Host Institution COVID-19 Resources

This document is a compilation of resources to assist with managing your institution's applications during the COVID-19 pandemic.

COVID-19/VSLO Key Updates Guidance
This document provides an overview of important information that should be reviewed and updated.

Close Catalogs, and Close or Cancel Electives
In case of a disruption in operations, host institutions may need to close/cancel electives or close a catalog for visiting students.

This job aid provides guidance to host institutions for how to close catalogs and the difference between closing and canceling electives, preventing visiting students from applying to the electives.

Editing Decisions
This job aid provides instructions on how to edit a decision in VSAS. This includes changing the decision, changing the scheduled dates, revoking an offer, and dropping an offer.

Bulk Deny Applications
This job aid provides instructions on how to bulk deny applications in VSAS. This includes denying applications that need to be scheduled, applicants who have not had an eligibility review completed, and notifying applicants of the decision.

Elective Instruction Type
This job aid provides an overview and guidance on how an institution will be able to indicate the Instruction Type for the elective offerings.

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COVID-19/VSLO Key Updates Guidance

Overview

As the impact of COVID-19 continues, we want to provide guidance on some key areas of VSAS that should be reviewed. Host institutions continue to adjust elective offerings, as national and institution-specific policies around visiting student opportunities due to COVID-19 are updated. As you prepare your institution's elective catalog, we want to highlight some items that you should be prepared to review and update as necessary.

What does my institution need to review?

- Update your institution information to reflect updated institutional policies related to COVID-19.
- Update your institution's important dates.
- Cancel or close months in which you are not receiving visiting students.
- Update elective information.

Update Institution Information

If your institutional policies regarding visiting students have changed due to COVID-19, you should update your institution information.

This can be accomplished through the **Institution Information** section in the **Institution Profile**.
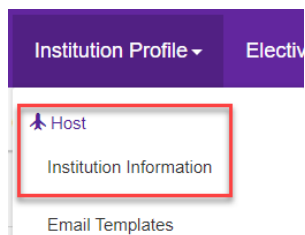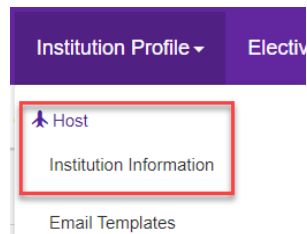
Review and make updates to the **Institution Description** as applicable. To view how this information is displayed to users reading your institution page, review the **Institution Summary** in the **Institution Profile** dropdown. If you have an update on visiting students on your website, please place that link here so students can be easily directed to your website for the most updated information.
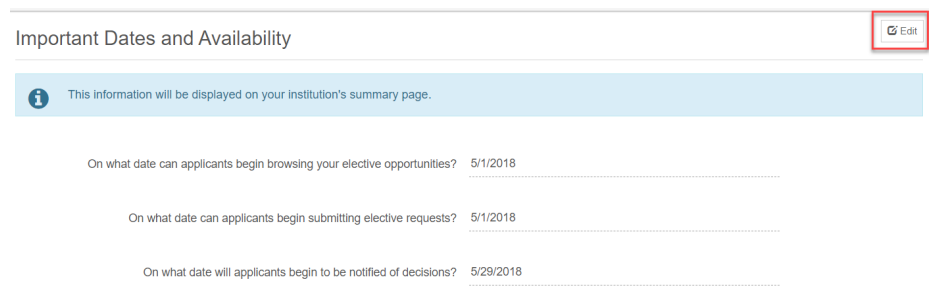
Update Important Dates

If your institutional policies regarding visiting students have changed due to COVID-19, you need to update the **Important Dates**.

This can be accomplished through the **Institution Information** section in the **Institution Profile**.

The last section is where you can review and update the important dates.

Close or Cancel Scheduled Offerings

If your institutional policies regarding visiting students have changed due to COVID-19, you may need to close certain dates to which students can apply.

There are **two** ways that this can be accomplished: At the **catalog level**, or at the **individual elective level**.

Updating the scheduled offering at the **catalog level** will apply to *all* electives in the catalog. Updating an individual elective will only impact that elective.

Follow the steps detailed in the [Closing Catalogs, and Closing or Canceling Electives job aid](#) to make the individual elective or catalog changes necessary.

Close/Edit Dates at the Catalog Level

Navigate to the catalog you wish to update, scroll to the Scheduled Offerings section, and select **Edit**:

Close or edit the dates as necessary:

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Close/Edit Dates at the Elective Level

Navigate to the catalog you wish to update, scroll to the Catalog Electives section, find the elective to be updated, and select **Edit**:

	LSL Demo-LSL Demo		MD Clinical, DO Clinical	Dermatology -	04/20/2020 01:53 PM by Whitney, Jesse	4 Weeks	First Offering: 09/30/2019 Last Offering: 06/29/2020 See More	Open	☑ Edit ⧉ Copy Elective

Navigate to the Elective Schedule section, select **Edit,** and make updates to scheduled offerings as necessary. If you have provided custom dates for the elective, be sure to review those dates as well:

Manage Scheduled Offerings 📅

Catalog Range: 09/27/2019 - 12/31/2021

Duration for this Elective: 4 Week(s)

Schedule Offerings

Start Date	End Date	Actions
05/04/2020	05/29/2020	✖ Close
06/01/2020	06/26/2020	✖ Close
06/29/2020	07/24/2020	✖ Close

Note: If you allow applicants to select their own dates, you may need to update the elective information to indicate any dates that are not available for applicants to apply to.

Update Elective Information

If your institutional policies regarding visiting students have changed due to COVID-19, you may need to update some information displayed for your **elective offerings**.

Navigate to the catalog you wish to update, scroll to the **Catalog Electives** section, find the elective to be updated, and select **Edit**:

	LSL Demo-LSL Demo		MD Clinical, DO Clinical	Dermatology -	04/20/2020 01:53 PM by Whitney, Jesse	4 Weeks	First Offering: 09/30/2019 Last Offering: 06/29/2020 See More	Open	☑ Edit ⧉ Copy Elective

Review the **Elective Details** and make necessary updates. Any important information for applicants can be added to the "**Additional Information**" section and will be displayed to applicants when reviewing the elective details.

If you allow applicants to select their own dates and need to indicate any dates that are **not** available to an applicant, add this information in the "**Additional Information"** section.

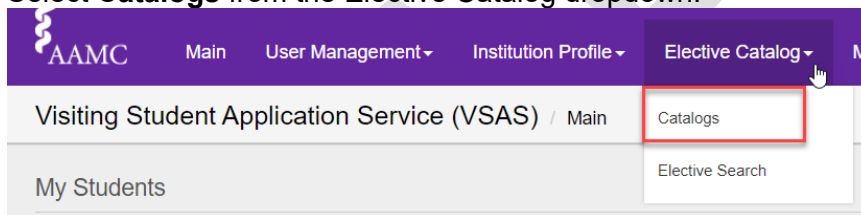# Closing Catalogs, and Closing or Canceling Electives:

In case of a disruption in operations, host institutions may need to close/cancel electives or close a catalog for visiting students.

This job aid provides guidance to host institutions for how to close catalogs and the difference between closing and canceling electives, preventing visiting students from applying to the electives.

Closing Catalogs

If you decide to no longer accept any applications for a given catalog, you have the option to close the catalog. All applications will still be available for review and processing; however, a closed catalog **cannot** be re-opened.

- Select **Catalogs** from the Elective Catalog dropdown:

- Select the catalog you wish to close, by clicking on the name.

- Select **Closed** in the Status dropdown, and click **Update**
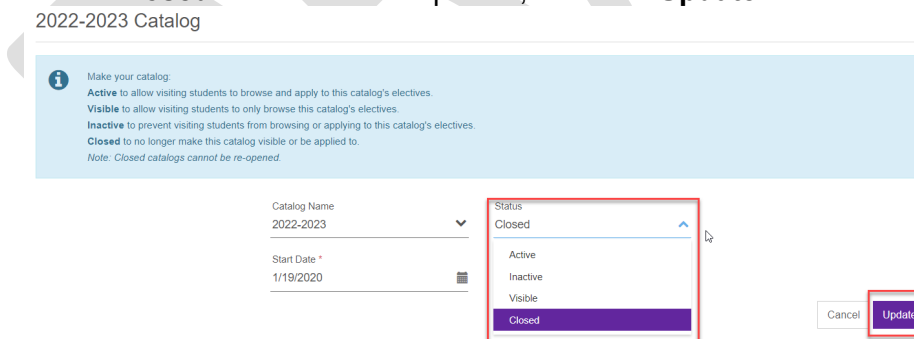
- Review the pop-up window and select **Yes- I'm sure**.

Closing and Canceling Electives

There are two options to limit applications for individual electives: **Closing** and **Canceling** electives. Please review the differences between the two actions:
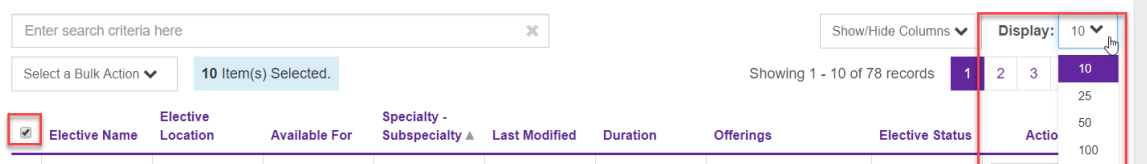
<u>**Closing an elective**</u>: This will prevent any new applications from being submitted; but all applications are still available for the Host to review and process. A closed elective can be easily reopened at a later date and all applications remain accessible to the Host while the elective is closed.

<u>**Canceling an elective:**</u> This will cancel the elective and prevent new applications from being submitted as well as all the applications. You will **not** be able to reopen the elective later. When you are ready to offer the elective again in the future, you will need to recreate it as a new elective.

If you are not sure which option is appropriate for your institution, please contact the Client and Technical Support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.

Closing Electives

This will prevent any new applications from being submitted; but all applications are still available for the Host to review and process. A closed elective can be easily reopened at a later date and all applications remain accessible to the Host.

- In the **Catalog Details** page, navigate to the **Catalog Electives** section.
- On the left side of the page, check the box for the elective or electives you wish to close
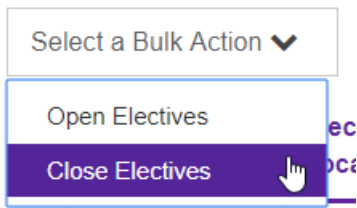
- To select all electives on the page, select the grey box above the first elective; if you wish to select more than 10 electives at a time, update the Display option

- Once the elective(s) you wish to close have been selected, choose **Close Electives** in the Select Bulk Action drop down

- Review the pop-up window and select **Yes- I'm sure**

When you are ready to re-open electives, follow the steps above, and select **Open Electives** instead.
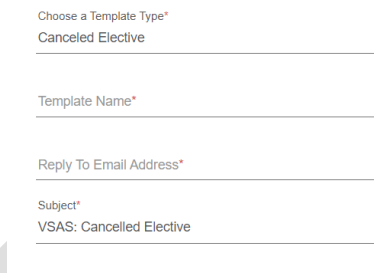
Canceling Electives

This will cancel the elective and prevent new applications from being submitted as well as all the applications. You will not be able to reopen the elective later. When you are ready to offer the elective again in the future, you will need to recreate it as a new elective.

1. **Create an email template for a canceled elective**

   - Select **Email Templates** from the Institution Profile dropdown
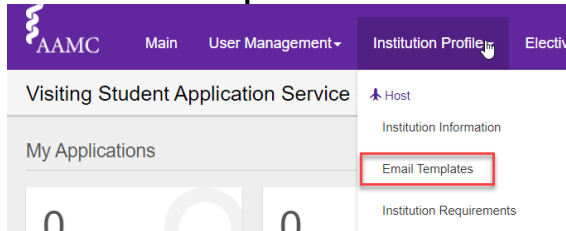
   - Select **Create New Template** on the top right of the Manage Email Templates page

   - Select **Canceled Elective** in the Choose a Template Type dropdown.

   - Enter a Template Name, reply to Email Address, and edit the Subject line, if applicable
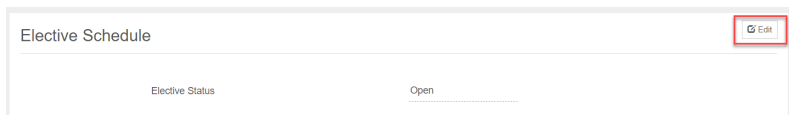

   - Review and edit the Message Body. This message will be sent to applicants when you cancel an elective.

   - Click **Save** to save the template.

2) Cancel all electives in the catalog.

   Canceling an elective will cancel:

   - **all** applications currently being processed,
   - **all** applications that have received an offer, and
   - **all** applications that have not been released by the applicant's home institution.

- In the **Catalog Details** page, navigate to the **Catalog Electives** section.
- For each elective, click **Edit** in the **Actions** column
- Once in the **Elective Details** page, navigate to the **Elective Schedule** section and click **Edit**
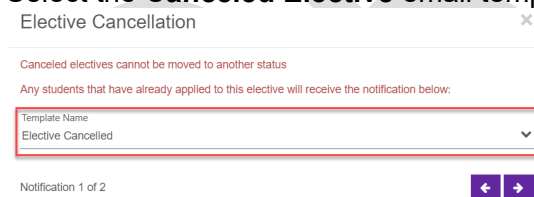

- Select the **Elective Status** dropdown. You will see two or three options depending on if applications have already been submitted for the elective.

  - If you see two options, this indicates **no applications** have been submitted for this elective. There is no further action you need to take.

  - If you see three options open, closed, or canceled, this indicates applications have been submitted, including applications that have not been released by the applicant's home institution.

- Select **Canceled** from the dropdown and review the warning popup message
- Click **Update** at the bottom of the section; the Elective Cancelation window will open.
- Select the **Canceled Elective** email template you would like to use

- Review the "Reply to" Email Address, Subject, Message Body, and make any edits as necessary.
- Use the arrows below the Template Name dropdown, to move between the notifications that will be sent to applicants.
- Click **Send Notifications** and **Cancel Elective** at the bottom of the window. The elective will be updated to Canceled, and all applicants will receive an e-mail message notifying them of the cancelation
- Repeat the steps above for each elective in your catalog.

Editing Decisions

This job aid contains instructions on how to edit a decision in VSAS.
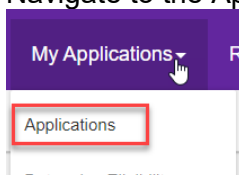
Overview

There are three main steps that must be completed to edit and notify an applicant of the new decision:

1. Identify the student and application that needs to be edited.
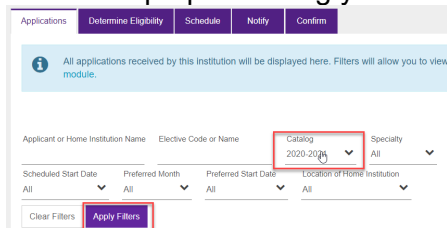2. Edit the Decision
3. Notify the applicant

Please note: All three steps **must** be completed to edit the decision.
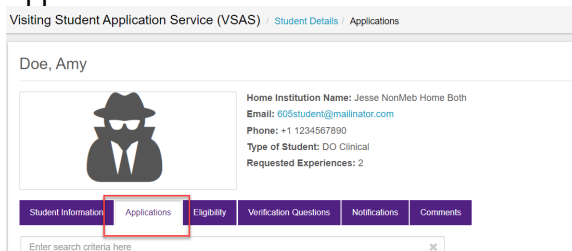
Identify the Student/Application

1. Navigate to the Applications section

2. Select the proper catalog year in the filter section if applicable, click Apply.

3. Find the applicant, click their name to navigate to the detailed student view, select the Applications tab

4. Identify the application to be edited

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Edit the Decision

1. In the Actions column, select Edit Decision for the application with the expired offer

Post NonStand - Student Post Decision Non-Standard	Internal Medicine	09/27/2019 02:21 PM	09/27/2019 02:47 PM	4	09/30/2019 - 10/11/2019	Offer Expired	10/03/2019 02:28 PM		05/04/2020 - 05/29/2020	Edit Decision
										Show Requirements

2. The Edit Decision popup will appear; the options will vary based on the current decision but will include a subset of the following:
   - Change the scheduled date
   - Schedule application
   - Deny this application
   - Revoke this offer
   - Drop offer on student's behalf

   a. Change the scheduled date/Schedule application
      i. You can choose to **Select a different date** from the list of scheduled offerings at your institution or **Enter a new date**

      ii. Select the offer email template to send to the applicant. Click Save.

   b. Deny this application
      i. Select **Deny this application**
      ii. Select the denial email template to send to the applicant. Click Save.
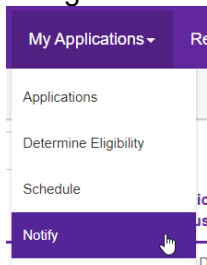
   c. Revoke this offer
      i. Select **Revoke this application**
      ii. Select the revoke offer email template to send to the applicant. Click Save.

   d. Drop offer on student's behalf
      i. Select **Drop offer on student's behalf**
      ii. Click Save.

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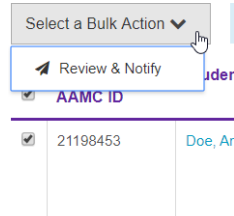## Notify the Applicant

1. Navigate to the Notify page

2. Select the proper catalog year in the filter section if applicable, click Apply.

3. Review and notify
   a. To review and notify a single applicant, select the **Review & Notify** button in the Actions column for the applicant

   b. To review and notify multiple applicants, select the check box next to the applicants you wish to review and notify. Click the **Select a Bulk Action** dropdown

4. The **Send Notification** screen will appear; review the message that will be sent to the applicant(s).
   a. For a single applicant, click **Send** on the bottom right of the screen.
   b. For bulk notifications, click **Send All** after reviewing the messages.

If you have questions, please don't hesitate to contact the Client and Technical Support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.

Bulk Deny Applications:

In case of a disruption in operations, host institutions may need to deny applications in bulk for visiting students.

This job aid provides guidance to host institutions for how to bulk deny applications that are awaiting an eligibility review, or scheduling.

Review Email Templates

If you decide that you need to deny applications in bulk, it is recommended that you review the Denied and Ineligible email templates. These templates will be used to notify applicants of your decision, and can be customized to include more information.

- Select **Email Templates** from the Institution Profile dropdown:
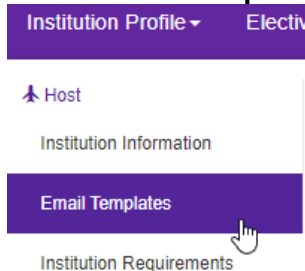
- Review the **Denied Application** and **Ineligible Student** templates.
    i. If no email templates are present that will provide adequate reasoning to the applicant, you can add a new template by clicking **Create New Template** button in the top right of the page
   ii. Follow the directions to create a new template.

Denying Applicants in Bulk on the Determine Eligibility page

If your institution policies have been updated, you are able to bulk deny applicants who have not had an eligibility review completed. There are two steps to deny and notify applicants; Set the applicant's ineligibility and notify the applicant of the decision.
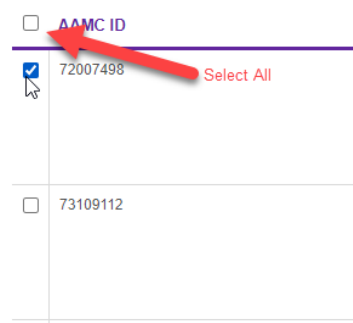
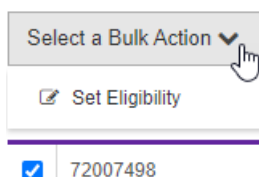1. Navigate to the **Determine Eligibility** page
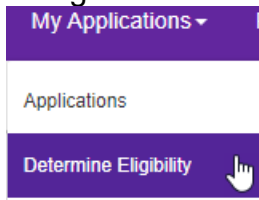
2. Select the proper catalog year in the filter section if applicable, click Apply Filters
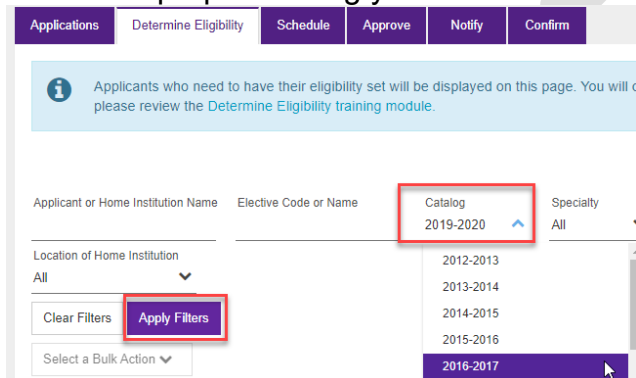
3. Select the applicants (or select all) who you wish to mark as Ineligible in bulk

4. Click the Select a Bulk Action button, and select **Set Eligibility**

5. In the Set Eligibility screen, you will have three options:
   Eligible
   Conditionally Eligible
   Ineligible

   Select **Ineligible**

6. From the Select template dropdown, select the appropriate email template to send to the applicant

   ⦿ Ineligible

   By setting the status to "Ineligible", all the applicant's active AND future applications will automatically be denied.

   Please select an email template to notify the student of their Ineligibility:

 | Select template ⌃ |
   |---|
   | Did Not Meet Requirements |
   | OIMSE - Ineligible Applicant |
   | **Ineligible due to COVID Policies** |

7. Click **Confirm**

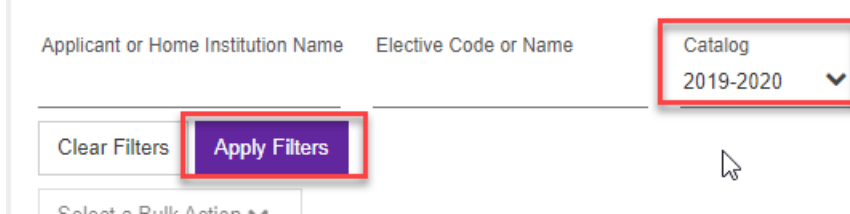8. Notify the applicant via the Notify page (steps below)

Denying Applicants in Bulk on the Schedule page

If your institution policies have been updated, you are able to bulk deny applicants who have not been scheduled for a rotation. There are two steps to deny and notify applicants; Deny the application and notify the applicant of the decision.
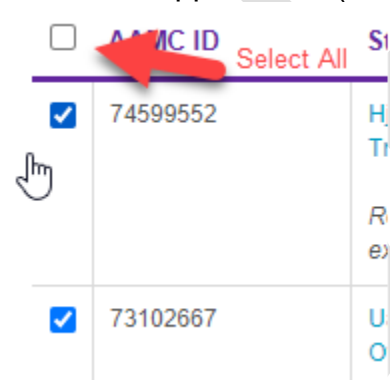
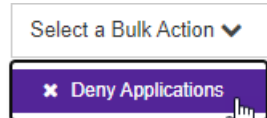1. Navigate to the **Schedule** page
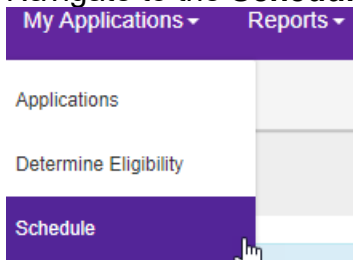
2. Select the proper catalog year in the filter section if applicable, click Apply Filters
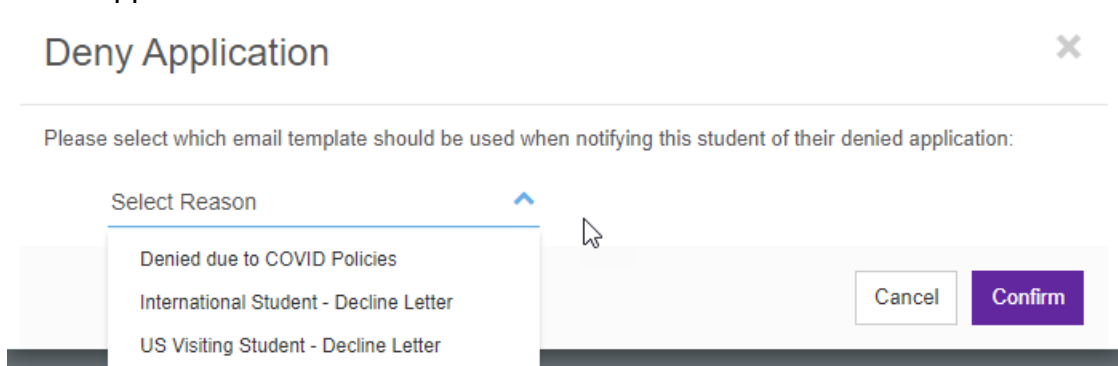

3. Select the applications (or select all) who you wish to Deny in bulk

4. Click the Select a Bulk Action button, and select **Deny Applications**

5. In the Deny Application screen, select the appropriate reason (email template) to send to the applicant.

Deny Application ✕

Please select which email template should be used when notifying this student of their denied application:

Select Reason ⌃

    Denied due to COVID Policies

    International Student - Decline Letter

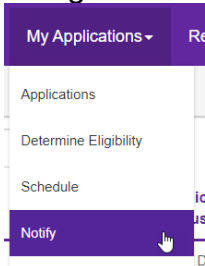   US Visiting Student - Decline Letter

[Cancel] [Confirm]

6. Click **Confirm**

7. Notify the applicant via the Notify page (steps below)

Notify Applicants of Decision

If your institution policies have been updated, you are able to bulk deny applicants who have not had an eligibility review completed. Once the applicant has been marked as Ineligible, or their application(s) denied, you must Notify the applicant of the decision.
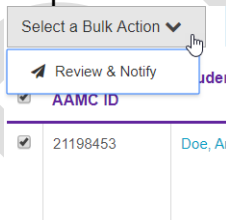
1. Navigate to the Notify page

2. Select the proper catalog year in the filter section if applicable, click Apply

3. Review and notify
   a. To review and notify a single applicant, select the **Review & Notify** button in the Actions column for the applicant

   b. To review and notify multiple applicants, select the check box nect to the applicants you wish to review and notify. Click the **Select a Bulk Action** dropdown

4. The **Send Notification** screen will appear; review the message that will be sent to the applicant(s).
   a. For a single applicant, click **Send** on the bottom right of the screen
   b. For bulk notification, click **Send All** after reviewing the messages.

Elective Instruction Type

Overview

Institutions will be able to indicate the Instruction Type for their elective offerings. This will provide more clarity on an institution's offerings and provide additional criteria for applicants to search on. Students will be able to search for electives based on instruction type, along with the other details of all electives being offered.

Adding Electives in Bulk

When using the Elective Catalog Template (or exporting a previous catalog), there is a new column to indicate the Instruction Type (more details can be found in the Elective Catalog File Requirements job aid). You will be able to indicate if your electives will meet **In Person, Virtual, In Person and Virtual,** or **Other**.

Adding Individual Electives

When adding an individual elective to a catalog, you will be required to select the Instruction Type for the elective. Select from the dropdown field the appropriate type:

Editing Instruction Type

Editing the instruction type can be accomplished for individual electives. Navigate to the elective details page for the elective that requires the edit. Based on the status of the Catalog, you will see the available options for editing the instruction type.

Catalogs that are in a **Visible** or **Inactive** status: Instruction type can be changed at any time, to any type.

Catalogs that are in an **Active** or **Closed** status: Some instruction types cannot be changed; available options will be displayed in the Instruction Type menu. The chart below shows available options.

Instruction Type Change	Allowed
In person > Virtual	Yes
In person > In person and Virtual	Yes
In person > Other	No
Virtual > In person	No
Virtual > In person and Virtual	No
Virtual > Other	No
In person and Virtual > In person	Yes
In person and Virtual > Virtual	Yes
In person and Virtual > Other	No
Other > In person	No
Other > Virtual	No
Other > In person and Virtual	No

FAQ

- What if I am offering an elective that will meet in person, and offer an option for that elective to meet virtually?

  o You would create two entries for the elective in your catalog; one with the instruction type set as **In Person** and the second with the instruction type set to **Virtual**.

- Why am I not able to change the instruction type for some of my electives?

  o The ability to change the instruction type for electives that are in Active of Closed catalogs may be limited; available options will be displayed. This is to ensure that these changes will not negatively impact applications that have been submitted for your review.