

*Your training calendar appears on the screen when you log into E-Track as a facilitator. Along the left-hand side is your calendar for the current week, while the current month appears in the main screen.*

*Clicking the arrow to the left and right of the month allow you to scroll backwards or forwards through your calendar.*

*You are also able to print the information you see on this screen by clicking the printer icon on the right-hand side of the screen.*

The screenshot displays the Ohio.gov E-Track Facilitator Portal. The top navigation bar includes the Ohio.gov logo, 'Ohio Child Welfare Training Program E-Track', and utility links for LOGIN, HELP, and EXIT. The main content area is titled 'Facilitator Calendar for Xan Boone' and includes a 'Session Survey Results Report' link. The calendar is for November 2011, showing dates from 10/30 to 12/3. Two events are scheduled for November 3rd and 4th: 'CW5 Investigative Processes in Family-Centered Child Protective Services' and 'CW5 Learning Lab: Interviewing Skills for Investigations'. A printer icon is circled in the top right corner of the calendar interface.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/30	10/31	1	2	3 CW5 Investigative Processes in Family-Centered Child Protective Services 9:00 AM-4:00 PM	4 CW5 Learning Lab: Interviewing Skills for Investigations 9:00 AM-4:00 PM	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	12/1	12/2	12/3

*Clicking on the underlined title of any OCWTP session on your calendar will bring up additional information about the session, starting with the screen you see below, which lists the people registered for the session.*

*RTCs have 10 days after the end of a session to assign completion credit to individuals and close the session. Contact your RTC if you have questions about attendees.*

The screenshot shows the Ohio.gov E-Track Facilitator Portal. The page title is "General Information CW5-Investigative Processes in Family-Centered Child Protective Services". The left sidebar contains navigation links: Attendees, Meeting Times, Surveys & Certificates, People, and System. The main content area is divided into two columns of session details.

Learning Title	<b>CW5-Investigative Processes in Family-Centered Child Protective Services</b>	Registration Open Date	<b>05/31/2011</b>
Local Learning Code	<b>115-CW5-S</b>	Registration Close Date	<b>11/03/2011</b>
Session Title	<b>CW5-Investigative Processes in Family-Centered Child Protective Services</b>	Base Individual Registration	<b>0.00</b>
Session Local Code	<b>OCWT000C30</b>	Registration Mode	<b>Open</b>
Session Training Region	<b>WORTC</b>	Minimum Enrollment	<b>5</b>
External Students Can Enroll	<b>Always</b>	Maximum Enrollment	<b>25</b>
Start Date	<b>11/03/2011</b>	Wait List	<b>0</b>
End Date	<b>11/03/2011</b>	Seats Available for Enrollment	<b>13</b>
Status	<b>Closed</b>	Number of Attendees	<b>12</b>

Below the session details is a table titled "ATTENDEES" with a "Print Session Roster" link. The table has columns for NAME, EMAIL, STATUS, CHARGE, TYPE OF CHARGE, PAYMENT METHOD, BILLING NUMBER, and REGISTRATION NUMBER. All attendees have a status of "Complete" and a charge type of "Registration".

<input type="checkbox"/>	NAME	EMAIL	STATUS	CHARGE	TYPE OF CHARGE	PAYMENT METHOD	BILLING NUMBER	REGISTRATION NUMBER
<input type="checkbox"/>	Brokaw, Amena	<a href="mailto:afeasel@nyap.org">afeasel@nyap.org</a>	Complete		Registration			OCWT00D347
<input type="checkbox"/>	Butler, Kimberly	<a href="mailto:butlek02@odifs.state.oh.us">butlek02@odifs.state.oh.us</a>	Complete		Registration			OCWT00D348
<input type="checkbox"/>	Cisco, Elly	<a href="mailto:cisco3@odifs.state.oh.us">cisco3@odifs.state.oh.us</a>	Complete		Registration			OCWT00D349
<input type="checkbox"/>	Goldschmidt, Sarah	<a href="mailto:golds@ifs.hamilton-co.org">golds@ifs.hamilton-co.org</a>	Complete		Registration			OCWT00D34A
<input type="checkbox"/>	Hansen, Christine	<a href="mailto:Hansac@odifs.state.oh.us">Hansac@odifs.state.oh.us</a>	Complete		Registration			OCWT00D352
<input type="checkbox"/>	Harkleroad, Kristi	<a href="mailto:HARKLK@odifs.state.oh.us">HARKLK@odifs.state.oh.us</a>	Complete		Registration			OCWT00D34B
<input type="checkbox"/>	Hartman, Carl	<a href="mailto:HARTMC01@odifs.state.oh.us">HARTMC01@odifs.state.oh.us</a>	Complete		Registration			OCWT00D34C
<input type="checkbox"/>	Lewis, April	<a href="mailto:Lewis06@odifs.state.oh.us">Lewis06@odifs.state.oh.us</a>	Complete		Registration			OCWT00D34D
<input type="checkbox"/>	Monnin, Melissa	<a href="mailto:monnim@odifs.state.oh.us">monnim@odifs.state.oh.us</a>	Complete		Registration			OCWT00D34E
<input type="checkbox"/>	Omiotanski, Scott	<a href="mailto:OMIETS@odifs.state.oh.us">OMIETS@odifs.state.oh.us</a>	Complete		Registration			OCWT00D34F
<input type="checkbox"/>	Steinmetz, Shelby	<a href="mailto:STEINS02@odifs.state.oh.us">STEINS02@odifs.state.oh.us</a>	Complete		Registration			OCWT00D350
<input type="checkbox"/>	Wenner, Hannah	<a href="mailto:Wenneh@odifs.state.oh.us">Wenneh@odifs.state.oh.us</a>	Complete		Registration			OCWT00D351

On the left-hand menu, click Meeting Times, and you'll see the below screen. This is where you'll find the actual location of the session, and its start and end times. In the example below you'll see this is a session being offered by WORTC, but it is being held at the University of Dayton Courtyard by Marriott, not at the regional training center.

The screenshot shows the Ohio.gov Facilitator Portal interface. The top navigation bar includes 'Ohio.gov', 'Ohio Child Welfare Training Program E-Track', and 'Facilitator Portal > Session Details'. The main content area displays session information for 'CW5-Investigative Processes in Family-Centered Child Protective Services'. A table titled 'MEETING TIMES' lists the facility, start date, start time, end date, end time, and time zone. The 'Meeting Times' link in the left-hand menu is highlighted with a box and an arrow pointing to the table.

FACILITY	START DATE	START TIME	END DATE	END TIME	TIME ZONE
WORTC University of Dayton Courtyard by Marriott University of Dayton Courtyard by Marriott	11/03/2011	09:00am	11/03/2011	04:00pm	EST

*The Surveys & Certificates, People, and System tabs contain information imbedded at the session level, and (other than your name as the facilitator for the session) do not contain any further information you would need to reference. Simple click one of the "X" symbols on the right-hand side to return to your calendar.*

*Please proceed to the instructions on blacking out dates on your calendar.*

Ohio.gov Ohio Child Welfare Training Program E-Track

Facilitator Portal > Session Details

::: General Information CW5-Investigative Processes in Family-Centered Child Protective Services :::

[Attendees](#)  
[Meeting Times](#)  
[Surveys & Certificates](#)  
[People](#)  
[System](#)

**:::FACILITATORS**

FACILITATOR NAME	ADDRESS	PHONE	YRS IN PUB/PRIV CHILD WELFARE	EMAIL	JOB TITLE	IV-B ID
Boone, Xan	1811 Denfield Court Cincinnati OH 45255	513-946-2008		sboone3@CINCI.RR.COM		

**:::REGISTRARS**

REGISTRAR NAME	ADDRESS	PHONE	YRS IN PUB/PRIV CHILD WELFARE	EMAIL	JOB TITLE	IV-B ID
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**:::CONTACTS**

CONTACT NAME	ADDRESS	PHONE	YRS IN PUB/PRIV CHILD WELFARE	EMAIL	JOB TITLE	IV-B ID
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