

Summer 2019

ILS-195 Online Training



The *Summer 2019 ILS-195 Online Training* will be offered in June via **WebEx** video conference on these dates:

- Monday, June 3, 2019. 9:30am to 11:30pm and 12:00pm to 2:00pm
- Tuesday, June 4, 2019. 9:30am to 11:30pm and 12:00pm to 2:00pm
- Wednesday, June 5, 2019. 9:30am to 11:30pm and 12:00pm to 2:00pm
- Thursday, June 6, 2019. 9:30am to 11:30pm and 12:00pm to 2:00pm
- Friday, June 7, 2019. 9:30am to 11:30pm and 12:00pm to 2:00pm

Who should attend this training?

This training is designed for all providers of mandated representation, their staff, and any other interested party that is involved in data collection/reporting to ILS.

How do I register for a training session?

Go to <https://ils-195onlinetrainingsummer2019.eventbrite.com> and sign up for a session.

How do I access the training?

You can access the training from any internet-connected computer. To access the training follow this link: <https://meetny.webex.com/join/giza.lopes>. Please *only* join the training session for which you registered.

What topics will be discussed during this training?

This training will focus primarily on how to complete Part 2 of the ILS-195. Part 2 is due in April 2021, meaning providers should start collecting the data on January 1, 2020. Please note that in December 2018, ILS offered online trainings that covered, among other things, how to complete Part 1 of the ILS-195 (due for submission in April 2020). If you were unable to attend the training sessions offered in December 2018 or if you would like to watch the training again, please contact us at data@ils.ny.gov and we will send you a video link.

Each training session allows a **maximum of 25 participants** and is expected to last about **2 hours**. There will be plenty of opportunities to ask questions.

All sessions will be **recorded** for future reference.

The Summer 2019 trainings will be delivered by Andrew Davies (ILS Director of Research) and Giza Lopes (Statewide Implementation Senior Research Associate).

FAQs:

How can I contact ILS with questions about the training? Please contact Jennifer Aguila at jennifer.aguila@ils.ny.gov with any questions about the Summer 2019 ILS-195 Online Training. If she can't assist you directly she will direct your questions to someone who can.

I can no longer attend the session for which I registered. How do I cancel or change my registration? Participation in each session is limited to 25 attendees. If you have a conflict and can no longer participate in the training session for which you registered, please let us know so that we can make that spot available for someone else. Please contact Jennifer Aguila at jennifer.aguila@ils.ny.gov and she will be able to assist you.

Can I attend multiple sessions? Please sign up for one session. If after attending the training you would still like to attend a second session, we will try to accommodate your request. Please contact Jennifer Aguila at jennifer.aguila@ils.ny.gov and she will be able to assist you.

Our office intends to participate as a group. Do we need to register each of the attendees individually? Yes. Individual registrations allow us to keep an accurate headcount and, most importantly, allow us to reach each of the participants directly when we plan future meetings.

Do I need a web camera to participate? No. You may choose to use a web camera, but one is not required. By logging into the training session, you will be able to see the instructors and the contents of their computer screen. Instructions on how to access the training will be sent to your email address automatically once you register for a session.

Do I need a microphone to participate? No. Once you begin your participation in the training you will be prompted to use your phone to dial in to the web training.

Can I share this invitation with others? Sure. Feel free to share the invitation with anyone who is involved with data collection and reporting to ILS.

Will there be any handouts or other training documents? All materials used or referred to during the training will be made available on the ILS website at <https://www.ils.ny.gov/content/annual-data-reporting>.

I attended one of the Summer 2019 trainings, but I can't remember something that was discussed. Is there a video of the training? All sessions will be recorded for future reference by participants.

I could not participate in last year's training (or can't remember all of it!). Is there a video of it? All sessions were recorded, and a video-link was circulated to each of the sessions' participants. If you were unable to attend the training sessions offered in December 2018 or if you would like to watch the training again, please contact us at data@ils.ny.gov and we will send you a video link.