

# Your Online Training Organizer

YOTO provides an enhanced and powerful interface to control and organize your information in an efficient manner. For a supervisor or director, YOTO is a robust tool for managing your staff's information, organization participation and various trainings.

YOTO features include:

- Training Information.
- Your Organization's participation in trainings.
- Deactivate the Profiles of previous staff.
- And more ...

So, in order to find YOTO from the home page... you want to:

Friday, June 27, 2008

**Kids Training Team**

HOME PROFILE TRAININGS SUPPORT SIGN-IN

**MEMBERS**  
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**TRAININGS**  
Event Training  
Online Training  
Professional Development  
**Training Updates**  
Training Requirements

**MANAGE**  
TAP  
**YOTO**

**FOCUS**  
Art Calendar  
Showcase  
Family Center

**RESOURCES**  
Tip Sheets  
SRS / TAG  
Organizations  
Trainer Track  
Links

**SUPPORT**  
FAQ  
Our Team  
Customer Support

Members Online: 5

**Professional Development Center**  
→ FREE Access Extended for Medicaid Providers  
Sept 30 2008

**EVENT TRAINING**  
See Schedule! →

**JULY 1 UPDATES**  
View Video Demo →

**Partnership**  
The activities and trainings offered through this website are supported by a contracting partnership between Wichita State University, College of Health Professions and Kansas SRS Disability and Behavioral Health Services. Federal Title XIX Medicaid funds are a source of support.

**Professional Development Center**  
Due to positive response, all trainings in the PDC are FREE of charge through **SEPT. 30, 2008**

**Behavior Toolboxes**  
Utilize tips, ideas, and suggestions for home, school and community.  
Access page for  
**CMHC Kansas CMHCs**  
**ET:ES Kansas Schools**

**Family Center**  
The Family Center is dedicated to bringing information and tools to families. Check out the place that centers on families!  
\* Giving Good Instructions  
\* Targeted Praise  
\* Learn more about 11 Community-Based Services  
More..

1. Log in
2. Go to YOTO from the side menu.

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If you have any question, contact us at [KidsTraining.org](http://KidsTraining.org) or (316) 978-5398

**Kids Training Team**  
A collaborative effort of  
SRS – WSU – TAG – Title XIX

## Quick Look at YOTO Features

Menu Text	Menu Description
<b>Online Trainings</b>	Approve or pre-approve your employees for Online Training. Track their progress, accessing the online certificate. Withdraw someone from an Online Training.
<b>Event Trainings</b>	View the status of your staff for an 'Event Training'.
<b>Event Training Registrations</b>	Admin Feature - View event training registrations
<b>Training Participants</b>	View the trainees who are enrolled in or have completed training.
<b>Staff's Training Status</b>	View all of the trainings that a staff member is involved in.
<b>Staff Roster</b>	View the information for each Member at your organization.
<b>New Profile</b>	Create a profile for a member at your organization. Please provide the required information, and a Default Member ID and Password will be generated. This functionality is reserved for Supervisors and Children's Directors.
<b>Deactivate Profile</b>	Remove a staff member who no longer works at your center. This functionality is reserved for Supervisors and Children's Directors.

# Manage Trainings

## Online Trainings

Use this feature to approve members for an Online Training, and to track progress of a member in an Online Training. When a member applies for an Online Training their name will be listed in the “Need Confirmation” tab. They will not be able to begin the online training until they receive supervisor approval. Also, you may withdraw someone from an Online Training if they have been approved, but have not yet started the training.

### Step-by-Step Procedure - Confirm Trainee for Training:

- From YOTO, Go to Online Trainings
- Select organization from drop down list.
- Select training from drop down list.
- Click on “Need Confirmation” tab.
- Select trainee to approve and click ‘Authorize’.

### Step-By-Step Procedure - Pre-Approve Trainee for Training:

- Select organization from drop down list.
- Select training from drop down list.
- Click “Pre-Approve” tab.
- Select the Online Training
- Select the Trainee
- Click ‘Authorize’.

### Step-By-Step Procedure - Accessing the Approved Trainee List

- Select organization from drop down list.
- Select training from drop down list.
- Click “Approved” tab.
- List of the trainee(s) will be shown.

### Step-By-Step Procedure - Viewing the Trainee(s) Progress

- Select organization from drop down list.
- Select training from drop down list.
- Click “Status” tab.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

### Step-by-Step Procedure - Withdraw Trainee for Training:

- Select organization from drop down list.
- Select training from drop down list.
- Click “Withdraw” tab.
- Select trainee to withdraw and click ‘Withdraw’.

## Event Trainings

Manage tasks related to Event Trainings such as:

- View the application status of trainees from your organization.
- Apply on behalf of a member for an event training.

### Step-by-Step Procedure – Trainees Status:

- Click Event Trainings.
- Select organization.
- Select year.

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- Select training.
- View member's name and their status listed.
- Narrow down the list using the 'Select Member Status' drop down list.

#### **Step-By-Step Procedure – Training Applications:**

- Click Event Trainings.
- Select Register Trainees.
- Select organization.
- Select the event training.
- Choose staff from the list.
- Click on the check box to register/withdraw trainees.

#### **Prioritize Participants**

Use this feature to prioritize who you'd like to have first consideration of attending a live training event.

#### **Training Participants**

Use this feature to view your trainees who are enrolled in or have completed a particular Training.

##### **Step-by-Step Procedure:**

- Select organization.
- Select year the training occurred.
- Select the training.

#### **Event Training Registrations**

Use this an admin feature to view event training registration

##### **Step-by-Step Procedure:**

- Select organization.
- Select year the training occurred.
- Select the training.
- Click "Yes" or "No" radio button to register/withdraw trainees.
- Click the "Print" link to access the completed event training certificate.
- Click the "i" symbol to access the selected trainee's training information.

## Manage Your Staff

### Staff's Training Status

View the trainings your employee has enrolled in or completed.

#### Step-By-Step Procedure:

- Select organization.
- Select a trainee from the drop down list whose training you wish to view.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

### Staff Roster

View the information for each member at your organization.

#### Step-by-Step Procedure:

- Click Staff Roster.
- Select organization.
- List all – list all the staff in the organization.
- User with YOTO Authorization – list of User(s) with YOTO Authorization to manage trainings for staff.

### New Profile

Create a Member profile for an employee at your organization.

#### Step-By-Step Procedure:

- Click New Profile.
- Enter information for the trainee.
- Click 'Create'.
- Default Member ID and Password will be generated and a confirmation screen will appear.
- Click 'Confirm' to create a profile for the trainee or review to make changes.
- When the member signs in to the website, they will get a notice informing them that a profile has been created for them. They will then be asked to verify the information and to make changes, if needed.

### Deactivate Profile

Deactivate a Member's profile.

#### Step-By-Step Procedure:

- Click Deactivate Profile
- Select organization.
- Select only those trainees who are no longer working at your MHC.
- Click on 'Deactivate'.
- You will get a confirmation screen. Please make sure that you have made your selections carefully.