Advancement Checklists

Handbook

TABLE OF CONTENTS

What Is Advancement? 2

Advancement Checklists 2

Who Can Use Checklists? 2

Prepare to Advance 3

Advancement Checklist Worksheet 4

Setup Advancement Checklists 5

Distribute Notifications and Checklists 14

What Do Advancing Residents and Fellows See? 19

Manage Advancement Checklists 20

Appendix **A** – Access to Checklists 29

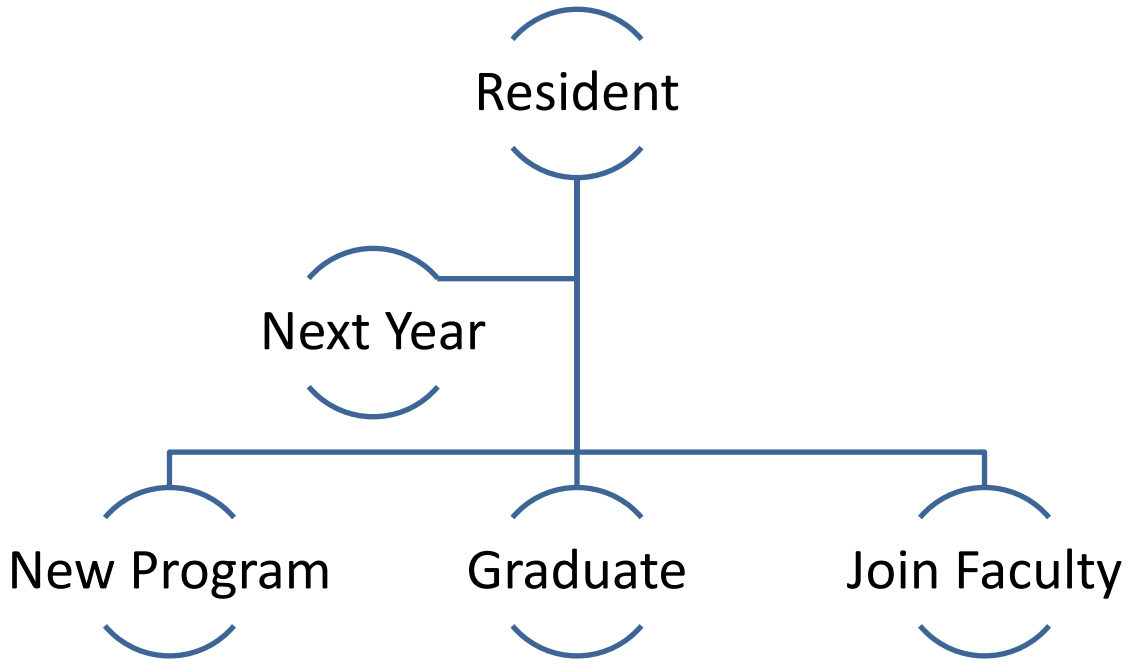
WHAT IS ADVANCEMENT?

In New Innovations, advancement is the act of automatically updating residents' statuses to indicate a change in their roles on an appointed date, such as:

- Moving residents from one year in a program to the next
- Graduating
- Changing programs
- Becoming faculty

You can automatically promote each trainee in your program to their next activity by adding the advancement information to their training record. The record informs 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 that date. If you need to customize this date for individuals whose are off-cycle, you can do it manually in their training record.



ADVANCEMENT CHECKLISTS

Once automatic advancement is configured, you can use our Advancement Checklists to assign tasks and distribute information to residents who are about to transition to a new role.

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.

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.

- Insurance forms
- Contract information
- Policies and procedures

This worksheet can help you collect all pertinent details:

ADVANCEMENT CHECKLIST WORKSHEET

Prepare to Advance

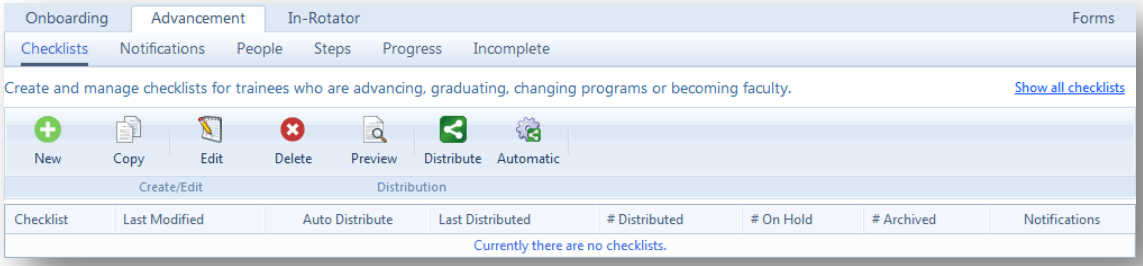
1. **Does anyone's training record need customized?** ☐ Changed in Personnel records
2. **What kind of advancement is this checklist intended for?** ☐ Next Training Year ☐ Becoming Faculty ☐ Graduating ☐ New Program

Step	Document Request	Provide Document	Website	Task	Who Marks this Complete?	Are there Special Conditions?
Update contact information	☑	☑	☐	☐	Program Coordinator	
Review contract	☐	☑	☐	☐	Applicant	
Sign and return insurance document	☐	☑	☐	☐	Benefits Reviewer	
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		
	☐	☐	☐	☐		

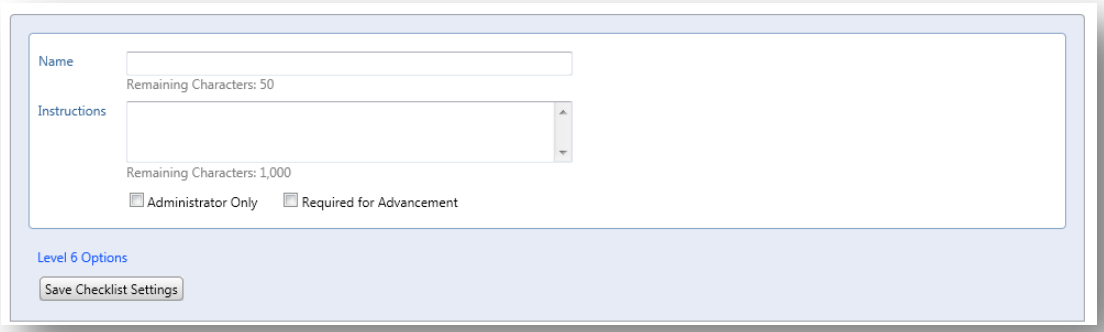
SETUP ADVANCEMENT CHECKLISTS

Advancement checklists are interactive to-do lists that can contain steps as simple as confirming a task is complete or 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.

1. Go to *Personnel Data > Checklists > Advancement*
2. Click the **Checklists** tab



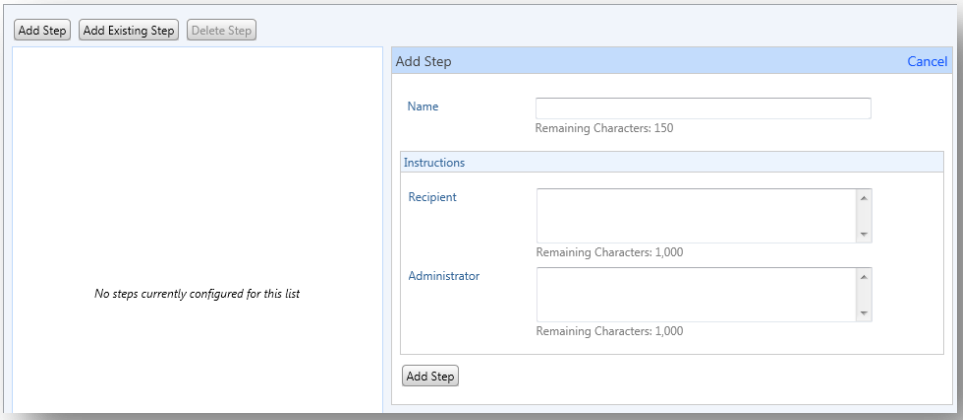
3. Click **New**
4. Enter a name for the checklist
5. Enter instructions for the recipient on how to complete the form
6. Administrator Only – Check this box if the entire checklist will be used by an administrator for internal use only. The residents would not see any steps on this checklist.
7. Required for Advancement – Check this box if the checklist must be completed by the resident by the advancement date in order to advance their status type. If the checklist is not completed by the advancement 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.
8. *Option for Level 6 users:*
    a. Check to prevent level 5 administrators from completing steps in the checklist
    b. Check to prevent level 5 administrators from deleting steps
    c. Check to prevent level 5 administrators from modifying requirements in steps
9. Click **Save Checklist Settings**



ADD NEW STEPS

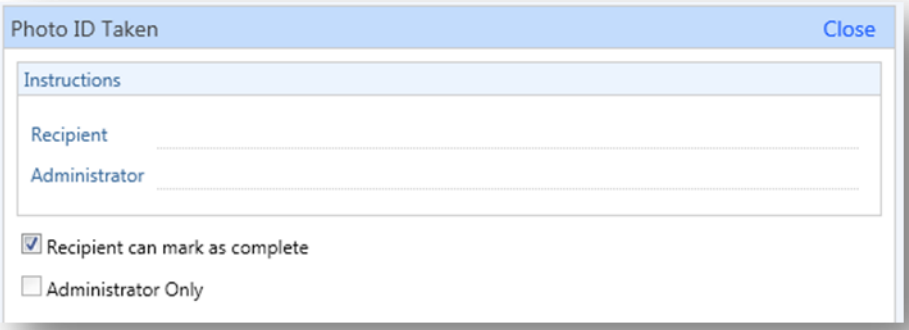
Steps are tasks that you would like advancing residents or fellows to complete. They can include tasks that the recipient can mark complete, links to websites, document sharing, and requests for data. They can also be distributed to specific individuals based on certain criteria.

1. Click **Add Step**
2. Add a step name
3. Enter instructions for the recipient
4. Enter instructions that only administrators can see
5. Click **Add Step**



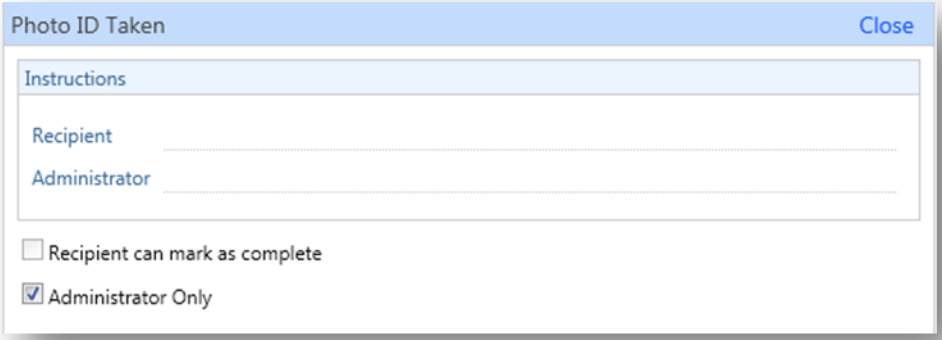
RECIPIENT CAN MARK AS COMPLETE

Check the box to allow the recipient to mark the step complete



ADMINISTRATOR ONLY STEP

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



ADD A WEB ADDRESS TO A STEP

1. Click **Add Step** or select a step to add a link to
2. Click **Settings** in the Hyperlink section
3. Enter a name for the link. This will be the text that is linked to the website the recipient is to view
4. Enter the URL (web address)
5. Click **Save Link**

INFORMATION EXCHANGE

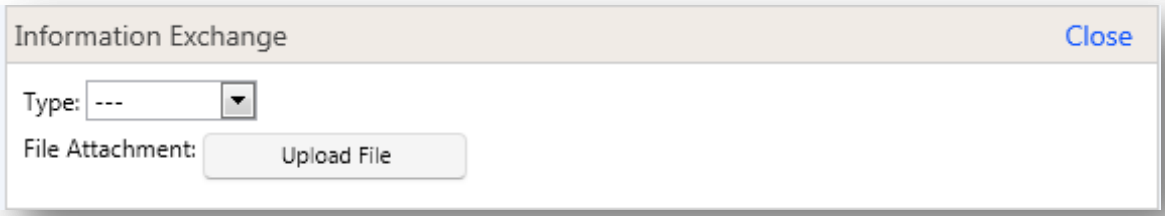
Use this feature to:

- Provide files for recipients
- Request a file from recipients. Allow them to upload a max of 5 documents. Limit 12 MB each.
- Provide a text box for the recipient to enter information
- Supply recipients with a Personnel entry form to complete
- Move uploaded files to a selected folder in Files & Notes
- Confirm receipt of Sponsor and Program Policies
- Distribute contracts to residents and fellows

Types of Information Exchange:

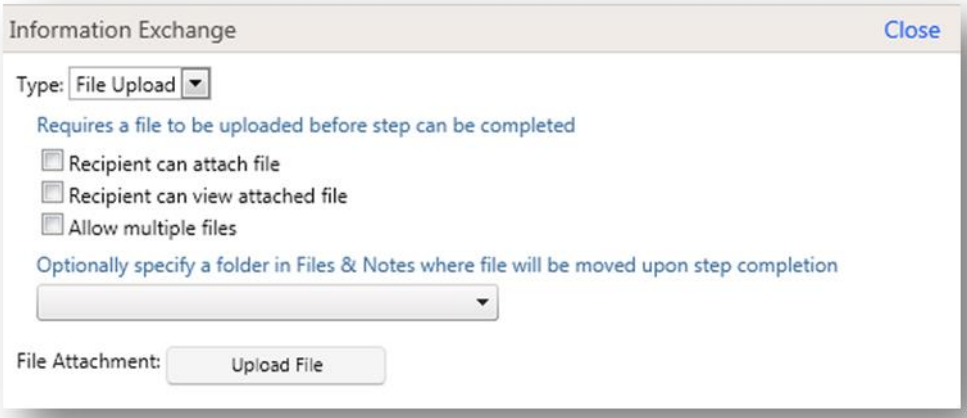
Provide Document to Recipient

1. Click **Add Step**
2. Select "---"
3. Click **Upload File**



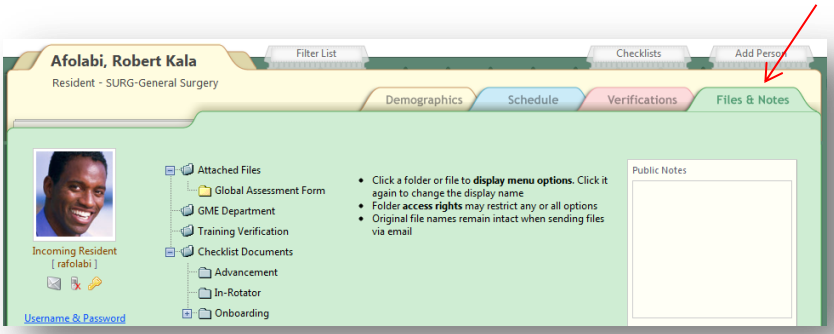
Require Files from Recipient

1. Click **Add Step**
2. Enter the step name and instructions
3. Click **Add Step**
4. Click **Settings** in the Information Exchange section
5. For Type, select **File Upload**
6. Select options:
    a. Recipients can attach file
    b. Recipients can view attached files
    c. Allow multiple files to be uploaded
7. Optionally, specify a folder in Files & Notes where document will be moved upon step completion.
8. Click **Upload File** to attach a document for recipients.



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 "Pending" until you review and approve it.

Once the step is marked complete or approved, the document will then 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 called "Checklists." From there you can move the document to the appropriate area in Personnel.



Permit Data Entry

Choose to offer a text box for recipients to complete (limit of 25 characters) or create a form for them to fill out that includes pertinent data entry fields.

Add a Text Box

1. Click **Add Step**
2. Enter the step name and instructions
3. Click **Add Step**
4. Click **Settings** in the Information Exchange section
5. For Type, select **Text Box**

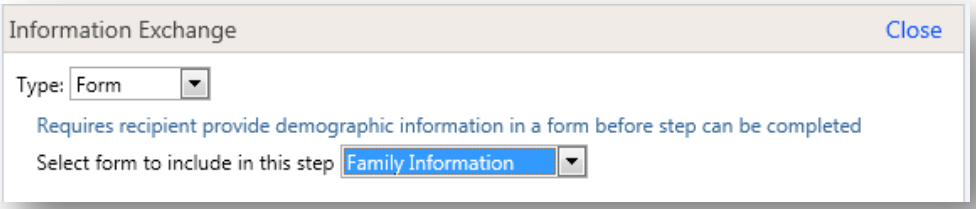
Add a Form

You can provide a form that contains fields from Personnel Data. Recipients can then complete them and submit their entries to you for approval. Recipients cannot mark steps with forms complete. Information submitted through a form will require administrator approval because the data will be directly added to recipients' records. Before you can create a step with a form attached to it, you need to create a form first. Here are the steps:

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 and click **Update** when finished
10. Click **Return to Forms** at the top right when the form is completed. The form is automatically saved as you create it.

Add a step

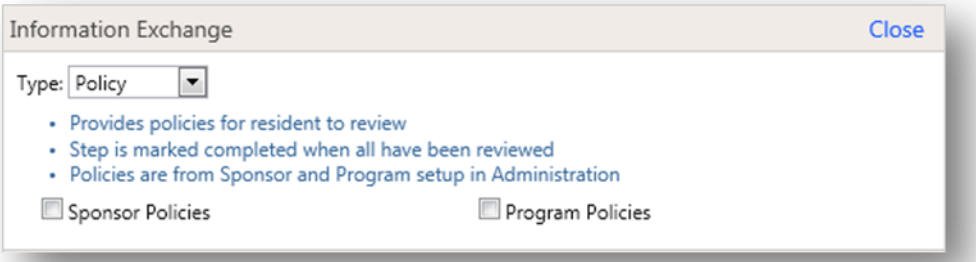
1. Click **Add Step**
2. Enter the step name and instructions
3. Click **Add Step**
4. Click **Settings** in the Information Exchange section
5. For Type, select **Form**
6. Select a form



Confirm Receipt of Policies

For the Next Accreditation System, 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. For Type, select **Policy**
2. Check **Sponsor Policies** if you want the sponsor policies distributed to the resident
3. Check **Program Policies** if you want the program policies distributed to the resident



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

Future Contracts

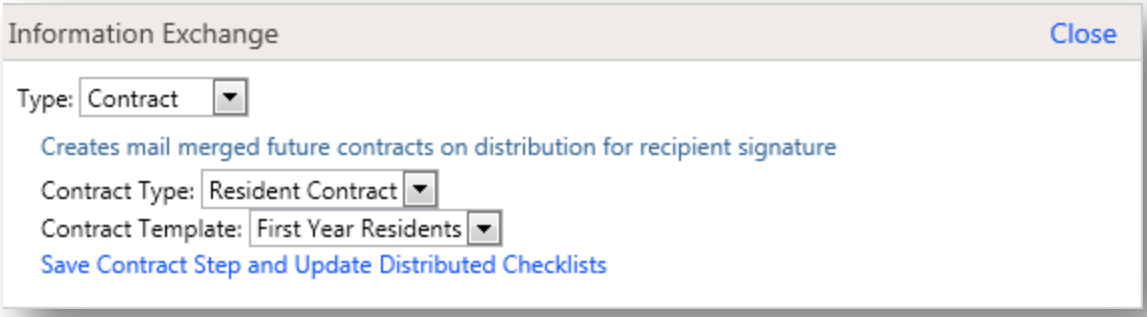
You are able to distribute contracts to your residents and fellows by using our Future Contracts feature. The following items need to be configured in the Future Contracts area of the software before contracts can be used in checklists:

- Configure compensation statuses & advancement, types, 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
- Training records recommended

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

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

1. Type: Select **Contract**
2. Select the **Contract Type**
3. Select the **Contract Template**
4. Click **Save Contract Step and Update Distributed Checklists**



ADD ADDITIONAL REVIEWERS

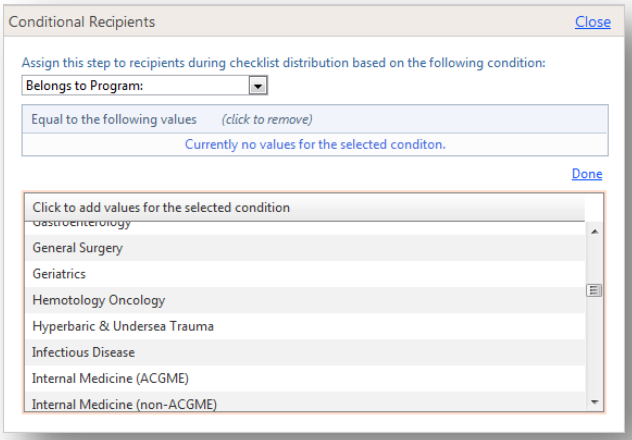
If there are people who need to monitor a select few checklist items, you can select them as additional reviewers for specific steps. For example, maybe your Human Resources administrators are responsible for collecting updated benefit forms. You can create steps for them to complete, as long as they have at least level 1 access to Personnel Data.

1. Go to *Personnel > Checklist > Advancement*
2. Click on a specific checklist
3. Click **Edit**
4. Click on a specific step
5. Click **Settings** in the Additional Reviewers section
6. Click either of the following:
    a. **Add Reviewers** – Select a department and person
    b. **Use existing review group** – Select a group
7. Click **Done**

ADD CONDITIONAL RECIPIENTS

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:

- Belongs to a certain program
- Has a specific employer listed their personnel data records
- Has a certain PGY level
- Has a Visa or a certain visa type
- Is a graduate of a foreign medical school
- Has a certain pay source identified in their personnel data records
- Belongs to an accredited training program



1. Go to *Personnel > Checklist > Advancement*
2. Click on a specific checklist
3. Click **Edit**
4. Click on a specific step
5. Click **Settings** in the Conditional Recipients section
6. Select the condition for distributing this step
7. Click **Add values that qualify for this condition**
8. Click all relevant values to add them to this condition
9. Click **Save Step**

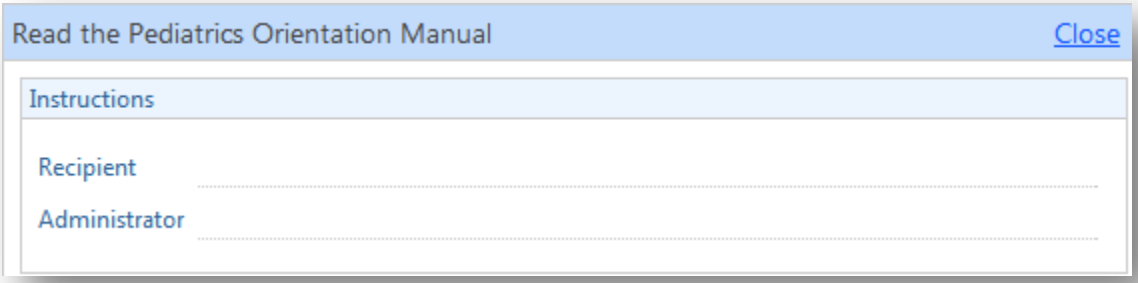
DEPENDENT STEPS

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

1. Go to *Personnel > Checklist > Advancement*
2. Click on a specific checklist
3. Click **Edit**
4. Click on a specific step

5. Click **Settings** in the Dependent Steps section
6. Choose the steps
7. Click **Add**

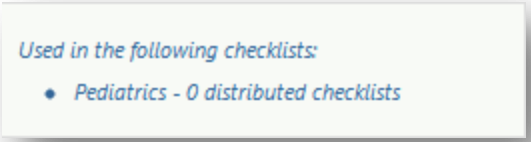
ADD EXISTING STEPS



1. Go to *Personnel > Checklist > Advancement*
2. Click on a specific checklist
3. Click **Edit**
4. Click on a specific step
5. Click **Add Existing Step**
6. Select the step from the dropdown list. View a list of your own steps or steps from all departments.
7. When a step is shared from another department you can change:

- Whether the Recipient can mark as complete
- The setting for the Conditional Recipient
- Additional Reviewers
- Dependent Steps

There is also an indication if the step is used in other checklists and if that checklist has been distributed:



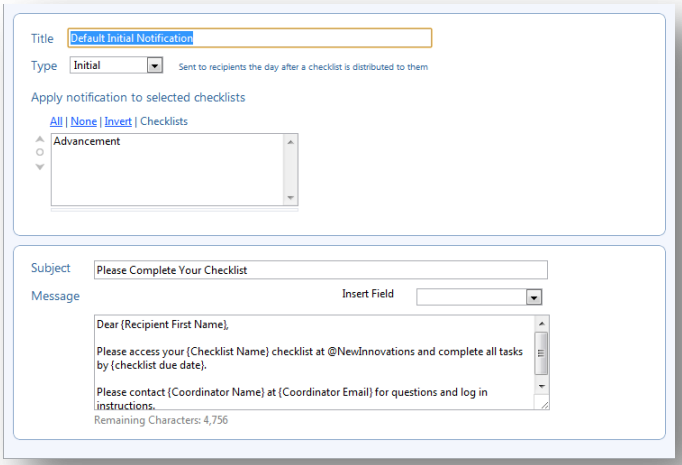
DISTRIBUTE NOTIFICATIONS AND CHECKLISTS

Once your checklist is complete and ready to send to advancing residents and fellows, you can set up distribution and notifications.

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 email that will inform you of how your recipients are progressing with their tasks.

SETTING UP INITIAL, COMPLETION, AND REMINDER NOTIFICATIONS



1. Go to *Personnel > Checklists > Advancement*
2. Click **Notifications**
3. Click **Add Notification**
4. Enter a name for the notification
5. Select the type of notification. They are sent in the daily consolidated email.
    a. Initial - Sent to recipients the day after a checklist is distributed to them
    b. Reminder - Sent to recipients with incomplete steps remaining on their checklist
    c. Complete - Sent to recipients the day after all checklist steps are completed
6. Select all checklists that this email applies to
7. Enter a subject for the email
8. Enter the body of the message
9. You can insert tokens or fields into the body of the message from the list on the right to personalize your emails, including:
    a. Recipient Name
    b. Recipient First Name
    c. Recipient Last Name
    d. Program Name
    e. Program Start Date
    f. Coordinator Name

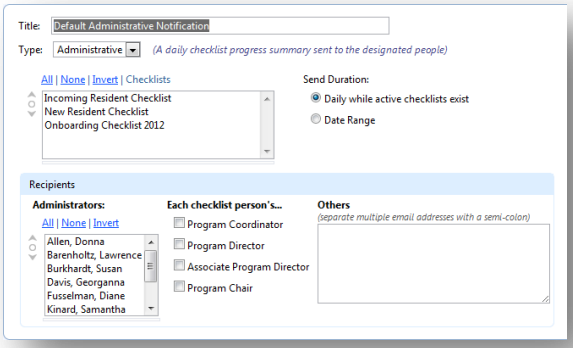
g. Coordinator Email
h. Checklist Name
i. Checklist Due Date
j. Institution Login

10. Click **Save**

Reminder Email

1. You can select send options that include
    a. A reminder x number of days prior to the due date
    b. An option to send the reminder at regular intervals
    c. An option to cc both the Program Director and the Program Coordinator

SETTING UP ADMINISTRATIVE NOTIFICATIONS



1. Go to *Personnel > Checklists > Advancement*
2. Click **Notifications**
3. Click **Add Notification**
4. Enter a name for the notification
5. Select the **Administrative** type of notification.
6. Set the send duration
    a. Daily summaries are sent whenever there are active (not archived) checklists for people in your department
    b. Daily summaries are sent during a certain date range
7. Select email recipients
    a. Administrators: Level 6 users
    b. Each checklist recipients…: Summaries will be sent to recipients' Program Coordinator, Program Director, Associate Program Director, and/or Program Chair. These people are identified in Program Demographics (*Main > Administration > Global Setup > Programs*)
    c. Others: Add email address to send summaries to people who are not one of the above
8. Click **Save**

Sample Summary Email:

Message From: New Innovations **Subject:** Checklists Administrative Summary **Reply Address:** (none)
ADVANCEMENT CHECKLIST: 15 of 37 (41%) completed. 14 currently on hold 0 initial emails sent today 22 reminder emails sent today 8 completion emails sent today 0 people assigned this checklist, but do not have a primary email in the system

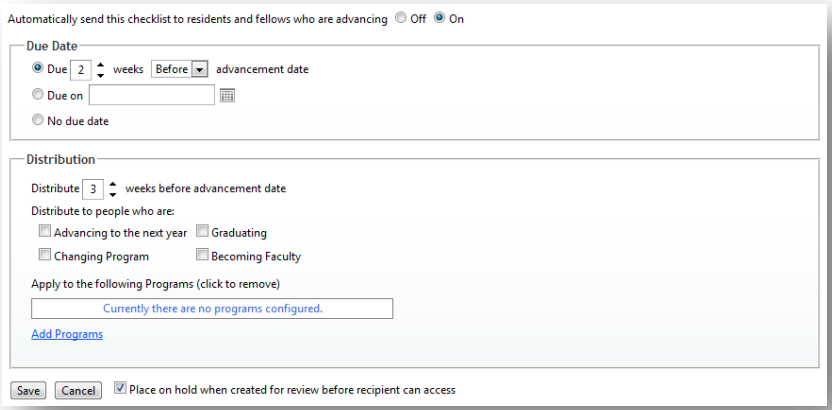
CHECKLIST DISTRIBUTION – AUTOMATIC OR MANUAL?

You can choose to send your checklists out automatically based on recipients' advancement dates. Or you can distribute them manually whenever you want.

- Use Automatic if you are building your checklists prior to when residents and fellows are set to advance
- Use Manual if you are building your checklist after advancement has occurred.

Note: A trainee must have both the status type and the PGY level advancing in order to receive an Advancement Checklist.

AUTOMATIC DISTRIBUTION



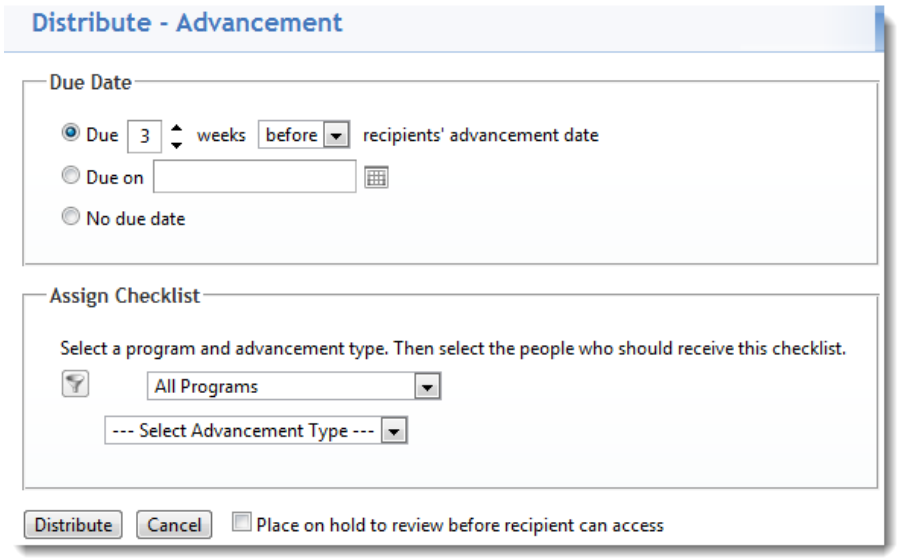
1. Go to *Personnel > Checklists > Advancement*
2. Click **Checklists**
3. Select a checklist
4. Click **Automatic**
5. Set the due date for when the checklist is to be completed
6. Set the distribution date for checklists based on recipients' advancement date
7. Designate recipients of this checklist based on how they are advancing
8. Click **Add Programs**

9. Click each program you want to automatically distribute this checklist to
10. Click **Done**
11. Choose whether or not the checklist will be placed on hold or not on the distribution date
12. Click **Save**

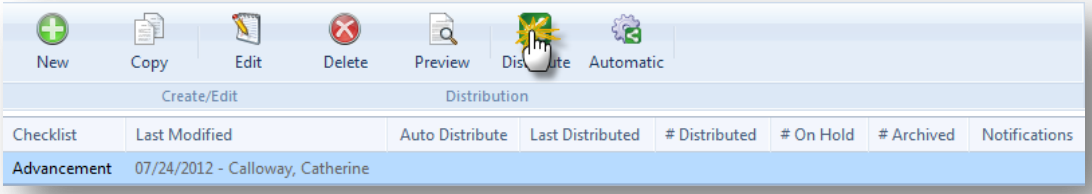
If you have off-cycle residents or fellows, It's possible that advancement checklsits could go out at any time of the year. You can be notified when these checklists are ready to go. Just check the box to put them on hold first and set up an Administrator notification so that notifications are sent whenever active checklists exist.

MANUAL CHECKLIST DISTRIBUTION

When you are ready to distribute advancement checklists, you can set up manual distribution.



1. Go to *Personnel > Checklists > Advancement*
2. Click **Checklists**
3. Select a checklist to distribute



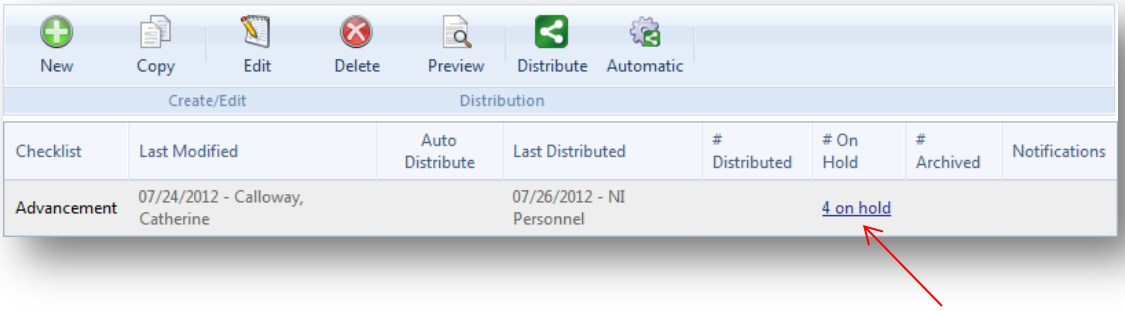
4. Click **Distribute**
5. Set the due date preferences for this checklist

6. Select the program and advancement type of the people who should receive this checklist
7. Select the recipients
8. Optional: Check the box to place checklists on hold for review before sending them
9. Click **Distribute**

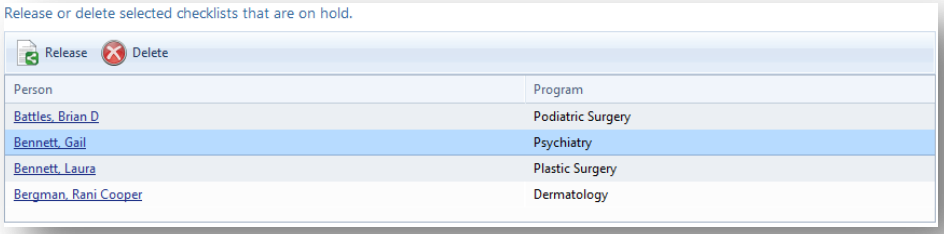
If you have configured an initial email, it will be sent to recipients the next day, unless the checklist is on hold. Then the email will go the day after you release it.

RELEASE CHECKLISTS ON HOLD FOR REVIEW

1. Go to *Personnel > Checklists > Advancement*
2. Click **Checklists**
3. Click the link to access people whose checklists are on hold



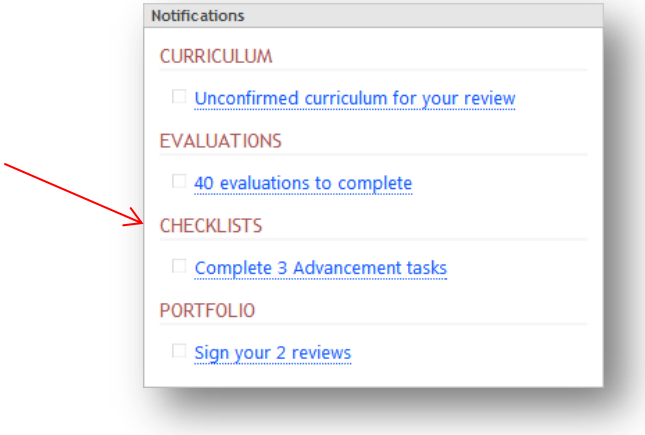
4. Click the checklist that you want to distribute
   a. Ctrl + Click to select multiple checklists



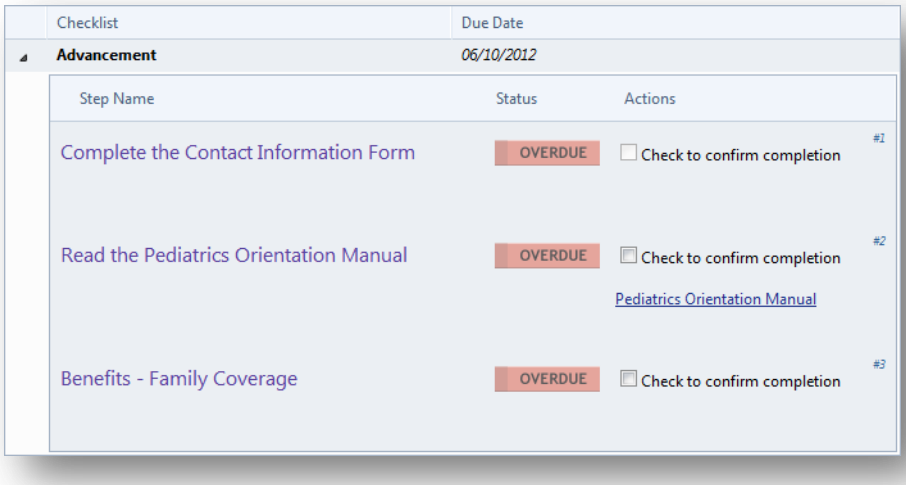
5. Click **Release**

WHAT DO ADVANCING RESIDENTS AND FELLOWS SEE?

When your advancing residents and fellows log in to New Innovations to complete their checklists, they will see an item in their notifications list:



They can click their task link to access their to-do lists.



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

MANAGE ADVANCEMENT CHECKLISTS

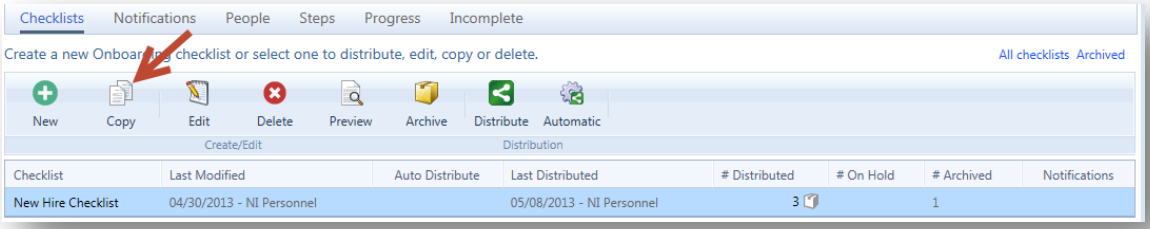
Once you have distributed your checklists, you can get detailed information about progress by using the management pages in the checklists application. Go to *Personnel > Checklists > Advancement.*

CHECKLISTS TAB

Copy a Checklist

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

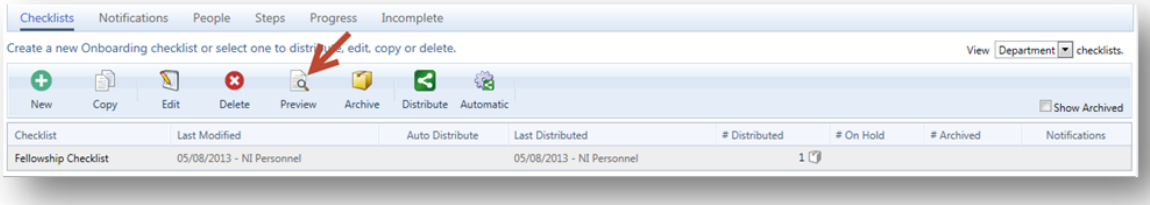
1. Go to *Personnel > Advancement > Checklists tab*
2. Select the checklist you want to copy
3. Click the **Copy** icon
4. Enter a name for the copied checklist. This cannot be the same name as the original.
5. Select the Department. Your own department will be selected by default.
6. Click **Copy**



Preview a Checklist

View your checklist to see how it will appear to your residents.

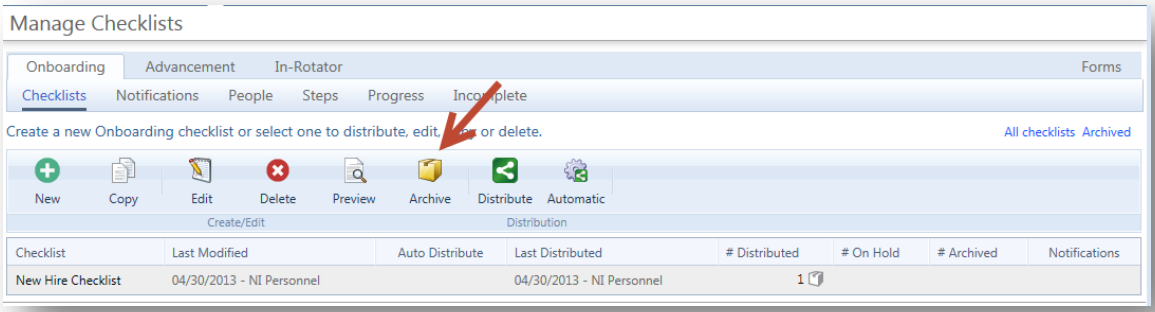
1. Go to *Personnel > Advancement > Checklists tab*
2. Select your checklist
3. Click **Preview**



Archive a Checklist

1. Go to *Personnel > Advancement*
2. Click the **Checklists** tab

3. Select the checklist you want to archive
4. Click the **Archive** icon
5. 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

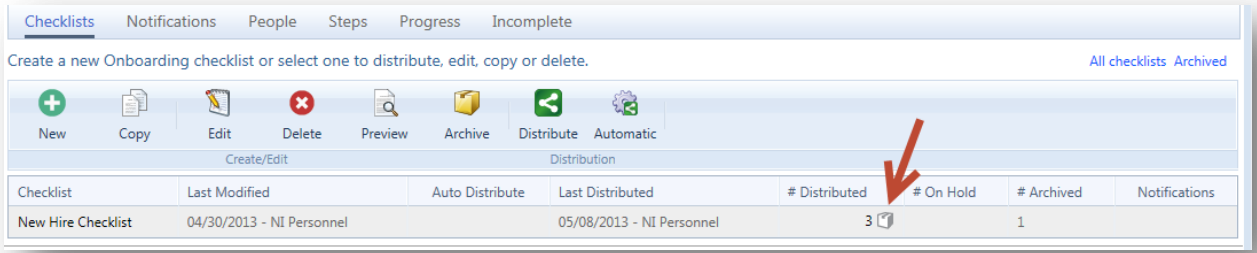


Notes:

- 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 resident checklists en masse

1. Go to *Personnel > Advancement*
2. Click the **Checklists** tab
3. Click the small folder beside the number in the Distributed column
4. Click **OK**



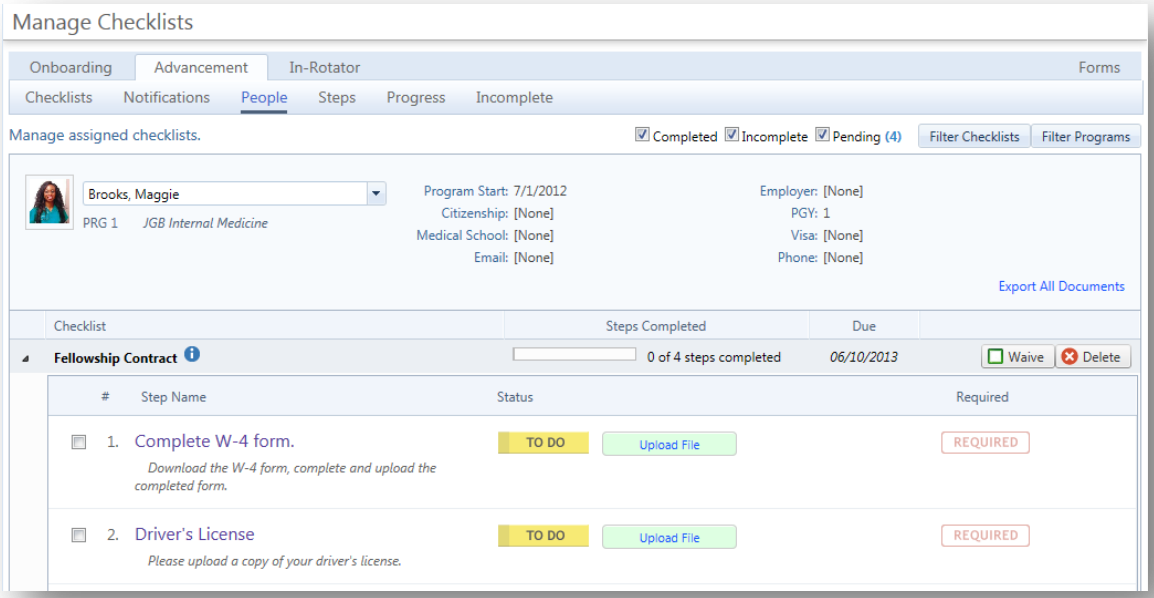
PEOPLE TAB

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

On this page, you can:

- 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
- Review step activity history

Click **Filter Programs** to limit who you see by program.



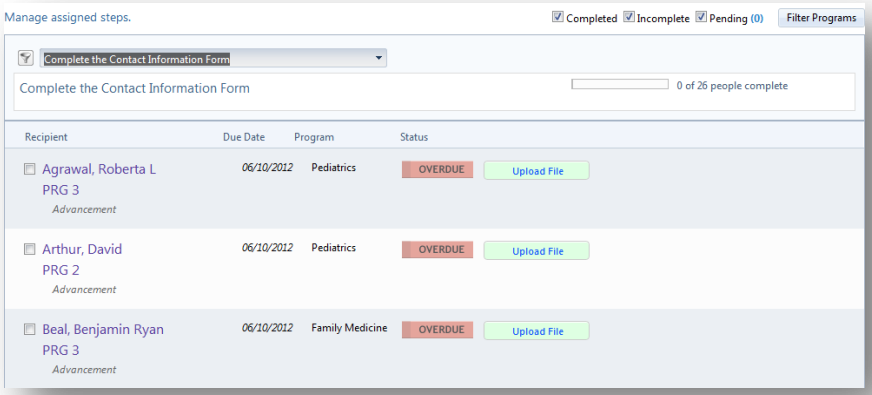
- **Pending:** A document or form has been submitted for administrator review.
- **To Do:** The recipient has yet to complete this task
- **Complete:** The recipient or administrator has completed this task
- **Overdue**: The checklist due date has passed and the step is not complete

Click **Return Step** to send the step back to the recipient and add a note clarifying what you require them to submit.
Click the blue “i" icon to see a history of changes made to steps in this checklist.
If a resident has submitted the wrong document, click the “X” in front of the document to delete it.

STEPS TAB

You can review progress by checklist 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.

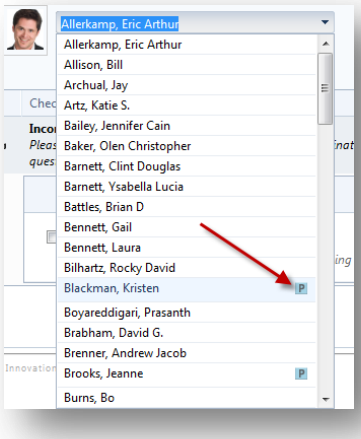


APPROVING PENDING DOCUMENTS AND FORMS

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. You will also need to approve all forms submitted, since recipients are not permitted to mark these steps complete. Access the pending items by person or by step to review the documents and mark the steps complete.

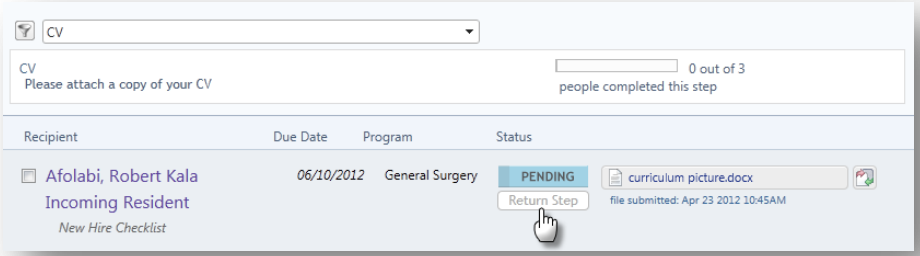
Approve Documents - By Person

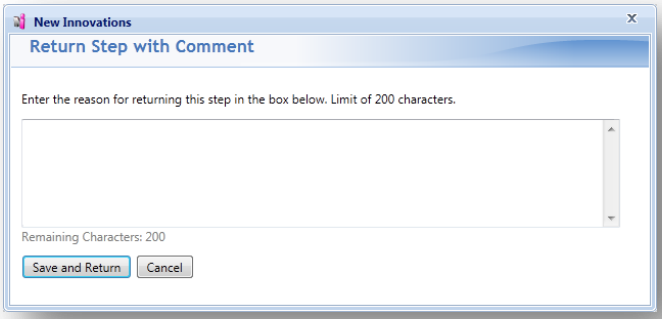
1. Go to *Personnel > Checklists > Advancement > People tab*
2. Select an individual with a pending icon next to their name



3. Click the file to open it and review it

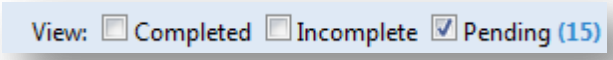
4. Check the box to approve it or click **Return Step** to send it back to the recipient. Add a note to explain



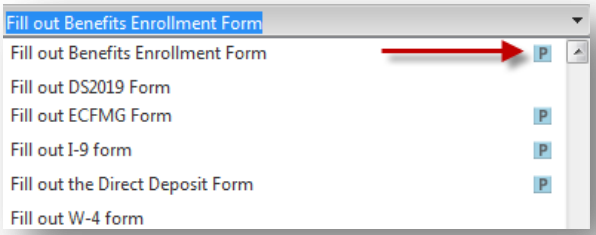


Approve Documents - By Step

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



   3. Select a form step with a Pending icon

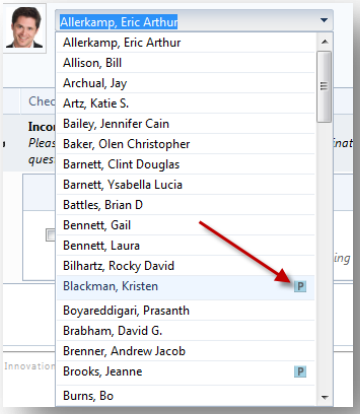


4. Click the document to open and review it or click to review the form
5. Approve it by marking the document step complete or by saving and committing the form to demographics
6. Click **Return Step** to send it back to the recipient. Add a note to explain

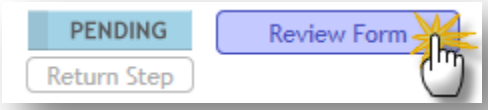
Once approved, documents are stored in the Files & Notes tab in the recipient's Personnel Data file in the Advancement folder.

Approve Forms - By Person

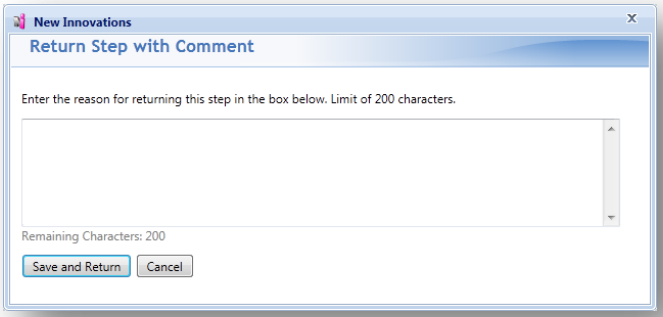
1. Go to *Personnel > Checklists > Advancement > People tab*
2. Select an individual with a pending icon next to their name



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

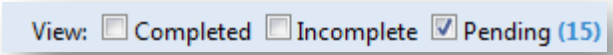


4. Click **Save and Commit to Demographics** to transfer this information from the form to the recipient's Personnel Data record. Click **Save and Close** to save your changes but not submit them just yet
5. Click **Return Step** to send the step back to the recipient and enter a reason for returning it



Approve Forms - By Step

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



3. Select a step with a Pending icon
4. Click the **Review Form** to open it and review it
5. Click **Save and Commit to Demographics** to transfer this information from the form to the recipient's Personnel Data record. Click **Save and Close** to save your changes but not submit them just yet
6. Click **Return Step** to send the step back to the recipient and enter a reason for returning it
   Check the box to approve the submission or click **Return Step** to send it back to the recipient. Add a note to explain

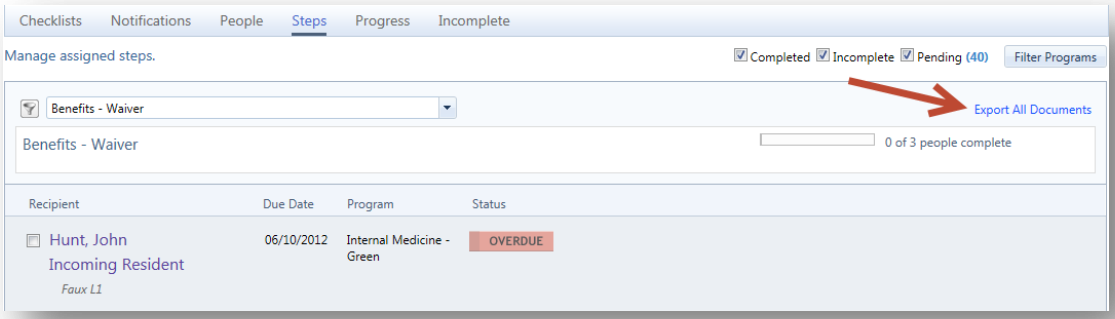
Saving and committing form data to demographics is a one way trip. Once the data is committed, it will be located in Personnel and no longer open for editing on the checklist form. If you need to make further changes, you would need to go to Personnel to do so.

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:

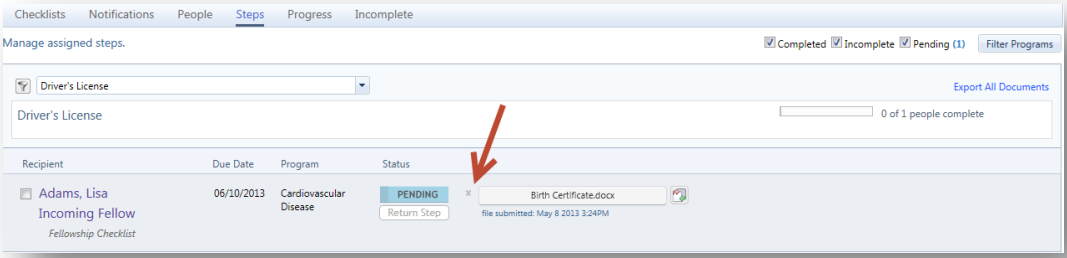
1. Go to *Personnel > Advancement*
2. Click the **Steps** tab
3. Select a step
4. Click **Export All Documents**

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



Delete Submitted Document

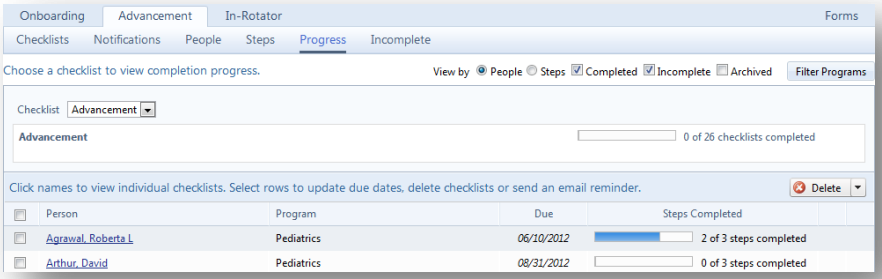
If a resident submits the wrong document, you can delete the document and send the step back to the resident.



PROGRESS TAB

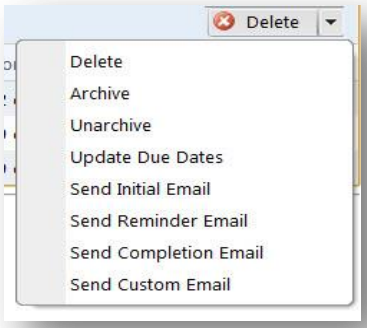
Use the Progress Tab to see a summary of how everyone is progressing on their checklists. Select the Checklist from the dropdown list to get a list of recipients and a count of how many steps have been completed.

You can also use this page to delete checklists when they are no longer need. View the page by people:

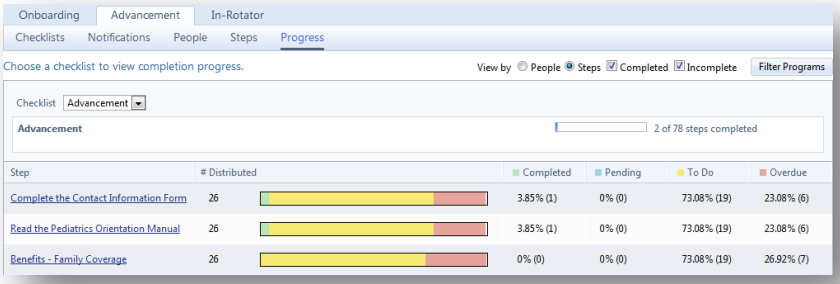


You can take the following actions on this page:

- View the overall summary of progress for each checklist you have distributed
  - By step or by person
- Click a person's name to access his or her checklist
- Click and drag to select multiple rows
- Click the arrow 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
  - 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

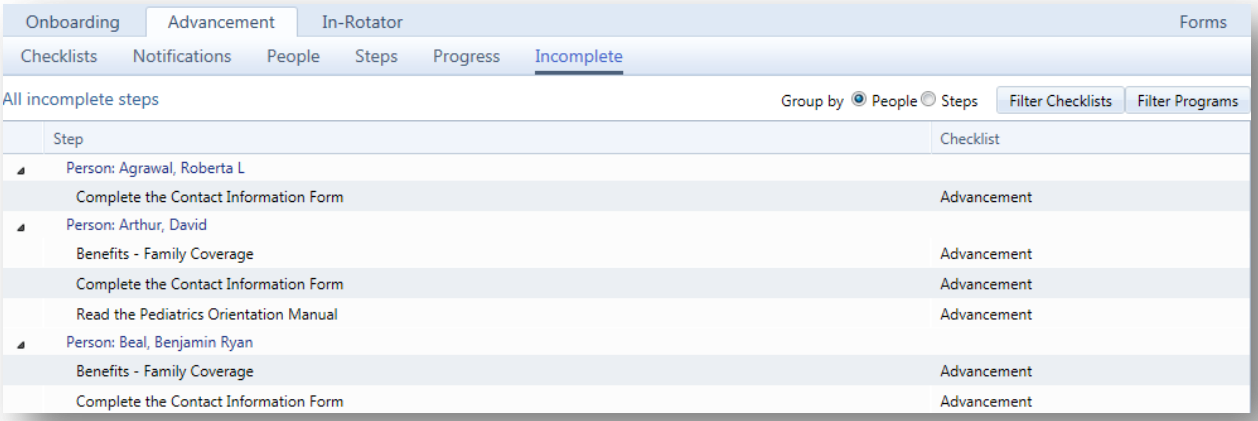


View the page by step:



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:



APPENDIX **A** – ACCESS TO CHECKLISTS

GME ADMINISTRATORS – LEVEL 6 ACCESS

Administrators who oversee other programs and have **level 6** privileges in Personnel Data 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 Data records
- Mark any step complete

GME ADMINISTRATORS WITH LEVEL 5 ACCESS AND PROGRAM ADMINISTRATORS

Administrators who are responsible for specific programs should have **level 5** privileges in Personnel Data 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 Data records, provided they are not prevented from doing so by customized security
- Mark steps complete for people in programs they have access to

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

ADDITIONAL REVIEWERS

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 enrolment forms. You could create a review group for them and assign the step "Submit benefits enrolment forms" to them. Then when they log into New Innovations and access checklists, they will only see the benefit enrolment 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

INCOMING RESIDENTS AND INCOMING FELLOWS

People with Resident and Fellow statuses and advancement paths are the only people who can receive Advancement checklists. They do not need privileges in Personnel Data 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 Data record. Advancing Residents and Fellows can:

- View steps they can act on
- Submit documents
- Mark steps complete