

Administering the Annual Provider/Staff Survey with Virtual Forum

STEP 1:

Log in to Virtual Forum and set-up the event. See the example below.

The screenshot shows the 'HRSA AIDS Education and Training Centers EVENT RECORD' form. At the top left is the 'ER' logo. The header includes 'Cancel' and 'Update' buttons. Below the header is a table with fields: 'For Office Use Only' (AETC 12), 'Sub-site' (56 - Central Office San Francisco), 'Program ID' (16123102), and 'Email Address' (chas.nol@ucsf.edu). The form is divided into several sections: 'Type of Program' (Standard selected, FTCC unselected), 'Agency' (empty), '1. Date of Event' (01/27/17), '2. Title of Program' (PTP Provider/Staff Survey), '3. Zipcode of training site' (94105), '4. Topics' (Clinical Management/Treatment selected, with sub-options for Adherence, Antiretroviral Treatment, and Non-ART Treatment), '6. Select all organizations that helped with this event' (None selected), 'Other AETCs' (Delta, FL/Caribbean, Midwest, Mtn. Plains, New England, NY/NJ, Northwest), 'Other Training Centers' (Addiction Technology Transfer Center (ATTC), Area Health Ed. Center (AHEC), Prevention Training Center (PTC), Regional Training Center (RTC), TB Training Center), and 'Other Agencies' (AIDS Community-Based Organization).

Estimate the number of attendees for # of Participants (ER7) and indicate 1 hour under Level V or VI if you have modalities in your ER already.

STEP 2:

After setting up the event go to the Registrations option for the event (on the event dashboard) and paste in: https://ucsf.co1.qualtrics.com/SE/?SID=SV_cxdvv15HgISOHJP (The Pacific AETC will use a link specific to their unique ID.)

In the Registration Auto-Forward URL field as well as the Registration Response Text (suggested text shown), click on UPDATE AUTO-FORWARD and UPDATE REGISTRATION RESPONSE. See the example below.

The screenshot shows the MATEC (Midwest AIDS Training and Education Center) registration setup page. The header includes the MATEC logo and 'Welcome: cnoInec' with an 'Edit your profile' link. The page title is '00126888 - Web demo meetin 2' with a 'Back' button. The 'Registration Auto-Forward URL' field contains 'https://ucsf.co1.qualtrics.com/SE/?SID=SV_cxdvv15HgISOHJP' and has an 'Update Auto-Forward' button. The 'Registration Response Text' field has a rich text editor with the following text: 'Thank you for agreeing to complete this survey for our PTP project! Your name and email address will not be linked to your responses on the survey. Program staff will use this to track who completed the survey for internal monitoring of the project.' Below the text editor is an 'Update Registration Response' button. A red box with a blue arrow points to this button, with the text 'Click here to preview the registration process'. At the bottom, the 'Registration Link' is 'https://aetcec.virtualforum.com/...' and it shows 'No registrations associated with this event'.