



The Third Party Access form will allow MOA to verify program information via the Toolbox

Missouri Accreditation will use the Toolbox Program Training Report to verify staff training data.

How to be proactive in making sure the report is accurate:

MOPD ID Management - It is ultimately each individual's responsibility to manage their MOPD ID information. How do I manage my MOPD ID information? If you do not have a MOPD ID, you can obtain one at www.OPENInitiative.org.

- Go to www.OPENInitiative.org and click on the *Look up MOPD ID* box on the right side of the page.
- Fill in the required fields and click on the *Search* button.
- If a MOPD ID is returned, click on the *Print MOPD ID Card* link and print your card for reference.
- If a MOPD ID is not returned, there could be inaccurate data in the system. Call OPEN at (573)884-3373 to correct information. Once the information is corrected, you can print a MOPD ID card.

Owners/Directors/Administrators – Manage program information in the Toolbox

- Make sure you have program level access in the Toolbox. If you are uncertain if you have program level access, call OPEN at (573)884-3373 for assistance.
- Associate staff with program – only staff associated with a program will have data on any program report. Individuals with program level access can add, terminate, and edit staff information as needed.

Know what training sessions are required for accreditation

- Use accreditation materials to identify required trainings.
- Make a plan to assure training requirement can be met by staff in the appropriate timeframe.

At the Training Session

- Make sure to provide the trainer with a correct MOPD ID for each person attending the training.
- Ask the trainer when they intend to enter training attendance on the Missouri Workshop Calendar (MWC).

After the Training Session

- Check the MWC to see if training attendance has been archived; electronic attendance data is submitted to OPEN from the MWC weekly.

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Attendance has been archived. Registration is locked.

Baby Doll Circle Time (S-2014-0298-5033)

- Individuals who are MOPD Registry members can run their individual training report to verify accuracy. Contact OPEN if there are questions about the report.
- Owners/Directors/Administrators (with program level access) can run the program training report to verify accuracy. Contact OPEN if there are questions about the report.

Following these steps is the best way to assure that the training requirement for accreditation will be met.