

**Monday, August 13  
Go-Live Day & Susan Arrives**

- Minneapolis SBC staff go-live with EHR in Prod for the first time.
  - Start using EHR in Prod.
  - Stop creating paper charts.
  - Stop using Lab, Family Planning and Medication tracking binders.
  - Start using “Stop Light” paper chart archive system.
- NextGen Trainer, Susan Reed, arrives in Minneapolis to give tips as providers begin charting in the EHR
  - Susan will arrive at Terminal 1 at MSP International Airport
    - Follow the blue signs for the Transportation/Taxi (you will be going through the lower level of the airport and then back up an escalator).
    - You will take a taxi to Hilton Garden Inn – Minneapolis Downtown  
1101 4th Avenue South, Minneapolis, Minnesota, 55404
  - Susan will be close to the Nicollet Mall area, which is a great place to grab dinner. Hotel staff will be able to direct you.

**Tuesday, August 14  
Training Day 1: Clinic Visits**

**8:00 a.m.**

- Barb picks up Susan at the Hilton Garden Inn – Minneapolis Downtown.
  - Barb will meet Susan in the lobby or pick-up zone (she will be driving a green station wagon)
  - Call Barb if there are any issues at 612-210-5134.

**8:30 a.m. – 11:00 a.m.**

**Henry SBC**

Room 212

Patrick Henry High School

- Henry normal Tuesday staff
- Providers will be scheduled for appointments as normal.
- Susan, Brian and Barb on-site to help with charting.

**11:30 a.m. – 1:45 p.m.**

**Roosevelt SBC**

Room 143

Roosevelt High School

- Brian, Barb and Susan stop to get lunch to eat at Roosevelt.
- Roosevelt normal Tuesday staff
- Providers will be scheduled for appointments as normal.
- Susan, Brian and Barb on-site to help with charting.

**2:00 p.m. – 3:30 p.m.**

**Washburn SBC**

Room 002

Washburn High School

- Washburn normal Tuesday staff
- Providers will be scheduled for appointments as normal.
- Susan, Brian and Barb on-site to help with charting.

**3:30 p.m. – 4:30 p.m.**

**TBD**

- Susan, Brian & Barb review the day and plan for Wednesday

**Wednesday, August 15**  
**Training Day 2: EHR Core Group Workgroup**

**8:00 a.m.**

- Barb picks up Susan at the Hilton Garden Inn – Minneapolis Downtown.
  - Barb will meet Susan in the lobby or pick-up zone (she will be driving a green station wagon)
  - Call Barb if there are any issues at 612-210-5134.

**8:30 a.m. – 12:00 p.m.**

**MDHFS**

Room 525

Public Service Center

- EHR Core Group Team including Dawn and Atasha to go over what was learned on Tuesday and learn additional tips from Susan Reed.

**12:00 p.m. – 1:00 p.m.: Group breaks for lunch in Minneapolis Skyway**

**1:00 p.m. – 4:30 p.m.**

**MDHFS**

Room 525

Public Service Center

- NPs only return for a workgroup meeting with Susan.
- NPs should bring paper charts to practice entering in the EHR.

**Thursday, August 16**  
**Training Day 3: Mental Health Workgroup**

**8:00 a.m.**

- Barb picks up Susan at the Hilton Garden Inn – Minneapolis Downtown.
  - Barb will meet Susan in the lobby or pick-up zone (she will be driving a green station wagon)
  - Call Barb if there are any issues at 612-210-5134.

**8:30 a.m. – 12:00 p.m.**

**MDHFS**

Room 525

Public Service Center

- Mental Health Counselors and available Interns to learn additional tips from Susan.
- Counselors should bring paper charts to practice entering in the EHR.
- Clinic Staff can call with issues or questions. Susan may setup a WebEx to help staff.

**12:00 p.m. – 1:00 p.m.: Group breaks for lunch in Minneapolis Skyway**

**1:00 p.m. – 4:30 p.m.**

**MDHFS**

Room 525

Public Service Center

- Mental Health Counselors and available Interns to learn additional tips from Susan.
- Counselors should bring paper charts to practice entering in the EHR.
- Clinic Staff can call with issues or questions. Susan may setup a WebEx to help staff.
- Pat Neska will be on-site to practice accepting charges from EHR in EPM.

**Friday, August 17**  
**Susan Leaves**

- Susan to schedule a taxi or hotel shuttle to go to Terminal 1 at MSP International Airport.