

## August Epic Message for Managers at NYP Hudson Valley Hospital

The EpicTogether team is distributing important information to management to discuss with their staff for the December 3<sup>rd</sup> Epic Go-Live. **Please review relevant information with your staff members.** If you have any questions about the information below, please email [EpicTogetherUpdate@nyp.org](mailto:EpicTogetherUpdate@nyp.org).

### What is happening?

Device Freeze will begin on August 9, 2021, and continues until December 3, 2021. This is an important and critical step leading up to go-live and the upcoming Technical Dress Rehearsals (TDRs). TDR allows the technical and application teams to verify all end user devices. Click [here](#) for more information. **Please do not move any devices (e.g., workstations, printers, or scanners) during this time.**

As a reminder *training registration* will begin on August 23 and last until October 1, 2021. All staff are assigned an Epic training track in Saba. Managers and staff can confirm the assigned training programs by accessing the “ME” section of Saba. Upon completing the Epic training registration, staff can begin viewing their e-learning lessons, which must be completed in advance of their live virtual training. Log into Saba with your CWID using the link for your specific institution:

- [NYP Login Site](#)
- [Enrolling in E-Learnings in Saba](#)

### What more can be done to prepare?

- [Enroll Yourself in Epic Training](#)
- [Enroll Your Staff in Epic Training \(for Managers\)](#)
- [EpicTogether Training Information](#)
- [New Hire Catalog](#)

*Training* is October 18 through November 26, 2021. Training will be conducted virtually and led with a live instructor and a supporting trainer. Classes can accommodate up to 30 students and are conducted via Zoom with links provided through Saba long with reminder emails.

- [Preparing for Virtual Go-Live Epic Training](#)
- [Reserve a training workstation](#) (for staff unable to take training from home or from their department)

*Super User recruitment* is still open and ends on August 6, 2021.

[Add/Register a Super User to the Database](#)

[Super User Assignment Description](#)

[Super User Program Information](#)

*Workflow Walkthroughs:* The EpicTogether team will demonstrate workflow walkthroughs for Go-Live 4 on September 15, 2021. A livestream will be provided for employees who can schedule the time to watch from their desks. The demonstration will contain both ambulatory and inpatient workflows with the new electronic medical record.

*Go-Live Readiness Assessment (GLRA):* A global evaluation of all factors contributing to go-live for the implementation of the Epic software. This includes examination of planning, hardware, application workflows, interface readiness, end-user training, end-user adoption, operational readiness, and technical readiness.

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.

GLRA schedules dates:

- GLRA – 90 Day September 1, 2021
- GLRA – 60 Day October 6, 2021
- GLRA – 30 Day November 3, 2021

*Day in the Life Events:* We encourage you to participate in Day in the Life events. This event is an extension of training, allowing you and your staff to advance your Epic skills, preparing you for how the Epic workflows will impact your specific department. The goal is for internal department leads and Super Users to bring information back to their areas and run their own events. The upcoming event dates are listed here at the [Day in the Life calendar](#). Visit the Day in the Life Page to view the Go-live previous events and more information [here](#).

**For More Information:**

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