**FFS WebEx Training Schedule**

**2017-2018**

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| **Training** | **Date** | **Time** |
| Session 1 | August 9, 2017 | 3:30 pm Eastern |
| Session 2 | September 6, 2017 | 3:30 pm Eastern |
| Session 3 | September 20, 2017 | 3:30 pm Eastern |
| Session 4 | October 11, 2017 | 3:30 pm Eastern |
| Session 5 | November 8, 2017 | 3:30 pm Eastern |
| Session 6 | December 6, 2017 | 3:30 pm Eastern |
| Session 7 | January 10, 2018 | 3:30 pm Eastern |
| Session 8 | February 7, 2018 | 3:30 pm Eastern |
| Session 9 | March 7, 2018 | 3:30 pm Eastern |
| Session 10 | April 11, 2018 | 3:30 pm Eastern |
| Session 11 | May 9, 2018 | 3:30 pm Eastern |
| Session 12 | June 6, 2018 | 3:30 pm Eastern |
| Session 13 | July 11, 2018 | 3:30 pm Eastern |

**Training Session Agenda**

* PCG Support
* Random Moment Time Studies
* Medicaid Policy Guidelines
* Logging a service
  + Monthly logging wizard
  + Group logging wizard
* Logging a monthly summary
  + Monthly summary logging wizard
* Printable Service Report
* Service Documentation Review drilldown report
* Deleting a service
* Questions and answers

**Medicaid FFS WebEx Log In Information**

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| -------------------------------------------------------  **EasyTrac Training: Session 1** -------------------------------------------------------  Date: Wednesday, August 9, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1  Meeting Number: 792 122 856  1. Go to [EasyTrac Training: Session 1](https://pcgus.webex.com/pcgus/j.php?MTID=mb29fa8f1bdbf53fc8125aefd00a01525) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 2** ------------------------------------------------------- Date: Wednesday, September 6, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 796 950 069  1. Go to [EasyTrac Training: Session 2](https://pcgus.webex.com/pcgus/j.php?MTID=m16ef728af3942720ee66b75f994cd95f) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |
| -------------------------------------------------------  **EasyTrac Training: Session 3** ------------------------------------------------------- Date: Wednesday, September 20, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 794 708 929  1. Go to [EasyTrac Training: Session 3](https://pcgus.webex.com/pcgus/j.php?MTID=mb9877e71a057f76f2d1554b51ee3ee9e) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 4** ------------------------------------------------------- Date: Wednesday, October 11, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 798 121 207  1. Go to [EasyTrac Training: Session 4](https://pcgus.webex.com/pcgus/j.php?MTID=m3e34519bf6b38c47bd4e90732c8a5465) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |

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| -------------------------------------------------------  **EasyTrac Training: Session 5** -------------------------------------------------------  Date: Wednesday, November 8, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 795 344 498  1. Go to [EasyTrac Training: Session 5](https://pcgus.webex.com/pcgus/j.php?MTID=m8de75e0d2442f960e962bba788e121d2) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 6** -------------------------------------------------------  Date: Wednesday, December 6, 2017 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1  Meeting Number: 796 352 571  1. Go to [EasyTrac Training: Session 6](https://pcgus.webex.com/pcgus/j.php?MTID=me4e78d82f271401e40f55960095b08bb) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |
| -------------------------------------------------------  **EasyTrac Training: Session 7** -------------------------------------------------------  Date: Wednesday, January 10, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 798 486 407  1. Go to [EasyTrac Training: Session 7](https://pcgus.webex.com/pcgus/j.php?MTID=m9b8f8d6c06d3b51838958106e4fdc170) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 8** -------------------------------------------------------  Date: Wednesday, February 7, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 790 593 576  1. Go to [EasyTrac Training: Session 8](https://pcgus.webex.com/pcgus/j.php?MTID=m8e5e56d6f4d585cbe79c13161517cee3)  2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |
| -------------------------------------------------------  **EasyTrac Training: Session 9** -------------------------------------------------------  Date: Wednesday, March 7, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 795 950 016  1. Go to [EasyTrac Training: Session 9](https://pcgus.webex.com/pcgus/j.php?MTID=m7033bf0205696d2a22943b0a6c7e2ff2) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 10** -------------------------------------------------------  Date: Wednesday, April 11, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 794 152 324  1. Go to [EasyTrac Training: Session 10](https://pcgus.webex.com/pcgus/j.php?MTID=me4fa3079b4de9bf424a5a2f26f41fa7a) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |
| -------------------------------------------------------  **EasyTrac Training: Session 11** -------------------------------------------------------  Date: Wednesday, May 9, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 798 690 402  1. Go to [EasyTrac Training: Session 11](https://pcgus.webex.com/pcgus/j.php?MTID=m839d2115186f3a8cf2546567206341f9) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" | -------------------------------------------------------  **EasyTrac Training: Session 12** -------------------------------------------------------  Date: Wednesday, June 6, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 799 251 562  1. Go to [EasyTrac Training: Session 12](https://pcgus.webex.com/pcgus/j.php?MTID=m9bc8bb825a1bca252a0f81cb3f4868f1) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |

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| -------------------------------------------------------  **EasyTrac Training: Session 13** -------------------------------------------------------  Date: Wednesday, July 11, 2018 Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)  Meeting Password: EasyTrac1 Meeting Number: 794 875 498  1. Go to [EasyTrac Training: Session 13](https://pcgus.webex.com/pcgus/j.php?MTID=m9410686f90cdca39fe0a1fb07de33173) 2. If requested, enter your name and email address.  3. If a password is required, enter the meeting password: EasyTrac1 4. Click "Join" |