# Flex Forum Access and Usage

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This document will guide users through setting up an account and using the new Flex Program Forum (the Forum). Questions or requests to gain access to the Forum can be directed to: <u>flex-forum@ruralcenter.org</u>. The Forum can be found here: <u>https://ruralcenter.sharepoint.com/sites/Flex-Forum</u>.

#### Definitions

- New Users are those that have not had previous access to any external SharePoint space with TASC or other programs of the National Rural Health Resource Center, which would occur when participating in TASC events such as a Flex Program Workshop or a learning collaborative. If you've received an invite email, please continue to the Account Setup section below.
- **Current Users** are those that have previously used an external SharePoint space with TASC or other programs of The Center. If you've used these other SharePoint resources, continue to Flex Forum Usage section on page 5. When you access the site, you will be asked to sign in.

#### Account Setup:

The account setup steps only pertain to **New Users** to The Center's SharePoint environment. Current Users can proceed to the Flex Forum Usage section on page 5.

You will receive an email invitation from Microsoft on behalf of the National Rural Health Resource Center.

1) New users can expect an email invite like the one below. Users will be directed to a page to finish setting up their accounts. *Click, Accept Invitation*.





2) After clicking "*Accept invitation*," a dialog box like one of these two will appear. You have two options, *use your password instead* or *send a code* to the email address to verify your identity.

Microsoft	Microsoft
scbrickles@gmail.com	← scbrickles@gmail.com
Sign in	Sign in
We'll send a code to scbrickles@gmail.com to sign you in.	We'll send a code to scbrickles@gmail.com to sign
Use your password instead	you in.
Sign in with a different Microsoft account	Use your password instead
Send code	Send code

- a) If your organization uses Microsoft 365 or G-Suite, you can click *Use your password instead*. This will redirect you to a page asking you to enter the login information related to that account.
- b) Otherwise, *Click, Send code.* A temporary security code will be sent to the email address to verify access to the email address the invitation was sent.
  - i) An email containing a unique temporary code will be sent to the email. Locate the code so it can be used in the next step.

	Your single-use code Inbox ×
•	Microsoft account team <account-security-noreply@accountprotection.microsoft.com> to me →</account-security-noreply@accountprotection.microsoft.com>
	Hi <u>scbrickles@gmail.com</u> .
	We received your request for a single-use code to use with your Microsoft account.
	Your single-use code is: 9946856
	If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.
	Thanks,
	The Microsoft account team

ii) Enter the code on the site. *Click, Sign in*.

← scbrickles@	gmail.com
Enter cod	e
We emailed a co enter the code 1	ode to scbrickles@gmail.com. Please to sign in.
9946856	
Use your passwor	d instead



- 3) While a user signs in a dialog box will occasionally appear asking if you wish to Stay signed in. This is your personal preference. Click Yes or No accordingly.
- 4) A standard permission request will pop up on your screen, telling you the kind of information the National Rural Health Resource Center will collect for the safety and security of all users. This data is not shared outside the organization. *Click, Accept*, to continue to the final part of the account creation.



5) Users will be accepted into a window called My Apps. It may appear blank. You now have access to the Forum. Continue to the next section titled Flex Forum Usage.





## Flex Forum Usage

Now that your account has been set up, it is time to access the Forum. Click this link to access the Forum: <u>TASC Flex</u> <u>Forum - Home (sharepoint.com)</u>. You may be prompted to sign into your account. If you are unable to access the site, please email tasc@ruralcenter.org.

1) Welcome to the Flex Forum home page:

TASC Flex Fo	prum		
Home			
Documents			
State Contact Informatio			Start a discussion
Core Competencies			🔁 General Information
Flex Fundamentals Guide			Emergency Medical Services
Recycle bin	TASC		Balancing the Flex Coordinator Role
	Table in all Assistances		💭 Evaluation
	lechnical Assistance		Financial and Operational Improvements
	& Services Center		Innovative Health Care Models
			💭 Leadership
			Medicare Beneficiary Quality Improvement Projec
			Population Health Management
	Flex Program Forum		💭 Quality Improvement
			📁 SHIP Grant Management
	Welcome to the Flex Program Forum! The Flex Program Forum is for content related to the	Resources	📁 Core Competencies
	Medicare Rural Hospital Flexibility (Flex) Program and rural health care. On the Flex Program Forum, plesse share information, pose questions, post documents, and web links, and comment on each other's posts. This forum is just one other method for state Flex Programs to connect and share information, ideas. Jessons learned, and best practices with each other. The Flex Program Forum is maintained by the Technical Assistance and Services Center (TASC), a program of the National Rural Health Directors. Flex Program Directors, other Flex personnel as indicated by the state Flex Program, the Federal Office of Rural Health Doity, the Flex Monitoring Team, the TASC/SHIP Advisory Council, and staff of the National Rural Health Resource Center.	Documents     First Virifuld Knowledge Group (VKC) Webinar     Recordings (YouTube)	Questions about the Flex Program Forum Email: <u>flex forum@ruralcenter.org</u> Phone: (877) 321-9393
	ir you nave questions about the Hex Program Forum, please contact the TASC staff at <u>tasc@ruralcenter.org</u> or (877) 321-9393.		

2) On the left side of the screen there are navigational links that will be accessible anywhere on the site.





- **Home** is the Forum main page. This link takes you to the Forum home page.
- **Documents** takes you to the documents folder for this SharePoint site. Share documents with other Forum users.
- State Contact Information & Flex Profiles this link takes you to The Center's website, State Contact Information & Flex Profiles.
- **Core Competencies** this link takes you to The Center's website, Core Competencies for State Program Excellence resource.
- **Flex Fundamentals Guide** this link takes you to The Center's website, Flex Program Fundamentals Guide.
- 3) Under Resources in the center of the page, there are three buttons.

63	Documents
Þ	Flex Virtual Knowledge Group (VKG) Webina Recordings (YouTube)
	MBQIP VKG Webinar Recordings (YouTube)

- **Documents** takes you to the documents folder for this SharePoint site. Share documents and with other Forum users.
- Flex Virtual Knowledge Group (VKG) (YouTube) is a link that makes all the Flex VKG recordings easily accessible in a dedicated playlist on YouTube. The recordings are ordered from newest to oldest.
- **MBQIP VKG (YouTube)** is a link that makes all the MBQIP VKG recordings easily accessible in a dedicated playlist on YouTube. The recordings are ordered from newest to oldest.
- 4) On the right side of the page are the discussion categories, which each open a separate discussion board. All the discussion boards function the same way.





#### **Creating a Post**

- 1) To create a discussion post, pick one of the available categories and click on it.
- 2) Click on *+new discussion.*

🕀 nev	v discussion			
Recent	My discussions	Unanswered questions		C
There a	re no items to s	how in this view of the	"General Information" discussion board.	

- 3) Give the post a subject and fill out the body. If you are asking a question, click the checkbox to let users know you are looking for answers.
  - If you include a URL in your post, it may or may not automatically hyperlink. To manually hyperlink it, click *Insert* at the top left corner, and then click *Link* and paste your URL into both of the fields on the **Insert Hyperlink** box that comes up (right lower screen shot).
  - If you would like to include a file on your post, click *Insert* at the top left corner, and then click *Upload File, and then click Choose File button* on the *Add a document* (left lower screen shot) find the file you.

	C	
CK	Save.	
	ck	ck Save.

	BROWSE EDIT FORMAT TEX	(T INSERT						
	Tables Media Links	Embed Code						
Tables     Media     Links     Embed       Home     Subject *     Sustainable Rural EMS: Navigating Change       Documents     Body     Check out this great resource for rural ambulance services!       State Contact Information & Flex Profiles     Body     Check out this great resource for rural ambulance services!       Core Competencies     navigating-change       Flex Fundamentals Guide     Recycle Bin       Image: Imag								
		Question	☐ I am ask	ing a question and want to get a	answers from other m	embers.		
Ins	ert Hyperlink		×	Add a document	Choose File No f	ile chosen	]	
Text	to display:			Destination Library	Add as a new vers	sion to existing file	s	~
Add	ress:	Tr	y link	Version Comments				
		OK Can	cel				ОК	Cancel



4) While within a post from a user, you can be alerted whenever there is an update to the individual post by clicking Alert me, found under the three dots. An alert will send you email notifications per your preference.

Did this	post work?		Α.
0 replies			
3	Scott Brickles (Admin) Hi Everyone,		
	This post will work. Is it going to w	vork?	
	A few seconds ago Reply Edit ••••	Alert me	
Add a reply		Mark as featured	
		Delete	

5) To set up the alert, it will need a title, a contact, an email address when to be alerted, and what types of changes to alert you about. By pressing OK, the alert will be created and confirmed.

New A	Alert ₀		
			OK Cancel
Information	Alert Title		
s encies intals Guide	Enter the title for this alert. This is included in the subject of the notification sent for this alert.	Seneral Information: Did this post work?	
	Send Alerts To		
;	You can enter user names or e-mail addresses. Separate them with semicolons.	Users: Scott Brickles (Admin) ×	
	Delivery Method Specify how you want the alerts delivered.	Send me alerts by:	
	specificity for thank are also a denrerea.	E-mail scott.brickles@ruralcenter.org	
		Text Message (SMS)	
		Send URL in text message (SMS)	
	Change Type Specify the type of changes that you want to	Only send me alerts when:	
	be alerted to.	All changes	
		O New items are added	
		<ul> <li>Existing items are modified</li> <li>Items are deleted</li> </ul>	
	Send Alerts for These Changes	Send me an alert when:	
	specify whether to filter alerts based on specific criteria. You may also restrict your	Anything changes	
	alerts to only include items that show in a particular view.	Someone else changes a post	
		Someone else changes a post created by me	
		Someone else changes a post last modified by me	
		Someone changes an item that appears in the following view:	
	When to Send Alerts		
	Specify how frequently you want to be alerted.	Send notification immediately	
	(mobile alert is only available for immediately send)	Send a daily summary	
		Send a weekly summary	
		Time:	
		Monday V 6:00 PM V	



## **Managing Alerts for Discussion Boards**

Alerts can be set up for discussion boards so that users receive an email notification for specific content they are interested in.

- 1) To set up alerts, click on any discussion board. The ribbon pictured below will appear at the top left corner of the page.
  - i. Click the *List* tab
  - ii. Click *Alert Me*
  - iii. Click *Manage My Alerts*.

BROWSE	EMS LIST	///////////////////////////////////////	/
View Quick Edit	Image: Create Column         Subject         Tags & Notes           Create         Navigate Up	E-mail a Alert Link Me+ Feed Connect to Export to Outlook Excel	Form Web Parts - Edit List New Quick Step New Quick Step
View Format	Manage Views Tags and Not	Sh 📮 Set alert on this list Connect & Export	Customize List Settings
Home	A new discussion	E Manage My Alerts	

2) When you see *My Alerts on this Site* as pictured below, click on *Add Alert* 





- 3) The next screen (see the top of the next page for a screenshot) will show a list of options for setting up alerts.
  - i. Click the first topic of the discussion board you would like to be notified of changes and then click next at the bottom of the list. Note: You can choose only one at a time.
    - i. The discussion board topics to choose from are:
      - 1. Balancing the Flex Coordinator Role
      - 2. Emergency Medical Services
      - 3. Evaluation
      - 4. Financial and Operational Improvements
      - 5. General Information
      - 6. Health Information Technology
      - 7. Leadership
      - 8. Medicare Beneficiary Quality Improvement Project (MBQIP)
      - 9. Population Health Management
      - 10. Quality Improvement
      - 11. SHIP Grant Management



::: SharePoint	PP PR 60	Y		Ø
S edit links My Aler	ts on this Site • New Ale	rt o		Î
Home	Choose a List or Document Library			- 1
Documents	Select a list or document library that you want to keep track of. You may also view the contents of a list and then track one of		Documents View this list	
State Contact Information & Flex Profiles	the individual items. After creating an alert, you'll receive notification of changes.		Form Templates	- 1
Core Competencies			This library contains administrator-approved form templates that were activated to this site relies in New this list	
Flex Fundamentals Guide			conection. view this list	
Recycle Bin			5 Site Assets Use this library to store files which are included on pages within this site, such as images on Wiki	
EDIT LINKS			pages. View this list	
		0	Site Pages View this list	
		0	Style Library Use the style library to store style sheets, such as CSS or XSL files. The style sheets in this gallery can be used by this site or any of its subsites. View this list	
		0 📫	Balancing the Flex Coordinator Role View this list	Ŧ

4) The next screen will give you options for how you would like to be notified. Make your selections and choose ok. This will take you back to the previous screen where you are able to select another topic to set up alerts for. Keep repeating these two steps until you've set up alerts for each topic you want alerts for.

iii SharePoint	K A A A A A A A A A A A A A A A A A A A			Ø		
S PEDIT LINKS New Ale	ert o			^		
Home Documents			OK Cancel	l		
State Contact Information & Flex Profiles Core Competencies	Alert Title Enter the title for this alert. This is included in the subject of the notification sent for this alert.	Balancing the Flex Coordinator Role		ł		
Flex Fundamentals Guide Recycle Bin	Send Alerts To You can enter user names or e-mail addresses. Separate	Users:				
EDIT LINKS	them with semicolons.	Nicole Clement ×				
	Delivery Method Specify how you want the alerts delivered.	Send me alerts by: (e) E-mail nclement@ruralcenter.org				
		Send URL in text message (SMS)				



5) To reduce alerts, it is a good practice to clean them up occasionally. By clicking on *Alert Me (Bell Icon)*, users can create more alerts or manage their existing alerts.

BROWSE	TEMS LIST				//////////////////////////////////////		JIII(/ P°°°°
View Quick	Modify View _ Current View:     Modify View _ Current View:	Tags & E-mail Notes	a Alert Me+	RSS Feed Connect to Outlook	Export to Excel	Form Web Parts - Edit List	List Shared Workflow Settings -
View Format	Manage Views	Tags and Notes	Sh 🚊 s	et alert on this list	Connect & Export	Customize List	Settings
Home	A new discus	sion	5. N	vlanage My Alerts			

