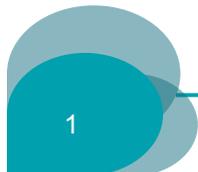




TRAIN Florida – Ad-Hoc Report Description Chart

Questions

Name	Description/Purpose	Features	Visibility
FDOH Course Registrations Total Count	Provides count of total course registrations to report status of learner enrollments offered to the State of Florida.	Displays the total amount of FDOH course Registrations for the “Florida” Group.	Shared Florida, Administrator
FDOH Incomplete	Shows Local Administrators a list of Florida Department of Health employees who have <u>not</u> completed trainings by department and course sponsor.	Displays the learner's unique ID, first and last name, course ID and title, credit type, enrollment and completion date, and department name. When prompted, enter Department and enter Sponsor/Offerer.	Shared Administrator, Course Provider
FDOH TRAIN Florida Course Registration	Provides list of active learners registered in TRAIN Florida courses used for OPQI status reports.	Displays the learner's login name, first and last name, title, registration and department name. The primary group is restricted to Florida, Florida Department of Health”, and Florida Department of Health Non-FTEs. Enter department Name (i.e. Orange CHD) to execute report.	Shared Florida, Administrator
FDOH Info Security FY13-14 Completion Report	Obtain a list of learners who completed the Information Security FY13-14 training for mandatory compliance.	Displays learner's unique ID, first and last name, course ID and title, credit type, completion date, and department name. Enter Office or CHD name to execute report.	Shared Administrator,
FDOH TRAIN Florida Course Completion Status by Department	Provides TRAIN Florida Administrators with a list of employees who completed a specific course within a specific date range at a Division/Office/CHD.	Displays the learner's unique ID, name, course ID and title, credit type, registration and completion date, and group names, and department. Enter the Course Title (i.e. FDOH Code of Ethics) and Department name (i.e. Dade CHD), and Date Range to execute the report.	Shared Administrator
FDOH TRAIN Florida Course Completion by Bureau/Section	Report allows Local Administrators to view their individual staff members in a Bureau or Section.	Displays the learner's unique ID, first and last name, course ID and title, credit type, registration and completion date, bureau/section, and group name. When prompt, enter the Course Title i.e. FDOH Code of Ethics; Bureau, and department (i.e. Lee CHD) to execute the report.	Shared Administrator





Name	Description/Purpose	Features	Visibility
FDOH TRAIN Florida Course Completion CMS Report	Provides TRAIN Florida Administrators with a list of employees who completed a specific course within a specific date range located in the Division of Children’s Medical Services.	Displays the learner’s unique ID, first and last name, course ID and title, credit type, registration and completion date, and group name. When prompt, enter the Course Title, Department, Bureau/Section, and date parameters to execute the report. This report is for the Division of Children's Medical Services.	Shared Administrator
FDOH TRAIN Florida Enrollment Report	Provides TRAIN Florida Administrators with a list of employees who enrolled and completed courses by Division/Office/CHD.	Displays the learner’s unique ID, name, course ID and title, credit type, enrollment and completion date, and group name. When prompt enter Department name to execute report.	Shared Administrator
FDOH TRAIN Florida Mandatory Training Status Report	Provides Administrators with learners who completed the **DOH mandatory trainings statewide for compliance purposes	Displays the learner’s total minimum trainings; Fields include: login name, full name, course title, and registration, and department. The primary group is restricted to Florida, Florida Department of Health, and Florida Department of Health Non-FTEs.	Shared Administrator
FDOH Local Contact List	Provides the TRAIN Florida Administrators and Course Provider Roster with account information.	Report is grouped by Department, and displays Bureau/Section, Administrator’s name, date created, last update date, and User ID.	Shared Administrator
FDOH Learner Accounts	Obtain a list of active learner accounts with inaccurate or incorrect data from the “Details” tab used for TRAIN Audit Maintenance to update information.	Displays the FDOH Learner accounts for CHDs, CMS, Division or Program Office. When prompt, enter in the Department Name, i.e. Levy CHD. Click here for the **FDOH Group List.	Shared Administrator
FDOH Learner Accounts Non-FTEs	Obtain a list of active Non-FTE accounts with inaccurate or incorrect data from the “Details” tab used for TRAIN Audit Maintenance to update information.	Displays the total count of FDOH Non-FTE accounts for CHDs, CMS, Division or Program Office Non-FTEs. When prompt, enter in the Department Name, i.e. Levy CHD.	Shared Administrator
FDOH TRAIN Florida Transcript Report	Provides Administrators with a list of complete and incomplete trainings for a single employee within an office or division.	Displays the learner’s login name, name, credit type, enrollment and completion date, department, and county. Enter learner’s login name to execute report.	Shared: Administrator





Name	Description/Purpose	Features	Visibility
FDOH Email Address	This report provides the DOH Email Address List of employees in a department or office. When prompt, enter Department.	Displays user login name, last and first name, email, department. When prompt, enter Department Used for cleanup.	Shared Florida, Administrator

* FDOH Group List - click [here](#)

