

Disability Advocacy Database (DAD) Administrator Training

March 2-3, 2010
Austin, TX
AT&T Training Technology Center

Tuesday, March 2, 2010

- 8:00 AM – 8:45 AM Breakfast
- 8:45 AM – 9:15 AM Welcome and Introductions
- 9:15 AM – 10:30 AM **Recent Changes to DAD 2.0**
(Explanation of the changes to the DAD system since the last training including: Reference Dates, Fund Splits, RG Updates, etc.)
- 10:30 AM – 10:45 AM Break
- 10:45 AM – 12:15 PM **Cleaning Up the Administration Module**
(Discussion of confirming your administration settings are correct for the PPR and local data needs and post migration cleanup of old DAD 1 info)
- 12:15 PM – 1:00 PM Lunch
- 1:00 PM – 2:30 PM **Quality Control Methods and PPR Completion**
(Discussion of current quality control techniques and how the function of the RG templates for PPR completion from the administrator role)
- 2:30 PM – 2:45 PM Break
- 2:45 PM – 4:00 PM **Using Local Data Fields and Tables**
(Training on the use of Local Data Fields and Tables for the purpose of meeting local grant and agency management data collection requests)

Wednesday, March 3, 2010

8:00 AM – 9:00 AM Breakfast

9:00 AM – 10:30 AM **Collecting and Reporting Time Entries**
(Discussion of current strategies to use DAD for time sheet production and fiscal management, with existing agency models as examples)

10:30 AM – 10:45 AM Break

10:45 AM – 12:15 PM **Creating Custom Reports with the RG**
(Demonstration and exercises of how to create custom reports from the DAD report generator from scratch or from modifying existing reports)

12:15 PM – 1:00 PM Lunch

1:00 PM – 2:15 PM **Supporting the DAD System Locally**
(Discussion on “specific to your agency” support material production and local staff training resources and strategies for training new staff as they are hired.)

2:15 PM – 2:30 PM Break

2:30 PM – 4:00 PM **Panel Discussion with the DAD Committee**
(Discussion session with the DAD Committee regarding the growing needs of the network for the DAD product and existing plans, as well as general questions and review.)