



NTRACS Trauma Registry Software

Registry and Report Writing Training Opportunities

Software training sessions provide valuable information for both new and experienced NTRACS users. Establishing a new registry, introducing a new staff member to the program, changing role responsibilities, or learning to utilize more of NTRACS capabilities are the most frequent reasons training is requested. NTRACS training also:

- Helps new users to develop good registry habits
- Enables all users to implement efficient and consistent software techniques
- Provides guidance to generate effective reports quickly and easily

Training Topics

NTRACS training is divided into modules, which allows users to select the session(s) most appropriate for their job roles, current trauma registry knowledge and reporting skills. Prerequisites and topics/course objectives are provided below. A separate overview is available for the DI Report Writer training sessions. Modules can be presented through either web or in-person format.

NTRACS Module 1: *Setup & Configuration*

Prerequisites: None

Topics/ Course Objectives:

1. *Access the NTRACS Administrative and Registry modules.*
2. *Define and create Roles, Users and Accounts for accessing software.*
3. *Select password parameters.*
4. *Configure and use the audit log.*
5. *Customize selected fields by configuring data entry defaults, editing popup menus (pick list options), and adding custom data elements.*
6. *Edit the System Setup to define collection parameters (i.e., physician timeliness).*
7. *Configure the zip code lists.*
8. *Configure the QA Manager.*

NTRACS Module 2: *Data Collection*

Prerequisites: None

Topics / Course Objectives:

1. *Access the NTRACS Registry module.*
2. *Manage records.*
3. *Add records.*
4. *Edit records.*
5. *Delete records.*
6. *Navigate through records, screen by screen.*
7. *Define and perform validity checks.*

NTRACS: *FoxFire Reports (presented by request)*

Prerequisites: None

Topics / Course Objectives:

1. *Access the FoxFire Report Writer.*
2. *Use Standard reports.*
3. *Create and use Detail reports.*
4. *Create and use Summary reports.*
5. *Create and use Cross Tab reports.*
6. *Send reports to MS Excel.*

Training Methods

To accommodate various learning styles, busy schedules and budget needs, DI has developed several training delivery options.

Web Training:

NTRACS web sessions provide information and instruction in a condensed, yet thorough format. Functions, processes and practical examples are presented in a lecture style. The sessions are live and time is allocated for discussions with the instructor and other attendees. In addition to the versatility of topics available, these popular on-line courses provide many other benefits including:

- Convenience - you can even train from your home!
- Economy - no traveling costs and allows for multiple participants
- Experience - DI instructors are skilled in web-based teaching techniques
- Ease of scheduling - choose regularly scheduled modules, targeted to your needs

Training dates are posted in advance on DI's web site. Individual NTRACS training sessions and sessions for specific groups of regional hospitals are scheduled as requested. To access web training sessions, attendees will need Internet access to view the training and a telephone (preferably a speaker phone) for the audio portion.

Single Facility On-Site Training:

On-site training for an individual facility accommodates up to 10 attendees. The additional time allocated for on-site sessions allows for ample hands-on practice, in-depth question and answer time and the opportunity to tailor the training to address individual needs.

- In-person training with no travel for hospital personnel
- Hands-on skills practice
- Topics tailored to your staff's needs
- Keeps staff "on the same page"
- Discuss individual facility registry questions

Regional On-site Training:

Regional on-site training sessions normally require the most lead time, particularly if individuals will be invited from many facilities. These sessions are often requested for groups of 10-20 users from facilities in the same geographic area. A training agenda is developed in advance to ensure that the attendees' training needs are accommodated. DI's staff will work with you to make arrangements for these sessions.

- Designed for a group of 10-20 trainees from local facilities
- In-person training with limited or no travel
- Hands-on training
- Opportunity to network with other users within your state/region
- Can coordinate a training session to piggy-back with other regional meetings

Registration and Training Costs:

Please contact DI's Client Services team to initiate the plans for your training session. You will receive information the registration process, costs as well as answers to other questions you may have regarding DI's training options. Once your training format and dates are selected, a training quote will be sent for your review and signature. To assist in your planning, web training dates are posted on DI's website approximately two months in advance.

Training Information and Sales: 410-838-4034 ext. 227

DI Website: www.dicorp.com

Email: clientservices@dicorp.com

DI Software Training Costs

The following is a list of the fees for web and on-site training sessions. Training session registration will be confirmed upon DI's receipt of a signed quote*.

Web Training Costs (priced per module):

The cost for each web training session includes:

- * Training for up to five (5) persons per facility, for monthly pre-scheduled sessions
- * One (1) connection to the training web site
- * One (1) toll free conference call for audio

Additional fees will be charged for the following

- * Each additional attendee from same facility (\$50)
- * Each additional web connection (\$25)
- * Each additional audio connection (\$25)
- * Special Session for individual facility (\$100)

PRODUCT	TRAINING FEE	LENGTH (approx.)
<u>Collector Software:</u>		
Collector CVW or CV4 Module 1: <i>Setup & Configuration</i>	\$125	1 hour
Collector CVW or CV4 Module 2: <i>Data Collection</i>	\$125	1 hour
<u>NTRACS Software:</u>		
NTRACS Module 1: <i>Setup & Configuration</i>	\$125	1 hour
NTRACS Module 2: <i>Data Collection</i>	\$125	1 hour
NTRACS: <i>FoxFire Reports</i>	\$350	3 hours
<u>DI Report Writer (DI RW):</u>		
DI RW Module 1: <i>Analyzing Data Requests</i>	\$175	1.5 hours
DI RW Module 2: <i>Running Your First Reports</i>	\$175	1.5 hours
DI RW Module 3: <i>Creating Powerful Queries</i>	\$175	1.5 hours
DI RW Module 4: <i>Statistical Reports</i>	\$175	1.5 hours
DI RW Module 5: <i>Gathers and Coded Variables</i>	\$175	1.5 hours
DI RW Module 6: <i>Launching Reports in Excel</i>	\$175	1.5 hours
<u>Outcomes Software:</u>		
Outcomes Module 1: <i>Configuration, Concepts & Letters</i>	\$225	2 hours
Outcomes Module 2: <i>Issue-based Queries for Outcomes</i>	\$175	1.5 hours

Single Facility "On-Site" Training (priced per day):

Training and materials for up to 10 attendees from same facility: \$1,000/day plus travel expenses

Additional fees will be charged for the following:

- * Additional attendees from the same facility \$ 75/each/day
- * Up to 3 attendees from other facilities \$150/each/day

Regional "On-site" Training (priced per person):

(A minimum of 10 attendees is required and attendees are responsible for their own travel expenses.)

Two-day training and materials at regional location: \$300/per person

*Price quotes will indicate a 4% discount for cash/check payment.