



SSA Supervisor

Description

The SSA Supervisor training will instruct county board members responsible for assigning SSAs to individuals within *imaginIS*. Training will take place in a dedicated training environment, after which the newly gained skills will be applied to the production environment using real cases.

Who should attend?

Anyone responsible for assigning SSAs to individuals.

Prerequisite:

Familiarity with the Person Centered Principles concepts championed by Ohio DODD
Comfortable operating a personal computer, mouse, and establishing wireless connection
Familiarity with internet browser

Agenda

Training Preparation

Bring list of SSA Direct Reports to enter into the live *imaginIS* environment and list of individuals the SSA will be entering into *imaginIS* during training.

Introduction

- Register, Introductions, System Checks
- imaginIS* Overview
- CRM and *imaginIS* Navigation
- SSA Supervisor Role Overview
 - Processes – Overview Roles and Date Ranges/Spans
 - Relationship – Primary CRM Role Relationships
 - Dashboards – SSA Supervisor Dashboard

SSA Supervisor

- Assign Direct Reports
- Assign SSA to Individual