

SAVE VALUABLE TIME

Support your roll-out of the HCC with Data Entry and Editing, Data Integrity, and development of Custom Forms

HealthStream is available to assist you with additional value-adding services to support the rollout of the HealthStream Competency Center (HCC).

Data Entry and Editing Services

Effective deployment and operation of the HealthStream Competency Center requires that certain customer data is entered and integrated into the HCC system. Automated processes such as data file imports minimize the burden of manual data entry, but some HCC implementations require additional data entry and data editing. HealthStream allows customers to offload these time-consuming, manual tasks by offering data entry and editing services.

- Data Entry: HealthStream can assume responsibility for entering Job Description Statements, Performance Statements, Competency Statements, Statement Sets, Form Sections and Annual Actions, in compliance with HCC formats
- Data Editing: HealthStream can perform manual modifications to Statement entries in the HCC dictionary to reflect customer requirements.

Data Integrity Services

HCC implementation requires significant job title, job code, department and department code information to be imported into the HCC database, most often from the customer's HR system. Some customers discover significant, unwanted duplications among the list of job titles and departments in their HR system database. If uncorrected, these data integrity issues can create inefficiencies and workflow problems in the customer's competency management efforts. HealthStream offers services to remove the burden of reconciling job title and department data issues and ensuring the effective integration of customer data into the HCC. Tasks performed by HealthStream in providing these services typically include:

- Review job title and department data as it currently exists in the HCC
- Work with customer's HRIS or HR representative to identify and reconcile data issues
- Revise, delete, add, and/or merge job titles as determined necessary
- Work with an education specialist to correlate course assignments to new or corrected job titles
- Associate corrected job title information to the customer's employees
- Update the HCC demographic import file with the newly corrected information, and test the import

Custom HCC Forms

HealthStream can help accelerate your competency initiatives and enhance HCC productivity by developing custom competency and performance forms for your organization. HealthStream's HCC experts use their deep knowledge of HCC tools, functionality and customer applications to bring highly-effective forms into production quickly. This service can also be used when HCC demonstration scenarios and forms are required to educate managers, directors and other HCC users.

- Develop Forms using the customer's defined Performance and Competency Statements and Sections
- Create the Rating Scales for Forms based on the customer's defined rating scale
- Create HCC demonstration components including Forms, Rating Scales, users and workflow