



DOH LMS TRAIN Florida Master Training Plan Guidelines

February 2016

Your comprehensive guide to DOH LMS e-learning support and management

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.

It's a New Day in Public Health



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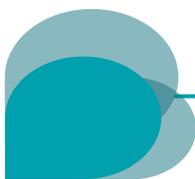


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Section 1 - Purpose of the TRAIN Florida Master Training Plans

The Department of Health learning management system (DOH LMS) allows TRAIN Florida Administrators with the Training Plan Manager role, to create training plans and assign the plans to learners. Learners then access and register for the assigned trainings using the **My Training Plans** feature in TRAIN Florida. This feature also allows learners to search for and assign themselves into any available training plan, even if it has not been assigned to them.

TRAIN Florida Training Plans are groups of trainings assembled by TRAIN Florida Administrators to shorten the steps for locating courses, or series of courses, designed for specific groups of learners. The DOH has encouraged the use of training plans to empower our workforce to easily and efficiently identify, attend, and complete its trainings.

The TRAIN Florida Master Training Plans will be used by the Department for tracking minimum training requirements, statewide program area and local level mandatory, required, and recommended trainings, as well as certifications credentialing, and trainings designed to meet job specific training requirements. The TRAIN Florida master training plans will also be used to assist the Department with reporting on accreditation, certification programs, credentialing, and program area training requirements.

Training plans are easy to create, and the DOH LMS Support team will consult with our Public Health System Partners (PHSP) to provide details on how the Department uses the TRAIN Florida Master Training Plans.

DOH LMS Administrators and delegates are not authorized to edit the courses, in any way, in the FDOH Master Training Plans.

In order to reduce the number of training plans and eliminate duplication, TRAIN Florida Administrators **should not create a training plan that duplicates an existing training plan.**

Section 2 - Training Plan Requirements

The TRAIN Florida Master Training Plans consist of:

- Minimum training requirements
- Statewide program area mandatory, required, and recommended trainings
- Local level required and recommended trainings

The TRAIN Florida Master Training Plans allow the Department to track and communicate training progress and compliance for our workforce, to ensure that they meet DOH Training Policy requirements as well as job specific training requirements.

TRAIN Florida Administrators and designated support staff are not authorized to add, clone, or edit a TRAIN Florida Master Training Plan. TRAIN Florida Site Administrators are responsible for monitoring and maintaining the TRAIN Florida Master Training Plans and communicating about the plans to TRAIN Florida users.

All DOH LMS Administrators and Course Providers shall adhere to the procedures for reducing duplication within the DOH LMS process, and conduct a thorough review of existing TRAIN Florida Master Training Plans before creating a new training plan. **Do not create a training plan that duplicates an existing training plan.**

All TRAIN Florida Training Plans must be created and tested on the TRAIN Florida staging server (Sandbox) before creation in TRAIN Florida Production.

The DOH LMS Administrators are responsible for developing, managing, and communicating to learners about training plans. Responsibilities include:

- Creating and editing training plans
- Assigning learners to, and removing learners from training plan
- Viewing learner completion progress
- Notifying learners about their status

All training plans in the **TRAIN Florida Master Training Plans** shall be reviewed on a yearly basis. New training plans can be created as needed.

The TRAIN Florida Administrators and designated support staff can use the TRAIN Florida Master Training Plans to monitor employee progress and completion status.

Section 3 - Areas of Responsibility for Training Plans

The Public Health Foundation (PHF) is continually updating the TRAIN system training plan functions. This requires the Department to maintain an integrated and coordinated effort to ensure that this powerful tool can be used effectively and efficiently.

The areas of responsibilities for creating TRAIN Florida Master Training Plans are as follows:

- **Minimum Training Requirements**
DOH LMS Site Administrators shall create and maintain the Minimum Training Requirements courses in the TRAIN Florida Master Training Plans.
- **Statewide Program Area Mandatory, Required, and Recommended Trainings**
TRAIN Florida Local Administrator(s) in each program area shall coordinate efforts to create and maintain the statewide program area mandatory, required, and recommended courses in the TRAIN Florida Master Training Plans.
- **Local Level Required and Recommended Trainings**
TRAIN Florida Local Administrator(s) in each local area shall coordinate efforts to create and maintain the local level required and recommended courses in the TRAIN Florida Master Training Plans.

Section 4 - Managing the TRAIN Florida Master Training Plans

4.1 - Minimum Training Requirements Training Plans

DOH LMS Site Administrators shall create and maintain training plans assigned to the following Master Training Plans for all Department employees and Non-FTEs as defined in the [DOH Training Policy DOHP 300-1](#):

- **FDOH Annual Mandatory Training Plan**
- **FDOH New Employee Mandatory Training Plan**
- **FDOH Supervisor Training Plan**

DOH LMS Local Administrators are **prohibited from altering in any way** the training courses assigned to the FDOH Annual Mandatory Training Plan, FDOH New Employee Mandatory Training Plan, and FDOH Supervisor Training Plan as defined in the [DOH LMS Internal Operating Procedures \(IOP\)](#).

Altering training plan courses impacts all training plan reports. The [DOH LMS Administrator role and permissions](#) will be **removed** from any DOH LMS Local Administrator who alters training courses in any TRAIN Florida Master Training Plan.

NOTE: Only DOH LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from self-assigned training plans.

[FDOH Annual Mandatory Training Plan - Assignments and Monitoring](#)

At the beginning of each fiscal year the **FDOH Annual Mandatory Training Plan**, including Department annual mandatory courses as defined in the [DOH Training Policy DOHP 300-1](#), is assigned to all DOH employees and appropriate Non-FTEs, by DOH LMS Local Administrator(s).

Department employees are responsible for registering for and managing each course in the training plan and must complete the courses in the order and within the specified timeframe detailed in the DOH Training Policy.

[FDOH New Employee Mandatory Training Plan - Assignments and Monitoring](#)

Upon learner account creation in TRAIN Florida, DOH LMS Local Administrator(s) or Site Administrators shall immediately assign the **FDOH New Employee Mandatory Training Plan**, including Department new employee mandatory courses as defined in the [DOH Training Policy DOHP 300-1](#), to all newly hired Department employees and appropriate Non-FTEs.

Newly hired Department employees are responsible for registering for and managing each course in the training plan and must complete courses in the order and within the specified timeframe detailed in the DOH Training Policy.

FDOH Supervisor Training Plan - Assignments and Monitoring

The **FDOH Supervisor Training Plan** including courses as defined in the [DOH Training Policy DOHP 300-1](#), must be assigned to a DOH employee upon new hire or promotion to a supervisory position by DOH LMS Local Administrator(s) or Site Administrators.

Per current position, employees may also assign themselves to this training plan, if appropriate.

Employees are responsible for managing each course in the training plan and must complete courses per the time frame defined in the [DOH Training Policy DOHP 300-1](#).

The TRAIN Florida Administrators and designated support staff shall use the TRAIN Florida Master Training Plans reports to monitor employee progress, completion and compliance status for courses included in these training plans.

4.2 - Statewide Program Area Training Plans

All Department of Health Central Office (CCOC) Program Areas shall create a **Statewide Program Area Training Plan** for DOH program area mandatory, required, and recommended trainings listed on the DOH Training Matrix. The training plans allow the Department to track accreditation requirements, certification, credentialing, program area requirements, and job specific core competencies.

To avoid duplication of efforts, as well as training plan duplication, DOH LMS Local Administrators should review existing FDOH Training Plans before creating a new training plan.

Program Area Training Plans shall not include any courses in any TRAIN Florida Master Training Plans.

Program Training Plans shall not include DOH Minimum Training Requirements courses

Do not create a training plan that duplicates an existing training plan.

Program Area Training Plans - Assignments and Monitoring

As directed by program area **delegated authority and/or policies**, **Program Area Training Plans** are assigned to program area employees in all locations, by DOH LMS Local Administrator(s) or upon request by DOH LMS Site Administrators.

For Example:

The Hillsborough CHD WIC Program should use the **CCOC WIC Program Area Training Plan** to assign employees to local level mandatory, required, and recommended courses specifically for WIC Program employees.

Employees may assign themselves to a Program Area Training Plan using the **My Training Plans** feature in TRAIN Florida, as appropriate.

Employees are responsible for managing each course in the training plan and can complete courses in any order, or as defined by program area policy.

NOTE: Only DOH LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from self-assigned training plans.

4.3 - Local Level Training Plans

The DOH LMS Local Administrator(s) in each local area shall coordinate the efforts to create and maintain the local level required and recommended courses.

To avoid duplication of efforts, as well as training plan duplication, DOH LMS Local Administrators should review existing FDOH Training Plans before creating a new training plan.

Local Level Training Plans shall not include any courses in any TRAIN Florida Master Training Plans or Statewide Program Area Training Plans.

Local Level Training Plans shall not include DOH Minimum Training Requirements courses or any statewide program area mandatory, required, and recommended trainings.

Do not create a training plan that duplicates an existing training plan.

Local Level Training Plan - Assignments and Monitoring

As directed by the local **delegated authority and/or policies**, **Local Level Training Plans** are assigned to all local level employees in all locations, by DOH LMS Local Administrator(s) or upon request by DOH LMS Site Administrators.

Employees are responsible for managing each course in the training plan and can complete courses in any order, or as defined by local policy.

NOTE: Only DOH LMS Administrators can remove learners from Administrator assigned training plans. Learners may remove themselves from self-assigned training plans.

Please Remember:

The DOH LMS Local Administrator role will be **removed** from any DOH LMS Local Administrator who alters training course in any TRAIN Florida Master Training Plan.

If you have questions or concerns regarding the DOH LMS TRAIN Florida Master Training Plans please contact the **DOH LMS Support Team**:

Email: DOHLMSSupport@flhealth.gov

Phone: 850-245-4008

Appendix I

TRAIN Florida Definitions

Affiliate: Any organization - such as a state public health agency, regional training center, or professional association - that purchases and is responsible for managing a customized website that is part of the TrainingFinder Real-time Affiliate Integrated Network (TRAIN).

DOH LMS Site Administrator: The TRAIN Florida support staff designated with the overall responsibility for managing the DOH learning management system (LMS).

DOH LMS Lead Administrator: Agency staff designated with the overall responsibility for posting, managing, maintaining, and/or delivering training in their area of responsibility via the DOH learning management system.

DOH LMS Support Administrator: Agency staff designated with providing support to DOH LMS Lead Administrators for posting, managing, maintaining, and/or delivering training in their area of responsibility via the DOH learning management system.

DOH LMS Course Provider: Agency staff designated with creating or adapting, posting, managing, maintaining, and/or delivering training content in their area of responsibility via the DOH learning management system.

DOH LMS Course Administrator: Agency staff designated with providing support to DOH LMS Administrators and Course Providers to manage student records and trainings in their area of responsibility via the DOH learning management system.

Learner: Any public health or health professional that uses the TRAIN National or Affiliate TRAIN sites to find, register for, or track his or her participation in training opportunities.

Site: A term used to describe the TRAIN National website (www.train.org) and other TRAIN websites, such as TRAIN Florida.

TRAIN: The TrainingFinder Real-time Affiliate Integrated Network is a web based nationwide learning management system for public health organizations affiliated with www.train.org.

www.train.org: The Public Health Foundation's (PHF) online learning clearinghouse, where the public health workforce can search an extensive database of nationwide and international courses, submit courses, and track learning.

User: Any affiliate, learner, administrator, course provider, or other person that views, enters, or manages information on the TRAIN National website (www.train.org) and other TRAIN sites, such as TRAIN Florida.

Appendix II - TRAIN Florida Master Training Plan Quick Tips

Training Plan	Assigned	What to Do	Who to Contact
DOH Annual Mandatory Trainings	DOH Employees	Local Administrators assign all DOH employees to the <u>FDOH Annual Mandatory Training Plan</u> on July 1.	TRAIN Florida Lead Administrator or Support Administrator
DOH New Employee Mandatory Trainings	DOH New Hires	Upon hire, new employee is registered into TRAIN Florida & the <u>FDOH New Employee Mandatory Training Plan</u> is assigned by Local Lead Administrator, support team, or a Site Administrator.	TRAIN Florida Local Level Lead Administrator, support team, or Site Administrator
DOH Supervisor Trainings	Newly Hired or Promoted DOH Supervisors	Per supervisory position or promotion to such DOH employee is assigned to <u>FDOH Supervisor Training Plan</u> by a Local Level Administrator, support team, Site Administrator or employee.	TRAIN Florida Local Level Lead Administrator, support team, or Site Administrator
Program Area Training Plans	Employees in Program Areas	All local level program areas use the <u>Program Area Training Plans</u> for assigning trainings to employees as directed by delegated authority, assigned by program area's Lead Administrator or support team.	TRAIN Florida Program Area Lead Administrator or Support Administrator
Local Level Training Plans	Local Level Employees	Local Administrators assign local level employees to the <u>Local Level Training Plans</u> on July 1, as directed by the delegated authority.	TRAIN Florida Lead Administrator or Support Administrator