



# Florida Department of Health TRAIN Florida Naming Conventions

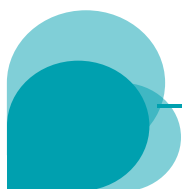
June 2017

*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.



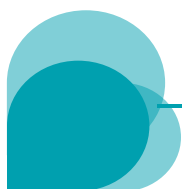
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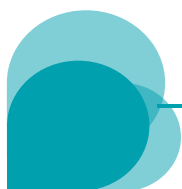
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## Section 1 - Purpose of the Naming Convention Guidelines

The goal of TRAIN Florida 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 (PHSP).

Successfully managing a large enterprise often requires some functions to be standardized to allow our workforce to interact efficiently with the DOH LMS, and their professional development.

The Department has created DOH LMS Support Documents to facilitate the standardizing and streamlining of DOH LMS processes. Standardization benefits the executive staff, division directors, Children's Medical Services, County Health Department (CHD) directors and administrators, supervisors, DOH Public Health System Partners (PHSP), and **more importantly our workforce**.

This support document describes the **process for standardizing the DOH LMS TRAIN Florida naming conventions**. This process ensures a quicker, and more efficient, method of providing resources and support to TRAIN Florida users.

**All TRAIN Florida Administrators and Course Providers shall adhere to the DOH LMS TRAIN Florida Naming Conventions.** The Site and Lead Administrators are authorized to correct all TRAIN Florida training courses, sessions, conferences, and all affiliated resources, discussion boards, and library items not in compliance.

## Section 2 - General Naming Convention Guidelines

1. **All TRAIN Florida training courses, sessions, conferences, and all affiliated resources related to courses, sessions, and conferences, as well as, resources, discussion boards, and library items shall have the **Organization** prefix in front of the title.**

**For example:** The Department's prefix is FDOH – a course title example would be FDOH Annual Mandatory Refresher Training

### 2. Creating Courses

#### a. Course Title

- All courses shall have the **Organization** prefix in front of the course title.  
Do not list the course date, or fiscal year in the title.
- All reference guides shall have the **Organization** prefix in front of the reference title.

#### b. Course Sponsor/Offerer

- All DOH courses shall have the Florida Department of Health listed as the **sponsor** of the course.
- 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.
- All PHSP courses shall have the **Organization** listed as the **sponsor** of the course.

### 3. Creating Custom Certificates

#### a. Certificate Name

- All custom certificates shall have the **Organization** prefix in front of the certificate name. Do not list the course date, or fiscal year in the name.
- All custom certificates shall follow the standard naming convention:  
FDOH Okaloosa CHD1 Certificate
- If creating multiple custom certificates, use the following naming convention:  
FDOH Okaloosa CHD2 Certificate, and change the number as needed

### 4. Creating Assessments

#### a. Assessment Name

- All assessments shall have the **Organization** prefix in front of the assessment name. Do not list the offerer title, course date, or fiscal year in the name.
- All assessments shall follow the standard naming convention:  
FDOH (course name) or PHSP (course name)

### 5. Creating Evaluations

#### a. Evaluation Name

- All evaluations shall have the **Organization** prefix in front of the evaluation name. Do not list the offerer title, course date, or fiscal year in the name.
- All evaluations shall follow the standard naming convention:  
FDOH (course name) or PHSP (course name)

### 6. Conference List

#### a. Conference Title

- All conference titles shall have the **Organization** prefix in front of the conference title. Do not list the offerer title, course date, or fiscal year in the name.
- All conference titles shall follow the standard naming convention:  
FDOH (conference title) or PHSP (conference name)
- The current year, or annual, **may be added after** the **Organization** prefix.  
**For example:** FDOH 2017 Safety Conference, or FDOH Annual Conference

### 7. Session Locations

#### a. Location Name

- All session location names shall have the **Organization** prefix in front of the location name. Do not add the room location to the location name.  
**For example:** FDOH Pinellas CHD
- The building **may be added after** the location name.  
**For example:** FDOH CCOC Prather Building
- 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, change the number as needed.

## 8. Adding a Resource Name

- a. When adding a resource to a Resource Category, the resource name shall have the **Organization** prefix in front of the document name.
- b. The document name **shall not include** the division, CHD, Children's Medical Services (CMS), program area, or PHSP name in the title.

## 9. Adding a Discussion Thread

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

## 10. Adding a Library Item

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

## Section 3 – Learner Account Details Naming Convention Guidelines

To aid our TRAIN Florida Administrators, executive staff, division directors, Children's Medical Services (CMS), County Health Department (CHD) directors and administrators, supervisors, and DOH Public Health System Partners efficiently manage staff trainings and reporting, this section details the **naming conventions for learner account information**. It is vital that this information is entered correctly and kept up to date.

### 1. Always use the Learner Registration Template to upload learner accounts

- a. Form is available on the [TRAIN Florida Administrator Knowledge Center](#) – Resources menu – Forms and Templates tile.
- b. Do not change any of the column titles, or cut and paste information into the spreadsheet, the upload will **NOT** work.
- c. Enter as much information as possible into the template.

### 2. Login Name

- a. If the learner is a Florida Department of Health (FTE) employee, including OPS, and has an approved People First ID number, enter that number.
- b. If the learner is a DOH Non-FTE, or is a FTE but has **not been assigned** a People First number, use the naming convention, Firstname.Lastname.  
**For example:** John.Smith
- c. FTE login names shall be updated from Firstname.Lastname upon assignment of a People First number.

### 3. Learner names

- a. Enter only legal names for learners. **Do not use nick names.**

#### 4. Always use spell case for entries

- a. Do not use all capital letter entries. **For example:** JOHN DOE, Use – John Doe

#### 5. Do not use abbreviations

- a. Street designations  
Do not use – Ave., Use – Avenue
- b. Job titles  
Do not use – AAI, Use – Administrative Assistant I
- c. Organization, division, bureau, office titles  
Do not use – WFD, Use – Workforce Development
- d. Country  
Do not use – US or USA, Use – United States
- e. State name  
Do not use – FL, Use – Florida
- f. **Exceptions:** can use approved acronyms such as OPS, CHD, CMS, and SATP

#### 6. Do not use parenthesis for Area Code entry

- a. Do not use – (850) 245-4444, Use – 850-245-4444

### Section 4 – Audit Maintenance Guidelines

#### 1. Audit / Maintenance Process

- a. The DOH LMS Site Administrator(s) shall conduct TRAIN Florida naming convention audits. The DOH LMS Administrators and/or Course Providers on the audit report shall be notified by e-mail.
- b. DOH LMS Administrators and/or Course Providers shall make the appropriate corrections in TRAIN Florida.

These naming conventions are designed to ensure our TRAIN Florida users have quicker and more efficient interactions with the DOH LMS, TRAIN Florida.

If you have questions or concerns regarding the TRAIN Florida Naming Conventions, please contact please feel free to contact the **DOH LMS Support Team**:

**Email:** [DOHLMSSupport@flhealth.gov](mailto:DOHLMSSupport@flhealth.gov)

**Phone:** (850) 245-4008