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Training Supports Module (TSM)

Guide for Medical HR Users

NDTP – DIME

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Training Supports Module – NDTP-DIME

Guide for Clinical Site Users

Contents

1. <u>Introduction to Training Supports Scheme on NER</u>

The Training Support Scheme (TSS) can be used to claim for exam, course or conference costs which satisfy the TSS Eligibility criteria. Please see the TSS policy for further information https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/training-support-policy-2020.pdf

The NCHD must submit an application via the Training Supports Scheme Section on their NER Account:

Once they have selected the TSS icon on their NER Dashboard they will be directed to the TSS home page.

The home page has six sections within, as described below:
- Section 1: Make New Application
- Section 2: Edit Application (Only New, Further Information Required, Unprocessed or Submitted applications)
- Section 3: Delete Application (Only New applications)
- Section 4: Log of Applications TSS and CCERS
- Section 5: Check Balance
- Section 6: Guidance Document
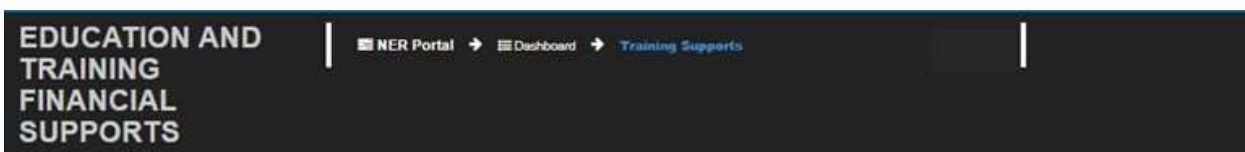
The NCHD can check to see if they are eligible to submit a TSS Application by going into the Check Balance section on their NER portal. This will display any money that has been allocated to them for the current period. For further information on TSS eligibility or NCHD balance entitlements they can check the TSS policy.

NCHDs won't be able to submit an application unless they are post matched to a site and have a balance assigned. If the NCHD has not been post matched, has no balance remaining or they have not received a balance from their Medical Manpower Department, they will not be able to make an application and a pop-up message will display as below:

Health Service Executive   View Employer's Registered Numbers | Change Password | i Help | Log Off

No access to making application: ×

You are currently unable to make a new application for one or more of the following reasons:

- Your current training supports allocation has already been spent.
- You have not included your IMC number in your NER account – Please update on your Hire Form.
- Your current balance is €0.00 – Please contact your local Medical HR/Manpower Department.
- New applications cannot be made for approximately 4 weeks after the end of the Training Year.

  You will be notified by e-mail when applications can be submitted.

✖ Close

OR

No access to making application: ×

You are unable to make a Training Supports application as you are currently not Presently
In post with a Clinical Site,

please liaise with your Medical Manpower Dept in this case.

✖ Close

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1.1 Make New Application:

The application form has Three Sections:

- **Section 1: Claim Details**
- **Section 2: Attach Documents**
- **Section 3: Declaration**

1.1.1 Application Details

The NCHD should click on the "Make New Application" button. This will open up the application form as shown below:

TRAINING SUPPORT APPLICATION FORM

| **Claim Details** | ▶ | Attach Documents | ▶ | Declaration |

When making a claim:

1. Please refer to the **Guidance Document** on the home screen which provides information on what may be claimed for under the terms of the Training Supports Scheme (TSS).

2. Once you are satisfied that your application is eligible for reimbursement please complete the Training Supports Scheme (TSS) application form below in order to submit a claim to Medical HR/Manpower.

3. All mandatory fields marked with a red asterix * must be completed in order to progress to the next stage of the application process, which involves attaching documents e.g. proof of attendance, relevant receipts etc.

4. Please use the further details field below if you wish to provide any further information regarding your application.

5. If you wish to save this application to edit at a later stage, prior to submission, then click save and exit. Your application will be stored in the **Edit Application** section.

Claim Category*

Sub-Claim Category*

Date Attended From*

PPSN*

☐ Please tick this box if the training lasted for more than a day and enter the end date of the training below.

Date Attended To (if training is for more than one day)

Further Details

(Please expand on details of your claim)

✖ CLEAR   💾 SAVE & EXIT   💾 SAVE & CONTINUE

The application can only be submitted to the Medical Manpower Department for verification after completion of All Mandatory requirements of each Section *Mandatory fields will be denoted by a Red Asterisk *

NB: The NCHD should click "Save & Continue" to progress to the next stage of the application. Clicking "Save & Exit" will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed by the NCHD and the application is submitted
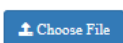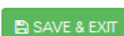
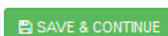### 1.1.2 Attach Documents

TRAINING SUPPORT APPLICATION FORM

Claim Details	▷	**Attach Documents**	▷	Declaration

1. Please upload all documentation below to support your Training Supports claim e.g. receipts and proof of attendance.

2. Documents must be saved in PDF, JPEG or ZIP format and cannot exceed a maximum file size of 5MB per document. Please upload required pages only.

3. Please ensure that all documents are legible and relevant to the submitted claim.

4. You cannot progress to the next stage of viewing the online Declaration Form and submitting your claim until at least 1 supporting document has been uploaded in this section. You can however save and exit the application and edit it at a later date.

5. If claiming for travel and subsistence, please contact your local Medical HR/Manpower Department for guidance and documentation required as part of your on-line application.

ℹ Please drag and drop or choose the files

⬆ Choose File

💾 SAVE & EXIT   💾 SAVE & CONTINUE

To attach a document, the NCHD should click on the **"Choose File"** button, a pop-up window appears which allows the NCHD to browse for documents and add it to the application. The NCHD can upload multiple documents in this section. Please note the following regarding file uploads:

Validation & Mandatory Requirements for Document Uploads on NER:

• It is mandatory to upload at least one document.
• The document should not exceed 5mb file size.
• Only documents in PDF or JPEG format can be uploaded
• The file compressed into a ZIP file can also be uploaded in the attach documents section as a supporting document.

1.1.3 Declaration Form

TRAINING SUPPORT APPLICATION FORM

Claim Details	▷	Attach Documents	▷	**Declaration**

Declaration Acceptance

Applicant please read the declaration below carefully:

> I declare that:
>
> 1. The information that I have provided as part of my TSS application is accurate and complete
> 2. That supporting documentation uploaded are electronic versions of original documents
> 3. I have not already claimed and been reimbursed for this course/exam/conference from the TSS, CCERS, any HSE funded scheme or any other source. I understand that if I claim twice for the same exam/course I will be required to repay the amount in full. I am aware that the provisions of any HSE funded scheme may be suspended or withdrawn if the terms of the scheme are breached.
> 4. I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit
>
> I am aware that my employer may reject my application if it is not eligible under the TSS policy.

☑ I agree to this information being kept electronically and confidentially.

← BACK   💾 SAVE & EXIT   ✈ SUBMIT

Only when the NCHD has signed the online declaration and clicked the submit button will the application be visible to the Medical Manpower Department for approval or rejection as appropriate.

If the NCHD clicks "Save and Exit" the application will <u>not</u> be visible to the Medical Manpower Department. However, they can edit this application under the "Edit Applications" section in the TSS section of the NER portal.

1.2 Edit Application:

NCHDs can edit applications with the following status only: New, Submitted, Further Information Required or Unprocessed

EDIT APPLICATION

You will only be able to view and edit applications with the following status assigned:

New – You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Further Info Required - Medical HR/Manpower have returned your application as they require additional information in order to process your application.

Unprocessed – Medical HR/Manpower have not processed your application.

Submitted - Only in the case where Medical HR/Manpower have not actioned your application.

Action	Claim Category	Details	Created / Returned Date	Status	Further Info Reason
✏ EDIT	International Courses / Conferences		17/09/2020	New	
✏ EDIT	International Courses / Conferences		02/09/2020	Submitted	

1.3 Log of Applications TSS and CCERS:

NCHDs will be able to view all applications that they have created to date under both the TSS and CCERSschemes in this section.

LOG OF APPLICATIONS TSS AND CCERS

You will be able to view a list of all your Training Support Scheme (TSS) & Clinical Course and Exam Refund Scheme (CCERS) applications in the table below.

You will also have the functionality to download each application and supporting documention by clicking on the Download option.

Status Explanations:

New: You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Submitted: application has been submitted to Medical HR/Manpower and is awaiting processing or further information has been provided by the NCHD and it is awaiting processing from Medical HR/Manpower.

Further Info Required: Medical HR/Manpower have returned your application as they require additional information in order to process your application. Please click on Edit Application to make any necessary amendments to your application.

Approved: application has been approved by Medical HR/Manpower.

Provisionally Approved: application has been reviewed and is awaiting final approval by Medical HR/Manpower.

Rejected: The application is rejected if not in line with allowable expenses under this policy. Once an application has been rejected, no further action can occur. If an application was rejected in error the NCHD will have to submit the application again.

Unprocessed: Medical HR/Manpower have not processed your application.

App. Id	Scheme	Claim Category	Details	Clinical Site	Submission Date	Status	Action Date	Amount Approved	Rejection Reason	Download Application
8698	TSS	European Courses / Conferences			06/11/2020	Submitted	06/11/2020			⬇ Download
85	CCERS	Emergency Medicine Exams			05/11/2020	New	05/11/2020			⬇ Download
8697	TSS	European Courses / Conferences			05/11/2020	Submitted	05/11/2020			⬇ Download

2. Introduction to Training Supports Module (TSM):

The DIME system can be only accessed from a PC / Laptop.
Please note that Internet Explorer 11 (IE11) is the recommended browser for accessing the portal.

Once you have logged onto NDTP-DIME the Training Supports Module can be located on the left hand side

of the screen.

There are four options within this module:

(i) **Applications** – this allows you to search for all Training Supports Applications. The status is default to display any applications with status submitted or provisionally approved as these applications will still require action. But the status filter can be changed as required.

(ii) **Log of Applications** – you will be able to view all previously approved applications from the current and previous training years. You will also be able to download all documents relating to a previously approved claim.

(iii) **Balance Setting** –you will be able to update the balances for the NCHD either individually or via a Bulk Upload. They will also be able to view the balance set by the previous Clinical Site in this page.

(iv) **Reports** – There are a number of useful reports available in this section that you can use. For more details, please see section 7.

3. Applications

3.1 Searching for Applications

Applications – This tab allows you to search for all the TSS applications submitted by NCHDs matched to your clinical site. It also displays applications submitted by NCHDs for an additional 4 weeks after they rotate from your clinical site to allow any pending applications to be processed.

When the Medical Manpower Department opens the Applications Screen, the Application Status will be defaulted to Submitted and Provisionally Approved.

Please note when the Medical Manpower Department actions an application (i.e. changes the status of an application); the NCHD will receive an automated email informing them of the status update

*Please note the above screen may appear differently due to local PC Setting! It is recommended that no higher than 100% zoom setting for PC's and 65% when using a laptop. Zoom setting can be adjusted in the Tools section, highlighted in the very top right corner of the above image. *

Application Statuses

All TSS Applications will have one of the following statuses:

• **New** – Application has been created by NCHD but not yet submitted to the Medical Manpower Department
• **Submitted** - Application has been submitted to the Medical Manpower Department and is awaiting Medical Manpower action
• **Provisionally Approved** – Application has been actioned by Medical Manpower, however is awaiting final approval.
• **Approved** – Application has been approved by Medical Manpower. It must be sent to Finance to ensure the NCHD receives payment for this application
• **Further Info Required** – The application has been returned to the NCHD for clarification / to get further information
• **Rejected** - Application has been rejected if not in line with the current CCERS policy
• **Unprocessed** – An application is considered unprocessed if Medical Manpower has not actioned an application within 4 weeks after the NCHD has left their post.

There is also a "Possible Duplicate Application" column available in this section. This should help when trying to establish if an NCHD has submitted a duplicate application.

The system will highlight if there is a **possible** duplicate application made by this NCHD under CCERS. It does this by checking if a previous application, submitted by this NCHD, has a "Date Attended From" within 7 days before or 7 days after the current applications "Date Attended From". If so, the system will flag this as a possible duplicate application by displaying a tick in the "Possible Duplicate Application" Column and a link to the application(s) that the system has identified as possible duplicates in the "Possible Duplicate Application Number" column.

For example, if you are reviewing TSS Application ID 8613 and in the "Possible Duplicate Application Number" column the CCERS Application 40 is visible then the application 40 has a "Date Attended From" within 7 days before or 7 days after the "Date Attended From" for Application ID 8613.

3.2 Manage Application Status

The Medical Manpower Department will be able to manage the applications by selecting the options displayed in the "Manage Application Status" window below.

How to get here:

- ☐ Navigate to the Training Supports Module and choose the Applications Icon
- ☐ Perform a search for the application
- ☐ Double click on the application highlighting it in orange

In the Manage Application Status section you will be able to do the following:

Manage Application Status

VIEW APPLICATION	EDIT APPLICATION	VIEW ATTACHMENT
APPROVE	REJECT	FURTHER INFO REQUIRED
CURRENCY CONVERTER	GUIDANCE DOCUMENT	TRAVEL & SUBSISTENCE

3.2.1 View Applications

The Medical Manpower Department will be able to view the PDF version of the application by clicking on the View Application button under the Manage Application Status window. You will also have the option to Print and Save the application as shown below.
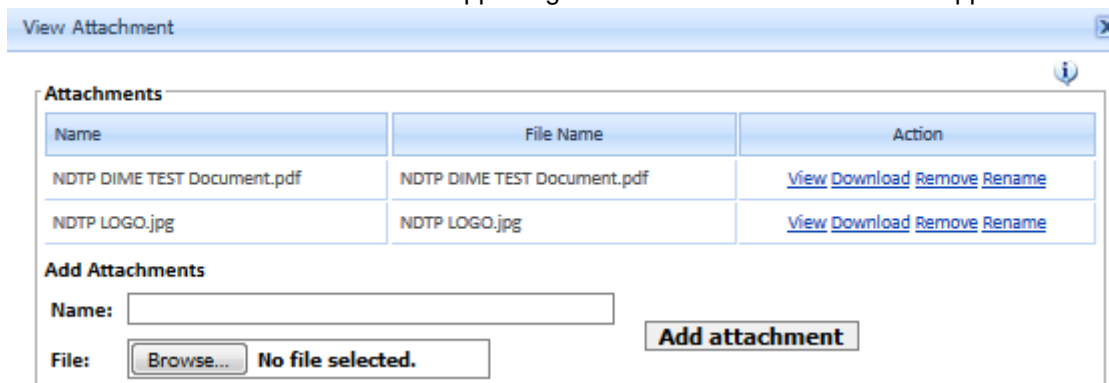
3.2.2 View Attachments

The Medical Manpower Department can view all supporting documentation submitted by the NCHD with their application by clicking on the View Attachments button under the Manage Application Status window

As well as viewing the attachments in this pop-up box, the Medical Manpower Department have the option to Upload / Download / Remove and Rename supporting documents associated with the application.

3.2.3 Edit Application

The Medical Manpower Department will have the ability to edit details that were submitted by the NCHD on their application by clicking on the "Edit Application" button in the "Manage Application Status" window. Please note that the PPSN will not be an editable option.
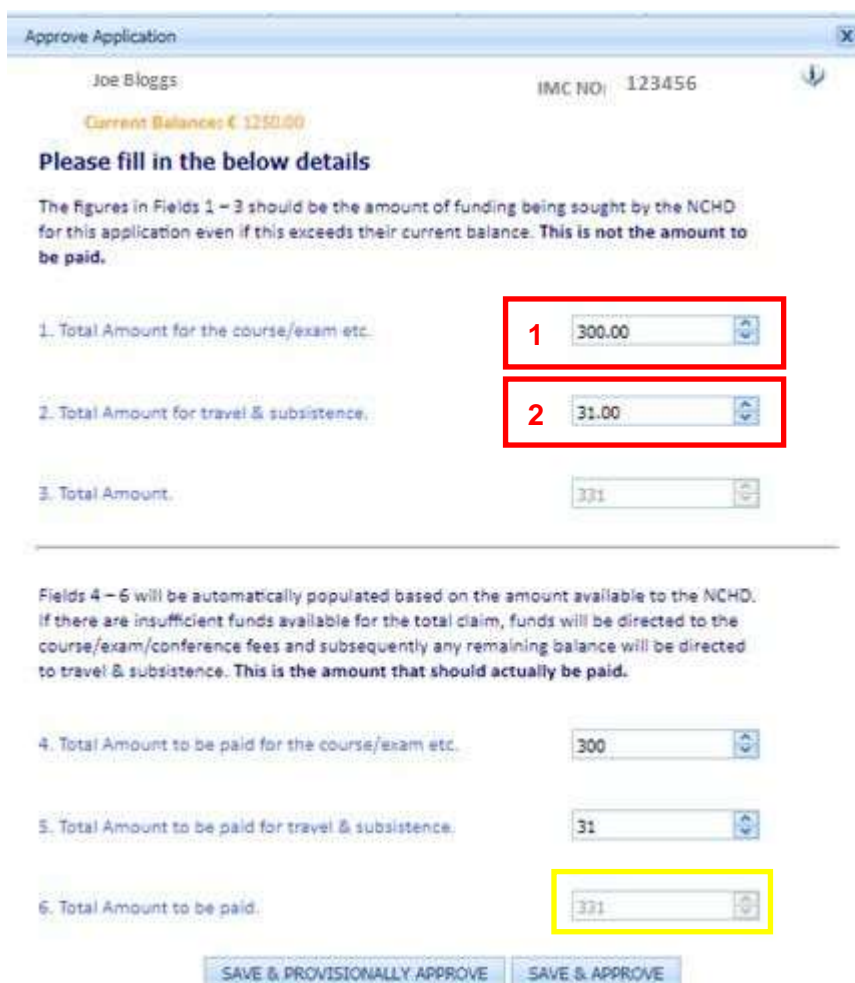
3.2.4 Approve Application

The Medical Manpower Department can approve applications by clicking on the "Approve" button under the "Manage Application Status" window.

The Approve Application window will appear below containing the following information: Name of NCHD, IMC NO: and Current Balance for this training year.

1. The Medical Manpower Department should enter the total cost of the Course/Exam/Conference into the first cell.
2. The Medical Manpower Department should enter the total cost of the travel (if applicable) into the second cell.
3. The total amount that the NCHD will receive can be seen in the last cell (highlighted yellow) which is automatically totalled by the system.

The Medical Manpower Department have the option to Save & Provisionally Approve or Save & Approve the application.

Save and Provisionally Approve

This option may be used if Travel & Subsistence expenses need to be calculated outside the System. The Medical Manpower Department can Provisionally Approve an application and then grant Final Approval once all information is available.

1. The status of the application changes to Provisionally Approved
2. Status will be updated on the NER Portal & DIME
3. No email will be sent to NCHD
4. The Medical Manpower Department should search under Provisionally Approve status in Applications section in order to locate and input additional info before final approval.

Save and Approve

1. The status of the application changes to Approved.
2. The status of the application will be updated on the NER Portal & DIME
3. Approval email will be sent to NCHD

4. Balance remaining for NCHD will also be updated in NER Portal and DIME
5. All the fields in the approval window will appear as a small table at the bottom of the PDF. The name of the approver and the date when it was approved will also appear at the bottom of the PDF as shown below:

1	Total amount for the course/exam	€ 300.00
2	Total amount for travel & subsistence	€ 31.00
3	Total amount	€ 331.00
4	Total amount to be paid for the course/exam	€ 300.00
5	Total amount to be paid for travel & subsistence	€ 31.00
6	Total amount to be paid	€ 331.00

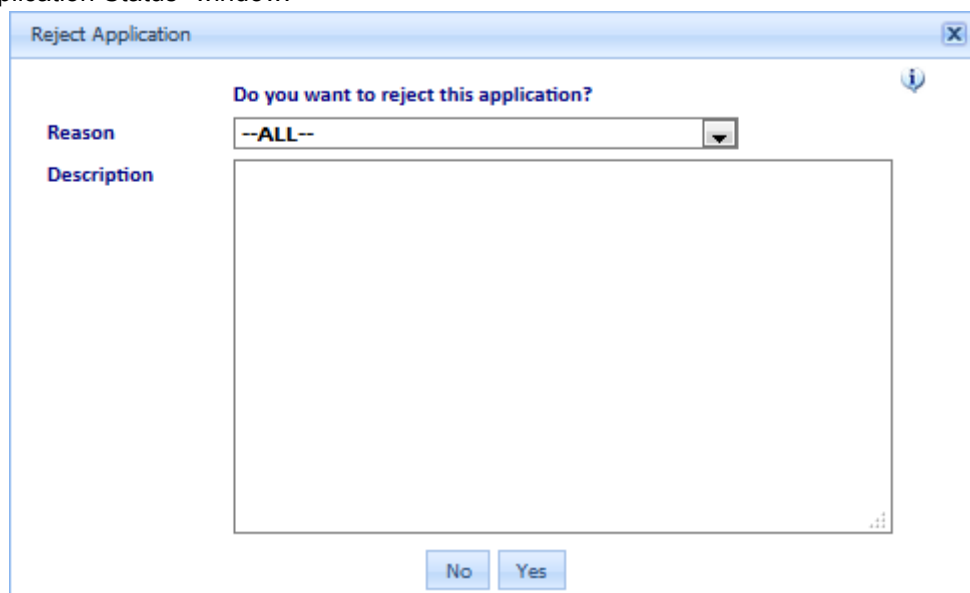Submitted By: Joe Bloggs   Approved By: User

Submitted Date Time: 27/09/2019 12:06:31   Approved Date Time: 13/07/2020 11:54:45

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3.2.5 Reject Application

The Medical Manpower Department can reject applications by clicking on the "Reject" button under the "Manage Application Status" window.
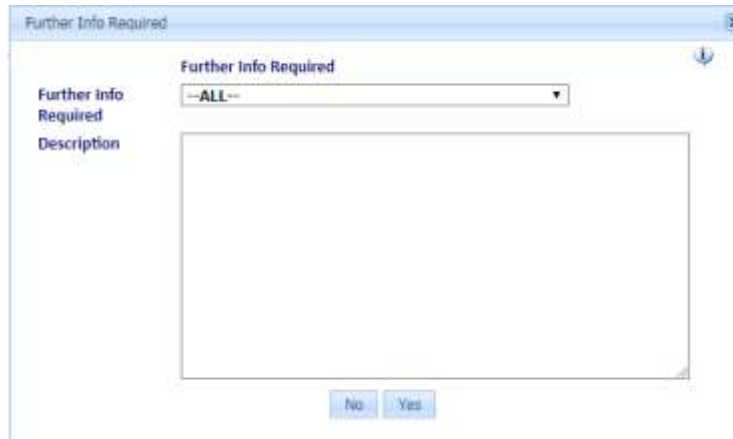

When the Medical Manpower Department rejects an application
1. The status of the application will be updated to Rejected.
2. A rejection email will also be sent to the NCHD
3. The NER Portal will be updated
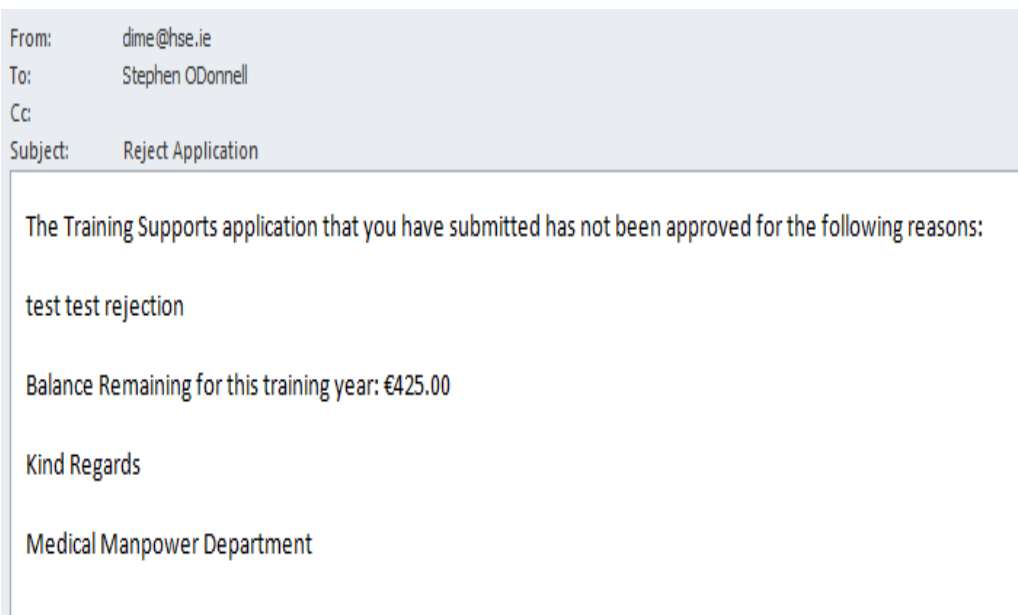
3.2.6 Further Info Required

The Medical Manpower Department can seek further information from an NCHD for a particular application by clicking on the "Further Info required" button under the "Manage Application Status" window.

When the Medical Manpower Department seeks Further Information,

1. The status of the application will be updated to Further Info Required,
2. An email will be sent to the NCHD, informing them that further information is required,
3. They will be directed to make the necessary updates in their NER Portal (Edit Application section).

From: dme@hse.ie
To: Stephen ODonnell
Cc:
Subject: Further info required

Medical Manpower require additional information in order to process your Training Supports application:

test test fir

Please click on Edit Application in your NER Portal Account to make the necessary updates

Balance Remaining for this training year: €331.00

Kind Regards

Medical Manpower Department

4. There will also be an Alert Symbol on the NER Portal, notifying the NCHD that action is required.

Training Supports Scheme

TRAINING SUPPORTS SCHEME

If this symbol appears in the Training Supports window, it indicates that Medical Manpower are seeking further information on a submitted claim. The number on the symbol denotes how many claims require further action.

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3.2.7 Currency Converter

The Medical Manpower Department may want to use the currency convertor when dealing with an application that has been submitted with receipts in a currency other than euro.

3.2.8 Guidance Document

The Medical Manpower Department can access the TSS Policy by clicking the Guidance Document link under the "Manage Application Status" window

3.2.9 Travel & Subsistence

The Medical Manpower Department can access the Travel & Subsistence page of the HSE website by clicking on the Travel & Subsistence option under the Manage Application Status.
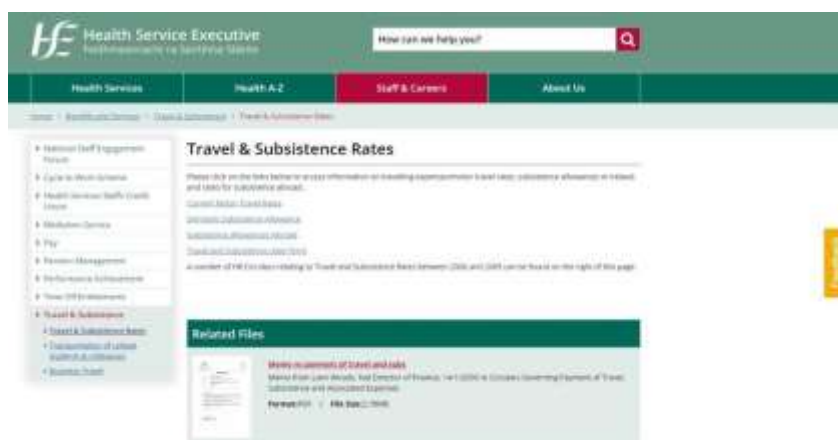
3.3 Email Logs

A Log of Emails sent by the Medical Manpower Department will be shown in the Email Logs table. This will be visible beside the "Manage Application Status" section in the lower half of the screen in Applications.

The Medical Manpower Department will also be able to see the progress of the application as the status and the date the application status was updated is also displayed here.

Email Logs

Application Id	Date Time	Sent By	Status	Message
10	14/09/2020 11:33:33	amaguire	Submitted	
10	14/09/2020 10:12:28	amaguire	Rejected	
10	08/09/2020 11:44:46	amaguire	Submitted	
10	28/08/2020 15:06:01	sa	Rejected	
10	26/08/2020 14:38:03	sa	Approved	
10	25/08/2020 15:40:46	.	Submitted	
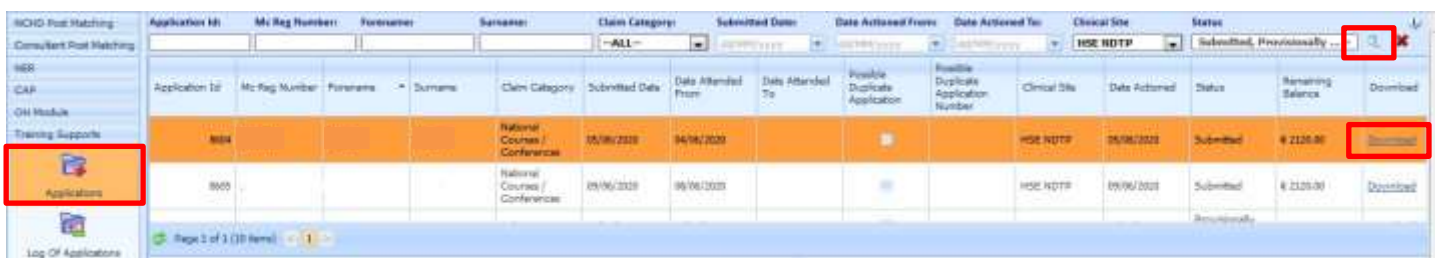
Page 1 of 1 (6 items) < 1 >

3.4 Downloading Attachments

There is an option for the Medical Manpower Department to download all the supporting documents by clicking the "Download" button. This will download all the documents in a Zip Folder. The zip folder will have the name of the NCHD and today's date as the name (e.g. Jane Doe – 22022019). The download location shall vary according to the default download folder location.

How to get here:
1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in orange
4. Downloading the Application to a Zip Folder may be done by selecting Download in the below highlighted download option

5. During the download application process, the below message will appear at the bottom of the screen

Do you want to save **TrainingSupport_134-201906061349.zip** (188 KB) from testexternalmps.hse.ie?   Save ▼   Cancel   x

6. (Please click the **Save** option)
7. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open.**

The TrainingSupport_134-201906061352.zip download has completed.   Open ▼   Open folder   View downloads   x

Emailing the Zip Folder

1. To email the zip folder, follow the above instructions and when the application download has been completed, the below message will appear at the bottom of the screen

The TrainingSupport_134-201906061352.zip download has completed.   Open ▼ **Open folder** View downloads x

2. (Please click the **Open Folder** option) this will then direct you to the Zip Folder in your download items.

3. To email the Zip Folder (Please **Right click** on the folder and select **Send To** - **Mail Recipient** as per below image)
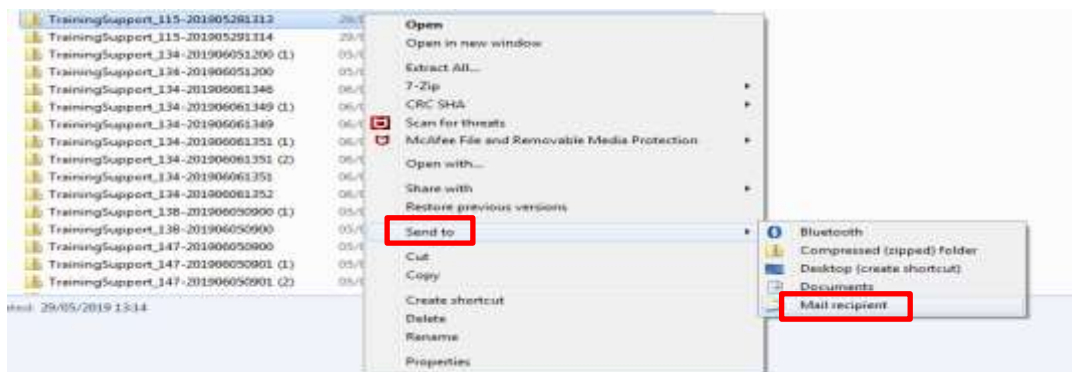
3.5 Amending Approved Application
The Medical Manpower Department can amend a TSA that has already been approved, if an error has been made.
How to get here:
1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application by filtering status to Approved
3. Double click on the application highlighting it in orange

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4. Select Amend Application in the Manage Application Status Section and the below pop up will appear.
5. In the top right corner, the Medical Manpower Department can see the currentApproved Amount (highlighted yellow).
6. The Medical Manpower Department can amend the first two cells to award the NCHD the correct amount. The new amount that the Medical Manpower Department is awarding the NCHD can be seen in the last cell "Total Amount to be Paid"
7. The Medical Manpower Department should click "Update and Approve" once they are happy.

Once the Application has been amended,

1. The Training Supports Balance will be updated accordingly into the NCHDs current balance.
2. The Medical Manpower Department should send an email outside the system to the NCHD advising of same, as no email will be automatically generated for this action
3. Finance should be notified of this update, if the application has already been sent to them for processing.

3.6 Reject Approved Application

Similar to Amend Application, the Medical Manpower Department can reject an application that has already been approved, if previously approved in error. Please note the Medical Manpower Department will need to notify their Finance team, should the application have been originally sent to them for processing.
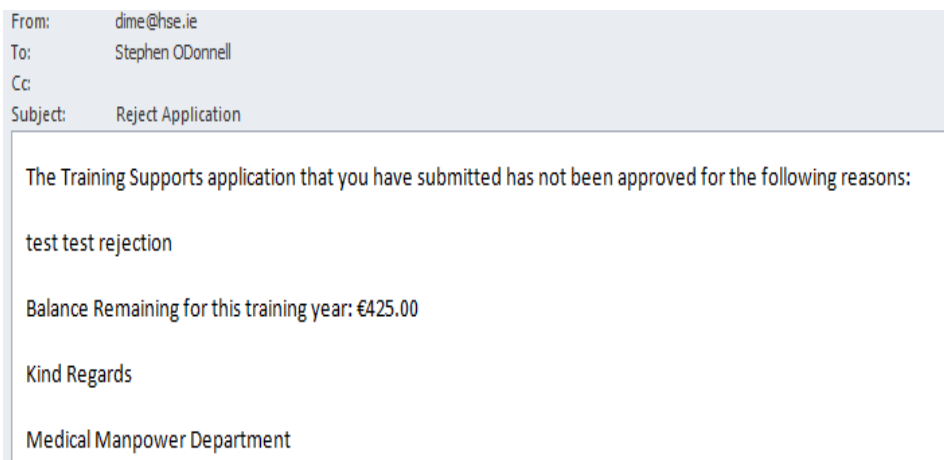
How to get here:
1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in orange
4. Click the "Reject" button and the below pop up will display

When the Medical Manpower Department rejects an application,
1. The status of the application will be updated to Rejected,
2. A rejection email will also be sent to the NCHD
3. The NCHDs current TSS Balance will be updated accordingly.
4. The Medical Manpower Department will need to notify their Finance Team of this change, via email, should the application have been originally sent to them for processing

4. Log of Applications

When the Medical Manpower Department opens the Log of Applications Screen, the Application Status will be defaulted to Approved. The Medical HR/ Manpower can view and download all previously approved applications for their clinical site in this section. The Application Status can be adjusted to display all other application statuses also if required.

How to get here:

1. Navigate to the Training Supports Module and choose the Log of Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in orange
4. Downloading the Application to a Zip Folder may be done by selecting Download in either of the below highlighted (yellow) download options

5. During the download application process, the below message will appear at the bottom of the screen

6. (Please click the **Save** option)
7. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open Folder.**

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5. Training Supports – Balance Setting

The Medical Manpower Department can allocate balances to NCHDs in two ways:
- Individual Balance Setting
- Bulk Upload Balance Setting

5.1 Individual Balance Setting

1. Ensure all NCHDs are post matched correctly to the appropriate site.

2. Click the Balance Setting section of the Training Supports Module.

3. Search the NCHDs in your site by selecting the appropriate Clinical Site from the dropdown menu and search.

4. Click "Edit" beside the NCHD that requires a TSS balance.

5. Enter the NCHDs TSS entitlement into "Additional Amount Granted" cell. You should not have to update the *"Funding Granted From"* and *"Funding Granted To"* cells as this will be prepopulated with the NCHDs start and end date from the post they are matched to.

6. Click the "Update" button and then the "Save" button to save this entry

7. The value you just entered into the *"Additional Amount"* cell will now become visible in the *"Amount Last Granted"* cell.
8. The *"Total Amount Granted"* cell should now reflect the NCHDs TSS entitlement for the current Training Year.
9. Make sure to click "Save" once you have made all changes to your screen before moving screen again. Otherwise any changes will be lost. When the Balance has been allocated this will be updated and reflected on the NER Portal.
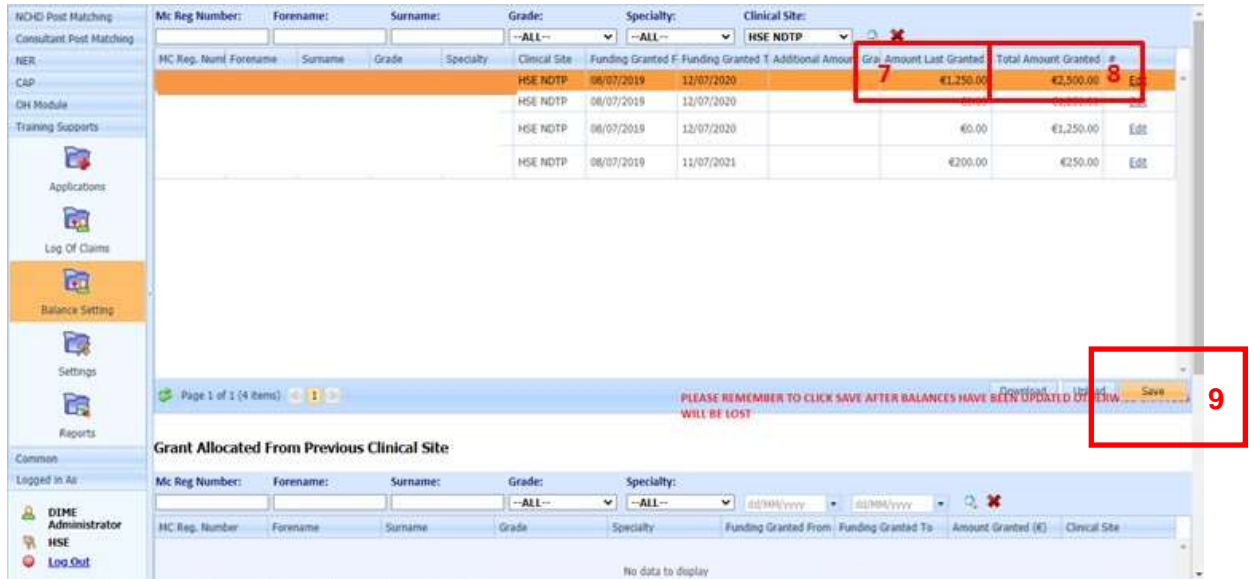

Please note the Maximum amount available under the TSS is €2000 for each Training Year when allocating balances (Grade: Intern = €750, SHOs and Registrars = €1,250, and for SPRs/GP Registrars/Psychiatry SRs on a training scheme = €2000)

NB. *"Total Amount Granted"* refers to the total amount the NCHD is entitled to for the entire Training Year. It is not the same as what the NCHD has remaining. To check a NCHDs remaining balance you can do this by searching for the NCHD in the Applications section of the TSS Module or use the Current NCHD Balance Report

Previous Grant Allocated

If an NCHD rotates into a different Clinical Site during the training year and there was a certain amount allocated to this NCHD by the previous Clinical Site the amount allocated by the previous clinical site will be visible in the bottom half of the screen. The total amount available for all clinical sites for the current Training Year will be visible in the "Total Amount Granted" column.
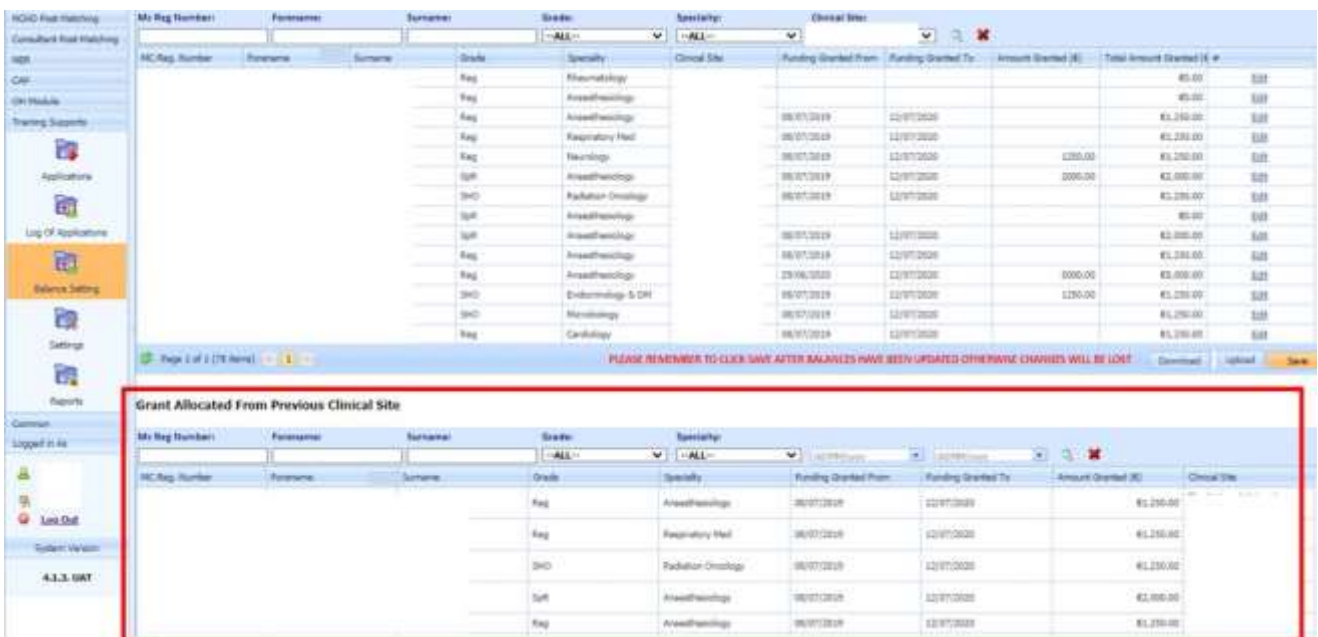
5.2 Bulk Upload Balance Setting

If you have a large number of NCHDs in your site, it may be more efficient for you to use the bulk upload functionality. The Medical Manpower Department can download the entire table as an Excel File, update NCHDs balances in this file before uploading the file to DIME again.

1. Complete steps 1-3 as described in section 5.1.
2. (a) Click the download button which will extract the data on your screen into an Excel Document.
   (b) Click on the Excel Download pop up at the bottom of your screen to open the Excel Spread-sheet.

Or you may have to perform the below steps depending on what browser you are using:

Do you want to save **balance_settings_132046364497004708.xls** (8.00 KB) from **testexternalmps.hse.ie**?   Save ▼ Cancel ✕

Please select the **Save** option

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file
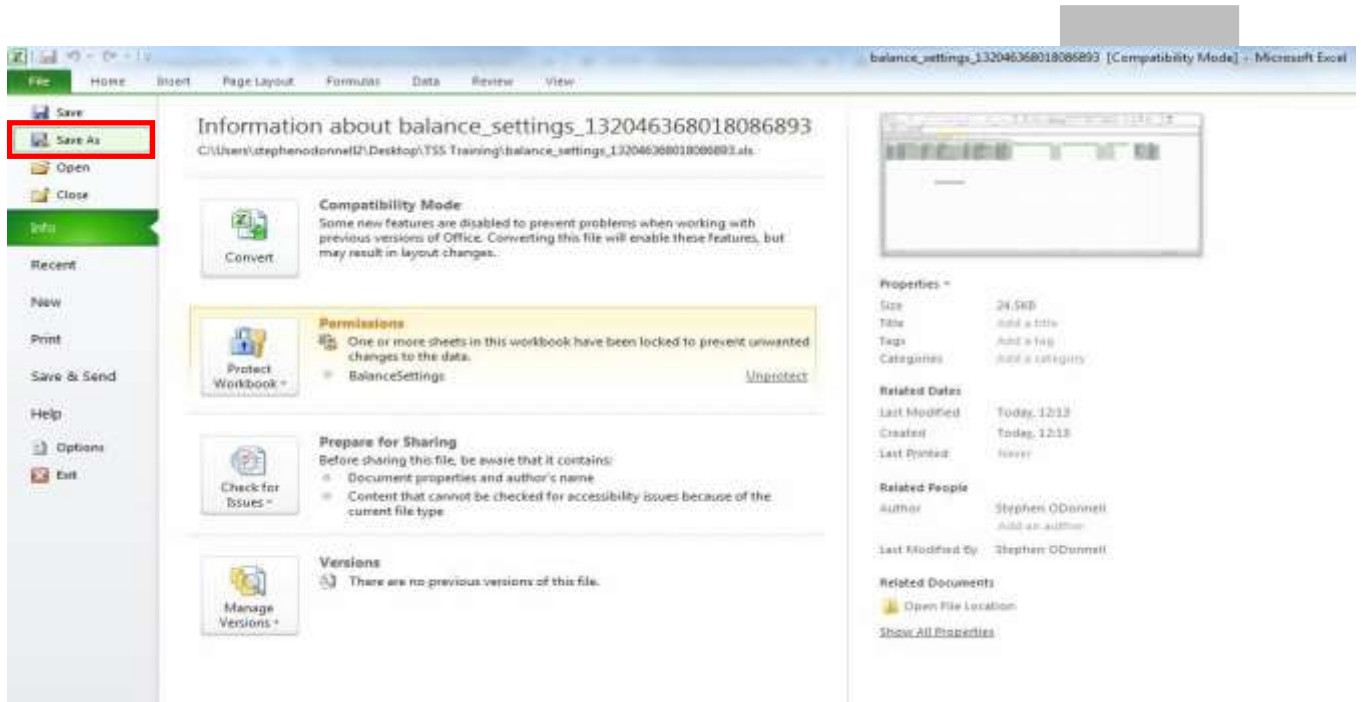

The balance_settings_132046368018066893.xls download has completed.   Open ▼   Open folder   View downloads ✕

3. There are three editable columns in the spread-sheet ("*Funding Granted From", Funding Granted To*" and "*Additional Amount*"). All other columns are greyed out and cannot be edited. Please note that you will not have to update the "Funding Granted From" and "Funding Granted To" cells as this will be prepopulated with the NCHDs start and end date from the post they are matched to.

(a) You can enter the NCHDs TSS entitlement into the *"Additional Amount"* cell. You will notice how the *"New Total Amount Granted"* cell will update when an amount is entered into the "*Additional Amount*" cell (see below image). The "*Total Amount Granted*" cell is what the NCHD has received to date and the "*New Total Amount Granted*" cell is what the NCHD will have access to when you have re-uploaded the spread-sheet to DIME.
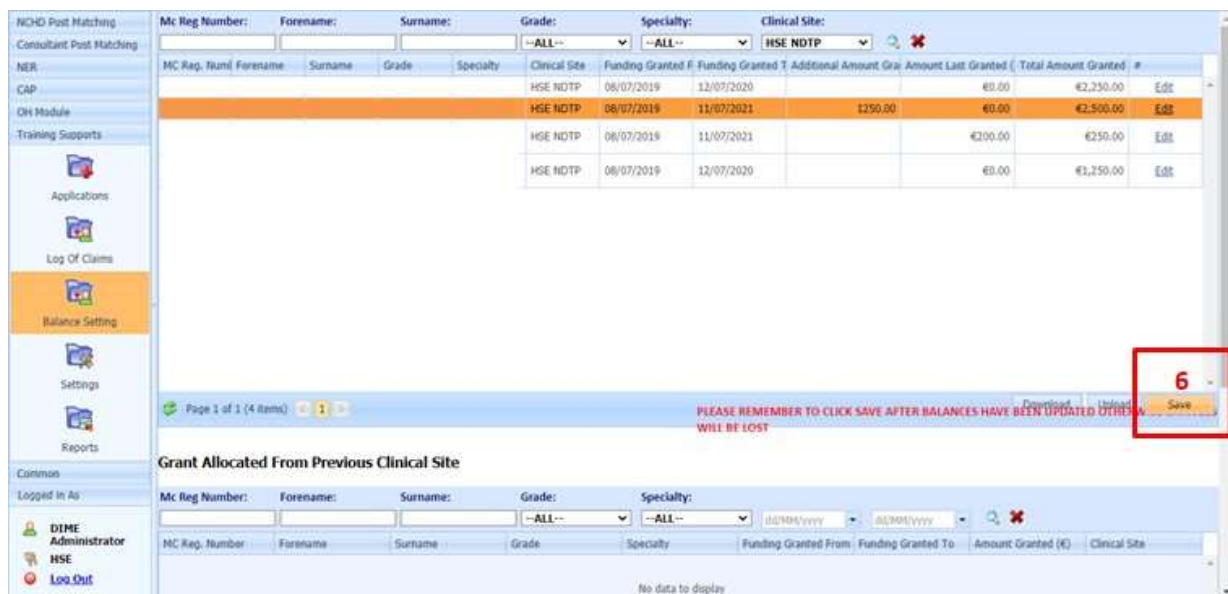

4. Once you are happy with the balances you should save the file to your desktop.

5. Then re-upload your saved spread-sheet to DIME by clicking "Upload" and following the instructions in the image below.
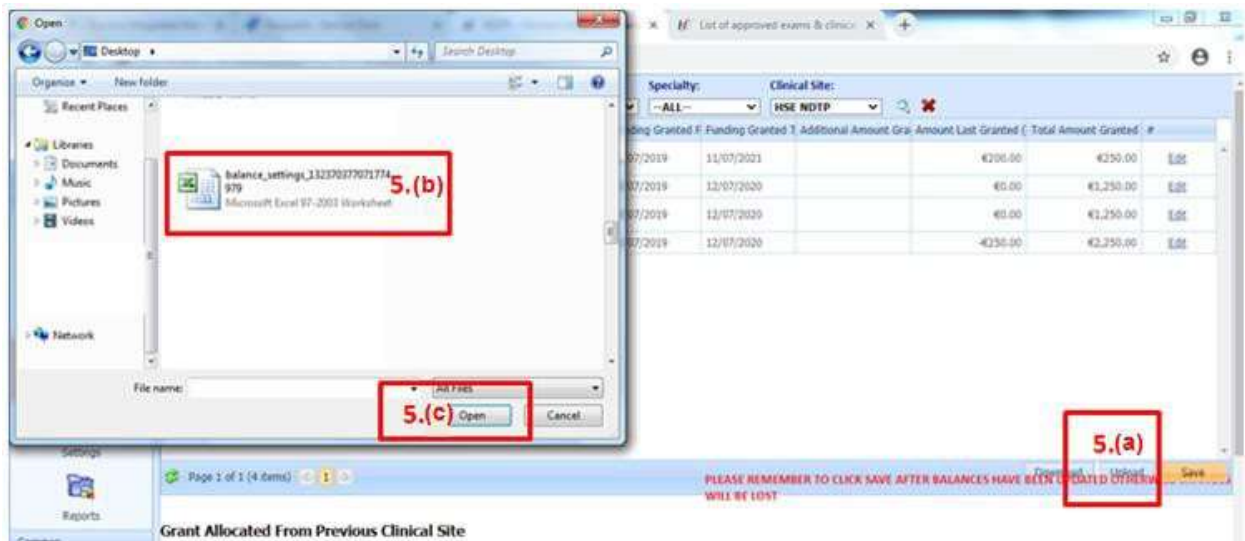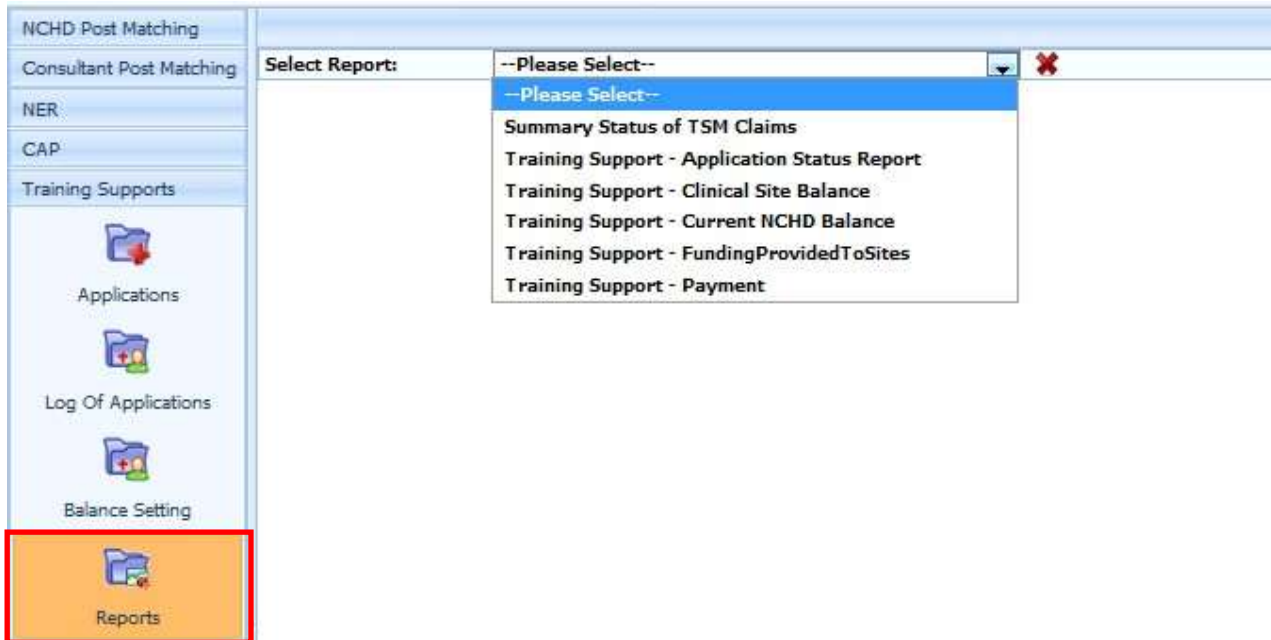

6. Click "Save" once you are happy with all the changes

6. Training Supports – Reports

To access the TSS reports click the 'Reports' tab in the Training Supports Module

The Reports available can be used to display a variety of information which may be useful for the Medical Manpower Department.

There is a filtering functionality available with all reports which allow the user to choose the information that is displayed in these reports as required. These filters vary, depending on the report chosen.

All reports can be exported and downloaded into an Excel file if necessary by selecting the blue floppy disk icon and click "Excel" as shown below:

Select the **Save** option

Do you want to save **balance_settings_132046364497004708.xls** (8.00 KB) from **testexternalmps.hse.ie**?   Save ▼   Cancel   ×

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file

The balance_settings_132046368018086893.xls download has completed.   Open ▼   Open folder   View downloads   ×

6.1 Summary Status of TSS Claims Report

This report can be used to view a summary of the status of applications at your clinical site as well as the funding situation for your site. Please note if there are no applications currently under any status at your site, then no data will be displayed for this report

6.2 Application Status Report

This report can be used to establish the amount of applications per status for each clinical site.

6.3 Clinical Site Balance

This report can be used to check the status of the funding that has been provided to your site by NDTP i.e. what your site has been given, what your site has spent, what your site has remaining.

Select Report:	Training Support - Clinical Site Balance	✖
Clinical Sites	HSE NDTP	Date Of Report 14/10/2020

14 ◄ 1 of 1 ▷ ▷I ◈ _____ Find | Next 🖫▾ 🔄

Training Support Clinical Site Balance Report

Date of Report : 14/10/2020

Site	Total Funding Provided (€)	Total Spent (€)	Total Remaining (€)
HSE NDTP	1681.25	1654.00	27.25
Total :	1681.25	1654.00	27.25

6.4 Current NCHD Balance Report

This report can be used to check a NCHDs TSS balance as well as their spending to date.

Select Report:	Training Support - Current NCHD Balance	✖	
Clinical Sites	HSE NDTP	Date of Report	14/10/2020
IMC No	☑ NULL	Medical Discipline	Anaesthesiology, EM, General Practi ✓
Grade of Incumbant	Intern, Lecture, Reg, Reg IMGTI, Re ✓		

14 ◄ 1 of 1 ▷ ▷I ◈ _____ Find | Next 🖫▾ 🔄

Training Support Current NCHD Balance Report

Date of Report : 14/10/2020

Site	Forename	Surname	IMC Number	Medical Discipline	Grade of Incumbent	Funds Allocated (€)	Spent (€)	Balance Remaining (€)
HSE NDTP				General Practice	Reg	2500.00	380.00	2120.00
HSE NDTP				Psychiatry	Reg	1750.00	749.00	1001.00
HSE NDTP				Obs & Gynae	Reg	2250.00	250.00	2000.00
HSE NDTP				Medicine	Intern	2800.00	0.00	2800.00
HSE NDTP	Total :					9300.00	1379.00	7921.00
Grand Total :						9300.00	1379.00	7921.00

6.5 Funding Provided to Sites Report

This report can be used to check the amount of funding that has been allocated to your site by NDTP

Site Name	Date Funds Transferred	Amount Given (€)	Total (€)
HSE NDTP	09/07/2019	1381.25	1381.25
HSE NDTP	13/07/2020	300.00	1681.25
HSE NDTP	Total	1681.25	

6.6 Payment Report

This report can be used to inform your appropriate finance department what is required to be processed and issued to the NCHD's with approved applications.

Site	Application ID	Forename	Surname	PPSN Number	Medical Discipline	Grade of Incumbent	Amount to be Paid Course/Exam (€)	Amount to be Paid T&S (€)	Total Amount to be Paid (€)	Date Approved
HSE NDTP					Psychiatry	Reg	189.00	0.00	189.00	11/07/2019
HSE NDTP					Psychiatry	Reg	560.00	0.00	560.00	14/08/2019
HSE NDTP					Obs & Gynae	Reg	250.00	0.00	250.00	14/08/2019
HSE NDTP					General Practice	Lecture	20.00	0.00	20.00	21/11/2019
HSE NDTP					General Practice	Lecture	10.00	0.00	10.00	21/11/2019
HSE NDTP					Surgery	Reg	353.39	0.00	353.39	04/12/2019
HSE NDTP					Surgery	Reg	115.00	0.00	115.00	04/12/2019
HSE NDTP					Surgery	Reg	60.00	0.00	60.00	05/12/2019
HSE NDTP					Surgery	Reg	30.00	0.00	30.00	05/12/2019
HSE NDTP					Surgery	Reg	66.61	0.00	66.61	05/12/2019
HSE NDTP	Total :						1654.00	0.00	1654.00	
Grand Total :							1654.00	0.00	1654.00	

7. PC Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the compatibility option of your browser. If you are having issues with this, please follow the below steps:

1. Select the Settings Cog or 'Tools' options:
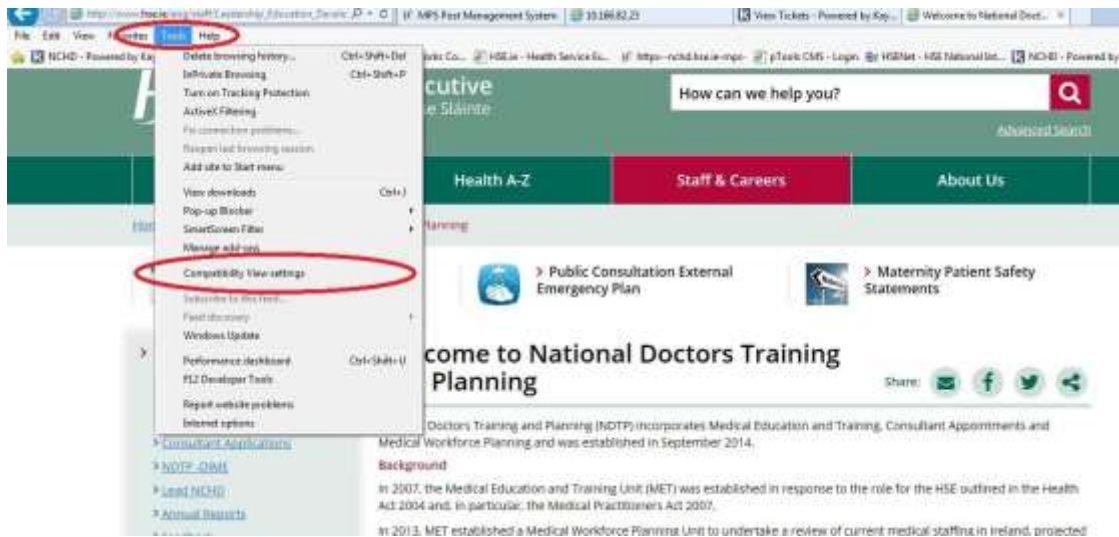
OR

2. When the compatibility menu opens ensure that the tick boxes are unchecked are per the screenshot below.