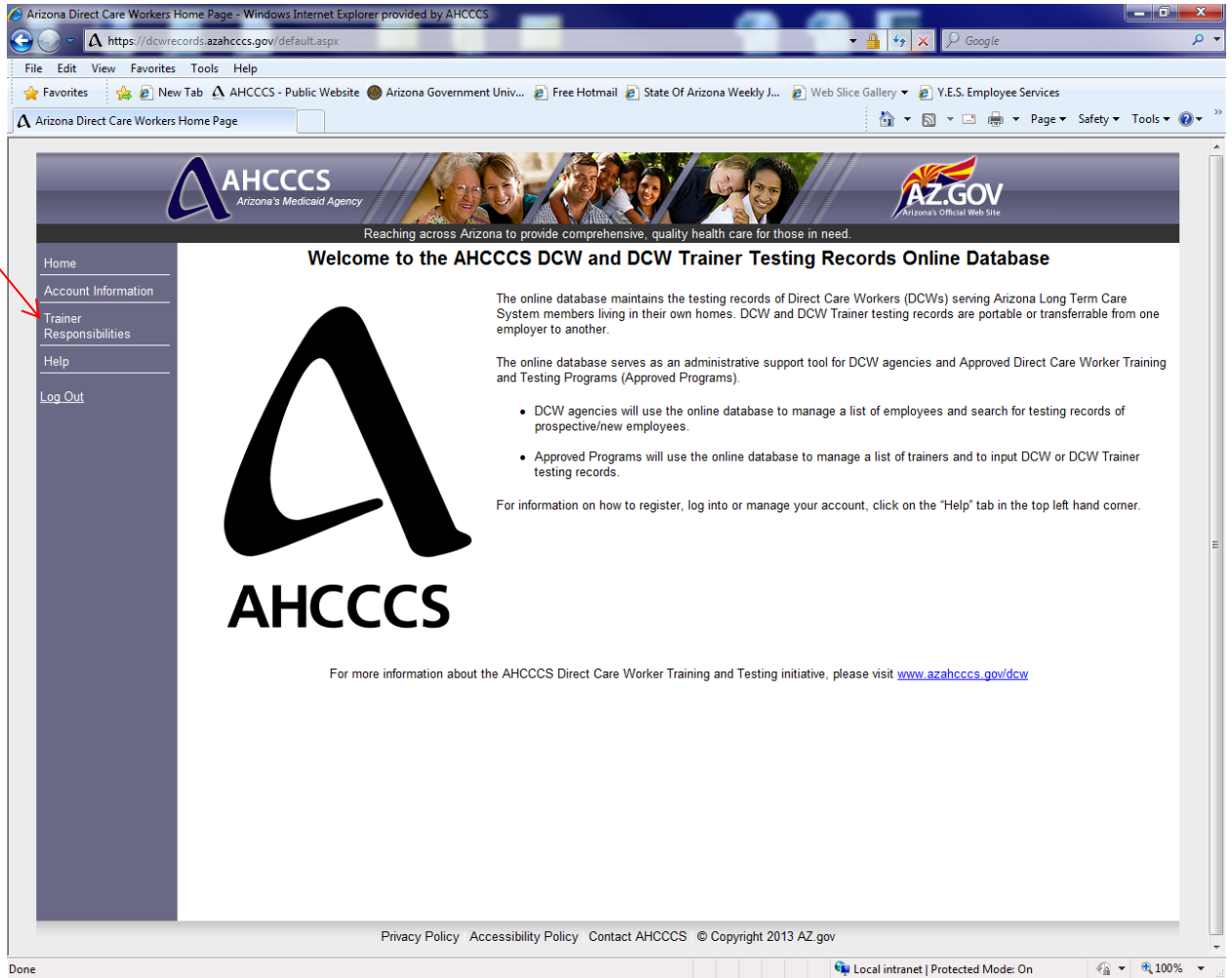


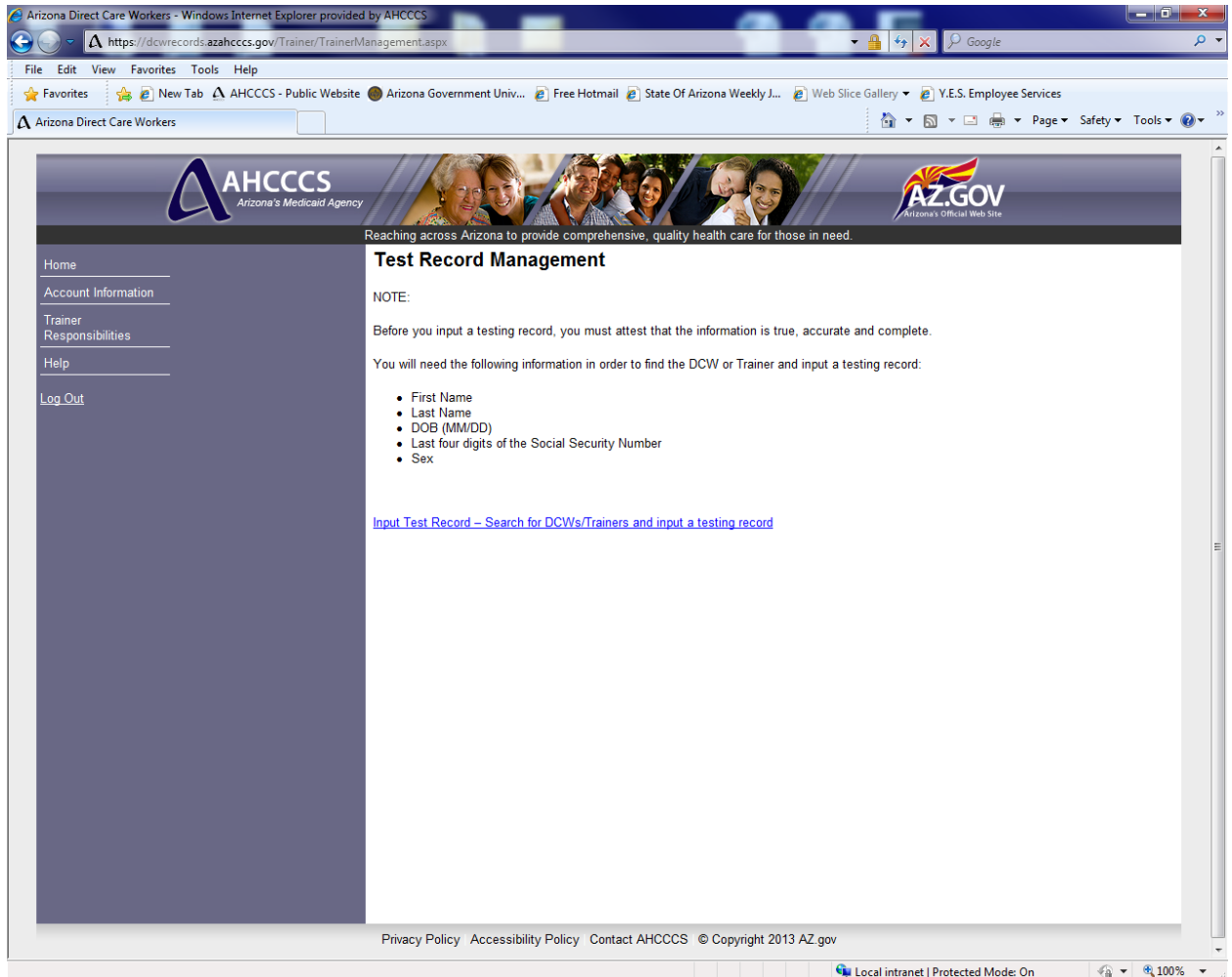
STEP ONE Trainer Role: Introduction

Click Here



CLICK: "Trainer Responsibilities"

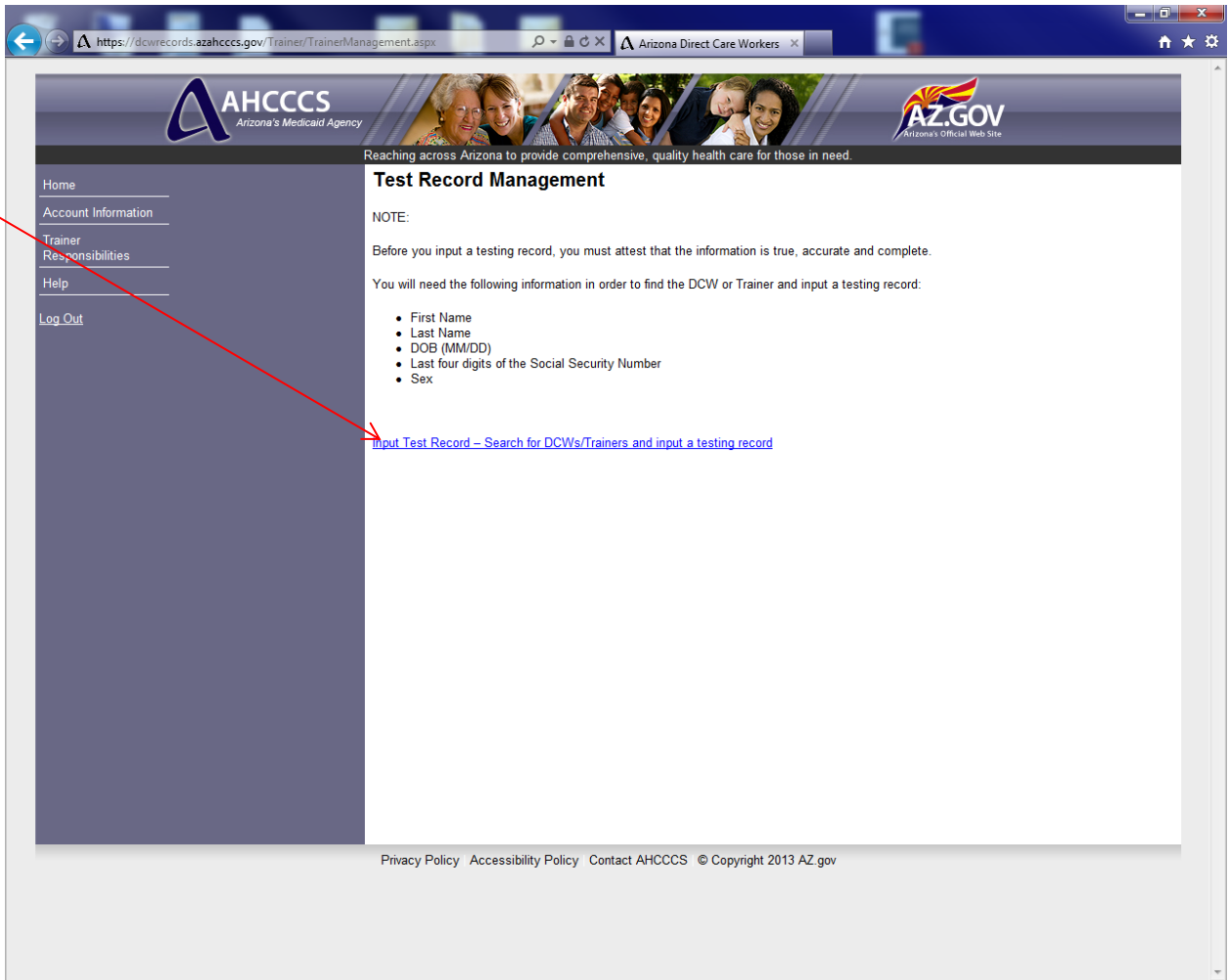
STEP TWO Trainer Role: Introduction



Trainer Role User Operational Guidelines	
Input Testing Record	<p>Trainer role users will need the following information for a DCW or DCW Trainer in order to find a DCW/Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers.</p> <ul style="list-style-type: none"> ▪ First Name ▪ Last Name ▪ Month (MM) and Day of Birth (DD) ▪ Last four digits of the Social Security Number ▪ Sex (Male or Female)
Data Entry Deadline	<p>All users must update data within 30 days. Trainer role users must update testing records within 30 days of a testing event (challenge, regular test or re-test)</p>
Back Up Documentation	<p>Back up documentation shall be retained for a minimum period of six years. Back-up documentation includes testing records and back up documentation for any and all entered data. The documentation can be retained in either electronic or hard copy filing system.</p>

STEP ONE Trainer Role: DCW/DCW Trainer Search

Click Here



CLICK: “Input Test Record – Search for DCWs/Trainers and input a testing record”

NOTE: *Trainer Role Users enter each testing event into the online database. A testing event equates to testing completed on a given day. Results of testing that occur on the same day are considered one testing event. Results of testing conducted on different days are considered multiple testing events and should be reported separately. The online database calculates the progress of the DCW or Trainer and summarizes if the individual has passed the written or skills testing for each module.*

STEP TWO Trainer Role: DCW/DCW Trainer Search

Click Here

The screenshot shows a web browser window with the URL <https://dcwrecords.azahcccs.gov/EmployeeSearch.aspx>. The page header includes the AHCCCS logo (Arizona's Medicaid Agency) and the AZ.GOV logo (Arizona's Official Web Site). The main content area is titled "Attestation Statement" and "Trainer Role: Input Test Records". Below the title is a paragraph of text: "I work for an Approved Direct Care Worker Training and Testing Program that has tested the DCW or Trainer according to the testing standards prescribed by AHCCCS. I attest that the testing record is true, accurate and complete to the best of my knowledge. Failure to maintain the security of and/or access testing records for any other purposes for which it is intended, will result in the termination of my access to the online testing records database." At the bottom of the text are two buttons: "Agree" and "Disagree". A red box labeled "Click Here" is positioned to the left of the "Agree" button, with a red arrow pointing to it. The footer of the page contains links for "Privacy Policy", "Accessibility Policy", "Contact AHCCCS", and "© Copyright 2013 AZ.gov".

READ: The attestation statement regarding the integrity and security of the testing records.

CLICK: Agree, and the user can proceed with entering the testing records search

CLICK: Disagree, and the user cannot proceed with entering the testing records search

Operational Guideline:

Users need the following information for a DCW/DCW Trainer in order to find a DCW/DCW Trainer in the online database and enter a testing record. Approved Training and Testing Programs should institute practices to obtain the following information from individuals trained/tested or from referring employers.

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

STEP THREE Trainer Role: DCW/DCW Trainer Search

The screenshot shows the AHCCCS Employee Search interface. The page title is "Employee Search". The search criteria are: First Name: Cookie, Last Name: Monster, Date of Birth (MM/DD): 02 / 14, SSN (Last four digits): 1234, Sex: M. A "Find" button is located below the search criteria. Below the "Find" button is a table with the following data:

	First Name	Last Name	MM	DD	SSN4	Sex
select	Cookie	Monster	02	14	1234	M

At the bottom of the page, there are links for Privacy Policy, Accessibility Policy, and Contact AHCCCS, along with a copyright notice for 2013 AZ.gov.

ENTER: The following information of the DCW/DCW Trainer

- First Name
- Last Name
- Month (MM) and Day of Birth (DD)
- Last four digits of the Social Security Number
- Sex (Male or Female)

CLICK: Find

CLICK: "Select" if the correct information for the individual is displayed.

STEP ONE Trainer Role: Enter Testing Record

The screenshot shows a web browser window displaying the AHCCCS Employee Record page. The page has a dark blue header with the AHCCCS logo and the AZ GOV logo. Below the header is a navigation menu with links for Home, Account Information, Trainer Responsibilities, Help, and Log Out. The main content area is titled 'Employee Record' and contains a form for entering employee information. The form includes fields for First Name, Last Name, (DOB) MM / DD, SSN Last 4, and Sex. To the right of the form is an 'Overall Progress' section with a list of tests and their completion status. The tests listed are: Level 1 Fundamentals - Written Test, Level 1 Fundamentals - Skills Test, Level 2 Developmental Disabilities - Written Test, Level 2 Developmental Disabilities - Skills Test, Level 2 Aging and Physical Disabilities - Written Test, and Level 2 Aging and Physical Disabilities - Skills Test. Below the list are two buttons: 'View Detailed Testing History' and 'Add New Testing Record'. A red arrow points from a red-bordered box containing the text 'Click Here' to the 'Add New Testing Record' button.

- NOTE:** *The “Overall Progress” section provides information on the tests that have been successfully completed. The check marks are automatically generated by the system. A check mark next to the specified test denotes the test(s) completed successfully. For example, a check mark next to the Level 1 Fundamentals - Skills Tests denotes that all skills have been passed for the Level 1 Fundamentals Module. It is important to note:*
- *An individual DCW or Trainer may have taken more than one written/skills tests to successfully pass the tests and, therefore, demonstrate they meet the competencies*
 - *Users should click on the “View Detailed Testing History” to see if any tests have been taken because the employee may have taken tests, but simply not passed the written tests or skills tests.*

NOTE: The “View Detailed Testing History” allows a user to view the testing history including testing dates and written and skills testing outcomes.

CLICK: “Add New Testing Record”

STEP TWO Trainer Role: Enter Testing Record: Regular Test (example)

Home

Account Information

Trainer Responsibilities

Help

Log Out

Testing Record

Employee: **Cookie Monster** Birthdate: **02 / 14**

Ace Education and Training Center, LLC

Test Date: 01/01/2014 NOTE: Re-testing is not permitted on the same day.

The following is a description of the test types:
Regular

Level 1 Fundamentals	Level 2 Developmental Disabilities	Level 2 Aging and Physical Disabilities
Written Fundamentals Pass 80	Written DD Pass 80	Written APD N/A
Hand Washing Pass	Assistance With Eating Pass	Assistance With Eating Pass
Gloving Pass	Assistance With Positioning In Wheelchair / Chair Pass	Assistance With Positioning In Wheelchair / Chair Pass
Fire Extinguisher Use Pass	Gait Belt Use Pass	Gait Belt Use Pass
Calling 911 Fail	Wheelchair Transfer Pass	Wheelchair Transfer Pass
Moving Objects Safely Pass	Assistance With Ambulation Pass	Assistance With Ambulation Pass
	Assistance With Dressing Fail	Assistance With Dressing Fail
	Assistance With Standing From Bed Pass	Assistance With Standing From Bed Pass
	Redirecting Pass	Redirecting Pass
	Assistance With Positioning In Bed Pass	Assistance With Positioning In Bed Pass
	Oral Hygiene Pass	Assistance With Bed Bath N/A
		Assistance With Positioning on the Bedpan N/A
		Emptying Catheter Bag N/A

Submit

Caution: Once you enter a test record, you cannot edit it.

Double check your data entry. Make sure the data you have entered is accurate prior to submitting it. If you do enter data in by mistake, you will need to call or email the help desk (602-417-4401 or DCW@azahcccs.gov). Documentation will need to be provided to verify the data that needs to be corrected.

I have verified the test results Cancel

Privacy Policy Accessibility Policy Contact AHCCCS © Copyright 2013 AZ.gov

ENTER: Test Date

SELECT: The test type from the drop down menu. Choices include:

- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
- **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
- **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills

SELECT: The score from the drop down menu for each of the applicable modules written tests. Choices include:

- **N/A** – The written test was not administered
- **Pass 80** – The DCW passed the written test at or above 80%
- **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
- **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer

SELECT: The score from the drop down menu for each of the applicable module skills tests. Choices include:

- **N/A** – The skills test was not administered
- **Pass** – The DCW or DCW Trainer passed the skills test
- **Fail** – The DCW or DCW Trainer failed to pass the skills test

CLICK: Submit and “I have verified the tests results” (Note: A confirmation will be displayed stating that the record has been saved.)

STEP TWO Trainer Role: Enter Testing Record: Regular Test (*example*)

Operational Guidelines:

Only successfully completed challenge tests (all required written and skills tests) are entered into the online database.

Knowledge and skills testing may be administered at different times and may be split into smaller units, administered in segments.

- If an Approved Training and Testing Program administers incremental written testing, a cumulative testing record score is entered into the database once all the knowledge based testing is completed.
- If an Approved Training and Testing Program administers incremental skills testing, each separate testing event should be recorded in the database.

STEP TWO Trainer Role: Enter Testing Record: Re-Test (example)

Home
Account Information
Trainer Responsibilities
Help
Log Out

AHCCCS
Arizona's Medicaid Agency

AZ.GOV
Arizona's Official Web Site

Reaching across Arizona to provide comprehensive, quality health care for those in need.

Testing Record

Employee: Cookie Monster Birthdate: 02 / 14

Ace Education and Training Center, LLC

Test Date: 01/15/2014 NOTE: Re-testing is not permitted on the same day.

The following is a description of the test types:
Re-test

Level 1 Fundamentals	Level 2 Developmental Disabilities	Level 2 Aging and Physical Disabilities
Written Fundamentals Pass 80	Written DD Pass 80	Written APD N/A
Hand Washing Pass	Assistance With Eating Pass	Assistance With Eating Pass
Gloving Pass	Assistance With Positioning In Wheelchair / Chair Pass	Assistance With Positioning In Wheelchair / Chair Pass
Fire Extinguisher Use Pass	Gait Belt Use Pass	Gait Belt Use Pass
Calling 911 Pass	Wheelchair Transfer Pass	Wheelchair Transfer Pass
Moving Objects Safely Pass	Assistance With Ambulation Pass	Assistance With Ambulation Pass
	Assistance With Dressing Pass	Assistance With Dressing Pass
	Assistance With Standing From Bed Pass	Assistance With Standing From Bed Pass
	Redirecting Pass	Redirecting Pass
	Assistance With Positioning In Bed Pass	Assistance With Positioning In Bed Pass
	Oral Hygiene Pass	
		Assistance With Bed Bath N/A
		Assistance With Positioning on the Bedpan N/A
		Emptying Catheter Bag N/A

Submit

Caution: Once you enter a test record, you cannot edit it.

I have verified the test results Cancel

STOP

Click Here

ENTER: Test Date

SELECT: The test type from the drop down menu. Choices include:

- **Challenge** – The DCW or DCW Trainer did not participate in a full-scale training sessions **but** has documented education or work experiences similar to that of a DCW.
- **Regular** – The DCW or DCW Trainer participated in a full-scale training session prior to training
- **Re-Test** – The DCW or DCW Trainer participated in a full-scale training session, but did not pass either the written tests and/or some of the skills

NOTE: *All passed written and skills tests will be highlighted in green. Users only need to update the fields for previously failed tests.*

SELECT: The score from the drop down menu for each of the applicable modules written tests. Choices include:

- **N/A** – The written test was not administered
- **Pass 80** – The DCW passed the written test at or above 80%
- **Pass 92** – The DCW or DCW Trainer passed the written test at or above 92%
- **Fail** – The DCW or DCW Trainer failed to pass the written test at the level required to meet the competencies for a DCW or DCW Trainer

SELECT: The score from the drop down menu for each of the applicable module skills tests. Choices include:

- **N/A** – The skills test was not administered
- **Pass** – The DCW or DCW Trainer passed the skills test
- **Fail** – The DCW or DCW Trainer failed to pass the skills test

CLICK: Submit and "I have verified the tests results" (Note: A confirmation will be displayed stating that the record has been saved.)