

## October Epic Message for Managers at Gracie Square Hospital

The EpicTogether team thanks you for your hard work and support! If you have any questions about the information below, please email [EpicTogetherUpdate@nyp.org](mailto:EpicTogetherUpdate@nyp.org). The EpicTogether team is distributing important information for management to discuss with their staff. **Please review relevant information with your staff members.**

### What is happening?

Epic Training registration is still open. Managers and staff can enroll in the training program they were assigned by accessing the courses in the **Me** section of **Saba** to select a class date and time. Click on the [Training Registration Dashboard](#) to get registration metrics and a breakdown by department.

Live Virtual classes are scheduled to begin on **Monday, October 18, 2021**. Registration assistance is available at 646-697-EPIC (3742) Monday through Friday, 8 a.m. to 6 p.m.

**EpicTogether Training Weekly Office Hours:** The office hours are an open venue held by video conference to ask questions about anything Epic training-related. There is no standing agenda, and you can drop on and off as your schedule allows.

- Wednesday's 11 a.m. to 12 p.m. Hosted via [Zoom](#)
- Email [EpicTogetherNYTraining@nyp.org](mailto:EpicTogetherNYTraining@nyp.org) for questions.

### Super User Back of the Classroom Support sign up is now available!

[Super User Back of the Classroom Support Sign-Up](#) is now available for Super Users with Live Virtual Training sessions only.

Please use the [Registering for Super User Back of the Classroom Support Sessions Tip Sheet](#) to help guide you through the process.

- Super Users are expected to attend **two additional Live Virtual sessions** after they complete their initial end user training session.
- If a Super User does not have a Live Virtual Training associated with their training track, Super Users are expected to watch e-Learning and Recorded Lessons in Saba **two additional times**.

Please email [EpicTogetherNYSuperUsers@nyp.org](mailto:EpicTogetherNYSuperUsers@nyp.org) with any questions.

### What can be done to prepare for the Go-Live?

- Start your eLearning and confirm if you are registered for the correct Epic training tracks.
- eLearning is a pre-requisite to Live Virtual Training and should be completed before classes start on October 18.
- Some of the e-Learning exercises will require [Playground access](#).
- Know your Super User: team members providing extra support during Epic Go-Live beginning December 3, 2021.

Technical Dress Rehearsal (TDR) gives the technical and application teams a chance to verify that all devices are deployed and configured correctly for use with Epic. TDR for Epic Go-Live 4 will run from October 4 to November 19, 2021. **Device Freeze** continues until December 3, 2021. This is an important step for TDR and leading up to go-live. Please do not move any devices (e.g., workstations, printers, or scanners) during this time.

TDR gives the technical team a chance to verify that all End User devices are deployed and configured for use with Epic and will including testing:

- Epic access and wireless connectivity
- Printers and workstation and login scenario setups
- Peripherals (e.g. barcode scanners, document scanners, cameras, dictation devices)
- Mobile devices
- Special displays (tracking boards and status boards)
- Business Continuity Access (BCA) application

### **What's coming up?**

The EpicTogether team is encouraging operations staff to participate in the following events to help staff prepare:

**Go-Live Readiness Assessment (GLRA):** A global evaluation of all factors contributing to go-live for the implementation of the Epic software. GLRAs are held at 90, 60, and 30 days prior to go-live to review the system build. The upcoming GLRAs will be held by video conference.

Next GLRA schedule date:

- GLRA – 60 Day on October 6, 2021 [Click here for the Zoom link.](#)
  - Materials from 90 Day GLRA can be found [here.](#)

**Epic Day October 14 for Gracie Square:** The EpicTogether team will be holding interactive virtual sessions as part of Epic Day. These fun sessions are designed to inform staff on the functionality within Epic, starting with a demo followed by questions and answers, with music. There will also be a random drawing with prizes. More information with the Zoom link to follow can be found [here.](#)

Session will be held via Zoom and is scheduled for 7 a.m. to 10:00 a.m. on Thursday, October 14, 2021. Please look out for additional information in the coming weeks.

**Participate in Day in the Life sessions:** These sessions are an extension of training and allow teams to prepare for how new workflows will impact individual departments. The upcoming event dates are listed here at the [Day in the Life calendar.](#) Recorded sessions can also be found here on the [Day in the Life page.](#)

**Ready Set Go!** Meetings provide a high-level review of the cutover plan with attention to optional impacts of the plan. The Ready, Set, Go meetings are set to begin **Tuesday, October 12, 2021.**

### **For More Information:**

Please visit [EpicTogetherNY.org](https://EpicTogetherNY.org) for more information about the project including [timelines](#), testimonials, and additional FAQs.