



Publish and Restart Skillset Assessments User Guide

Competency Module



Introduction

The creation and management of Skillset Assessments form a cornerstone of any successful competency assessment program. Most organizations struggle with managing the overwhelming scale of tracking all assessments to CLIA guidelines to avoid inspection deficiencies and keep order in their organization.

The Publish and Restart Skillset Assessments User Guide outlines how StaffReady Competency provides a comprehensive solution for publishing and restarting skillset assessments and communicating competency tasks easily to all staff members.

By mastering this feature, we hope that you gain greater oversight over your organization, be more prepared for an inspection and have the reassurance that StaffReady is your partner in tracking Skillset Assessments.

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Publishing Skillset Assessments

To begin publishing **Skillset Assessments**, first navigate to the Competency module, select the **Setup** tab, select the **Skillsets Perspective**. (Yellow box, Figure 1)

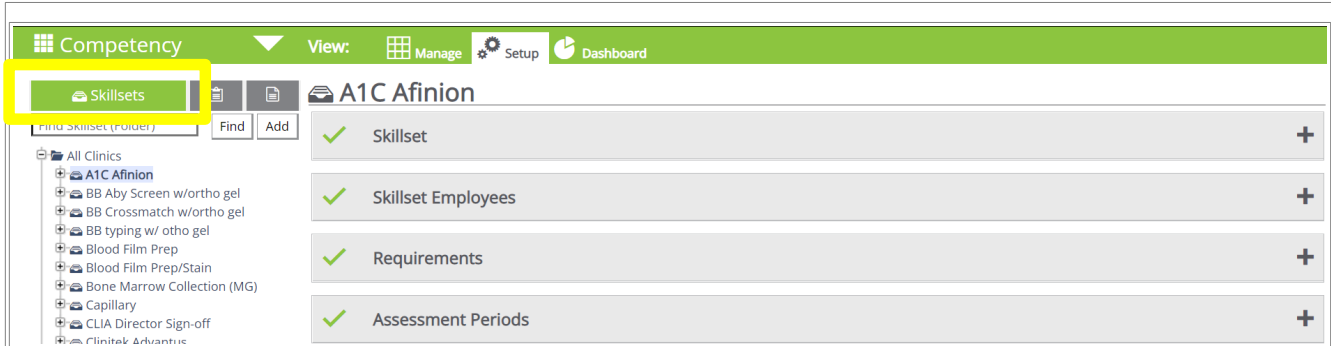


Figure 1

Select the **Add** button to open the **Add New** pop-up window. Select the **Skillset** side tab. (Figure 2)

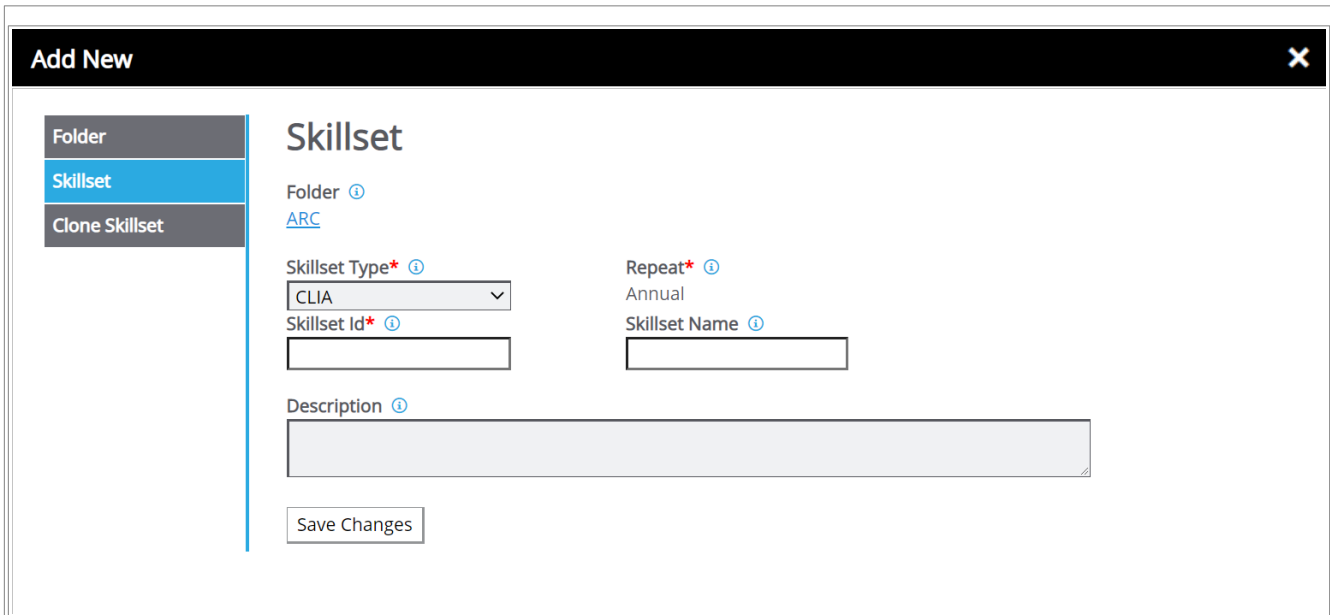


Figure 1

Select the **Skillset Type**, **Skillset ID**, **Skillset Name**, and **Description**. Select the **Save Changes** button to create a new **Skillset**.

Publishing Skillset Assessments: Prerequisites

There are three prerequisites for publishing a **Skillset**: at least one employee must be assigned to the **Skillset**, at least one **Skillset Requirement** with an attached **Document** must be assigned to the **Skillset**, and at least one **Skillset Manager** must be assigned to the **Skillset**.

BioFire Film Array

- ✓ Skillset +
- ✓ Skillset Employees +
- ✓ Requirements +
- ✓ Assessment Periods +
- ✓ Levels +

To read more on how to add a **Skillset Requirement**, please check out our user guide [here](#).

To read more on how to add an **Employee** to a **Skillset**, please check out our user guide [here](#).

To read more on how to set up **Skillset Managers**, please check out our user guide [here](#).

Skillset

Feedback Help Audit

Publish Edit

Skillset Id* TEST	Skillset Name Test1	Type CLIA
Within ARC	Assessment Period Annual	Status View History Draft (06/10/2021 11:15:11)
Description Test1		

Figure 1

Once these requirements have been met, select the **Skillset** color bar, and then select the **Publish** button. (Figure 1)

Publishing Skillset Assessments: Concluded

Once the **Skillset** is published, all of the **Requirements** and associated **Assessments** will roll out to staff according to the settings assigned during setup. Once a **Skillset** is published, it cannot be unpublished. Please contact our Technical Support team if you wish to archive the **Skillset**.

Viewing Training Assessment Dates in the Employee Profile

To view specific **Assessment Dates**, navigate to the **Skillset Employees** color bar and select the link for the employee you wish to view dates for. (Yellow box, Figure 1) This will open the **Edit Employee** pop-up window. (Figure 2)

Select the **Skillsets** side tab. The **Skillsets** displayed will only be those that you manage, not all existing **Skillsets**. Information displayed includes the **Skillset ID**, the **Skillset Level ID**, and the **Skillset Start Date**.

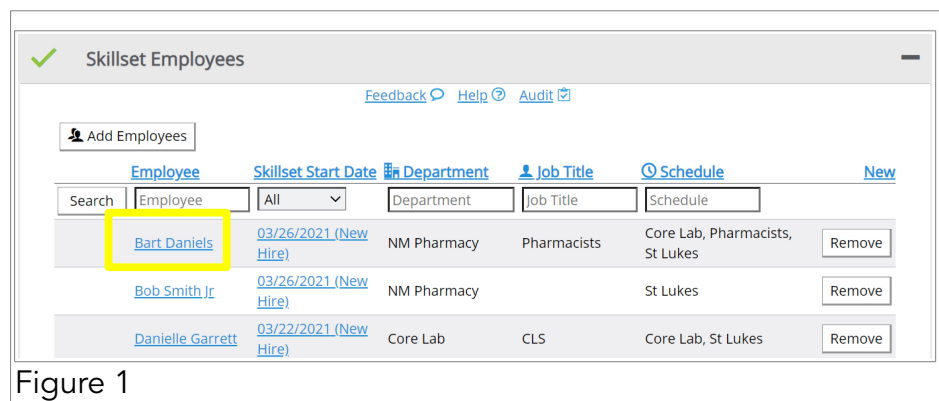


Figure 1

Selecting the **Change** link (Orange box, Figure 2) will allow you to change the **Skillset Start Date** to either today's date or to the employee's hire date. (Figure 3)

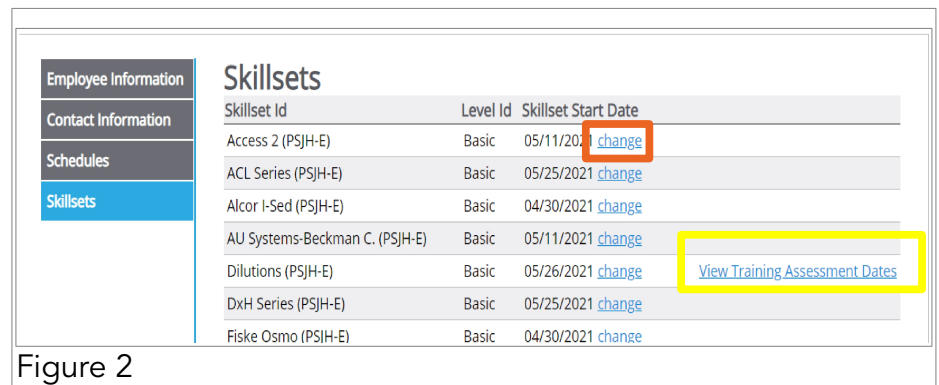


Figure 2

Occasionally, you may also see a **View Training Assessments** link. (Yellow box, Figure 2)

Selecting this will open the **View Training Assessment Dates** pop-up window. (Figure 4)

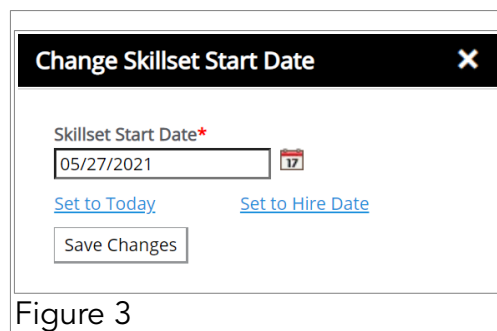


Figure 3

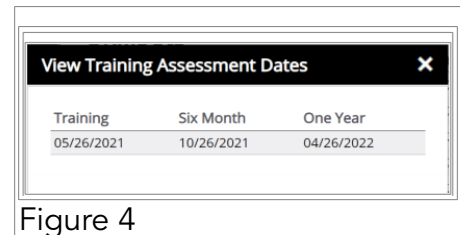


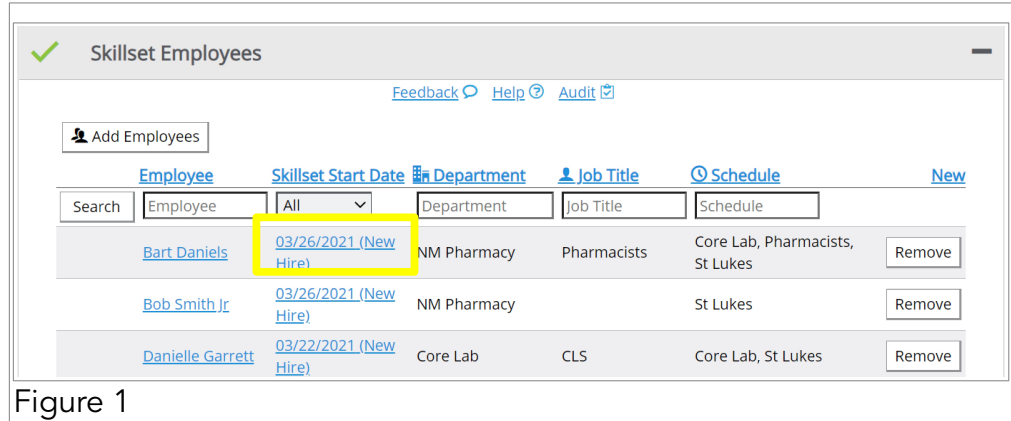
Figure 4

Skillset Assessment Start Date Link

You can also quickly access **Training Assessment Start Dates** by selecting the **Skillset Start Date** link. (Yellow box Figure 1). This is limited to **CLIA Skillsets** only.

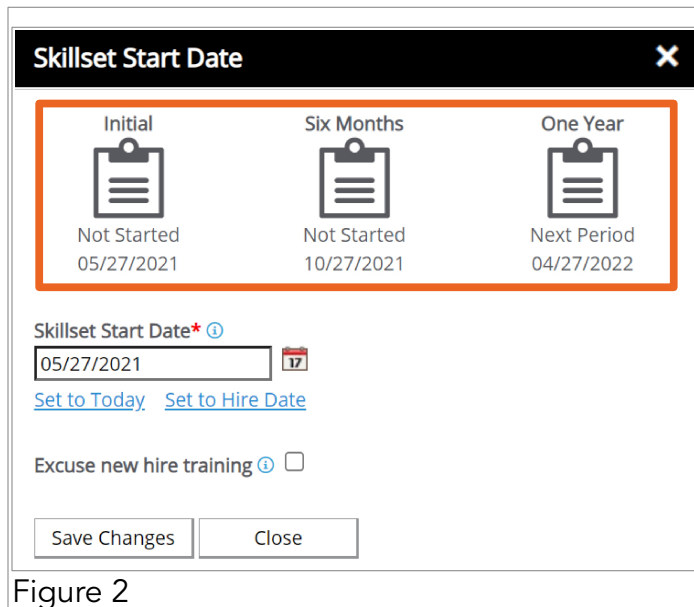
This will open the **Skillset Start Date** pop-up window. (Figure 2)

The **Initial, Six Months, and One Year** periods will be displayed at the top of the window. (Orange box, Figure 2)



You can enter in your desired start date in the **Skillset Start Date** field or select the **Set to Today** or **Set to Hire Date** links if the employee is labeled as a **New Hire** on the **Skillset**.

If no changes are required, select the **Close** button or the **X**.



Restarting Assessment Periods

To exclude or restart an **Incomplete** or **Not Started** assessment, first navigate to the **Setup** tab of the Competency module. From the **Skillsets** perspective, select a **Skillset** from the list or search using the search bar. **(Figure 1)** You can also elect to restart all Assessments including previously completed Assessments. If you choose to do this, the restart cannot be undone.

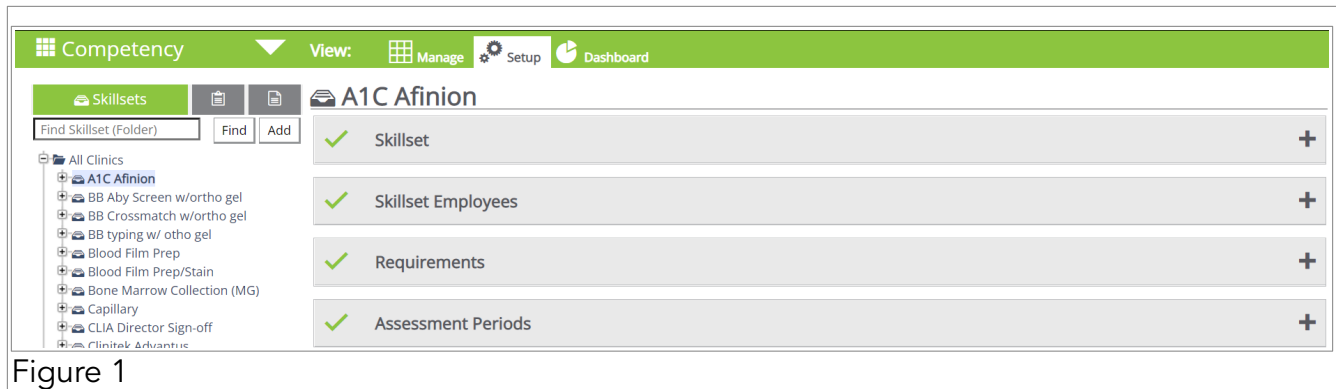


Figure 1

Select the **Assessment Periods** color bar to expand it and select the **Manage** button. **(Figure 2)** This will open the **Manage Assessment** pop-up window. (Covered on page 8)

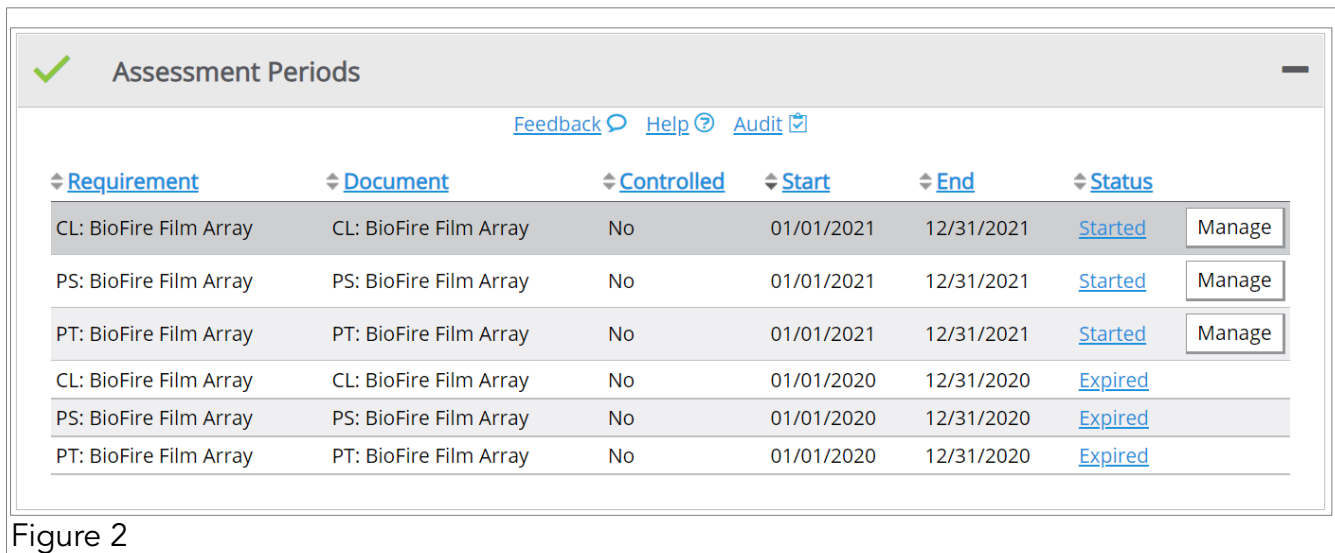


Figure 2

Manage Assessment Pop-up Window

The **Manage Assessment** window contains three options for restarting **Assessments** and one option for excluding them from employees. These are: **Restart All Assessments**, **Restart Incomplete Assessments**, **Restart Not Started Assessments**, and **Exclude Assessments**. (Figure 1) Restarting any assessments will affect all employees on the Skillset.

Restart All Assessments:

Selecting this option will restart every assessment over for this period. Previously completed assessments will need to be completed again.

Restart Incomplete Assessments:

Selecting this option will only restart assessments that are not completed, including assessments that are not started.

Restart Not Started Assessments:

Selecting this option will only restart assessments that have not been started yet.

Exclude Assessments:

Selecting this option will cancel all incomplete assessments for this period and exclude future periods.

Once you've selected an option, enter in a reason for the change, enter your **PIN** (Required to make changes to an assessment), and then select the **Save Changes** button. (Figure 2)

Manage Assessment

Skillset
BioFire Film Array

Requirement
CL: BioFire Film Array

Document
CL: BioFire Film Array

Assessment Period
01/01/2021 - 12/31/2021

What do you want to do?*

- Restart All Assessments
This option will start every assessment over for this period. This means that completed assessments will have to be completed again.
- Restart Incomplete Assessments
This option will only start over assessments that are not complete (This includes started assessments).
- Restart Not Started Assessments
This option will only start over assessments that are not already started.
- Exclude Assessments
This option will cancel all assessments that are not already completed for this period and exclude future periods.

Figure 1

Reason For Change*

PIN*

Save Changes

Figure 2

Note: Each document has its own assessment period and if you wish to restart multiple assessments, you will need to do this process on each one.

Individual Assessment Restart Guide

Please refer to this page to see when restarting or changing a particular type of assessment will take effect. A change can go into effect immediately or when the Next Assessment Period begins or if you elect to restart the assessment period. Any changes not listed below will go into effect immediately.

Next Assessment Period (or Restart):

Skillset Employees and Properties:

Skillset ID, Skillset Name, Skillset Description

Skillset Requirements:

Adding a Requirement, Requirement ID, Requirement Name, Requirement Description, Add or Remove Requirement Document, Assessment Window Type, Assessment Begin Date, Assessment End Date, Warning Date, Time to Complete, Assignee Options, Associating a Level with a Requirement

Requirement Documents:

Document ID, Document Name, Document Description, Document Points to Pass, Add Document Section, Add Document Questions

Resources

This concludes the User Guide for **Publish and Restart Skillset Assessments**. We hope that you have a better understanding of this feature and how it functions within the entire framework of the Competency module.

For more focused Guides on the functions and features discussed in this document, please check out the linked Guides on this page for supplemental reading.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)

Related Topics

Please select any link to skip to that topic.

Skillsets and Employees	PDF Document
Skillset Levels	PDF Document
Requirements and Requirement Folders	PDF Document
Skillset Messages and Managers	PDF Document