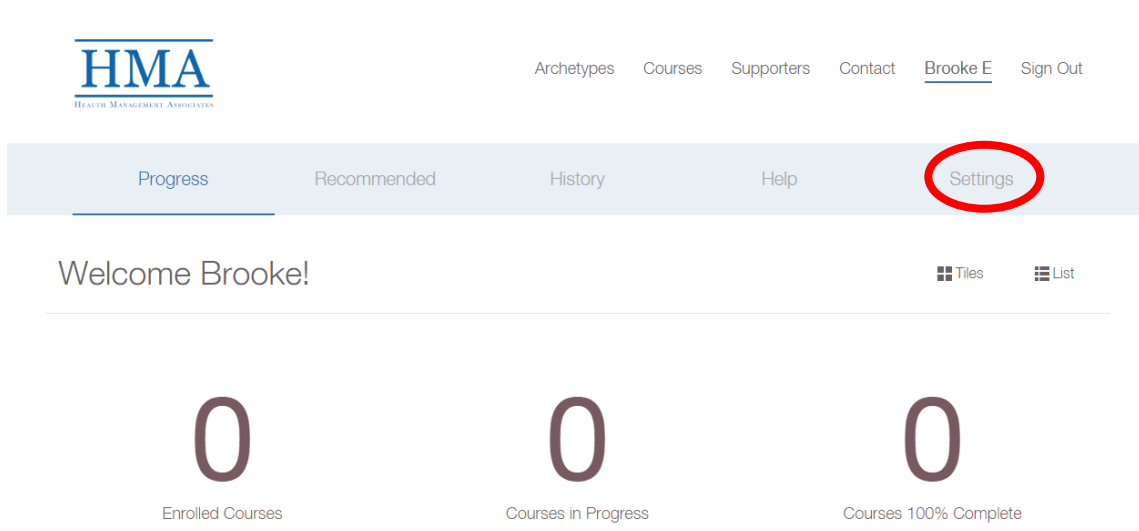


Learning Management System (LMS) User Guide for County Stakeholders

1. Sign in, or sign up if you are not already registered.



2. When you sign in, you will be directed to your personal dashboard. Here you can see your enrolled courses, courses in progress, and completed courses.
 - a. The tutorial should run automatically when you sign in for the first time. If it does not, you can turn on the tutorials from the "Settings" page.



Tutorial Settings

- ☐ Run Profile tutorial
- ☐ Run Course List tutorial
- ☐ Run Individual Course tutorial

3. Users can access the Help page from the dashboard.

The screenshot shows the HMA (Health Management Associates) dashboard. At the top left is the HMA logo. To the right of the logo is a top toolbar with links: Archetypes, Courses, Supporters, Contact, Brooke E (underlined), and Sign Out. Below this is a secondary navigation bar with buttons: Progress (underlined), Recommended, History, Help (circled in red), and Settings. Below the navigation bar, it says "Welcome Brooke!". To the right of the welcome message are two icons: "Tiles" and "List". Below this are three large circular statistics: "0 Enrolled Courses", "0 Courses in Progress", and "0 Courses 100% Complete".

4. To view all courses, click "Courses" on the top toolbar.

This screenshot is identical to the previous one, but the "Courses" button in the top toolbar is circled in red instead of the "Help" button. The rest of the dashboard elements, including the secondary navigation bar, welcome message, and statistics, remain the same.

5. From the “All Courses” page, you can view courses by topic along the top blue toolbar, or by archetype, credit, role, or topic from the dropdown menus on the left side of the page.
NOTE: CME/CEU credit is not currently available.

Select a topic here

Select a course by archetype, credit, role, or topic here

6. Your HMA Technical Assistance Coach can identify courses to recommend for you, and your specific needs. Currently, Coaches are not able to assign courses through the LMS but can provide the name and other details about the recommend courses to you.

In the future:

- Coaches will have superuser accounts enabling them to share recommended courses with coaching sites.
- Users will be automatically enrolled in courses (“playlist”) based on the associated project (Transitions, Perinatal, Touchpoints) and further recommendations will be made based on the user’s specific role. Users will still be able to search and access resources outside of the playlist.

Recommended courses for those participating in the Transitions of Care Project include:

- Clinical
 - Diagnostic Tests, H&P, Clinical Interview & Screening, Infectious Disease, Pain Management, Diagnosis, LOC Determination, Core Medical Knowledge, TOUD, dispensing considerations for justice involved

- Co-Occurring (Behavioral Health)
 - Science of Behavior in Addiction
- Administrative
 - Ecosystem, Workflows, EMR, documentation