



Greetings CCPS Users,

We are excited to share highlights about brand-new features to improve CCPS, and details about enhancements to current features that will ease the processes associated with scheduling and preparing students for clinical rotations.

### **CCPS-Student Ready is Now Available**

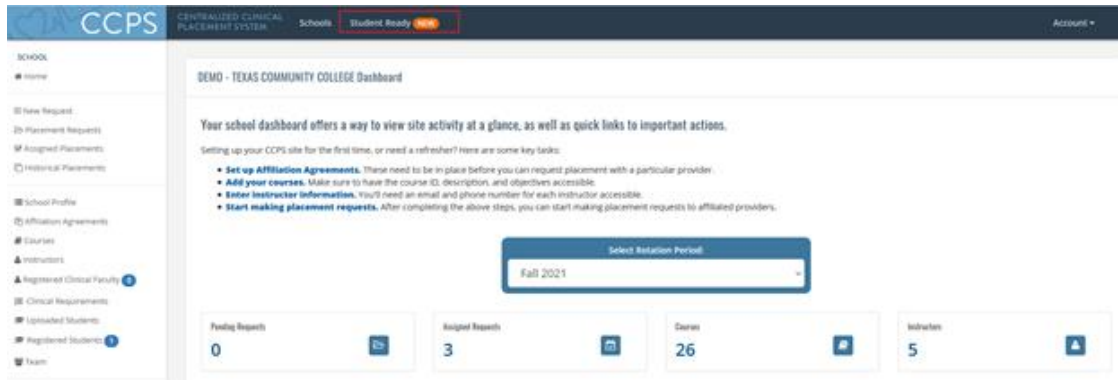
CCPS-Student Ready is a suite of new features in CCPS that streamline the student compliance process for schools, clinical sites, faculty, and students.

Student Ready will:

- Allow clinical sites to create a listing of requirements and upload associated documents.
- Allow schools to invite students and faculty to register to CCPS-Student Ready.
- Allow students and faculty to log in to CCPS-Student Ready to view rotation details and access a listing of clinical requirements.
- Allow students and faculty to upload required documents into CCPS-Student Ready.
- Allow students and faculty to release completed requirements for attestation.
- Allow school admins to complete the attestation process online.
- Allow assigned clinical sites to have online access to student rosters and attestation details for all assigned students.

If you are a school and want to learn more about using CCPS-Student Ready, log in to CCPS and click on **Student Ready**, then click **Request More**

**Information about CCPS-Student Ready.** A CCPS representative will contact you to discuss all the details of activating Student Ready for your school site.

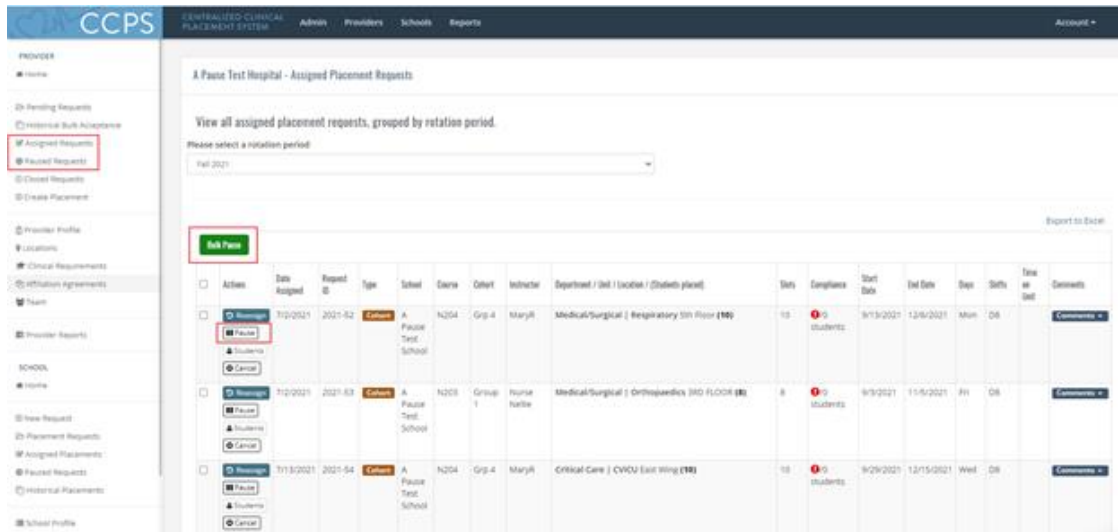


## Additional New Features

### Pause/Resume Feature for Schools and Clinical Sites

The COVID-19 pandemic brought to light the need for a school or clinical site to “pause” a clinical rotation. CCPS has added new features that allows both a school or a clinical site to **Pause** or **Resume** a rotation. If a rotation is in paused status, the rotation has been accepted but is not actively taking place. A rotation in pause status may be resumed or canceled later.

**To pause a rotation:** From the **Assigned Request** page (providers) or the **Assigned Placements** page (school), locate the placement request and click the **Pause** button. Enter a **Pause comment**, then click **Pause Placement**. The placement request will now display on the **Paused Requests** page.



**To pause multiple requests:** In the first column, select each placement request to pause, then click the green **Bulk Pause** button. Enter a comment as to why the placements are being paused and click the **Pause Placement** button. These placement requests will now display on the **Paused Requests** page.

System emails will be sent to notify the school, clinical site, and students that are impacted by the **Pause** action.

**To resume a rotation:** From the **Paused Requests** page, locate the placement request and click the **Resume** button. Enter a **Resume comment**, then click **Resume Placement**. The placement request will now display on the **Assigned Requests** page.

**To resume multiple requests:** In the first column, select each placement request to resume, then click the green **Bulk Resume** button. Enter a comment as to why the placements are being resumed and click the **Resume Placement** button. These placement requests will now display on the **Assigned Requests** page.

System emails will be sent to notify the school, clinical site, and students that are impacted by the **Resume** action.

**Note:** A paused placement request can only be resumed by the school or provider site that initiated the pause.

## Bulk Decline Now Available for Provider Sites

If you are a provider site that has fulfilled as many placement requests as possible for a rotation period and still have requests in pending status, it is now possible to bulk decline all remaining pending requests in a single transaction.

**To bulk decline:** From the **Pending Requests** page, in the first column, select each placement request to **Decline** and click the green **Bulk Decline** button. Select a reason as to why the placements are being declined and click the **Decline Placement** button. These placement requests will now display on the **Closed Requests** page. System emails will be sent to notify the school of the **Decline** action.

The screenshot shows the CCPS Centralized Clinical Placement System interface. The left sidebar contains navigation options like 'Pending Requests', 'Assigned Requests', and 'Closed Requests'. The main content area is titled 'A Paize Test Hospital - Pending Placement Requests' and displays a table of pending requests. A green 'Bulk Decline' button is highlighted with a red box. Below the button is a table with the following columns: Action, Report ID, Type, Date Submitted, School, Program Type, Course #, Catalog, Instructor, # of Students, Start Date, End Date, Request # of Days, Preferred Days, Preferred Shifts, and Preferred Department. The table contains four rows of data, each representing a pending placement request.

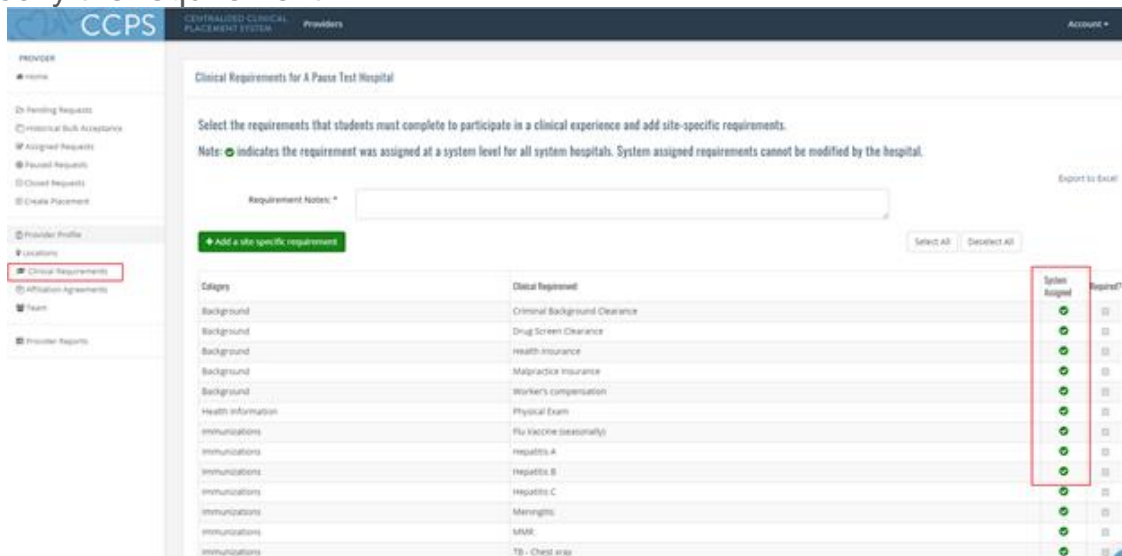
Action	Report ID	Type	Date Submitted	School	Program Type	Course #	Catalog	Instructor	# of Students	Start Date	End Date	Request # of Days	Preferred Days	Preferred Shifts	Preferred Department
<input type="checkbox"/>	2021-61	Cohort	7/15/2021	A Paize Test School	BSN	N204 - Nursing 101	Grp 4	Mary R	0	9/28/2021	12/12/2021	1	Su	DB	Medical/Surgical Telemetry
<input type="checkbox"/>	2021-64	Cohort	7/20/2021	A Paize Test School	ADN	N203 - Intro to Basic Nursing	Group 1	Nurse Nellie	0	6/9/2021	11/6/2021	1	Th	DB	Medical/Surgical Telemetry
<input type="checkbox"/>	2021-65	Cohort	7/20/2021	A Paize Test School	BSN	N204 - Nursing 101	Grp 4	Mary R	0	9/22/2021	12/15/2021	1	W	DB	Medical/Surgical
<input type="checkbox"/>	2021-66	Cohort	7/20/2021	A Paize Test School	BSN	N204 - Nursing 101	Grp 4	Mary R	0	9/17/2021	12/10/2021	1	W	DB	Medical/Surgical

## Hospital System Users Can Now Set Clinical Requirements for All Associated System Hospital Sites

If each of your system hospitals has the same clinical requirements for students and faculty, the system administrator can now enter/select these requirements and they will be applied to each system hospital. If a requirement is set at the system level, the hospital site will not be able to modify the requirement.

**To set clinical requirements for all system hospitals:** Log in as a system user, then click on **Clinical Requirements**. Enter a checkmark for each requirement students must complete to participate in a clinical rotation at your system hospital sites. If you have system-specific requirements that are not listed, click the green **Add a system specific requirement** button, then fill out the requirement form and upload any associated documentation. Click **Save**.

Each of your requirements have been saved and will be applied to each system hospital with an indicator that the requirement was **System Assigned**. If a requirement is set at the system level, the hospital site will not be able to modify the requirement.



**View-Only access for provider sites:** Do you have unit managers or leadership personnel that would like easy access to CCPS reporting? If so, you can now invite them to be a View-Only user of CCPS. View-Only access will provide them a limited menu that will allow them to access the Availability Overview, Placement Calendar and the Community Benefit Reports. **View-Only access for Schools is coming soon!**

**To invite a View-Only user:**

From the **TEAM** page -> click the green **Invite New View Only Admin** button -> enter email address -> click the **Send Invite** button. The system will send an email with a link to register as a View-Only user of CCPS.

The screenshot shows the CCPS interface for ANGELS HEALTH MEMORIAL. The 'Team' button in the sidebar is highlighted. The main content area features two buttons: 'Invite New Admin' and 'Invite New View Only Admin'. Below these are tabs for 'Active Users', 'Inactive Users', and 'Pending Invitations'. A table titled 'Registered Users' is displayed with the following data:

Actions	Name	User Type	Title	Contact Information	Email Notifications
<a href="#">Email User</a> <a href="#">Deactivate User</a>	ViewOnly, Angel	<a href="#">Admin Only</a>	Unit Manager	(741) 799-7996   <a href="mailto:angelviewonly@mail.com">angelviewonly@mail.com</a>	<a href="#">Email Contact</a>
<a href="#">Email User</a>	Coordinator, Carrie	Administrator	Clinical Coordinator	(458) 799-7748   <a href="mailto:ccord@gmail.com">ccord@gmail.com</a>	<a href="#">Email Settings</a>

Thank you for your continued support and feedback!

If you have 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](mailto:kdeguerre@centralizedplacements.org).

Sent by the Foundation for California Community Colleges

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