SLIDE #1

This is the Information Gathering Session dedicated to the electronic training system.

SLIDE #2

Welcome to Relias.

Relias is an online learning management tool that the Division of Developmental Disabilities Services uses to implement and track their training. According to DDDS standards #1.5.6,

***the provider ensures that all staff complete the required DDDS trainings*** in order to determine training compliance for your agency.

SLIDE #3

The DDDS Office of Professional Development (OPD) has certain expectations of providers when using Relias:

* 1. Monitor the training performance of their Direct Support Professionals (DSP’s) on a routine basis
	2. Ensure that any required courses that are overdue are completed by the DSP within a reasonable amount of time (2 weeks after due date).
	3. Assign training to staff.

SLIDE #4

DDDS requires that each agency appoint a Training Administrator (TA).

* The TA will be the point of contact for your agency’s Relias Training
* The TA will create new user profiles for all new staff
* The TA will be responsible for updating and editing staff’s user profiles (including terminations, promotions, uploading certifications…)
* The TA will communicate with the DDDS Office of Professional Development (OPD)

OPD has a resource mailbox to which you can direct all Relias questions:

ddds\_opd\_questions@delaware.gov

SLIDE #5

DDDS provides an orientation for the Relias system that includes the following topics:

* Overview of Relias
* OPD's role in administering training
* Provider's role in administering training
* Provider tasked with designating a Relias Coordinator
* Technical support, provider workgroups
* Review Training Plans
* Overview of live training requirements (LLAM, Positive Behavior Supports, First Aid/CPR)
* Other functions of OPD – Events planning, custom curriculum, etc.
* Description of OPD staff functions
* Review of Relias structure (role based and hierarchy)
* Adding new user accounts
* Shared learners

SLIDE #6

There are some systems requirements you should know about.

Relias is not compatible with Internet Explorer.

There are browser settings that need to be deactivated such as pop-up blockers. All online modules use pop-ups

SLIDE #7

If your agency has trainers for specific topics like LLAM, MANDT, Ukeru, etc., you should use Relias to document and to keep track of all training.

If you conduct other trainings, you may use Relias to document, upload, and store certifications using the Requirement Tracker.

For example, exams online – each provider has their own exams in the system if they have a qualified instructor. We set up the exams as ‘courses’ in Relias.

SLIDE #8

We STRONGLY encourage providers to have or contract with a LLAM/MANDT instructor. Make sure that your LLAM instructor is explicitly qualified to teach DDDS LLAM. They must be an RN.

DDDS has both LLAM and MANDT Instructors that the agency can utilize if they need to.

DDDS has limited classes, and classes fill up quickly.

If you already have a LLAM or MANDT trainer and you’re ready to teach and do exams online, contact OPD to have us set up the course including the final exam for your organization.

SLIDE #9

When DDDS assigns an exam, learners have 24 hours to complete them. You can see the exam assignments by switching the “learner.”

SLIDE #10

Relias includes an announcement function to alert staff about important messages. These populate on the learner’s dashboard.