



# Advancement Checklist Handbook



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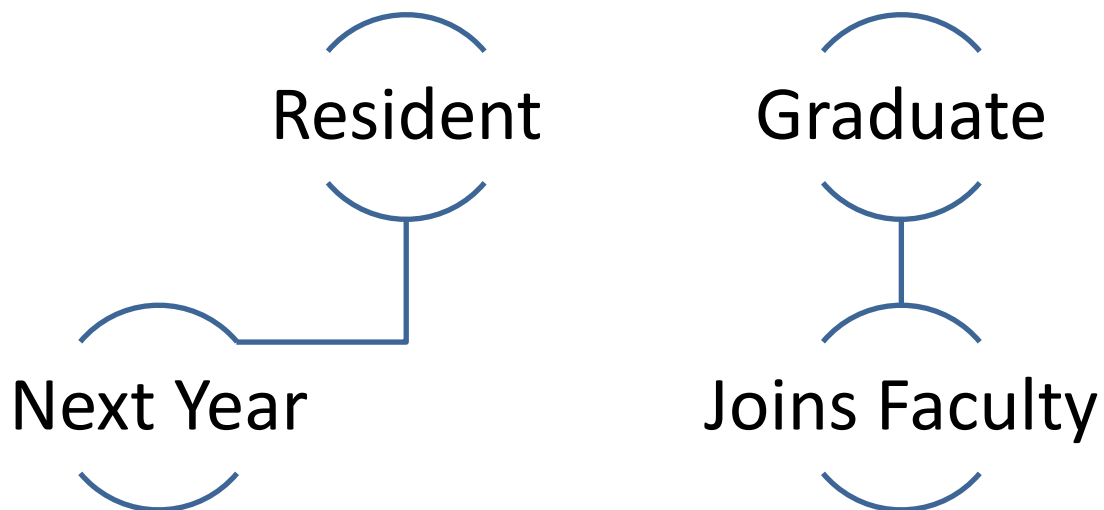
## WHAT IS ADVANCEMENT?

In New Innovations, the term ‘advancement’ is when a resident’s status progresses to the next status, such as:

- Advancing to next year in training
- Graduating
- Becoming faculty

Each trainee’s status is automatically promoted using the training record. The training record interacts with many of the modules and allows for intelligence to be built into our schedules, evaluations and financial applications.

The system looks at the advancement date the training record and moves all trainees to their next status on the appropriate date. If you need to customize this date for individuals who are off-cycle, you can do it manually in their training record.



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## ADVANCEMENT CHECKLISTS

Use our Advancement Checklists to assign tasks and distribute information to residents who are about to transition to a new role or year in training.

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## WHO CAN USE CHECKLISTS?

You can take advantage of this feature whether you are a GME administrator or a Program administrator. Advancing residents and fellows can use their advancement checklists to indicate their own progress. See [Appendix A](#) for details.

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## PREPARE TO ADVANCE

Before you begin building your Advancement checklist for new residents and fellows, you may want to make a list of things you distribute and collect from transitioning residents and fellows as well as tasks you expect them to complete. For example:

- Change in Contact or Personal information
- Insurance forms
- Contract information
- Policies and procedures

This worksheet can help you collect all pertinent details:

## ADVANCEMENT CHECKLIST WORKSHEET

### Prepare to Advance

1. Does anyone's training record need customized?

☐ Changed in Personnel records

2. What kind of advancement is this checklist intended for?

☐ Next Training Year ☐ Becoming Faculty

☐ Graduating ☐

Are there Special Conditions?

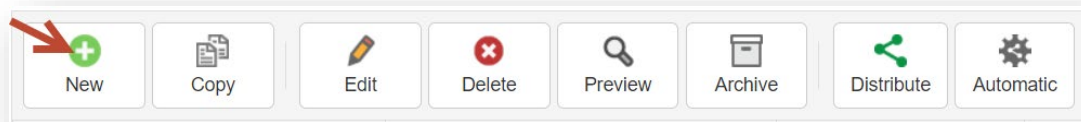
Step	Document Request	Provide Document	Website	Task	Who Marks this Complete?	Are there Special Conditions?
Update contact information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Coordinator	
Review contract	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Applicant	
Sign and return insurance document	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Benefits Reviewer	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## SETUP ADVANCEMENT CHECKLISTS

Advancement Checklists are interactive to-do list that can contain steps as simple as confirming a task is complete to uploading a document. You can add links that the recipient can click for more information. You can also set requirements for who should be assigned to complete steps. For example, foreign medical school graduates might need to provide you with the date of an extended visa. You can limit this step to only people with a foreign medical school in the Personnel file.

Go to *Personnel > Checklists > Advancement*

1. Click the **Checklists** link
2. Click **New**



3. Enter a name for the checklist
4. Enter instructions for the recipient on how to complete the form
5. *Optional*
  - a. 'Checklist for administrator use only' – Check this box if the entire checklist will be used by an administrator for internal use only. The checklist would not be distributed to residents. You might use it to keep track of things you do for orientation.
  - b. 'Required for Advancement' – Check this box if the checklist must be completed by the Advancement due date in order to advance the recipient's status type. If the checklist is not completed by the Advancement due date, the resident's status type will NOT advance in Basic Information, which is tied to Payroll. However, resident information WILL advance in training records, block schedules & conferences allowing coordinators to prepare future records.
6. *Option for Level 6 users. Check the box to allow Level 5 Admins to:*
  - a. Complete steps
    - i. Complete steps that have additional reviewers
  - b. Modify step requirements
  - c. Delete this checklist
7. Click **Save Checklist Settings**

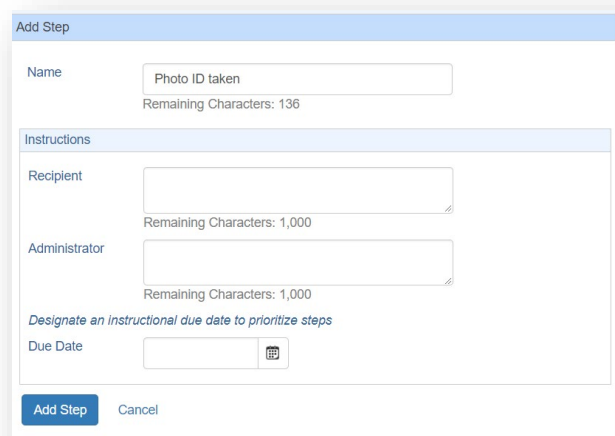
A screenshot of a web form titled 'Save Checklist Settings'. At the top right are 'Done' and 'Preview' buttons. The form has two main text input fields: 'Name' with a character count of 50, and 'Instructions' with a character count of 1,000. Below these are two checkboxes: 'Checklist for administrator use only' and 'Required for Advancement'. At the bottom, there is a section for 'Level 6 Options' containing a 'Save Checklist Settings' button.

## ADD NEW STEPS

---

Steps are the specific tasks that you would like new trainees to complete. There are many different kinds of steps that can be added.

1. Click **Add Step**
2. Add a step name
3. Instructions (Optional):
  - a. For the recipient
  - b. For administrators only
4. Designate Due Date. The purpose of the due date is to give the recipient an idea of when the step should be completed.
5. Click **Add Step**

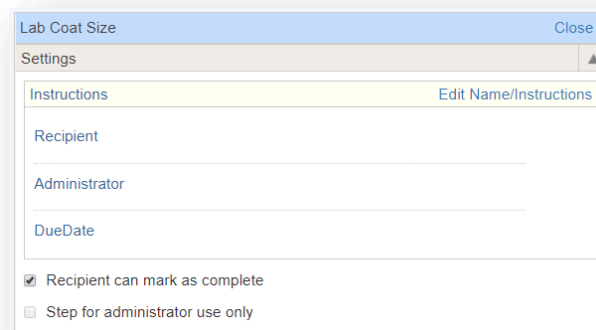


The 'Add Step' dialog box is shown. It has a title bar 'Add Step'. Inside, there is a 'Name' field with the text 'Photo ID taken' and a character count 'Remaining Characters: 136'. Below this is an 'Instructions' section with two text areas: 'Recipient' (with 'Remaining Characters: 1,000') and 'Administrator' (with 'Remaining Characters: 1,000'). Below the instructions is a 'Due Date' field with a calendar icon and the text 'Designate an instructional due date to prioritize steps'. At the bottom are 'Add Step' and 'Cancel' buttons.

## RECIPIENT CAN MARK AS COMPLETE

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Check the box to allow the 'recipient can mark as complete.' (Optional)

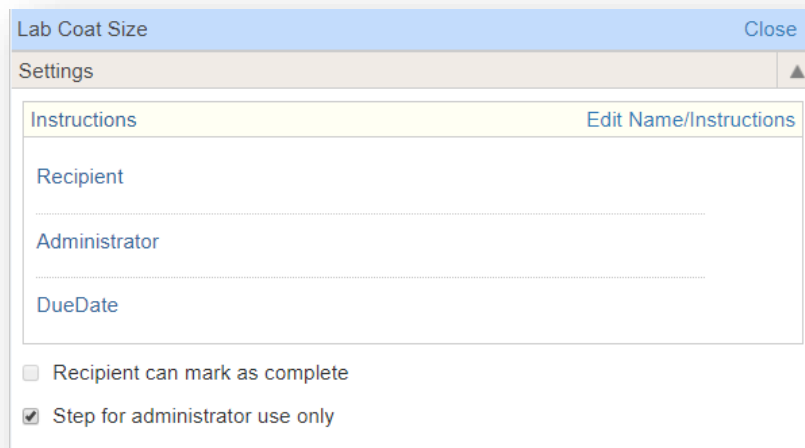


The 'Lab Coat Size' settings dialog box is shown. It has a title bar 'Lab Coat Size' and a 'Close' button. Inside, there is a 'Settings' section with a dropdown arrow. Below this is a list of settings: 'Instructions' (with a link 'Edit Name/Instructions'), 'Recipient', 'Administrator', and 'DueDate'. At the bottom, there are two checkboxes: 'Recipient can mark as complete' (checked) and 'Step for administrator use only' (unchecked).

## ADMINISTRATOR ONLY STEP

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Check the box if this step will be for administrators only. The resident would never see this step. (Optional)



Lab Coat Size Close

Settings ▲

Instructions Edit Name/Instructions

Recipient

Administrator

DueDate

☐ Recipient can mark as complete

☒ Step for administrator use only

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## TYPES OF STEPS

### HYPERLINK: ADD A WEB ADDRESS TO A STEP

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This step allows you to provide a website address to your trainees. Ex: View a safety video.

1. Click **Hyperlink**
2. Enter a name for the link. This will be the text that is linked to the website the recipient is to view
3. Enter the URL (web address)
4. Click **Save Link**



Hyperlink ▲

Save Link | Cancel

Link Text:

URL Address:

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## INFORMATION EXCHANGE

Use this feature to exchange documents with your residents. There are six types of Information Exchange steps.

### 1. PROVIDE A FILE

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Provide documents for your residents to read.



1. Click **Information Exchange**
2. Select **Provide a File**
3. Click **Attach File**
4. Select your document and click **Open**



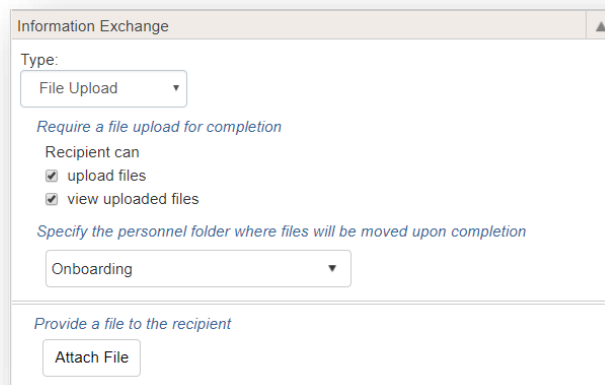
The screenshot shows a dialog box titled "Information Exchange". At the top, there is a "Type:" label followed by a dropdown menu currently set to "Provide a File". Below this, there is a link that says "Provide a file to the recipient". At the bottom of the dialog, there is a button labeled "Attach File".

## 2. FILE UPLOAD

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Provide documents for your residents to read, request them to upload documents, and specify what folder the document should be saved. They can upload a max of 5 documents. Limit 12 MB each.

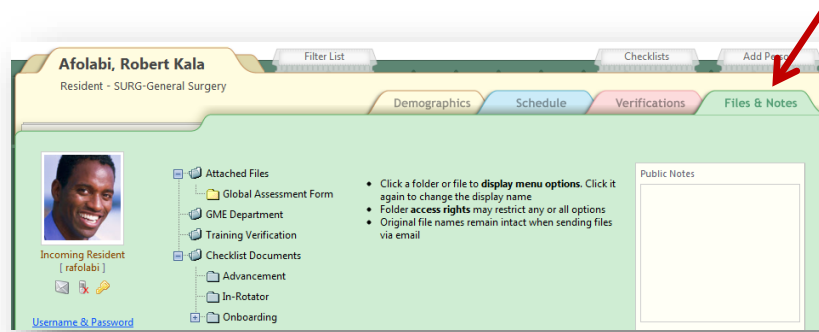
1. Click **Information Exchange**
2. For Type, select **File Upload**
3. Select options: Recipient can
  - a. Upload files
  - b. View uploaded files
4. Optionally, specify a folder in Files & Notes where document will be moved upon step completion.
5. Click **Attach File** if you have a document you want to provide to them



The screenshot shows the "Information Exchange" dialog box with "File Upload" selected in the "Type:" dropdown. Below the dropdown, there is a link "Require a file upload for completion". Underneath, under the heading "Recipient can", there are two checked checkboxes: "upload files" and "view uploaded files". Below these, there is a link "Specify the personnel folder where files will be moved upon completion" followed by a dropdown menu currently set to "Onboarding". At the bottom, there is a link "Provide a file to the recipient" and an "Attach File" button.

If you would like to have final approval before the step can be marked 'Complete,' you can uncheck the box to allow recipients to mark the step complete. When the recipient uploads the file or completes a form, the status of the step will be considered 'Pending' until you review and approve it.

Once the step is marked 'Complete' or 'Approved,' the document will be stored in the folder you have selected in the setup. If no specific folder is designated, the document will be stored in the resident's Files & Notes in a folder under 'Checklist Documents.' From there you can move the document to the appropriate area in Personnel.



### 3. TEXT BOX

Offer a text box for recipients to complete (limit of 25 characters).

1. Click **Information Exchange**
2. For Type, select **Text Box**
3. Click **Attach File** if you want to provide a document

### 4. FORM

You can provide a Form that contains fields from Personnel, such as address, phone number and emergency contacts. Recipients complete the Form and submit their entries to you for approval. Recipients cannot mark steps with Forms as 'Complete.' Information submitted through a Form will require administrator approval because the data will be directly added to recipients' Personnel records.

Before you can create a step with a Form, you need to first create the Form.

#### Create a Form

1. Go to *Personnel > Checklists > Advancement*
2. Click **Forms**
3. Click **New**
4. Enter a name for the form
5. Add instructions for the recipient

6. Click **Update**
7. Select a field from the **Add a Widget** dropdown list
8. Click **Add**
9. Use the gear icon in the widget to add instructions or customize the widget. Click **Update** when finished
10. Continue to add Widgets to your Form. Widget panels can be moved in a different order by using the drag-and-drop functionality.
11. Click **Preview** to see how the Form will appear to the resident
12. Click **Done** at the top right when the Form is completed. The Form is automatically saved as you create it.
13. Click **Advancement** to return to the checklist page

### Add Form to Checklist

1. Click **Information Exchange**
2. For Type, select **Form**
3. Select a form from the dropdown list

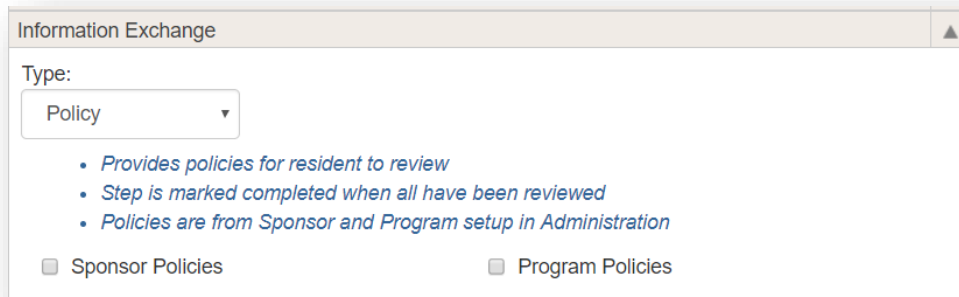
## 5. POLICY

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For the NAS, residents can confirm that they have received and read both Sponsor and Program Policies. Policies can be uploaded into the Administration module of the software before or after this step is added to a checklist.

1. Click **Information Exchange**
2. For Type, select **Policy**

3. Check **Sponsor Policies** if you want the Sponsor Policies distributed to the resident
4. Check **Program Policies** if you want the Program Policies distributed to the resident



Information Exchange

Type:

Policy

- Provides policies for resident to review
- Step is marked completed when all have been reviewed
- Policies are from Sponsor and Program setup in Administration

☐ Sponsor Policies ☐ Program Policies

**Notes:**

- To upload Sponsor Policies, go to *Administration > Sponsor > Policies > Add Policy*
- To upload Program Policies, go to *Administration > Program > Policies > Add Policy*
- When the policies have been confirmed by the resident, results will appear on the CLER Visit screen in Administration

## 6. CONTRACT

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Distribute Contracts to your residents and fellows by using our Future Contracts feature. The following items need to be configured in the Future Contracts area of the software before Contracts can be distributed in checklists:

- Configure Compensation Status, Compensation Types, Compensation Defaults, etc.
- Create Contract types
- Create mail merge document in Word using our data fields
- Create Contract Template
- Create Future Contract milestones (optional)
- Create Future Contracts

Please see the Quick Start Guides in *Help > Knowledge Base > Personnel > Future Contracts* to configure these settings.

Once these items have been configured, Contracts will appear in the Information Exchange dropdown list.

1. Click **Information Exchange**
2. For Type, select **Contract**
3. Select the **Contract Type**
4. Select the **Contract Template**

**Note:** Checklists with contract steps are automatically put on hold when distributed. This gives you the opportunity to review the content of the contract. Because the checklist is on hold, we suggest creating a separate checklist with just the contract step.

Information Exchange

Type:  
Contract

*Creates mail merged future contracts on distribution for recipient signature*

Contract Type:  
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Contract Template:  
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## ADDITIONAL REVIEWERS

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If there are people who need to monitor a few checklist items, you can select them as Additional Reviewers for specific steps. For example, maybe your Human Resource administrators are responsible for collecting updated benefit forms. You can create steps for them to receive, review and complete, as long as they have at least Level 1 privileges in Personnel Data.

1. Click **Additional Reviewers**
2. Click either of the following:
  - a. **Add Reviewers** – Select a department and person
  - b. **Use existing review group** – Select a group
3. Click **Done**

### Create Review Groups

1. Click the **Additional Reviewers** section
2. Click **Add Reviewers** – Select a department and person. Click **Done**
  - a. Click **Save as a review group**
  - b. Name the group
  - c. **Save**

Additional Reviewers

*Grants administrative review access and sends email notifications when step is pending review*

Selected reviewers (click to remove)

Courtney Brown

Elizabeth Draa

[Add reviewers](#) | [Save as a review group](#) | [Use existing review group](#)

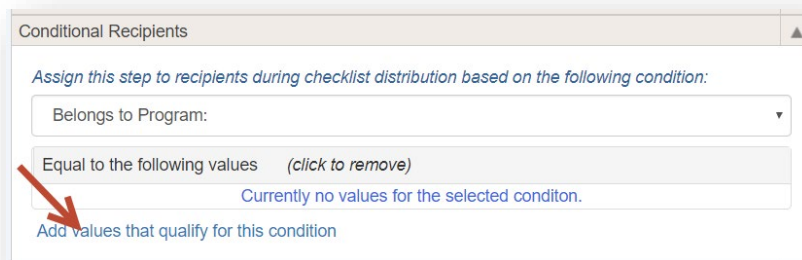
## CONDITIONAL RECIPIENTS

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Conditional Recipients settings are optional and they allow you to assign steps to a subgroup of incoming residents and fellows who meet one of the following criteria. For example:

- Attended Medical School
- Belongs to a certain Program:
- Does not belong to Program:
- Employer is:
- Gender is:
- Has a test score type
- Has Credential
- Has PGY level of:
- Has Visa
- Has Visa Type of:
- International Medical School Graduate
- PaySource is
- Training Program is Accredited

1. Click **Conditional Recipients**
2. Select the condition for distributing this step
3. Click **Add values that qualify for this condition**



4. Click all relevant values to add them to this condition
5. Click **Done**. This step will only be available to residents who meet this criteria.

Conditional Recipients

Assign this step to recipients during checklist distribution based on the following condition:

Has Credential ▼

Equal to the following values (click to remove)

Currently no values for the selected condition.

Done

Click to add values for the selected condition

D.O.

M.D.

PhD

R.N.

## DEPENDENT STEPS

Use this option to cancel other steps if the step specified here is completed. For example, you might have steps for insurance benefits that allow the recipient to confirm one option: Family Coverage, Single Coverage or Waive Coverage. When the recipient chooses one step, the other steps indicated in this option will be disabled.

1. Click on a specific step
2. Click **Dependent Steps**
3. Choose the steps that will no longer be required if the current step is completed
4. Click **Add**

The steps that you added will be disabled once the current step is chosen.

Conditional Recipients

Assign this step to recipients during checklist distribution based on the following condition:

Choose a condition... ▼

In the example given above for insurance benefits, the Conditional Recipients settings would need to be configured on all three steps: Family, Single and Waive Coverage.

## ADD EXISTING STEPS

Steps that have been used on previous checklists can be used again. Also, steps created by other departments can be used on your checklist. However, there is a limit as to what can be changed on these steps. Sometimes it's best to make a copy of the step and make changes to the new step, leaving the former step intact.

1. Click **Add Existing Step**
2. Select one of your existing steps from the list on the right. Click *Department > All* to view a list of steps from all departments.

Buttons: Add Step, Add Existing Step, Delete Step

View: Department Steps Search

Select an existing step to add to list or archive old steps ☐ Include Archived

Hand Washing Video  
Requires file upload

Policy Review  
Please mark this step complete when you have finished reviewing the associated policies.  
Provides policies for resident  
Archive Step

- 3a. Options when selecting one of your own existing steps:
  - a. Click **View/Edit Step** to make permanent changes to this step everywhere it is used, even to checklists in the past
  - b. Click **Copy and make new step** to keep the existing step intact and make a new step with changes

Buttons: Add Step, Add Existing Step, Delete Step

1. Lab Coat Size  
2. Orientation Schedule  
3. Provide CV  
4. Hand Washing Video

Step in use ✕

Continue viewing/editing this step to change it everywhere it is used or copy and make new step with no limitations.

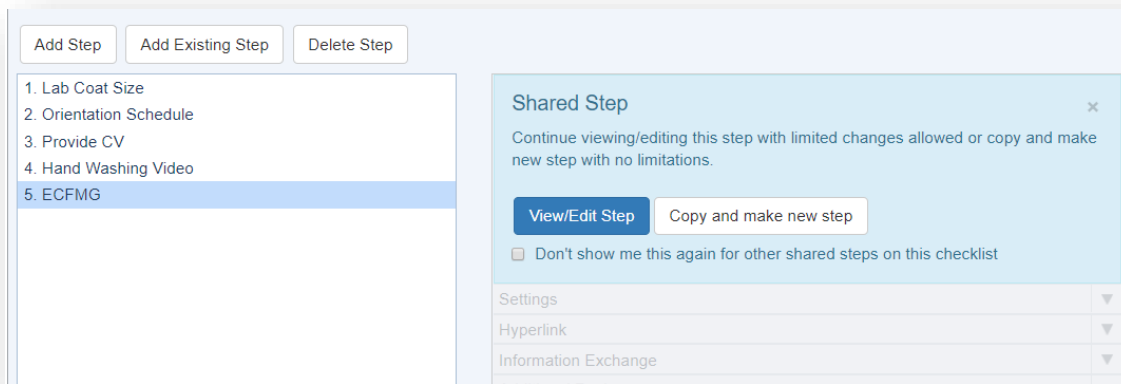
View/Edit Step Copy and make new step

☐ Don't show me this again for other steps that are in use on this checklist

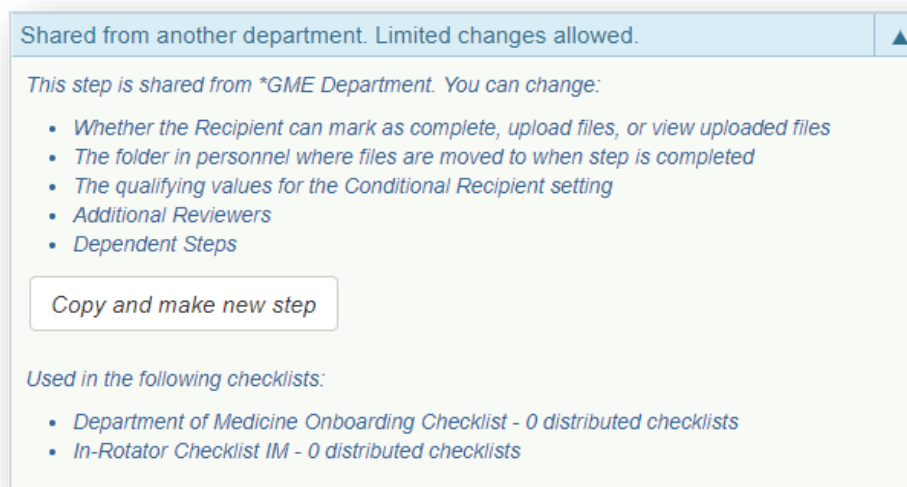
Settings  
Information Exchange  
Additional Reviewers  
Conditional Recipients  
Dependent Steps



- 3b. Options when selecting an existing step from another department called a 'Shared Step:'
- Click **View/Edit Step** to make limited changes to this step
  - Click **Copy and make new step** to keep the existing step intact and make a new step with unlimited changes



Note: Once you click on the **View/Edit Step** button on a Shared Step from another department, click the arrow (under 'Close') to view the 'allowed' changes.



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## DISTRIBUTE NOTIFICATIONS

Once your checklist is complete and ready to send to Advancing residents and fellows, you can set up notifications. You can configure email notifications to go to recipients when their checklists are available, when their checklists are complete, and when and if they become overdue. You can also set up administrative emails that detail how recipients are progressing with their Advancement tasks. Notifications are sent in the daily consolidated email. There are five types of email notifications:

- **Initial:** Sent to recipients the day after a checklist is distributed to them
- **Reminder:** Sent to recipients with incomplete steps remaining on their checklist
- **Complete:** Sent to recipients the day after all checklist steps are completed
- **Administrative:** Sent to the people whose names are designated in the Program Personnel section in Administration for the following roles:
  - Program Coordinator
  - Program Director
  - Associate PD
  - Program Chair
- **Pending:** Sent to designated administrators and additional reviewers when steps are pending review. Click a link to go to the Steps section of the Checklist.

Notifications are set up once and then may be used different types of checklists.

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## SET UP

1. Go to *Personnel > Checklists > Advancement*
2. Click **Notifications**
3. Click **Add Notification**
4. Enter a name for the notification

### Initial Email

5. Select the type of notification: **Initial**
6. Select all checklists this email applies to. The list contains checklists from departments where you have privileges in Personnel.

**Checklist Notifications**

Title  
Initial Notification

Type  
Initial

Sent to recipients the day after a checklist is distributed to them

Apply notification to selected checklists  
All | None | Invert | Checklists

Department of Medicine Onboarding Checklist (Department of Medicine)  
New Resident Checklist (Internal Medicine)

1 Selected

**Email**

Subject  
Please Complete Your Checklist

Message  
Insert Field

Dear {Recipient First Name},

Please access your {Checklist Name} checklist at @NewInnovations and complete all tasks by {Checklist Due Date}.

Remaining Characters: 4,756

Save Cancel

7. A default 'Subject' is supplied. Change, if necessary
8. A default 'Message' is supplied, Change, if necessary
9. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your emails, including:
  - Recipient Name, First Name or Last Name
  - Program Name
  - Program Start Date
  - Coordinator Name
  - Coordinator Email
  - Checklist Name
  - Checklist Due Date
  - Institution Login
10. Click **Save**

## Reminder Email

Follow steps 1 – 4 from above

5. Select the type of notification: **Reminder**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Send options:
  - a. Send a reminder X number of days prior to the due date
  - b. Send the reminder at regular intervals
8. CC Options:
  - a. Program Coordinator
  - b. Program Director
9. A default Subject is provided. Change, if necessary
10. A default Message is provided. Change, if necessary
11. Incomplete steps are provided for the recipient
12. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your email

### 13. Click **Save**

The screenshot shows the 'Checklist Notifications' form. At the top, the 'Title' field contains 'Reminder to Recipient to Complete Checklist'. The 'Type' dropdown is set to 'Reminder'. Below this, a description states: 'Sent to recipients with incomplete steps remaining on their checklist'. The 'Apply notification to selected checklists' section includes links for 'All', 'None', 'Invert', and 'Checklists'. A list of checklists is shown, with 'New Resident Checklist (Internal Medicine)' selected. To the right, 'Send Options' are configured: 'Sent' is 0 days prior to due date, and 'Send every' is 3 days. 'CC Options' include checkboxes for 'Program Coordinator' and 'Program Director'. The 'Email' section has a 'Subject' field with 'Reminder to Complete Your Checklist' and a 'Message' field containing a template with tokens like {Recipient First Name}, {Checklist Name}, {Checklist Due Date}, {Incomplete Items List}, {Coordinator Name}, and {Coordinator Email}. A 'Remaining Characters: 4,649' indicator is at the bottom of the message field. 'Save' and 'Cancel' buttons are at the bottom left.

### Complete Email

Follow steps 1 – 4 for Set Up

5. Select the type of notification: **Complete**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Enter the body of the message
8. You can insert fields into the body of the message using the tokens from the dropdown list on the right to personalize your emails
9. Click **Save**

## Administrative Email

Follow steps 1 – 4 for Set Up

5. Select the type of notification: **Administrative**
6. Select all checklists that this email applies to. The list contains checklists from departments where you have privileges in Personnel.
7. Duration
  - a. Daily summaries are sent when there are active (not archived) checklists for people in your department
  - b. Daily summaries are sent during a certain date range
    - i. When this radio button is selected, enter the start and end date of the duration
8. Select email recipients
  - a. Administrators
  - b. Include recipients: Program Coordinator, Program Director, Associate Program Director, and/or Program Chair. These people are dynamically identified in Program Demographics (*Main > Administration > Global Setup > Programs*)
  - c. Additional email addresses: Send emails to people who are not one of the above
9. Click **Save**

Checklist Notifications

Title  
Administrative Notification

Type  
Administrative

A daily checklist progress summary sent to the designated people

Apply notification to selected checklists

All | None | Invert | Checklists

- 1 step (RV Internal Medicine)
- 1 step (RV Internal Medicine)
- 2012-2013 - Internal Med Checklist NEW (EM Internal Medicine)
- 2014 Onboarding (Pediatrics)
- 2014 Sample RV (RV Internal Medicine)

Duration

☒ Daily while active checklists exist

☐ Date Range

Administrators

All | None | Invert

- Adama, Rufus
- Adams, Hunter
- Adams, Patricia
- Associate, PD
- Bailey, Miranda
- Bedell, Richard

1 Selected

Include recipients

☒ Program Coordinator

☒ Program Director

☐ Associate Program Director

☐ Program Chair

Additional email addresses

Separate multiple email addresses with a semi-colon

DemoMail@New-Innov.com

Save Cancel

## Pending

Follow steps 1 – 4 for Set Up

5. Select the type of notification: **Pending**
6. Select the checklist
7. Select Administrators by moving their names to the 'Selected Administrators' box on the right.
8. Click **Save**
9. The notification contains links to pending items for your review.

Checklist Notifications

Title  
Pending Review Notification

Type  
Pending

A daily notification sent to the designated administrators and additional reviewers while steps are pending review

Apply notification to selected checklists

All | None | Invert | Checklists

- In Rotator 2 (JMS Internal Medicine)
- In Rotator Test (CF Internal Medicine)
- In-Rotator Checklist (MGM Internal Medicine)
- In-Rotator Checklist LG (LG Internal Medicine)
- In-Rotator List (JGB Internal Medicine)

Available Administrators

- Adams, Patricia
- Associate, PD
- Bailey, Miranda
- Bedell, Richard
- Benson, Wayne
- Bush, George
- Calloway, Catherine

Selected Administrators

- Adama, Rufus
- Adams, Hunter

Save Cancel

## CHECKLIST DISTRIBUTION – AUTOMATIC OR MANUAL?

You can choose to send your checklists out automatically set number of weeks prior to the Advancement event.

- Use Automatic if you want the checklist to go out at a specific time
- Use Manual if you want to distribute each checklist at your discretion

## AUTOMATIC DISTRIBUTION

New Innovations

**Automatic Distribution - FM Advancement**

Automatically send this checklist to residents and fellows who are advancing ☐ Off ☒ On

**Due Date**

☒ Due 2 weeks Before advancement date

☐ Due on

☐ No due date

**Distribution**

Distribute 3 weeks before advancement date

Distribute to people who are:

☐ Advancing to the next year ☐ Becoming Faculty

☐ Graduating

Apply to the following Programs (click to remove)

Internal Medicine

[Add Programs](#)

☒ Place on hold when created for review before recipient can access

1. Go to *Personnel > Checklists > Advancement*
2. Click **Checklists**
3. Select a checklist
4. Click **Automatic**
5. Click the **On** radio button
6. Select the due date:
  - a. How many weeks before or after the advancement date
  - b. Due on a specified date
  - c. No due date
7. Distribute a selected number of weeks before the advancement date
8. Check who to distribute to people who are:
  - a. Advancing to next year in program
  - b. Becoming Faculty at the end of program
  - c. Graduating from program
9. Click Add Programs and choose which programs the checklist applies, then **Save**
10. Place this checklist **on hold** for review before Recipient can access.
11. Click **Save**

## MANUAL CHECKLIST DISTRIBUTION

1. Highlight the checklist
2. Click Manual Distribution

The screenshot shows a window titled "New Innovations" with a sub-header "Distribute - FM Advancement". Under the "Due Date" section, there are three radio button options: "Due" (selected), "Due on", and "No due date". The "Due" option is configured with a value of "3" in a spinner box, followed by "weeks" and "before" in a dropdown menu, and "recipients' advancement date" as the reference point. Below this, the "Assign Checklist" section contains a text prompt: "Select a program and advancement type. Then select the people who should receive this checklist." It features two dropdown menus: the first is set to "All Programs", and the second is labeled "--- Select Advancement Type ---". At the bottom, there are three buttons: "Distribute" (highlighted in blue), "Cancel", and a checkbox labeled "Place on hold to review before recipient can access".

3. Set the due date preferences for this checklist
  - a. Due a selected number of weeks before or after the person's advancement date
  - b. Due on a specified date
  - c. No Due date
4. Select the department where the checklist will be distributed
5. Select the Advancement type

This close-up view of the "Assign Checklist" section shows the dropdown menu for "Select Advancement Type" open. The menu lists four options: "All types", "To the next year", "Graduating", and "Becoming Faculty". The "Distribute" button is partially visible on the left side of the dialog box.

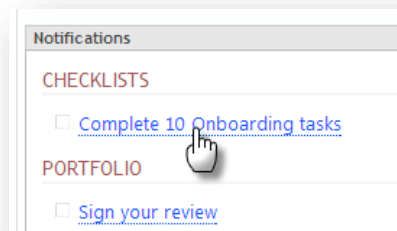
6. Click **Distribute**



If you have configured an initial email, it will be sent to recipients the next day, unless the checklist is on hold. Then the email will go the day after you release it.

## WHAT DO INCOMING RESIDENTS AND FELLOWS SEE?

In the Notifications section, they can click on the available checklist link:



From here, they can mark steps complete, access blank forms, upload files and go to specific websites.

A screenshot of a web interface titled "Manage Checklists". It shows a table with columns for "Checklist", "Due Date", "Step Name", "Status", and "Actions". The table is filtered to show "IM Checklist" items due on "06/10/2018". The items listed are "Orientation Schedule", "Provide CV", "Hand Washing Video", and "ECFMG". Each item has a "TO DO" status and an "Actions" column with links to "Check to confirm completion" and "Upload your files".

Checklist	Due Date	Step Name	Status	Actions
IM Checklist	06/10/2018	Orientation Schedule	TO DO	Check to confirm completion Upload your files
		Provide CV	TO DO	Check to confirm completion Upload your files
		Hand Washing Video	TO DO	Check to confirm completion Upload your files
		ECFMG	TO DO	Check to confirm completion

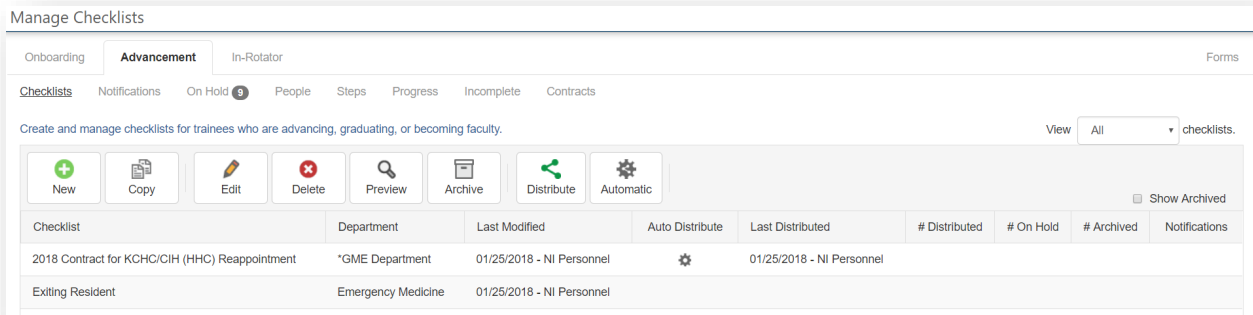
## MANAGE CHECKLISTS

Once you have distributed your checklists, you can get detailed information about progress by using the management pages in the Advancement area. Go to *Personnel > Checklists > Advancement* and click the appropriate tab.

## CHECKLISTS TAB

There are a series of icons on the Checklist tab to help you manage your checklists.

1. Go to *Personnel > Advancement > Checklists tab*



**Copy** - You have the ability to copy a checklist to your own program or to another department.

2. Select the checklist you want to copy
3. Click the **Copy** icon
4. Enter a name for the copied checklist. This cannot be the same name as the original.
5. Select the Department. Your own department will be selected by default.
6. Select the type of checklist: Onboarding, Advancement or In-Rotator
7. Click **Copy**

#### **Edit**

1. Select the checklist you want to edit
2. Click the **Edit** icon
3. Select a step
4. Make necessary additions or changes
5. Click **Done**

#### **Delete**

1. Select the checklist you want to delete. Note: You cannot delete a checklist in use.
2. Click the **Delete** icon
3. You will be prompted by the system to make sure you want to delete the checklist
4. Click **OK**

**Preview** - View your checklist to see how it will appear to your residents.

1. Select your checklist
2. Click **Preview**
3. Click '**X**' to close

#### **Archive**

1. Select the checklist you want to archive
2. Click the **Archive** icon
3. The pop-up box will display the following question: 'Would you also like to archive all distributed checklists?' Select one of the following:
  - a. Yes, archive them all
  - b. No thanks

- c. Cancel

#### Notes:

- To view the archived checklist, check the box for **Show Archived**
- To unarchive a checklist, check the box for **Show Archived**, select the checklist and click the **Unarchive** icon

#### Archive multiple residents' checklists

1. Go to *Personnel > Checklists > Advancement*
2. Click the small box beside the number in the '# Distributed' column
3. Click **OK**

The screenshot shows the 'Advancement' tab in the 'Checklists' section. Below the navigation tabs, there are buttons for New, Copy, Edit, Delete, Preview, Archive, Distribute, and Automatic. A 'Show Archived' checkbox is also present. The main table lists checklists with columns: Checklist, Department, Last Modified, Auto Distribute, Last Distributed, # Distributed, # On Hold, # Archived, and Notifications. A red arrow points to the '# Distributed' column, specifically to the dropdown arrow next to the number '1' in the 'J-1 Visa Contract' row.

Checklist	Department	Last Modified	Auto Distribute	Last Distributed	# Distributed	# On Hold	# Archived	Notifications
2018 Contract for KCHC/CIH (HHC) Reappointment	*GME Department	01/25/2018 - NI Personnel		01/25/2018 - NI Personnel				
Exiting Resident	Emergency Medicine	01/25/2018 - NI Personnel						
J-1 Visa Contract	Emergency Medicine	01/19/2018 - NI Personnel		01/19/2018 - NI Personnel	1			
Resident Renewal Contract	*GME Department	06/28/2017 - NI Personnel		02/05/2018 - NI Personnel	3	9 on hold		

## ON HOLD TAB

Release Checklists that are 'On Hold' for review. If Initial emails have been configured, they will be sent to the residents the following day notifying them that they have a checklist to complete.

1. Go to *Personnel > Checklists > Advancement*
2. Click **On Hold**. (The number shows how many checklists are 'On Hold')
3. Select the checklist from the dropdown list
4. Options:
  - a. For an individual person, click **Actions**, then **View**, **Release** or **Delete**
  - a. For multiple people, check the boxes, then click the **View**, **Release** or **Delete** button

The screenshot shows the 'Manage On Hold Checklists' window. It has tabs for Onboarding, Advancement, and In-Rotator. The 'On Hold' tab is selected, showing a dropdown menu with 'Jeanne's Checklist'. Below the dropdown are buttons for Release, Delete, and View. A table lists checklists on hold with columns: Name, Program, Issues, and Actions. The first row shows 'Baxtresser, Margo' in 'Family Medicine' with an 'Actions' dropdown.

Name	Program	Issues	Actions
<input checked="" type="checkbox"/> Baxtresser, Margo	Family Medicine		Actions

## PEOPLE TAB

You can select individual residents and check their progress completing tasks.


On this page, you can:


- View overall progress
- Review submitted documents and forms
- Delete incorrect documents that have been submitted
- Mark steps complete
- Make a step required or not required
- Delete checklists for individuals
- Waive a checklist for a person to suspend work on it

Filters Available:

- Check the following boxes to view the steps in various stages of completion: **Completed**, **Incomplete** or **Pending**
- Click **Filter Checklist** to limit results by a certain checklist
- Click **Filter Programs** to limit who you see by program

Expand a checklist to review the steps. Completed Incomplete Pending (2) Filter Checklists Filter Programs Export All Documents

 **Horning, Chrissy** Program Start: 7/1/2017 Employer: [None] Program [None]  
MS 3 Rotating Students Citizenship: [None] PGY: [None] Coordinator:  
View Profile Medical: [None] Visa: [None]  
School: Phone: [None]  
Email: [None]

Checklist	Steps Completed	Due	
<b>Visiting Student Checklist</b>			Rotating Students
	<div><div></div>1 of 8 steps completed</div>	06/10/2017	<span>Waive</span> <span>Delete</span>
<a href="#">View Change Log</a>			
#Step Name	Status	Required	
<input type="checkbox"/> 1. Information Form <i>Please complete the attached form.</i>	<span>OVERDUE</span> <span>Review Form</span>	<span>REQUIRED</span>	
<input type="checkbox"/> 2. Letter of Good Standing/Rotation Dates <i>Please attach a Letter of Good Standing from your school. We also require something from your school listing the rotation and the dates you will be rotating. Often, this is included in the LGS. If not, and it is a separate document, please go to the next step to upload the form.</i>	<span>PENDING</span> <span>Return Step</span> <span>Chrissy Horning.docx</span> <small>file submitted: Sep 18 2017 2:56PM</small> <span>Upload Files</span>	<span>REQUIRED</span>	

Status Column:

- Pending: A document or form has been submitted for administrator review.
- To Do: The recipient has yet to complete this task
- Complete: The recipient or administrator has completed this task
- Overdue: The checklist due date has passed and the step is not complete

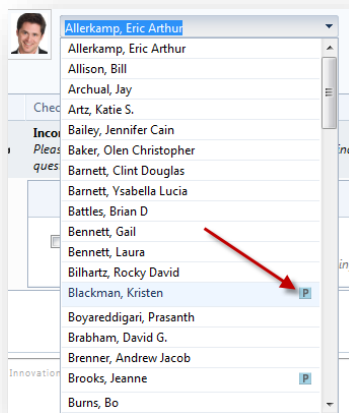
Actions:

- Waive a checklist: This option marks the checklist 'complete' and removes it from the recipient's queue.
- Delete: Deletes the checklist from the person's queue.
- Export all Documents: Export documents this person has uploaded into a .pdf file.

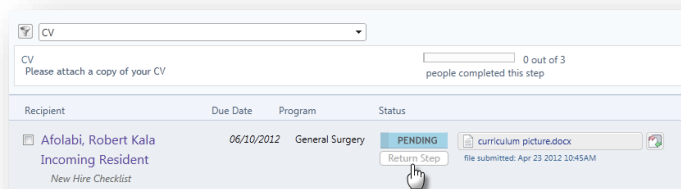
## Manage 'Pending' Documents

If you have added steps to your checklist that require recipients to upload documents and you've not allowed recipients to mark the step 'Complete,' those steps will require your approval. These steps will be in 'Pending' status until they are approved. You will also need to approve all forms submitted, since recipients are not permitted to mark them complete. Access the Pending items by person or by step to review the documents and mark the steps complete.

1. Go to *Personnel > Checklists > Advancement > People tab*
2. Select an individual with a pending icon next to their name



3. Click the file to open and review it.
  - a. Check the box to approve it.
  - b. If a resident has submitted the wrong document, click the 'X' in front of the document to delete it.
  - c. Click **Return Step** to send it back to the recipient. Add a note in the text box provided to explain why it is being returned.



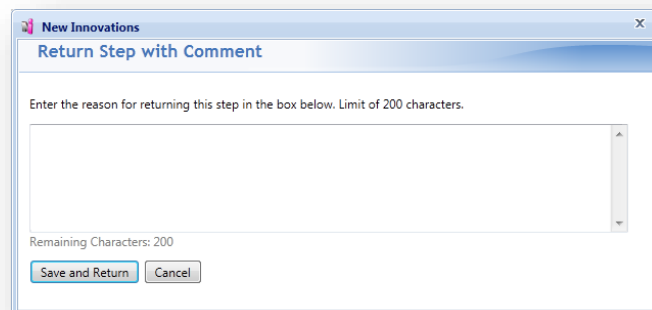
## Approving Forms

1. Go to *Personnel > Checklists > Advancement > People tab*
2. Select an individual with a Pending icon next to their name

3. Click **Review Form** to open and review it

#Step Name	Status	Required
<input type="checkbox"/> 1. Personnel Form	<div>PENDING</div> <div>Return Step</div>	<div>Review Form</div> <div>REQUIRED</div>

4. After reviewing the information:
  - a. Click **Commit** to transfer this information from the Form to the recipient's Personnel record. The step will then be marked as 'Complete.'
  - b. Click **Save and Close** to save your changes but not submit them just yet
  - c. Click Cancel to return to the previous screen
5. Click **Return Step** to send the step back to the recipient. Enter a reason in the text box provided for returning it



A dialog box titled "Return Step with Comment" from "New Innovations". It contains a text area for entering a reason, a character count of 200, and "Save and Return" and "Cancel" buttons.

Enter the reason for returning this step in the box below. Limit of 200 characters.

Remaining Characters: 200

Save and Return Cancel

## Bulk Printing

On the People and Steps tabs, you are able to print multiple documents at one time. The documents are exported into PDF format which can then be printed. For example:

1. Go to *Personnel > Advancement*
2. Click the **Steps** tab
3. Select a step
4. Click **Export All Documents**
5. Select one:
  - a. Click **Open** to open the PDF document
  - b. Click **Save** to save the PDF document to your computer
6. The PDF document can then be printed

Checklists Notifications People **Steps** Progress Incomplete

Manage assigned steps. ☒ Completed ☒ Incomplete ☒ Pending (40) [Filter Programs](#)

☐ Benefits - Waiver [Export All Documents](#)

Benefits - Waiver 0 of 3 people complete

Recipient	Due Date	Program	Status
<input type="checkbox"/> Hunt, John Incoming Resident Faux L1	06/10/2012	Internal Medicine - Green	OVERDUE

## STEPS TAB

You can review progress by an individual step on the Steps tab. You can narrow the list of steps you see to steps from certain checklists by clicking the filter icon to the left of the dropdown list.

Click **Filter Programs** to limit what you see by program. Use the view checkboxes to see steps that are completed, incomplete, or pending administrative review. The number following 'Pending' indicates how many items are pending administrative review.

Manage Checklists

Onboarding Advancement In-Rotator Forms

Checklists Notifications On Hold 1 People **Steps** Progress Incomplete Contracts

Manage assigned steps. ☐ Completed ☐ Incomplete ☒ Pending (23) [Filter Checklists](#) [Filter Programs](#)

☐ Benefits Participation [Export All Documents](#)

Benefits Participation 0 of 17 people complete

Recipient	Due Date	Program	Status
<input type="checkbox"/> Joseph, Alex Incoming Resident HR New Hire Information Checklist	06/10/2018	Internal Medicine	PENDING Return Step
<input type="checkbox"/> Stone, Barbara Incoming Resident HR New Hire Information Checklist	06/10/2018	FM - Family Medicine	PENDING Return Step

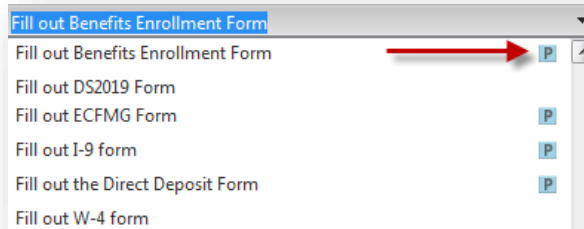
## Manage 'Pending' Documents

If you have added steps to your checklist that require recipients to upload documents and you've not allowed recipients to mark the step 'Complete,' those steps will require your approval. These steps will be in 'Pending' status until they are approved. You will also need to approve all forms submitted, since recipients are not permitted to mark them complete. Access the Pending items by step to review the documents and mark the steps complete.

1. Go to *Personnel > Checklists > Advancement > Steps tab*
2. Uncheck **Completed** and **Incomplete** so that only **Pending** steps will show up on the page

View: ☐ Completed ☐ Incomplete ☒ Pending (15)

3. Select a step with a 'Pending' icon from the dropdown list.



4. A list of people who have submitted this step for approval will appear.
5. Click the file to open and review it.
  - a. Check the box to approve it. The documents are then stored in the Files & Notes tab in the recipient's Personnel file
  - b. If a resident has submitted the wrong document, click the 'X' in front of the document to delete it.
  - c. Click **Return Step** to send it back to the recipient. Add a note in the text box provided to explain why it is being returned.
6. Click **Export All Documents** to print the documents

### Approving Forms

1. Go to *Personnel > Checklists > Advancement > Steps tab*
2. Select a Form step with a Pending icon
3. Click **Review Form** to open it and review the data
4. Options:
  - Click **Commit** to transfer this information from the form to the recipient's Personnel record. The step will be marked as 'Complete.'
  - Click **Save and Close** to save your changes but not submit the form
  - Click **Cancel** to return to the previous screen
5. Check the box to approve the submission or click **Return Step** to send it back to the recipient. Add a note to explain

Information committed to a person's Personnel file will overwrite existing data.

### PROGRESS TAB

Use the Progress Tab to see a summary of how everyone is progressing on their checklists. Select the Checklist from the dropdown list to get a list of recipients and a count of how many steps have been completed.

You can take the following actions on this page:

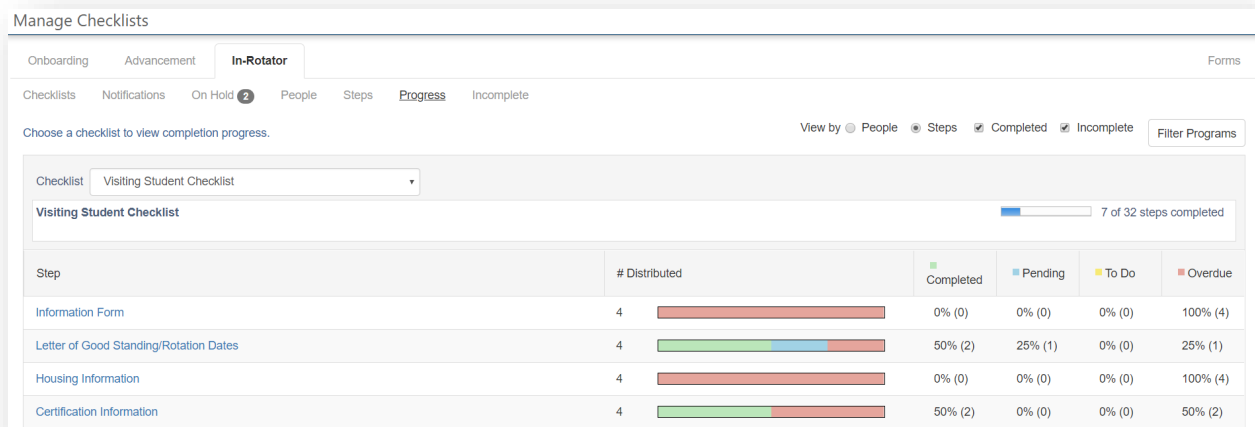


- View the overall summary of progress for each checklist you have distributed
  - Select **View by People** or **View by Step**
- Click a person's name to access his or her checklist
- Click and drag to select multiple rows
- Check the box and select one of the following actions:
  - Click **Delete** to get rid of selected checklists
  - Click **Archive** or **Unarchive** a checklist for a person
  - Click **Update Due Dates** to change the due dates for selected checklists
  - Click **Sync to Advance** to advance a person's status if they have not completed a checklist that requires completion to advance
  - Select a type of email to send to people with selected checklists:
    - Initial: Sends the initial email you have configured for this checklist
    - Reminder: Sends the reminder email you have configured for this checklist
    - Completion: Sends the completion notice that you have configured for this checklist
    - Custom: Opens an email from your email program so that you can create a custom message and send it

#### Notes:

- To view the archived checklists, check the Archived box in the View filters.
- An entire checklist can be archived on the Checklist tab

#### View by Steps:



#### INCOMPLETE TAB

You can click the **Incomplete** tab to see a list of steps that have not been done by your recipients. This includes steps from all Advancement checklist types. You can either group the list by person or by step:

## Checklists Reports

Onboarding

Advancement

In-Rotator

Forms

Checklists

Notifications

On Hold 2

People

Steps

Progress

Incomplete

Contracts

All Incomplete steps

Group by 

People

Steps

Filter Checklists

Filter Programs

Person	Checklist	Program	Due Date
▼ Please review and then sign the Information Disclosure document			
Carlisle, Linda E	Emergency Medicine Incoming Resident Checklist	General Surgery	11/24/2017
Christopher, David	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	06/10/2018
Clark, Susie	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	06/10/2018
Falce, Nancy	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	07/01/2018
Patel, Gabriel	Emergency Medicine Incoming Resident Checklist	Emergency Medicine	05/27/2018

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## APPENDIX A – ACCESS TO CHECKLISTS

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### GME ADMINISTRATORS – LEVEL 6 ACCESS

Administrators who oversee other programs and have **Level 6** privileges in Personnel can:

- Create, edit, view any checklists in any department
- Supply blank documents for any incoming resident or fellow
- Create and attach forms to checklists
- View progress and steps for all checklist recipients in all programs
- Approve all submitted documents
- Approve data collected in forms and send it to recipients' Personnel records
- Mark any step complete

---

### GME AND PROGRAM ADMINISTRATORS - LEVEL 5 ACCESS

Administrators who are responsible for specific programs should have **Level 5** privileges in Personnel so that they can:

- Create, edit, view any checklists created in departments they have access to
- Supply blank documents for recipients
- Create and attach Forms to checklists
- View progress and steps for all recipients in programs they have access to
- Approve documents submitted by recipients in their program
- Approve data collected in Forms and send it to recipients' Personnel records, provided they are not prevented from doing so by customized security
- Mark steps complete for people in programs they have access to

---

### ADMINISTRATORS - LEVEL 4 ACCESS

People with **Level 4** access can view checklists assigned to people in their departments and monitor their progress.

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### ADDITIONAL REVIEWERS – LEVEL 1 ACCESS

Reviewers are people who are given very specific access to certain steps on a checklist. You can identify certain people who are responsible for specific steps. For example, your human resources administrators may collect benefits enrollment forms. You could create a review group for them and assign the step 'Submit benefits enrollment forms' to them. Then when they log into New Innovations and access checklists, they will only see the benefit enrollment form steps they are responsible for and no other steps.

Reviewers need to have **Level 1 access or higher** in Personnel so that they can:

- Review and approve specific materials submitted for steps they have access to

---

## RESIDENTS AND FELLOWS

Residents must meet the following conditions to be able to receive an Advancement Checklist:

- Advancing to the next year in their Program
- Graduating
- Advancing to Faculty (indicated in their Training Record)

Residents and Fellows do not need special privileges in Personnel to complete a checklist, but they do need privileges in at least one module to be able to access the software. You may want to consider giving them at least **Level 1** access so that they can view their own Personnel record.

Advancing Residents and Fellows can:

- View documents and websites
- Submit documents
- Complete Forms
- Mark steps as 'Complete'
- Sign Contracts