

CPTP Data being transferred from Pathlore to LaGov

UPDATED 09/27/2011

- 1) **Qualifications** represent completed Courses or Course Programs in LaGov. A Qualification will be stored for any CPTP Certificate Program that a **LaGov Agency** employee has completed. These qualifications will reflect a start date equal to the date the Certificate was awarded. These certificates include:

- Teaching & Learning
- Human Resource Development
- Building Effective Teams
- Managing People
- Managing Work
- Professional
- Correctional Security Supervisors
- OCDD Direct Support Supervisors
- Public Manager
- Supervisory Techniques

NOTE: Certificate completions for Non LaGov Agency employees will be added to the CPTP History Table.

- 2) Qualifications will also be stored for any Supervisory Group level that a **LaGov** employee completed prior to 07/01/2011. Since unable to establish actual completion dates, Qualifications stored for Supervisory Training will have an effective date of 06/30/2011.

NOTE: Supervisory Group completions for Non LaGov Agency employees will be added to the CPTP History Table.

- 3) All CPTP Course **completions** and Test data dating back to 1980 will be reflected in a new CPTP History Table in LaGov. This History table will allow Agency Training Coordinators continued access to this historical data, as well as make it possible to output this information on an employee's LaGov Training Transcript (new report).
- 4) For all LaGov agencies that have not developed their own alternatives to Civil Service's Mandatory Supervisory Programs (1, 2 and/or 3), the Supervisory Group to which an employee is tied (if any, based on their Job), as well as the Due Date that these training requirements must be met, will be calculated.

The resulting information will be used to subscribe these employees to the appropriate Course Program in LEO > My Training. The advantage of the new 'Program' concept is that when a Learner logs into My Training, he/she will be able to see all courses that they are required to complete, as well as the current status of each (e.g., completed, booked, no action, etc.).

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5) External Persons

Employees associated with Departments/Agencies that do not store information directly in LaGov (hereafter referred to as Non LaGov agencies) will have an External Person record in LaGov. Their LEO Login ID will start with an 'H' rather than a 'P'.

These External Person records are being automatically created as a part of the conversion. Affected staff must learn, or store for safekeeping, their **LaGov number** as this will be required to access CPTP web courses in LEO.

A one-time load of email addresses for these same people will occur in October. It is critical that each External person record has a valid email address, as this email account is where all CPTP Training-related correspondence will be sent. No longer will booking or test score information be sent through U.S. Mail.

An ongoing interface between LaGov and C.S. will serve to delimit (end) these records as employees separate or transfer out of a Non LaGov agency, as well as to create new External Person records for recent hires or transfers in.

Finally, Non LaGov agencies will have the responsibility of keeping the email address accurate in these records, as this data will not be a part of the ongoing C.S. interface. Keep in mind that Email address must also be manually added to all new records this interface creates. *If this maintenance is viewed to be too time consuming, a simple solution will be to add email address to an individual's record immediately prior to booking them into an instructor-led course.*

Note: External Person records will also be used for Contractors that need to access any type of training launched from LaGov's LSO system. **No automatic creation** of records for contractors can occur. Both LaGov and Non LaGov agencies can use this External Person functionality for Contractors and Other Non State Government Staff that require access to CPTP training, but, again, all records must be manually created and all data fields kept up-to-date by designated Agency staff.