

April 2019

Arizona Association of Health Plans

How to run a Learner Status Report (aka AzAHP Quarterly Completion Report)

The AzAHP Workforce Development Alliance (WFDA) will be running Quarterly Learner Status Reports on the 2 AzAHP Training Plans: *AzAHP – Core Training Plan (90 Days) & *AzAHP – Core Training Plan (Annual).

The goal for providers is to hold a 90% (or higher) completion rate for this group of courses, within the specified reporting period. Reporting time frames for this initiative are listed below:

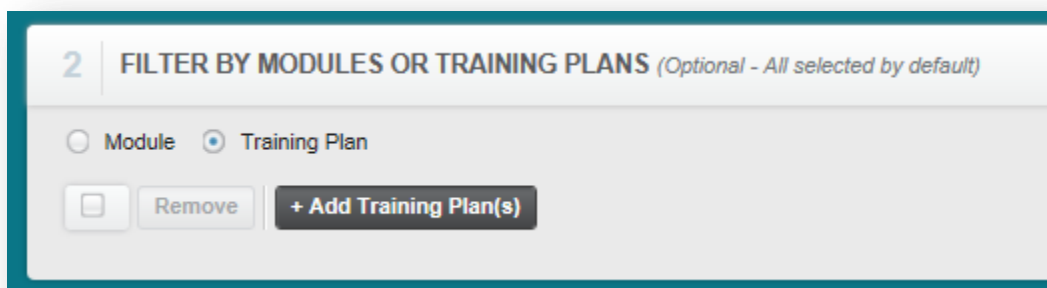
01/01-03/31 – AzAHP WFDA will run this report on 4/30
 04/01-06/30 – AzAHP WFDA will run this report on 7/31
 07/01- 09/30 – AzAHP WFDA will run this report on 10/31
 10/01-12/31 – AzAHP WFDA will run this report on 1/31

Locating the Report

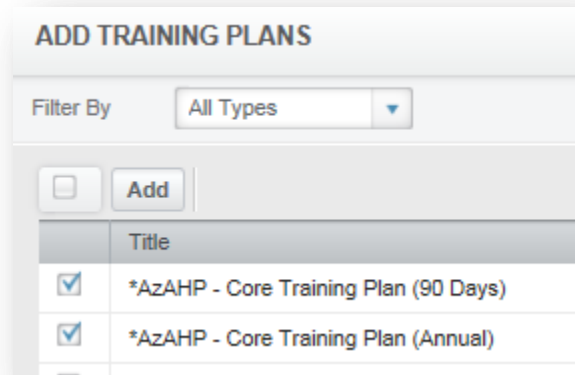
1. Login to Relias (You will need Administrator Access)
 - a. Note: A “Supervisor” may run this report also, but will only return data on employees assigned under them.
2. Click on “Reports” on the left of your screen
3. Click on the box titled “Module Enrollments and Completions”
4. Click on “Learner Status” Report

Running the Report

1. **Section 2: Filter By Modules or Training Plans**
 - a. Select the “Training Plan” button, then click “+ Add Training Plans”

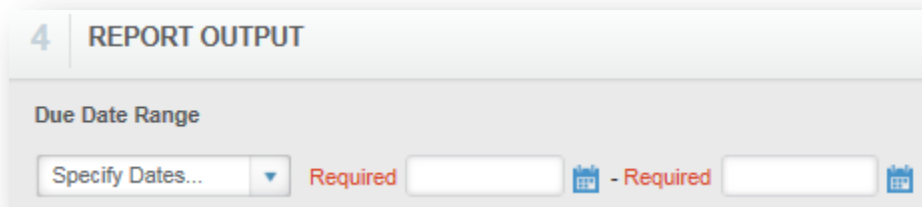


- b. Select both AzAHP Training Plans and click the “Add” button. These will then turn gray, and you may close the box by clicking on the “x” in the top right corner of your screen.



2. Section 4: Report Output

- a. Enter the start and end dates for the appropriate reporting period



3. Scroll to the top of the page and click the “Run Report” button on the right side of the page

Reading the Report

1. Review the “Summary Statistics” and the “Individual Statistics”
 - a. **Summary Statistics:** Your “Total Completion” score should reflect 90% or higher to meet AzAHP Workforce Alliance Standards.
 - i. **NOTE:** The “Total Compliance” score will not be reviewed
 - b. **Individual Statistics:** This data will show each of your employee’s individual data. You may click on the “+” next to their name to expand the column and review individual course completions.

Summary Statistics	Courses Assigned	Courses Completed On Time	Courses Completed Late	Courses Not Complete Not Yet Due	Courses Not Complete Overdue	Total Completion %	Total Compliance %
	634	614	20	0	0	100 %	96.85 %

Individual Statistics	Training Plan	Courses Assigned	Courses Completed On Time	Courses Completed Late	Courses Not Complete Not Yet Due	Courses Not Complete Overdue	Total Completion %
█		2	2	0	0	0	100 %

Relias Connect

Relias has provided the video below:

<https://reliasconnect.force.com/s/article/Learner-Status-Report-Video>

You may also call Relias directly at: 1800-381-2321 or connect to Live Chat, via Relias Connect