



The **Resources feature** provides you with access to a variety of public health documents that have been uploaded by the Department, TRAIN Florida users, and TRAIN National Affiliates.

Florida Department of Health documents and resources will be assigned to sub-categories in the **FDOH TRAIN Resources Category**. All TRAIN Florida users can review, and download documents, as well as add Public Health related documents and resources in the FDOH TRAIN category. You may also access and download resources from categories posted by other TRAIN National Affiliates.

The following will help you locate, access, and add resources to the **Resources feature**.

**Step 1:** Go to [TRAIN Florida](#) and log in

**Step 2:** On your TRAIN Florida home page - **locate the home page tool bar** on the top left of the page. Click on the **Resources** link.



**Step 3:** The **Resources page** will open, showing the Resources Categories menu. The menu lists all of the available TRAIN resources categories - **both** TRAIN Florida and National Affiliate levels. The screen will show the resources page for the first listed category.

To access Florida Department of Health resources - click on the **FDOH TRAIN** category title.

**Resources Categories:**

- 2008 Kentucky Return on Investment (ROI)
- 2015 E-Learning Institute
- Articles of Interest
- Distance Learning Links
- Environmental Health Links (National)
- FDOH TRAIN**
- HOSA - Future Health Professionals Resources
- Influenza Resources
- Mobile Apps
- National Center for Disaster Medicine and Public Health (NCDMPH) Resources
- National Resources
- OPHPR
- Paul's Resources
- PERLC
- PHF/FAMU Minority Outreach Project
- Public Health Infrastructure Resource Center
- Public Health Preparedness and Response Core Competencies
- Public Health Preparedness Capabilities
- TRAIN References

**2008 Kentucky Return on Investment (ROI)** Add Resource

Resource Name	Created Date	Updated Date
<a href="#">2008 Kentucky Return on Investment (ROI)</a> (.xls)	09/13/2010	09/13/2010
Return on Investment		

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Displaying page 1 of 1, items from 1 to 1 of 1

**Search Documents by Keyword**

All Categories

Document Name  
 Description  
 Both

Search





**Step 4:** A list of **FDOH sub-categories** will open in the menu.

The **document sharing screen for the category** will also open, and display the available resources sorted by Resource Name, Created Date and Updated Date.

To access the FDOH sub-categories - click on the title, and the associated document sharing screen will open.

**NOTE:** If a screen reads **No records to display**, there are no resources in the category.

To access a resource - click on the **Resource Name/title**.

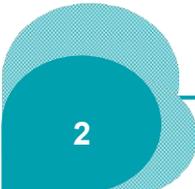
**Resources Categories:**

- 2008 Kentucky Return on Investment (ROI)
- 2015 E-Learning Institute
- Articles of Interest
- Distance Learning Links
- Environmental Health Links (National)
- FDOH TRAIN**
  - FDOH Communicable Disease
  - FDOH Community Health
  - FDOH Emergency Preparedness and Response
  - FDOH Environmental Health
  - FDOH Epidemiology
  - FDOH Executive Staff
  - FDOH Health Technology and Systems
  - FDOH Human Resources for Public Health Staff
  - FDOH Learner Resources
  - FDOH Medical Quality Assurance
  - FDOH Microsoft Office 2010 Supporting Documents
  - FDOH Minority Health
  - FDOH OPQI - Workforce Development
  - FDOH Public Health Accreditation
  - FDOH Public Health Laboratories
  - FDOH Public Health Statistics & Performance
  - FDOH Radiation Control
  - FDOH TRAIN Florida Tier 1 Support Resources
- HOSA - Future Health Professionals Resources
- Influenza Resources
- Mobile Apps
- Outreach Projects
- Public Health Infrastructure Resource Center
- Public Health Preparedness and Response Core Competencies
- Public Health Preparedness Capabilities
- TRAIN References

Resource Name	Created Date	Updated Date
<a href="#">TRAIN Florida - Grouping Structure</a>	02/24/2014	02/24/2014
<a href="#">Instructions for existing DOH TRAIN Users</a>	05/23/2013	08/26/2014
<a href="#">FDOH LMS TRAIN Florida - Support and Communication Guidelines</a>	05/23/2013	11/10/2013
<a href="#">TRAIN Florida - Department Internal Operating Procedure (IOP)</a>		
<a href="#">FDOH Category List</a>	05/20/2013	11/10/2013

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**Step 5:** After clicking the Resource Name/title - The resource will open in a new browser window.

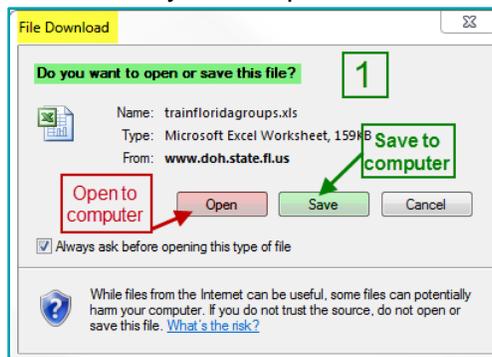
A resource can be a document or webpage. You can navigate the webpage, or choose to review, print or save the document.

To exit the webpage or document click on the **X** in the new window tab, to close the window. TRAIN Florida will still be open.

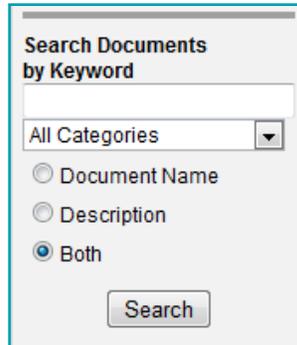


**NOTE:** Some resource documents may open to your computer, rather than a browser window. A **File Download** pop-up window [1] or **bar** [2] will open over the document page. It will list the Name, Type and source (From) of the file.

Choose your action by clicking either the **Open** button to view and/or print the document, or the **Save** button to save the file to your computer.

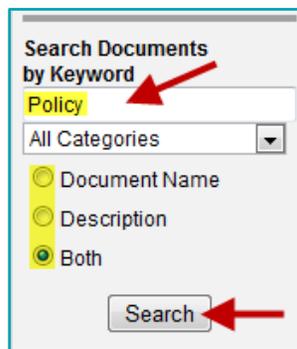


**Step 6:** If you are looking for a specific document or topic in the Resources feature - you can search the Resources Categories using the **Search Documents by Keyword** tool located at the bottom of the Resources Categories menu.



**You can choose one of two methods for your search:**

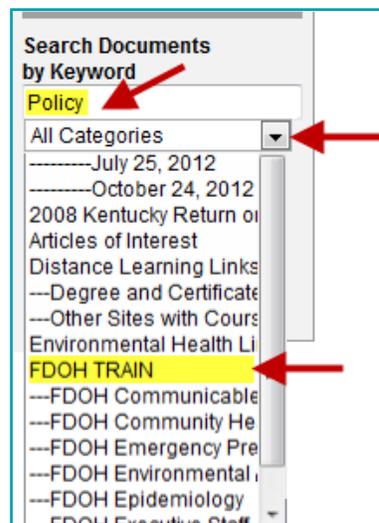
- 1. Use a Keyword - Enter a keyword** for your topic into the **Search Discussion Boards by Keyword** field. You may choose to filter the search by Document Name, Description (the text of the description), or Both. Click on the radio button next to your choice. Click the **Search** button.



- 2. Filter the keyword search by a specific category topic - Enter a keyword** into the **Search Documents by Keyword** field.

Next, click on the **All Categories** drop down menu. Use the menu to locate and select the Resource category to populate the field.

Click the **Search**  button.



**Step 7:** If your search is successful, you will be directed to the **Resources** documents sharing screen with the resources containing the keyword you have searched for.

**NOTE:** The keyword search results may reflect resources and documents from both TRAIN Florida and TRAIN National Affiliates.

Resources <span style="float: right;">Add Resource</span>		
Resource Name	Created Date	Updated Date
<a href="#">Building Healthy Places: Unlocking the Value Conference Materials</a> <b>Building Healthy Places: Unlocking the Value</b> , February 20-21, 2014, Los Angeles, CA The Urban Land Institute convened a two-day conference to discuss the next big ideas in driving innovation and connecting real estate and health. About 300 leaders, researchers, and practitioners in the fields of real estate development, public health, planning, and more gathered to start advancing the state of <b>policy</b> and practice around creating healthy places and communities. The event included general and concurrent sessions, roundtable discussions, and opportunities to meet others working in this arena.	04/29/2014	04/30/2014
<a href="#">FDOH Training Content Standards – DOH LMS Flash and Video Presentations – Appendix IV</a> Pursuant the TRAIN National <b>Policy</b> , the Department standardized the process and requirements for Flash and Video Presentations. For specific instructions detailing the process and requirements to display a video on internal or external DOH websites, contact the DOH Web Team via email at <a href="mailto:webmaster@flhealth.gov">webmaster@flhealth.gov</a> . For assistance with loading a Flash presentation on the DOH external server, contact the DOH LMS Support Team via email at <a href="mailto:DOHLMSSupport@flhealth.gov">DOHLMSSupport@flhealth.gov</a> . Target Audience: TRAIN Florida Course Providers. If you have any questions about this Resource or any other TRAIN Florida Resource Category, please email <a href="mailto:DOH LMS Support">DOH LMS Support</a> .	05/24/2013	11/10/2013
<a href="#">FDOH Training Policy 300-1</a> This resource is the current training <b>policy</b> (DOHP 300-1) for the Florida Department of Health. Target Audience: DOH Employees. If you have any questions about this Resource or any other TRAIN Florida Resource Category, please email <a href="mailto:DOH LMS Support">DOH LMS Support</a> .	05/23/2013	08/27/2014

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## The following will guide you on [how to add a resource to the Resource Categories](#)

You have the ability as a TRAIN Florida learner, to add resources to the FDOH TRAIN category and sub-categories and if appropriate request the resource be visible on a National Affiliate level as well.

**All** documents and resources submitted must undergo a review and approval process by DOH LMS Site Administrators, and if offered to a TRAIN National Affiliate, approved by that state’s administrators as well, before they will be posted as a TRAIN Florida Resources Category.

**Before you add any Resource** - Please check with your [Local TRAIN Florida Administrator](#) for FDOH Resource guidelines and local level approvals.

**Step 1:** Locate and click on the **Resources** link in the main home page tool bar to enter the Resources feature.



**Step 2:** Click on **FDOH TRAIN** in the Resources Categories menu.

**Before adding your resource, it is important to choose the correct Resources Category for your information** to ensure your resource is seen by the TRAIN users you are targeting.

There is a resource available to aid you in choosing the category.

On the FDOH TRAIN documents sharing page – Click on the **FDOH Category List** title.

Resource Name	Created Date	Updated Date
<a href="#">TRAIN Florida - Grouping Structure</a>	02/24/2014	02/24/2014
<a href="#">FDOH Category List</a>	05/20/2013	11/10/2013

**Step 3:** The **FDOH Category List** document will open in a new browser window. Click the **Resources** button

Title	Category	Description
FDOH Ask Question and Answers	Q&A for Learners	This discussion was developed for TRAIN Florida Learners to discuss strategies and training opportunities with the Site Administrators.
TRAIN Florida Course Providers	Course Providers	This discussion was developed to assist TRAIN Florida Course Providers with TRAIN Florida and Public Health training questions.
FDOH TRAIN Florida System and Process Updates	FDOH TRAIN Florida System and Process Updates System and Process Updates	These discussion topics were developed to assist TRAIN Florida Administrators and Course Providers with TRAIN Florida System and Process Updates.
FDOH Training - Mandatory, Required and Recommended	FDOH Training Mandatory, Required and Recommended	This discussion was developed to assist TRAIN Florida Administrators, Course Providers, and Learners with FDOH Mandatory, Required and Recommended Training topics
FDOH Training - Local Training Discussions	FDOH Training Local	This discussion was developed to assist TRAIN Florida Administrators, Course Providers, and Learners with FDOH Local Training topics.

The first **Resource Topics** page will open and show the list of category topics, and the Description and Visibility for each. Scroll down to access all of the Resource Topic pages.

Topic	Description	Visibility
FDOH Learner FAQs (.pdf)	This resource topic was developed by the Site Administrators to help disseminate information and Frequently Asked Questions (FAQ's) to the TRAIN Florida learners.  If you have any questions about this feature, please contact your <b>TRAIN Florida Lead Administrator</b> .	FDOH CBO Course Providers
FDOH Administrator FAQs (.pdf)	This resource topic was developed by the Site Administrators to help disseminate information and Frequently Asked Questions (FAQ's) to the TRAIN Florida Administrators.  If you have any questions about this resource, please contact the <b>FDOH Site Administrator</b> .	Administrators
FDOH Course Provider FAQs (.pdf)	This resource topic was developed by the Site Administrators to help disseminate information and Frequently Asked Questions (FAQ's) to the TRAIN Florida <b>Course Providers</b> .  If you have any questions about this resource, please contact the <b>FDOH Site Administrator</b> .	Course Providers
FDOH Health Technology and Systems	This resource topic was developed to help disseminate FDOH Health Technology and Systems information which may be accessed by TRAIN Florida learners and is designed for resources related to FDOH Health Technology and Systems Campaigns, Brochures, Quick Guides, and Marketing materials.	Course Providers

When you have chosen the Resources Category most appropriate for your resource, make note, then close the category list by closing the browser window.

**Step 4:** From the **FDOH TRAIN** documents sharing page - click on the **Add Resource** button.

**Step 5:** The **New Resource** page will open.

The following steps and picture will guide you on filling out the form to submit your Resource:

- Enter the **Name** of your resource - the Name field will accept up to 75-80 characters.
- Choose the **Category** where you would like to add your resource – use the Please make a selection drop down menu. Click on the name of the category to populate the field.

- Enter a brief description of your resource in the **Description** field. **Be sure to include**, the target audience, what information is included, and contact information: name, e-mail address and/or phone number for questions about your resource.
- To attach your document **Upload File**, or add your **URL to Browse** (website). Click the radio button next to the appropriate action - then click the **Browse** button to add your document from your computer or network, or enter the URL in the **URL to Browse** field.
- Click the **Save** button.

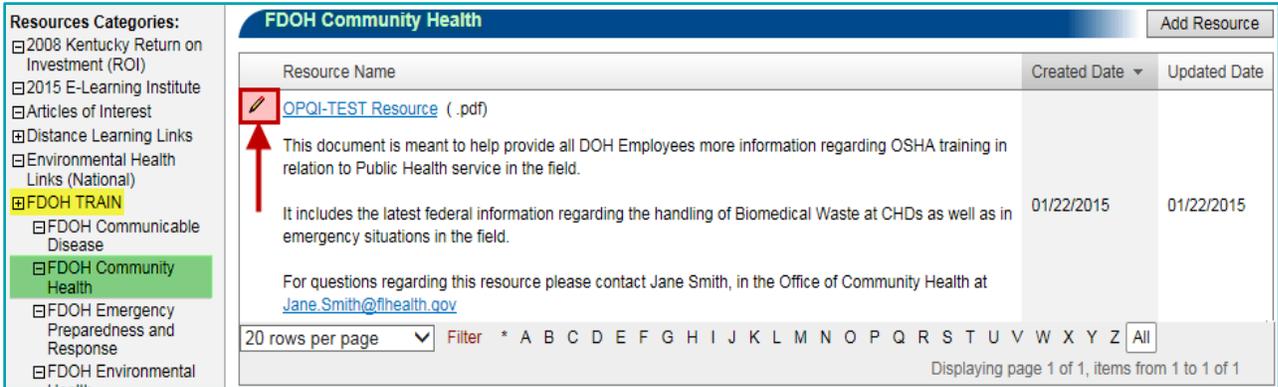
**Step 6:** After you click the Save button, a draft of your resource submission will be added to your chosen resource category, and the DOH LMS Site Administrators will be alerted.

Review and approval by DOH LMS Site Administrators may be as quick as 24 hours after submission, or may be up to 30 days if the resource needs approval from DOH Partners and shareholders, another TRAIN National Affiliate, or needs revisions made.

**NOTE:** Only the submitter and DOH LMS Administrators can see and access this draft from your chosen category's document sharing screen during the approval and/or revision process.

Please be alert for communications from the DOH LMS Site Administrators after your submission.

**Step 7:** If your resource needs revisions - from the Document Sharing screen for your chosen resource category access the draft by clicking on the **edit icon**  next to the name of your resource draft.



Resource Name	Created Date	Updated Date
 <a href="#">OPQI-TEST Resource (.pdf)</a> This document is meant to help provide all DOH Employees more information regarding OSHA training in relation to Public Health service in the field. It includes the latest federal information regarding the handling of Biomedical Waste at CHDs as well as in emergency situations in the field. For questions regarding this resource please contact Jane Smith, in the Office of Community Health at <a href="mailto:Jane.Smith@flhealth.gov">Jane.Smith@flhealth.gov</a>	01/22/2015	01/22/2015

You will be directed to the **Edit Document** screen for your resource. From this screen, make any needed revisions to your resource.

The Edit Document screen functions are exactly like the New Resources page detailed in [Step 5](#) of this document.

Once you have completed the revisions, click the **Save** button.

**Please NOTE:**

**Only DOH LMS Administrators can delete a resource.**

Once your resource is submitted for approval or is approved, if for any reason you would like to have it removed from the FDOH Resources Categories or sub-categories, please contact your [Local TRAIN Florida Administrator](#) or the [DOH LMS Site Administrators](#).

If you have any questions or concerns regarding locating, accessing, and adding to the resources provided in the TRAIN Florida Resources feature please contact your [Local TRAIN Florida Administrator](#).