



Classroom Training Announcement

Waiver Management Systems Training: CCB Waiver Tracking System

Jan. 15, 2015 9 a.m. – 3:30 p.m.

444 Lafayette Building, St Paul MN Training Lab 1244

Description

This session will provide new user training for the waiver tracking system for CCB waivers and refresher training for current users. This training is for authorized users only of the CCB Waiver Tracking System. Joseph Alakija, DHS Disability Services Division, Waiver Management Policy Analyst and Peggy Heaver, CCB Waiver Coordinator, Anoka County will conduct the training.

Target audience

County, tribal and DSD staff who are authorized users of the CCB Waiver Tracking System, and have been issued key fobs.

Learning Objectives

- Demonstrate access to the CCB waiver tracking system
- Become familiar with the information and data provided in the system
- Complete simulation and pending functions in the CCB tracking system
- Interpret budget information from the summary page of the CCB Tracking System
- Troubleshoot for resolution of discrepancies
- Identify information for review after each monthly download.

Registration Information

Register using TrainLink: you must have a Unique Key to register and receive credit for training.

- Go to [TrainLink](#)
- Select Continuing Care Learning Center
- Select Sign On in the upper right hand corner
- Enter your Unique Key
- Select Class Schedule/Registration
- Select All Training for Disability Services
- Search 'Waiver Management Systems Training'
- Select the Class
- Select Enroll in this class and follow the registration instructions

Links and Information

If you need assistance with accommodation needs or more information, please email [DSD Learn](#).

- [Cancel a Class Registration Instructions](#)

- [Registration Instructions](#)
- [TrainLink](#)
- [TrainLink Unique Key Instructions and](#)
- [Unique Key Requests](#)