



May 2022

## Welcome Back to our In-Person Training Rooms!

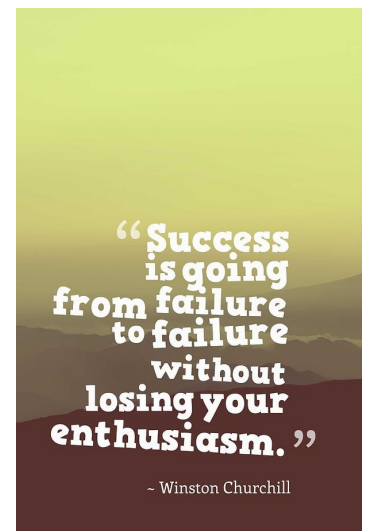
Submitted by: Maricar Williams

The launch of the July-September 2022 calendar will bring training participants back to our training rooms throughout the state. For many folks, this will be their first time attending training in person, so we wanted to highlight some reminders:

- Always check our [CWRC Home page](#) for our latest training news and event updates for any changes or cancelations. Follow us on Facebook and Twitter to get the latest and greatest!
- Double check confirmation letters for location, is it in-person or virtual?
- For directions and tips for each training location, use this link on our website [CWRC Training Rooms](#)
  - \* Click on the location of the room you're seeking and there are *Trainer Guides* for each room that gives specifics on everything you need to prepare for your trip (hotels, restaurants, vending, etc.)
  - \* There are no coffee pots, microwaves, or refrigerators in our training rooms.
- Participants must come with fully charged laptops and/or tablets to participate in training (a phone is not sufficient for training purposes). Limited amounts of handouts are provided.
- Participants must notify CWRC if they test positive for Covid-19 after attending an **in-person** CWRC training. **Please complete this form, CWRC Covid Reporting**, as soon as possible, including after hours for EMERGENCY notification, because for example, day 2 of a training will be occurring the next day.
  - \* Masks are optional
  - \* Counties will be notified of any changes to our protocol

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- Some of our training room names have been updated in Bridge:

Region	Old Name	New Name
Central	State College Training Room	State College Training Facility
Northeast	Pittston Training Room	Pittston Training Facility
Southeast	Montgomery County Training Room	Norristown Training Facility
West	Meadville Training Room	Meadville Training Facility
	Monroeville Training Room	Monroeville Training Facility



## Bridge Update

Submitted by: Kari Giles

### Coming Soon!

Here is a new upgrade coming to Bridge this month:

- We will be automating virtual events registration/confirmation in Bridge, i.e., when a workshop’s delivery method is set as either virtual or in-person, Bridge will email trainees the Zoom or Teams information and registered trainees will be able to access the Zoom or Teams information and appropriate handouts via the event details screen in Bridge.

### **Important**

- An email will be sent to trainees after they have been registered for the Foundations track. The email contains a link that will direct them to the **Consent to Participate** form. When trainees complete the form, they are then automatically enrolled into Mod 1 in E-Learn. If someone is registered prior to their email address being activated, please have them reach out to [BridgeHD@pitt.edu](mailto:BridgeHD@pitt.edu) and the information can be resent to them once their email address is active. Typically, if someone says they do not see Mod 1 in E-Learn, it is because they did not complete the form. Please ask the trainee to search their email for “**Foundations Consent Form**” and if they do not see it, have them email the helpdesk at [BridgeHD@pitt.edu](mailto:BridgeHD@pitt.edu).
- Please ask your staff to **double check their demographics** to make sure they are using an agency email address and the rest of their demographics are up to date.

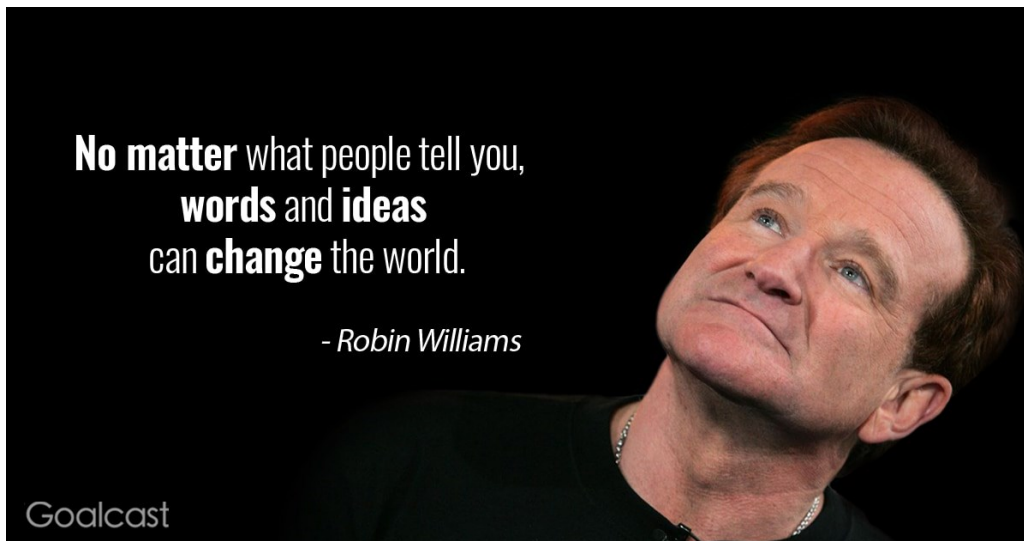
### Reminders

- You can now update trainee names that have an apostrophe ( ‘ ) in them.
- In the demographics screen, the “Gender” field has been relabeled to “Gender Identity.”

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- As long as it does not conflict with any workshops an instructor has already been scheduled for, instructors can modify their current availability survey.
- When the date and/or location of a workshop changes, an email notification will be sent to all registered trainees of that workshop alerting them of the change.
- When a trainee receives a workshop evaluation in Bridge, they will receive an email notifying them of the evaluation. If the trainee does not complete the evaluation within 4 business days, they will be sent a reminder email. If the trainee does not complete the evaluation within 7 business days, it will be removed from their queue in Bridge.
- We have received numerous requests over the past few months to insert signatures on series/certification certificates that were awarded prior to the rollout of Bridge (January 2021). **It is our policy to not supply these legacy signatures** through the system that pre-date the Bridge release.
- Please make sure to check your approval queue on a regular basis. **We continue to see large amounts of certifications awaiting approval in the approval queue.** Even if the staff is no longer with your agency, we would still like to see their certification approved so these historical records are intact and accurate. If you have any questions, please contact our help desk at [BridgeHD@pitt.edu](mailto:BridgeHD@pitt.edu).
- For anyone who would like to set up a one-on-one Bridge training via Microsoft Teams, please contact [cwtpreg@pitt.edu](mailto:cwtpreg@pitt.edu). This training can be for new liaisons or for anyone who may need a refresher. We would also love to hear any feedback, suggestions, and ideas you may have about Bridge via our online form at <http://forms.cwrc.pitt.edu/BridgeFeedback/>. If you have any technical issues or questions, please email the Bridge team at [BridgeHD@pitt.edu](mailto:BridgeHD@pitt.edu)



## Regional Team Contact Information

Our local number is 717-795-9048

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