

**CHANGES TO THE CAHS SYSTEM COMING**

Out with the old, in with the new. A successful 18 months have passed since CAHS was implemented. Thanks to all for your involvement and support. The new year will bring improvements to the CAHS system based on your feedback. If you missed our last users meeting held at MHA on, October 24, 2007, a future development subgroup will be formed to assist in the planning of enhancements and added functionality. We are looking for a diverse group to represent all interests. If you would like to participate and did not have a chance to let us know please contact Jeanne DeCosmo at [jdcosmo@mhaonline.org](mailto:jdcosmo@mhaonline.org)



**Changes in CAHS responsibility...**

**Peggy Bosch will be heading up future development of CAHS. Peggy, thanks for your tireless efforts to develop and make CAHS a workable and user friendly system. Jeanne DeCosmo, previous CAHS user and new Director of Workforce Activities at MHA, will be assuming responsibility for the day to day administration of CAHS. Please direct all needs related to new users, training, and system issues to Jeanne at 410-379-6200 ex. 3451 or email at: [jdcosmo@mhaonline.org](mailto:jdcosmo@mhaonline.org)**

**More Time For You!**

Modifications to the CAHS calendar were discussed at the user meeting. To streamline work flow the following recommendations were voted upon:

**REQUESTS FOR SPRING/SUMMER SEMESTER**

October 31st - last day for preferred partners to submit a request  
November 1st - opened for all others

**REQUESTS FOR FALL/WINTER SEMESTER**

March 31st - last day for preferred partners to submit a request  
April 1st - opened for all others

**IMPORTANT DON'T PANIC, REMEMBER!** The last day for preferred partners is not the first day to request clinical rotations, timeslots will be built in advance as before and schools should be submitting and facilities approving them all along.



**PLEASE WELCOME THE FOLLOWING  
NEW USERS ( IN TRAINING ) TO CAHS:**

**SHORE HEALTH SYSTEM  
CHESAPEAKE COLLEGE**

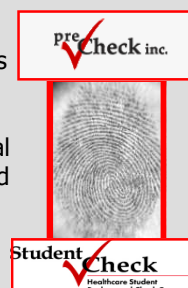
**October User Meeting Highlights:** Groups participated in discussion concerning CAHS practices, most beneficial and least beneficial aspects of the system and areas for improvement. The question of the need for actual or reserved hours of student usage for data collection was determined to be beneficial for hospitals in particular for Community Benefit Reporting. The ability to easily modify a request by both schools and facilities was also identified as an important future goal of the system. All users reported that the ability to know more about each other has been helpful. There is also reported to be a significant decrease in the number of telephone calls/communications related to the coordination of clinical rotations. Highlights of things identified by the group as "need to be able to do but cannot " include:

- add comment sections on approval/request/rejection
- ability to modify requests
- archive for request folders, organize by year or other means
- improve general navigation- filtering
- listing time in ½ hr increments – would result in true reflection for school
- ability to have calendar format
- download info into Excel
- link communications between hospitals/schools/faculty, email groups of people
- make the scheduling of practicum user friendly
- ability to schedule observation days (ex. the OR )
- link or ability to access documents, forms and information
- reason supplied with denied request (ex. taken by other school, incorrect number of students )
- reservation request screen-add range of time/day of week/semester such as fall 08

Thanks to you...

**the program has been an effective tool and we look forward to future growth and improvements!**

A word about **background checks**: please remember if your facility now requires student background checks, you are not automatically added into your cooperating schools database in PreCheck. When a facility makes the decision to require background checks for students, schools must manually submit the following to PreCheck: \*facility's name, \*name, \*phone#, \*fax, and \*e-mail address of contact person responsible for reviewing in PreCheck those students going to that facility. Facilities, please provide your school partners a status on discussions and potential decisions to require background checks as soon as possible. When a decision is reached, forward the contact information listed above to your school partners as soon as possible to avoid delays with clinical rotations. PreCheck program information is located on the [www.marylandhealthcareers.org](http://www.marylandhealthcareers.org) website under the Student Check link. Contact Stephanie Nolan at PreCheck, 888-372-5874 or [stephanienolan@precheck.com](mailto:stephanienolan@precheck.com) for more information or to register to participate.



## CAHS User Updates for Facilities 3 key reminders

### #1 Non-School Reservation Feature

#### Background:

This feature permits facilities to schedule groups on their units who do NOT USE CAHS. Facilities should not try to “do a favor” for a school and use this for a school because:

- Non-school reservation requests are ONLY in the folder of the facility. Normally a request can be edited by both parties but not a non-school request.
- Non-school reservation requests will appear on reports for the facility only.

### #2 Building Departments

#### Background:

Facilities with many units can begin to group the units by Department. This will be useful as reports are modified and permit data to be reviewed in a more meaningful manner for the facility.

#### Solution:

Create the departments within your facility and then edit each unit to reflect the appropriate department.

#### Step 1: Click on “View My Record”

Click on the large font word “Departments” or the pencil to the right of the word. Click on “Add Department”. Enter the name of the department and if you wish, a further description. A description is not required. Click on “Save Details”. Repeat the process until all desired departments have been constructed.

#### Step 2: Click on “Facility Details” or “View My Record”

Click on the name of each unit and the details will be displayed. Click on the pencil in the upper right corner to edit the unit details. Just below the unit name will be the Department query. Select the appropriate Department and click on “Save Details” at the bottom of the screen.

### #3 What Hospitals Need to Know When Building Units: Use the Perspective of an Educator

#### Background:

- Instructors bringing a group of students should only need to submit one request for that group. Likewise, hospitals should only need to respond once for a group.
- Sometimes a group of students is divided up among places in the hospital depending on the activity of the moment. Two classic examples are:
  - L&D, nursery, post partum
  - Pre-op, OR, and recovery.

#### Solution:

Build units from the perspective of an educator: Childbearing or Surgical experience.

Hospitals just beginning to use CAHS should build their units accordingly. This document details a method for hospitals that want to convert from having several separate units to just one unit. The example of Childbearing will be used. The term “old units” will refer to three units: L&D, nursery, and post partum. The term “new unit” will refer to a new unit called “Childbearing” with a timeslot for 2008. Prior to construction of a new unit; any requests that have already been submitted and approved in the three old units should be identified.

#### Step 1: Identify the requests that will be impacted by removing the old timeslots

Method: Select “View Reports”. Run the report “Student Volumes by Facility” for a date range of 1/1-8-12/31/08 for each of the three old units. Refer to the unit report and look in the “Reservation Requests” folder – make a notation on the reports of the reservation request number for each group. In this manner, you will know exactly which requests will need to be submitted again by the schools. This step is not necessary technically but gives a “comfort factor”.

#### Step 2: Delete the old timeslots in the old units

Method: Select “View My Record” and each of the three old units. For each unit, pull up the record and click on the timeslot “2008”. Be sure you click on the timeslot name, which should be 2008. Do not delete any prior timeslots from 2007 that exist! Click on “Edit Timeslot” and then click on “Delete”. Message will display “Are you sure”, click on “OK”. Anyone who has submitted a request will automatically be notified by the system that the timeslot has been deleted. Their response should be to submit a new request.

#### Step 3: Build the new unit

Method: Click on “View My Record”. Click on the large font “Units” or on the pencil to the right of your list of units. Click on “Add Units”. The unit name is very important and must convey the multi-purpose nature of the unit. Based on the current example the name might be: Childbearing (L&D, Nursery, Post Partum). Use the “Description” or “Additional Comments” fields to detail out how many students can be in each of the physical spaces at a time. Respond to the queries and “Save Details”. Then, build a timeslot with the name “2008” and the maximum number of students the combined units can accommodate.

#### Step 4: Be sure you receive a request from each of the schools identified in the reports run in “Step 1”.

## CAHS User Updates for Schools

### Modifying/Deleting a Reservation Request

#### Background:

Schools may have some requests still in the system that aren't being used. It is important these unneeded requests are edited so that facilities will know when students are not coming and in order to have accurate data and reports.

#### Solution:

##### Step 1: Identify the requests

Method: Select "View Reports". Run the report "Student Volumes by School" for a date range in Fall '08 for "All Courses". Click "Display Report". Review the report and look for any Reservation Requests that are not and will not be needed for the Fall semester. Note the name of the facility, the unit, and the instructor.

##### Step 2: Find the requests in the "Reservation Requests" folder

Method: Select "Home" and then "Reservation Requests" folder. Find the reservation request and click on it to open it.

##### Step 3: Modify the request (to remove some or all hours requested)

Method: Click on "Modify request". Make the necessary changes:

To remove an entire column of hours: click on the hour at the top of the column and all check marks in that column will be removed.

To remove individual dates: click on the checkmarks to the right of the date.

To delete a request: follow directions above to remove all hours from it.

Click on "Update request" when all hours have been edited. A message will be displayed asking if the user is sure of what they have asked for: click "Ok". The reservation will have blue triangles in the hours

## CAHS FUTURE GOALS

- Make improvements to the application per user suggestions
- Expand to new types of users
- Create alternate means for training
- Add information related to orientation requirements
- Revisit the student background check process
- Enhance reporting

## CAHS Program Enhancements



We are excited to share the availability of a new report coming in December. The new report can be run for a date range and reflect:

**for a facility:** the number of student hours reserved on each unit by request number,

**for a school:** the number of student hours reserved by course by request number, specific unit or units, or department for a range of dates. The report should greatly assist in Community Benefit reporting requirements. Schools have been encouraged to edit/modify requests because facilities will want to use the above report for Community Benefit reporting purposes.

### Next User Meeting:

**March 19th 1-4pm**

**Come early and join us for lunch at 12 noon!**

### CAHS Training Opportunities at MHA:

**December 19th 9:00 a.m.—12:00 noon**

**February 1st 9:00 a.m.—12:00 noon**

**March 19th 9:00 a.m.—12:00 noon**

**(Lunch will be served immediately after the training session)**

### **Are We Missing Anyone?**

**Is there a facility or school that needs CAHS? Please contact Jeanne. She would love to work with you to add new partners.**

