



CENTRALIZED CLINICAL
PLACEMENT SYSTEM

Dear CCPS Users,

In response to user suggestions, the CCPS team has been hard at work implementing continuous improvements to ease the processes associated with scheduling and preparing students for clinical rotations.

Below are highlights about a brand-new feature that will improve CCPS, as well as details about enhancements to current features.

New Features

Hospital System User Access

When developing reporting for multiple clinical sites within a hospital system, this level of access allows users to view clinical placement details and aggregate reporting for all system sites. Hospital system users have access to:

- Systemwide dashboard
- Systemwide site directory
- Systemwide reporting

Users who need to view details or create reports for their hospital system and would like to be set up with this level of access should contact the CCPS HelpDesk at 1.866.325.3222 ext. 123.

Enhancements to Current Features

For Provider Users

Assigned Requests Page

A new **View Requirements** feature for each individual student allows users to review the compliance status of each requirement, the attestation date, and

other details at the click of a button. To access the View Requirements feature:

- Login to CCPS
- Click **Assigned Requests** (left menu)
- Click on the **Students** button
- Click on the **View Requirements** button

Note: The View Requirements button will only be available if students have been assigned to a rotation.

Rotation Summary

Department Unit Location	Days	Shift	Student Count
Critical Care CVICU 1st Floor (8)	Thu/Sat	DB	8

Students assigned to this rotation. [Export to Excel](#)

Name	Email	Phone	DOB	Requirements	Comments for Provider Site
Student Nine	student9@gmail.com	789-745-7854	10/17/2000	<input checked="" type="checkbox"/> View Requirements	
KATHLEEN DEGUERRE	kideguerre@aol.com	(916) 802-9717	8/28/2002	<input checked="" type="checkbox"/> View Requirements	COVID Guidelines - Faculty will wear a mask.

Clinical Requirements detail for Candy Land

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View the attestation status and details of each requirement for this student.

Provider Site Specific Clinical Requirements

Show 25 entries [Export to Excel](#)

Status	Type	Requirement	Attached Date	Expiration Date	Comments for Provider Site	Student Upload
Complete	Training	COMPLIANCE DEMO HOSPITAL Requirements: Dress Code Requirement Instructions: Please read and sign before start of clinical. Requirement Comments: Dress Code	7/15/2019			

Showing 1 to 1 of 1 entries [Previous](#) [Next](#)

Regional Clinical Requirements

Show 25 entries [Export to Excel](#)

Status	Type	Requirement	Attached Date	Expiration Date	Comments for Provider Site	Student Upload
Complete	Background	Criminal Background Clearance	7/15/2019			
Complete	Background	Drug Screen Clearance	7/15/2019			
Complete	Background	Health Insurance	7/15/2019			
Complete	Background	Malpractice Insurance	7/15/2019			
Complete	Background	Worker's compensation	7/15/2019			
Complete	Health Information	Physical Exam	7/15/2019			
Complete	Immunizations	Fu Vaccine (seasonally)	7/15/2019			

For Provider and School Users

Email Management

Users now have more control over the types of emails they receive from CCPS. The system now allows users to select the placement types (cohort, preceptor, or allied health) or program types (ADN, BSN, EMT, etc.) that they manage, so users will only receive auto emails for those types of placements. To manage a user's email settings:

- Login to CCPS
- Click the **Team** link (left menu)
- Click the **Email Settings** button
- From the listing, select program and placement types to receive emails about.

Profile for **Email Settings**

Program Type List for Compliance School

Select the program types for which you would like to receive email notifications.

Program Type	Email	Select All
ABSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADN	<input type="checkbox"/>	<input type="checkbox"/>
APRN	<input type="checkbox"/>	<input type="checkbox"/>
Audiology	<input type="checkbox"/>	<input type="checkbox"/>
BSN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certified Nurse Assistant	<input type="checkbox"/>	<input type="checkbox"/>
DNP	<input type="checkbox"/>	<input type="checkbox"/>
Electrocardiograph Technician	<input type="checkbox"/>	<input type="checkbox"/>
EMT	<input type="checkbox"/>	<input type="checkbox"/>
GEPN	<input type="checkbox"/>	<input type="checkbox"/>
Health Information Technology	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare Interpreter	<input type="checkbox"/>	<input type="checkbox"/>
Home Health Aide	<input type="checkbox"/>	<input type="checkbox"/>
LVN	<input type="checkbox"/>	<input type="checkbox"/>

Placement Calendar Report

The shift column now displays Day, Evening, and Night in order to make viewing the calendar easier. If a rotation is assigned a D8 or a D12, it will fall within the Day shift and the assigned shift will be noted along with the other rotation details. This change will also reduce the number of pages for this report.

Dept Shift Location	Shift	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Critical Care Step Down 6 North (ID 2527) Max Student (5)	Day		APU SON (PR 2020-2320) Course: UNRS 411 Cohort: ABSN Program: ABSN Instructor: tbd tbd Phone: 1/13/2021 - 4/13/2021 D12		MSMU (PR 2020-2584) Course: NUR 106 Cohort: CEDARS Program: SON Instructor: TBD Phone: 5 students 1/14/2021 - 2/25/2021 D8			
Critical Care Step Down 6 South (ID 2528) Max Student (5)	Day		APU SON (PR 2020-2320) Course: UNRS 411 Cohort: ABSN Program: ABSN Instructor: tbd tbd Phone: 1/13/2021 - 4/13/2021 D12		MSMU (PR 2020-2584) Course: NUR 106 Cohort: CEDARS Program: SON Instructor: TBD Phone: 5 students 1/14/2021 - 2/25/2021 D8			

Coming Soon

CCPS-Student Ready

The new Student Ready features in CCPS will further streamline the student compliance process for schools, clinical sites, faculty, and students. These features include allowing:

- Clinical sites to create a listing of requirements and upload associated documents.
- Schools to invite students and faculty to register to CCPS-Student Ready.
- Students and faculty to login to CCPS-Student Ready to access a listing of clinical requirements and upload required documents into CCPS.
- Students and faculty to release completed requirements for attestation.
- School administrators to complete the attestation process online.
- Assigned clinical sites to have online access to student rosters and attestation details for all assigned students.

CCPS will be hosting one-hour webinars to share details about the new student and compliance tracking features that will soon be available in CCPS-Student Ready. **Please be on the lookout for more details about the upcoming webinars.**

Contact Us

We are excited to continually evaluate and add new features to support your work through CCPS.

If you have any questions or need assistance in using CCPS, please contact Kathy DeGuerre, Health Care Programs and CCPS support manager, Foundation for California Community Colleges, at kdeguerre@centralizedplacements.org.

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