Task Instructions
Task ID: *TRNG36*
Wave: *CMS*
Audience*: All Agencies*
Task Name*: Distribute Request for End User Training Registration*
Task Type*: Training*
Task Due Date: *April 30, 2021*

Task Overview

To participate in Florida PALM end user training, your end users will need to access the State's People First Learning Management System (LMS) and search for "PALM TECH". From the list that displays they may select training associated with their end user role. Florida PALM end user training courses are categorized into Programs based on end user roles, for example, Agency GL Journal Processor. Florida PALM instructor-led training (ILT) and web-based training (WBT) course materials will be made available on a rolling basis between now and the beginning of May 2021. End users can begin taking all available WBT courses immediately. However, end users must register in the LMS to attend ILT courses planned for delivery in May and June 2021 by Florida PALM trainers. **Seating for each ILT is limited to 15 participants per session, so only those end users assigned roles identified for each ILT session may register to attend the ILT classes.**

Inform your agency's end users of WBT availability and register for ILT courses based on your agency's training approach. Below is a list of training registration activities:

1. Use your agency's Role Mapping Worksheet (RDNS233, RDNS246), and the CMS Wave Training Curriculum and Role to Course Matrix, to determine the PALM TECH Training Program(s) each CMS Wave end user should complete.
2. CMS Wave end users may access and take available WBT training in the LMS.
   a. Use the 'Taking Florida PALM Training' job aid if you need assistance searching for PALM TECH training.
3. CMS Wave end users identified to take specific ILT sessions should register for the class using the LMS. After registering, end users should also:
   a. Confirm with their Agency Liaison their IP address or network range was provided to the Project Team (TECH106).
   b. Test connectivity to Florida PALM training environment a week prior to each ILT course by using https://fintrn1.flpalm.myfloridacfo.gov. Figure 1 below shows the sign-in page after a successful connection to the Florida PALM training environment. Note, the User ID and Password will be provided by the ILT course instructor as part of the ILT session on the scheduled date.
   c. If an end user IP Address was not included or Figure 1 does not appear when testing the link, work with your Training Liaison and Readiness Coordinator to resolve.

Figure 1: Florida PALM Training Environment Sign-In Page

4. Share requests for reasonable accommodations and assistive learning support with the Project. These were identified in your Role Mapping Worksheet (RDNS233, RDNS246) but should be confirmed prior to completing Florida PALM training, as applicable.

Training Liaisons should support end user registration based on your agency's training approach. You do not need to notify the Project when end users register for ILT sessions. Your Readiness Coordinator will confirm PALM TECH registrations during a Touchpoint before **April 30, 2021.**

Task Instructions
Please work with your agency's Training Liaison to coordinate who will complete each of the items involved with this task.

Instructions
1) *Work with your Training Liaison to determine the training courses each identified CMS Wave end user should complete based on your End User Role Mapping Worksheet (RDNS233, RDNS246), and the CMS Wave Training Curriculum and Role to Course Matrix.*
2) *If an end user has been identified to participate in an ILT course, confirm ILT participants' network information has been provided (TECH106). If not, work with your Training Liaison and Readiness Coordinator to resolve.*

3) *Communicate applicable training to each end user.*
   a. *If participating in ILT, confirm the end user is registered for ILT session(s) and is able to connect to the training environment.*
   b. *If participating in WBT, begin completing applicable role-based Training Programs, as available. Each agency is responsible for their training approach with respect to end users self-registering or assigning end users in the LMS.*

4) *Confirm completion of end user registration for CMS Wave Florida PALM training with your Readiness Coordinator by* ***April 30, 2021.***

Supporting Materials and Resources:

- *Florida PALM CMS Wave Training Curriculum and Role to Course Matrix*
- *Florida PALM CMS Wave Instructor-Led Training Schedule*
- *Taking Florida PALM Training Job Aid*