



ARMY MEDICINE
Serving to Heal...Honored to Serve

CTP Review Dashboard

AWCTS v.2.8.18

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Agenda

- Overview
- Workflow
- Troubleshooting
- Notes



Overview

- AW2 RCC CTP Review Dashboard populates based on
 - In-progress CTP Review action plan
 - Completed tasks within the action plan

CTP Review				
Soldier Name	Company	Last Review	Days Since Last Reviewed	Status
Dugger, Allen	A			
Cieloszyk, Gaston	A	11/13/2018	64	
Hogan, Rosa	HHC	12/10/2018	37	
Leclare, Minh	A	12/18/2018	29	
Rodda, Terrell	B	12/18/2018	29	
Total: 7				

- Create one CTP Review action plan and leave it open
 - Reassign as needed if RCC changes
- Each month, create and close a task within the action plan



Workflow 1

- Add action plan when Soldier is assigned to AW2/RCC (leave action plan open)
 - Source – AW2/RCC
 - Category – CTP Review
 - Position Title – AW2 RCC
 - Facilitator – Self (or gaining AW2 RCC)
 - Due Date – expected length of Soldier's stay (can be modified as needed)
 - Description – "CTP Review"
 - Details – "See Tasks"



Workflow 2

- Add task to action plan
 - Due Date – Today
 - Short Description – Example “JAN 2019 Review”
 - Position Title – AW2 RCC
 - Assigned To – self
 - Details – Case Review
 - Save
- Add Task Log
- Edit Task
 - Status – Closed
 - Date Completed populates automatically; update if needed
 - Submit



Troubleshooting

- Hover over the colored circle on the dashboard for more information

Dashboard Tool Tip	Action	NOTE
No In-Progress CTP Review Action Plan Exists	Create CTP Review Action Plan	Leave the Action Plan "In-Progress"
No Completed Task for CTP Review Action Plan	Create and Close monthly Task	
Last CTP Review completed _ days ago	Review case, Create and Close monthly Task	
Last CTP Review completed _ days ago (but you created a task already)	Open the last task and ensure the "Task Status" field is "Closed"	AWCTS allows a Task Completed Date to be entered even if the status is still "Open" (this will be fixed in the Feb 2019 release)



Notes

- The standard is to perform a CTP review every 30 days.
- Create a CTP Review action plan in each case; this stays open.
- Action Plans can be reassigned to a new AW2 RCC upon case transfer.
- Instead of creating a new action item every 30 days, user creates a monthly task in that enduring action plan.
- Once review is done, user creates and closes task.
- At 21 days (after the “Completed Date” of the last CLOSED task) case will appear in yellow on the dashboard indicating need for an upcoming CTP review.
- At 30 days the dashboard indicator will turn to red, indicating overdue action.
- The dashboard will not include cases that are not due for review (newly in-processed cases, cases with CTP review within the last 21 days).



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Questions?

- Questions?



AWCTS Support

- WTU Local Support
 - WTU - CTP Management Analyst
- AWCTS WTU URL
 - <https://awcts.csd.disa.mil/wtu>
- AWCTS Support Team
 - Hours: Monday - Friday 0700 - 1900 (ET)
 - Help Center: <https://awcts.zendesk.com>
 - Email: support@awcts.zendesk.com
 - Phone: (855) 813-8867
- AWCTS YouTube Channel :
https://www.youtube.com/channel/UCGDjDylzmzkCyx0S5_NjhEw