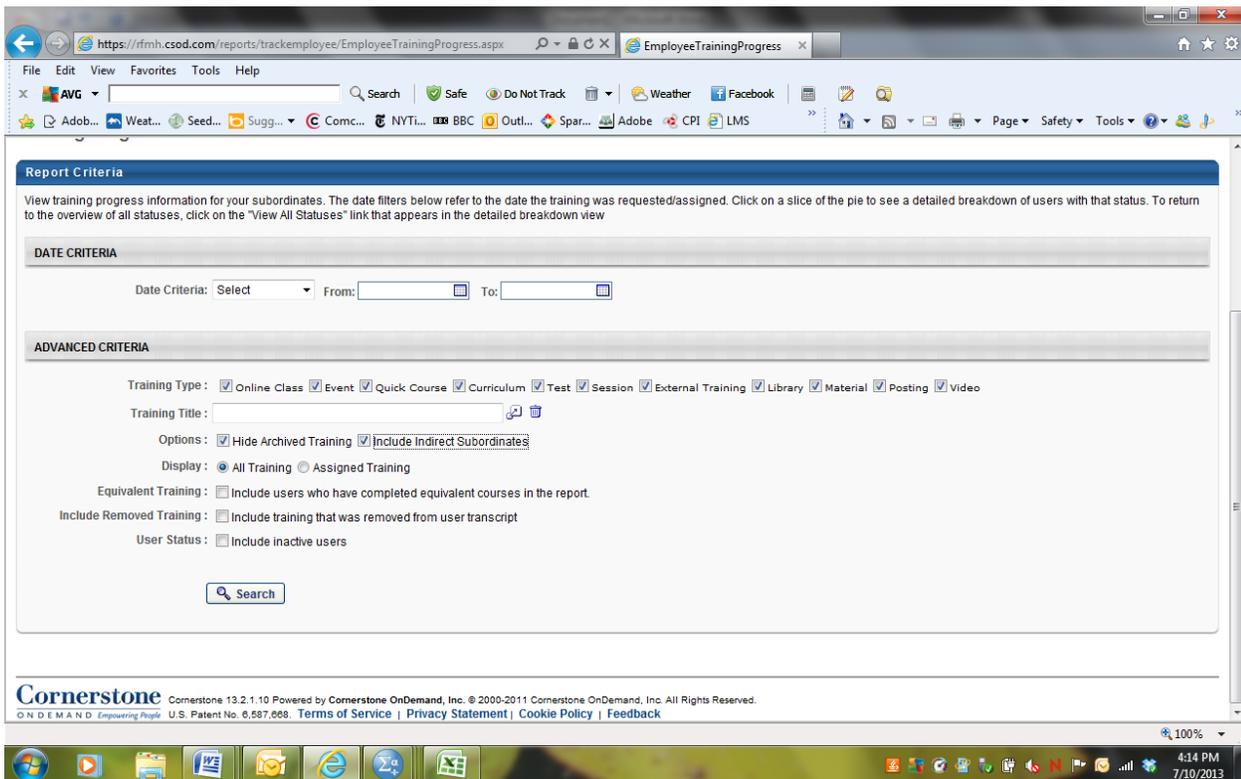


Instructions for Tracking How Many Staff Completed the Center for Practice Innovations (CPI) Modules Using the CPI On-Line System

1. Log into CPI's Learning Community using your username and password
2. Click on the "reports" tab
3. Choose "Training Progress Pie Chart"
4. On the "Report Criteria" page (see screen shot below):
 - Leave the "Date Criteria" blank
 - Click on the arrow next to the box called "Training Title" and then type in the name of your CQI project and Adult/Youth depending upon your population, and then click on "Search". Training title must be one of the four project names listed below:
 - Care Coordination, Adults
 - Care Coordination, Youth
 - Health Promotion, Adults
 - Health Promotion, Youth
 - When the project name shows on the list, click the "+" to the left of the project name to add it to the list
 - Under "Options", make sure "Include Indirect Subordinates" box is checked
 - Under "Display", make sure "All Training" is selected
 - Click on the "Search" button at the bottom of the page



Report Criteria

View training progress information for your subordinates. The date filters below refer to the date the training was requested/assigned. Click on a slice of the pie to see a detailed breakdown of users with that status. To return to the overview of all statuses, click on the "View All Statuses" link that appears in the detailed breakdown view

DATE CRITERIA

Date Criteria: From: To:

ADVANCED CRITERIA

Training Type : Online Class Event Quick Course Curriculum Test Session External Training Library Material Posting Video

Training Title :

Options : Hide Archived Training Include Indirect Subordinates

Display : All Training Assigned Training

Equivalent Training : Include users who have completed equivalent courses in the report.

Include Removed Training : Include training that was removed from user transcript

User Status : Include inactive users

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Once the page refreshes, scroll down to see the pie chart and detailed information for each of your staff enrolled in the CPI system (just below the pie chart). If you hover your cursor over any slice of the pie chart, the number of staff in that category will appear as a hover bubble. If you hover your cursor over the green slice (completed slice) of the pie chart, the number of staff who have completed the 10 required modules associated with your CQI project will show up in a box (see screen shot below).

