

 <p><b>Children's Services Agency</b></p> <p><b>Communication Issuance</b></p> <p><b>15-175</b></p>	Subject/Title	<b>Learning Management System Implementation</b>
	Type	<input type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
	Issuance Date	11/09/15
	Obsolete Date	n/a
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Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input type="checkbox"/> MDHHS BSC and County Directors <input type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input type="checkbox"/> MDHHS Child Welfare Managers/Staff <input type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

The Michigan Department of Health and Human Services, Office of Workforce Development and Training (OWDT) is excited to announce the implementation of the learning management system (LMS). LMS offers access to browse for training, register for instructor-led training, complete web based training, and access training transcripts. Child welfare, family preservation and juvenile justice staff will begin using the new LMS in place of the OmniTrack Plus/JJOLT learning management system on **December 1, 2015**.

Private agency staff eligible to access the new LMS includes:

- Staff with access to Michigan Statewide Automated Child Welfare Information System (MiSACWIS).
- Staff identified in the Families First Information System (FFIS).
- Staff from the Families Together Building Solutions (FTBS) and Parent Partners programs.

### LMS Timeline



To ensure a smooth transition from OTP/JJOLT to the new LMS **follow all actions that are applicable to you.**



### **Action required by Families Together Building Solutions and Parent Partners**

Supervisor or Program Manager sends the following information to assigned Family Preservation Specialist by **Friday November 13, 2015:**

- Employee first & last name
- Employee complete work email address
- Employee phone number
- Manager's first and last name
- Manager's complete work email address
- Employee position
- Work location: agency and office address

### **Actions required by individuals with MiSACWIS access** (includes read-only access)

1. **By November 27, 2015** confirm your MiSACWIS employee record is accurate. The record can only be viewed by supervisors, managers and directors. Changes to MiSACWIS employee records must go through Local Office Security Coordinators using the DHHS-816. Confirm accuracy of your:
  - Full work email address
  - Location
  - Supervisor
2. For the **December 1, 2015** implementation, a communication will be released with the new LMS link and instructions to access the system
3. **By December 15, 2015** create a unique password for LMS access.

Local Office Security Coordinators facilitate the enrollment of newly hired staff in MiSACWIS. LMS access will be available to staff one business day after being added to MiSACWIS or FFIS. New workers must be added to their case management system quickly in order to facilitate timely enrollment in new worker training.

### **Actions required by individuals with OmniTrack Plus (OTP/JJOLT) access**

**By December 15, 2015** save a copy of your personal training transcript. Save this document locally. To save your transcript:

- Log onto OTP/JJOLT
- From the *Reports* tab, select *Student Admin Reports*
- Select *Student Transcript*
- Enter employee name only (do NOT add start/end dates) and *Submit*
- From the Report Queue, select *View Report*
- Save a copy of your transcript locally

## Actions required by OmniTrack Plus/JJOLT Training Facility Coordinators

1. **By November 30, 2015** assure all external training, completed through November 30, 2015 are added to OTP/JJOLT for all staff in your office.
2. Add external training completed on or after December 1, 2015 to the new LMS. The *Viewing Your Transcript* training describes the steps to add external training to the new LMS. Instructions for accessing training are available at the [CWTI website](#).
3. **By December 15, 2015** complete the *LMS for Training Coordinators* training.
4. If you have access to MiSACWIS, and are currently identified as an OTP/JJOLT Training Facility Coordinator, you will have *Training Coordinator* access in the new LMS **after** you create your unique Cornerstone OnDemand password. No further action will be required to maintain your *Training Coordinator* system status.
5. If you do not have access to MiSACWIS, and will be a training coordinator for your local agency, please contact [DHSTraining@michigan.gov](mailto:DHSTraining@michigan.gov) with the following information:
  - Training Coordinator's first and last name
  - Training Coordinator's complete email address
  - Manager's first and last name
  - Manager's complete email address
  - Training Coordinator's program (Adoption, Juvenile Justice, etc.). This affects the training you are eligible to attend; you will have access to manage training for all staff in your location.
  - Training Coordinator's pay grade (Non Manager, First Line Manager, Second Line Manager, Director)
  - Training Coordinator's work location (agency name and address). If the Training Coordinator will be responsible for multiple agencies, please include all location names.

### Note to Juvenile Justice LMS users

Office of Workforce Development and Training offers some computer based training that are relevant to juvenile justice job functions, especially MiSACWIS trainings. Some instructor-led training may not be available for enrollment to non-MDHHS employees.

### Training Transcripts

Access to training transcripts in OTP/JJOLT will be available through December 31, 2015. Access to training transcripts captured in the new LMS will be available starting December 1, 2015. **After January 1, 2016** we anticipate the new LMS user training transcripts will be updated with OTP/JJOLT user training transcript information.

### In-Service Training Report

Fiscal year 2015 in-service training reports will not be available in OTP/JJOLT. These reports will be available in the new LMS in January 2016. Please refer to individual training transcripts to monitor this requirement until the office-wide report is once again available.

## **LMS Training**

Simple, short training and job aids on basic LMS functioning are located on the left navigation pane of the [Child Welfare Training Institute website](#). Please contact OWDT at [DHSTraining@michigan.gov](mailto:DHSTraining@michigan.gov) with questions.

## **Frequently Asked Questions**

Q: Will my training history be preserved?

A: Yes, the training you have completed in Omni-Track Plus/JJOLT, as well as training completed through the Division of Child Welfare Licensing (DCWL) formerly BCAL will be loaded into the new LMS.

Q: What do I need to do to assure I get access to the new LMS system?

A: Click on the link that will be provided in the communication that will be released for implementation. You will be provided exact instructions on how to log in.

Q: Will I have a separate user name and password to log into Cornerstone OnDemand?

A: Yes, at first you will. We are working toward a unified solution, eventually allowing one login to access multiple State of Michigan applications.

Q: Should I add college transcripts as external training to LMS?

A: No. Please continue providing college transcripts and resumes to your trainer upon request.

Q: What is the in-service training hours report from OTP/JJOLT?

A: This report includes every child welfare worker and child welfare supervisor who is required to complete a minimum number of in-service training hours per fiscal year. While other programs have training requirements, this report is specific to the 32/16 hour requirement for child welfare workers/supervisors.