

The College of Direct Support Administrator Training Manual



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

RUTGERS
Robert Wood Johnson
Medical School

Last update 6/2016

For Technical Assistance on using the College of Direct Support send an email to:
CDSTA@rutgers.edu

If you are using the College of Direct Support and are unable to get drop down menus when you click on the main menu bar, there may be a compatibility issue with your Internet Explorer, you may have a different version than the one required to use the system.

Try the following steps:

On the top of your web page go to "tools"

click "compatibility view settings"

a pop-up window will appear

check the box that says "display all websites in compatibility view"

click the "close" button.

The page should refresh automatically (if not, then click refresh)

For technical assistance, email: CDSTA@rutgers.edu

The NJ Partnership for Direct Support Professional Workforce Development



“It’s about the Quality... of supports that a well-trained workforce provides.”

“It’s about the Value... of professionalism gained through the College of Direct Support state-of-the-art training”.

“It’s about the Future... of Direct Support Professionals and the lives of people with developmental disabilities”

The College of Direct Support offers online learning and education to provide the Direct Support Workforce with more opportunities to strengthen the knowledge and skills needed to support people with disabilities. The goal is to provide a variety of opportunities to support the careers of direct support professionals.

NJ Direct Support Professional Workforce Development Coalition

Organization Representation

- Alliance for the Betterment of Citizens with Disabilities (ABCD)
- The Arc of New Jersey
- Consortium for Workforce and Economic Development/Community Colleges of New Jersey
- Department of Human Services
- Division of Developmental Disabilities
- Division of Disability Services
- The Elizabeth M. Boggs Center on Developmental Disabilities
- New Jersey Association of Community Providers (NJACP)
- New Jersey Council on Developmental Disabilities
- Family Representation
- DSP Representation

CDS Capabilities

- State of the Art Curriculum developed in partnership with an editorial board of national experts
- Tracking Training
 - E-Learning
 - In-Person Pre-Service Classroom training
 - Certification
- Compliance with CMS requirements through centralized tracking of the 5 pre-service trainings (First-Aid, CPR, Overview, Medication, Preventing Abuse & Neglect)

Capabilities cont'd.

- Addition of linked content
- Announcements
 - State & Agency levels
- Tracking Hire Dates
- Reports on agency and individual levels

Use of the CDS for Agencies

- Pre-Service Training Tracking – Minimum Requirement
- Offering Training on a course-by-course basis – Benefit, Optional
- Offering the NJ Career Path – Benefit, Optional

You are a CDS Agency Administrator...

- Skills / Attributes
 - Basic computer skills
 - Attention to detail
 - Good communicator
 - Manager
 - Planner
 - Organizer
 - Instructor
 - Assertive
 - Motivational
 - Empowering



CDS Admin responsibilities

- Assign CDS training to staff as required
- Review staff transcript to ensure completion of training
- Licensing/audit reviewers will require you to log into the CDS to pull up learner transcripts
- For licensing and audit purposes your agency must have the completed competency assessments in personnel files

DDD Mandatory Training Bundle

- The Division of Developmental Disabilities recently announced training standards effective February 1, 2016.
- It is the responsibility of the agency designated CDS Administrator to assign the required trainings.

Continued...

- The training module to assign is titled: **DDD System Mandatory Bundle** and **Medication** (*see handout for more information*)
- In addition to completion of this training, agencies are required to complete on on-site competency-based assessment to evaluate application of learning on the job: **Preventing Abuse, Neglect, and Exploitation** and **Medication**

DDD System Mandatory Training Bundle

Mandatory Training	Applicable Services	Timeframe for Completion	Training Entities
<p>DDD System Mandatory Training Bundle</p> <ul style="list-style-type: none"> • DDD Shifting Expectations: Changes in Perception, Life Experience, & Services • Prevention of Abuse, Neglect, & Exploitation Module <ul style="list-style-type: none"> ○ CDS Maltreatment Prevention and Response: Lesson 1: The Direct Support Professional Role ○ CDS Maltreatment Prevention and Response: Lesson 3: What is Abuse? ○ CDS Maltreatment Prevention and Response: Lesson 4: What is Neglect? ○ CDS Maltreatment Prevention and Response: Lesson 5: What is Exploitation? ○ CDS Maltreatment Prevention and Response: Lesson 7: The Ethical Role of the DSP • DDD Life Threatening Emergencies (Danielle’s Law) 	<ul style="list-style-type: none"> • Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Within 90 days of hire</p>	<p>College of Direct Support</p>

Prevention of Abuse, Neglect, & Exploitation Practicum

<p>Prevention of Abuse, Neglect, & Exploitation Practicum (on-site competency assessment)</p>	<ul style="list-style-type: none"> • Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Within 90 days of hire</p>	<p>Service Provider Individual/Family (SDE)</p>
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Medication & Practicum

<p>Medication <i>(Unless medications are not being distributed)</i></p> <ul style="list-style-type: none"> • Introduction • An Overview of Direct Support Roles in Medication Support • Medication Basics • Working with Medications • Administration of Medications and Treatments • Follow-up, Communication, and Documentation of Medications 	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	<p>Prior to administering medications</p>	<p>College of Direct Support</p>
<p>Medication Practicum (on-site competency assessment) <i>(Unless medications are not being distributed)</i></p>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees (<i>SDE version</i>) 	<p>Prior to administering medications and annually thereafter</p>	<p>Service Provider Individual/Family (SDE)</p>

Continued...

- In some cases where the employee was assigned these lessons at a prior time, the lessons will already exist in their list of *eLearning Lessons* and *transcript*.
- The employee must complete each lesson and demonstrate understanding by passing each lesson's test with at least a 80%.
- The employee's transcript will show a red **X** for lessons that were not completed successfully and a green **✓** for lessons that were completed successfully.

Assessment Link

This assessment can be found on the DDD website using this link:

http://www.nj.gov/humanservices/ddd/documents/interim_preservice_training_on-site_competency_assessment_forms%20.docx

** The effective date for use of the revised trainings with New Hires is now **February 1, 2016**. Classroom pre-service training for mandated training, where available, will continue to be recognized through **July 1, 2016**. **After this date, all mandated training required by the Division will need to be fulfilled for all staff via the format identified (e.g. CDS, on-site competency assessment, etc.)***



DirectCourse
ONLINE CURRICULA FOR LIFE IN COMMUNITY

Welcome to the DirectCourse login page.

To gain access to the system you will use the Learner ID and Password provided to you by your learning administrator. If you don't know your Learner ID or Password, please click the Forgot Password link below for assistance.



This site requires Macromedia Flash, Adobe Reader, and Windows Media Player. Download the latest versions by clicking the logos below.



→ Login

→ Password



[Forgot Password?](#)

Login information

Website: Be sure to use the correct address: www.collegeofdirectsupport.com/embcenter
Searching through Google may yield another CDS site.

User ID: first letter of your first name, full last name(s), last four of your social security number
(Ex: Joe Schmoe will be JSchmoe1234 **OR** Joe Schmoe-Brown will be JSchmoeBrown1234.

No special characters, spaces or hyphens.

Password: hello



Home System Learners eLearning Discussion Content Classes & Events Custom Surveyor Tools Reports

My Personal Page

Administration Home

Personal Page for: **Demonstration Purpose-Onetwo**

Manage

My eLearning Lessons	View	17 Lessons due
My Classes & Events	View	0 Scheduled in the next 15 days
My Announcements	View	6 New Announcements 4 Acknowledgements due 4 Acknowledgements overdue
My Surveys	View	0 Survey due
My Discussions	View	0 Scheduled in the next 30 days 0 New Postings
My Ontrack Items	View	0 Items due in the next 30 days

Quick Links

Self-Enroll - Classes & Events	View
Self-Enroll - eLearning	View
References	View

Once logged into the system, you will see your personal page information. All of your privileges (both admin and personal) can be accessed from this page. You can access your admin page by clicking on the "Home" button on the blue menu bar.



Administration Home

Manage

eLearning Assignment

[View](#)

Class/Event Roster

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Quick Links

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Create A Module

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Edit A Module

[View](#)

Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

Your administration home page will have a different shortcut buttons down the center of the screen. The blue menu bar remains the same on both your personal and admin pages.

Changing Your Password



Administration Home

Manage

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Class/Event Roster [View](#)

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Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

After you log into the system, you can change your password. The new password should be something memorable only you would know. Remember, you should not share your password with anyone. Click on the "My Account" link in the upper right hand corner of the page.



My Profile

The following personal profile information is stored in the system:

Name: Purpose-Onetwo, Demonstration
Title: N/A
Verification Code: N/A
Email Address: [Change email address](#)
Birth Date: N/A

[Change Password](#)

Under your profile page, you can change your email address and password.

Click on the "Change Password" link.



Change Password

To change your password, perform the following steps:

- Enter your current password.
- Enter your new password below.
- Re-type the new password.
- Click Submit.

→ Current Password:

→ New Password:

→ Confirm Password:

Submit

Enter the required information then click "**Submit**".

Adding New Learners

It is important to remember that learners cannot be deleted from the system. If there is an error in the learner ID, please contact the CDS Central Administrator:
CDSTA@rutgers.edu

IMPORTANT:

Required Fields according to the Division of
Developmental Disabilities in the state of New Jersey:

Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.

Creating User IDs

- First letter of their first name
- Full last name
- Last four digits of their social security number
- Ex: John Doe, with social security #: 1234

User ID: JDoe1234

**When creating user IDs, you must adhere to the New Jersey Department of Developmental Disabilities naming mechanism:
first letter of their first name, full last name and last four digits of the social security number.**

If you make an error when creating user IDs please email the staff's full name and the last four of their social security number to the Central Administrator: CDSTA@rutgers.edu. If you get an error message informing you that the learner already exists in the system, please notify the Central Administrator: CDSTA@rutgers.edu.



Add a New Learner

Create a New Administrator

Lookup Administrators

Lookup Learners

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Edit A Module

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Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

Once a learner is entered in the system, you can assign him/her lessons and then track and report on e-learning (online training) and classroom training.

Click on Learners then Add a New Learner

You will only be able to add learners to your agency unless otherwise specified.

IMPORTANT: Required Fields according to DDD:

Learner ID, First Name, Last Name, Facility, Department and Hire Date.

All other categories are optional.

Add Learner

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: up to 90 characters
 *First Name: up to 30 characters
 *Last Name: up to 30 characters
 *Facility: select from the list
 Sort Departments by Department Name Department Code
 *Department: select from the list

Optional Information:

Enter the following information to support organizational needs.

Sub Department: ← (optional)
 Job Code: ← (optional)
 Birth Date:
 Hire Date:
 Email Address: ← (recommended)
 Verification Code: ← (optional)

Please Note:

The learner will be assigned the default password for initial access to the system.

Naming Format:

First letter of their first name

Full last name

Last four digits of their social security number Ex: John Doe, with social security #: 1234

User ID example: JDoe1234

IMPORTANT: Required Fields according to DDD:

Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.

Sub Department, Job Code and Verification Code are different ways of sorting/grouping staff in the system. You can use any combination of numbers and letters to create unique identifiers for staff you have primary access to in the system.

✓ Your request has been processed successfully.

Manage a Learner

Learner : Example, Demonstration is ACTIVE

Make Inactive Send Email Select Learner Add New Learner Assign Items

Learner Information Group Membership Permissions

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: DExample1234 Last Login: 04/16/2015

*Login Name: DExample1234 *Password: *****

*First Name: Demonstration up to 30 characters

*Last Name: Example up to 30 characters

*Facility: New Jersey DHS/DDD select from the list

Sort Departments by Department Name Department Code

*Department: Admin Demo (CDSDEMO) select from the list

Optional Information:
Enter the following information to support organizational needs.

Sub Department:

Job Code:

Birth Date:

Hire Date: 12/3/2012

Email address: Dexample@example.com

Verification Code:

Licensure: N/A

Save Cancel

Once all of the information is entered click Save. You will receive a confirmation: Your request has been processed successfully.

Note: Learner IDs cannot be changed once they are saved.

If you made a mistake with the learner ID, please email the CDS Central Administrator: CDSTA@rutgers.edu.



A user with this Learner Id already exists.

Add Learner

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: *up to 90 characters*

*First Name: *up to 30 characters*

*Last Name: *up to 30 characters*

*Facility: *select from the list*

Sort Departments by Department Name Department Code

*Department: *select from the list*

Optional Information:

Enter the following information to support organizational needs.

Sub Department:

Job Code:

Birth Date:

Hire Date:

Email Address:

Verification Code:

Please Note:

The learner will be assigned the default password for initial access to the system.

If you try to enter a Learner into the system and the **Learner already exist**, you will get an error message. If the staff already exists in the system you will need secondary//manager zone access rights to the staff.

Email the **CDS Central Administrator: CDSTA@rutgers.edu** for secondary//manager zone access rights to the staff in the system.

Manager Zone

- Also known as secondary access, allows CDS administrators to:
 - View the Learner’s transcript
 - Assign online training
 - Add Learner to in-classroom training rosters
- Processed once a week for the state by the CDS Central Administrator
- Send manager zone requests to CDSTA@rutgers.edu by Friday at 4pm (include the full name and last four of the SSN)
- Access granted by the following **Tuesday**
Wednesday

Looking Up and Editing Learner Information



Add a New Learner

Create a New Administrator

Lookup Administrators

Lookup Learners

Class/Event Roster

Quick Links

Learner Lookup

Create A Module

Edit A Module

[View](#)

[View](#)

[View](#)

[View](#)

[View](#)

Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

There may be an occasion when you will need to change some learner information (this does not include the learner ID). This could include changing the Learner's last name, changing the Learner's status between active and inactive, etc...

From the menu bar, **click Learners then Lookup Learners**

The Manage Learner's page will open.

Manage Learners

NOTES:
 - To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
 - Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
 - This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.
 Show Inactive Learners

Last Name: Learner Id: Verification Code: [Show Results](#) [Add New Learner](#)

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
example	demo	dexample2020	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit			
example-eight	demo	dexample8	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010		Edit			
Example-eighteen	Demo	dexample1818	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	Yes		-		Edit			
example-eleven	demo	dexample0011	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example-fifteen	Demo	dexample1515	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	12	-		Edit			
Example-five	Demo	DExample5555	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	RES	01/01/2010		Edit			

You can search for learners by last name, learner ID or verification code (only if one has been assigned to their learner ID).

Enter all or part of the Learner's last name or you can search by Learner ID.

Then **click Show Results**.

You can also use the "%" (percent sign) and click show results. This will yield all learners in the system to whom you have access.

Find the specific Learner from the list. From this page, you can access all of the Learner's information.

Click the Edit button that corresponds to the learner information (This option is only available for staff you have primary access to in the system)

✓ Your request has been processed successfully.

Manage a Learner

Learner : Example, Demonstration is ACTIVE

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: DExample1234 Last Login: 04/16/2015
 *Login Name: DExample1234 *Password: *****
 *First Name: up to 30 characters
 *Last Name: up to 30 characters
 *Facility: select from the list
 Sort Departments by Department Name Department Code
 *Department: select from the list

Optional Information:
 Enter the following information to support organizational needs.

Sub Department:
 Job Code:
 Birth Date:
 Hire Date:
 Email address:
 Verification Code:
 Licensure:

From this page you can edit the learner information: first and last name, sub department, job code, birth date, hire date, email address, verification code. Once you have made the required changes, click Save.

Note: User ID cannot be changed once created in the system. If there is an error in the learner ID, please contact the CDS Central Administrator: CDSTA@rutgers.edu

You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.

- Add a New Learner
- Create a New Administrator
- Lookup Administrators
- Lookup Learners**

Class/Event Roster

[View](#)

[View](#)

Quick Links

Learner Lookup

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Create A Module

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Edit A Module

[View](#)

Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

Manage Learners

NOTES:
 - To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
 - Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
 - This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.
 Show Inactive Learners

Last Name: Learner Id: Verification Code: [Show Results](#) [Add New Learner](#)

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
example	demo	dexample2020	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit			
example-eight	demo	dexample8	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010		Edit			
Example-eighteen	Demo	dexample1818	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	Yes		-		Edit			
example-eleven	demo	dexample0011	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example-fifteen	Demo	dexample1515	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	12	-		Edit			
Example-five	Demo	DExample5555	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	RES	01/01/2010		Edit			

From the learner look up page, you can also view the learner's transcript. **Click on the Transcript icon.**

Learner Transcript - Demonstration Example

LearnerId : DExample1234

Show All eLearning Classes & Events Ontrack Checklist Acknowledgements Discussion

Status

Assigned / Self-Enrolled:

Show Module:

[Print](#) [Export to Excel](#)

- ✓ All Current
- All Archived
- Current & Archived
- Acknowledged
- No Show
- Cancelled

All Items: 91 Completed: 14 Due: 67

Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
ABCD Sample	Lesson	06/19/2013	X							A
ABCD Sample II	Lesson	06/19/2013	X							A
CDS: Autism	Lesson	09/12/2013	X							A
CDS: Cultural Competence: Communication	Lesson	04/07/2013	X							A
CDS: Cultural Competence: Daily Support	Lesson	04/07/2013	X							A
CDS: Cultural Competence: DSP Roles in Culturally Competent Organizations	Lesson	04/07/2013	X							A
CDS: Cultural Competence: Introduction	Lesson	04/07/2013	✓	01/25/2013				Contact Hours	CDS	A
CDS: Cultural Competence: The Continuum	Lesson	04/07/2013	X							A
CDS: Cultural Competence: The Culture of Support Services	Lesson	04/07/2013	X							A
CDS: Cultural Competence: Understanding Your Own Culture	Lesson	04/07/2013	X							A
CDS: Cultural Competence: What is Cultural Competence?	Lesson	04/07/2013	X			0.00				A
CDS: Depression	Lesson	12/24/2014	X							A

You can print specific information from the Learner’s transcript. Learner transcripts can include E-Learning, Classes & Events, Ontrack, Checklists, Acknowledgements and Discussions. You may choose to print transcripts that reflect all or one of these options.

To view all past and current trainings you will need to change the status on the transcript. From the status bar select All Current and Archived from the selection then click Go. The page will refresh and all training both past and present will appear on the staff transcript.

Manage Learners

NOTES:
 - To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
 - Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
 - This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.
 Show Inactive Learners

Last Name: Learner Id: Verification Code: [Show Results](#) [Add New Learner](#)

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
example	demo	dexample2020	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit			
example-eight	demo	dexample8	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010		Edit			
Example-eighteen	Demo	dexample1818	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	Yes		-		Edit			
example-eleven	demo	dexample0011	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example-fifteen	Demo	dexample1515	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	12	-		Edit			
Example-five	Demo	DExample5555	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	RES	01/01/2010		Edit			

You can also send an email to the learner from the learner look up page. These are non-response emails. Learners will not be able to respond to the emails, but you can send them important information about their job, the agency, or assigned training through the system.

An email icon will only appear if the learner has an email address attached to them in the system. **Click on the email icon.**

Send Email to a Learner

From: epm-alerts@elsevier.com

To: Dexample@example.co

Cc:

Subject: Welcome to online learning

Message: You have been registered in the Elsevier Performance Manager (EPM) by your Administrator. The learning system is located on the web at:
<http://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=EMBCenter>

To log in and begin learning you will need the following credentials:
Your Login Name is: DExample1234
Your Password is: hello

Send Email

You can also send email to the Learner to let them know that they have been added to the system.

Note: encourage all of your learners to change their password when they first log into the system.

Complete as you would an ordinary email, then click Send.

Changing Learner Status (When a Learner No Longer Works for Your Agency)

Add a New Learner

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Lookup Administrators

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View

Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

[Click Here](#) to view your administrative status detail.

There may be an occasion when you will need to change a learner's status in the system. Once an employee/Learner leaves your agency, their **Learner Status must be changed within 10 days of their termination date.**

From the menu bar, **click Learners then Look Up Learners**

Manage Learners

NOTES:
 - To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
 - Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
 - This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.

Show Inactive Learners

Last Name:
 Learner Id:
 Verification Code:

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
example	demo	dexample2020	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
example-eight	demo	dexample8	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
Example-eighteen	Demo	dexample1818	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	Yes		-	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
example-eleven	demo	dexample0011	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
Example-fifteen	Demo	dexample1515	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	12	-	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>
Example-five	Demo	DExample5555	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	RES	01/01/2010	<input type="checkbox"/>	<input type="button" value="Edit"/>	<input type="button" value="Lesson"/>	<input type="button" value="Event"/>	<input type="button" value="Transcript"/>

Enter all or part of the Learner's last name then click Search. A list of one or more Learners displays. Select the Learner whos status you wish to change then click the Edit button.



Manage a Learner

Learner : Purpose, Demo is ACTIVE

Make Inactive

Select Learner

Add New Learner

Assign Items

Learner Information

Group Membership

Permissions

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: DPurpose2000 Last Login: 07/09/2015

*Login Name: DPurpose2000 *Password: *****

*First Name: Demo up to 30 characters

*Last Name: Purpose up to 30 characters

*Facility: New Jersey DHS/DDD select from the list

Sort Departments by Department Name Department Code

*Department: Admin Demo (CDSDEMO) select from the list



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Are you sure you want to change the status?

Cancel

OK

The page will refresh with the Learner's information. **Click the Make Inactive button.** A pop up window will appear :Are you sure you want to change the status". **Click "OK"**.

The Learner is now inactive in the system.



 Your request has been processed successfully.

Manage a Learner

Learner : Purpose, Demo is INACTIVE

[Make Active](#)

[Select Learner](#)

[Add New Learner](#)

[Learner Information](#)

[Group Membership](#)

[Permissions](#)

Note: Required fields are designated in red and with asterisks (*)

*Learner ID: DPurpose2000 Last Login: 07/09/2015

*Login Name: DPurpose2000 *Password: *****

*First Name: up to 30 characters

*Last Name: up to 30 characters

*Facility: select from the list

Sort Departments by Department Name Department Code

*Department: select from the list

A message will appear in green at the top of the page indicating that your request has been processed successfully.

Assigning E-Learning (online training)

CDS Curriculum

- 24 Courses in the General CDS Curriculum
 - National Best Practice
 - Multi-media and interactive
 - 4-8 Lessons Each
 - Tests
 - Suggested On-the-Job Competency Demonstration
- Disability Intensive Courses
- Film for Thought
- College of Frontline Supervision & Management
- More courses added and updated annually

www.collegeofdirectsupport.com

Flexibility in Offering Coursework

- Agencies may develop their own practices for offering courses/lessons to its staff
- Agencies have utilized the CDS for its state-of-the-art curriculum in many ways. This includes: on the clock/off the clock training, external/internal computer options, creative resources and motivation, seminars, and other flexible methods.
- Using the online trainings for continuing education opportunities for DSPs is encouraged.

Mandated Training Requirements Implementation Summary 2016

Existing Staff	
Staff Hired Prior to February 1, 2016	
<p>The following trainings must be completed by JULY 1, 2017 or immediately if supporting individuals in the Supports Program</p> <ul style="list-style-type: none"> DDD Shifting Expectations: Changes in Perception, Life Experience, & Services Module Positive Behavior Supports & Functional Assessment, if applicable Employment Specialist Foundations: Basic Knowledge and Skills, if applicable <p>The above is under the assumption that the following trainings have already been completed:</p> <ul style="list-style-type: none"> Provider Developed Orientation (all staff) Preventing Abuse, Neglect, & Exploitation (all staff) Medication & Practicum/Competency Assessment (as applicable) CPR / First Aid (as applicable) Fire Evacuation & Emergency Procedures (as applicable) Universal Precautions (as applicable) 	
New Hires	
Staff Start Date February 1, 2016 – June 30, 2016	
<p style="text-align: center;">Option 1: Continue Interim Preservice Training System</p> <p>Interim Preservice Training</p> <ul style="list-style-type: none"> Continue Interim Preservice Training System: Overview of Developmental Disabilities Prevention of Abuse, Neglect, & Exploitation Medication & Practicum/Competency Assessment CPR/First Aid <p>Mandated Training – All Staff</p> <ul style="list-style-type: none"> Provider Developed Orientation Prevention of Abuse, Neglect, & Exploitation Practicum/Competency Assessment <p>Mandated Training - If Applicable</p> <ul style="list-style-type: none"> Fire Evacuation & Emergency Procedures Universal Precautions Positive Behavior Supports & Functional Assessment Employment Specialist Foundations: Basic Knowledge & Skills DDD Shifting Expectations: Changes in Perception, Life Experience, & Services Module (*by JULY 1, 2017) 	<p style="text-align: center;">Option 2: New Mandated Staff Training</p> <p>Mandated Training – All Staff</p> <ul style="list-style-type: none"> Provider Developed Orientation DDD System Mandatory Training Bundle Prevention of Abuse, Neglect, & Exploitation Practicum/Competency Assessment <p>Mandated Training - If Applicable</p> <ul style="list-style-type: none"> Medication & Practicum/Competency Assessment CPR /First Aid Fire Evacuation & Emergency Procedures Universal Precautions Positive Behavior Supports & Functional Assessment Employment Specialist Foundations: Basic Knowledge and Skills
New Hires	
Staff Start Date July 1, 2016 – December 31, 2016	
<p>New Mandates go into effect fully – All below required</p>	
<p>Mandated Training – All Staff</p> <ul style="list-style-type: none"> Provider Developed Orientation DDD System Mandatory Training Bundle Prevention of Abuse, Neglect, & Exploitation Practicum/Competency Assessment 	<p>Mandated Training - If Applicable</p> <ul style="list-style-type: none"> Medication & Practicum/Competency Assessment CPR /First Aid Fire Evacuation & Emergency Procedures Universal Precautions Positive Behavior Supports & Functional Assessment Employment Specialist Foundations: Basic Knowledge & Skills
<p>ALL STAFF MUST COMPLETE A TOTAL OF 12 HOURS OF TRAINING BY JANUARY 1, 2017.</p> <p>Staff starting after January 1, 2016 must have pro-rated total hours of 1 hour of training per month by January 1, 2017. Part-time staff (less than 30 hours/week) require a total of 6 hours per calendar year.</p>	

Professional Development

<p>Minimum 12 Hours of Professional Development <i>Relevant to the service and/or supporting individuals with I/DD</i></p> <ul style="list-style-type: none"> • Trainings • Seminars • Webinars • College of Direct Support • Conferences • In-Service • Etc. 	<ul style="list-style-type: none"> • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Annually</p>	<p>Note: All mandated trainings and orientation can be included within the 12 hours. 12 hours based on calendar year and prorated for staff hired after January 1 in any year. Part-time staff (less than 30 hrs/wk) prorated to 6 hours per year regardless of hire date.</p>
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New Jersey Career Path

- Career Path Level I & II
 - College of Direct Support
 - 7 Training Courses in each level
 - 4 to 8 lessons in each module
 - At least an 80% on tests, can take up to 3X
 - Mentors support using skills on the job
 - The Portfolio documents that learning is used on the job and activities have been completed.
 - Current Career Path requirements differ from the model used in the pilot = Greater flexibility for agencies

College of Direct Support Courses incorporated with mentoring, on the job skill building, and portfolio completion



Career Path
Levels 1 & 2

Level 1 Courses Include:

- Direct Support Professionalism
- Safety
- Professional Documentation Practices
- Community Inclusion
- Individual Rights and Choices
- Teaching People w/DD
- Cultural Competence



Level 2 Courses Include:

- Employment Supports:
- Person-Centered Planning and Supports
- Supporting Healthy Lives
- You've got a Friend: Supporting Family Connections, Friends, Love and the Pursuit of Happiness
- **Positive Behavior Support**
- Working with Families and Support Networks
- Everyone Can Communicate



- Mentoring continues with a mentor with similar concentration expertise
- Portfolio development focused around concentration.

Level III (Concentrations) <small>*Amount of required training and mentoring TBD</small>	
<p>Mental Health Supports*</p> <p>Aging/End of Life</p> <p>Health Supports</p> <p>Person Centered Planning/Inclusion</p> <p>Multiple Disabilities</p> <p>Traumatic Brain Injury</p> <p>Autism</p> <p>Supervision</p> <p>Positive Behavior Supports</p> <p>Leadership/Mentoring</p>	<p>Level 3 coursework to be completed online, using existing College of Direct Support courses and lessons uploaded to the CDS, in combination with classroom based training. NJ Specializations will align with NADSP specialization requirements, although there will be more specialization options in NJ.</p> <p style="text-align: right;"><small>*Currently in development</small></p>

Pilot Outcomes

- Agency Turnover Survey Results:
 - Overall Agency reduction from 36% to 26%
 - Reduction from 38% to 12% in the part of the agency where staff could voluntarily participate in the career path training.
 - Only 16% of the people participating in the career path left their organizations.
 - Reduction in turnover leads to cost savings which maybe reinvested in the workforce and organization.
- NJ Community College faculty review committee recommended that the Career Path be accepted as 9 credits toward an Associate's Degree in Human/Social Services. **Raritan Valley Community College** has operationalized this. **Thomas Edison State College** offers up to 7 credits towards a degree in Bachelor of Science in Humans Services, Bachelors of Psychology or Bachelors of Arts in Social Sciences (counted as free electives). We will work with stakeholders to make this this option available at multiple community colleges throughout the state.
- 100% of responding DSPs strongly agreed/agreed that they would recommend that all DSPs participate in the Career Path and that as a result of the Career Path they are more likely to continue their careers as DSPs.

Assign E-Learning by Individual



Home System Learners **eLearning** Discussion Content Classes & Events Custom Surveyor Tools Reports

Create an Assignable Module

Edit Existing Modules

Assign Training

Publish Modules for Self Enrollment

My eLearning Lessons

Self Enrollment

Calendar

View

From the menu bar, select **E-Learning — Assign Training**



Manage eLearning

Module to Assign

Modules your Department Created: [Edit](#) [View](#) [Assign Now](#) [Assign Later](#)

Modules available to All Facilities: [View](#)

[Assign Now](#) [Assign Later](#)

Assignment Options

Send notification email to learners that receive assignment.

[Manage Saved Learners \(6\)](#)

Who should be assigned this Module?

Departments	^ ^
Choose Departments	
Individuals	^ ^
Choose Individuals	

Click Choose Individuals



Select the Users you would like to have added:

Search Criteria: Close Window

Individuals Saved Learners

Last Name: First Name:

Facility:

Department:

Job Code: Sort by: Search

<input type="checkbox"/>	Last Name	First Name, MI	Facility	Department	Dept Code	Job Code	Job Description
<input type="checkbox"/>	example	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input checked="" type="checkbox"/>	Example	Demonstration	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input checked="" type="checkbox"/>	example-eight	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO	nurse	
<input checked="" type="checkbox"/>	Example-eighteen	Demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input type="checkbox"/>	example-eleven	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input type="checkbox"/>	example-fifteen	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		

OK Cancel

Type in all or part of a Learner’s last name, select the facility and department and click the “Search” button.

All learners matching your search criteria will appear below.

Click on a specific Learner from the list you would like to assign training.

Click “OK” button.



Manage eLearning

Module to Assign

Modules your Department Created:

[Edit](#)

[View](#)

[Assign Now](#)

[Assign Later](#)

Modules available to All Facilities:

[View](#)

[Assign Now](#)

[Assign Later](#)

Assignment Options

Send notification email to learners that receive assignment.

[Manage Saved Learners \(6\)](#)

Who should be assigned this Module?

Departments	▲ ▲
Choose Departments	
Individuals	▲ ▲
Choose Individuals	
Example, Demonstration/ - CDSDEMO	✘
example-eight, demo/ - CDSDEMO	✘
Example-eighteen, Demo/ - CDSDEMO	✘

The selected Learner(s) will appear below.



Assigned Modules

Close Window

Modules Assigned | Modules Awaiting Assignment

	Module Name		
+	DDD - CFSM - Preparing for the Supervisors Job	Remove	Reassign
+	DDD - CFSM - Recruitment & Selection	Remove	Reassign
+	DDD - CFSM - Training & Orientation	Remove	Reassign
+	DDD - Community Inclusion	Remove	Reassign
+	DDD - Cultural Competence	Remove	Reassign
+	DDD - DANIELLE'S LAW (2013)	Remove	Reassign
+	DDD - DIC - Autism	Remove	Reassign
+	DDD - DIC - Brain Injury	Remove	Reassign
+	DDD - DIC - Depression	Remove	Reassign
+	DDD - DIC - Diabetes	Remove	Reassign
+	DDD - DSP Professionalism	Remove	Reassign
+	DDD - Everyone Can Communicate	Remove	Reassign
+	DDD - Individual Rights & Choice	Remove	Reassign

If you click on an individual learner ID, you will see all lessons already assigned to the staff. A pop-up will appear with the lessons included in the module. You can choose to remove some or all of the lessons/course or reassign. If not, click Close Window.



Manage eLearning

Module to Assign

Modules your Department Created:

Modules available to All Facilities:

Assign Now **Assign Later**

Assignment Options

Send notification email to learners th

Who should be assigned this

Departments

Choose Departments

Individuals

Choose Individuals

Example, Demonstration/ - CDSDEMO

Edit View Assign Now Assign Later

View

Assign Now Assign Later

Save Saved Learners (6)

- A Support Coordinator's Guide to Navigating the Employment Service System (DDD)
- Area Supervisors – Fueling High Performance
- DDD – CFMS – Developing an Intervention Plan
- DDD – CFMS – Fueling High Performance
- DDD – CFMS – Preparing for the Supervisors Job
- DDD – CFMS – Recruitment & Selection
- DDD – CFMS – Training & Orientation
- DDD – CFMS – Your First Weeks & Months as a Supervisor
- DDD – Civil Rights & Advocacy
- DDD – Community Inclusion
- DDD – Cultural Competence
- DDD – DANIELLE'S LAW (2013)
- DDD – DIC – Autism
- DDD – DIC – Brain Injury**
- DDD – DIC – Cerebral Palsy
- DDD – DIC – Depression
- DDD – DIC – Diabetes
- DDD – DSP Professionalism
- DDD – Emergency Preparedness
- DDD – Employment Supports
- DDD – Everyone Can Communicate
- DDD – Film for Thought: Body and Soul
- DDD – Functional Assessment
- DDD – HIPAA
- DDD – Home and Community Living
- DDD – Individual Rights & Choice

Select the modules you would like to assign from **“Modules available to all Facilities”** then **click Assign Now.**

Once a learner has been assigned a module or lesson they will receive an email confirming the assignment.



✓ The DDD - Individual Rights & Choice module was successfully assigned

Manage eLearning

Module to Assign

Modules your Department Created: [Edit](#) [View](#) [Assign Now](#) [Assign Later](#)

Modules available to All Facilities: [View](#)

[Assign Now](#) [Assign Later](#)

Assignment Options

Send notification email to learners that receive assignment.

[Manage Saved Learners \(6\)](#)

Who should be assigned this Module?

Departments	^^
Choose Departments	
Individuals	^^
Choose Individuals	
Example, Demonstration/ - CDSDEMO	✗
example-eight, demo/ - CDSDEMO	✗
Example-eighteen, Demo/ - CDSDEMO	✗

You will also receive a confirmation above indicating that your request has been processed successfully.

Learner Guide

- For an electronic copy of the Learner's Guide and more information about the College of Direct Support visit:
http://rwjms.rutgers.edu/boggscenter/projects/direct_support.html

Ontrack (historical data and certifications)

Ontrack will be used to enter historical training information for staff and manage recurring requirements for training and licensing such as CPR and First Aid certification.

Ontrack: Steps to Enroll and Schedule One Learner At-a-Time



Administration Home

Manage

eLearning Assignment	View
Class/Event Roster	View

Quick Links

Learner Lookup	View
Create A Module	View
Edit A Module	View

- My Classes & Events
- Self Enrollment
- Calendar
- Manage Classes & Events manager.
- Ontrack**
- Utilities
- Reports
- Learner Enrollment
- Item Enrollment
- Reports

From the menu bar, select Classes & Events — Ontrack — Learner Enrollment.



Learner Enrollment

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Show Learners

Include Inactive Learners

Select the radio button for how you want to search for a Learner: Last Name, Learner Id, Group Code, or Job Code.

Enter your selection in the text box (e.g., learner's last name).

Click the "Show Learners" button. One or more Learners display in the drop-down menu below.



Learner Enrollment

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Show Learners

Include Inactive Learners

Show Hidden Items

Show Results

- ✓ (Select User) ←
- example, demo - CDSDEMO - Active
- Example, Demonstration - CDSDEMO - Active
- example-eight, demo - CDSDEMO - Active
- Example-eighteen, Demo - CDSDEMO - Active
- example-eleven, demo - CDSDEMO - Active
- Example-fifteen, Demo - CDSDEMO - Active
- Example-five, Demo - CDSDEMO - Active
- example-four, demo - CDSDEMO - Active
- Example-fourteen, Demo - CDSDEMO - Active
- example-nine, demo - CDSDEMO - Active
- example-nineteen, demo - CDSDEMO - Active
- Example-One, Demo - CDSDEMO - Active
- example-seven, demo - CDSDEMO - Active
- Example-seventeen, Demo - CDSDEMO - Active
- example-six, demo - CDSDEMO - Active
- Example-sixteen, Demo - CDSDEMO - Active
- example-ten, demo - CDSDEMO - Active
- example-thirteen, demo - CDSDEMO - Active
- Example-three, Demo - CDSDEMO - Active
- example-twelve, demo - CDSDEMO - Active
- example-two, demo - CDSDEMO - Active

From the **“Select User”** drop-down search results, select the Learner from the drop-down and then click **“Show Results”** button.



Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Show Learners

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active

Show Hidden Items

Show Results

There are no hidden items for this learner.

Add New Item

<u>Item Name</u>	<u>Due</u>	<u>Completed</u>	<u>Comp.</u>	<u>Score</u>	<u>Contact Hours</u>	<u>CE Hours</u>	Edit	Delete	Hide
------------------	------------	------------------	--------------	--------------	----------------------	-----------------	------	--------	------

No records to display.

Click the **Add New** Item button to assign the selected item to the selected learner.



Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Show Learners

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active

Show Hidden Items

Show Results

There are no hidden items for this learner.

Training Item :

- (Select an Item)
- Arc Middlesex County Agency Orientation
- Arc of Burlington: Basic Behavior Management
- Arc of Burlington: Crisis Response and De-escalation
- Arc of Burlington: Features of Mental Illness
- Arc of Burlington: National Safety Council Defensive Driving Course
- Arc of Burlington: OSHA / Danielle's Law
- Arc of Burlington: Sexual Harassment
- Arc of Middlesex County Medication Review
- Example - CDS Classes & Events
- Example - CDS E-Learning
- Example - CDS Learners
- Example - CDS Ontrack
- Pre-Service - Abuse & Neglect
- Pre-Service - CPR Certification
- Pre-Service - First Aid
- Pre-Service - Medication
- Pre-Service - Overview of Developmental Disabilities
- The Arc of Salem County: Eastern Lift Truck Co.
- The Arc of Salem County: Fingerprint Test
- The Arc of Salem County: Mystery Test

Add New Item

Item Name

No records to display

Filter Item List

Hours CE Hours Edit Delete Hide

From the Training Item drop-down, select an enrollment item to assign the selected Learner. The training items are listed alphabetically in the drop-down.

Pre-Service – CPR

Pre-Service – First Aid

Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items There are no hidden items for this learner.

Training Item :

*Item Name: Pre-Service - CPR Certification

Scheduled Date:

Completed Date:

Completed:

Score:

Contact Hours:

CE Hours:

Notes:

The page will refresh to allow you to add the training dates.

Enter the following information as needed.

Scheduled Date: Enter the date the item is scheduled to be completed.

Complete Date: Enter the date the item was completed.

Check the **“Completed”** box.

Click on the **“Insert”** button.



✓ Your request has been processed successfully.

Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items There are no hidden items for this learner.

Item Name	Due	Completed	Comp.	Score	Contact Hours	CE Hours	Edit	Delete	Hide
Pre-Service - CPR Certification	07/06/2015	07/06/2015	Yes		6.00		Edit Reschedule		Hide

Note: Once a an item has been marked as complete the option to remove the item from the learner record is no longer available.

Note: To confirm enrollment, look up learner then review transcript.

Note: When the learner attends a re-certification training, the trainer will look up the learner and from the item list click the item name and complete the information required for the learner (new complete date, mark the learner as complete, then add a re-schedule date).

If a training needs repeated certification (i.e. CPR & FA), then you will need to enter the end of the certification period (reschedule date).

Click the Reschedule button.

Note: if the training does not need to be taken again. You do not have to assign a reschedule date.



Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items There are no hidden items for this learner.

Training Item :

*Item Name: Pre-Service - CPR Certification

Scheduled Date *

Completed Date:

Completed:

Score:

Contact Hours:

CE Hours:

Notes:

Enter a reschedule date based on the original date. Then click Reschedule.



✓ Your request has been processed successfully.

Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items **There are no hidden items for this learner.**

Item Name	Due	Completed	Comp.	Score	Contact Hours	CE Hours	Edit		Delete	Hide
Pre-Service - CPR Certification	07/06/2015	07/06/2015	Yes		6.00		Edit	Reschedule		Hide
Pre-Service - CPR Certification	07/06/2017		No		6.00		Edit	Reschedule	Delete	Hide

The completed date displays along with the repeat of the item with a new due date will now show on the screen.

You will also receive a confirmation above indicating that your request has been processed successfully.

Ontrack: Removing a Single Learner from an Item



Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Show Learners

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active

Show Hidden Items

Show Results

There are no hidden items for this learner.

Add New Item

Item Name	Due	Completed	Comp.	Score	Contact Hours	CE Hours	Edit		Delete	Hide
Pre-Service - CPR Certification	07/06/2015	07/06/2015	Yes		6.00		Edit	Reschedule		Hide
Pre-Service - CPR Certification	07/06/2017		No		6.00		Edit	Reschedule	Delete	Hide

Steps to Remove a Single Learner from an Item

From the menu bar, select **Classes & Events — Ontrack — Learner Enrollment.**

Search for the individual Learner that you want to remove items from.

Select the radio button for how you want to search for a Learner: **Last Name, Learner Id, Group Code, or Job Code.**

Enter your selection in the text box (e.g., Learner’s last name), then click show learners. One or more Learners display in the bottom in a drop-down menu.

Select the Learner from the drop-down.

The learner’s Ontrack information will appear.



Learner Enrollment - Demo Example-five

NOTES:

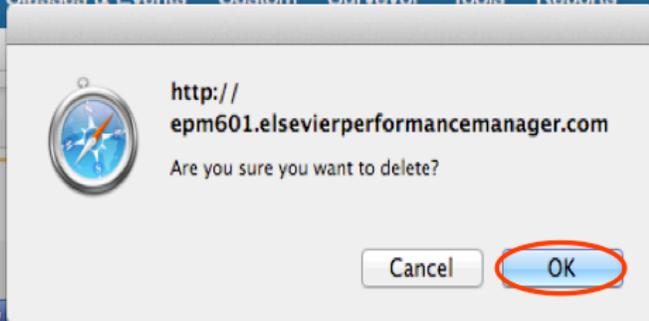
Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items **There are no hidden items for this learner.**



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Are you sure you want to delete?

Add New Item

Item Name	Due	Completed	Comp.	Score	Contact Hours	CE Hours	Edit	Delete	Hide
Pre-Service - CPR Certification	07/06/2015	07/06/2015	Yes		6.00		Edit	Reschedule	Hide
Pre-Service - CPR Certification	07/06/2017		No		6.00		Edit	Reschedule	Delete

Click the **Delete** button to the right of the 'Item's Name' you which to remove from the learner.

A pop up window will appear asking "Are you sure you want to delete?" Select "Ok".

✓ Your request has been processed successfully.

Learner Enrollment - Demo Example-five

NOTES:

Select one of the search options and enter text to get a list of users :

Last Name Learner Id Group Code Job Code

example

Include Inactive Learners

Example-five, Demo - CDSDEMO - Active Show Hidden Items There are no hidden items for this learner.

Item Name	Due	Completed	Comp.	Score	Contact Hours	CE Hours	Edit		Delete	Hide
Pre-Service - CPR Certification	07/06/2015	07/06/2015	Yes		6.00		Edit	Reschedule		Hide

The page will reload and the item will no longer be listed for the learner.

You will also receive a confirmation above indicating that your request has been processed successfully.

Additional Information

- For an electronic copy of the CDS Admin Manual copy of the Learner's Guide, webinars and more information about the College of Direct Support visit:
http://rwjms.rutgers.edu/boggscenter/projects/direct_support.html
- For Technical Assistance in using the College of Direct Support email:
CDSTA@rutgers.edu

For technical assistance,
email the CDS

Central Administrator:

CDSTA@rutgers.edu