Unit 8 – Training Specialist Instructor Exercise Notes

Instructor Curriculum and Helpful Resources are available on the e-ISuite Webpage:
https://www.wildfire.gov/application/eisuite

NOTE: During the class session, students will realize there is a strong relationship between the data input at Check-in and the use and editing of that data in the Training Specialist module. For that reason, it's recommended that students are provided both the TNSP and the Check-in/Demob roles. (Checkin/Demob are paired in one role.) When the students are assigned as TNSPs on an incident, they should request the Check-in/Demob role be added to their profiles.

NOTE: The Handouts provide students with an assortment of data entry scenarios. After all Handout material has been entered and processed by the student, they can select other resources of their choice from the training database and create additional training assignments using the skills they have just learned.

TNSP Settings:
- Incident Settings tab:
    The student is responsible for entering their choice of data for:
    ○ Complexity ○ Acres ○ Fuel Types
- Training Specialist Contact Information tab: ○ Students choose themselves (they have to be entered thru Check-in) and/or search for the TNSP already in the database (search for Item Code TNSP).
    ○ Student fills in additional contact information of their choice.
- Priority Program tab – ○ Input the Priority Program titles

Trainee Data Exercise:
(**Note:** All TNSP Exercise resources Request #s are in the 200 block of numbers in the DIAMOND database.)

Forms:
There are 3 student data entry sheets:
1. Trainee Data (Unit 8 TNSP HO-1)
2. Evaluator Data (Unit 8 TNSP HO-2)
3. Home Unit Contact Data (Unit 8 TNSP HO-3)

Students enter data identified as STUDENT DATA ENTRY (white columns of data) on the handouts. Students should enter data from the Handouts in the order listed above (HO-1, HO-2, HO-3). Additional information is provided in orange and yellow on the handouts to help with matching the correct data from each sheet to the correct trainee assignment.

Students should complete the entire Trainee Data screen for a trainee, including Evaluator and Home Unit Contact, before moving on to another trainee. Assignment Closeout data can be entered at the end of each trainee assignment data entry or after all trainees' data have been entered, student choice.

Students can select a form to see how the data displays for each trainee assignment. Until an Assignment Closeout form is completed for a trainee, some of the data generated from the Settings will not display on some forms (i.e. Fuel Type).

Reports:

The two standard TNSP reports under the Reports>Training Specialist Reports, should use the information the students entered from Handouts HO-1, HO-2 and HO-3 to produce similar reports pictured in HO-4 and HO-5.   Report information will vary based on the student creating trainee assignments and closing out assignments. Students should validate the report data as part of the exercise.

Note: Additional TNSP reports are provided on the e-ISuite website which can be imported into <u>Custom Reports</u>, accessible by the TNSP. These report files are bridging the gap until the reports can be included as options under the Training Specialist Report button.

https://www.wildfire.gov/page/eisuite-helpful-resources

Inform student about downloading these custom report files to a thumb drive which will enable them to import the files to an e-ISuite database at any incident. Remind students that ANY Custom Reports which they create at an incident reside with <u>that </u>incident. Students can export their Custom Reports to an external device and can import the files to another incident if they choose. Instructions for exporting and importing Custom Report files are included in a separate document, "Custom Reports Notes for TNSPs" – available in the Instructor Curriculum page on the e-ISuite website. This document can be downloaded, printed, and provided to the students if the instructor chooses.

Mailing Labels:

Labels should be 'view only' as actual label pages may not be available. If the Instructor would like to have the students print them, label pages should be provided for that purpose. Additional development work is being done on the mailing label functionality.