



**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](http://www.OPENInitiative.org).

- Go to [www.OPENInitiative.org](http://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- Check the MWC to see if training attendance has been archived; electronic attendance data is submitted to OPEN from the MWC weekly.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Attendance has been archived.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.**