



Important Dates

WORKFORCE DEVELOPMENT AGREEMENT

Important Workforce Development Agreement (WDA) dates will be posted in this space.

Separate communications will continue to be disseminated if dates are altered or new events of importance arise.

2024/25 Fiscal Year Reporting Deadlines

	REDCap User Submission Date
Quarter 1	14-Jun-24
Quarter 2	13-Sep-24
Quarter 3	13-Dec-24
Quarter 4	14-Mar-25

REDCap Form Updates 2024/25

	Date
REDCap Update 1	None
Downtime for REDCap Update 1	None

Orientation & Training to WDA Reporting

Who provides orientation & training? How do I request it?

The Quality & Performance Team, MHSU Transformation, offers ad hoc support for orientation and training to WDA Reporting. Requests may be submitted to WDA@interiorhealth.ca.

What kinds of requests should I submit?

Routinely submitted requests include:

- Onboarding for new hires required to participate in WDA Reporting
 - Instituting WDA Project REDCap access
 - Scheduling of new hire orientation & training session (1 hour 1:1. 15 min WDA policy intro; 45 min hands-on WDA Project REDCap training)
 - *Managers, Team Leads, or Administrative support staff are encouraged to incorporate WDA orientation & training into general onboarding processes when a new staff member is required to report in the WDA Project. When submitting these requests to WDA@interiorhealth.ca, please include the following information regarding the new staff:*
 - Employee first and last name
 - Employee email address
 - Program/service name where staff is being hired
 - Manager name
- WDA Reporting refresher training or Q&A sessions
 - *Please include a brief description of questions arising as you work with the WDA Reporting Project and we will be happy to schedule ad hoc meetings & sessions to provide tailored support as needed.*
- REDCap data entry inquiries for WDA projects