

# VA LMS Organizations and Custom Column Connector Business Process Description

## ***Background:***

Organization data in the VA Learning Management System (LMS) is used to logically group individual user profiles within their VA LMS domains and/or facilities based on their VA Time and Leave (T&L) Units and VA Cost Centers. VA tasked Plateau to develop connectors to manage its Plateau Organizations (T&L Unit-based), Organization Groups, and VA Organization Codes (Cost Center-based). The resulting connectors (Organizations Connector and User Custom Column Connector) meet this need in several ways:

- 1) they synchronize Organizations-related data with master lists of values managed by VA in the Employee Education System (EES) Education Data Repository (EDR);
- 2) they enable staff from facilities to modify the descriptions of their organizational units to make the information more meaningful to them for assignment and reporting purposes; and
- 3) they afford staff from facilities a means to modify the default parent-child relationship between their local organizational units.

The master lists of values in the EDR are updated in a batch process on a periodic basis with new Organizations (T&L-based and Cost Center-Based) that lack descriptions. Limited, centralized staff must then manually research and create descriptions for these values which, in the meantime, have been cascaded forward to the VA LMS with descriptions of "Unspecified." VA seeks to decentralize the work, empowering local administrative staff to update the descriptions of these values and to associate certain data elements where appropriate. They will accomplish this using an updated Profile Maintenance (PM) page, which will synchronize data between the EDR and the VA LMS automatically upon entry.

## ***Process:***

### **Identifying Users, Granting them Access to PM Organization Functions Menu, and Removing Access Privileges -**

VA will use existing processes for determining who may nominate Users to be granted access to the Organization Functions Menu in PM. Lists of "LMS Administrators" are maintained on the InsideLMS web site by the VA LMS Help Desk. These lists of Individuals will be used to identify those Administrators who can request access for others in their hierarchy to the PM menus for this effort.

- Access requests (granting access and removing access) will be initiated by Domain Managers for Phase II sites and local contacts as listed on InsideLMS for those still in Phase I. Requests are to be sent via email to the VA LMS Help Desk using an updated version of the existing Microsoft Excel form

currently used to request access to the Reports menus in PM. Help Desk staff will review and process the requests for access —

- ensuring the requestor is appropriately credentialed;
  - bringing up the identified User's profile in PM; and
  - setting the "Organization Functions Menu" access toggle appropriately.
- The Help Desk staff will notify requestor when action is taken

Recommended standard language for requests will be provided in training and communications materials to expedite request processing and reduce potential confusion.

The following parameters shall be recommended for selecting individuals to manage organizations-related data via the PM site:

- Phase I domains target those with current Assignment Manager LMS Administrator Roles, Profile Maintenance access and, preferably, access to the Profile Maintenance Reports Menu
- Phase II domains target current Domain and Learning Managers (Domain Managers will be pre-loaded with access to these menus)
- The number of individuals per domain that are granted this access will be limited to four, with a recommended number of two. The four-person limit may be waived for certain VACO and VHACO domains on an as-needed basis with prior approval of the DVA LMS Learning Manager.

Access will be hierarchical, as is all current access in PM.

Individuals with access to these menus in one domain who are subsequently switched to another domain shall have their access revoked.

### **Users Accessing the PM Site and the Organization Functions Menu**

Users link to the PM site at <https://vaww.lmsadmin.aac.va.gov/profilemaintenance/>.

- If they have not been granted access to the site, the table indicating different levels of access for this User will indicate that the User has not been granted privileges on the site.
- If they have been granted access to the PM site, the menus for the tasks for which they have been granted privileges will be displayed. In this case, the Organization Functions menu will be available, with submenus for "VA Organizations" and "LMS Organizations (T&L)."

To modify VA Organization Code descriptions,

1. Users click on the "VA Organizations" sub-menu link.
2. Ensure the Domain they intend to edit is selected in the "Domain" field (this will be automatically set to their User profile domain, but will offer a drop-down menu of options if there are "child" domains in their hierarchy).

3. If Users desire to see the “Child” LMS Organizations (T&L) associated with a specific VA Organization prior to editing a description, they click on the VA Organization’s ID link.
4. If Users desire to edit an existing description for a VA Organization, they click on the “Edit” link associated with that row of data.
5. Once on the page where edits can be made, Users would either:
  - enter the desired modification to the VA Organization description and submit it, returning to the full list of the domain’s VA Organizations;
  - cancel the action and return to the full list of the domain’s VA Organizations; or
  - choose to edit the description of an LMS Organization (T&L) that is associated with the selected VA Organization by clicking on the appropriate “edit” link, typing in any desired changes, and submitting the modification by clicking on the “Update” link, which will return the User to the page for editing the VA Organization description.

To modify LMS Organization (T&L) descriptions,

1. Users click on the “LMS Organizations (T&L)” sub-menu link.
2. Ensure the Domain they intend to edit is selected in the “Domain” field (this will be automatically set to their User profile domain, but will offer a drop-down menu of options if there are “child” domains in their hierarchy).
3. If Users desire to edit an existing description for an LMS Organization (T&L) or the Parent that has been associated with that LMS Organization (T&L), they click on the “Edit” link associated with that row of data.
4. Once on the page where edits can be made, Users would either:
  - enter the desired modification to the LMS Organization (T&L) description and submit it, returning to the full list of the domain’s LMS Organizations;
  - cancel the action and return to the full list of the domain’s LMS Organizations; or
  - choose to edit the identified “Parent Organization” of the LMS Organization (T&L) by clicking on the appropriate Organization from those available in the drop-down list of Parent Organizations and clicking on the “Submit” button, which will return them to the full list of the domain’s LMS Organizations.

### **Back-end Processing of the Data and Delivery to the VA LMS**

Batch file processes have been developed to gather the data that have been updated in the EDR within a given timeframe, place the data into appropriately formatted flat files, and deliver them to the VA LMS Production instance’s FTP server. The data are then processed by the applicable Connector CRON jobs, which will be set to VA’s specifications when VA is prepared to begin sending data.