

Your Training Organizer

YOTO provides an enhanced and powerful interface to control and organize your information in an efficient manner. For a supervisor or director, YOTO is a robust tool for managing your staff's information, agency participation and various trainings.

YOTO features include:

- Training Information.
- Your organizations participation in trainings.
- Deactivate the Profiles of previous staff.
- And more ...

So, in order to find YOTO from the home page... you want to:



TRAINING TEAMS

SRS - DBHS TRAININGS FOR MEDICAID PROVIDERS

Crisis Intervention

Online Training



Website Registration

→ **Sign-In**
Current Member

→ **Sign-Up**
New Member

Forgot Password

ONLINE TRAININGS

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CI
All Trainings

CPS

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MANAGE

Access YOTO

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TRAININGS

▶ Online Trainings

- ✓ [Attendant Care Training](#)
- ✓ [Crisis Intervention Training](#)

▶ Event Trainings

- ✓ [Calendar and Registration](#)
- ✓ [CPS Training](#)

[Download Application >>](#)

MANAGE



Manage trainings online with Your Online Training Organizer (YOTO). This powerful interface allows Directors and Supervisors access to all of their organizations member profiles and training information.

CPS TRAINING

Stay up-to-date on the development of required training for Certified Peer Specialists in Kansas

[FAQ's and More Info >>](#)

[CPS BASIC
Download Application >>](#)

[CPS ADVANCED TRAINING
Download Schedule >>](#)

SRS REQUIREMENTS

Learn about the new SRS training requirements for all Community-Based Service Providers in the State of Kansas

[Learn More...](#)



OUR PARTNERSHIP

The activities and trainings offered are supported by a contracting partnership among Wichita State University and Kansas Social Rehabilitation Services - Disability and Behavioral Health Services. Federal and State Title XIX Medicaid Funds are a source of support

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1. Sign-In to the Training Teams Website.

2. Go to Access YOTO from the side menu.

Quick Look at YOTO Features

Menu Text	Menu Description
Online Trainings	Approve or pre-approve your employees for Online Training. Track their progress, accessing the online certificate. Withdraw someone from an Online Training.
Event Trainings	View the status of your staff for an 'Event Training'.
Event Training Registrations	Admin Feature - View event training registrations
Training Participants	View the trainees who are enrolled in or have completed training.
Staff's Training Status	View all of the trainings that a staff member is involved in.
Staff Roster	View the information for each Member at your agency.
New Profile	Create a profile for a member at your agency. Please provide the required information, and a Default Member ID and Password will be generated. This functionality is reserved for Supervisors and Children's Directors.
Deactivate Profile	Remove a staff member who no longer works at your center. This functionality is reserved for Supervisors and Children's Directors.

Manage Trainings

Online Trainings

Use this feature to approve members for an Online Training, and to track progress of a member in an Online Training. When a member applies for an Online Training their name will be listed in the “Need Confirmation” tab. They will not be able to begin the online training until they receive supervisor approval. Also, you may withdraw someone from an Online Training if they have been approved, but have not yet started the training.

Step-by-Step Procedure - Confirm Trainee for Training:

- From YOTO, Go to Online Trainings
- Select organization from drop down list.
- Select training from drop down list.
- Click on “Need Confirmation” tab.
- Select trainee to approve and click ‘Authorize’.

Step-By-Step Procedure - Pre-Approve Trainee for Training:

- Select organization from drop down list.
- Select training from drop down list.
- Click “Pre-Approve” tab.
- Select the Online Training
- Select the Trainee
- Click ‘Authorize’.

Step-By-Step Procedure - Accessing the Approved Trainee List

- Select organization from drop down list.
- Select training from drop down list.
- Click “Approved” tab.
- List of the trainee(s) will be shown.

Step-By-Step Procedure - Viewing the Trainee(s) Progress

- Select organization from drop down list.
- Select training from drop down list.
- Click “Status” tab.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

Step-by-Step Procedure - Withdraw Trainee for Training:

- Select organization from drop down list.
- Select training from drop down list.
- Click “Withdraw” tab.
- Select trainee to withdraw and click ‘Withdraw’.

Event Trainings

Manage tasks related to Event Trainings such as:

- View the application status of trainees from your organization.

- Apply on behalf of a member for an event training.

Step-by-Step Procedure – Trainees Status:

- Click Event Trainings.
- Select organization.
- Select year.
- Select training.
- View member's name and their status listed.
- Narrow down the list using the 'Select Member Status' drop down list.

Step-By-Step Procedure – Training Applications:

- Click Event Trainings.
- Select Register Trainees.
- Select organization.
- Select the event training.
- Choose staff from the list.
- Click on the check box to register/withdraw trainees.

Prioritize Participants

Use this feature to prioritize who you'd like to have first consideration of attending a live training event.

Training Participants

Use this feature to view your trainees who are enrolled in or have completed a particular Training.

Step-by-Step Procedure:

- Select organization.
- Select year the training occurred.
- Select the training.

Event Training Registrations

Use this an admin feature to view event training registration

Step-by-Step Procedure:

- Select organization.
- Select year the training occurred.
- Select the training.
- Click "Yes" or "No" radio button to register/withdraw trainees.
- Click the "Print" link to access the completed event training certificate.
- Click the "i" symbol to access the selected trainee's training information.

Manage Your Staff

Staff's Training Status

View the trainings your employee has enrolled in or completed.

Step-By-Step Procedure:

- Select organization.
- Select a trainee from the drop down list whose training you wish to view.
- Click the trainee(s) name in order to view their transcript.
- Click the "Print" link to access the online certificate.

Staff Roster

View the information for each member at your organization.

Step-by-Step Procedure:

- Click Staff Roster.
- Select organization.
- List all – list all the staff in the organization.
- User with YOTO Authorization – list of User(s) with YOTO Authorization to manage trainings for staff.

New Profile

Create a Member profile for an employee at your agency.

Step-By-Step Procedure:

- Click New Profile.
- Enter information for the trainee.
- Click 'Create'.
- Default Member ID and Password will be generated and a confirmation screen will appear.
- Click 'Confirm' to create a profile for the trainee or review to make changes.
- When the member signs in to the website, they will get a notice informing them that a profile has been created for them. They will then be asked to verify the information and to make changes, if needed.

Deactivate Profile

Deactivate a Member's profile.

Step-By-Step Procedure:

- Click Deactivate Profile
- Select organization.
- Select only those trainees who are no longer working at your MHC.
- Click on 'Deactivate'.
- You will get a confirmation screen. Please make sure that you have made your selections carefully.