One of the keys to understanding TRAIN Florida, is awareness of the simple group structure that guides user's access to and visibility of resources within the system.

Everyone with an account in TRAIN Florida is assigned to at least one group. This assignment opens access to a variety of system resources including announcements, discussion boards, resources and training courses, which can be tailored for specific group visibility and access.

Group assignments are made by TRAIN Florida Administrators, at the time of account creation, and updated upon learner separations or transfers. However, you can access and make updates to your group structure if needed. Also you may choose membership in more than one group, if it is appropriate for your work settings.

This document will provide a brief explanation of the TRAIN Florida group structure, and a list of FAQs.

The TRAIN Florida Group Structure

The TRAIN Florida site has 2 group structures for Florida Department of Health learners.

Group One: Florida Department of Health

The group includes **all Florida Department of Health employees (FTE) with a People First number**.

Within the group one structure are three levels (See Table 1 as an example):

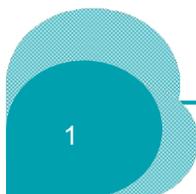- The State Level – The Florida Department of Health
- The Top Level – Executive Staff, Program Areas, Divisions and County Health Departments
- The Sub Level – Groups in the top level - Offices, Bureaus and Regional Offices

Group One – Florida Department of Health

State Level	Top Level	Sub Level
Florida Department of Health		
	Office of the State Surgeon General	
	Office of Chief of Staff	
		Office of Legislative Planning
	Alachua CHD	
		Community Health

Table 1

The group one structure allows the Department to use existing applications such as Active Directory and FIRS, to automate the TRAIN Florida learner registration process, create Master Training Plans, effectively manage course enrollments and generate accurate DOH Training and Human Resource reports for all DOH employees.

Group Two: Florida Department of Health Non-FTE

This group is made up of **Department staff members who are Non-FTE - including contractors, volunteers, and interns that do not have a People First number assigned.**

Within the group two structure are the same three levels as group one (See Table 2 as an example):

- The State Level – The Florida Department of Health
- The Top Level –Executive Staff, Program Areas, Divisions and County Health Departments
- The Sub Level ** – Groups in the top level - Offices, Bureaus and Regional Offices

    ** **Please note**: The Non-FTE group does not include Sub Level grouping for many local offices.

Group Two – Florida Department of Health Non-FTE

| State Level	Top Level	Sub Level
Florida Department of Health		
	Office of the State Surgeon General	
	Office of Chief of Staff	
		Office of Legislative Planning
	Alachua CHD	
		**

Table 2

The group two structure allows the Department to use the DOH Employee Resource Information Center (ERIC) system to automate TRAIN Florida system functions such as the learner registration process, creating Master Training Plans, effectively managing course enrollments and generating accurate DOH Training and Volunteer Services reports for Department contractors, volunteers and interns.

FAQs about the TRAIN Florida Group Structure

1. **What is the most important function that relies on the TRAIN Florida group structure?**

    The most important function is specifying the **visibility**, or who can see what information, resources and courses within the system.

    For example: When a TRAIN Florida Administrator posts an item in TRAIN Florida, such as a course or an announcement, they can use the group structure to allow all users access, or narrow the visibility of that item, to limit access to TRAIN Florida users in a specific group. If your Top Level grouping is set at Division of Children's Medical Services, your Local LMS Administrator could select the visibility of an announcement specifically for your Division level, or set it more specifically, for employees in the Sub Levels of Bureau of Early Steps, all CMS Clinics, or only CMS - Pensacola.
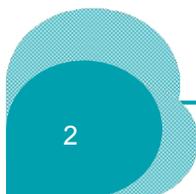
2. In what ways can TRAIN Florida learners be assigned to groups?

- Individual accounts assigned by TRAIN Florida Administrators
- Assignment at time of account creation
- Learner self-assignment

3. Can people be assigned to more than one group?   Yes.

Users can be a member of any TRAIN Florida Group and/or CDC, HRSA or MRC group.

4. Can I change my grouping?   Yes.

However, we highly recommend that once your Department of Health groups are assigned to your account when it is created, you do not make changes to the Department assigned group structure.

The DOH LMS Support team and your Local LMS Administrators use existing DOH data sources to track and update your accounts and group structures regularly.

You may choose membership in more than one group, if it is appropriate for your work settings.

Before you make any updates to your group structure, we strongly encourage you to contact your Local TRAIN Florida Administrator before starting your update.

Use this link to the **How Do I Assign/Update My TRAIN Florida Groups** learner question and answer document.

The document will walk you through the process for correcting your group assignments, or adding group assignments for your learner account.

Please keep in mind your group assignments provide you access to multiple resources including training courses, announcements, and discussion boards. If you make changes without guidance, you may miss vital information and course access designed specifically for your group.