

# Placing Coordinator Connect Care Onboarding Guide

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## Section 3: How to request ILT training for students and instructors

To request ILT training for students/instructors, PSIs in Alberta are required to submit completed S/A (Security Access) Listing Reports to [ConnectCare.Learning@ahs.ca](mailto:ConnectCare.Learning@ahs.ca). Reports are to be submitted 45-30 days prior to the placement start date. This report can also serve as a 'check' to ensure details are entered correctly in HSPnet.

- For several students and instructors:

Generate an S/A Listing Report per the instructions here and submit the report to [ConnectCare.Learning@ahs.ca](mailto:ConnectCare.Learning@ahs.ca)

- For a single student:

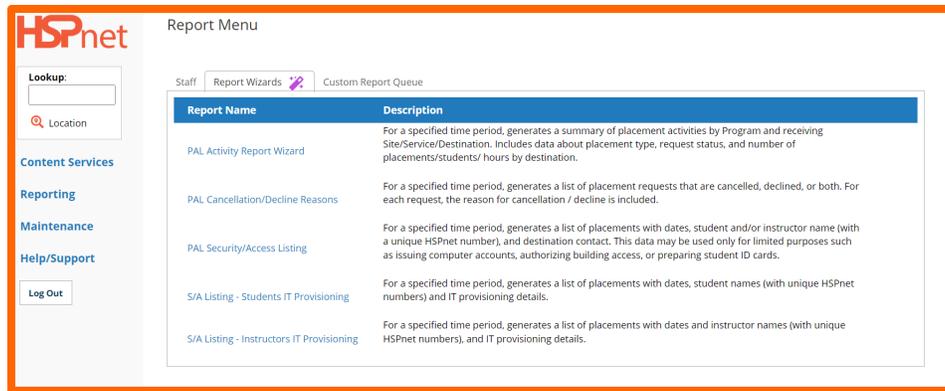
Copy and paste the information for the individual (similar to the S/A Listing Report) into an email and submit to [ConnectCare.Learning@ahs.ca](mailto:ConnectCare.Learning@ahs.ca)

## How to Create Security/Access (S/A) Listing Report in HSPnet

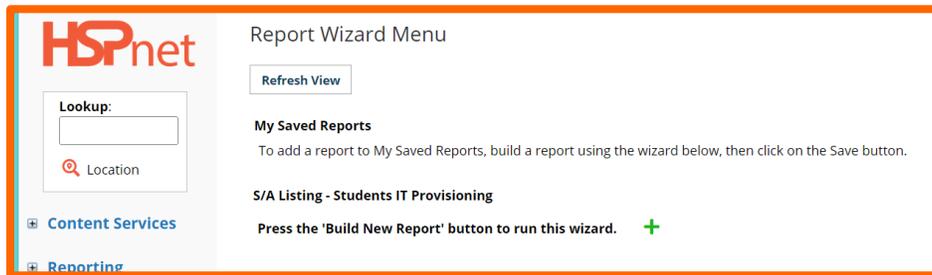
### 1. How To Find and Create This Report

Login to [HSPnet Login - Alberta \(hspnetapp.ca\)](https://hspnetapp.ca)

- In the left navigation, select **Reporting>Report Wizards**
- Select **S/A List – Student IT Provisioning** report



To create a report for the first time, select the  to generate the report properties. This will save the report parameters. For subsequent uses, only the dates will need to be edited.



The Wizard will open the report in a new pop-up window, proceed through the steps to generate your report:

- Name the report **S/A Listing *month/year*** (editable each time you produce the report)
- At the warning screen choose **Next**



S/A Listing - Students IT Provisioning - Work - Microsoft Edge  
 https://ab.hspnetapp.ca/ReportWizard.aspx?id=28238&type=new&display=instr&SessionID=7DAB26

**Report Name:** S/A Listing - Students IT Provisioning

**WARNING: THIS REPORT INCLUDES STUDENT NAMES** and can be used ONLY for limited uses relating to coordination of **upcoming** placements, such as:

- identifying students who require security/building access
- preparing and distributing identification cards or badges
- creating and maintaining access/login ID's for Receiving Agency information systems
- notifying Destination Contacts about upcoming placements

*No other uses, such as recruitment or research, are permitted. Use of this report is tracked for audit purposes by user ID and the purpose for the data.*

This Wizard will guide you in building a user-defined report of placement activities within your access rights. If you require a report that is beyond the scope of this Wizard (such as a report of placements from multiple agencies) you can request a custom report via the Custom Report Queue.

The steps to building a user-defined report are:

1. Name the report and provide a brief description
2. Advance through the Wizard screens to define report settings such as report type and date range
3. Choose the report output (screen display, PDF for print/email, or Excel data file)

Once the report is completed it will be added to the list of available reports should you need to run it again or make a copy with different settings, or it can be Saved for future use.

When you are ready to proceed, click Next.

**Next** **Cancel**

- Select the desired **Date Range** (remember that ILT scheduling requires completion of role provision and network access requests within 45 days of placement start date).
- Checking both check boxes this will include all placements in the range

**Report Name:** S/A Listing month/year

**Next >** **Save and Close**

**Date Range**  
 Select a **Term or Year**, or enter a custom date range.

**Date Range:** [Dropdown] or between  
 Feb 1/24 and Apr 1/24

*(When comparing data over time (e.g. to compare last year and this year), mark only one checkbox below to avoid double counting PRs that span both years. - [Help](#))*

Include PRs that start before this date range

Include PRs that end after this date range

**Next >** **Save and Close**



- Select the **Report Type** specifics
  - **Placements only** (confirmed placements)
  - **Information Systems – Network or computer access** (AHS format)
  - **Authorized user – your name**
- Click **Next**

- **Placement Status:** Select Accepted & Confirmed
- Click **Next**



**Placement Status**

Select the *Status* types to include in the report.

**Placement Status:**
 Accepted & Confirmed  
 Confirmed Only

- **Receiving Agency:** Select All
- Click **Next**

**Receiving Agency Option**

Do you want to select specific Receiving Agency criteria?

**Receiving Agency:**
 ALL  
 Specify (Agencies / Sites / Services / Destinations)  
*NOTE - this option takes several seconds to display*

- **Filters** – Disciplines
  - Include ALL
- **Filters** – Sub-Disciplines
  - Include ALL
- **Internal Filters**
  - Include ALL
- **QES Filters**
  - Include ALL
- Click **Next**



- **Placement Types** – Select the Disciplines you are responsible for.
  - **Non-group Placements** – Include all
  - **Split requests** – include Split Destinations
- **Click Next**

- **Sorting & Output**
  - **Sorting:** Sort by Destination



- Report Output: Data Extract (Excel)
- Click Next

< Previous   Finish and Run   Save and Close

**Sorting & Output**  
 Select the sorting and output options.

**Sorting:**

- Sort by Placing Agency (PA/D/P)
- Sort by Destination (RA/S/S/D)
- Sort by Service
- Sort by Portfolio

**Report Output:**

- View on screen (HTML)
- Print or email attachment (PDF)
- Data extract (Excel)
- Data extract (CSV)

< Previous   Finish and Run   Save and Close

The report output will appear in your browser. Click **download** to produce the report in editable format.

The screenshot shows an Excel spreadsheet with the following content:

**S/A Listing - Students IT Provisioning -**

**Report Summary**

Ref#	Row Agency	RA Site	RA Service	RA Dest.	Plc Agency	PA Program	PA Course	Start Date	End Date	Status	PR Type	Stu	Firs	Student	Pre	Student	Mic	Student	Mor	Student	Day	Student	Em	HSPnet ID	Student	Rec
742808*	AHS/Calg	ABChildr	AdvPractice	NP-APS	UofA/Nursin	MN	N533/534	Jan 8/24	Apr 12/24	Conf	Precept	Aly	Mona													
729390	AHS/Calg	ABChildr	Audiology	Audiology	PA/NS/Dalh	MSG	Audiolog	7062	Jan 2/24	Mar 26/24	Conf	Precept	Bieger	Annika												

It is recommended that data columns are left in the report. Do not filter or remove any columns. The report will look something like this:



StudentReceivingAgencyUniqueID																
E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
RA Desi	Plc Age	PA Prog	PA Coui	Start Da	End Dat	Status	PR Type	Student	HSPnet	Student						
ce NP APS	UofA/Nursi															37947 SDHTYR
Audiology	PA/NS/Dall															4435E RKVDVG
CardClin	BowValley															29151 BBWDTK
DiabClin	ABES/Hea															4707E HGSPPM
DiabClin	MtRoyalU															1605C ZYGSMZ

When requesting student/instructor ILTs using this report, please check that:

- All students can attend at the same location as their placement city OR you have specified a location in the “**Dates Unavailable**” notes.
- The unavailable dates **were checked** with all students and captured in the report. Rescheduling can only be accommodated for emergency cases.
- All students listed on the report **require** the requested training and have not previously completed this training.

Some additional uses for this report:

- Late acceptance of placements where students will require scheduling of Connect Care training
- Changes in placements of previously enrolled students results in changes to Connect Care training
- Tracking of the 180 days since student/instructor last log-in

## 2. Submitting the S/A Listing Report to Connect Care

Once the report is completed, submit the report along with a detailed email to:

[Connect.CareLearning@albertahealthservices.ca](mailto:Connect.CareLearning@albertahealthservices.ca).



## Email Templates: Emails to Accompany S/A Listing Submissions

### Full Group Submissions:

For XXX Program Course, please enroll the students on the attached HSPnet S/A Listing spreadsheets for their required ILT sessions or SEUPA retakes as identified.

These students are not available for training before XXX date and their first day on site is XXX date. Let us know as soon as possible if there will be any rollover into the first week of their practicum. If possible, try not to book them on XXX date, but there is room for flexibility if needed.

### Single Student Submission:

For XXX Program Course, please enroll this student (full name) for ILT/SEUPA retake (please specify). Include the following information:

- Student's full name
- Email address
- IGUID
- Requested Connect Care role
- Training availability (dates not available) and requested training location.
- Whether the student has completed previous training
- Blackout dates

Once the S/A Listing has been submitted, you will receive the Learner List as a receipt of the details regarding the student ILTs and their Course Registration.



# Learner List: Information Columns

**Role Name:** Roles that are assigned to Launch

**Sequence:** The order courses must be scheduled in within a role. Super User and Badges must always be after other training

**Course Name:** Required Training organized by [role]

**Training Status:** If training needs to be completed or not

**Currently Enrolled:** If Learner is already scheduled course information will be in this column

Manager	Staff	Role Name	Sequence	Course Name	Credits	Training Status	Currently Enrolled
Catherine	Abigail	Dialysis Nurse	1	Epic - Dialysis Nurse ILT	15.5	Not Completed	
Catherine	Abigail	OR Nurse	1	Epic - Intra-Operative Nurse ILT	7.75	Completed	
Catherine	Abigail	Schegistrar	1	Epic - Registration Basics ILT	7.75	Not Completed	
Catherine	Abigail	Schegistrar	2	Epic - Schegistrar ILT	7.75	Not Completed	
Catherine	Adam	OR Charge Poster Role	1	Epic - Charge Poster ILT	3.75	Not Completed	2022-10-03 - 7:00 AM - Foothills Medical Centre - South Tower (SO
Catherine	Adam	OR Nurse	1	Epic - Intra-Operative Nurse ILT	7.75	Completed	
Catherine	Ainsley	OR Service Lead	1	Epic - Intra-Operative Nurse ILT	7.75	Completed	
Catherine	Ainsley	OR Service Lead	2	Epic - Charge Poster ILT	3.75	Completed	
Catherine	Ainsley	OR Service Lead	3	Epic - Preference Card Builder ILT	3.75	Completed	
Catherine	Ainsley	OpTime Super User	1	Epic - OpTime Super User ILT	3.75	Completed	
Catherine	Alana	Ambulatory Minor Procedure Sub Role	1	Epic - Ambulatory Minor Procedure Narrator ILT	2	Not Completed	
Catherine	Alana	Day Medicine/IV Therapy Clinic Nurse	1	Epic - Day Medicine/IV Therapy Clinic Nurse ILT	7.75	Not Completed	
Catherine	Alana	OR Nurse	1	Epic - Intra-Operative Nurse ILT	7.75	Completed	
Catherine	Alana	OpTime Super User	1	Epic - OpTime Super User ILT	3.75	Completed	
Catherine	Alison	Ambulatory Minor Procedure Sub Role	1	Epic - Ambulatory Minor Procedure Narrator ILT	2	Not Completed	
Catherine	Alison	Day Medicine/IV Therapy Clinic Nurse	1	Epic - Day Medicine/IV Therapy Clinic Nurse ILT	7.75	Completed	
Catherine	Alison	OR Nurse	1	Epic - Intra-Operative Nurse ILT	7.75	Completed	

