

# **Supporting Trainers with Data Entry Requirements**

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This document addresses participants' questions from the July 2021 webinar *Supporting Trainers with Data Entry Requirements*: [www.youtube.com/watch?v=dokHcQqr-5g](https://www.youtube.com/watch?v=dokHcQqr-5g)

**If a trainer makes a mistake in the training template, is there a way to edit that mistake after a training has been submitted?**

A trainer can edit a training template after it has been submitted as long as the training date has not yet passed. Once a training window has opened or the training has passed, DCYF may be able to make changes to training details.

**Sometimes training participants enter incorrect information into the registration forms. Will trainers be penalized for roster errors that are a result of incorrect STARS ID and other identifying information?**

Trainers will not be penalized for incorrect identifying information supplied by the training participants. This type of error would not count as a data entry issue.

**Occasionally, training participants leave early and do not complete the learning event. If these individuals reach out to MERIT to report a roster issue, will the trainer be penalized?**

Trainers will not be penalized for roster issues that are a result of the incompleteness of a learning event.

**Why does MERIT require training templates to be entered at least three weeks in advance if a training is private?**

Both private and publicly available trainings are subject to random quality assurance observations. Three weeks provides DCYF with enough time to coordinate observation logistics and review the training template data entry. In addition, the three-week timeline allows potential participants enough time to search for and register for a training.

**Who receives data entry reviews, all trainers or trainers who have trainer concerns that are associated with their delivery and content?**

All state-approved trainers in MERIT who have upcoming trainings posted in MERIT are eligible for a data entry review.

**Who will conduct the data entry review?**

Data entry reviews are conducted solely by DCYF staff. If you are a trainer associated with an organization trainer mentor (OTM), you may still be selected for a data entry review.

**Will the training agenda be included in the data entry review?**

No. DCYF will not be reviewing the training agenda portion of the training template at this time. We will notify all trainers if there is a change in policy around this in the future.

**Are data entry reviews and trainer observations related?**

Yes, the data entry review and the trainer observations are all part of our quality assurance effort. Both are connected to successful trainer renewal. Our goal is to make sure that professionals are receiving high-quality, relevant, and impactful learning opportunities.