

Commonwealth of Virginia Learning Center (COVLC/VLC): DBHDS External Entities Domain Guide – Accessing Courses

The Commonwealth of Virginia Learning Center (COVLC or VLC) is a Web-based application that delivers self-study training topics to your desktop, as well as, tracks your progress through the training.



Compatibility View Settings

The current VLC is compatible with all web browsers (i.e. Internet Explorer, Chrome, Firefox, etc.). However, if using Internet Explorer 10 or under, before proceeding with registering and your training: 1) On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools. Select *Compatibility View Settings*. In the "Add this website:" box [where the cursor is blinking], type <u>mksi-Ims.net</u> click add, then type <u>Virginia.gov</u> click add, then click the close button. 2) Also, check the Pop-up Blocker status. On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools, then *Pop-up Blocker*. If the status is Turn off Pop-up Blocker then the pop-up blocker is on and needs to be turned off or add <u>mksi-Ims.net</u> and <u>Virginia.gov</u> to Pop-up Blocker Settings. You should now be able to access, view, and complete all trainings without any compatibility issues.

Searching for Courses in the Commonwealth of Virginia Learning Center Enter <u>https://covlc.virginia.gov</u> in your web browser's address line.

- 1. Select the blue "Log In" button.
- 2. Enter your Login ID and Password. Click Log In or Enter on your keyboard.

3. Click the **CATALOG** tab on the blue area called "Toolbar Banner".

		TRAINING CA	TALOG COLLABORATION SPACES	
Browse Training C	atalog			
Search for			Search Type	
			Any words	▼
Browse by Category	ills (31) Bundle (1) Business and Prol	essional Develop	ment (21) Case Management and Treatment (14) Co	mmonHealth (1)
Agency Operations (6) Basic Ski	raising (1) Customer Sender (1) Day	elopmental Servic	es (2) Emergency Management (14) Emergency Ma	nagement (1)
Agency Operations (6) Basic Ski Contract Employees Mandatory Tr	raining (1) Costonier Service (1) Devi			
Agency Operations (6) Basic Ski Contract Employees Mandatory Tr Finance and Administration (4) H	tealth, Environmental and Safety (42)	Human Resource	s and Employee Relations (14) Information Technolog	/ Skills (4)
Agency Operations (6) Basic Skil Contract Employees Mandatory Tr Finance and Administration (4) H Land Conservation (1) Manager Constitut Augencean (2) Sta Adm	Health, Environmental and Safety (42) H Health, Environmental and Safety (42) H Hent and Supervisory Development (25)	Human Resource Mandatory Trair	s and Employee Relations (14) Information Technolog ning (5) Mental Health (2) Purchasing and Supply (1)	/ Skills (4) Records Management (1)

 Enter the course's keyword(s)/acronym in the Search for field in the Browse Catalog section. Example: Orientation Guidance for DSP Supervisors = DSP; Basics of Case Management = CM; REACH Crisis Services = REACH, etc.

THAINING HOME	MY UPCOMING LEARNING	TRANSCRIPT T	RAINING CATAL	OG COLLABORATION SPACES		
Browse Train	ning Catalog					
Search for			See	roh Type		
DSP			P	ny words		~
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Search Browse by Categ Agency Operations (6) Contract Employees M Finance and Administr Land Conservation (1)	jory Basic Skills (31) Bundle (1) andatory Training (1) Custom ation (4) Health, Environment, Management and Supervice	Business and Professio er Service (1) Developn al and Safety (42) Hum: y Development (25) Ma	onal Developmer mental Services (an Resources an undatory Training	(21) Case Management and Treatmer) Emergency Management (14) Eme Employee Relations (14) Information 5) Mental Health (2) Purchasing and	nt (14) CommonHealth (1) rgency Management (1) Technology Skills (4) Supply (1) Records Manag	ement (1)
Search Browse by Categ Agency Operations (6) Contract Employees M Finance and Administr Land Conservation (1) Security Awareness (3)	teria JOTY Basic Skills (31) Bundle (1) andator(4) Training (1) Custom aton (4) Health, Environmenti Management and Supervisor) Site Administration (3) Soft	Business and Professik er Service (1) Developn al and Safety (42) Humi y Development (25) Ma tware and Plugins (1) T.	onal Developmer mental Services (an Resources an undatory Training 'AX Integrated Re	(21) Case Management and Treatmer) Emergency Management (14) Eme Employee Relations (14) Information 5) Mental Health (2) Purchasing and reuse Management System (11) Train	nt (14) CommonHealth (1) regency Management (1) Technology Skills (4) Supply (1) Records Manag gn Resources (1) VRS Bas	ement (1) sic Skills (6)

5. Click Search.

6. Click on the **title** of the course on the Search Results page.



7. Click on the **Enroll** button on the Enrollment page.

TRAINING HOME MY UPCOMING LEARNING THANSCHIPT TRAINING CATALOG COLLABORATIO	ON SPACES
Search Results	
DBHDS - Orientation Guidance for	Format: Desktop & Mobile
DSP Supervisors 2016	Course Provider: DBHDS - Office of Developmental Services
Online \$0.00	Course Number: 720-DSP-2016
Enroll	Duration (Hours): 1.0
Description	Credits: None
This training is designed to assist DSP supervisors to understand the orientation training and competency requirements under Virginia EDD Walvers. These slides cover the training requirements only. At the end of this training, supervisors will take the Orientation Manual test and must achieve a score of at least 80% to pass. Supervisors thould prepare for this test by reviewing the required training topics, which can be done using the DBHDS Orientation Manual available on the DBHDS website or at the following link.	Kom Dotaile
http://www.partnership.vou.edu/DSP_orientation/.	

8. A "pop-up" box may appear. If so, leave the Course Credit Options on **Credit** and the Course Mode Options on **Normal**.

DBHDS - External Entities				
Search Results				
DBHDS - O	roll	n select the options you	e	
Online \$0.00	want (if options are displayed) and olike Erroll. Title: DBHDS - Orientation Guidance for DSP Supervisors 2016	n aeleur nie optiona you	- Office	of
Enroll	Course Credit Options Credit No Gredit		-2016	
Description	Course Mode Options			
This training is designed requirements under Vi- training, supervisors w Supervisors should pre-	OBrowse OReview			
DBHDS Orientation M. http://www.partnership	Cancel	Enroll		
_				

9. The Enrollment page now displays the following message: "You are enrolled in the course." Click the **Open Item** button.

TRAINING HOME MY UPCOMING LEARNING TRANSCHIPT TRAINING CATALOG COLLABORAT	ION SPACES	
Search Results		
You are enrolled in the course.		
DBHDS - Orientation Guidance for	Format: Desktop & Mobile	
DSP Supervisors 2016	Course Provider: DBHDS - Office of Developmental Services	
Unine \$0.00	Course Number: 720-DSP-2016	
Open Item Cancel Enrollment	Duration (Hours): 1.0	
Description	Credits: None	
This training is designed to assist DSP supervisors to understand the orientation training and competency requirements under Virginia's DD Walvers. These slides cover the training requirements only. At the end of this training, supervisors will take the Orientation Manual let and mutat achieve a score of at least 80% to pass.	Item Details	
Supervisors should prepare for this test by reviewing the required training topics, which can be done using the DBHDS Orientation Manual available on the DBHDS website or at the following link http://www.partnership.vou.edu/DSP_orientation/.		

10. A "pop-up" box will appear with the course title displayed. **DO NOT** click the back button or black X; the course is loading.

IMPORTANT: After completing the course, click the black X, not the red web browser X. If you've completed a quiz, click the FINISH button and exit accordingly. Never click the red web browser X; your progress will not be recorded and you will have to complete the course again.

Available Courses in the Commonwealth of Virginia Learning Center

These are a few of the courses available in the DBHDS-E – External Entities:

- Basics of Case Management Curriculum: Curriculum acronym is CM. Select the DBHDS -Basics of Case Management Training Curriculum, which consist of Modules 01-06. You will need to separately in Module 07 (Basics of Case Management Module 07: Accountability) and Module 08 (Basics of Case Management Module 08: Employment First Employment for All). Modules are prerequisites of one another. **Required training for DD and ID Case Managers*.
- Targeted Case Management Curriculum: Curriculum acronym is DBHDS ID. Select the Targeted Case Management (TCM) for Individuals with ID - 2011 Curriculum, which consist of Modules 1-10. *Training for ID Case Managers.
- Preadmissions/Independent Examiners Training Parts I and II: Curriculum keyword is preadmissions. Select either DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part I or DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part II. Part I consist of modules 1-8 and Part II consist of modules 9-13. *Required training for Prescreeners.
- **REACH Training**: Course keyword(s) is *REACH* or *REACH Crisis Services*. Select the DBHDS REACH Crisis Services. **Training for Case Managers, Emergency Services Staff, and Support Coordinators*.
- Independent Housing Curriculum: Curriculum keywords are Independent Housing. Select DBHDS Independent Housing Curriculum and start with Module 1, as the modules are prerequisites of one another. This curriculum consists of Modules 1-3. *For all Support Coordinators serving people with ID and/or DD.
- **DSP Training:** Course acronym is *DSP*. Select DBHDS Orientation Guidance for DSP Supervisors 2016. **Information for Supervisors of DSPs providing DD Waiver Services*.
- WSAC Orientation: Course acronym is WSAC. Select the DBHDS Waiver Slot Assignment Committee Orientation. *Orientation for selected WSA committee members.
- Peer Recovery Specialist Supervisor's Online Training: Course acronym is PRS. Select DBHDS - Peer Recovery Specialist Supervisor's Online Training Curriculum. This curriculum consists of Modules 1-4. *Direct Supervisors of PRS whose peer support services will be billed to Medicaid.

Logging Out

Please click **Logout**, located under your user name. *If you do not use this feature, the VLC will keep you logged into the system*.

DBHDS VLC Domain Administrator

If you require additional assistance, please contact the Department of Behavioral Health and Developmental Services' (DBHDS) VLC Domain Administrator, Keiana Bobbitt, at <u>keiana.bobbitt@dbhds.virginia.gov</u>.