

**From:** [Cheryl S. Johnson](#)  
**To:** [Heendeniya, Kaushalya - FNS](#); [Melissa Farris](#); [Toni Aiken](#)  
**Cc:** [James, Ebony - FNS](#)  
**Subject:** RE: Final Testing of the Professional Standards Training Tracker Tool before release set for Nov 16th  
**Date:** Thursday, November 16, 2017 11:06:47 AM

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Please find some results of testing I have done this week as Natalie Partridge, Food Service Staff:

- I had to add the title for a class not in the USDA database, which adds another step for entering training data. The class cannot be recorded without this added step. This step did not take long once I become accustomed to the entry fields.
- The system allowed me to enter the 7-hour class, Culinary Champions, Culinary Basics in a previous year but it was hard to tell if the class was actually recorded. I ended up entering it 3 times.
- The system would not allow entering of a class for a future year, as is permitted in our State flexibilities if they have extra hours.
- The system did allow me to delete a class in the Training history section.
- The reporting section was not helpful. The Summary Report provides training hours for many years not just the current year. The other filters required entering too many fields of information. It is much easier to just look at the Training History.

I will test more as time allows,

Cheryl



**Cheryl Johnson, MS, RD, LD**

Director  
Child Nutrition & Wellness  
(785) 296-2276  
[csjohnson@ksde.org](mailto:csjohnson@ksde.org)

[www.ksde.org](http://www.ksde.org)  
[www.kn-eat.org](http://www.kn-eat.org)

**Kansas State Department of Education**

LONDON STATE OFFICE BUILDING, 900 SW JACKSON STREET, SUITE 251, TOPEKA, KS 66612

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**From:** Heendeniya, Kaushalya - FNS [mailto:[kaushalya.heendeniya1@fns.usda.gov](mailto:kaushalya.heendeniya1@fns.usda.gov)]  
**Sent:** Monday, November 13, 2017 11:10 AM  
**To:** Cheryl S. Johnson <[csjohnson@ksde.org](mailto:csjohnson@ksde.org)>; Melissa Farris <[mfarris@olemiss.edu](mailto:mfarris@olemiss.edu)>; Toni Aiken <[taiken@schoolnutrition.org](mailto:taiken@schoolnutrition.org)>  
**Cc:** James, Ebony - FNS <[Ebony.James@fns.usda.gov](mailto:Ebony.James@fns.usda.gov)>  
**Subject:** RE: Final Testing of the Professional Standards Training Tracker Tool before release set for Nov 16th

Hello All

You can begin your testing when you're ready.

<https://uatpstrainingtracker.fns.usda.gov/>

Instead of following test cases, Ebony and I thought it would be beneficial for us for you all to just go through the application and use it as a user would.

We're providing you test accounts (see attached) to use- so user profiles have already been set up. Please log on to the tool with the user id assigned to you and go through the features. Please note that the password is the same for all UserIds.

You'll also note that you have been assigned two user IDs, with 2 different user roles. If you have the time, please feel free to test out both, but we understand if you can only test out one.

Please provide any feedback to us. Also feel free to call into one of the call in times set up Mon-Wed afternoon if time permits. These calls are optional.

Please feel free to reach out to us if you have any questions, problems!

Thank you again!

*Kaushalya*

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**From:** Heendeniya, Kaushalya - FNS  
**Sent:** Thursday, November 09, 2017 5:15 PM  
**To:** 'Cheryl S. Johnson'; 'Melissa Farris'; 'Toni Aiken'  
**Cc:** Moczydlowski, Christina M. - FNS; James, Ebony - FNS; Maxwell, Julie - FNS; Showell, Bethany - FNS  
**Subject:** RE: Final Testing of the Professional Standards Training Tracker Tool before release set for Nov 16th

Hi All

The contractor will be sending us an email on Monday morning with the test cases when the site is ready for testing.

Feel free to reach out to me if you have any questions while testing.

Thank you again!  
Have a great weekend!

*Kaushalya*

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**From:** Heendeniya, Kaushalya - FNS  
**Sent:** Wednesday, November 08, 2017 8:26 PM  
**To:** 'Cheryl S. Johnson'; 'Melissa Farris'; 'Toni Aiken'  
**Cc:** Moczydlowski, Christina M. - FNS; James, Ebony - FNS  
**Subject:** RE: Final Testing of the Professional Standards Training Tracker Tool before release set for Nov 16th

Hello All

Thank you again for your participation in testing.

Just to note and give you heads up, you will get some meeting invites for next week for Mon-Wed. Contractor is setting these short calls up to give opportunity for tester to discuss any major issues they may find. This is totally optional, and if you decide to call in, only need to do it once.

Thank you!

*Kaushalya*

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**From:** Heendeniya, Kaushalya - FNS  
**Sent:** Tuesday, November 07, 2017 5:00 PM  
**To:** 'Cheryl S. Johnson'; 'TChowdhury@mtlsd.net'; 'Goebel, Kim'; 'mimi.trinh@lausd.net'; 'Dawn.soto@lausd.net'; 'Melissa Farris'; 'swmartin@olemiss.edu'; 'Peter Cleary'; Stein, Marlene - FNS; 'Toni Aiken'  
**Cc:** Moczydlowski, Christina M. - FNS; Roman, Ivette - FNS; Aldahondo-Aponte, Marisol - FNS; James, Ebony - FNS  
**Subject:** Final Testing of the Professional Standards Training Tracker Tool before release set for Nov 16th

Hello Working Group

I'm very excited to announce that we will be releasing the Tracking Tool on November 16<sup>th</sup>!

We are doing a quick testing round Nov 13-15<sup>th</sup>, and wanted to give you another opportunity to provide feedback.

Please let me know if you're available and interested in testing, and I'll forward you the test cases by the end of this week.

Thank you in advance for your time!

*Kaushalya*

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**From:** Heendeniya, Kaushalya - FNS  
**Sent:** Tuesday, April 04, 2017 8:23 PM  
**To:** Cheryl S. Johnson; [TChowdhury@mtlsd.net](mailto:TChowdhury@mtlsd.net); Goebel, Kim; [mimi.trinh@lausd.net](mailto:mimi.trinh@lausd.net); [Dawn.soto@lausd.net](mailto:Dawn.soto@lausd.net); Melissa Farris; [swmartin@olemiss.edu](mailto:swmartin@olemiss.edu); Peter Cleary; Stein, Marlene - FNS  
**Cc:** Moczydlowski, Christina M. - FNS; Jordan, Talitha - FNS; Roman, Ivette - FNS; Aldahondo-Aponte, Marisol - FNS; James, Ebony - FNS  
**Subject:** Another round of Testing of the Professional Standards Training Tracker Tool

Hello all

We would like to invite you to participate in another round of testing next week (April 11<sup>th</sup>- COB 14<sup>th</sup>) before we release the tool. Please let me know if you are available and interested in participating.

We are planning to hold a kick off meeting on the testing on Tuesday, April 11<sup>th</sup>. Tentative time is 11:30am EST, however if this time does not work for most of you, we can adjust to a later time. We also will record the meeting and provide the video recording as reference if you are unable to attend the kick off meeting.

Thank you in advance for your time.

*Kaushalya Y. Heendeniya, MS, RD*

*Nutritionist*

*Nutrition Education, Training, and Technical Assistance Division (NETTA)*

*Child Nutrition Programs*

*Food and Nutrition Service, USDA*

*3101 Park Center Drive, 6-03*

*Alexandria, VA 22302*

TEL: [703-305-0037](tel:703-305-0037) | FAX: [703-305-2549](tel:703-305-2549)



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