



The CCPS team has been hard at work developing new features and updates to improve the tool. These enhancements include:

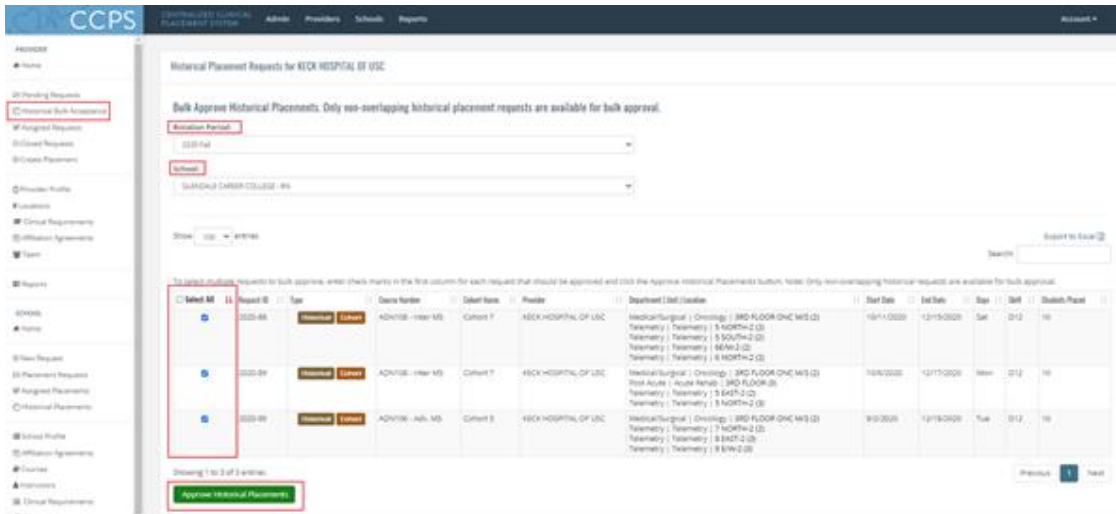
### [Historical Placement Requests - Bulk Acceptance](#)

In response to user requests, the CCPS team has created a solution that allows provider coordinators to bulk accept historical placement requests. If a request is accepted via this process, the school will be assigned to the same historical shift, day, and unit location(s). This option is only available for requests that do not overlap with any other pending or assigned requests. If a historical request overlaps with another pending or assigned request it will display on the Pending Requests page. This feature can be accessed from a new link: Historical Bulk Acceptance located on the left menu.

To bulk accept historical placement requests:

1. Click **Historical Bulk Acceptance** in the left-side menu
2. Select **Rotation Period**
3. Select **School**. A listing of non-overlapping historical requests will display for the selected school
4. Enter a check mark in each request you would like to approve. A **Select All** feature is available
5. Click **Approve Historical Placements**
6. A **Success** message will display with a listing of the accepted placement request ID numbers

**Note:** This is an optional feature – all historical placement requests will continue to display on the **Pending Requests** page and can be managed via the current process.



## Simplified Deactivating/Reactivating a Unit Availability

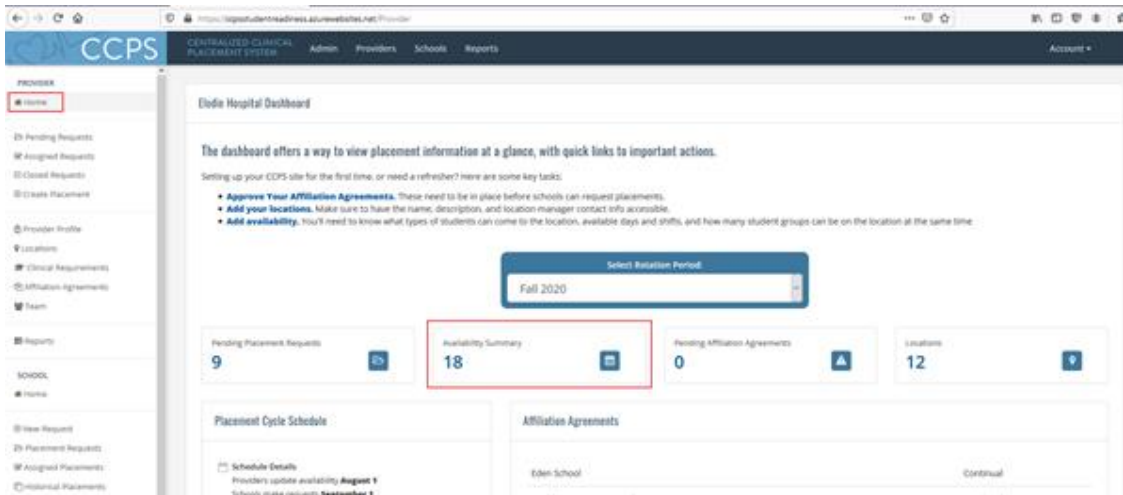
In response to the recent events associated with COVID-19, many provider sites asked for an easier process to deactivate unit availabilities. The CCPS team has created a quick and easy request solution that allows provider sites to deactivate and reactivate an availability.

To deactivate an availability:

1. Click **Home** in the left-side menu
2. Click **Availability Summary**. A table with all active availability will display
3. Deselect the checkmark in the Active column. The availability will immediately deactivate
4. To view inactive availabilities, enter a checkmark in the Show Inactive checkbox.

To reactivate an availability:

1. Click **Home** in the left-side menu
2. Click **Availability Summary**. A table with all active availability will display
3. Enter a checkmark in the **Show Inactive** checkbox
4. Enter a checkmark in the checkbox in the **Active** column. The availability will immediately become active



**Availability Overview**

This table contains all of the current availability at your site across all locations, grouped by rotation period.

Show inactive

Show 25 entries

Export to Excel

Search:

Availability ID	Department   Unit   Location	Students	Placement Type	Days	Shifts	Programs Permitted	Last Modified	Active
2853	Critical Care CVICU 1st Floor	8	Nursing Cohort	M T W Th F Sa Su	D8 D12 E8 N8 N12	6 -	09/22/2020	<input type="checkbox"/>
2854	Telemetry Telemetry 4TH 4 WEST TELEMETRY OVERFLOW	4	Nursing Cohort	M T W Th F Sa Su	D8 D12 E8 N8 N12	7 -	09/15/2020	<input checked="" type="checkbox"/>
2855	Telemetry Telemetry 4TH 4 WEST TELEMETRY OVERFLOW	5	Nursing Cohort	M T W Th F Sa Su	D8 D12 E8 N8 N12	7 -	09/22/2020	<input type="checkbox"/>
2856	Obstetrics Special Care Nursery 10th Floor	6	Nursing Cohort	M T W Th F Sa Su	D8 D12 E8 N8 N12	7 -	09/10/2020	<input checked="" type="checkbox"/>
2857	Obstetrics MBU	4	Nursing Cohort	M T W Th F Sa Su	E8 N8 N12	1 -	09/10/2020	<input checked="" type="checkbox"/>

## Additional Improvements

1. **Affiliation Agreement page** – now includes School Contact fields. If this information was not added during set up, click the **edit** button to update any of the affiliation agreement details.
2. **Team page** – a new column has been added to display Title information for each team member. If title information is not displaying, the user can click on Account -> My profile to update this information.
3. **School Participant Directory report** – now has a multi-select feature to facilitate creating a report that displays contact info for all affiliated schools.

4. **Secondary Location Manager field** – on the locations page, click the Add Manager button to enter both a primary and secondary manager for each unit location.

## Contact Us

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](mailto:kdeguerre@centralizedplacements.org).

We look forward to continuing to build new features that will support your work through CCPS.

**Sent by the Foundation for California Community Colleges**

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