

TRAIN Florida Training Plans

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 learners. The Department of Health (DOH) has encouraged the use of training plans to empower our workforce to actively identify, attend, and complete their trainings.

TRAIN Florida Master Training Plans

The TRAIN Florida Master Training Plans will be used for tracking minimum training requirements, statewide program area and local level mandatory, required, and recommended trainings, as well as, certifications and 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.

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

Training Plan Requirements

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 plans; viewing learner completion progress; and notifying learners about their status.

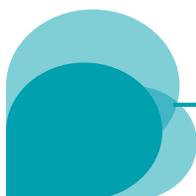
All training plans in the **TRAIN Florida Master Training Plans** shall be reviewed on a yearly basis. New training plans can be created as needed.

TRAIN Florida Administrators and designated support staff **are not authorized** to add, clone, or edit a TRAIN Florida Master Training Plan that is not assigned to them.

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.**

Areas of Responsibility for Training Plans

Continuous upgrades by the Public Health Foundation (PHF) to the TRAIN system training plan functions, requires DOH to have an integrated and coordinated effort to ensure that we effectively and efficiently use this powerful tool.



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

- Minimum Training Requirements**
 The 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**
 The TRAIN Florida Lead Administrator(s) in each program area shall coordinate the efforts to create and maintain the statewide program area mandatory, required, and recommended courses in TRAIN Florida Master Training Plans.
- Local Level Required and Recommended Trainings**
 The TRAIN Florida Lead Administrator(s) in each local area shall coordinate the efforts to create and maintain the local level required and recommended courses in TRAIN Florida Master Training Plans.

Navigating and Using Training Plan Module

The Master Training Plan module allows administrators to set up recommended or required sets of courses (“Training Plans”) and monitor user progress through each plan.

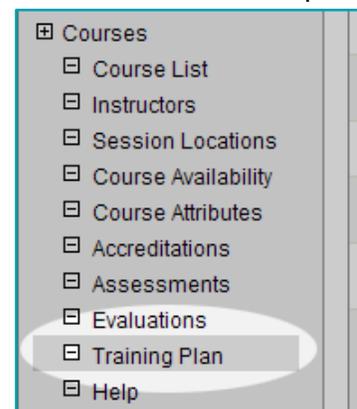
Finding a Master Training Plan

Step 1: Log in to [TRAIN Florida](#)

Step 2: On your TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

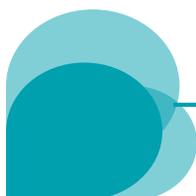
Step 3: On the left navigation bar click on **Courses** then **Training Plan**

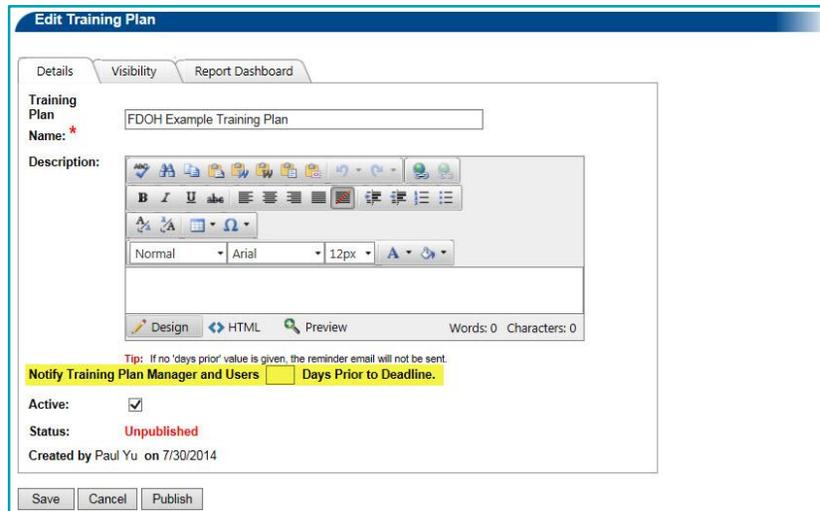
Step 4: By default, the Training Plan page will display a list of all Training Plans that are available to you based on your Training Plan Manager role



- Clicking the '✖' icon for any Training Plan will **delete** the plan
- Clicking the '✏' icon will take you to the **Edit Training Plan** page. This is where you define the name and description of the Plan, as well as, set the visibility for the report (who can see/run the report). You can also edit the Notify date.

“Notify Training Plan Manager and Users ___ Days Prior to Deadline.” This option sends out an e-mail notification to all users registered for the Training Plan a certain number of days before the deadline. Each user can have a different deadline for the Plan.





- c. Clicking the  icon will take you to the **Assign Users** page. This is where you manually register/assign users to the Training Plan, as well as, access each users Training Plan list in order to monitor progress. From this list you can also remove users from the Training Plan and mass e-mail any user(s) in the plan.
- d. Clicking the  icon will take you to the **Edit Training Plan Components** page. This is where you can create sections and add courses to the plan.

Adding a New Training Plan

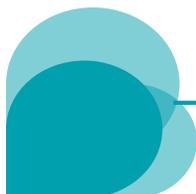
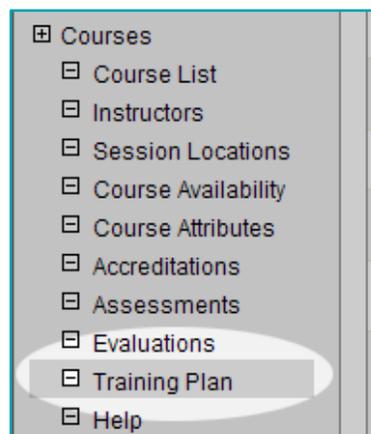
In order to reduce the number of training plans and eliminate duplication, **TRAIN Florida Administrators should not create a training plan that duplicates an existing training plan.**

To add a new plan:

Step 1: Log in to [TRAIN Florida](#)

Step 2: On your TRAIN Florida homepage – locate and click on **Administration** on the top navigation bar

Step 3: On the left navigation bar click on **Courses** then **Training Plan**



Step 4: From the Training Plan page, click the **Add** button, located at the bottom-left corner of the list

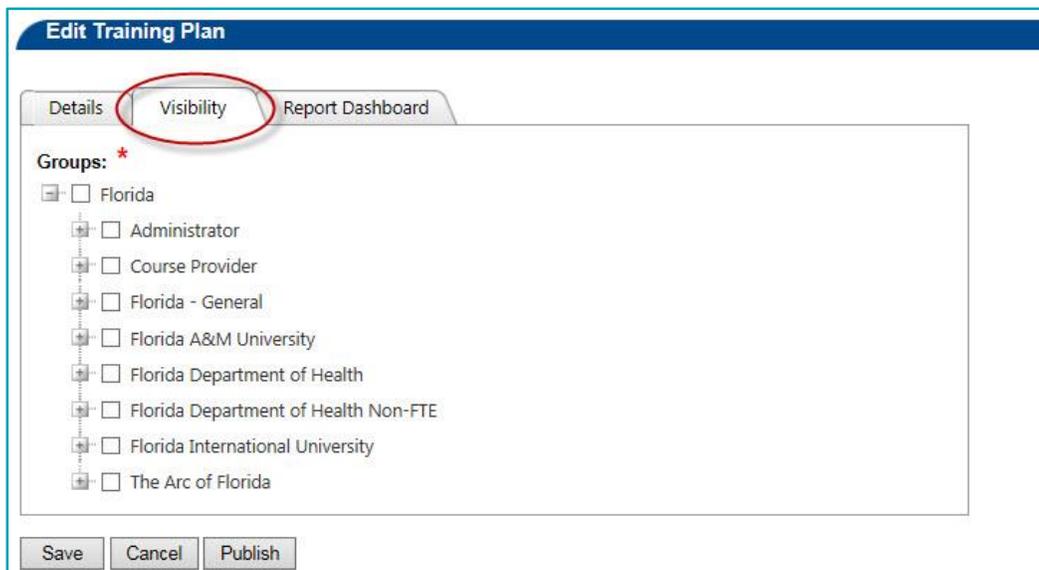


Step 5: On the **Details** tab, enter a Training Plan name and a Description of the training plan

- a. All training plans shall have the **Organization prefix** in front of the training plan name. Do not list the course dates, or fiscal year in the name.
- b. All training plans shall follow the standard naming convention:
For Example: FDOH (training plan name) or PHSP (training plan name)

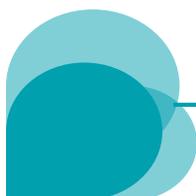
Note: You can define the number of days prior to each user's deadline that a reminder notification should be sent

Step 6: Click the **Visibility** tab to define who will be able to see/run your report. Select the appropriate group for visibility – Training Plans can be assigned to any sub-group



Step 7: When the Details and Visibility tabs are complete and meet the naming convention standards, click **Save** to return to the Training Plan list

Note: Your training plan status will be unpublished when you return to the Training Plan list. You will still need to add courses to your training plan before publishing

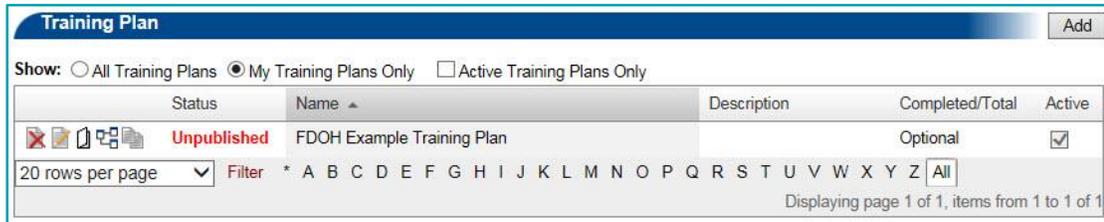


Adding / Editing Training Plan Courses

TRAIN Florida Administrators and designated support staff ***are not authorized*** to add, clone, or edit a TRAIN Florida Master Training Plan that is not assigned to them

To design your Training Plan components:

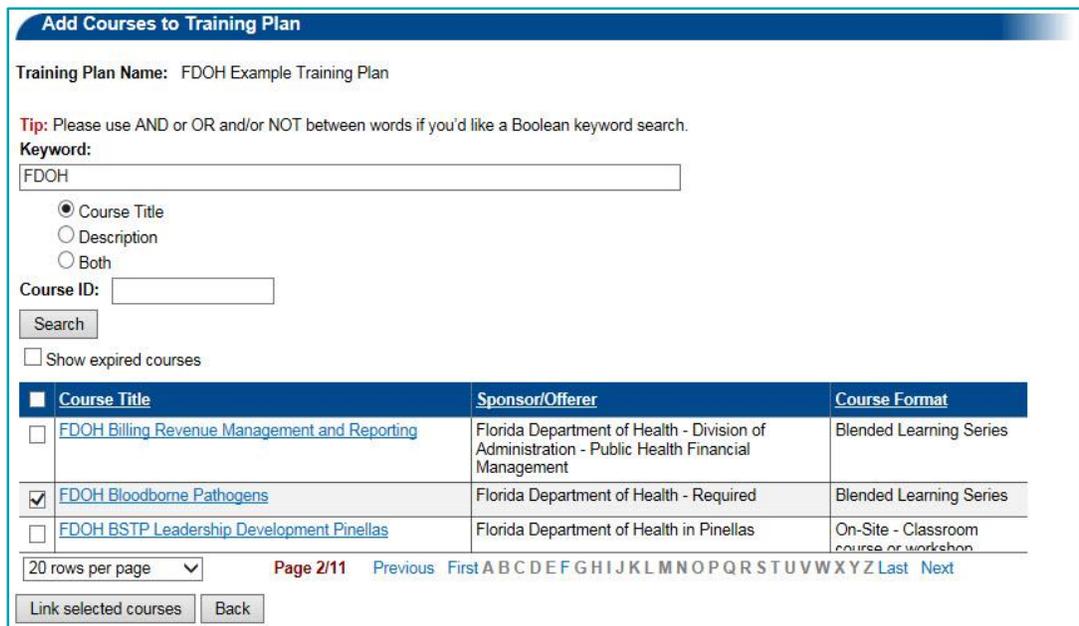
Step 1: From the Training Plan page, locate your training plan then click the **Relationship** icon 



Status	Name	Description	Completed/Total	Active
Unpublished	FDOH Example Training Plan		Optional	<input checked="" type="checkbox"/>

Step 2: To add a course(s):

- a. Click the **Add Course** button, located at the bottom-left corner of page
- b. Search for the Course(s) using the Keyword search by entering the keyword and clicking Search. You are also able to search for a specific course by using the Course ID
- c. Place a check next to the name of the course(s) in the resulting course list and click **Link Selected Courses** located at the bottom of the page



Training Plan Name: FDOH Example Training Plan

Tip: Please use AND or OR and/or NOT between words if you'd like a Boolean keyword search.

Keyword:

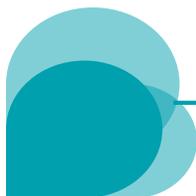
Course Title
 Description
 Both

Course ID:

Show expired courses

	Course Title	Sponsor/Offerer	Course Format
<input type="checkbox"/>	FDOH Billing Revenue Management and Reporting	Florida Department of Health - Division of Administration - Public Health Financial Management	Blended Learning Series
<input checked="" type="checkbox"/>	FDOH Bloodborne Pathogens	Florida Department of Health - Required	Blended Learning Series
<input type="checkbox"/>	FDOH BSTP Leadership Development Pinellas	Florida Department of Health in Pinellas	On-Site - Classroom course or workshop

20 rows per page Page 2/11 Previous First ABCDEFGHIJKLMNOPQRSTUVWXYZ Last Next



- d. These courses will now be displayed in your Training Plan Components. If the course is **required**, place a check in the box next to the Course Name

Edit Training Plan Components

Training Plan Name: FDOH Example Training Plan

Tip: Select a section before adding a course.
Tip: To mark course as required, please check it, and then click on "Save and Back" button to save changes.
Tip: To add/edit/delete a course, click on the title of the course first (not the checkbox next to the course) and then select your action from the icons on the right.
Tip: To re-order a course or section, click on the title of the item and drag it to the appropriate location.

All sections must be completed in order Sections can be completed in any order

All Sections

FDOH Bloodborne Pathogens (Blended Learning Series) ✕

Select box if course is required

Step 3: To delete a course(s):

- a. To delete a course, highlight the course and click the '✕' icon

Edit Training Plan Components

Training Plan Name: FDOH Example Training Plan

Tip: Select a section before adding a course.
Tip: To mark course as required, please check it, and then click on "Save and Back" button to save changes.
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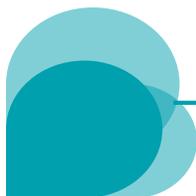
Delete Icon

Publishing a Training Plan

Training Plan	
Status	Name
Published	FDOH Annu. Mandatory Training Plan
Unpublished	FDOH Annu. Mandatory Training Plan 13-14
Published	FDOH Bay HMS Clinical Training

Training plans have a "Published" and "Unpublished" status. The "Unpublished" status allows administrators to act as though the training plan is active, but it is not accessible to learners – i.e. active to administrators but inactive to learners

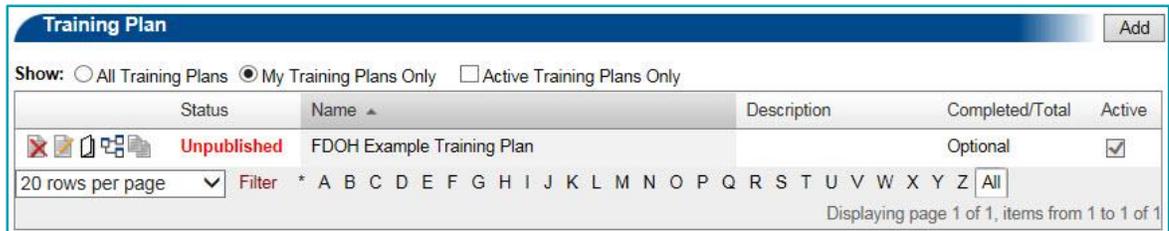
In the Training Plan Edit interface, there is a checkbox option to publish or un-publish a training plan. When creating a new training plan, be sure to set this value appropriately. Within the administrator list of training plans, a column will indicate the published or un-published status of the training plan.



When you are ready to publish a Training Plan:

Step 1: Ensure your Details and Visibility pages are correct and that all courses have been added in the Training Plan Component module.

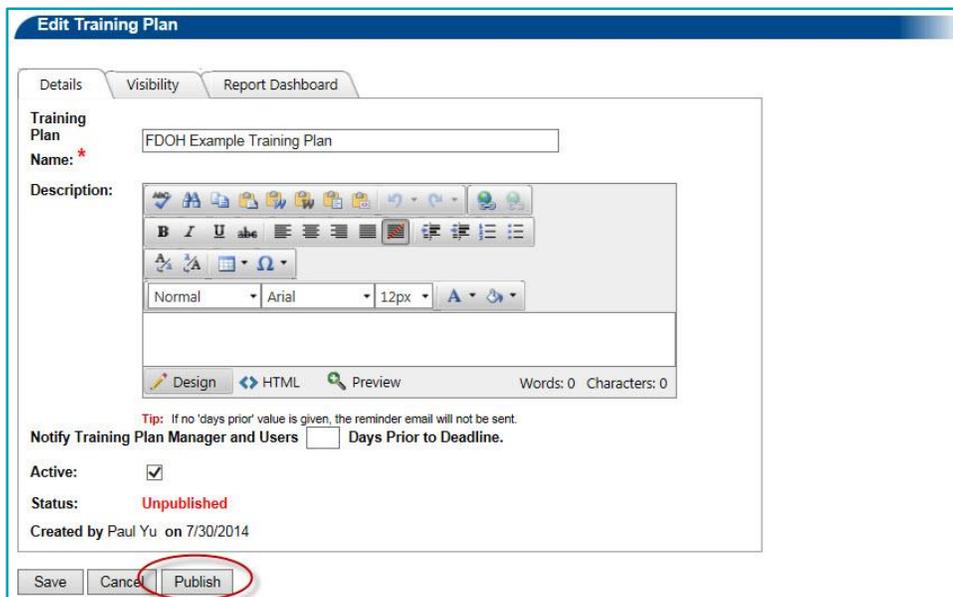
Step 2: From the Training Plan page, locate your training plan then click the **Edit Training Plan** icon 



Status	Name	Description	Completed/Total	Active
Unpublished	FDOH Example Training Plan		Optional	<input checked="" type="checkbox"/>

20 rows per page Filter * A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All
Displaying page 1 of 1, items from 1 to 1 of 1

Step 3: Click the **Publish** button on the bottom-left of the page. When the training plan is published, it will be visible to all learners in your selected group(s) / subgroup(s). If needed, can click this button again to **Unpublish** the training plan.



Edit Training Plan

Details | Visibility | Report Dashboard

Training Plan Name: * FDOH Example Training Plan

Description: 

Design | HTML | Preview | Words: 0 | Characters: 0

Tip: If no 'days prior' value is given, the reminder email will not be sent.

Notify Training Plan Manager and Users Days Prior to Deadline.

Active:

Status: Unpublished

Created by Paul Yu on 7/30/2014

Save | Cancel | **Publish**

If you have any questions or need assistance regarding searching, adding, or publishing Training Plans, please contact the **DOH LMS Site Administrators** via e-mail at DOHLMSSupport@flhealth.gov or by phone at **850-245-4008**.

