

CENTRALIZED CLINICAL PLACEMENT SYSTEM (CCPS)

SCHOOL COORDINATOR CHECK LIST:

Required Steps:

CCPS location (top menu > side menu section > screen name)

- Add/update courses & cohorts SCHOOL > STEP 1: School Information > Work with Courses & Cohorts
 - Each course may have multiple cohorts; a cohort defines a group of students within that course
 - Add new courses and cohorts, or ensure that existing courses and cohorts are accurate for the placement term
 - Be sure that the appropriate preferred units are selected for each cohort (listed in the right-hand box – CCPS looks for unit availability based on these)

- Create cohort schedules SCHOOL > STEP 2: Work with Cohort Schedules > Create New Schedule
Select: start & end date, days of week, shifts, shift start & end times - submit

- Maintain cohort schedules SCHOOL > STEP 2: Work with Cohort Schedules > Copy Schedules
 - Each schedule defines the dates (start/end), days of the week, and times for the cohort’s clinical experience
 - A cohort may have one or more schedules (even within a particular term)
 - Existing schedules may be copied with new start/end dates to create schedules for the next term
 - The schedule information is used as a starting point to search for availability – you will be able to select different days and times if your first choice is not available

- Propose historical placements SCHOOL > STEP 3: Work with Historical Placements
 - Pull the School Proposals report to view what’s already requested and avoid duplicate entries
 - Multiple placements can be requested at the same time using the Historical Placement wizard
 - Select the previous placements you’d like to propose and enter the new dates for each request.

- Propose new cohort schedules SCHOOL > STEP 3: Work with Placement Requests
 - Check the master calendar to see when you may begin making proposals for the next term
 - Only one cohort schedule may be proposed at a time, but it can be proposed to several units and/or hospitals
 - Helpful hints:
 - If you do not see the availability you expected, check your preferred units, use the “Department” filter or use
 - View Unit Availability to check the agency’s units and availability
 - You may select days and times that don’t match your cohort schedule, based on availability and preferences
 - Note the hospital unit’s Max # of students – you may need to request more than one unit to accommodate all of the

- Select one school and search for one or multiple courses within that school. Also search for proposals with status “proposed”, “accepted”, “declined” or “reproposed”.
- You may also view this information on SCHOOL > STEP 3: Work with Placement Requests > View & Edit Proposals

□ Placement Calendar (*Accessed predominantly by hospitals*)

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- Shows all of the accepted and requested cohort placements by hospital, in a calendar format.
- 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 (*Accessed predominantly by hospitals*)

- Shows all of the cohort schedules that have been proposed to a hospital, and their status (proposed, accepted, rejected)
- Select one, multiple or all agencies and search for one or multiple units within those clinical agencies.
- Search for proposals with status “proposed”, “accepted” and “declined”.

Other resources:

□ View & Edit Proposals

SCHOOL > STEP 3: Work with Placement Requests > View and Edit Proposals

- View comments made during proposal/acceptance process
- Select a course, enter the search date range to locate proposals for all the cohorts associated with the selected course.

□ Unit availability

- You may see a hospital’s unit availability under SCHOOL > STEP 3> Work with Placement Requests > View Unit Availability
 - Select one or more units at a time
 - The rows indicate their original availability, highlight a particular row to see a color-coded graphic indicating which
 - Times have already been scheduled or requested, by week (graphic begins in current week)

□ Help

- Screen specific text/instructions
- Descriptions for main menus (such as School), 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 ccps help@BayAreaNRC.org or (916) 325-8575 (toll-free 866-325-3222x123)

rev. 07/22/08