

# How to Use the RHNTC Training Tracking System to Assign and Track Family Planning Staff Training

March 9, 2023



New York State  
Family Planning  
Training Center  
[nysfptraining.org](http://nysfptraining.org)

# Your Facilitators



**Katie Quimby**

Deputy Director, Reproductive  
Health National Training Center  
Director, New York State Family  
Planning Training Center



**Elizabeth Costello**

Website Lead,  
Reproductive Health  
National Training  
Center

# Let's get to know you...

## Type in the chat your:

- Name
- Role
- Agency

# The RHNTC

Funded by the federal Office of Population Affairs (OPA) to ensure that personnel working in OPA-funded Title X and teen pregnancy prevention (TPP) projects have the knowledge, skills, and attitudes necessary to deliver high-quality services and programs

All training and resources from the RHNTC is available for FREE regardless of Title X funding status, including the use of the Training Tracking System (TTS)



# Training Tracking System (TTS)

The RHNTC website allows any user who creates an account to track their completion of eLearning courses, archived webinars, and other training resources

Users can also request a **Training Administrator** account that allows them to create a customized list of training resources that can be shared with staff at their organization or grantee network, track completion of those trainings, and download a completion report

<https://rhntc.org/training-tracking-system>



# Learning Objectives

- Describe how the RHNTC Training Tracking System can help your program meet its training and professional development goals and needs
- Request a Training Administrator account on [rhntc.org](http://rhntc.org)
- Create and share a training list and track training participation
- Download a training completion report for staff

# How the TTS Can Benefit You

- It's free to use
- Quickly create training lists to help onboard new staff
- Enable staff to complete trainings asynchronously
- Monitor which staff have completed trainings
- Complements the [nysfptraining.org](https://nysfptraining.org) website and resources

# What is your role in tracking training?

Type in the chat which best describes you...

1. I'm responsible for tracking my own training
2. I'm responsible for tracking the training of staff in my agency
3. Something else



# How familiar are you with the RHNTC?

Type in the chat which best describes you...

1. I've used the RHNTC to find resources
2. I've used the RHNTC to obtain a certificate of completion for myself
3. I've used the training tracking system features to track staff training completion

# NYS FPP Training Guidance

## NEW YORK STATE FAMILY PLANNING PROGRAM (NYSFPP) TRAINING GUIDANCE



Department of Health



New York State Family Planning Training Center  
nysfptraining.org

All NYSFPP staff are required by NYSDOH to complete trainings on a variety of topics. The specific training and content requirements for each staff member are based on their role within the NYSFPP and should reflect the scope of work they perform. Trainings that are required based on staff role are indicated with a Y (“YES”). Providers can document fulfillment of training requirements with the following: agency policy and procedures, training attendance logs, staff certificates of completion, and/or signed acknowledgment form or statement of understanding. Contact your NYSDOH FPP Program Manager with questions and refer to [NYSFPP Program-Specific Requirements](#).

Training Requirements – Once Per Project Period	NYSFPP Policy	Training Resource (Source)	Time	Clinical Staff*, Program Director/ Manager, Clinical Manager, & Health Educator/Social Worker	Reception/ Front Desk & Billing Staff
Program Orientation	2.5, 2.6, 2.10	<a href="#">Family Planning Program Orientation</a> (NYSFPTC)	1 hr	Y	Y
Client-Centered Contraceptive Counseling	2.4	<a href="#">Contraceptive Counseling and Education eLearning</a> (RHNTC)	3 hr	Y	N
Culturally-Competent, Client-Centered Care	2.7	<a href="#">Cultural Competency in Family Planning Care eLearning</a> (RHNTC)	1.5 hr	Y	Y
Human Trafficking	2.13.3	<a href="#">SOAR to Health and Wellness Human Trafficking Training</a> (ACF)	1 hr	Y	Y
Providing Quality Family Planning Services Recommendations (QFP)	2.4	<a href="#">Introduction to the Quality Family Planning Recommendations eLearning</a> (RHNTC)	1 hr	Y	N
Pregnancy Counseling	2.4	<a href="#">Pregnancy Testing and Counseling eLearning</a> (RHNTC)	2 hr	Y	N
Annual Training Requirements	NYSFPP Policy	Training Resource (Source)	Time	Clinical Staff*, Program Director/ Manager, Clinical Manager, & Health Educator/Social Worker	Reception/ Front Desk & Billing Staff
Identification and Reporting of Suspected Child Abuse**	2.13.1, 2.13.2	<a href="#">Mandatory Child Abuse Reporting at NYSFPP-Funded Settings - Training Slides</a> (NYSFPTC) & <a href="#">Trauma-Informed Mandatory Child Abuse Reporting in a Family Planning Setting Video</a> (RHNTC)	1.5 hr	Y	Y
			10 m		
Involving Family Members in the Provision of Family Planning Services to Minors	2.4	<a href="#">Counseling Adolescent Clients to Encourage Family Participation Video</a> (RHNTC)	6 m	Y	N
Counseling Minors on Resisting Coercion into Engaging in Sexual Activity	2.4	<a href="#">Counseling Adolescent Clients to Resist Sexual Coercion Video</a> (RHNTC)	5 m	Y	N
Medical Emergency Plans	1.13	<i>Site-Specific</i>		Y	Y

Last Updated March 7, 2023

1

Download at:  
<https://nysfptraining.org/family-planning-program-fpp-resources/>  
 > pw nysfpp,  
 > “Implementation Tools”



New York State Family Planning Training Center  
nysfptraining.org

# Training Administrator Accounts

Any website user can create a **Training Administrator** account, but the features are intended for Title X Family Planning Program grantees and subrecipients that are responsible for

- developing training plans for their networks,
- tracking network staff completion of assigning trainings, and
- ensuring that service sites comply with Title X training requirements

# Get started

- Register for an account with RHNTC: <https://rhntc.org/user/register?destination=/user>
- Request a training administrator account: <https://rhntc.org/request-training-admin>

**Chat in “Yes” if you already have a training administrator account.**

# Demo of the RHNTC Training Tracking System



# How to Track Your Own Training Completion

1. [Create an RHNTC account.](#)
2. Log in to the website every time you visit to quickly register for eLearning courses and complete training evaluations.
3. Click on **My Training Account** to see courses you have registered for, courses you have completed, and training lists that you have saved.
4. You can download a certificate of completion and (if applicable) Continuing Education credits after completing a training.
5. You can also download a Training Report PDF that summarizes your completed trainings.

[Using the RHNTC Website to Track Your Training Completion Job Aid](#)

# How to Track Training Completion of Other Users

1. Create an RHNTC account.
2. Request a Training Administrator account by [completing this form](#).
3. After your account is approved, log in to the website and click on "My Training Lists."
4. Under "Manage My Lists," you can create a new training list.
5. The system currently only tracks training completion for training offered through rhntc.org. You can add non-RHNTC trainings to a training list, but users will need to attest that they have completed the external training and upload a certificate of completion, if available.
6. Once your list is complete, click the "Share List With Training Participants" to copy and paste a shareable link to the list.
7. Users will need to click on the list and save it to their account for you to be able to track their training completion.

[Using the RHNTC Website to Track Your Network's Training Completion \(Job Aid\)](#)

# How the RHNTC TTS and nysfptraining.org work together

## Use the RHNTC TTS to...

- Obtain certificates of completion for RHNTC trainings
- Create and assign training lists with RHNTC and New York State Family Planning Training Center trainings

## Use the nysfptraining.org website to...

- Download the required training list
- Obtain certificates of completion for New York State Family Planning Orientation eLearning



# Resources

- New York State Training Guidance Handout  
<https://nysfptraining.org/family-planning-program-fpp-resources/> > password nysfpp
  - “Implementation Tools”
- [Using the RHNTC Website to Track Your Training Completion Job Aid](#)
- [Using the RHNTC Website to Track Your Network's Training Completion Job Aid](#)
- [Using the RHNTC Training Tracking System for Title X and TPP Programs Webinar](#)

# Q&A



# Thank you!

Contact | [nysfptraining.org/](https://nysfptraining.org/)

Connect | [nysfptraining.org/enews/](https://nysfptraining.org/enews/)