

HOTT

HIDTA Online Training Tracker System

User Guide-2024



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Welcome to the HIDTA Online Training Tracker (HOTT) System

The HIDTA Online Training Tracker (**HOTT**) system, hosted at the National HIDTA Assistance Center (NHAC) serves as the national repository for all training activities where HIDTA dollars and resources are committed and expended. The system provides a centralized database for the timely storage, retrieval, and dissemination of training information.

The primary objective of the **HOTT** system is to implement an easily accessible electronic solution for storing and disseminating data associated with training from schedules to student transcripts. The long-term objective is to provide a centralized storage, sharing, reporting capability and class evaluation tool for nationwide HIDTA users and back up data for performance management reporting.

HIDTA training data is sensitive information and only those with appropriate access may view the data. The purpose of this document is to provide prospective users with the steps necessary to input, access and use the **HOTT** system.

The Structure of the HOTT System

The organization of the HOTT system is tiered, with one level dependent on another. Students are associated with an Event, an Event is associated with a Course, and a Course is associated with a Provider. However, students may also be added independently to the HOTT system by expanding the Search menu, clicking on 'Student', then clicking on the Add new Student button or by opening an Event and clicking Add Students.

The following definitions are helpful when navigating the HOTT system:

- **Provider** - a group or individual that conducts training courses or events
- **Course** - a training program conducted by a provider includes duration, minimum and maximum number of students allowed and category
- **Event** - a course or meeting with a delivery date and location

Course Learning Outcomes

Upon completion of this course, participants will be able to:

- Describe how the HIDTA Online Training Tracker (HOTT) serves as a national repository, sharing and reporting capability for nationwide HIDTA users for all training activities.
- Log in to HOTT, identify and efficiently use key parts of its screen.
- Add an event when a provider and/or course are in the system and when they are not in the system.
- Enroll students using three methods: manual; bulk entry and online registration.
- Use the Public Calendar.
- Update, wait list and deny student.
- Describe event management functions.
- Review frequently asked questions (FAQs)
- Review the report function.
- Review Event Evaluations
- Review pushed PMP Statistics

Log into the HOTT System Via the HIDTA.net Portal

HIDTA.net portal: <https://portal.hidta.net>

When you log in via the HIDTA portal, you will see the following screen:



HIDTA.net

Welcome to HIDTA Net!

You are accessing a private network designated for members of High Intensity Drug Trafficking Areas (HIDTA). Services and material provided on this network are not available to general public and police agencies or offices outside of the United States.

If you are a HIDTA member, please log on.

If you don't have an account or you need assistance with your account, please contact your HIDTA's network administrator.

Thank you!

HIDTA Net Logon

Please sign in to begin your secure session.

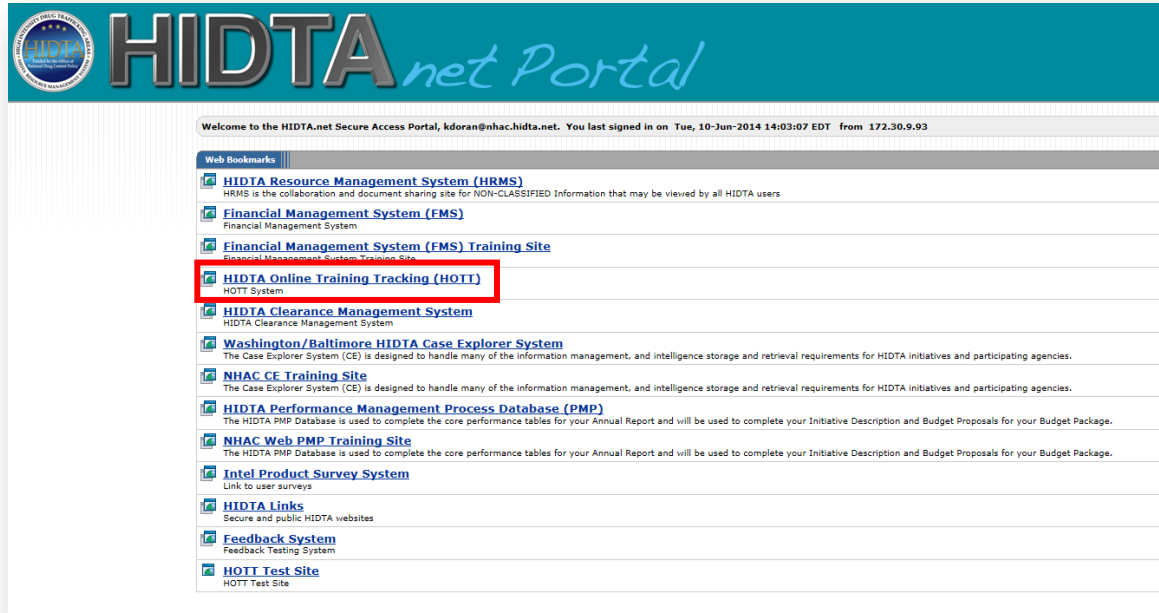
username

password

High Intensity Drug Trafficking Areas

If you do not have a user name and password, please contact the HIDTA.Net Portal administrators at the National HIDTA Assistance Center, Daniel Liang at 305-715-7741 or dyliang@nhac.org.

Click on HIDTA Online Training Tracking (HOTT) link.



When you log in via the HIDTA.net portal, you will be taken to the main HOTT log-in screen. Enter your login ID and password. If you do not currently have access, contact Gladys Sosa at the National HIDTA Assistance Center Training Unit (305-715-7757) who will then contact your HIDTA Director for access approval.

HOTT
HIDTA Online Training Tracker

Log in.

Login ID

Password

Log in

Having trouble signing in? Please try one of the options below:

[Reset your Password](#)

For further assistance with the HOTT system please contact Hector Alfonso at hialfonso@nhac.org or 305-715-7754

HOTT Screen Orientation

Landing page (Calendar)

Profile/Change Password

HOTT
HIDTA Online Training Tracker

Calendar Search... Reports Email Builder Evaluation Results PMP Push State

Click here to view the public HIDTA Training Calendar

New Registrations

Online Sexual Harassment Training for Managers & Supervisors 2023 - 1/3/23 - 2
Colorado's Adult Use Market - What Has The Past Decade Taught Us? - 10/4/23 - 1
The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist - Following the Science - 11/1/23 - 3

⚠ You have one or more events not marked as complete and are older than 30 days.
[Click here to view a list of the events.](#)

National HIDTA Assistance Center

August 2023

	Mon	Tue	Wed	Thu	Fri	Sat
30 Add Event	31 Add Event	1 Add Event	2 Add Event	3 Add Event	4 Add Event	5 Add Event
6 Add Event	7 Add Event	8 Add Event	9 Add Event	10 Add Event	11 Add Event	12 Add Event
13 Add Event	14 Add Event	15 Add Event	16 Add Event	17 XYZ Course (NHAC) Scheduled	18 Add Event	19 Add Event

*Links are available from every screen to access:

- Training Events
- Courses
- Students
- Providers
- Reports
- Email Builder
- Evaluation Feedback
- Public Calendar


User's HIDTA ("My HIDTA") is the default. "All HIDTAs" can be selected from dropdown menu to view all HIDTA events for the month.

Highlighted Current Date

Drop down menus allow for selecting month and/or year.

"Add Event" link enables user to add a training event.

Once logged into the HOTT system, the default screen is the Calendar (landing page). *Note: Every HOTT function is accessible via this screen.*



HOTT

HIDTA Online Training Tracker

cbbengtson
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📄

[Calendar](#)
[About](#)
[Contact](#)

[Calendar](#)
[Search...](#)
[Reports](#)
[Email Builder](#)
[Evaluation Results](#)
[PMP Push Stats](#)

📘 [Click here](#) to view the public HIDTA Training Calendar

New Registrations

[Online Sexual Harassment Training for Managers & Supervisors 2023 - 1/3/23 - 2](#)
[Colorado's Adult Use Market - What Has The Past Decade Taught Us? - 10/4/23 - 1](#)
[The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist - Following the Science - 11/1/23 - 3](#)

⚠️ You have one or more events not marked as complete and are older than 30 days.

[Click here to view a list of the events.](#)

National HIDTA Assistance Center

August

2023

Today

<

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 Add Event	31 Add Event	1 Add Event	2 Add Event	3 Add Event	4 Add Event	5 Add Event
6 Add Event	7 Add Event	8 Add Event	9 Add Event	10 Add Event	11 Add Event	12 Add Event
13 Add Event	14 The 10 Things Providers Should Know About Cannabis	15 Add Event	16 Add Event	17 XYZ Course (NHAC) (0) Scheduled 📘	18 Add Event	19 Add Event

When adding an event in the HOTT system, a provider and course are always required and may not be in the system. The following instructions will address each of these two scenarios:

Scenario A: Provider and course ARE in the system

Scenario B: Provider and/or course ARE NOT in the system

Add an Event

Scenario A: Adding an event when provider and course **ARE** in the system

1. Click on “Add Event” on the start date. The following “Create New Event” screen will appear.

The image shows two screenshots of the HOTT HIDTA Online Training Tracker interface. The left screenshot displays the 'New Registrations' calendar view for August 2022, with a date picker set to August 12, 2022. The right screenshot shows the 'Create New Event' form, which is used to add a new event to the system.

Create New Event Form Fields:

- Provider:** A dropdown menu with the option to 'Select a Provider' or a link to 'Don't see your provider?'
- Course:** A text input field.
- Send Confirmation Notice For this Event:** A checkbox that is checked by default. A note below states: '(The current setting will send a confirmation notice to the student when enrolled)'
- Start Date:** A date picker set to 08/12/2022.
- Start Time:** A time input field.
- End Date:** A date input field.
- End Time:** A time input field.
- Event Location:** A text input field with the value 'In 'Aligner' Room, 'WDAHOTA Training Facilities'.
- Event Address 1:** A text input field.
- Max Allowed:** A text input field.
- Instructions:** A text area for additional event details.
- Additional Event Comments:** A text area for additional comments.
- Enable Online Registration:** A checkbox.
- Flyer:** A section for uploading a flyer, with a note: 'Drop Flyer Here Only PDF file's no larger than 2 MB can be uploaded'.
- Confirmation Notice:** A section for uploading a confirmation notice, with a note: 'Drop Confirmation Notice Here Only PDF file's no larger than 2 MB can be uploaded'.
- OMP Payment Form URL:** A text input field with a note: '*If registration fee is required, please obtain a payment url'.
- Online Registration/Public Calendar Options and Settings:** A section with a checkbox for 'On Public Calendar' and a text area for 'Additional Message' (Note: 'Appears in the training events footer area').
- Additional Message Warning Level:** A dropdown menu set to 'None'.

The 'Create Event' button is located at the bottom of the form.

2. Complete all the fields and click the “**Create Event**” button located at the top and bottom of the screen. If provider or course does not appear in the dropdown list, click on the link to add. (See *Scenario B.*)

The following “**Student Event Management**” screen will appear.

Optional Step 3: If the student data is available, enter this information now. If it is not available, it can be entered later.

For now, we will not be entering student data, but need to verify that the event has been entered. There are two ways to verify:

- Click on “Course Name” link (See **Back to Event Details** screen for results.).
- Click on “Calendar.” (See **Calendar** screen for results.)

Hover to view event details

The screenshot shows the 'Student Event Management' interface. At the top, there's a header with the HOTT logo and 'HIDTA Online Training Tracker'. Below this is a navigation bar with links: Calendar, Search..., Reports, Email Builder, Evaluation Results, and PMP Push Stats. The main content area displays the event title 'Web PMP for Performance Management - 4/12/2024 9am'. Below the title, it shows 'Class Capacity: 25' and 'Provider: National HIDTA Assistance Center'. A message states '0 Students Enrolled - Class UNDER minimum capacity!'. At the bottom, there's a table with columns for HIDTA, Last Name, and First Name. The HIDTA column has a dropdown menu currently showing 'National HIDTA Assistance Center'. Below the table are two buttons: 'Search' and 'Add New Student'. A red arrow points from the text 'Hover to view event details' to the 'View Event Details' button located next to the event title.

HIDTA	Last Name	First Name
National HIDTA Assistance Center		

Search **Add New Student**

- After clicking on the “Course Name” link, the “Event Details” screen appears.

The screenshot displays the HOTT HIDTA Online Training Tracker interface. At the top, the HIDTA logo is on the left, and the user 'cbbengtson' is logged in on the right. The main navigation bar includes links for Calendar, Search..., Reports, Email Builder, Evaluation Results, and PMP Push Stats. Below this, a secondary navigation bar repeats the same links. The main content area features the event title 'Web PMP for Performance Management - 4/12/2024 (Scheduled)' and a yellow button to 'Create Copy of this Event'. It indicates '0 Students Enrolled - Class UNDER minimum capacity!' and provides buttons for 'Add Students' and 'Create Bulk Entry'. A section for 'Sign In Sheet' includes links for 'All Students', 'Event Summary', and 'Survey/Evaluation Results', along with a 'Sort By' dropdown (set to Student) and an 'Export' dropdown (set to Excel). A checkbox for 'Send Confirmation Notice For this Event' is checked. The 'Event Registration URL' is displayed as 'https://www.nhac.org/registration/Register/Index?eventId=69497'. The 'Event Details' section includes a 'Show Additional Event Information' button, buttons for 'Mark Event as Complete...', 'Download Tent Cards', 'Customize Instructions', 'Save Event', and 'Delete Event'. The 'Event Status' is set to 'Scheduled As Planned' with options for Postponed, Cancelled, Occurred Already, and Status Unknown. The 'Hosting HIDTA Only' checkbox is unchecked, and the 'Hosting HIDTA' is listed as 'National HIDTA Assistance Center'.

HOTT
HIDTA Online Training Tracker

cbbengtson | [Logout](#)

[Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#)

Web PMP for Performance Management - 4/12/2024 (Scheduled)

[Create Copy of this Event](#) ?

0 Students Enrolled - Class UNDER minimum capacity!

[Add Students](#) [Create Bulk Entry](#)

[Sign In Sheet](#) | [All Students](#) | [Event Summary](#) | [Survey/Evaluation Results](#)

Sort By: ☒ Student ☐ Agency ☐ HIDTA Export: [Excel](#) ▼

☒ Send Confirmation Notice For this Event

Event Registration URL:
<https://www.nhac.org/registration/Register/Index?eventId=69497>

Event Details


[Show Additional Event Information](#)

[Mark Event as Complete...](#) [Download Tent Cards](#) [Customize Instructions](#) [Save Event](#) [Delete Event](#)

Event Status: ☒ **Scheduled As Planned** ☐ Postponed ☐ Cancelled ☐ Occurred Already ☐ Status Unknown


Hosting HIDTA Only ☐

Hosting HIDTA: National HIDTA Assistance Center



HOTT

HIDTA Online Training Tracker


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[Calendar](#)
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[Evaluation Results](#)
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[Calendar](#)
[Search...](#)
[Reports](#)
[Email Builder](#)
[Evaluation Results](#)

Create New Event

[Create Event](#)
[Create Course Copy](#)


Provider
-- Select a Provider --

Don't see your provider?

Course

☒ Send Confirmation Notice For this Event
(The current setting will send a confirmation notice to the student when enrolled)

Start Date


04/11/2024

Start Time

End Date


End Time

- After clicking on the “calendar,” the calendar screen indicating event has been added.



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HIDTA Online Training Tracker

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[Calendar](#)
[About](#)
[Contact](#)

[Calendar](#)
[Search...](#)
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[Email Builder](#)
[Evaluation Results](#)
[PMP Push Stats](#)

! HOTT Update - Event List View
Click read more


Click [here](#) to view the public HIDTA Training Calendar

New Registrations
Online Sexual Harassment Training for Managers & Supervisors 2023 - 1/3/23 - 1

 You have one or more events not marked as complete and are older than 30 days.
[Click here to view a list of the events.](#)

National HIDTA Assistance Center

April 2024
Today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Add Event	1 Add Event	2 Add Event	3 Add Event	4 Add Event	5 Add Event	6 Add Event
7 Add Event	8 Add Event	9 Add Event	10 Add Event	11 Add Event	12 Web PMP for Performance Management (NHAC) Scheduled 	13 Add Event

Scenario B: Provider and/or course ARE NOT in the system

At times it will be necessary to create an event when the provider or the course are not found in the system and must be added. You can search using links at top of screen. The following steps outline the process for adding a new provider and/or a new course. *Note: A course is always associated with a provider.*

1. As previously explained in “Add a New Event,” click on the “Add Event” link on the start date of your course. The “Create New Event” screen appears.

The screenshot shows the 'Create New Event' form in the HOTT HIDTA Online Training Tracker. The form includes a header with the HIDTA logo and navigation links. The main content area has a 'Create Event' button and a 'Create Course Copy' button. Below these are fields for 'Provider' (a dropdown menu) and 'Course' (a text input). A checkbox labeled 'Send Confirmation Notice For this Event' is checked. At the bottom, there are fields for 'Start Date', 'End Date', 'Start Time', and 'End Time'. A red arrow points from the 'Don't see your provider?' link to the 'Provider' dropdown menu.

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Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats

Calendar Search... Reports Email Builder Evaluation Results

Create New Event

[Create Event](#) [Create Course Copy](#) ⓘ

Provider -- Select a Provider -- [Don't see your provider?](#)

Course

☒ Send Confirmation Notice For this Event
(The current setting will send a confirmation notice to the student when enrolled)

Start Date 04/11/2024 Start Time

End Date End Time

2. Click on “Don’t See Your Provider?” link.

“Provider Details” screen appears.

The screenshot shows the 'Provider Details' screen of the HOTT (HIDTA Online Training Tracker) application. The header includes the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', and a user profile 'cbbengtson' with an edit icon. A navigation bar contains links for 'Calendar', 'Search...', 'Reports', 'Email Builder', 'Evaluation Results', and 'PMP Push Stats'. Below this is a breadcrumb trail: 'Training Events | Courses | Students | Providers | Reports | Email Builder | Evaluation Feedback'. The main title 'Provider Details' is prominently displayed. A tabbed interface at the top of the form area shows 'Details' (selected), 'Instructors (0)', and 'Courses (0)'. The form fields include: 'Provider Name' (text input), 'Provider Abbreviation' (text input), 'Provider Website (URL)' (text input), 'Description' (large text area), 'POC Name' (text input), 'POC Street Address 1' (text input), and 'POC Street Address 2' (text input). A 'Clear' link is located at the bottom right of the form area.

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[Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

[Training Events](#) | [Courses](#) | [Students](#) | [Providers](#) | [Reports](#) | [Email Builder](#) | [Evaluation Feedback](#)

Provider Details

Details | Instructors (0) | Courses (0)

Provider Name

Provider Abbreviation

Provider Website (URL)

Description

POC Name

POC Street Address 1

POC Street Address 2

[Clear](#)

3. Complete provider details and click on “Save” button.

Provider Website (URL)

Description

[Clear](#)

POC Name

POC Street Address 1

POC Street Address 2

POC City

POC State

POC Zip

POC Email

POC Phone

Save Cancel

After saving the provider details, the “Create New Event” screen will appear with the new provider added.

4. Add the new course by clicking on “Don’t see your course?” link.

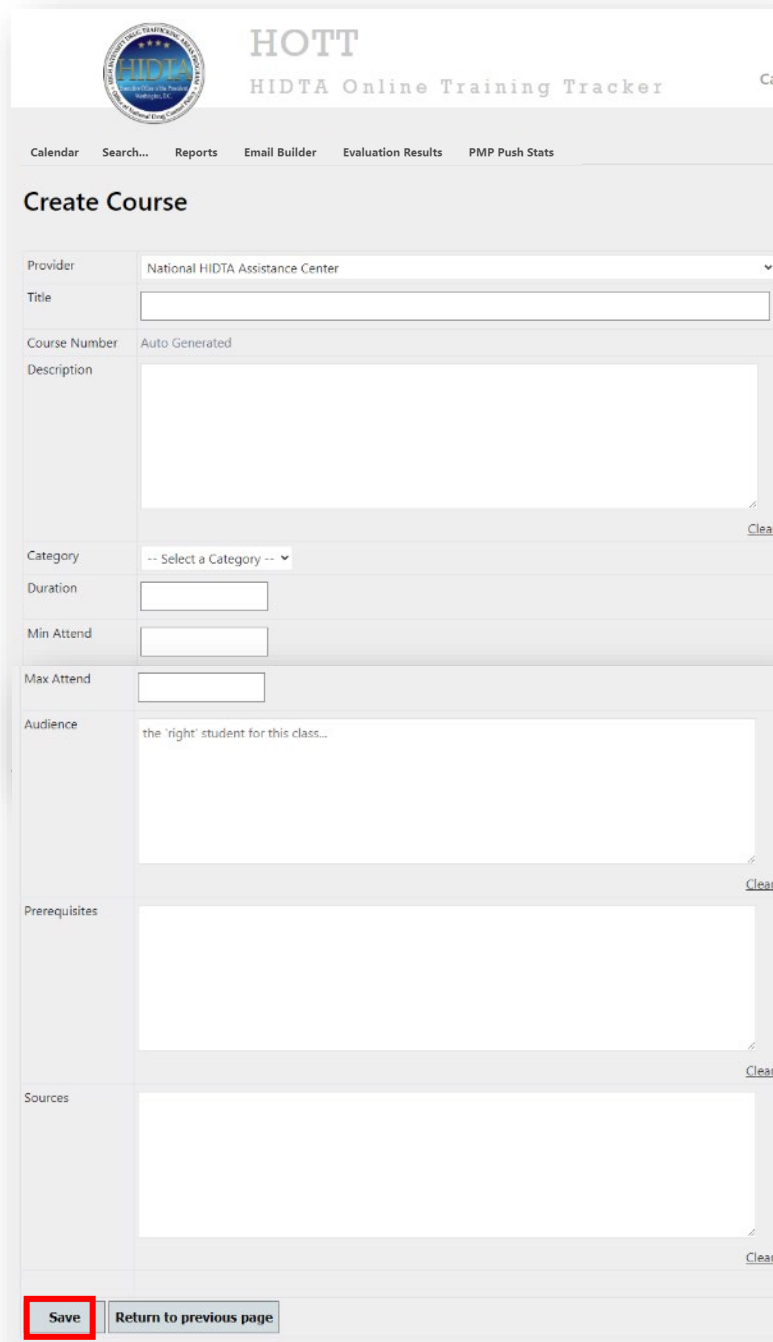
The screenshot shows the 'Create New Event' page of the HOTT HIDTA Online Training Tracker. The page has a header with the HIDTA logo, the title 'HOTT HIDTA Online Training Tracker', and a user profile 'cbbengtson'. Below the header is a navigation bar with links: Calendar, Search..., Reports, Email Builder, Evaluation Results, and PMP Push Stats. The main content area is titled 'Create New Event' and contains several sections:

- Create Event / Create Course Copy**: Two buttons at the top of the form.
- Provider**: A dropdown menu showing 'National HIDTA Assistance Center' with a link 'Don't see your provider?' to its right.
- Course**: A text input field with a search icon and a link 'Don't see your course?' to its right.
- Send Confirmation Notice For this Event**: A checked checkbox with a note: '(The current setting will send a confirmation notice to the student when enrolled)'. Below this is a sub-header 'Evaluation Results'.
- Start Date**: A date input field with '04/11/2024'.
- Start Time**: A time input field.
- End Date**: A date input field.
- End Time**: A time input field.
- Event: Location**: A text input field with a note below it: 'i.e. 'Airport Hilton', 'WBHIDTA Training Facilities''.
- Event: Address 1**: A text input field.

A red arrow points from the instruction text to the 'Don't see your course?' link.

The “Create Course” screen appears.

5. Complete course details and click the “Save” button. This action will take you to “Create New Event” screen.




The screenshot shows the 'Create Course' form in the HOTT HIDTA Online Training Tracker. The form is titled 'Create Course' and includes a navigation bar with links: Calendar, Search..., Reports, Email Builder, Evaluation Results, and PMP Push Stats. The form fields are as follows:

- Provider:** A dropdown menu with 'National HIDTA Assistance Center' selected.
- Title:** A text input field.
- Course Number:** A dropdown menu with 'Auto Generated' selected.
- Description:** A large text area with a 'Clear' button.
- Category:** A dropdown menu with '-- Select a Category --' selected.
- Duration:** A text input field.
- Min Attend:** A text input field.
- Max Attend:** A text input field.
- Audience:** A text area with the placeholder text 'the 'right' student for this class...' and a 'Clear' button.
- Prerequisites:** A text area with a 'Clear' button.
- Sources:** A text area with a 'Clear' button.

At the bottom of the form, there are two buttons: 'Save' (highlighted with a red box) and 'Return to previous page'.

Having added the new provider and new course, The “Create New Event” screen appears so that the actual event details can be added and the event will appear on the calendar. (See: Scenario A; Step 2.)



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HIDTA Online Training Tracker

cb Bengtson

Calendar About Contact

Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats

Create New Event

Create Event

Create Course Copy

Provider

-- Select a Provider --

Don't see your provider?

Course

☒ Send Confirmation Notice For this Event
(The current setting will send a confirmation notice to the student when enrolled)

Start Date

04/12/2024

Start Time

End Date

End Time

Event: Address 2

Event: City, State Zip

Event POC Name

Charles Bengtson

POC Address 1

POC Address 2

POC: City, State Zip

POC Phone

(305) 715-7740

POC Fax

POC Email

bbengtson@nhac.org

Min Allowed

Max Allowed

Instructors

Additional Event Comments

Enable Online Registration

☐

Flyer

Drop Flyer Here

Only PDF file's no larger than 2 MB can be uploaded

Confirmation Notice

Drop Confirmation Notice Here

Only PDF file's no larger than 2 MB can be uploaded

CMP Payment Form URL

*If registration fee is required, please obtain a payment url.

Online Registration/Public Calendar Options and Settings

On Public Calendar

☐

Additional Message

*Appears in the training events footer area

Additional Message Warning Level

None

Create Event

After completing and saving the “**Event Details**,” the following “**Student Event Management**” screen will appear. If the student data is available, enter this information now. If it is not available, it can be entered later. (See page 8: *Scenario A; Optional Step 3.*)

The screenshot shows the 'Student Event Management' interface. At the top, there is a header with the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', a user profile 'cbbengtson |', and navigation links 'Calendar', 'About', and 'Contact'. Below the header is a sub-header with links: 'Calendar', 'Search...', 'Reports', 'Email Builder', 'Evaluation Results', and 'PMP Push Stats'. The main section is titled 'Student Event Management' and contains the text 'Web PMP for Performance Management - 4/12/2024'. Below this, there are two fields: 'Class Capacity: 25' and 'Provider: National HIDTA Assistance Center'. A message states '0 Students Enrolled - Class UNDER minimum capacity!'. There is a table with three columns: 'HIDTA', 'Last Name', and 'First Name'. The 'HIDTA' column has a dropdown menu currently showing 'National HIDTA Assistance Center'. Below the table are two buttons: 'Search' and 'Add New Student'.

HIDTA	Last Name	First Name
National HIDTA Assistance Center ▼	<input type="text"/>	<input type="text"/>

For now, we will not be entering student data, but need to verify that the event has been entered. There are two ways to verify:

- Click on “Back to Event Details” link (See **Back to Event Details** screen for results).
- Click on “Calendar.” (See **Calendar** screen for results)
- “Back to Event Details” screen



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[Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

Web PMP for Performance Management - 4/12/2024 (Scheduled)

Create Copy of this Event [?]

0 Students Enrolled - Class UNDER minimum capacity!

[Add Students](#)

[Create Bulk Entry](#)

[Sign In Sheet](#)

[All Students](#)

[Event Summary](#)

[Survey/Evaluation Results](#)

Sort By: ☒ Student ☐ Agency ☐ HIDTA Export: [Excel](#) [?]

☒ Send Confirmation Notice For this Event

Event Registration URL:

<https://www.nhac.org/registration/Register/Index?eventId=67882>



Event Details

[Show Additional Event Information](#)

[Mark Event as Complete...](#)

[Download Tent Cards](#)

[Customize Instructions](#)

[Save Event](#)

[Delete Event](#)

Event Status: ☒ **Scheduled As Planned** ☐ Postponed ☐ Cancelled ☐ Occurred Already ☐ Status Unknown

Hosting HIDTA Only ☐

Hosting HIDTA: National HIDTA Assistance Center

Event Hosted Off Site: ☐

Cost:

Provider	National HIDTA Assistance Center
----------	----------------------------------

- Calendar screen indicating event has been added.

HOTT
HIDTA Online Training Tracker

Navigation: [Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

Click [here](#) to view the public HIDTA Training Calendar

New Registrations
[The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist – Following the Science - 11/1/23 - 3](#)

⚠ You have one or more events not marked as complete and are older than 30 days.
[Click here to view a list of the events.](#)

National HIDTA Assistance Center

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Add Event	1 Add Event	2 Add Event	3 Add Event	4 Add Event	5 Add Event	6 Add Event
7 Add Event	8 Add Event	9 Add Event	10 Add Event	11 Add Event Web PMP for Performance Management (NHAC) Scheduled ⓘ Add Event	12 Add Event	13 Add Event
14	15	16	17	18	19	20

Enroll Students

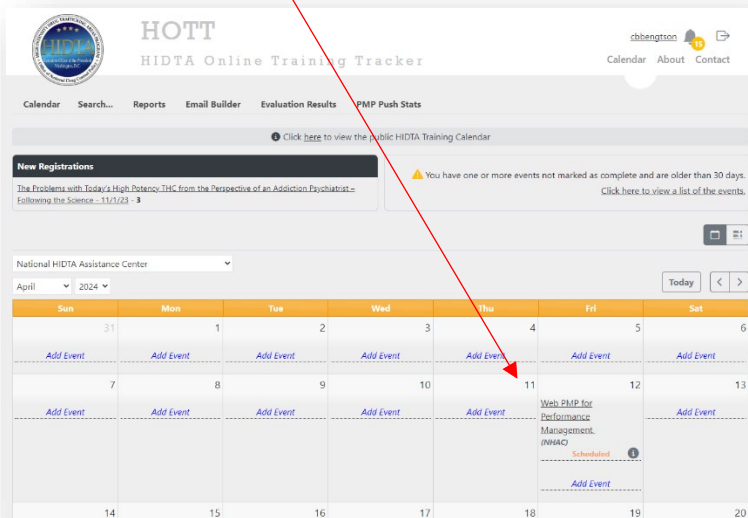
There are three ways to enroll students into an event:

- Manual (Searching or Adding New Student)
- Bulk entry
- Online registration

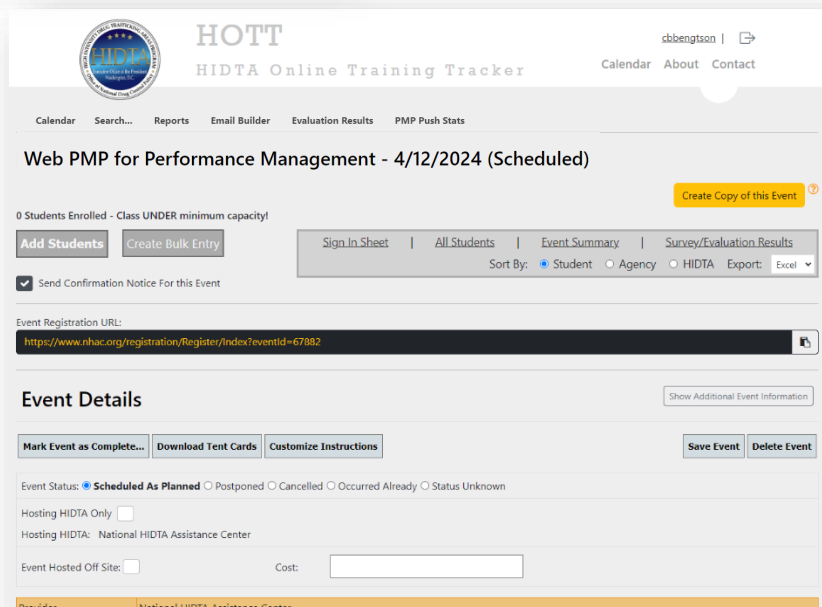
Manual (Searching)

Manual entry is the most common method of student enrollment and can be done at any time before the event is marked as “Complete.” The following steps outline the process for manually enrolling students:

1. Click on the event. The “**Event Details**” screen will appear.



2. Click on “**Add Students.**”




The “Student Event Management” screen will appear.

The screenshot shows the 'Student Event Management' page of the HOTT HIDTA Online Training Tracker. The header includes the HIDTA logo, the title 'HOTT HIDTA Online Training Tracker', and user information 'cbbengtson |'. Navigation links for 'Calendar', 'About', and 'Contact' are in the top right. A secondary navigation bar contains 'Calendar', 'Search...', 'Reports', 'Email Builder', 'Evaluation Results', and 'PMP Push Stats'. The main content area is titled 'Student Event Management' and displays 'Web PMP for Performance Management - 4/12/2024'. It shows 'Class Capacity: 25' and 'Provider: National HIDTA Assistance Center'. Below this, it states '0 Students Enrolled - Class UNDER minimum capacity!'. A form section includes a 'HIDTA' dropdown menu currently set to 'National HIDTA Assistance Center', and input fields for 'Last Name' and 'First Name'. At the bottom of this section are 'Search' and 'Add New Student' buttons.

Determine whether the individual to be enrolled in this event is already in the system. First, select “All HIDTAs” from the dropdown menu.

3. Enter name in the corresponding boxes and click on “Search.”

This screenshot shows the same 'Student Event Management' page, but with the 'HIDTA' dropdown menu open. The menu lists various HIDTA regions and the 'National HIDTA Assistance Center', with '-- All HIDTAs --' selected at the top. The background content remains the same, showing the event details and the enrollment status.



HOTT

HIDTA Online Training Tracker

[cbbengtson](#) | [Logout](#)

[Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

Student Event Management

Web PMP for Performance Management - 4/12/2024

Class Capacity: 25


Provider: National HIDTA Assistance Center

0 Students Enrolled - Class UNDER minimum capacity!

HIDTA	Last Name	First Name
-- All HIDTAs --	Sosa	Gladys

Search **Add New Student**

The following screen appears indicating that the student is in the HOTT system.



HOTT

HIDTA Online Training Tracker

[cbbengtson](#) | [Logout](#)

[Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

Student Event Management

PMP Committee Meeting - 3/7/2024

Web PMP for Performance Management - 4/12/2024

Class Capacity: 25

Provider: National HIDTA Assistance Center

0 Students Enrolled - Class UNDER minimum capacity!

HIDTA	Last Name	First Name
-- All HIDTAs --	Sosa	Gladys

Search **Add New Student**

	Full Name	DOB	Email	Agency	Initiative
Details	Enroll	Gladys Sosa	gmsosa@nhac.org	Monroe County Sheriff's Office	Training Unit

To enroll the student, click on “Enroll.”

Manual (Adding New Student)

1. To determine if a student is in the HOTT system, enter the first and last name on the Student Event Management page.
2. After determining that an individual is not in the system (See message: “No Student Found” at bottom of the screen), click on **“Add New Student.”**

The screenshot shows the HOTT (HIDTA Online Training Tracker) interface. At the top, there is a header with the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', and a user profile 'cbbengtson'. Below the header is a navigation bar with links: Calendar, Search..., Reports, Email Builder, Evaluation Results, and PMP Push Stats.

Student Event Management

Web PMP for Performance Management - 4/12/2024

Class Capacity: 25
Provider: National HIDTA Assistance Center

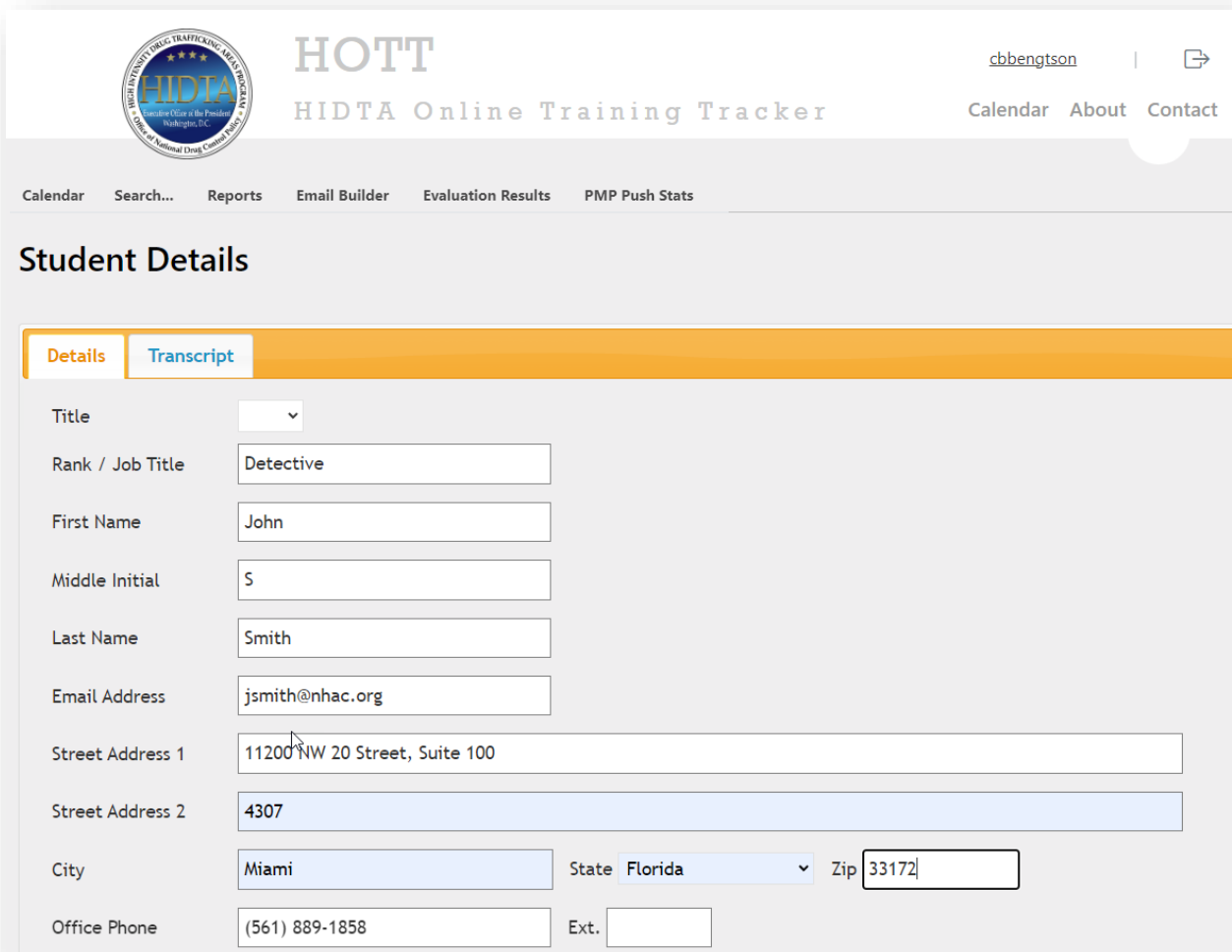
1 Student Enrolled - Class UNDER minimum capacity!

Full Name	HIDTA	Agency	Status	Enrolled On	Actions
Gladys Sosa (Edit)	National HIDTA Assistance Center	Monroe County Sheriff's Office	Enrolled	3/2/23	Actions

Below the table, there is a form to add a new student. It includes a dropdown menu for 'HIDTA' (currently showing '-- All HIDTAs --'), input fields for 'Last Name' (containing 'Stevenson') and 'First Name' (containing 'Steve'), and two buttons: 'Search' and 'Add New Student'.

At the bottom of the page, a message box states: **No students found.**

3. The “**Student Details**” screen will appear. Complete the student details and click “**Save and Enroll.**” *Note: **First Name, Last Name, Email, and Office Phone** are required fields. If those details are not entered, the system will not save or enroll the student and will indicate those fields in red.*



The screenshot shows the 'Student Details' form in the HOTT HIDTA Online Training Tracker. The form is divided into two tabs: 'Details' (active) and 'Transcript'. The 'Details' tab contains the following fields:

- Title: A dropdown menu.
- Rank / Job Title: A text field containing 'Detective'.
- First Name: A text field containing 'John'.
- Middle Initial: A text field containing 'S'.
- Last Name: A text field containing 'Smith'.
- Email Address: A text field containing 'jsmith@nhac.org'.
- Street Address 1: A text field containing '11200 NW 20 Street, Suite 100'.
- Street Address 2: A text field containing '4307'.
- City: A text field containing 'Miami'.
- State: A dropdown menu containing 'Florida'.
- Zip: A text field containing '33172'.
- Office Phone: A text field containing '(561) 889-1858'.
- Ext.: A text field.

The form is styled with a light gray background and orange accents. The 'Details' tab is highlighted in orange. The form fields are white with gray borders. The 'Street Address 2' field is highlighted in light blue. The 'City' field is highlighted in light blue. The 'State' dropdown menu is highlighted in light blue. The 'Zip' field is highlighted in light blue. The 'Office Phone' field is highlighted in light blue. The 'Ext.' field is highlighted in light blue.

4. The “Student Event Management” screen appears indicating the newly enrolled student.

HOTT
HIDTA Online Training Tracker

cbbengtson | [Calendar](#) [About](#) [Contact](#)

[Calendar](#) [Search...](#) [Reports](#) [Email Builder](#) [Evaluation Results](#) [PMP Push Stats](#)

Student Event Management

Web PMP for Performance Management - 4/12/2024

Class Capacity: 25
Provider: National HIDTA Assistance Center

2 Students Enrolled - Class UNDER minimum capacity!

Full Name	HIDTA	Agency	Status	Enrolled On	Actions
John Smith (Edit)	National HIDTA Assistance Center		Enrolled ▾	3/7/23	Actions ▾
Gladys Sosa (Edit)	National HIDTA Assistance Center	Monroe County Sheriff's Office	Enrolled ▾	3/2/23	Actions ▾

HIDTA: [National HIDTA Assistance Center](#) ▾

Last Name:

First Name:

[Search](#) [Add New Student](#)

To continue manually adding more students, follow the previously outlined steps.

After each student is enrolled, an email will be automatically generated from the HOTT system and sent to the student indicating that s/he has been enrolled. An optional letter providing more details about the training can be uploaded at the Training Coordinator's discretion and can be included with this automatically generated notification. (To add this optional letter, see page 36: Step 3 in **"Online Registration."**) See examples of email notification with and without attached letter below.



~~WebPMP~~ Software & Process Guidelines
March 22-23, 2024

Dear Participant,

You have been confirmed for the **~~WebPMP~~ Software & PMP Process Guidelines** training.

Training: Wednesday-Thursday, March 22-23, 2024
Class Hours: 8:30 AM – 4:30 PM

Training Location:
South Texas HIDTA-Training Room
4204 Woodcock Drive
San Antonio, TX 78228

Dress Code: Business Casual

Please, all liquids in the training room should be covered.

Thank you,

Gladys Sosa
Training Coordinator
National HIDTA Assistance Center
11200 NW 20 Street, Suite 100
Miami, Florida 33172
P 305-715-7757
gmsosa@nhac.org

That completes the manual enrollment process.

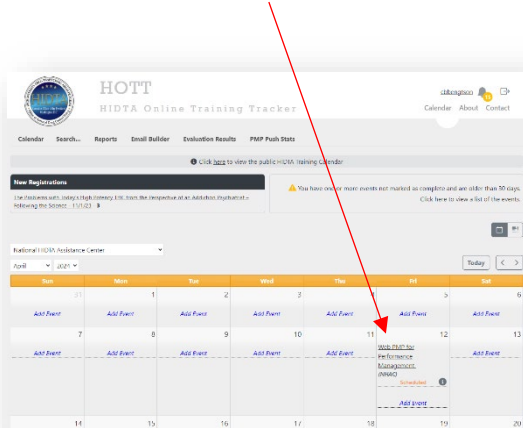
Bulk Entry

Bulk entry is used when large numbers of participants are entered not as individuals, but as a group attendance number. Bulk entry is recommended for large events when no student information is available or when the number of students is too large to enter manually. Keep the following ramifications in mind regarding bulk entry:

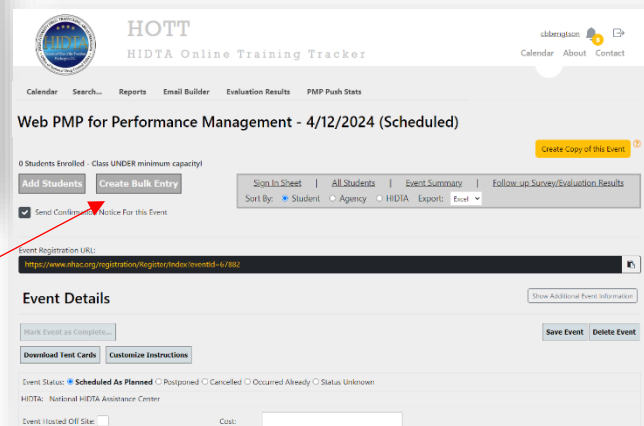
- Even though the individual student's details are not entered, the statistical data for the event is still captured in HOTT.
- Surveys cannot be sent out for bulk entry event.
- Student transcripts will not reflect bulk entry events.

The following steps outline the process for using the bulk entry method for adding the number of attendees after the event has occurred:

1. Click on the event. The “**Event Details**” screen will appear.



2. Click on “**Create Bulk Entry.**”



1. The following “Attendees Bulk Entry” screen will appear. Once you have populated the numbers, click “Save Event.” Notice the “Save Event” message.

HOTT
HIDTA Online Training Tracker

Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats

Web PMP for Performance Management - 4/12/2024 (Scheduled)

0 Students Enrolled - Class UNDER minimum capacity!

Attendees Bulk Entry

Total Number of Students	0	Total Initiative Members	0
Federal	<input type="text" value="0"/>	Federal	<input type="text" value="0"/>
State	<input type="text" value="0"/>	State	<input type="text" value="0"/>
Local	<input type="text" value="0"/>	Local	<input type="text" value="0"/>
Military	<input type="text" value="0"/>	Military	<input type="text" value="0"/>
Tribal	<input type="text" value="0"/>	Tribal	<input type="text" value="0"/>
Other	<input type="text" value="0"/>	Other	<input type="text" value="0"/>
Number of Surveys Sent	<input type="text" value="0"/>		

Remove Bulk Entry

☒ Send Confirmation Notice For this Event

Sign In Sheet | All Students | Event Summary | Follow-up Survey/Evaluation Results

Sort By: ☒ Student ☐ Agency ☐ HIDTA Export: Excel

Create Copy of this Event

Notes about Bulk Entry:

- Bulk entry numbers can be changed and saved again.
- Bulk entry can be removed by clicking on **“Remove Bulk Entry”**

The screenshot shows the 'Web PMP for Performance Management - 4/12/2024 (Scheduled)' page. At the top, there's a header with the HOTT logo and navigation links. Below the header, there's a section for 'Attendees Bulk Entry' with two columns of input fields for 'Total Number of Students' and 'Total Initiative Members'. Each column has fields for Federal, State, Local, Military, Tribal, and Other, all currently set to 0. There is also a 'Number of Surveys Sent' field set to 0. A red arrow points to the 'Remove Bulk Entry' button at the bottom left. To the right of the button is a checkbox for 'Send Confirmation Notice For this Event' which is checked. At the bottom right, there are links for 'Sign In Sheet', 'All Students', 'Event Summary', and 'Follow-up Survey/Evaluation Results', along with a 'Sort By' dropdown set to 'Student' and an 'Export' dropdown set to 'Excel'.

The following warning pop up will appear. Click **“Ok.”**

The screenshot shows the same 'Web PMP for Performance Management - 4/12/2024 (Scheduled)' page, but with a warning pop-up dialog box in the center. The dialog box has a title bar that says 'portal.hidta.net says' and a message that reads 'Are you sure you wish to delete the bulk entry for this event?'. There are two buttons at the bottom of the dialog: 'OK' and 'Cancel'. The background of the page is dimmed, and the 'Remove Bulk Entry' button is still visible at the bottom left.

Online Registration

1. After creating the event, you must enable online registration. From the “Event Details” screen, check the box next to “Enable Online Registration.”

The screenshot shows the 'Event Details' page for a 'Web PMP for Performance Management - 4/12/2024 (Scheduled)' event. The page includes various tabs like 'Calendar', 'Search...', 'Reports', 'Email Builder', 'Evaluation Results', and 'PMP Push Stats'. The 'Event Details' section is active, showing event status as 'Scheduled As Planned', location as 'National HIDTA Assistance Center', and address in Miami, Florida. A red arrow points from the instruction text to the 'Enable Online Registration' checkbox, which is currently unchecked. Below this, there is a 'Flyer' section with a dashed box for uploading a PDF file, with a note: 'Drop Flyer Here. Only PDF file's no larger than 2 MB can be uploaded'. The bottom of the page has fields for 'Enable Online Registration' (checkbox), 'Confirmation Notice' (text area), and 'CMP Payment Form URL' (text field), followed by a 'Save Event' button.

Instructors	Name	Phone	Email	Tent Card
<input type="checkbox"/>	Daniel Liang	(305) 715-7741	dyliang@nhac.org	Tent Card
<input type="checkbox"/>	Patricia Perez	(305) 715-7751	pperez@nhac.org	Tent Card

Additional Event Comments

Enable Online Registration ☐

Flyer

Drop Flyer Here
Only PDF file's no larger than 2 MB can be uploaded

474 characters remaining. [Clear](#)

Enable Online Registration ☐

Confirmation Notice [Browse...](#) (File will be upload when the Save button is clicked)

CMP Payment Form URL *If registration fee is required, please obtain a payment url.

[Save Event](#)

After checking “**Enable Online Registration**,” two things happen:

- A pop-up message appears indicating that the event is available for online registration and prompting the need to upload a Confirmation Notice.

The screenshot shows the HOTT HIDTA Online Training Tracker interface. A pop-up message from portal.hidta.net is displayed in the center, stating: "You have flagged this event for online registration. Please upload a Confirmation Notice." The message has an "OK" button. The background interface shows the event details for "Web PMP for Performance Management - 4/12/2024 (Scheduled)". The event status is "Scheduled As Planned". The "Enable Online Registration" checkbox is checked. The "Approval Required" checkbox is also visible, with options for "Director" or "Supervisor".

- An optional “**Approval Required**” field appears which is at the discretion of the Training Coordinator because some events require a supervisor’s approval.

After clicking OK, you will be able to check “**Approval Required**” if needed and save the event. See “**Saved Event**” screen on next page.

The screenshot shows the "Saved Event" screen. It includes a table for instructors, a section for additional event comments, and a section for enabling online registration and approval requirements. The "Approval Required" checkbox is checked, and the "By:" field is set to "Director".

Name	Phone	Email	Tent Card
<input type="checkbox"/> Daniel Liang	(305) 715-7741	dyliang@nhac.org	Tent Card
<input type="checkbox"/> Patricia Perez	(305) 715-7751	pperez@nhac.org	Tent Card

Additional Event Comments

Enable Online Registration ☒

Approval Required ☒ By: ☒ Director ☐ Supervisor

“Event Saved” screen indicates “Online Registration” and “Approved Required” enabled.

The screenshot shows the 'Event Saved' confirmation screen in the HOTT HIDTA Online Training Tracker. The event title is 'Web PMP for Performance Management - 4/12/2024 (Scheduled)'. It indicates '0 Students Enrolled - Class UNDER minimum capacity!'. There are buttons for 'Add Students' and 'Create Bulk Entry'. A checkbox for 'Send Confirmation Notice For this Event' is checked. The 'Event Registration URL' is displayed as 'https://www.nhac.org/registration/Register/Index?eventId=67882'. Under 'Event Details', there are buttons for 'Mark Event as Complete...', 'Download Tent Cards', and 'Customize Instructions'. The 'Event Status' is 'Scheduled As Planned'. The 'HIDTA' is listed as 'National HIDTA Assistance Center'. There are fields for 'Event Hosted Off Site' and 'Cost'. A red arrow points from the 'Event Saved!' text to the 'Enable Online Registration' checkbox in the lower section.

This screenshot shows the configuration page for the event. It has several sections for uploading documents: 'Flyer', 'Confirmation Notice', and 'Completed Sign in Sheet'. Each section has a dashed box with the text 'Drop [document type] Here' and a note 'Only PDF file's no larger than 2 MB can be uploaded'. A red box highlights the 'Enable Online Registration' and 'Approval Required' checkboxes, which are both checked. Below these, there is a 'By:' field with radio buttons for 'Director' and 'Supervisor', where 'Supervisor' is selected. Another red box highlights the 'Confirmation Notice' upload area. A red arrow points from the 'Confirmation Notice' label to the 'Drop Confirmation Notice Here' area. At the bottom, there is a 'CMP Payment Form URL' field and a note: '*If registration fee is required, please obtain a payment url.'.

2. Place “Confirmation Notice” letter on your computer where you can easily access it for uploading. Drag and drop to upload your letter.

3. Once you have uploaded the letter, click on “Save Event.”

Confirmation Notice

Drop Confirmation Notice Here
Only PDF file's no larger than 2 MB can be uploaded

SFLHIDTA Access ID Request Form- All bldgrev2021.pdf

Download[Delete]

Completed Sign in Sheet

Drop Sign In Sheet Here
Only PDF file's no larger than 2 MB can be uploaded

CMP Payment Form URL

If registration fee is required, please obtain a payment url.

Online Registration/Public Calendar Options and Settings

On Public Calendar ☒

Additional Message
**Appears in the training events footer area*

Additional Message Warning Level: None

Moodle LMS Settings

Connect Event to Moodle Course ☐

View Student Progress ☒

Save Event

Verify the letter has been uploaded to your computer by clicking on the link as shown here. (You will understand how this letter is auto-generated later in this registration process.)

Check box “On Public Calendar” and then click where it says “**here**” under the navigation tabs.

HIDTA

HOTT

HIDTA Online Training Tracker

cbbengtson 15

Calendar About Contact

Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats







Click here to view the public HIDTA Training Calendar

New Registrations

The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist - Following the Science - 11/1/23 - 3

You have one or more events not marked as complete and are older than 30 days. Click here to view a list of the events.

This link will take you to a web browser where you then navigate to your intended HIDTA. Click where the name of the HIDTA is underlined in blue.

	<u>Los Angeles</u> Recent Training Events - Advanced Criminal Investigations 7/19/2023 - Advanced Search & Seizure 7/18/2023 - The Patrol Search Warrant 7/17/2023 Contact		<u>Michigan</u> Recent Training Events - Task Force Commanders Training 7/20/2023 - Fentanyl, Drug Cartels & Current Drug Trends 7/6/2023 - Fentanyl & Other Deadly Drug Investigations - "Finding the Pill or Powder that Kills" 3/7/2023 Contact
	<u>National HIDTA Assistance Center</u> Recent Training Events - Financial Management of HIDTA Funds 7/19/2023 ★★★★★ - Virtual FMS.Net 7/13/2023 ★★★★★ - Legalization of Marijuana: What have we learned in 10 Years. 6/20/2023 Contact		<u>Nevada</u> Recent Training Events - Analytical Tradecraft for Law Enforcement 8/3/2023 - Threat Finance Analysis 8/1/2023 - PenLink PLX Basic 7/11/2023 Contact
	<u>New England</u> Recent Training Events - Jiu Jitsu for Law Enforcement 7/24/2023 Contact		<u>New Mexico</u> Recent Training Events - Open Source Intelligence Analysis Course 7/24/2023 Contact

On the following page, you will find an example of what you, as the Training Manager, must create **prior** to the class for online registration. This information must be sent for your participants to enroll.

Sample Alert for online registration.



National HIDTA Assistance Center

WebPMP v.2 Software & PMP Process Guidelines



DATE	Wednesday-Thursday, March 22-23, 2023 8:30 am-4:30 pm
LOCATION	South Texas HIDTA-Training Room 4204 Woodcock Drive San Antonio, TX 78228
COURSE GOAL	Prepare HIDTA participants using <u>WebPMP v.2</u> to record, review, report, and extract data via reports and tables; explain and discuss the guidelines of the performance management process (PMP). <i>Training content has been updated to meet the most recent Program Policy and PMP User Guide.</i>
COURSE CONTENT	<p>The <u>WebPMP v.2</u> program collects and reports HIDTA performance data at the initiative level. Knowing the data rules and process guidelines is critical to accurately recording the data required by the HIDTA program. This course teaches the program's features and tools, including the latest software updates, and includes the data rules and process guidelines required by HIDTA policy.</p> <p>Hands-on instruction includes the following objectives:</p> <ul style="list-style-type: none"> – Select data that defines the local HIDTA such as identifying counties, drugs that are a threat in the region, initiative names, and more. – Create an initiative description and budget proposal by describing the initiative's planned activities, participating agencies and positions, budget details, and the expected outcomes for the program year. – Record the initiative's actual outcomes such as the number of DTOs disrupted/dismantled, quantity of seizures, number of cases provided analytical support, hours of training provided, and more. – Print reports and export data stored in the database. – Study key terms used in PMP, so data is recorded accurately and consistently across HIDTAs.
PREREQUISITS	Working knowledge of the HIDTA program and drug law enforcement operations and support services. Basic computer skills: participant's individual account for secured access to the WBSSL or HIDTA.net and <u>WebPMP v.2</u> . General knowledge of the performance management process (PMP); identify planned role using the program (administrator or single-initiative user); type of initiative to which the user is assigned: enforcement, intelligence, management, or support.
WHO SHOULD ATTEND	All levels of staff currently or planning to gather, record, submit, or review PMP-related data.
REGISTRATION	<p>Registration Instructions:</p> <ol style="list-style-type: none"> 1. Open your web browser to https://www.nhac.org/hidtrainingcalendar/events/8 2. Find <u>WebPMP v.2 Software & PMP Process Guidelines</u>, Select Register. 3. Fill in the HIDTA Training Registration and select Complete Registration <p>Once your application has been reviewed and approved you will receive an email with other pertinent info.</p> <p>Questions? Contact Gladys at 305-715-7757 or via email gmsosa@nhac.org</p>




A new screen will appear, showing you all upcoming events by the date they will occur. Click **“Register”** under the event you wish to sign up for.

2023 HIDTA Training

National HIDTA Assistance Center HIDTA

UPCOMING TRAINING



August 14th

The 10 Things Providers Should Know About Cannabis

11:00 am - 12:00 pm

Training Location
Virtual Online

Provided By: National Marijuana Initiative

[Register](#)

126 Seats Available

August 22nd - 23rd

Performance Management Committee (PMC) Meeting

8:00 AM - 5:00 PM

Training Location
Francis Marion Hotel

Provided By: National HIDTA Assistance Center

[Register](#)

26 Seats Available

September 6th - 7th

IT Committee Meeting

8:00 AM - 5:00 PM

Training Location

September 12th - 13th

ISC Managers Meeting

8:00 AM - 5:00 PM

Training Location

September 27th - 28th

Mid-Year Directors Meeting

8:00 AM - 5:00 PM

37

From here, you will see a form where you will fill in all your information. When complete, click the **“Complete Registration”** box at the bottom of the screen. You are now registered for this training session.

National HIDTA Assistance Center | Training Registration



The 10 Things Providers Should Know About Cannabis

August 14th 11:00 am

Duration: 1 hour

Location: Virtual Online

☐ Please check if you are entering a registration for another student

Contact Information

First Name

Middle Initial

Last Name

Office Phone

Ext

Mobile

Email

Confirm Email

Arrest Power

☐

HIDTA Task Force & Agency Information

HIDTA

National HIDTA Assistance Center

HIDTA Task Force

Agency

Agency Type

☒ Local ☐ State ☐ Federal ☐ Military ☐ Tribal ☐ Other

I'm interested in courses on the following topics:

You may choose upto 4 items:

☐ Dark Web

☐ Addiction

☐ Extraction

☐ Gang

☐ Cryptocurrency

☐ Spanish

☐ Human Trafficking

COMPLETE REGISTRATION

COURSE DETAILS

Category

Demand Reduction

Provider

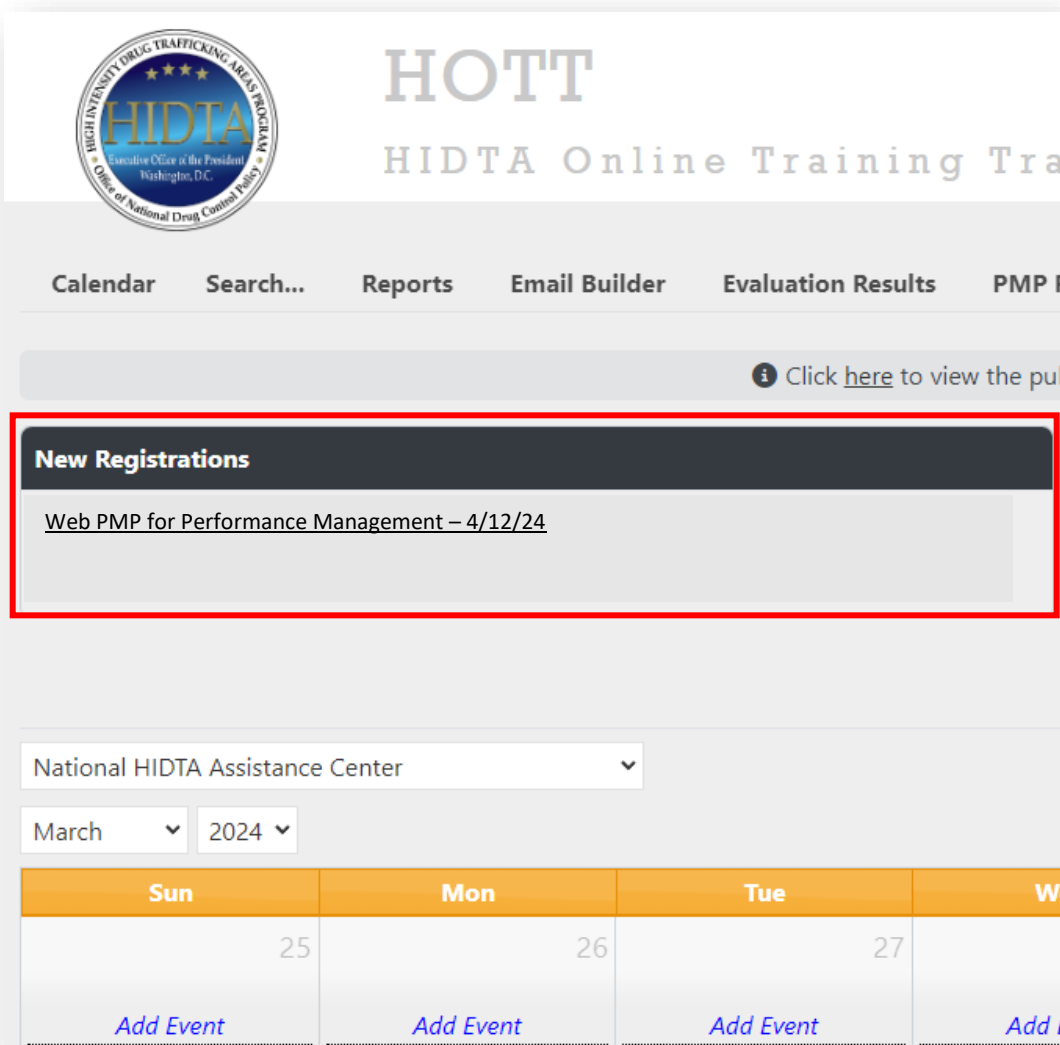
National Marijuana Initiative

Description

Our speaker for this session is: Tanya Gouveia a substance abuse and recovery specialist, and the owner of Addiction Recovery Counseling LLC in Dartmouth Massachusetts. She has an extensive experience in working with patients dealing with substance use disorders. Cannabis is a fast moving and evolving industry. The information many providers have on cannabis is dated and no longer applicable to current day problems and treatment. This training aims to give treatment providers updated data on cannabis products, demographic trends and how cannabis use can impact treatment outcomes as well as create new challenges for the patients being treated.

Once you have sent out the class announcement and instructions on how to enroll online, you must check the calendar periodically to accept or deny enrollments. There are two ways you can access your online registration applicants for enrolling. See Scenario A & B below:

Scenario A: Click on the course link to open the “Event Registration” screen (see “Event Registration” screen below).



HOTT
HIDTA Online Training Tracker

Calendar Search... Reports Email Builder Evaluation Results PMP

Click [here](#) to view the pul

New Registrations

[Web PMP for Performance Management – 4/12/24](#)

National HIDTA Assistance Center

March 2024

Sun	Mon	Tue	W
25	26	27	
Add Event	Add Event	Add Event	Add Event

Scenario B: Go to the event date on the calendar and click on the number which represents number of applicants to be enrolled (see “**Event Registration**” screen below).

As applicants register, this number changes to indicate the number of participants accepted, denied, or waitlisted for enrollment.

The screenshot shows the HOTT HIDTA Online Training Tracker interface. At the top, there is a header with the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', and user information 'cbbengtson |'. Below the header is a navigation bar with links: 'Calendar', 'About', 'Contact', 'Calendar', 'Search...', 'Reports', 'Email Builder', and 'Evaluation Results'. A dark banner in the center reads '! HOTT Update - Event List View' with a 'Click read more' link. Below this is a link to 'Click here to view the public HIDTA Training Calendar'. A 'New Registrations' section shows 'Online Sexual Harassment Training for Managers & Supervisors 2023 - 1/3/23 - 1'. A warning message states: 'You have one or more events not marked as complete and are older than 30 days. Click here to view a list of the events.' Below the warning is a calendar for April 2024. The calendar shows dates from 1 to 13. Each date has an 'Add Event' link. On April 11th, there is an event titled 'Web PMP for Performance Management' with a red arrow pointing to the number '(3)' in the event details. The event is also marked as 'Scheduled'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 Add Event	1 Add Event	2 Add Event	3 Add Event	4 Add Event	5 Add Event	6 Add Event
7 Add Event	8 Add Event	9 Add Event	10 Add Event	11 Add Event Web PMP for Performance Management (3) Scheduled	12 Add Event	13 Add Event

1. Click on any of the numbers next to the course name which takes you to **Event Registrations**.

Click on the pencil under **“Edit”** you can make corrections and save applicant details (see screens below).

The screenshot shows the HOTT HIDTA Online Training Tracker interface. The top navigation bar includes links for Calendar, Search..., Reports, Email Builder, Evaluation Results, PMP Push Stats, Administration, and Admin Dashboard. The main section is titled 'Event Registrations' and displays a table of registrations for the event 'The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist - Following the Science - 11/1/2023 10:00 am'. The table has columns for Registered (5), Capacity (200), Enrolled (2), and Seats Available (198). A red arrow points from the 'Edit' button (pencil icon) in the registration table to the 'EDIT REGISTRATION' modal form. The modal form contains fields for First Name, Middle Initial, Last Name, Office Phone, Office Ext, Mobile Phone, Email, Arrest Power, HIDTA, Initiative, Agency, and Student Type. The 'Save' and 'Cancel' buttons are at the bottom of the modal.

If the student is in the system, the options are under **“Actions”** dropdown menu. To enroll select **“HOTT”** or if not permitted select **“Deny.”** You also have the options to **“Delete”** and **“Wait List”** under the same menu.

The screenshot shows the HOTT HIDTA Online Training Tracker interface. The top navigation bar includes links for Calendar, Search..., Reports, Email Builder, Evaluation Results, PMP Push Stats, Administration, and Admin Dashboard. The main section is titled 'Event Registrations' and displays a table of registrations for the event 'The Problems with Today's High Potency THC from the Perspective of an Addiction Psychiatrist - Following the Science - 11/1/2023 10:00 am'. The table has columns for Registered (5), Capacity (200), Enrolled (2), and Seats Available (198). A red box highlights the 'Actions' dropdown menu, which includes options: Enroll, Wait List, Deny, Delete, and Actions. The 'Enroll' option is highlighted in yellow.

The “**Validate Registrations**” screen will appear allowing you to validate student details. Click on any checkbox that may require updating when registration information differs from original student’s details (see check marks next to student details). At this time, you have additional options: “**Update & Enroll Student**” or “**Update & Wait List Student.**”

HOTT
HIDTA Online Training Tracker

Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats Administration Admin Dashboard

Validate Registrations -Fentanyl and Other Synthetic Drugs - 8/18/2023

[Return to Event Registrations](#)

Submitted Registration

Name	Anangeli Nunez Lopez	HIDTA	Puerto Rico - Virgin Islands
Office Phone (Ext)	787-212-5787	Initiative	No Initiative
Mobile Phone		Agency	Puerto Rico Department of Justice
Email	anangeli.nunez@justicia.pr.gov	Student Type	State
Arrest Power	Y		

1 student(s) found by matching last name and email.

Anangeli Nunez Lopez - Puerto Rico - Virgin Islands

Middle Initial		<input type="checkbox"/> Initiative	
Office Phone	(787) 212-5787	Agency	Puerto Rico Department of Justice
Office Ext		Student Type	State
Mobile Phone			
Email	anangeli.nunez@justicia.pr.gov		
Arrest Power	Y		

Update & Enroll Student **Update & Wait List Student**

Create & Enroll New Student **Create & Wait List New Student**

In both Scenario A and B, by clicking on “**students name**” you can make corrections and updates, then save applicant details (see screens below). If the student is in the system, the options are to enroll by clicking on the dropdown menus under “**Status**” and “**Actions**” to control their enrollment.

HOTT
HIDTA Online Training Tracker

Calendar Search... Reports Email Builder Evaluation Results PMP Push Stats

Student Event Management

Web PMP for Performance Management - 4/12/2024

Class Capacity: 25
Provider: National HIDTA Assistance Center

1 Student Enrolled - Class UNDER minimum capacity!

Full Name	HIDTA	Agency	Status	Enrolled On	Actions
Charles Bengtson [Edit]	National HIDTA Assistance Center	Contractor	Enrolled	8/10/23	Actions

HIDTA: National HIDTA Assistance Center

Last Name:

First Name:

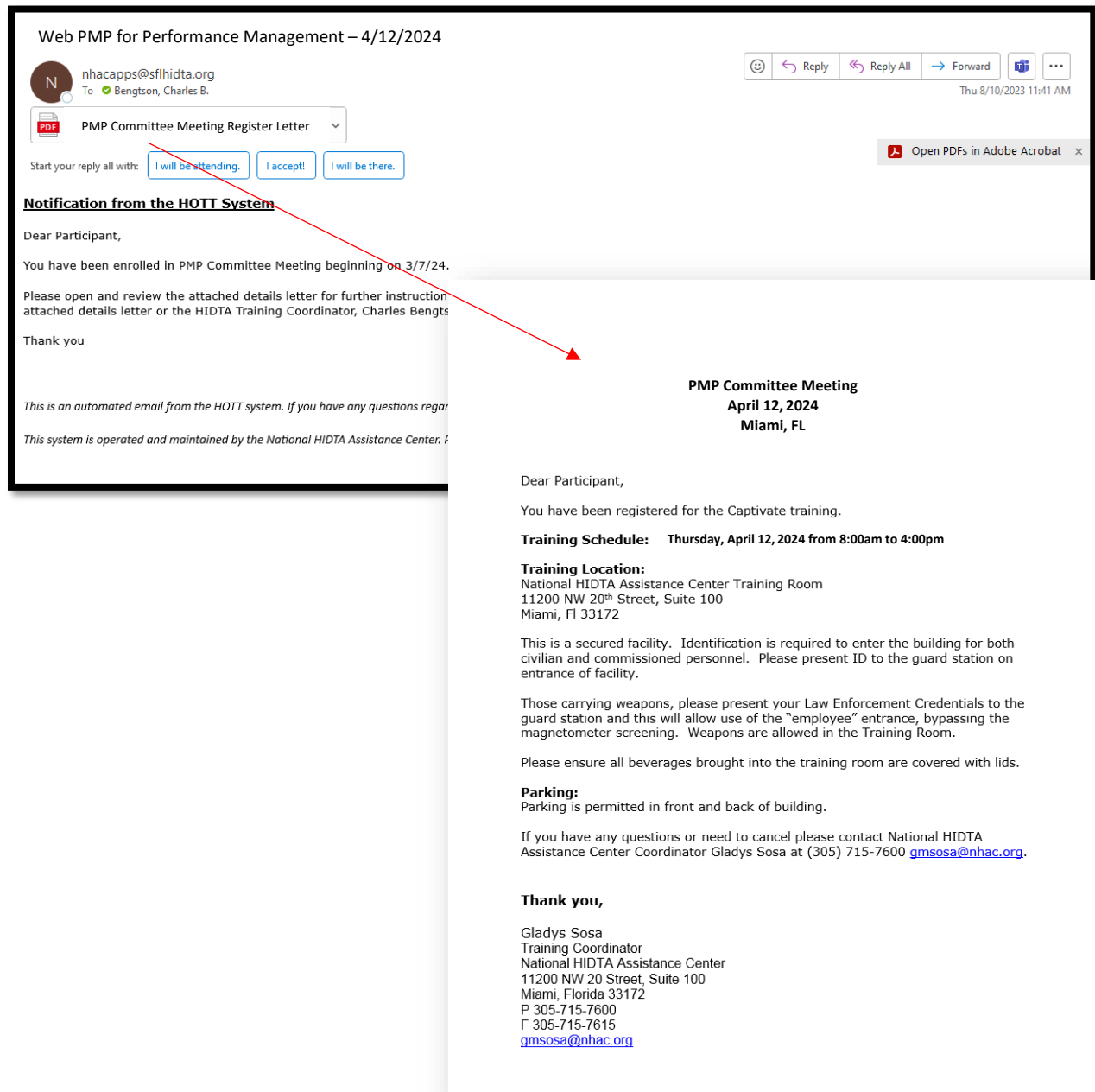
[Search](#) [Add New Student](#)

NOTE: The **EDIT** link is used to make changes on student certificates.

***Example:** Student is registered as Charles Benston but wants to be “Charlie B.” on the certificate.*

Update & Enroll Student

After updating and enrolling the applicant, a “**Confirmation Notice**” will be sent via email notifying the participant that s/he has been enrolled with the attached detail letter (see below).



Web PMP for Performance Management – 4/12/2024

nhacapps@sflhidta.org
To: Bengtson, Charles B.

PMP Committee Meeting Register Letter

Start your reply all with:

Notification from the HOTT System

Dear Participant,

You have been enrolled in PMP Committee Meeting beginning on 3/7/24.

Please open and review the attached details letter for further instruction attached details letter or the HIDTA Training Coordinator, Charles Bengts

Thank you

This is an automated email from the HOTT system. If you have any questions regard

This system is operated and maintained by the National HIDTA Assistance Center. f

PMP Committee Meeting
April 12, 2024
Miami, FL

Dear Participant,

You have been registered for the Captivate training.

Training Schedule: Thursday, April 12, 2024 from 8:00am to 4:00pm

Training Location:
National HIDTA Assistance Center Training Room
11200 NW 20th Street, Suite 100
Miami, FL 33172

This is a secured facility. Identification is required to enter the building for both civilian and commissioned personnel. Please present ID to the guard station on entrance of facility.

Those carrying weapons, please present your Law Enforcement Credentials to the guard station and this will allow use of the "employee" entrance, bypassing the magnetometer screening. Weapons are allowed in the Training Room.

Please ensure all beverages brought into the training room are covered with lids.

Parking:
Parking is permitted in front and back of building.

If you have any questions or need to cancel please contact National HIDTA Assistance Center Coordinator Gladys Sosa at (305) 715-7600 gmsosa@nhac.org.

Thank you,

Gladys Sosa
Training Coordinator
National HIDTA Assistance Center
11200 NW 20 Street, Suite 100
Miami, Florida 33172
P 305-715-7600
F 305-715-7615
gmsosa@nhac.org

After enrolling the student, the following screen will appear indicating how many students have registered, have been enrolled and how many seats are available. These numbers change as you enroll students. Note: By clicking on the event name link, you will be taken back to the “**Event Details**” screen.

Event Registrations

Web PMP for Performance Management - 4/12/2024			
PMP Committee Meeting - 3/7/2024			
Registered	0	Capacity	25
Enrolled	1	Seats Available	24

[Export Registered Students](#)

Edit Contact Information Approval Information Initiative Information Register Date Status

Update & Wait List Student

If you have decided to wait list a student, from the Event Registrations screen, click on the dropdown under “**Status**” then click on “**Waitlist**” to move the individual to that designation.

The screenshot shows the HOTT HIDTA Online Training Tracker interface. The top navigation bar includes the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', and user information 'cbbengtson' with a notification icon showing 15 alerts. Below the navigation bar are links for 'Calendar', 'About', and 'Contact'. The main content area is titled 'Web PMP for Performance Management - 4/12/2024 (Scheduled)' and includes a 'Create Copy of this Event' button. A message states '1 Student Enrolled - Class UNDER minimum capacity!'. Below this is a table with columns: Full Name, HIDTA, Agency, Status, Enrolled On, and Actions. The table contains one row for Charles Bengtson, National HIDTA Assistance Center, Contractor, with a status of 'Enrolled' and an enrollment date of 8/10/23. A dropdown menu for the 'Status' column is open, showing options: Enrolled, Cancelled, Certificate, No Show, WaitList (highlighted), and Incomplete. Below the table are buttons for 'Add Students', 'Sign In Sheet', 'All Students', 'Event', and 'Follow-up Survey/Evaluation Results'. There are also radio buttons for 'Sort By: Student (selected), Agency, HIDTA, Exp' and a checkbox for 'Send Confirmation Notice For this Event'.

After clicking on the “**Update & Waitlist Student**” button, the “**Event Registrations**” screen indicates that the student is wait listed. The wait-listed student will receive an automatically generated email advising him/her of being wait listed. (See below.)

The screenshot shows an email notification from the HOTT System. The email is titled 'Web PMP for Performance Management – 4/12/2024' and is addressed to Charles B. Bengtson. The email content includes a greeting 'Dear Participant,' followed by a message stating that the participant has been waitlisted for the PMP Committee Meeting beginning on 3/7/24. The email also includes a note of apology for the inconvenience and a thank you. At the bottom, there is a disclaimer stating that the email is automated and providing contact information for Hector I. Alfonso. The email interface shows standard email controls like 'Reply', 'Reply All', 'Forward', and a timestamp of 'Thu 8/10/2023 11:57 AM'.

“Cancelled” Student

The Training Coordinator has the discretion to keep a student out of a class by using the “**Canceled**” button for the following possible reasons:

- No prior approval to attend class
- Enrolled by error
- Repeated no-shows

To cancel a student, click on the “**Canceled**” button as seen below:

The screenshot shows the HOTT HIDTA Online Training Tracker interface. At the top, there is a navigation bar with the HIDTA logo, the text "HOTT HIDTA Online Training Tracker", and user information "cbbengtson" with a notification icon showing "15". Below the navigation bar, there are tabs for "Calendar", "Search...", "Reports", "Email Builder", "Evaluation Results", and "PMP Push Stats". The main heading is "Web PMP for Performance Management - 4/12/2024 (Scheduled)". A yellow button "Create Copy of this Event" is on the right. A red message "Event Saved!" is displayed, followed by "0 Students Enrolled - Class UNDER minimum capacity!". Below this is a table with one student listed. The student's status is currently "Cancelled", and a dropdown menu is open, showing options: "Cancelled", "Enrolled", "Certificate", "No Show", "WaitList", and "Incomplete". The "Cancelled" option is highlighted. Other columns in the table include "Full Name", "HIDTA", "Agency", "Enrolled On", and "Actions".

Full Name	HIDTA	Agency	Status	Enrolled On	Actions
Charles Bengtson (Edit)	National HIDTA Assistance Center	Contractor	Cancelled	8/10/23	Actions

[Add Students](#)

☒ Send Confirmation Notice For this Event

[Sign In Sheet](#) | [All Students](#) | [Event S](#)

Sort By: ☒ Student ☐ Agency ☐ HIDTA [Exp](#)

[Follow-up Survey/Evaluation Results](#)

After clicking the “**Save**” button, the screen will appear showing the student as cancelled. The canceled student will receive an automatically generated email advising him/her of cancellation.

Event Management Functions

After you have created the event and enrolled students, there are functions associated with the event. Some of these functions are done in preparation of the event (pre-event) and others take place after the event has occurred (post-event).

From the Calendar Page, select your event. The event screen opens showing the students enrolled and the event details. From this screen (see next page) you can perform the following functions:

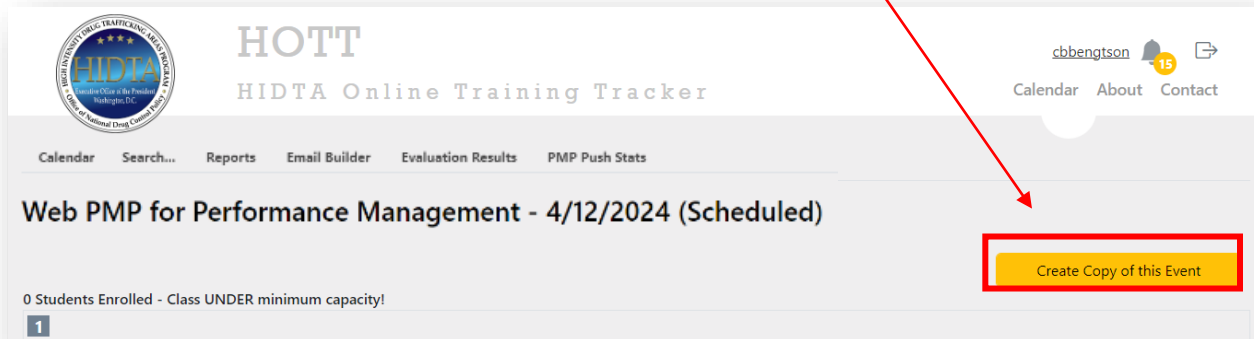
- Enable Online Registration.
- Add, remove, change status of students enrolled in event detail screen.
- Determine whether or not to send confirmation notice for event (*See highlighted check box.*).
- Postpone or Cancel Event.
- Print Tent Cards for students and instructor.
- Sort Sign in Sheet by Student, Agency or HIDTA.
- Print Sign in Sheet (Student Roster) or All Students report.
- Change the enrollment maximum to accommodate the overcapacity status.
- View Additional Event Information by clicking on the word More above Start Date box, click on Less if you want the description to collapse.
- Before marking event as complete, you can click on “no show”, incomplete, or cancel.
- After the Event has been completed, click on Mark Event as Complete (this will change the student status to Certificate).
- Issue certificates after event is marked as complete; you can email certificates or print individually.
- Recommend training.
- Add cost of training.
- View Event Summary.
- View Survey Results.

Frequently Asked Questions (FAQs)

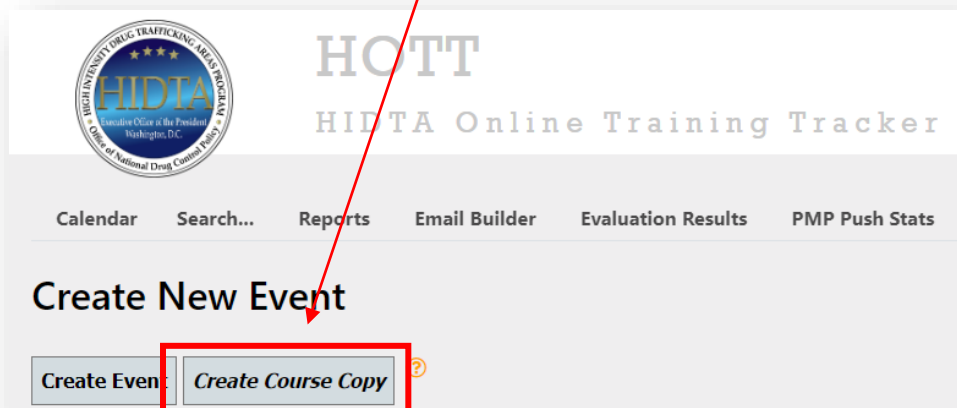
- **Can I manually enter students in a training event even if I have enabled online registration?** *Yes, just by clicking on the “**ADD Student**” button on the “**Event Detail**” screen.*
- **Can I add a student in HOTT without enrolling him/her in a training event?** *Yes, on the landing page (Calendar screen), there is a link that will take you to the “**Student Search**” screen where you can add new a student, search for a student by name, update student information and see a student transcript.*
- **Can I change a “Non-HIDTA” student to a “HIDTA” student?** *No, please contact NHAC Training Unit for any changes. Click on “**Contact**” at the top of every screen to email or call the NHAC.*
- **Can the number of students allowed be changed in a training event?** *Yes, by entering the number desired in the “**Max Allowed**” box in the “**Event Details**” screen and clicking on the “**Save Event**” button, the number will be changed.*
- **Can a Bulk Entry be deleted?** *Yes, you can click on the “**Remove Bulk Entry**” button on the “**Event Details**” screen and manually add students.*
- **How can I close the online registration in an event?** *At any time you can disable online registration by clicking on the check mark on the “**Enable Online Registration**” box and saving the event. You should always disable online registration when marking the event as complete.*
- **Why would a student be denied attendance to an event?** *A student could be denied if s/he does not have approval from a supervisor, is a constant no show, or does not have the prerequisite to attend training.*
- **What if I need assistance with the HOTT system?** *From the calendar page, click on the “**Contact**” link.*
- **What should I do to deactivate the default confirmation notice for an event?** *When you create your event, the box will already be checked. This is the default for this feature signifying that every student you enroll or waitlist will receive an email notification indicating their status.*

*If you **do not** want notices to be sent automatically to the students, **remove** the checkmark, **click** on **save event** and no notices will be sent out automatically. **You must click Save Event for the setting to take effect.** (Note: HIDTAs that may be entering students for a past event and do not want any notifications sent should remove the check mark.)*

- If I want to create a new event using an existing course, but need to edit a few details (duration; course description, etc.), do I need to create an entirely new course? No. Navigate to the course you'd like to copy and click the **“Create Copy of this Event”** button.



- You can also achieve this when you select a date and click **“Create New Event”** and then you can select the **“Create Course Copy”** button at the top.



- **Where can I search for Search, Reports, Email Builder, Evaluation Results, and PMP Push Stats in the HOTT system?** *On the landing screen you will see various links to search for information in each function. Note: Various reports are available to facilitate a Training Coordinator's responsibilities. (See screens below.)*

***Links are available from every screen to access:**

- Search
- Reports
- Email Builder
- Evaluation Results
- PMP Push Stats

Reports

Various reports can be accessed from any screen. Click on the “Reports” link and reports can be generated under the following categories: **PMP; Course Information; Student Information; Statistical; and Other.**

As an example, the “**Annual Training**” report was selected from the list under the **Statistical** category.

*Note: After completing the required fields and click on “**Run Report**,” the report is generated in an Excel spreadsheet (see below):*

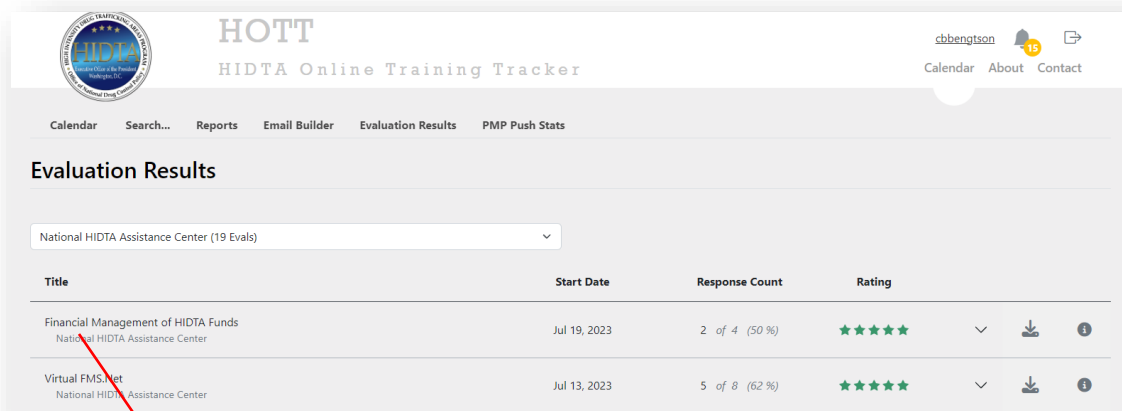
The screenshot displays the HOTT HIDTA Online Training Tracker web application. The top navigation bar includes the HIDTA logo, the text 'HOTT HIDTA Online Training Tracker', and user information 'cbbengtson' with a notification icon showing '15'. Below this is a secondary navigation bar with links: 'Calendar', 'Search...', 'Reports', 'Email Builder', 'Evaluation Results', and 'PMP Push Stats'. The 'Reports' section is highlighted with a red box and contains a list of report categories: 'PMP' (Training Assistance, Training Survey Results), 'Course Information' (All Providers and Courses, Course List, Course Occurrence, Future Course/Seats Open, Training Calendar), 'Student Information' (Course Attendance, Student List), and 'Statistical' (2 Month Follow-up Survey Results, 2 Month Follow-up Survey Results by Event, Annual Training). The 'Annual Training' report is selected and highlighted with a red box. To the right of the report list, a description states: 'Want to view all the training that your HIDTA offered within a chosen time period? Provide your commanders with a quarterly report if you want, or a weekly one. Or check your events to be certain they are marked complete. This report will provide a multitude of info about the students, the training hours and all of the courses within the time period you choose, including mirrored and canceled events. Click on the plus signs on the far left of the report to expand and see all information.' Below the description is a form with the following fields: 'HIDTA' (a dropdown menu currently showing 'National HIDTA Assistance Center'), 'Start Date' (a text input field with a placeholder 'mm/dd/yyyy format'), 'End Date' (a text input field with a placeholder 'mm/dd/yyyy format'), and 'OH Cost' (a text input field). A 'Run Report' button is located at the bottom of the form.

Event Evaluations

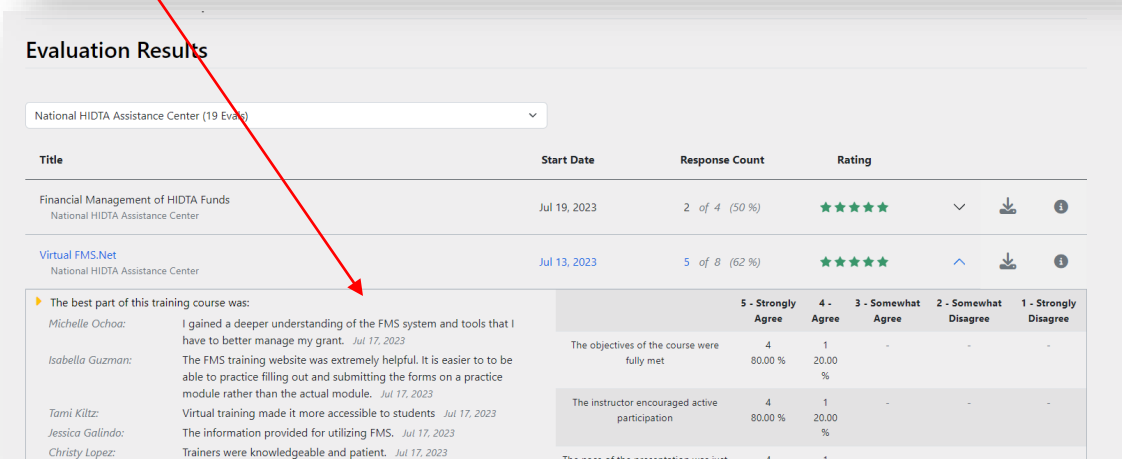
The Event Evaluations page acts as a central repository of the responses from evaluation surveys sent after an Event has been marked as complete. Event evaluations are sent when the ‘Send course evaluation and upon submission, send the course certificate when evaluation is submitted’ option is selected when an event is marked as complete.

- Please choose one of the following options:
- ☒ Send course evaluation and upon submission, send course certificate when evaluation is submitted.
 - ☐ Certificates will be sent immediately by HOTT when Mark As Complete button is clicked.
 - ☐ Mark the event as complete but DO NOT send certificates.

You may use this page to review student ratings and responses. Survey responses can provide further feedback and insight into a training events’ quality and effectiveness. Click any past event to view it survey responses.



Title	Start Date	Response Count	Rating
Financial Management of HIDTA Funds National HIDTA Assistance Center	Jul 19, 2023	2 of 4 (50 %)	★★★★★
Virtual FMS, Net National HIDTA Assistance Center	Jul 13, 2023	5 of 8 (62 %)	★★★★★




Title	Start Date	Response Count	Rating
Financial Management of HIDTA Funds National HIDTA Assistance Center	Jul 19, 2023	2 of 4 (50 %)	★★★★★
Virtual FMS, Net National HIDTA Assistance Center	Jul 13, 2023	5 of 8 (62 %)	★★★★★

The best part of this training course was:		5 - Strongly Agree	4 - Agree	3 - Somewhat Agree	2 - Somewhat Disagree	1 - Strongly Disagree
Michelle Ochoa:	I gained a deeper understanding of the FMS system and tools that I have to better manage my grant. Jul 17, 2023	4	1	-	-	-
Isabella Guzman:	The FMS training website was extremely helpful. It is easier to be able to practice filling out and submitting the forms on a practice module rather than the actual module. Jul 17, 2023	80.00 %	20.00 %			
Tami Kiltz:	Virtual training made it more accessible to students Jul 17, 2023	4	1	-	-	-
Jessica Galindo:	The information provided for utilizing FMS. Jul 17, 2023	80.00 %	20.00 %			
Christy Lopez:	Trainers were knowledgeable and patient. Jul 17, 2023	4	1	-	-	-

PMP Push Stats

The PMP Push Stats page stores and reports on student counts, training hours and 2-month follow-up survey results sent to PMP on a quarterly basis. You may select a ‘push date’ and view exactly what was sent to PMP on that date. You may also export the sent stats to Excel to PDF.



HOTT
HIDTA Online Training Tracker

cbbengtson
15
Calendar About Contact

Calendar Search... Reports Email Builder Evaluation Results **PMP Push Stats**

PMP Push Stats

Training Surveys Training Hours & Students

August 2, 2023 Export

	Question	Answer	2021		2022		
			Qtr. 3	Qtr. 4	Qtr. 1	Qtr. 2	
Management	Did the course improve your knowledge, skills or abilities needed to perform your job?	Yes	57	21	10	-	88
		No	1	-	-	-	1
	Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?	Yes	51	21	7	-	79
		No	7	-	3	-	10
Demand Reduction	Did the course improve your knowledge, skills or abilities needed to perform your job?	Yes	-	9	8	-	17
		No	-	1	-	-	1
	Since the completion of this course, have you used the knowledge, skills or abilities you acquired in the training?	Yes	-	7	7	-	14
		No	-	3	1	-	4

	2021				2022				Total	
	Qtr. 3		Qtr. 4		Qtr. 1		Qtr. 2		Sent	Rec
Management	121	58	39	21	59	10	0	0	219	89
Demand Reduction	0	0	43	10	97	8	0	0	140	18
Total	121	58	82	31	156	18	0	0	359	107

Reports

Training Survey Results
[2022](#) [2023](#)
Use this report when comparing survey results with PMP. Surveys are done 2 months after the event so your report results will represent the last 2 quarters of the previous year and the first 2 quarters of the year you request. Survey questions and answers are displayed by category and quarter.

Training Assistance
[2022](#) [2023](#)
Use this report when comparing statistics pushed to PMP. The number of students and the number of training hours provided will reflect January thru December of the year you choose. You will see the number of students and the number of hours of training broken into quarters and by category. If you prepare a report for your HIDTA quarterly you can use this report, but be certain that you have marked all of your events complete to have accurate results.

Annual Training
[2022](#) [2023](#)
This report will provide a multitude of info about the students, the training hours and all of the courses within the time period you choose, including mirrored and canceled events. Click on the plus signs on the far left of the report to expand and see all information.