

TRAIN Florida – APD How to Locate and Manage the TRAIN Florida APD DCCC Training Plan

The Agency Supports Persons with Developmental Disabilities in Living, Learning, and Working in Their Communities.

How to Locate and Manage the TRAIN Florida APD DCCC Training Plan



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APD Technical Support and Communication



Image 1

We are just an email away!

If you cannot find the answer to your problem or require technical assistance, **please do not contact** the PFH technical assistance or FDOH; instead, contact the TRAIN Florida APD Support Team at <u>apd.Imssupport@apdcares.org</u>

TIP!

You can locate the **APD Training Plans** from your **Home Page**. Find the Search feature, and click on the Browse Training Plans.



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How to Locate and Manage the TRAIN Florida APD DCCC Training Plan



Section 1

Introduction

What are APD-Training Plans

Training plans are groups of training courses put together by TRAIN Florida APD site administrators for learners to locate courses that may be required of them. APD use training plans for the following courses: **Direct Care Core Competencies (DCCC) and Zero Tolerance**:

- An APD Training Plan (TP) is a group of APD courses
 - □ Training Plans **shorten** the steps for locating courses
 - □ The learner can locate a Training Plan through the Browse Training Plans Search feature, which is located on the Home Page
 - □ Learners access, and register for assign trainings using the Your Training Plans feature in TRAIN Florida.

The following sections will help you locate, access and manage the **TRAIN Florida APD DCCC Training Plan**.



Additional help for the TRAIN Florida APD training resource, instructions, or tutorials are available and located on the <u>APD Training Portal</u> web page.

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apdcares.org.

Section 2

How to locate the TRAIN Florida APD DCCC Training Plan

This section will help you to locate the TRAIN Florida APD DCCC Training Plan.

Step 1

You can locate the TRAIN Florida APD DCCC Training Plan from your Home Page. Locate the Search feature and click on the Browse Training Plans link.





Step 2

You should be on the page below.

A. The APD-Direct Care Core Competencies (DCCC) Training Plan should be listed in the records found section:

TRAIN Flo	nonda	
HOME COURSE CAT	ALOG YOUR LEARNING CALENDAR HELP	
you have joined within TRA	any course or document on the TRAIN Learning Network site. The results may be limited by any groups IN (see your profile for details). 5 4 6 7	
Search TRAIN 3	Q 🛛 🕅 📰 Sort by relevance V	
Filters	23 record(s) found.	
Search By Any Search By	Training Plans ×	
Training Plans	APD-Direct Care Core Competencies (DCCC)	
	Autism Case Training Plan Training Plan	Image 4

- (1) Click on the Training Plan name to see the Training Plan's full description and instructions. Click the Back button to return
- (2) Use the drop-down arrow to see a brief description of the Training Plan
- (3) If you do not see the APD-Direct Care Core Competencies (DCCC) Training Plan, enter <u>APD</u> into the Search feature
- (4) Click the search icon
- (5) If the APD-Direct Care Core Competencies (DCCC) Training Plan does not display in the records found, click on the (see your profile for details) link.
 - a. On the Your Profile page, click the pencil icon
 - b. On the next page, locate and click on APD Providers (Do note select the Florida General group)
 - c. Click on confirm these selections
 - d. On the Your Profile page, click the Save button, then click on the Close button
 - e. You will be returned to the Training Plan page; the APD-Direct Care Core Competencies (DCCC) and APD-Zero Tolerance Training Plans should be listed in the records found section
- (6) This icon **m** allows you to save your search
- (7) This icon allows you to view your saved search

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Note:

You can use this page to search for any course or document on the TRAIN Learning Network site. The results may be limited by any groups you have joined within TRAIN.

- Most training plans have an expiration date. Once the expiration date has passed, you will no longer have access to the training plan. The courses will show incomplete on your TRAIN transcript and the TRAIN Florida APD site administrator will remove the training plan from your My Training Plans.
- If you have opted-in to receiving from TRAIN Florida, you will receive an email from TRAIN Florida notifying you that the TRAIN Florida APD site administrator has removed you from the training plan.

Section 3 How to access the TRAIN Florida APD DCCC Training Plan

Step 1

From your Home Page, locate the Search feature, and click on the Browse Training Plans link.



Step 2

Click on the Training Plan Name – You will be taken to the APD DCCC Training Plan page.

TRAIN Flor	ida		Florida
HOME COURSE CATALO	G YOUR LEARNING CALE	ENDAR HELP	Q
Jse this page to search for any or you have joined within TRAIN (s		Learning Network site. The re	esults may be limited by any groups
Search TRAIN		Q 🗏 🔳	Sort by relevance
ilters	23 record(s) found.		
Search By	Training Plans ×		
Any Search By Training Plans	APD-Direct Care Core Compete	encies (DCCC)	Training Plan
	Autism Case Training		Training Plan

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Step 3

A. You should be on the page below.

APD-Direct Care Core Con	npetencie	es (D		C)	
< Back		3		+ Register	
ID 3662					
The trainings available through this Training Plan provide you with th direct support professionals. There are five courses that must be com consists of learning objectives that will be assessed at the end of eac	pleted in sequential or				
The five DCCC courses are listed below:					
1. Basic Person-Centered Planning					
Name	Completed Date	Score	Hours	Status	
APD - Direct Care Core Competencies (DCCC) ALL courses out of the	is section are required				
APD - Direct Care Core Competencies (DCCC) - Module 1: E			0.5h	Not Started	
APD - Direct Care Core Competencies (DCCC) - Module 2:			0.5h	Not Started	
APD - Direct Care Core Competencies (DCCC) - Module 3:	←2		1.5h	Not Started	
APD - Direct Care Core Competencies (DCCC) - Module 4:			0.5h	Not Started	

- Do not skip this part. Click on "more" and read the full Training Plan description and instructions. A link to the (DCCC) Training Plan instructions is located here. Download the instructions, they will help you complete the courses in the training plan.
- (2) Do not click on the links yet! You must first register for the DCCC Training Plan
 - This is the list of courses assigned to the APD-Direct Care Core Competencies (DCCC) Training Plan. You must take the courses in the assigned order. To complete the APD-Direct Care Core Competencies (DCCC) Training Plan, you must complete and pass the assessments with a minimum score of 85% for each course and complete the course evaluations.
- (3) To register in the APD-Direct Care Core Competencies (DCCC) Training Plan, click the Register button.

Section 4

How to manage the TRAIN Florida APD DCCC Training Plan

You now assigned to the APD-Direct Care Core Competencies (DCCC) Training Plan, the following pages will show you how to manage and complete the APD-Direct Care Core Competencies (DCCC) Training Plan.

Step 1

You now assigned to APD-Direct Care Core Competencies (DCCC) Training Plan. The training plan is in progress.





Step 2

Click the Back button.

Step 3

You should be on the page below.

A. Click the Home link. You will return to your HOME Page.

	ALCO YOUR LEARNING CALENDAR HELP	
you have joined within TRA	any course or document on the TRAIN Learning Network site. The results may be limited by any groups N (see your profile for details). Q III Sort by relevance 24 record(s) found.	
Search By Any Search By Training Plans	Training Plans x	
Training Plans	APD-Direct Care Core Competencies (DCCC)	Image 9

- B. You should be on the page below in Step (C).
- C. How to locate the APD-Direct Care Core Competencies (DCCC) Training Plan I. Click on the YOUR LEARNING link

TRAIN Flori			Honda	
HOME COURSE CATALOG	YOUR LEARNING	CALENDAR HELP	Q	
What do you think of the new sit	e? Your opinion is import	ant to usl	*	
Announcements				
and the	APD Resources	for Finding and Navigating Courses	on TRAIN Florida	
20	APD Learners will fin Florida	d guides and resources for finding and navig	pating courses on TRAIN	
6-1-1-1	Searching for APD	Courses on TRAIN Florida (Video) and (Gi	uide)	
575701V	Navigating APD Cos (Instructions) and (Ge	urses: Direct Care Core Competencies an ude)	id Zero Tolerance	
	Navigating the APD	HIPAA course on TRAIN Florida(Instruct)	ons) and (Guide)	
Stel	4 4	1 of 8	,	Image 10

II. On the YOUR LEARNING page, click on the Your Training Plans tab

TRAIN Florida	
HOME COURSE CATALOG YOUR LEARNING CALENDAR HELP	
This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.	
Your Current Courses Your Training Plans	Image 11

III. Your assigned Training Plan is located on the Your Training Plans page. To access the courses, click on the Title link.

TR∧IN Florida		Florida
HOME COURSE CATALOG YOUR L	LEARNING CALENDAR HELP	Q
This page contains relevant information about within courses and training plans, print certifica	your coursework on the TRAIN Learning Network s ates, or access your transcript.	site. Check your current status
Your Current Courses Your Training Pla	ans Your Certificates Your Transcript	
Title	Status Target Date Completi	ion Date Format
* APD-Direct Care Core Competencies (DCCC)	In Progress	Training Plan

DCCC Training Plan



- D. How to complete the courses in the APD-Direct Care Core Competencies (DCCC) Training Plan
 - 1. You should be on the page to the below:

APD-Direct Care Core Con	npetencie	es (D	0000	C)	٦			
< Back				* Withdraw	1			
In Progress ID 3662								
The trainings available through this Training Plan provide you with the direct support professionals. There are five courses that must be con consists of learning objectives that will be assessed at the end of each and the support of the suppo	npleted in sequential o				ıf			
The five DCCC courses are listed below: 1. Basic Person-Centered Planning more +								
Completed Not Completed	Completed Date	Score	Hours	Status				
		Score	Hours	Status				
Name		Score	Hours 0.5h	Status Not Started				
Name APD - Direct Care Core Competencies (DCCC) All courses out of	this section are required	Score						
Name APD - Direct Care Core Competencies (DCCC) AlL courses out of i APD - Direct Care Core Competencies (DCCC) - Module 1: 6	this section are required	Score	0.5h	Not Started				
Name APD - Direct Care Core Competencies (DCCC) ALL courses out of i APD - Direct Care Core Competencies (DCCC) - Module 1; ii i APD - Direct Care Core Competencies (DCCC) - Module 2; iii)	this section are required	Score	0.5h 0.5h	Not Started		Imag	no 1'	2

2. You must start with APD - Direct Care Core Competencies (DCCC) - Module 1.

- A. Do not skip this part. Click on the APD Direct Care Core Competencies (DCCC) - Module 1 link. You can also download the APD DCCC training plan instructions here, they will help you complete the courses in the training plan.
- B. You should be on the page below:



- 1. Click on "more" and read the full Training Plan description and instructions.
- 2. The APD contact information and course reviews are located here.

How to Register for the course and watch the presentation:

- 3. Click on the Order button and the course presentation will begin to play.
- 4. When you have finished watching the presentation, close the presentation window

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DCCC Training Plan





5. You should be on the page to the below:



Assessment	
APD-DCCC-Course 1 of 5	
You must pass the assessment with a minimum score of 85 in order to pass this course.	
Click 'Start Assessment' button to start the assessment.	
Please note: the number of attempts you have to complete the pre-assessment may be limited. If you are unable to complete the pre-assessment for any reason (such as technical error, power outage, exiting the window prematurely, etc.) and TRAIN will not re-open the pre-assessment when prompted, please withdraw from the course and re- register.	
(140)	
	Image 18
Start Assessment	inago io

vi. After you have completed the Assessment, click the Close button, and go to Step vii.

How to Locate and Manage the TRAIN Florida APD DCCC Training Plan



- Please follow the steps below if you <u>do not</u> pass the assessment:
 - You will see the Retake assessment button, click the Close button

	se, Neglect, and Exploitation	on - FY18-19		Close 🗙
		Assessment		
	APD-ZT- Module 1 of 4 We're sorry, but you have failed the Assessment Statistics	assessment. However, there are additional attempts remaining if you would like to by again. (1316)	-	
	Assessment statistics Your Score: Minimal Passing Score: Total Questions: Correct Answers:	60 points 86 points 5 6 (6%)		
Image 19	Retake assessment		_	

 Return to the training plan, the status will show pending postassessment. Click the Post Assessment button

Name	Completed Date	Score	Hours	Status
APD - Zero Tolerance ALL courses out of this section are required				
APD - Zero Tolerance - Module 1: Defining Abuse, Neglect, a			0.15h	Post- Assessment Pending
APD - Zero Tolerance - Module 2: Recognizing the Signs and			0.5h	Not Started
APD - Zero Tolerance - Module 3: Reporting to the Abuse Ho			0.15h	Not Started
APD - Zero Tolerance - Module 4: Prevention and Safety Pla			0.25h	Not Started

You should be on the window below



- Click the Assessment button to retake the assessment
- vii. The "Please Submit a Review" page will appear

Please Submit a Review

Image

- 6. You should be on the page to the below:
 - i. Click on the stars to rate the overall quality of this content, then, click the Post button

Please Submit a Review X	
Click on the stars to rate the overall quality of this content	
Your review helps content providers and fellow colleagues.	
When writing your review try to be descriptive about the quality of this content and what was good or bad about your experience. Your feedback is important for us!	
☑ Show my name on the review	
Cancel	Image



ii. The page will appear with the Course Evaluation button

How to take the Course Evaluation

- 7. You should be on the page to the below:
 - i. Click on the Take Evaluation button

Module 1: Basic	are Core Competencies (DCCC) - c Person-Centered Planning - FY	
18-19		
< Back	O History O Take Evaluation -	
	Evaluation Pending Computer-based Training ID 1078468 0.5h Course Number 1078468	
	★★★★★ (<u>1 Rating)</u>	
	Welcome to APD-DCCC-Module 1: Person-Centered Planning.	
	Person-Centered Planning emerged from a desire to serve the best interests of indi- viduals with disabilities by first changing the way we think about disabilities.	
	Person-Centered Thinking is the philosophy of Person-Centered Planning. It is choos- ing to think about and focus on the person's strengths, ablittles, and aspirations, re- more +	Image 23

ii. You should be on the page to the below. Follow the instructions to complete the Evaluation

APD - Generalic Self-Paced Evaluation Welcome to the APD Course Evaluation Welcome to the APD Course Evaluation. You must complete the assigned evaluation to complete the course. You anonymous diffuged the training course content with the file Approv to assess the quality of our trainings. Please provide APD with your honest onlique of the training content, not the TRAN Fordina system. The Public Health Foundation (PHF) is working on improving the TRANs system experience. Remember, your evaluation results will be lact anonymous. Click: Start Evaluation: Unitor to start the assessment. For assistance, please use the APD Support and Help Dark process: Prevent and the APD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Support and Help Dark process: Prevent APD Fording PD Fording PD Fording APD Fording APD Fording PD Fording APD Fording PD Fording APD Fording PD Fording APD Fording AP	ourse Evaluation. assigned evaluation to complete the course. ard the training course content will help the Agency to assess the quality of our trainings. Please provide APD with your honest critique of the training Florida system. The Public Health Foundation (PHF) is working on improving the TRAIN system experience. ation results will be ket at anymmous. Sutton to start the assessment. use the APD Support and Help Dex rotess: Noticins APD Support and Help Dex rotess:	Evaluation	
Vou must complete the assigned evaluation to complete the course. You manymou critique of the training course content will help the Agency to assess the quality of our trainings. Please provide APD with your honest critique of the training content, not the TRAN Rorking system. The Public Health Foundation (PHP) is working on improving the TRAN system experience. Remember, your evaluation results will be topt anonymous. Click Start Evaluation: button to start the assessment.	assigned availation to complete the course. as of the training course content will help the Agency to assess the quality of our trainings. Please provide APD with your honest ortique of the training Priced ayetime. The Routle Health Foundation (PHP) is working on improving the TRAIN system experience. ation results will be kept anonymous. button to start the assessment. UN Fiorida APD Size Administrator by sending an email to <u>and improportificationers one</u> NU Fiorida PAD Size Administrator by sending an email to <u>and improportificationers one</u> out TRAIN Florids is also available on the <u>APD Training Portal</u> .	APD - Generic Self-Paced Evaluation	
Your annymus origine of the training operase context will help the Agency to assess the quality of our trainings. Please provide, APD with your honest origine of the training context, not the TRAN Florid agrainm. The Public Health Foundation (PHF) is working on improving the TRAN system experience. Click Start Evaluation touthor to start the assessment. For assistance, testers use the APD Source and HeID Deek nooses.	es of the truining ourse content will help the Agency to assess the quality of our truinings. Please provide APD with your honest critique of the training Florida system. The Public Health Foundation (PHP) is working on improving the TRAIN system experience. atom to start the assessment. Unit of the APD Size Administrator by sending an email to <u>and Improver Administrators one</u> UNI Florida APD Size Administrator by sending an email to <u>and Improver Administrators one</u> UNI Florida APD Size Administrator by sending an email to <u>and Improver Administrators one</u> UNI Florida APD Size Administrator by sending an email to <u>and Improver Administrators one</u> UNI Florida APD Size Administrator by sending an email to <u>and Improver Administrators one</u>	Welcome to the APD Course Evaluation.	
content, not the TRAIN Florida system. The Public Health Foundation (PHP) is working on improving the TRAIN system experience. Remember, your evaluation nestatic will be kept anonymous. Click: Start Evaluation button to start the assessment. For assistance, leaves use the APS Support and Heid Deak process.	Florida system: The Public Health Pointation (PHF) is working on improving the TRAM system experience. to results will be add to anomnous. button to start the assessment. use the APD Support and Heip Deak process: No Plorida APD San Administration by encoding, an email to <u>and improving Pointal</u> .	You must complete the assigned evaluation to complete the course.	
Click Start Evaluation button to start the assessment. For assistance, lease use the APD Support and Help Dark process	button to start the assessment. use the APG Support and Help Dack process: No Profile APG Start Aminisation by sending an email to <u>and immasuport/BandGates.org</u> out TRAIN Florids is also available on the <u>APG Training Portal</u> .	Your anonymous onlique of the training course content will help the Agency to assess the quality of our trainings. Please provide APD with your honest onlique of the training content, not the TRAIN Florida system. The Public Health Foundation (PHF) is working on improving the TRAIN system experience.	
For assistance, please use the APD Support and Help Desk process:	use the APD Support and Help Desk process: NY Pinota APD Site Administrator by sending an email to <u>and impsycoon@randomres.org</u> out TRAIN Florida is also available on the <u>APD Training Portal</u> .	Remember, your evaluation results will be kept anonymous.	
For assistance, please use the APD Support and Help Desk process: Please contact the TRAIN Florida APD Site Administrator by sending an email to apd.Imssupport@apdcares.org	IN Florida APD Site Administrato try sending an email to <u>apd Imssoport/Randkanes.org</u> out TRAIN Florida is also available on the <u>APD Training Portal</u> .	Click 'Start Evaluation' button to start the assessment.	
		For assistance, please use the APD Support and Help Desk process: Please contact the TRAIN Florida APD Site Administrator by sending an email to <u>and Imssupport@apdcares.org</u>	
Contact Information about TRAIN Florida is also available on the APD Training Portal.	s will be anonymous.	Contact information about TRAIN Florida is also available on the APD Training Portal.	
rem l	s will be anonymous.		
		Start Evaluation	Image 24

- iii. After you have completed the Evaluation, click the Close button
- iv. You should be on the page to the below
- This page shows that you have completed the APD Direct Care Core Competencies (DCCC) - Module 1: Basic Person-Centered Planning - FY 18-19 course



DCCC Training Plan



vi. Click the Back button

1)

vii. You should be on the page to the below:

< Back					× Withdraw	
In Progress ID 3662						
The trainings available through the trainings available through the the the the the the the the the th	is Training Plan provide you with the re are five courses that must be com at will be assessed at the end of each	pleted in sequential or				
The five DCCC courses are list	ed below:					
1. Basic Person-Centered Plan	nning					
tore +						
Completed Not Complete	d					
Completed Not Complete	d	Completed Date	Score	Hours	Status	
Name	d tencies (DCCC) ALL courses out of th		Score	Hours	Status	
Name APD - Direct Care Core Comp		is section are required	Score 100	Hours 0.5h	Status Completed	
Name APD - Direct Care Core Comp i APD - Direct Care Core C	etencies (DCCC) ALL courses out of th	is section are required				
Name APD - Direct Care Core Comp i APD - Direct Care Core C i APD - Direct Care Core C	etencies (DCCC) ALL courses out of th competencies (DCCC) - Module 1: E	is section are required		0.5h	Completed	
Name APD - Direct Care Core Compo i APD - Direct Care Core C i APD - Direct Care Core C i APD - Direct Care Core C	etencies (DCCC) ALL courses out of th competencies (DCCC) - Module 1: E competencies (DCCC) - Module 2:	is section are required		0.5h 0.5h	Completed Not Started	

Your course status shows completed. APD - Direct Care Core Competencies (DCCC) - Module 1: Basic Person-Centered Planning – FY 18-19

How to find the other courses in the Training Plan?

- viii. Click on the APD Direct Care Core Competencies (DCCC) Module 2 link.
- ix. Follow the Steps in Section 4(D)2(A) to (B7) for each course listed in the Training Plan

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Section 5

TRAIN Florida APD Training Plans FAQs

We have provided a list of Frequently Asked Questions.

If you cannot find the answer to your problem or require technical assistance, **please do not contact** the PFH technical assistance or FDOH; instead, contact the TRAIN Florida APD Support Team at apd.Imssupport@apdcares.org

Question 1	I did not complete a course module in the Training Plan. How do I go back and find the course module?
Answer 1	 Locate the Your Training Status section on your HOME page and click on TRAINING PLAN (IN PROGRESS), You will be redirected to the YOUR LEARNING/Your Training Plans page. Go to page 7 of this document: How to complete the courses in your TRAIN Plans. Follow the steps in section 4 (3 C III) to (3 D 2 B7 ix).
Question 2	I completed courses in the Training Plan and accidently clicked the Withdraw button. Do I have to start over?
Answer 2	No! Go to Section 3 of this document and follow the steps. After you click the Register button, go to Section 4 and follow the steps. Your completed courses will be listed in your Training Plan.
Question 3	I entered <u>APD</u> into the Search feature and do not see the APD-Direct Care Core Competencies (DCCC) and APD-Zero Tolerance Training Plans. What do I do?
Answer 3	Your account is not assigned to the APD Group. Go to Section 2, Step 2 (5) and follow the steps.
Question 4	I clicked the Register button and got a message that my profile is not updated. What do I do?
Answer 4	Click on the Update Profile link. On the profile page, enter an address in the Address field. Next, go the Time Zone field, click on the dropdown arrow and click on (GMT-05:00) Eastern Time (US and Canada). Click the Save button, then, click the Close button. You will return to register page. Click the Register button.
Question 5	How do I check the course status in a Training Plan
Answer 5	Locate the Your Training Status section on your HOME page and click on TRAINING PLAN (IN PROGRESS), You will be redirected to the YOUR LEARNING/Your Training Plans page. Click the Training Plan name for your Training Plan of choice. On the next page, locate the Status column. Completed courses show Completed and are highlighted in green.
Question 6	I did not pass an assessment; can I retake the assessment?
Answer 6	Yes! You can retake the assessment. Please follow the steps in (D)(2)(B)(5)(vi).
Question 7	How do locate my training certificate?
Answer 7	Your training certificate is available after you complete the last course in the Training Plan. Click on the Your Learning link. When the page appears, click on the Your Certificates link.



Section 6

Who to contact for questions and problem solutions

APD Technical Support and Communication



Image 24

We are just an email away!

If you have any problems and require technical assistance, please contact the TRAIN Florida APD site administrator by sending an email to apd.lmssupport@apdcares.org.



As a TRAIN Florida APD learner, I promise not to contact the Florida Department of Health or the Public Health Foundation for assistance. Thank you for supporting TRAIN Florida APD.