

Optional: *CCPS location (top menu > side menu section > screen name)*

- Update agency details, if needed CLINICAL AGENCY > STEP 1: Clinical Coordinator Admin > Update Agency Details
- Indicate preferred schools CLINICAL AGENCY > Clinical Coordinator Admin > Manage Preferred Partners
 - This can be used to filter the requests you see on the Work with Placement Requests screen
- Enter unit locations CLINICAL AGENCY > STEP 1: Work with Unit Locations > Edit Unit Locations
 - Indicate the specific location of a unit (i.e., 3 WEST) or show that there are multiple locations of a unit

Reports: *(accessed from the Reports menu at the top, also under Clinical Agency and School)*

- Unit Schedules CLINICAL AGENCY > STEP 2: Work with Unit Schedules > Unit Schedules Report
 - Shows all the unit availability that you have entered in CCPS
 - Quick place to check what you already have in the system, for all units at once
 - This report will not show whether the schedules have been requested or scheduled for a school
 - Select one, multiple or all agencies and search for one or multiple units within those clinical agencies.
- Cohort Schedules *(Accessed predominantly by schools)*
 - Shows all cohort schedules that have been created, by school
 - Search for one or multiple courses within the selected school
- School Proposals *(Accessed predominantly by schools)*
 - Shows all cohort schedules that have been proposed, by school
 - Search for one or multiple courses within the selected school and with status “proposed”, “accepted”, “declined” or “reproposed”.

Placement Calendar CLINICAL AGENCY > STEP 3. Work with Placement Requests > Placement Calendar Report

- Shows school proposals to your hospital in a calendar format
- Organized by department-unit-location and shift
- Includes accepted and proposed requests only, will indicate the status for each request
- Select one, multiple or all agencies and search for one or multiple units within those clinical agencies.
Ability to search for preferred partners.

- Placement Request Status Report CLINICAL AGENCY > STEP 3: Work with Placement Requests: Placement Request Status Report

- Shows all of the cohort schedules that were proposed to your hospital and their status (proposed, accepted, declined, repropose)
- This is the same information shown to you on the Review Placement Requests screen
- Good place to view proposals and their status all at once
- Select one, multiple or all agencies and search for one or multiple units within those clinical agencies.
- Search for proposals with status “proposed”, “accepted”, “declined” or “reproposed”.

Other resources:

□ Help

- Screen specific text/information
- Descriptions for main menus (such as Clinical Agency), before you click on a particular screen
- User manual available on the home page for step-by-step instructions
- Frequently Asked Questions section, accessible from any page
- Overview videos under the Help page (in the black stripe at the top of the page)
- Customer Support Desk at ccpshelp@BayAreaNRC.org or (916) 325-8575 (toll-free 866-325-3222x123)

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