



# State of Kansas General Information

Statewide Management, Accounting and Reporting Tool



## Prior To Training:

### ✓ Trainer Kits:

**Out of Topeka Trainers:** Please ensure you have received a Trainer Kit for your training room at your facility prior to your first scheduled class facilitation. **Please note:** For far reaching areas within the State that have not already received a Trainer Kit, the SMART Training Team will deliver your training kit to you on their first training trip to your area.

**In Topeka Trainers:** Each training room will contain a Trainer Kit. Additional training kits are available in our office if you want to ensure that you always have the supplies you need in your room. It is also handy for carting your guides around! If you did not receive your Trainer Kit at teach-back sessions and would like to, please email the SMART Training Team at [smartraining@da.ks.gov](mailto:smartraining@da.ks.gov), and we will coordinate a time for you to pick one up from the Sunflower Project offices (11<sup>th</sup> floor of Docking State Office Building).

### ✓ Training Materials:

Printed training materials have been sent to the Central Division of Printing. We have received many of them and expect the remainder this week.

**Out of Topeka Trainers:** The SMART Training team will arrange to get your printed training materials to you. **Please note:** For far reaching areas within the State, the SMART Training team will deliver your training materials to you on their first training trip to your area.

**In Topeka Trainers:** Please ensure you arrange to pick up your printed training materials and/or replenish your Trainer Kit the day BEFORE you facilitate your training class.

**Please note:** In the four classrooms in Landon State Office Building and the one classroom in Docking State Office Building, the Sunflower Project staff will ensure the printed training materials are in the classroom each afternoon the day BEFORE a session.

✓ **UPKs:** UPK simulations are located within the *SMART Training Environment 'Help' link* (located in the top right corner of the training environment.) This is a great way to show participants what they will see in SMART on July 1! If you would like a demonstration or to talk through on the phone how this works, please send us an email at [smartraining@da.ks.gov](mailto:smartraining@da.ks.gov).

✓ **Concept Slides:** Concept Slides as well as supplemental training materials such as job aids or business process flows are located on the individual course page on the SMART website. Begin at <http://da.ks.gov/smart/Training/CourseMaterials/SMARTCourseCatalog.htm> and then click on the course you are training.

- ✓ **Confirmations and Roster:** You will be copied on the confirmation email when it goes out to participants, generally two weeks before the class. You will also receive a copy of the class participant roster via email by 11 am the day before your scheduled session (usually sooner). If you have not received a roster by this time, please email the SMART Training Team at [smartraining@da.ks.gov](mailto:smartraining@da.ks.gov). Class rosters will also be posted on the SMART website: <http://da.ks.gov/smart/TrainingBackground\ForTrainersandDrivers\TrainerandDriverChecklistPage.htm> for easy accessibility and viewing.