New Training Compliance – Deficiency Report now Available

A new training compliance/deficiency report is now available for VA LMS Administrators which replaces the existing Compliance, Deficiency and Mandatory Item Status reports. This report allows the LMS Administrator to determine the current status of Users in their Domain (and sub-Domains) relative to assigned Items. The report will tell if the User is either compliant or deficient and, for those that are currently compliant, if they will become deficient prior to a future date supplied by the Administrator at the time the report is run.

A completed report can show any one of three status conditions relative to assigned items for each user in a Domain (and sub-Domain):

- Compliance
- Deficiency
- Will become deficient

Definitions of these three conditions:

1. Compliance

The American Heritage Dictionary defines compliance as "The act of complying with a wish, request, or demand." Within VA LMS, compliance means "To either have completed an assigned Item or to have an assigned Item for which the Required By date is in the future."

In order for a User to be in compliance with an assignment of an Item in VA LMS, the following must all be true:

a. The User must have an assignment for the Item on their Learning Plan (Note that free-floating assignments {those not assigned by Curricula} of Items that have been completed no longer appear on the *default* view of the Learning Plan)
b. The Assignment Type for this assignment must be **Required**
c. The assignment, when made, must have a **Required By** date
d. One of the following:
    i. For free-floating assignments, there must be a completion of the Item after the Assignment date
    OR
    ii. For Curricula assignments, the **Required By** date must be in the future (some date beyond the date for which compliance is being determined)

2. **Deficiency**

Dictionary.com defines deficiency as “the state of being deficient; lack; incompleteness; insufficiency.” Within VA LMS, deficient means “To have allowed the Required By date to pass without completing an assigned Item.”

In order for a User to be deficient for an assignment of an Item in the LMS, all of the following must be true:

a. The User must have an assignment for the Item on their Learning Plan (Note that free-floating assignments of Items that have been completed no longer appear on the *default* view of the Learning Plan)
b. The Assignment Type for this assignment must be **Required**
c. The assignment must have a **Required By** date
d. This **Required By** date must be in the past (some date before the date for which compliance is being determined)

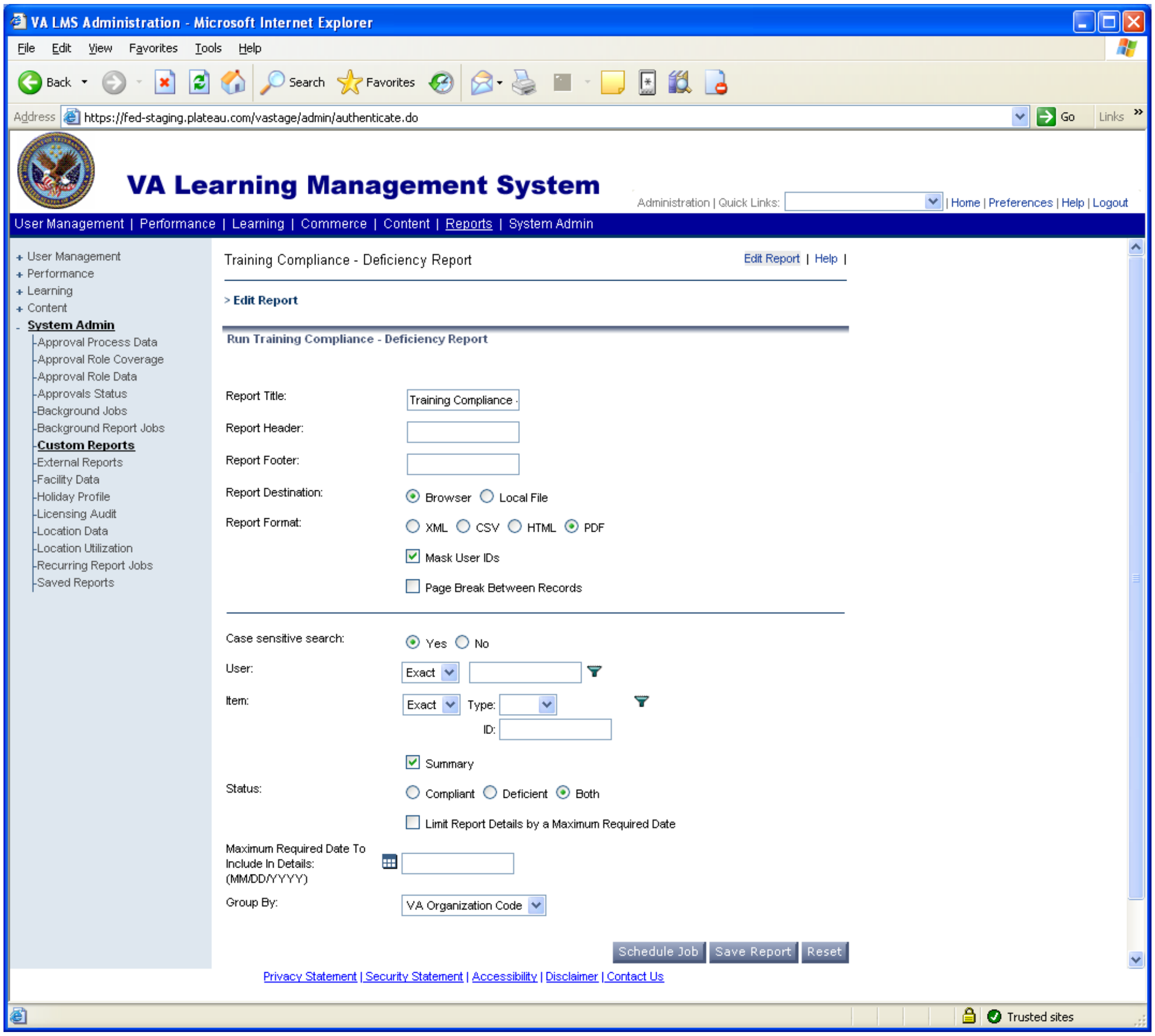
3. **Will become Deficient**

Since a User is considered compliant with required training until the Required By date is exceeded, it important to know which, and how many, Users who are currently compliant with a training requirement will become deficient between the date the report is run and the official reporting date.

Steps for running this new report:

1. Click **Reports** on the main menu
2. Click **System Admin** on the Reports sub-menu
3. Click **Custom Reports** on the System Admin sub-menu
4. Click the [Search] button
5. Click the [View] button for the report titled **Training Compliance – Deficiency Report**
6. Click the [Run] button
7. Make any desired changes to the Report Title, Report Header, and Report Footer
8. Select the Report Format
    - **XML** if you wish to import the output of this report into a database
    - **CSV** if you wish to open the report in MS Excel
    - **HTML** is not used much since we removed the [Run Report] button
    - **PDF** for a finished report in Adobe Acrobat format
9. Select the **Users** to be considered for this report
    - Remember, if you include a User in the selection that doesn’t have a current assignment for the Item, they will not be on the report
        - HINT: All reports in the LMS run fastest if you submit Criteria for Users (Class, Organization, VA Organization Code, etc.) rather than adding them by name

10. Select the **Item(s)** to be considered for this report
    - Remember, if you include an Item in the selection for which no Users have assignments, the Item will not appear on the report
        - HINT: It is best if you run separate reports for each Item
        - NOTE: Running a report with no Item selected will cause the system to run slowly for everyone, so ALWAYS select at least one Item.
11. Uncheck the **Summary** checkbox if you want the names of each User to appear in the report, otherwise, leave it checked to get only totals
    - HINT: In order to determine 'who will become deficient', this must be un-checked.
12. Select a **Status** to determine the type of data to include in the details section of the report
    - Compliant to include ONLY those Users who are compliant
    - Deficient to include ONLY those Users who are deficient
    - Both to include both compliant and deficient Users
13. Check the **Limit Report Details by a Maximum Required Date** checkbox and enter a date in the **Maximum Required Date to include in Details** field.
    - Remember, this will limit the report output to those who have a Required By date less than, or equal to, the date entered
        - NOTE: If you wish to show Users who are both deficient and who will become deficient, you must select the **Status** "both"
14. Click the [Schedule Job] button
15. Enter a **Job Description** in the field
16. Make sure the "**Notify via email upon completion**" checkbox is checked and your email address is correct
17. Click the [Finish] button
18. Once you receive the notification that your job is complete, click **Background Report Jobs** on the System Admin sub-menu
19. Locate your new report in the list and click the [Download] button
20. Click the [Save] button to save your report
21. Click the [Delete] button by your new report to remove it from the list



Guidance on accessing each of these reports in VA LMS is provided below.

Frequently asked questions:

How do I determine how many Users are compliant with a mandatory assignment?

1. Complete steps 1 through 8 listed above
2. Select the **Users** to be considered for this report
3. Select the **Item** to be considered for this report
4. Select the **Status** radio button titled Compliant
5. Click the [Schedule Job] button
6. Enter a **Job Description** in the field
7. Make sure the "**Notify via email upon completion**" checkbox is checked and your email address is correct
8. Click the [Finish] button
9. Once you receive the notification that your job is complete, click **Background Report Jobs** on the System Admin sub-menu
10. Locate your new report in the list and click the [Download] button
11. Click the [Save] button to save your report
12. Click the [Delete] button by your new report to remove it from the list

How do I determine the names of the Users who are deficient for a mandatory assignment?

1. Complete steps 1 through 8 listed above
2. Select the **Users** to be considered for this report
3. Select the **Item** to be considered for this report
4. Uncheck the **Summary** checkbox
5. Select the **Status** radio button titled Deficient
6. Click the [Schedule Job] button
7. Enter a **Job Description** in the field
8. Make sure the "**Notify via email upon completion**" checkbox is checked and your email address is correct
9. Click the [Finish] button
10. Once you receive the notification that your job is complete, click **Background Report Jobs** on the System Admin sub-menu
11. Locate your new report in the list and click the [Download] button
12. Click the [Save] button to save your report
13. Click the [Delete] button by your new report to remove it from the list

How do I get a list of all the Users who are both compliant and deficient with a mandatory assignment?

1. Complete steps 1 through 8 listed above
2. Select the **Users** to be considered for this report
3. Select the **Item** to be considered for this report
4. Uncheck the **Summary** checkbox
5. Select the **Status** radio button titled Both
6. Click the [Schedule Job] button
7. Enter a **Job Description** in the field
8. Make sure the "**Notify via email upon completion**" checkbox is checked and your email address is correct
9. Click the [Finish] button
10. Once you receive the notification that your job is complete, click **Background Report Jobs** on the System Admin sub-menu
11. Locate your new report in the list and click the [Download] button
12. Click the [Save] button to save your report
13. Click the [Delete] button by your new report to remove it from the list

How do I get a list of names for all the Users who must complete a mandatory assignment by the national reporting date to ensure our facility is at 100%?

1. Complete steps 1 through 8 listed above
2. Select the **Users** to be considered for this report
3. Select the **Item** to be considered for this report
4. Uncheck the **Summary** checkbox
5. Select the **Status** radio button titled **Both**
6. Check the **Limit Report Details by a Maximum Required Date** checkbox
7. Enter the national reporting date in the **Maximum Required Date to include in Details** field.
8. Click the [Schedule Job] button
9. Enter a **Job Description** in the field
10. Make sure the "**Notify via email upon completion**" checkbox is checked and your email address is correct
11. Click the [Finish] button
12. Once you receive the notification that your job is complete, click **Background Report Jobs** on the System Admin sub-menu
13. Locate your new report in the list and click the [Download] button
14. Click the [Save] button to save your report
15. Click the [Delete] button by your new report to remove it from the list

The report will contain all the Users who are currently deficient as well as those who will become deficient by the date you entered.

*** NOTE * The aggregate numbers will reflect the current levels of compliance and deficiency.**