

Provider Training Sessions (Agenda)

These sessions are for **CQC regulated Care Home & Home Care providers** - who are new to the Capacity Tracker, or who would like a refresh of how to use the system.

In the session, we will cover:

- Registering new users & approving accounts
- Provider contact details & opt in email preference
- Updating information – system demo on Mandated & Operational Sections, how to update for multiple locations, update frequency
- Questions

Joining Instructions

- All provider training sessions will be hosted on **Microsoft Teams**. No prior booking is required to join and the number of participants per session is unlimited.
- Please join the session a few minutes beforehand to allow for a prompt start.
- Please mute your microphone and do not share screen your screen in error!
- Please use the chat box or raise your hands for questions and remarks
- Estimated Duration of each session: **45 minutes**

December 2022

Drop-In Session	Day	Date	Time	Microsoft Team Meeting Link
Care Home & Home Care	Tuesday	06/12/2022	2pm	Click here to join the meeting Meeting ID: 360 739 150 886, Passcode: gc2M9s Download Teams Join on the web
Care Home & Home Care	Tuesday	13/12/2022	2pm	Click here to join the meeting Meeting ID: 316 038 205 848, Passcode: Xop797 Download Teams Join on the web

[Please check the following page for Jan-Mar 2023 schedule](#)

January 2023

Provider Training Sessions	Day	Date	Time	Microsoft Team Meeting Link
Care Home & Home Care	Thursday	05/01/2023	2pm	Click here to join the meeting Meeting ID: 335 354 244 599, Passcode: 6uTX2C Download Teams Join on the web
Care Home & Home Care	Friday	06/01/2023	2pm	Click here to join the meeting Meeting ID: 311 435 100 67, Passcode: rkzcbG Download Teams Join on the web
Care Home & Home Care	Tuesday	10/01/2023	11am	Click here to join the meeting Meeting ID: 377 610 761 909, Passcode: UuexMb Download Teams Join on the web

February 2023

Provider Training Sessions	Day	Date	Time	Microsoft Team Meeting Link
Care Home & Home Care	Thursday	02/02/2023	2pm	Click here to join the meeting Meeting ID: 346 673 086 024, Passcode: 5bgiTv Download Teams Join on the web
Care Home & Home Care	Tuesday	07/02/2023	3pm	Click here to join the meeting Meeting ID: 391 787 075 89, Passcode: 3Ji8Zs Download Teams Join on the web
Care Home & Home Care	Thursday	09/02/2023	2pm	Click here to join the meeting Meeting ID: 367 918 314 956, Passcode: eNbWzM Download Teams Join on the web

March 2023

Provider Training Sessions	Day	Date	Time	Microsoft Team Meeting Link
Care Home & Home Care	Tuesday	07/03/2023	11am	Click here to join the meeting Meeting ID: 370 959 139 360, Passcode: pDzBt6 Download Teams Join on the web
Care Home & Home Care	Thursday	09/03/2023	2pm	Click here to join the meeting Meeting ID: 312 873 288 387, Passcode: Grd4f2 Download Teams Join on the web
Care Home & Home Care	Friday	10/03/2023	2pm	Click here to join the meeting Meeting ID: 391 013 566 481, Passcode: jYjkWt Download Teams Join on the web