Easy Steps for MAP…

Info Regarding Entry, Registration, Payment,
&
Other important policies

Data Entering your Training Candidate Information

Following is the list of information that you will be required to enter for each candidate.

- ✓ Social Security Number
- ✓ First, Middle and Last Name
- ✓ Maiden/Former Names
- ✓ Complete Address
- ✓ Home and Work Phone Numbers
- ✓ Email address (not required but is highly recommended)
- ✓ Date of Birth
- ✓ Training Program Start Date

1. To start the data entry process please visit our website at www.hdmaster.com.
2. Select the MAP button under the Medication Aide testing column.
3. From the MAP page, select the WebETest Start Page button under the test site forms column.
4. Click on the *MAP Provider/ MAP Trainer* button from the Webetest Start page.
5. Enter your Training Program number and PIN, click login
6. Prior to creating a new record, you need to search with the candidate's social security number **without** dashes (**111111111**) and click **DUPLICATES** to confirm that there is not an existing record for that person. If there is a record you will get a message to call our office so that you can enter the candidate with your training program.
7. Once you are sure that there is not an existing record you will select **New** at the top of the screen.
8. To enter candidate information you need to enter the social security number first **frontwards** and then a second time **backwards** to ensure it is entered correctly.
9. Next you enter the candidates **demographic information,** all information (except the email address must be entered in **CAPITAL** letters, please enter the email address in lowercase letters.)
10. Your **training program ID number and information** will auto fill when you open the new record. If you train for more than one training program you must make sure that you logged in using the training program ID associated with each candidate.
11. You will then need to enter the **date the training started** for this candidate.
12. Then click **Submit Candidate** to save the record.

Selecting the Training Candidate Record

1. In order to search for a specific candidate's record you can input either the Social Security Number of that candidate **without** dashes (**111111111**), search by last name (**Smith**) to obtain a listing of all candidates with that last name or search by specific name (**Smith, Joe**) and then click **SEARCH**
2. You can obtain a list of candidates who ***started*** on a specific date by entering **^mm/dd/yyyy=** and then click **SEARCH**

3. You can obtain a list of candidates who ***completed*** on a specific date by entering **=mm/dd/yyyy=** and then click **SEARCH**
4. To obtain a complete list of all training program participants leave the box blank and click **SEARCH**.

DO NOT LEAVE ANY SPACES BEFORE ANY OF THE SEARCH OPTIONS

Updating your Training Candidate Information

1. Upon completion of the training course, you must enter the number of **hours completed**, the **date completed**, and from the drop down **yes or no** for the completion status. If the candidate **does not** complete the course you must select a **reason from the drop down list** included.
2. If the candidate requires an **ADA Accommodation**, you will indicate that by placing a check mark in the box provided and click on the instructions link to print a copy of the required paperwork for completion. A candidate requesting an ADA accommodation will not be able to schedule online, all ADA requests must be approved by D&S prior to scheduling.
3. If the candidate is employed with a **Provider** and has not all ready tested three times with sponsor funding, you will need to enter that information into the boxes provided. There is a list of eligible providers available by selecting the **Employer List** link. Place a dot in the circle beside the appropriate Sponsor in the **funding options** section. Enter the employed since date. You will then proceed to the scheduling section.
4. If the candidate is not eligible for sponsoring by DMH/DDS and the training facility or provider is paying for the testing complete the **Non-sponsored by DDS/DMH** section with your facility PIN. You will then need to complete the steps outlined in the Non-sponsored by DDS/DMH section.
5. If the candidate is paying for their testing place a dot in the circle beside unsponsored in the **funding options** section. Then print the scheduling directions for the candidate to follow for paying for and scheduling the test.
6. To save the record select **Submit Updates**.

Non-sponsored by DDS/DMH Login Instructions

1. To login to the Non-sponsored by DDS/DMH Interface, you will need to enter your facility's **ID** and **PIN** for access.
2. To select a candidate or candidates for your facility awaiting Employment Verification, you can either look by social security number or last name and then click on the Search button. Or sort the candidates listed by selecting one of the Status choices and select Search to obtain a list of all candidates for your facility.
3. To **Validate Employment** for a candidate on the list select the appropriate circle to indicate your choice. The facility appointed person to verify employment will type in their name and click the **Attestation** box stating their ability to verify employment for their facility. Click **Submit Verifications** to save your selections. After you click submit the candidate you will return to the select candidates record screen.

Scheduling the Training Candidate Record

Once sponsoring has been entered into the candidate record or payment has been made for testing, you will be able to schedule your candidates immediately without submitting paperwork to D&S.

Once you schedule the candidate you are required to provide notification of the test date and time to the candidate. D&S will **not** be mailing notifications to the students that you schedule.

1. To schedule the candidate, you will login to the Training Center Interface with your facility information. You will then select the candidate to schedule in the same way you selected the

candidate to update their training information.

2. When the candidate record is marked completed the testing schedule becomes available for the candidate in the **Test Date Selection** area.
3. When you click on the drop down arrow beside the **Site selection** box, you will see a listing of all of the available test sites in the state of MA.
4. You click on the name of the test site that you would like to schedule the candidate. The selected site will highlighted in **blue**.
5. After selecting the Test Site, you will then select the **Test Date** from the drop down list beside the **Date Field**.
6. You click on the name of the test date that you would like to schedule the candidate at. The selected date will highlighted in **blue**.
7. Click the Submit Updates button to schedule the test.

Cancelling the Test Date

1. Login to the candidates record and check mark the **Cancel** box.
2. Then click the Submit Updates button.

Printing Templates

1. In order to print templates or pdf forms (applications, certificates, verification forms, scheduling directions, skill checklists or student records) for candidates, you first need to pull the list of candidates that you want to print the templates for. Please see the Select the Record page for options on pulling up your desired list. Make sure that there is a Check Mark in the **Include** column for each candidate you wish to print forms for.
2. From the drop down select the form you wish to print by highlighting it in blue and clicking on it with your mouse until it shows as the choice in the drop down box. Click **Print Template**, a new window will open with the desired documents for each candidate requested. When you click print the database will print these forms on individual pages for each candidate.