

## April Epic Message for Managers at NYPMG Westchester

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 from April 19 to May 28, 2021. Registration assistance is available at 646-697-Epic (3742) Monday through Friday, 8 a.m. to 6 p.m.

EpicTogether Training 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 12 p.m.- to 1 p.m. Zoom Link:  
<https://nyph.zoom.us/j/95976263033?pwd=Nms0Mnd5ZTMvNXhBb3ZlcEtMbTViZz09>
- Email [epictogethernytraining@nyp.org](mailto:epictogethernytraining@nyp.org) for questions.

### What more can be done to prepare?

- 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 April 19.
- Some of the e-Learning exercises will require [Playground access](#).
- Know your Super User: team members providing extra support during Epic Go-Live beginning June 4, 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 3 will run from April 5 to May 21, 2021. **Device Freeze** continues until June 4, 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 include 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                      April 7, 2021 [Click her for the Zoom link.](#)

- Materials from 90 Day GLRA can be found [here](#).

**Epic Day April 14 for NYPMG Westchester:** 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, quizzes, and music. There will also be a random drawing with prizes. More information with Zoom links to follow can be found [here](#).

Sessions will be held via Zoom and are scheduled for 10 a.m. – 12:30 p.m. on April 14. 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. Click [here](#) to see the list of date and times for these events.

**For More Information:**

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