



MYP training agenda



Service Providers

certified: access Level 2 support

1. introduction

- Housekeeping
- Key objectives
- Overview of GENIUS

2. GENIUS

- Overview of GENIUS features
- Administer settings
- Manage client engagement + information, including representative + other service providers
- Integrate with NDIS price lists + administer invoices + claims to NDIA
- Manage supports + service bookings
- Integrate with ARM Pro + PocketWatch
- Send, track + renew agreements
- Send login for client dashboard/portal
- Generate reports

3. support centre + navigation

- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

4. next steps

- Update your price books
- Complete your service agreement template
- Enter client engagements in GENIUS
- Enter invoices
- Upload your bulk upload file to NDIA + receive remittance
- Prepare questions for tailored training Q + A sessions

5. close

- Questions + answers

myNOTES

It is your responsibility to record educational seminars you attend, which are both relevant to and contribute to your professional and personal development. A copy of the MYP Training Agenda and Certificate of Attendance may be used for those records.



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