

CSHCS ALERT #9-2016 - Document Management Portal (DMP) training for LHDs
Wed 7/13/2016 1:10 PM

Dear Colleagues,

Effective 8/1/16, CSHCS will begin using the Document Management Portal (DMP) for secure document exchange. Online DMP training for LHDs will be held on the following dates;

July 20th, 10:00 -12:30pm

July 21st, 10:00- 12:30pm

July 26th, 1:30- 4:00pm

July 27th, 10:00- 12:30pm

The monthly LHD CALL scheduled for July 20 is cancelled and replaced with DMP training. The training will be repeated on July 21, 26 and 27. Everyone is welcome to participate in DMP training; however, we strongly encourage each health department to designate two or three persons as DMP leaders to train those who do not participate and assist others who have questions.

Those attending please go to the link below to register for one of the training dates. There is a limit of 50 slots available per training day, therefore please only register for one date. Training will be conducted via Adobe Connect and teleconference.

Please Contact Lenn Boston by phone or email (bostonl1@michigan.gov) with any questions.

To register: <http://doodle.com/poll/3d3xu2hahvmk3q67>

CHILDREN'S SPECIAL HEALTH CARE SERVICES

DMP Training

Via conference call & Adobe Connect

Call-in Information:

1-877-873-8017

Access code: 8367259

Reminders:

- **ALWAYS** keep your phone on **MUTE** unless you wish to speak. No Mute button? Use *6 on the keypad as a toggle to mute/unmute.
- **NEVER EVER put the call on Hold.** Hang up before taking another call.

To view the Adobe Connect meeting: <http://breeze.mdch.train.org/cshcs/>

1. On the Adobe sign-in page, select Enter as a Guest option. (Please do not choose Adobe login ID)
2. Type your FIRST & LAST name in the name field, then select the button that reads "Enter Room"

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