



MICMT Approved Statewide Trainers Orientation



Trainer Approval Process

Submit Individual Trainer/Training Organization Application

Meeting with MICMT Representative to discuss:

- Resume/Qualifications
 - Prerequisites
- Memorandum of Understanding/Training Agreement
 - Financial Disclosure
 - Anticipated Training Dates
 - Modality (in-person or live virtual)
- CE Process / Terms of Social Work(SW) and Nursing Application

Complete remaining prerequisites if not met.





Meeting with Training Lead or MICMT to review course content (train a portion of the course to demonstrate understanding of material)

Meet with MICMT Representative to review details of Continuing Education Requirements and overview of MICMT website

Complete first training events!



Process Overview

-  Getting your training posted on the website
-  Preparing to teach the course
-  Uploading your attendance
-  Reviewing post-test and evaluation data



1

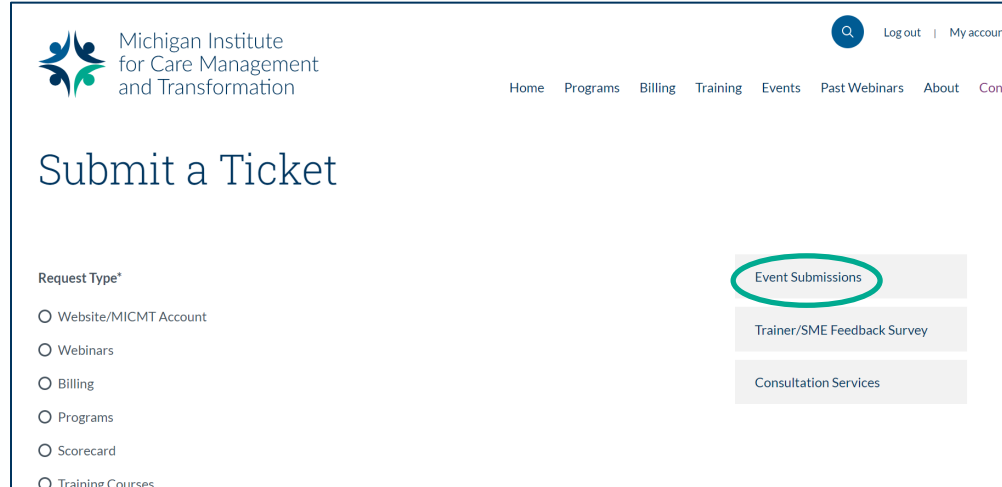
**Getting your training
posted on the website**



Submitting Event Information

Please go to <https://micmt-cares.org/contact> and click on Event Submission

- Please submit survey at least **five (5) weeks in advance** for external training and at least **one (1) week in advance** for internal training.
- After your submission is completed, your event will be posted. You will be notified by MICMT when your event is posted on the website.



The screenshot shows the Michigan Institute for Care Management and Transformation website. The header includes the logo and name, a search icon, and links for 'Log out' and 'My account'. A navigation menu contains 'Home', 'Programs', 'Billing', 'Training', 'Events', 'Past Webinars', 'About', and 'Contact'. The main heading is 'Submit a Ticket'. Under 'Request Type*', there are radio button options: 'Website/MICMT Account', 'Webinars', 'Billing', 'Programs', 'Scorecard', and 'Training Courses'. To the right, three buttons are displayed: 'Event Submissions' (circled in red), 'Trainer/SME Feedback Survey', and 'Consultation Services'.



Survey Fields

General Information	To be completed by all trainers
PO/Organization	Identify your PO or Organization
Contact information	Provide contact information if MICMT needs to reach out with questions about the event.
Training	Select the type of training that you will be providing
What training are you providing	Select the course you will be teaching
Training Details	Date(s) and time of training
Training Description	Any additional details you would like to provide
Will your training be restricted to your organization?	Select no if you would like it to be open to the public
Training Cost	Include any costs per learner
When will registration close?	Provide time and date to close registration
Identify format of training	Live or Live virtual
<ul style="list-style-type: none"> • If virtual 	You will be asked to provide a webinar link
<ul style="list-style-type: none"> • If in person 	You will be asked to provide information on the location of training
Additional/back up point of contact	Should not be trainer, but an additional contact who is available the day of training
Do you plan to use MICMT Registration?	<p>If no, you will need to provide a link for the external registration</p> <p>If yes, you will need to provide a cap/maximum for participants</p>
Payment Process	Include how learners will provide payment for the course
Special Requests	If you have any pre-work for learners or other special requests, please indicate here





Preparing to teach the course



Preparing to teach the course

- ✓ Decide how you will monitor learner attendance.
- ✓ Make sure presentation is at least as long as time allocated in timed agenda.
- ✓ Must use CE Disclosure slide and Course Learning Objectives and Outcome (no modifications allowed). The standardized slide deck may be individualized for PO/practices. Training materials can be located at on MICMT website (see next slide).
- ✓ Test camera and audio before session. Trainer must remain on camera for the entire training.



All training material is available on each training page

Training	URL
Introduction to Team Based Care	https://micmt-cares.org/training/introduction-team
Patient Engagement Foundations	https://micmt-cares.org/training/pdcm/patient-engagement



Criteria for Learner Attendance

Trainers must monitor learner attendance

- **Virtual course:**
 - Learner must join by audio and video
 - Attendance is monitored by video conference/webinar attendance report or roll call at start and end of the course
- **Face to Face:**
 - Must utilize the [MICMT sign-in and sign-out sheet](#)
 - A copy of the completed sheet should be sent to <https://micmt-cares.org/contact>



Attendance Requirements (In Person and Live Virtual courses)

- Trainer Responsibilities
 - Trainer reviews the attendance for the course and submits to MICMT website within 24 hours of course completion ([see instructions below](#)).
 - If learner misses more than 30 minutes of the course, trainer will not check off “attended course”, and the learner will need to take the course in the future.
- Learner responsibilities
 - Learner must have video and audio capabilities for virtual courses.
 - Course evaluations include the required question: “I attest to attending the entire session.”
 - Learners can view the course materials located on MICMT website <https://micmt-cares.org/training/pdcm>



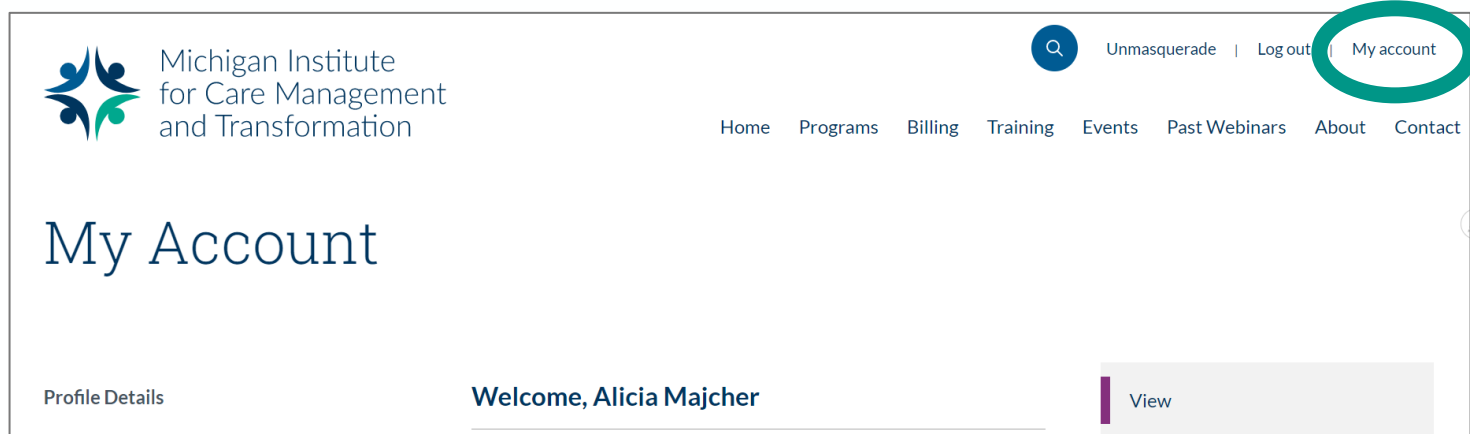
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Uploading your attendance to the website



Log into your MICMT account

1) Log in to your account.



Michigan Institute for Care Management and Transformation

Unmasquerade | Log out | **My account**

Home Programs Billing Training Events Past Webinars About Contact

My Account

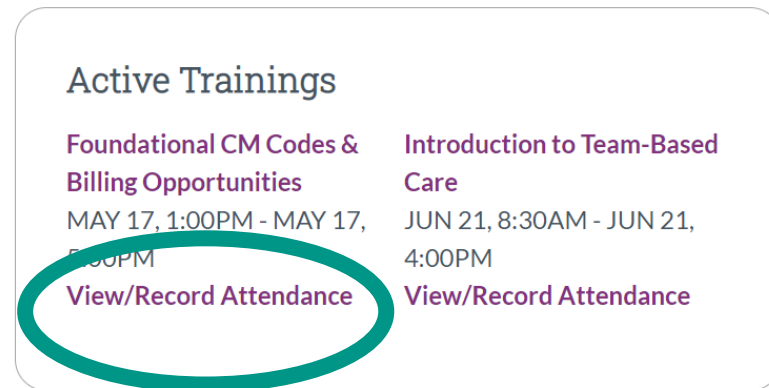
Profile Details

Welcome, Alicia Majcher

View

2) Scroll down to see your **Active Trainings**.

3) Click on **View/Record Attendance**.

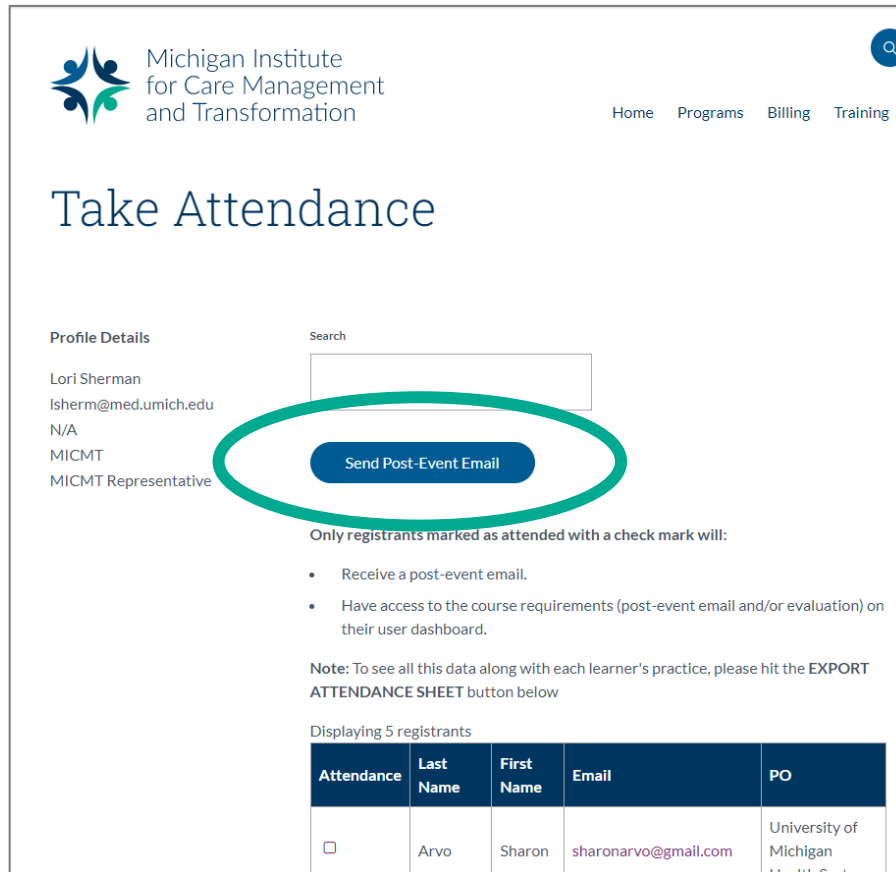


Active Trainings

Foundational CM Codes & Billing Opportunities MAY 17, 1:00PM - MAY 17, 5:00PM View/Record Attendance	Introduction to Team-Based Care JUN 21, 8:30AM - JUN 21, 4:00PM View/Record Attendance
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If you have used MICMT for registration:



Michigan Institute for Care Management and Transformation

Home Programs Billing Training

Take Attendance

Profile Details

Lori Sherman
lsherm@med.umich.edu
N/A
MICMT
MICMT Representative

Search

[Send Post-Event Email](#)

Only registrants marked as attended with a check mark will:

- Receive a post-event email.
- Have access to the course requirements (post-event email and/or evaluation) on their user dashboard.

Note: To see all this data along with each learner's practice, please hit the **EXPORT ATTENDANCE SHEET** button below

Displaying 5 registrants

Attendance	Last Name	First Name	Email	PO
<input type="checkbox"/>	Arvo	Sharon	sharonarvo@gmail.com	University of Michigan Health System

3) Check off your attendees

4) Click **send post-event e-mail**

YOU ARE DONE!

If you managed your own registration:

3) Click on **Import Attendance Data** account.

Foundational CM Codes & Billing Opportunities

Attendance Data Import

Use this form to upload a CSV file to import attendance

Upload file here

No file chosen

References

- [Download attendance template file](#)
- [List of available Physician Organization](#)

Exact titles are necessary for each attendee of an event. Please take advantage of the CSV template and field listings to make attendance importing go smoothly.

Displaying 5 registrants

Attendance	Last Name	First Name	Email	PO
<input type="checkbox"/>	Arvo	Sharon	sharonarvo@gmail.com	University of Michigan Health System
<input type="checkbox"/>	Cox	Kristi	coxkrist@med.umich.edu	University of Michigan Health System
<input checked="" type="checkbox"/>	Gaulier	Patrick	pgaulier@med.umich.edu	University of Michigan Health System
<input type="checkbox"/>	Sausser RN, BSN	James C.	jamesau@med.umich.edu	University of Michigan Health System
<input checked="" type="checkbox"/>	Shaw	Brenda	beshaw@med.umich.edu	University of Michigan Health System

4) Click on **Download attendance template file**



Attendance Template File

	A	B	C	D
1	email	first_name	last_name	po
2				
3				

- Required fields are e-mail, first name, last name, and PO/organization.
- These fields should **match their profiles** in the website.
- This is a CSV file and needs to be remain as a CSV file.
- Watch out for spaces!



REFERENCES

[Download attendance template file](#)

[List of available Physician Organizations](#)

You can download a list of Physician Organizations to help with completing the template.

	A	B	C	D
1	email	first_name	last_name	po
2	lindsamw@med.umich.edu	Linny	West	MICMT
3	saadkins@med.umich.edu	Sara	Rudolf	MICMT
4	mbeisel@med.umich.edu	Marie	Beisel	MICMT
5				

5) After you complete the attendance log, save as a CSV

[Home](#)

Use this form to upload a CSV file to import attendance

Upload file here

 [attendancImportTemplate.csv](#)

Remove

6) Upload file and click **Upload CSV**

Upload CSV




Take Attendance

Profile Details

Lori Sherman
lsherm@med.umich.edu
N/A
MICMT
MICMT Representative

Search



Only registrants marked as attended with a check mark will:

- Receive a post-event email.
- Have access to the course requirements (post-event email and/or evaluation) on their user dashboard.

Note: To see all this data along with each learner's practice, please hit the **EXPORT ATTENDANCE SHEET** button below

Displaying 5 registrants

Attendance	Last Name	First Name	Email	PO
<input type="checkbox"/>	Arvo	Sharon	sharonarvo@gmail.com	University of Michigan Health System

7) Your attendees will appear and be checked off.

8) Click **send post-event e-mail**

YOU ARE DONE!



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Post-test and evaluation data



Post-Event Process

After attendance is submitted and email is sent, learners receive link to evaluation and post-test.

Learners have **five business days to complete**. After successful completion, certificates appear on learner dashboards.

Trainers have access to review the training information on their dashboard in real time at any time.

Any questions or issues with accessing the evaluation or post-test should be directed to <https://micmt-cares.org/contact>



Post-Event E-Mail

Thank you for attending [course name] on [date] hosted by [Training Organization]. To receive credit for this course, please complete the evaluation and post-test [here](#). You have (5) business days to complete. If you have questions or concerns, please contact <https://micmt-cares.org/contact>.



Additional Tool: Trainer Dashboard



Trainer Dashboard*

Trainer Assessment

Alicia Majcher

Average Test Score: 85.38%

Average LO Evaluation: 103.66%

Number of Trainings: 33

Number of Attendees: 479

Erin Scarlett

Average Test Score: 93.15%

Average LO Evaluation: 108.99%

Number of Trainings: 5

Number of Attendees: 101

[View Course Overview Report](#)

Training Overview

Number of Trainings Completed: 33

Number of BCBSM Learning Credits:
16.00

Number of CE Contact Hours: 818.00

Introduction to Specialty Team-Based Care

Average Test Score: 90.17%

Average LO Evaluation: 86.47%

Number of Trainings: 13

Number of Attendees: 156

[View Course Overview Report](#)

Introduction to Team-Based Care

Average Test Score: 81.95%

Average LO Evaluation: 111.09%

Number of Trainings: 16

Number of Attendees: 287

[View Course Overview Report](#)

Trainers have a summary of learner evaluations and test scores organized by each training

Trainers also have an individual course breakdown for those trainings completed in the last three months

* Click on My Account and scroll down to access this information



Trainer Dashboard

Active Trainings

Foundational CM Codes & Billing Opportunities

MAY 17, 1:00PM - MAY 17, 5:00PM

[View/Record Attendance](#)

Introduction to Team-Based Care

JUN 21, 8:30AM - JUN 21, 4:00PM

[View/Record Attendance](#)

Trainers can view and access trainings to monitor registration, obtain contact information, and complete attendance logs



Trainer Dashboard

Course Breakdown

Only showing the last 3 months. For more details, see the [Course Overview Report](#)

Introduction to Team-Based Care (1785) Mar 17, 9:00am - Mar 17, 5:00pm Attendees: 36 Number of Tests Passed: 28	Introduction to Team-Based Care (1795) Apr 20, 9:00am - Apr 20, 5:00pm Attendees: 29 Number of Tests Passed: 27
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Course Overview Report - Trainers can see a course breakdown by training, date, time, evaluation average, credits, test scores, and learner.

Important Notes

Test Score: If this field is blank, it means the learner did not complete the test required for course credit. (If there is a score, they completed the test.)

BCBSM Learning Credits: The amount of BCBSM credits this course offers learners. Some courses do not offer BCBSM credits.

Credit Hours: The amount of credit or CE hours the learner acquired. If the trainer handles their own CEs, this will be marked 0.

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[CSV](#)

Event ID	Title	Date and time	Trainer(s)	LO Evaluation Average	BCBSM Learning Credits	Credit Hours	First Name	Last Name	Organization	Test Score
752	Introduction to Specialty Team-Based Care	June 22, 2020 1:00pm - June 22, 2020 4:00pm		100.00%	BCBSM PDCM 0.00 Learning Credits	Number of Social Work CE Contact Hours: 4.50				90.00%
752	Introduction to Specialty Team-Based Care	June 22, 2020 1:00pm - June 22, 2020 4:00pm		75.68%	BCBSM PDCM 0.00 Learning Credits	Number of Social Work CE Contact Hours: 4.50			University of Michigan Health System	100.00%



Important Reminders

ALL trainings need to be submitted to MICMT to be able to:

- Track attendance
- Set up the post-event e-mail with evaluations and post-test
- Attach CE's and Certificates

Learners should create an account on the website BEFORE the training so they can:

- Receive the post-event email with links for the evaluation and test
- Complete the evaluation and test to receive their CE's and certificates without delay

ALL attendance records need to be submitted within 24 hours to be able to:

- Allow learners the (5) business days to complete the post-test and evaluation
- Ensure learners receive their CE's and certificates





Everything you need to know about Continuing Education Requirements

CE Contact Hours

Course Title	CE Contact Hours Nursing and SW for License Renewal
Introduction to Team-Based Care*	5.5
Patient Engagement Foundations*	6.0

* If you are interested in offering Pharmacy CE for these courses, please contact MICMT

** Also qualifies for AAPC credit hours



Successful Completion of a MICMT course includes:

Completion of entire MICMT course
(in-person or live virtual)

Completion of the MICMT course evaluation

Completion of post- test with a score of 80% or greater (repeat attempts allowed)

Certificate is awarded and posted on Learner's Dashboard

Learner has five (5) business days to complete the evaluation and post-test.



Sample Introduction to Team-Based Care Disclosure Slide

No one in control of content has any relevant financial relationships with ineligible companies.

Successful completion of the Introduction to Team Based Care course includes:

- must have an approved, active MICMT account prior to the start of today's live event
- not be more than 10 minutes late at the start of this course and attend the rest of the course
- if attending live virtual must have audio and see the slides live; join the course by your individual computer,
- completion of the course post test **within 5 business days post live event:** need to have a score of 80% or greater on the post-test
- completion of the course evaluation **within 5 business days post live event**

Nursing:

Upon successful completion of the Introduction to Team Based Care Course, the participant will earn 5.5 Nursing CE contact hours.

- This nursing continuing professional development activity was approved by the Wisconsin Nurses Association, an accredited approver by the American Nurses Credentialing Centers Commission on Accreditation.
- Expiration: 1/1/2028

Social Work:

This activity has been approved by the NASW-Michigan Chapter for 5.5 general social work CEs: Approval Number 20260122-CA-MICMT

- Expiration: 1/22/2027

Registered Dietitian:

Upon successful completion, Registered Dietitians can use the MICMT Nursing CE certificate for their CPEUs. See CDRnet core criteria for details <https://www.cdrnet.org/core-criteria>

Community Health Worker:

- For today's course, CHWs can use the MICMT certificate of completion for their CEUs. For details, access the Michigan Community Health Worker Alliance (MiCHWA) CHW Continuing Education Fact Sheet <https://www.michwa.org/continuing-education>



Review



Trainer Responsibilities

Complete event posting survey

Access trainer and learner material on training pages

Conduct training, monitor attendance, follow attendance protocol

Upload attendance within one business day and send hard copy sign-in sheets to MICMT

Utilize dashboard to review training results



MICMT Responsibilities

Receives event posting survey and posts to MICMT website within five business days

Monitors evaluations and post-tests; assist learners as needed

Generate certificates as applicable

Provide evaluation results to trainers



MICMT CE Responsibilities

Provide required information to CE Approver Organizations

Audit courses to ensure standardization of course content

Generate the appropriate CE certificates for learners who successfully complete the course

Maintain all CE records and documentation as required by Approver Organizations



**I have questions!
Who can I contact?**



<https://micmt-cares.org/contact>

