Healthy Families Indiana
Administrative Alert

DATE: November 5, 2010

TO: HFI CEO's and Program Managers

FROM: Audie Gilmer, HFI State Program Coordinator
                 Kristin Cotter Mena, Datatude

SUBJECT: Administrative Alert #2010-10
                 Re: Training Tracking System

As Datatude moves forward with evaluation they will be analyzing demographic information about staff. Variables in the Training Tracking System (TTS) include information about when staff were hired, previous experience, and education. There is also a private area that asks about marital status and whether staff has raised children. This area can only be seen by the individual staff member (not by anyone else at the site).

Please do the following to update staff demographic information in the Datatude system:

- Have all current HFI staff log onto TTS and immediately reset their password so that ONLY they know it (administrators should not know staff passwords). Call Diane if you need help initially getting onto the system (888-675-2622 x 109).
- All current staff should complete and update all of their demographic information.
- All current staff should enter their own individual email address. Datatude will be sending communication directly to individual staff and it is imperative that each person have their own email. If you do not have the capacity to assign email accounts via your agency, Gmail through Google is a good option. If you need assistance with this process, please call Datatude.
- All staff should update their demographic data by December 31, 2010. If possible, Datatude would like email addresses entered by November 15, 2010 so that each staff will be online to begin receiving HFI Newsletters (next newsletter due November 22, 2010).

Complete TTS training information is not necessary at this time, but will be necessary for the next evaluation phase. Datatude is working on The Institute training data and will begin working with each site to ensure that all training records are accurate during the spring of 2011.

Thank you for your attention to this important task.