



TRAIN Florida catalogues resources, discussion boards and training courses, registers learners, provides access to online courses, gathers and tracks employee training information, and assists managers and supervisors in assessing training needs.

Based on DOH research and input from our partners, the Department has identified the DOH LMS support documents that will allow DOH to standardize and streamline the DOH LMS processes. Standardization benefits the executive staff, division directors, children medical services, county health department (CHD) directors and administrators, supervisors, DOH public health system partners, and more importantly our workforce.

Successfully managing a large enterprise often requires some functions to be standardized. In accordance with the DOH Learning Management System (LMS) FDOH Naming Convention support document, all TRAIN Florida Administrators and Course Providers shall adhere to the TRAIN Florida naming conventions and the Site and Lead Administrators are authorized to amend all TRAIN Florida resources, discussion boards, library items, training courses, and sessions not in compliance.

Our goal is to provide a user friendly enterprise to aid the Department in **Developing and Sustaining a Competent and Qualified Public Health Workforce** and sharing Public Health training resources with our Public Health System Partners.

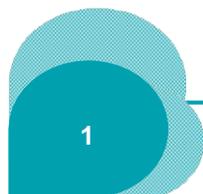
Section 2 - General Naming Convention Guidelines

This document provides the TRAIN Florida Administrators and Course Providers with the naming convention process for standardization in the TRAIN Florida. The process ensures a quicker and more efficient method of support to TRAIN Florida users.

All TRAIN Florida resources, library items, discussion boards, training courses, and sessions shall have the **FDOH** prefix in front of the title. For example: FDOH Category List.

The following sections provide you with guidelines for the general naming conventions:

1. Adding a Resource Name
2. Adding a Discussion Thread
3. Adding a Library Item
4. Creating Courses
5. Creating Custom Certificates
6. Creating Assessments
7. Creating Evaluations
8. Conference List, and
9. Session Locations



1. Adding a Resource Name

- a. When adding a resource to a Resource Category, the resource name shall have the **FDOH** prefix in front of the document name.



New Resource

* = required fields.

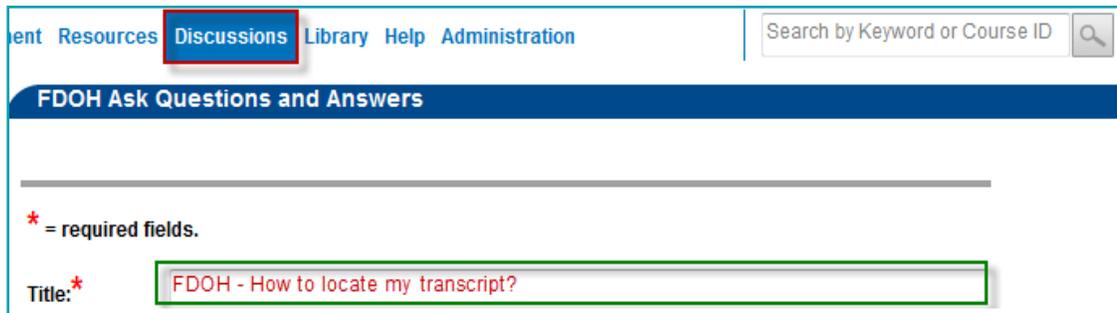
Name:*

Category:*

- b. The document name **shall not include** the division, CHD, Children’s Medical Services (CMS), or program area name in the title.

2. Adding a Discussion Thread

- a) When adding a discussion thread to a Discussion Category, the discussion thread title shall have the **FDOH** prefix in front of the title.



ent Resources **Discussions** Library Help Administration

Search by Keyword or Course ID

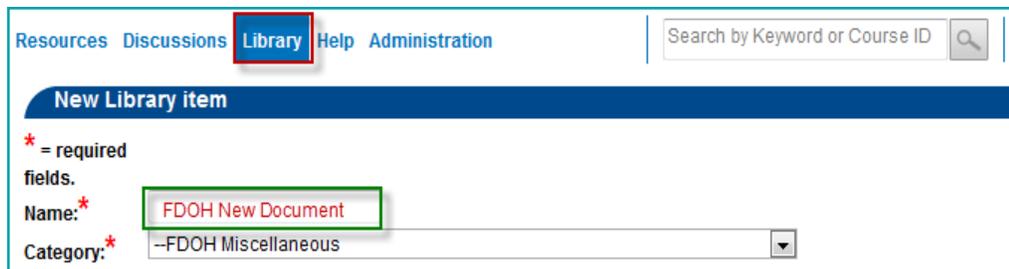
FDOH Ask Questions and Answers

* = required fields.

Title:*

3. Adding a Library Item

- a. When adding an item to a Library Category, the Library item name shall have the **FDOH** prefix in front of the name.



Resources Discussions **Library** Help Administration

Search by Keyword or Course ID

New Library item

* = required fields.

Name:*

Category:*

4. Creating Courses

a. Course List

- i. All DOH courses shall have the **FDOH** prefix in front of the course title. Do not list the course date, or fiscal year in the title.



- ii. All DOH reference guides shall have the **FDOH** prefix in front of the reference title.

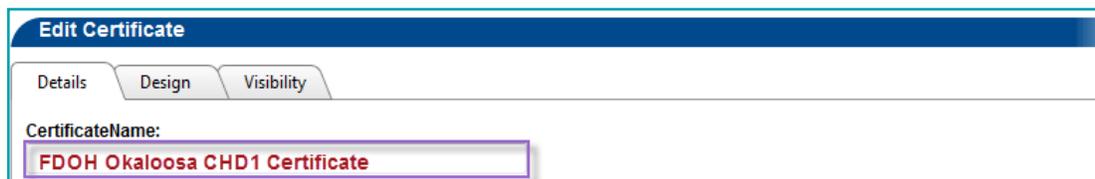
b. Course Sponsor/Officer

- i. All DOH courses shall have the Florida Department of Health listed as the sponsor of the course.
- ii. The course offerer shall be the CHD, CMS, division, or program area title. For example: Florida Department of Health - Okaloosa CHD. Do not list the course date, or fiscal year.

5. Creating Custom Certificates

a. Certificate Name

- i. All custom certificates shall have the **FDOH** prefix in front of the certificate name. Do not list the course date, or fiscal year in the name.

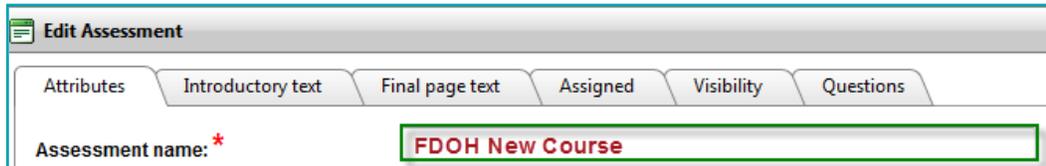


- ii. All custom certificates shall follow the standard naming convention: FDOH Okaloosa CHD1 Certificate.
- iii. If creating multiple custom certificates, use the following naming convention: FDOH Okaloosa CHD2 Certificate, and change the number as needed.

6. Creating Assessments

a. Assessment Name

- i. All assessments shall have the **FDOH** prefix in front of the assessment name. Do not list the offerer title, course date, or fiscal year in the name.



Edit Assessment

Attributes | Introductory text | Final page text | Assigned | Visibility | Questions

Assessment name: *

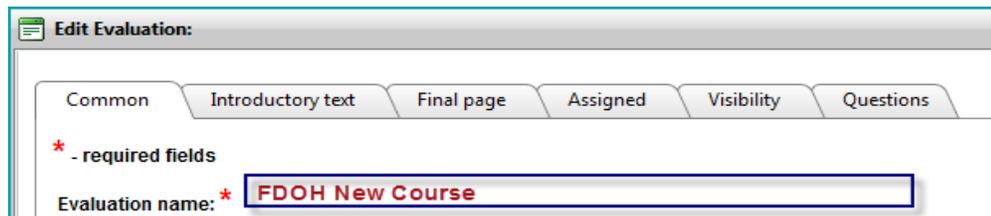
- ii. All assessments shall follow the standard naming convention: FDOH (course name).

7. Creating Evaluations

a. Evaluation Name

- i. All evaluations shall have the **FDOH** prefix in front of the evaluation name. Do not list the offerer title, course date, or fiscal year in the name.

- ii. All evaluations shall follow the standard naming convention: FDOH (course name).



Edit Evaluation:

Common | Introductory text | Final page | Assigned | Visibility | Questions

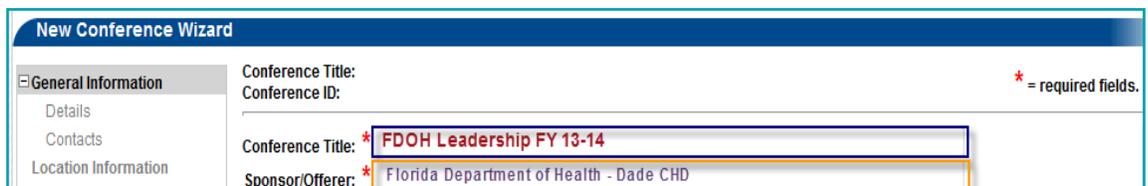
* - required fields

Evaluation name: *

8. Conference List, and

a. Conference Title

- i. All conference titles shall have the **FDOH** prefix in front of the conference title.



New Conference Wizard

General Information | Details | Contacts | Location Information

Conference Title: *

Conference ID:

Sponsor/Offerer: *

* = required fields.

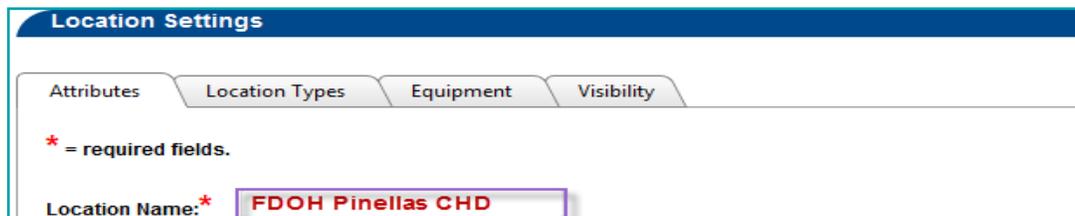
- ii. Do not list the offerer title, course date, or fiscal year in the name.

- iii. All conference titles shall follow the standard naming convention: FDOH (conference title)
- iv. The current year or “annual” **may be added after** the FDOH prefix.

9. Session Locations

a. Location Name

- i. All DOH session location names shall have the **FDOH** prefix in front of the location name. For example: FDOH Pinellas CHD. Do not add the room location to the location name.



Location Settings

Attributes Location Types Equipment Visibility

* = required fields.

Location Name:* **FDOH Pinellas CHD**

- ii. The building **may be added after** the location name. For example: FDOH CCOC Prather Bldg.
- iii. If creating multiple rooms in a location, please use the following naming convention: FDOH Largo1 for the first room, and FDOH Largo2 for the second room, and change the number as needed.

These naming conventions are designed to ensure a quicker and more efficient method for our TRIN Florida users to search for and locate DOH trainings, in the DOH LMS TRIN Florida.



**We are committed to:
Developing and Sustaining a Competent and Qualified Public Health Workforce**

DOH LMS Support Team is based in the Office of Performance and Quality Improvement (OPQI) and can be contacted via email at DOHLMSSupport@flhealth.gov or by phone at **850-245-4008**.