Frequently Asked Questions about Leadership/Build My Team

1. **What are the benefits of using "Leadership?"**
Leadership saves supervisors' time by providing one place within the VTC to easily access all their team members' training transcripts, CWEL information, and Professional Development plans. Supervisors/managers don't have to search through different VTC components to review training information for team members. Once supervisors activate and build their teams within Leadership, PD plans, training transcripts and CWEL certification information is all right in one place for all team members. Professional Development plans can be accessed and compared to training transcripts, to see whether training goals have been met.

   Foster home licensing **staff** should use Leadership to view training transcripts for the Foster/Adoptive Caregivers on their team. Rule 402 requires that Foster/Adoptive caregivers obtain 16 hours of in-service training every four years. Licensing staff can view the training hours of all team members quickly and easily.

2. **How do I get started?**
It's quick and easy to "Build my Team" in the VTC Leadership component.
   - From the Leadership homepage, click on the link at the bottom of the page that says**: Click Here to Activate/Build My Team.**
   - The VTC Leadership: Activate/Build My Team page outlines the 3 steps necessary to build a team. After you read this information, click on the **Click Here to Activate/Build My Team** link.
   - **Step 1** – Review your account information for accuracy. If you find an error, make the necessary change to correct your account information.
   - **Step 2** – List your team members. Enter each team member's name, last name first. You must also complete at least one of the unique identifier fields (Training ID, Case Manager ID or SSN Last 4) for each person.
   - **Step 3 –** Click on the **Submit** button at the bottom of the page.

3. **What happens after I build my team and hit the Submit button?**
The DCFS Office of Training is notified when you hit the Submit button. Training staff will activate your team, and notify you when your team is available for viewing (within two weeks). Once your team has been activated, go to the **View My Team** tab in Leadership, and you will see your team members listed, along with links to their PD Plan, transcript, and CWEL information.

4. **As a manager/administrator, what teams am I able to view?**
If you are a manager or administrator, and you supervise a team of supervisors, you will also be able to view your employees' information and the teams of your employees, if their teams have been built.

5. **As a supervisor of licensing representatives, what teams am I able to view?**
You will be able to view your team – the information of the licensing representatives you supervise. If your team members have built *their* teams, you will also be able to view the Foster/Adoptive Caregiver team information for each of the employees you supervise.

6. **How do I add or remove a team member?**
   The process is similar to building your team. From within the **View My Team** page, click on the **Add/Remove Team Member** button at the top of the page. The Add/Remove Team Member page will list the 3 steps necessary to add or remove a team member. Click on the **Click Here to Add / Remove Team Member** link at the bottom to go to the next page. You will be asked to review and update your account information, then click **Next**. To add or remove a person from your team, enter the person's name and at least one of the unique identifier fields (Training ID, Case Manager ID or SSN Last 4). Click on either the **add** or **remove** button, depending on which action you want to take, and then click on the **Submit** button.

7. **Can I run reports on my team?**
   Yes, you will be able to run specific reports on your team. This feature is in development and will be available soon.

8. **Can my Manager or Administrator submit a list of the supervisors/teams in the office for the Office of Training to build the teams?**
   Yes. They can provide a list of supervisors/teams to the DCFS Office of Training at: DCFSTraining@illlinois.gov.