

Hello all,

I haven't had much to report lately so I thought I would check in with you and fill you in on what has been happening.

**NEW:**

- As people seem to become accustomed to the new process I have had only one person call in to the conference call for the past 3 calls. Therefore I am discontinuing them. Of course, if you have any questions or problems at all please don't hesitate to contact me.
- Carolyn is no longer overseeing the MAP testing program for D&S. The new Program manager is Kelly. She can be reached at the D&S number.
- D&S IT is continuing to work on providing reports that will be helpful to providers and MAP trainers. I will keep you posted as they develop.

**Question of the Week:**

**Q: Can I use the registry to create a report that identifies staff that are due for recertification or create a list of all of my Certified staff?**

**A: Yes. Both types of lists can be created by using search options in the Registry. This is how:**

- Go to [hdmaster.com](http://hdmaster.com)
- Click on Massachusetts MAP
- Go to MAP online Registry (lower left) and click on "provider Login"
- Enter provider ID and PIN
- Click on "menu" in upper left corner
- select "Search"
- Find "Cert Date" or "Exp. Date" in the group of search options depending on what type of list you want to create. **We will search for expirations in this tutorial**
- Click on "[e]"
- '[e]' will appear in the search box on the right side of the screen
- Select a date range from the calendar dropdown located just above the search box on the right. Be sure to use a hyphen between two dates selected if you choose 2 dates **Remember: no spaces**
- On the left click on "Region" and select 'Local'
- Click on 'Search' above Search box on right

- You will get a list of your staff that are due for recertification within the time period you selected.
- This same process can be used to search for staff who are currently certified or were certified within a certain time period.

I will continue to keep you informed of any changes or developments in the testing process.

**There is a Statewide MAP trainer meeting being held at the Worcester Library on Oct. 12 from 10-2 . There will be a Mass. Chapter of DDNA meeting immediately following.**

Your comments and questions are always welcome and appreciated. Please don't hesitate to contact me if you have any questions.

Sharon