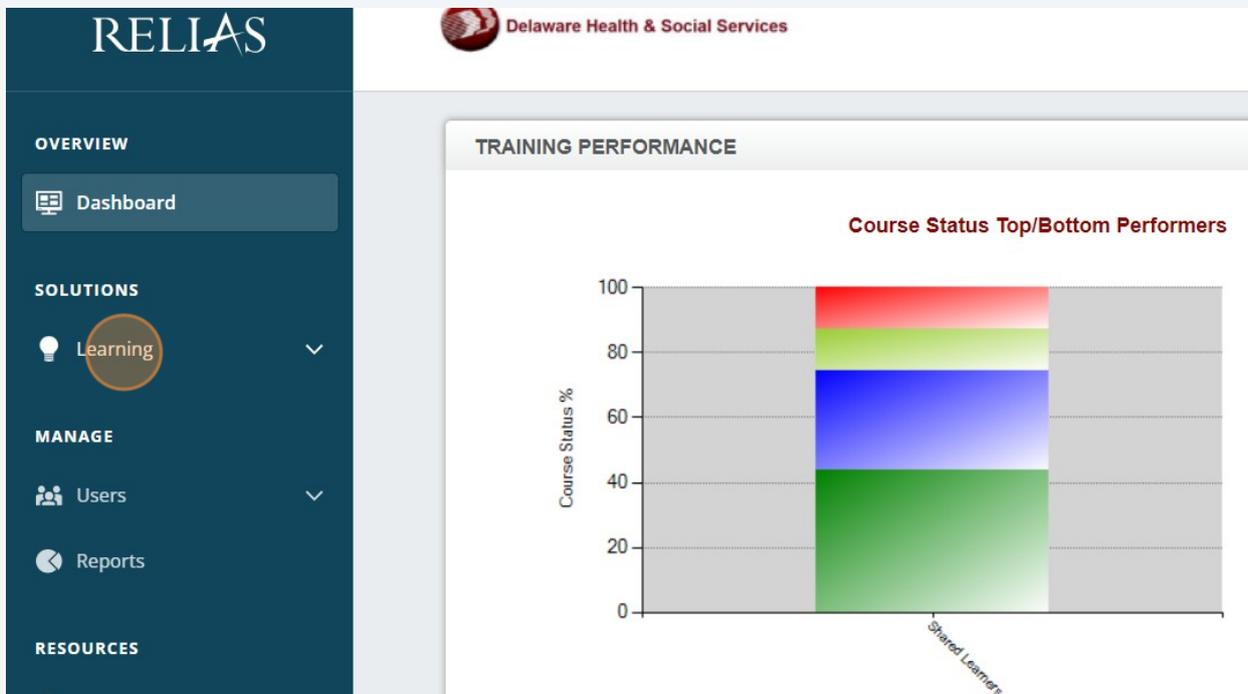


Enrolling, observing, and recording employee orientation using online platform

1 Navigate to <https://dhss.training.reliaslearning.com/Dashboard.aspx>

2 Click "Learning"



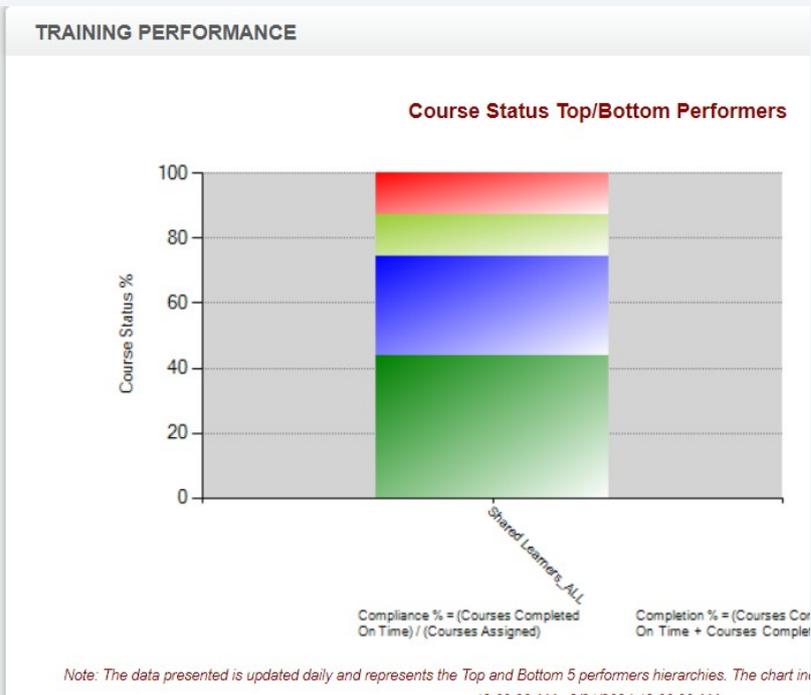
3 Click "Modules"

OVERVIEW

- Dashboard

SOLUTIONS

- Learning
- Training Plans
- Modules**
- Shared Completions
- Policies & Procedures
- Crosswalk Library
- External Training Templates
- Career Paths & Enrollment

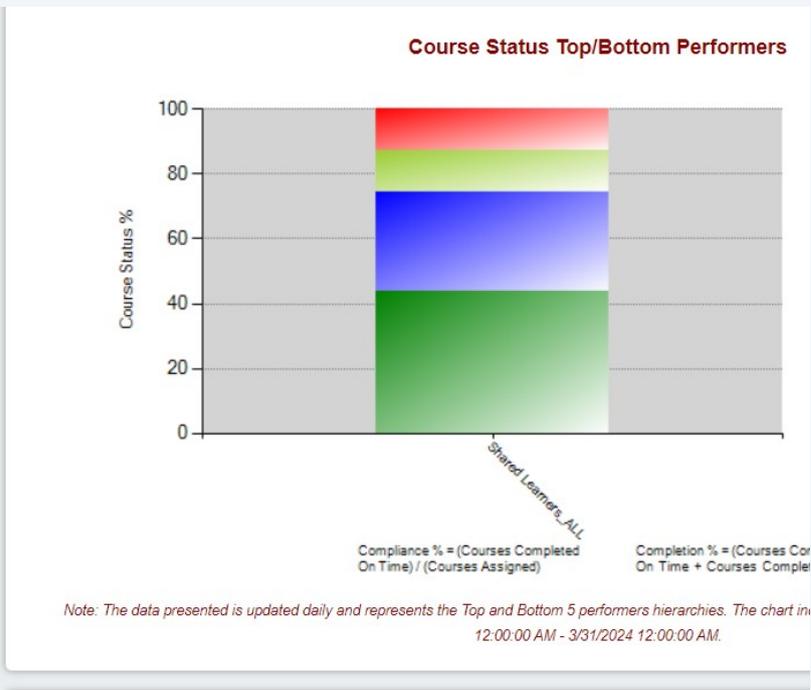


4 Click "Module List"

Dashboard

SOLUTIONS

- Learning
- Training Plans
- Modules**
- Module List**
- BrainSparks Management
- Course Updates
- Shared Completions
- Policies & Procedures
- Crosswalk Library



5 Click here, to enroll learner into the checklist.

Search Modules

Filter by + Filter Clear

Module Type Skills Checklist Owner All Owners Certificate All Certificates Approved Approved

Export Modules

Title ^	Type	Approved ↓	Enrolled ↓
DDDS Authorized Providers-New Employee Orientation Checklist 1563344	Skills Checklist	✓	17
Fire Safety Evacuation Procedures Skills Checklist REL-CV-0-FSEP	Skills Checklist	✓	4
Merakey Site Orientation- 102 Valley Stream 1494115	Skills Checklist	✓	0
Merakey Site Orientation- 1601 Valley Stream 1494106	Skills Checklist	✓	0
Merakey Site Orientation- Charles Drive 1494271	Skills Checklist	✓	0

6 Click "ENROLLMENT"

RELIAS Delaware Health & Social Services Jennifer AI Supervisor

Back to Module List

Module Enrollment: DDDS Authorized Providers-New Employee Orientation Checklist

PROPERTIES Skills Checklist + SHOW DETAILS

CURRENTLY ENROLLED ENROLLMENT

LEARNERS ENROLLED ENROLLMENT REPORT EXPORT LEARNERS

Filter By A - Z Shared Learner...

	Name & Username	Hierarchy	Grade	Exam Reset	Completed	Availability Date	Due
<input type="checkbox"/>	Konteh, William kontehw@gmail.com	Shared Learners_ALL				1/17/2024	
<input type="checkbox"/>	West, Danielle Lovedab25@gmail.com	Shared Learners_ALL				2/17/2024	

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7 Click the "Search" field.

The screenshot shows a web application interface for 'Module Enrollment: DDDS Authorized Providers-New Employee Orientation Checklist'. The user is identified as Jennifer Allen, Supervisor. The interface includes a 'Due Date' field set to 'Assign date to all'. Below this is a section for 'Available Learner(s) (Learners NOT already enrolled)' with a search bar highlighted by an orange circle. The search bar has a 'Search' button and a magnifying glass icon. Below the search bar are filter options: 'Filter By' set to 'A - Z' and 'Shared Learner...'. A table of learners is displayed below, with columns for 'Name & Username', 'Hierarchy', 'Job Titles', and 'Hire Date'. The table shows 5 learners, with a total of 1-100 of 682 learners available.

	Name & Username	Hierarchy	Job Titles	Hire Date
<input type="checkbox"/>	Abasa-Addo, Fauster FAbasaAddo@merakey.org	Shared Learners_ALL	DSP	8/24/2015
<input type="checkbox"/>	Abbey, Henrietta habbey@keystonehumanservices.org	Shared Learners_ALL	Direct Support Professional	12/9/2019
<input type="checkbox"/>	Abdo, Radah Radah.Abdo@csi-de.org	Shared Learners_ALL	Employee	7/24/2019
<input type="checkbox"/>	Abegunde, Kayode Kabegunde@keystonehumanservices.org	Shared Learners_ALL	Service Director	3/22/2010
<input type="checkbox"/>	Abegunde, Morohunmubo Christiana muboabegunde@gmail.com	Shared Learners_ALL		12/4/2017

8 Type "Name of your learner".

9 Click this checkbox.

Module List

BrainSparks Management

Course Updates

Shared Completions

Policies & Procedures

Crosswalk Library

External Training Templates

Career Paths & Enrollment

MANAGE

Users

Due Date: Assign date to all

Available Learner(s) (Learners NOT already enrolled)

Filter By: A - Z

Shared Learner...

		Name & Username	Hierarchy
<input type="checkbox"/>		Allen, Jennifer jennifer.allen	Shared Learners_AL

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10 Click "Enroll"

Training Plans

Modules

Module List

BrainSparks Management

Course Updates

Shared Completions

Policies & Procedures

Crosswalk Library

External Training Templates

Career Paths & Enrollment

MANAGE

Due Date: Assign date to all

Available Learner(s) (Learners NOT already enrolled)

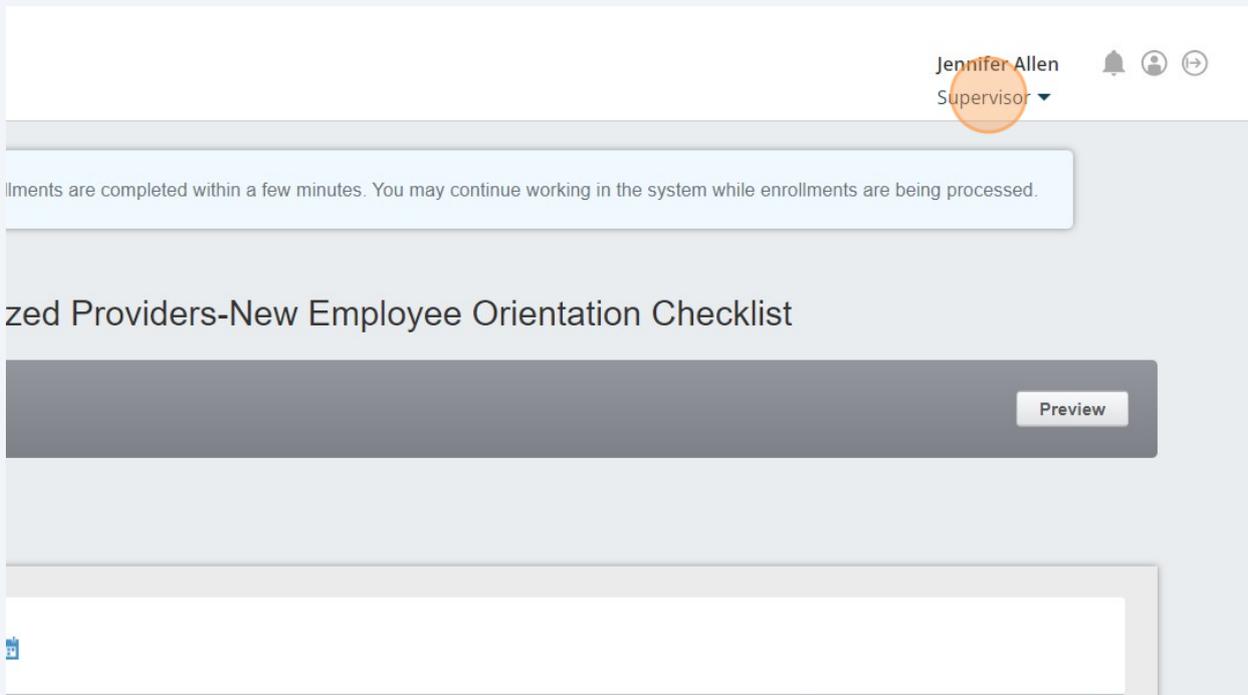
Filter By: A - Z

Shared Learner...

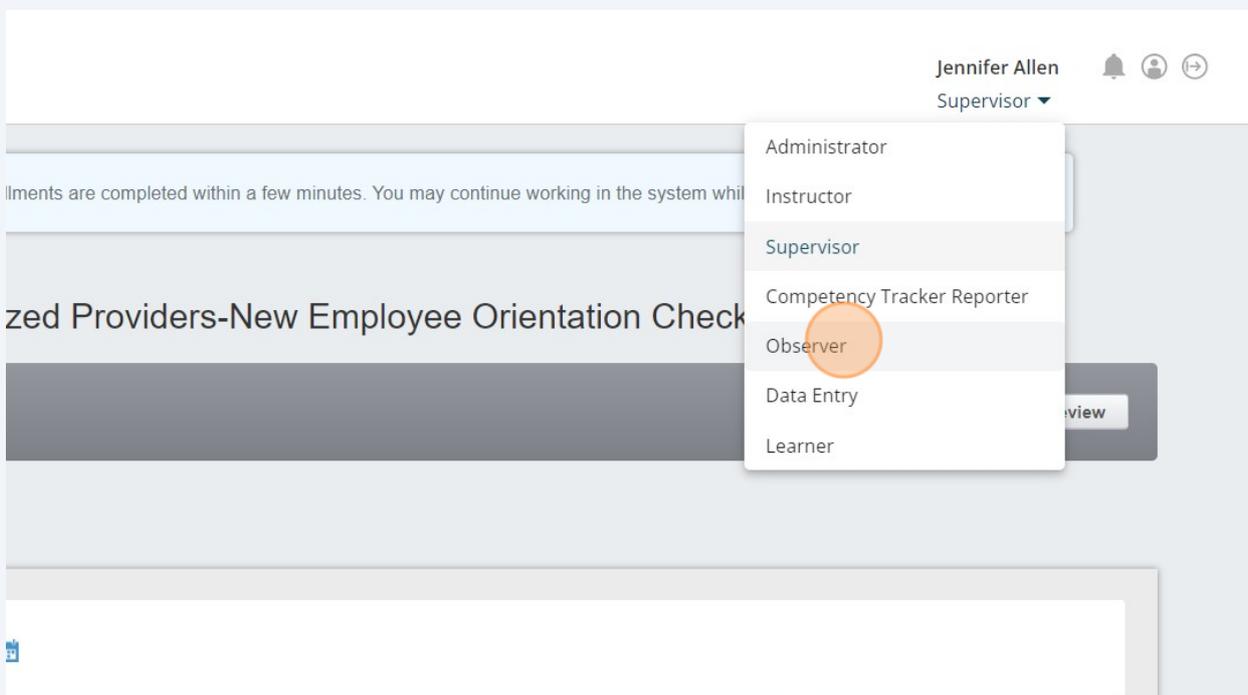
		Name & Username	Hierarchy
<input checked="" type="checkbox"/>	Enroll	Allen, Jennifer jennifer.allen	Shared Learners_AL

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11 Click "Supervisor"



12 Click "Observer"



13 Click "DDDS Authorized Providers-New Employee Orientation Checklist"

RELIAS Delaware Health & Social Services

NEW

Dashboard

RESOURCES

ip

MODULE LIST EXPORT MODULES ▶

Search

Filter By All Owners All Certificates Approved + Filters x Clear

Title	Approved	Enrolled
DDDS Authorized Providers-New Employee Orientation Checklist 1563344	✓	17

1-1 of 1

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14 Click this checkbox.

RESOURCES

Help

Skills Checklist + SHOW DETAILS

LEARNERS ENROLLED EXPORT LEARNERS ▶

Filter By A - Z

Record Observation Email Learners

		Name & Username	Hierarchy
<input checked="" type="checkbox"/>		Allen, Jennifer jennifer.allen	Shared Learners_A
<input type="checkbox"/>		Baldeh, Buba Baldeh_buba@yahoo.com	Nursing
<input type="checkbox"/>		Deshommes Jean Julien, Diolene diolenedeshommes@gmail.com	Delaware Mentor
<input type="checkbox"/>		Dodd, Mary naacdodd@yahoo.com	Summit
<input type="checkbox"/>		Gray, Darnesha darnesha.gray@delaware.gov	DDDS - Stockley C
<input type="checkbox"/>		Johnson, Valerie valerie.johnson@bancroft.org	Bancroft

15 Click "Record Observation"

PROPERTIES
Skills Checklist | + SHOW DETAILS

LEARNERS ENROLLED | EXPORT LEARNERS ▾

Filter By: A - Z ▾

Record Observation Email Learners

		Name & Username	Hierarchy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Allen, Jennifer jennifer.allen	Shared Learners_ALL
<input type="checkbox"/>	<input type="checkbox"/>	Baldeh, Buba Baldeh_buba@yahoo.com	Nursing
<input type="checkbox"/>	<input type="checkbox"/>	Deshommes Jean Julien, Diolene diolenedeshommes@gmail.com	Delaware Mentor
<input type="checkbox"/>	<input type="checkbox"/>	Dodd, Mary naacdodd@yahoo.com	Summit
<input type="checkbox"/>	<input type="checkbox"/>	Gray, Damesha	

16 DDDS Authorized Providers New Employment Orientations Checklist

RELIAS Delaware Health & Social Services

Back to Dashboard

Module Enrollment: DDDS Authorized Providers-New Employee Orientation Checklist

DDDS AUTHORIZED PROVIDERS-NEW EMPLOYEE ORIENTATION CHECKLIST X

By marking these learners complete, you are certifying that the observer noted below has observed a demonstration of this skill and has determined that each learner listed below has met all requirements to successfully perform this skill.

Learner 1-1 of 1

Name & Username	Job Titles	Hierarchy	Location
Jennifer Allen jennifer.allen		Shared Learners_ALL	

Observer * Jennifer Allen

Observation Date *

Checklist Tasks: 1-5 of 5

Met	Not Met	Title & Description	Rationale
<input checked="" type="radio"/>	<input type="radio"/>	Personnel Matters/Agency Orientation (check when completed) Completion of a Background Check Center (BCG) background examination (includes): Adult Abuse Registry, Certified Nursing Assistant Registry, Sex Offender Registry, Office of the Inspector General Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal background Checks, Drug Screening, Service Letters from prior employers, Job Description Valid Driver's License & Insurance Pre-service DDDS policy review (In person or through web-based learning management system) Tuberculosis screening (as applicable) Community/work-site orientation Other (per agency on-boarding)	
<input checked="" type="radio"/>	<input type="radio"/>	Safety/ Emergency Procedures Review (check when completed) Incident Reporting Emergency Reporting System Emergency Preparedness (per community/work-site procedures) Use of Restrictive Procedures Missing Person Procedures	

17 Click observation date and enter date.

DDDS AUTHORIZED PROVIDERS-NEW EMPLOYEE ORIENTATION CHECKLIST

By marking these learners complete, you are certifying that the observer noted below has observed a demonstration of this skill and has determined that each learner listed below has met all requirements to successfully perform this skill.

Learner		1-1	
Name & Username	Job Titles	Hierarchy	Location
Jennifer Allen jennifer.allen		Shared Learners_ALL	

Observer * Jennifer Allen

Observation Date * Feb 2024

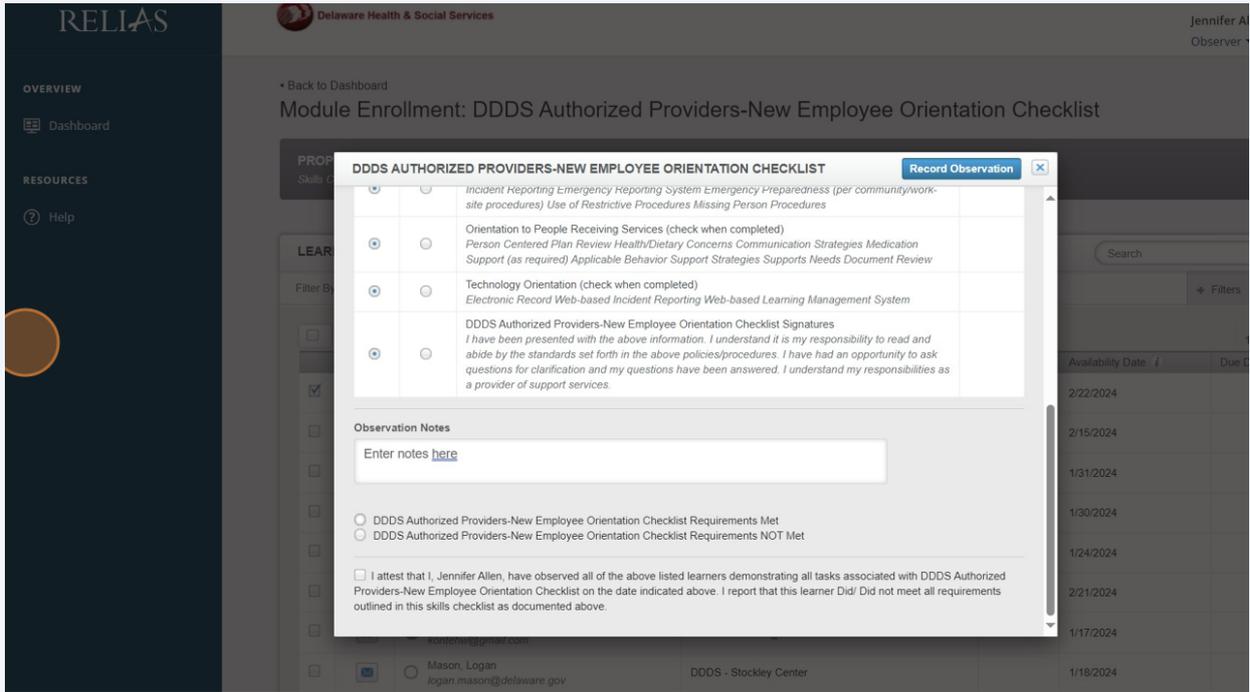
Checklist Tasks:		1-5	
Met	Not Met	Title & Description	Rationale
<input type="radio"/>	<input type="radio"/>	Personnel Matters/Agency Orientation (check when completed) Completion of a Background Check Center (BCC) background examination (includes): Adult Abuse Registry, Certified Nursing Assistant Registry, Sex Offender Registry, Office of the Inspector General Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal background Checks, Drug Screening, Service Letters from prior employers Job Description Valid Driver's License & Insurance Pre-service DDDS policy review (In person or through web-based learning management system) Tuberculosis screening (as applicable) Community/work-site orientation Other (per agency on-boarding)	
<input type="radio"/>	<input type="radio"/>	Safety/ Emergency Procedures Review (check when completed) Incident Reporting Emergency Reporting System Emergency Preparedness (per community/work-site procedures) Use of Restrictive Procedures Missing Person Procedures	

18 Click met/not button buttons for each question.

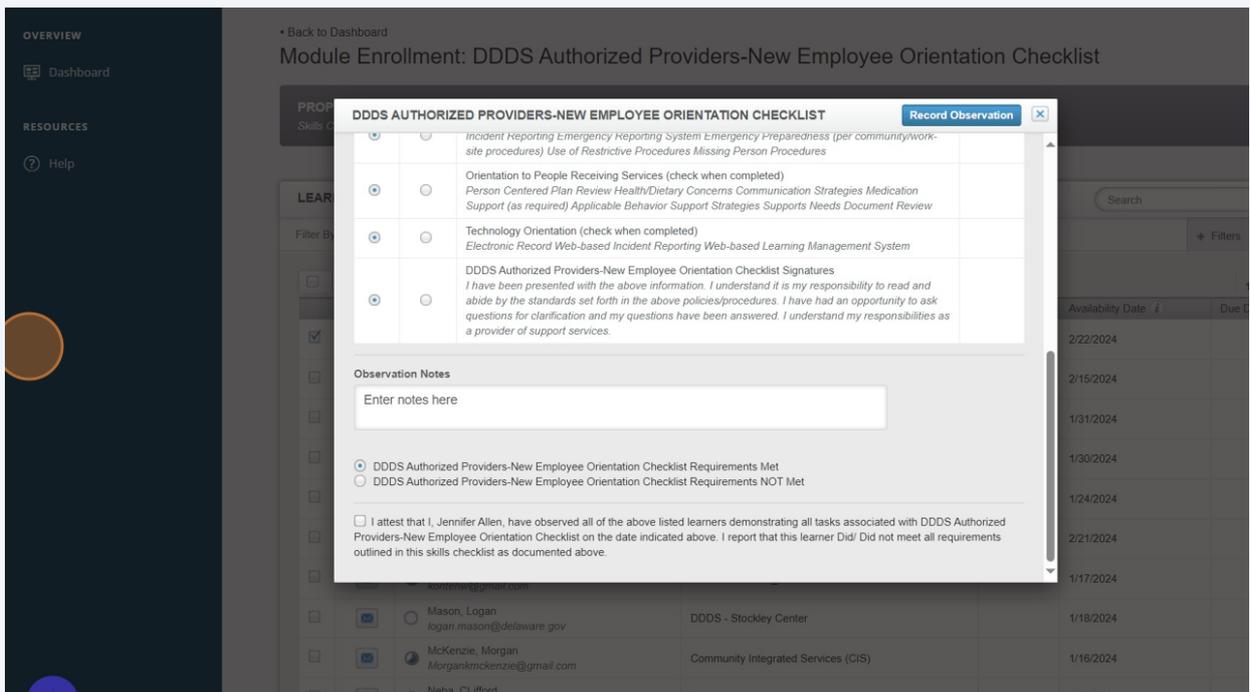
DDDS AUTHORIZED PROVIDERS-NEW EMPLOYEE ORIENTATION CHECKLIST

Checklist Tasks:		1-5 of 5	
Met	Not Met	Title & Description	Rationale
<input type="radio"/>	<input type="radio"/>	Personnel Matters/Agency Orientation (check when completed) Completion of a Background Check Center (BCC) background examination (includes): Adult Abuse Registry, Certified Nursing Assistant Registry, Sex Offender Registry, Office of the Inspector General Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal background Checks, Drug Screening, Service Letters from prior employers Job Description Valid Driver's License & Insurance Pre-service DDDS policy review (In person or through web-based learning management system) Tuberculosis screening (as applicable) Community/work-site orientation Other (per agency on-boarding)	
<input type="radio"/>	<input type="radio"/>	Safety/ Emergency Procedures Review (check when completed) Incident Reporting Emergency Reporting System Emergency Preparedness (per community/work-site procedures) Use of Restrictive Procedures Missing Person Procedures	
<input type="radio"/>	<input type="radio"/>	Orientation to People Receiving Services (check when completed) Person Centered Plan Review Health/Dietary Concerns Communication Strategies Medication Support (as required) Applicable Behavior Support Strategies Supports Needs Document Review	
<input type="radio"/>	<input type="radio"/>	Technology Orientation (check when completed) Electronic Record Web-based Incident Reporting Web-based Learning Management System	
<input type="radio"/>	<input type="radio"/>	DDDS Authorized Providers-New Employee Orientation Checklist Signatures I have been presented with the above information. I understand it is my responsibility to read and abide by the standards set forth in the above policies/procedures. I have had an opportunity to ask questions for clarification and my questions have been answered. I understand my responsibilities as a provider of support services.	

19 Click Enter observations notes and enter notes if applicable.



20 Click the "I attest that I, "name of your learner", have observed all of the above listed learners demonstrating all tasks associated with DDDS Authorized Providers-New Employee Orientation Checklist on the date indicated above. I report that this learner Did/ Did not meet all requirements outlined in this skills checklist as documented above." field.



21 Click "Record Observation"

The screenshot shows the RELIAS interface with a modal window titled "DDDS AUTHORIZED PROVIDERS-NEW EMPLOYEE ORIENTATION CHECKLIST". The modal contains a table with columns for checkboxes and text descriptions of checklist items. Below the table is a text area for "Observation Notes" and two radio buttons for "Requirements Met" and "Requirements NOT Met". At the bottom, there is a checkbox for attesting to the observation.

Checkboxes	Checklist Item
<input type="checkbox"/>	Incident Reporting (Emergency Reporting System (Emergency Preparedness (per community/work-site procedures) Use of Restrictive Procedures Missing Person Procedures
<input type="checkbox"/>	Orientation to People Receiving Services (check when completed) Person Centered Plan Review Health/Dietary Concerns Communication Strategies Medication Support (as required) Applicable Behavior Support Strategies Supports Needs Document Review
<input type="checkbox"/>	Technology Orientation (check when completed) Electronic Record Web-based Incident Reporting Web-based Learning Management System
<input type="checkbox"/>	DDDS Authorized Providers-New Employee Orientation Checklist Signatures I have been presented with the above information. I understand it is my responsibility to read and abide by the standards set forth in the above policies/procedures. I have had an opportunity to ask questions for clarification and my questions have been answered. I understand my responsibilities as a provider of support services.

22 Click "Observer"

The screenshot shows the RELIAS interface with a table titled "LEARNERS ENROLLED". The table has columns for Name & Username, Hierarchy, Exam Reset, Availability Date, and Due Date. The table is filtered by "A-Z" and shows 17 learners.

Name & Username	Hierarchy	Exam Reset	Availability Date	Due Date
Baldeh, Buba Baldeh_buba@yahoo.com	Nursing		2/15/2024	
Deshommes Jean Julien, Diolene dioleneshommes@gmail.com	Delaware Mentor		1/31/2024	
Dodd, Mary naacddodd@yahoo.com	Summit		1/30/2024	
Gray, Damesha damesha.gray@delaware.gov	DDDS - Stockley Center		1/24/2024	
Johnson, Valerie valerie.johnson@bancroft.org	Bancroft		2/21/2024	
Konteh, William kontehw@gmail.com	Shared Learners_ALL		1/17/2024	
Mason, Logan logan.mason@delaware.gov	DDDS - Stockley Center		1/18/2024	
McKenzie, Morgan	Community Integrated Services (CIS)		1/16/2024	

23 Click "Supervisor"

Delaware Health & Social Services

Jennifer Allen
Observer

Back to Dashboard

Module Enrollment: DDDS Authorized Providers-New Employee Orientation Check

PROPERTIES
Skills Checklist | + SHOW DETAILS

LEARNERS ENROLLED | EXPORT LEARNERS

Filter By: A-Z

Record Observation | **Email Learners** | 1-17 of 17

	Name & Username	Hierarchy	Exam Reset	Availability Date	Due Date
<input type="checkbox"/>	Baldeh, Buba Baldeh_buba@yahoo.com	Nursing		2/15/2024	
<input type="checkbox"/>	Deshommes Jean Julien, Diolene dioleneshommes@gmail.com	Delaware Mentor		1/31/2024	
<input type="checkbox"/>	Dodd, Mary naacdodd@yahoo.com	Summit		1/30/2024	
<input type="checkbox"/>	Gray, Darnesha darnesha.gray@delaware.gov	DDDS - Stockley Center		1/24/2024	
<input type="checkbox"/>	Johnson, Valerie valerie.johnson@bancroft.org	Bancroft		2/21/2024	
<input type="checkbox"/>	Konteh, William kontehw@gmail.com	Shared Learners_ALL		1/17/2024	
<input type="checkbox"/>	Mason, Logan logan.mason@delaware.gov	DDDS - Stockley Center		1/18/2024	
<input type="checkbox"/>	McKenzie, Morgan	Community Integrated Services (CIS)		1/16/2024	

Dropdown menu options: Administrator, Instructor, **Supervisor**, Competency Tracker Reporter, Observer, Data Entry, Learner

24 Click "Users"

OVERVIEW

Dashboard

SOLUTIONS

Learning

MANAGE

Users

Reports

RESOURCES

Help

TRAINING PERFORMANCE

Course Status Top/Bottom Performers

Course Status %

Legend

- % Courses Not Complete And Overdue
- % Courses Completed Late
- % Courses Not Complete and Not Yet Due
- % Courses Completed On Time

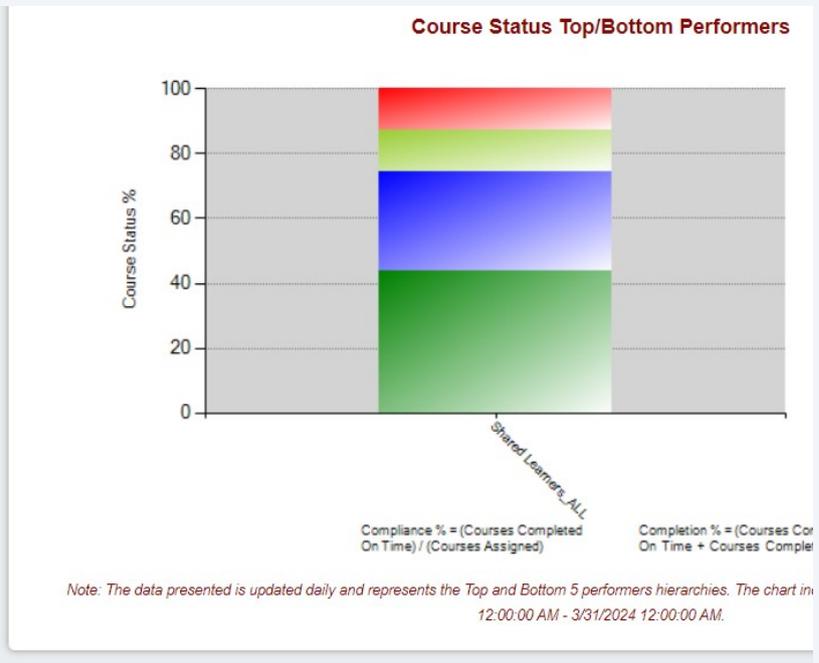
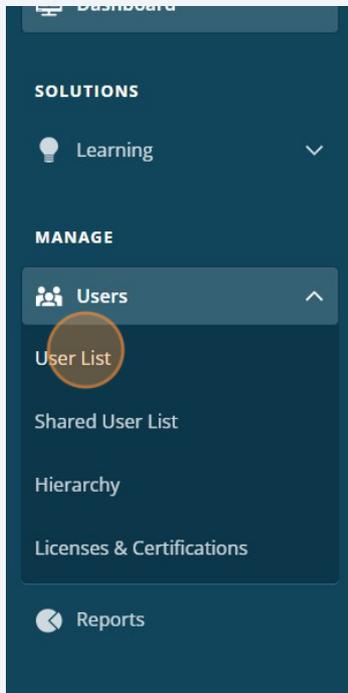
Compliance % = (Courses Completed On Time) / (Courses Assigned)

Completion % = (Courses Completed On Time + Courses Completed..)

Note: The data presented is updated daily and represents the Top and Bottom 5 performers hierarchies. The chart includes all assigned courses due between 1/1/2024 12:00:00 AM - 3/31/2024 12:00:00 AM.

LEADERBOARD | EXPORT LEADERBOARD

25 Click "User List"



26 Click the "Search" field.

A screenshot of a user list interface. At the top right, the user 'Jennifer Allen' is identified as a 'Supervisor'. Below this is a search bar with the word 'Search' inside, circled in orange. To the right of the search bar are '+ Filters' and 'x Clear' buttons. Below the search bar is a table with 5 columns: 'Hierarchy', 'Role', 'Active', and 'Shared User'. The table shows 1-100 of 883 records. The first row has a checkmark in the 'Active' column and a checkmark in the 'Shared User' column. The second row has a checkmark in the 'Active' column. The third row has a checkmark in the 'Active' column. The fourth row has a person icon in the 'Role' column and a checkmark in the 'Active' column.

Hierarchy	Role	Active	Shared User
DDDS - Community Services: Shared Learners_ALL		✓	✓
DDDS - Community Services: Shared Learners_ALL		✓	
DDDS - Community Services: Shared Learners_ALL		✓	
DDDS - Community Services: Shared Learners_ALL	👤	✓	

27 Type "name of your learner"

28 Click this dropdown, select the All Hierarchy

RELIAS

Delaware Health & Social Services

OVERVIEW

- Dashboard

SOLUTIONS

- Learning

MANAGE

- Users
- User List
- Shared User List
- Hierarchy
- Licenses & Certifications
- Reports

USER LIST EXPORT USERS

Filter By: A - Z, Active, Shared Learners

Activate On Leave Deactivate + New User

	User	Hierarchy
<input type="checkbox"/>	Abasa-Addo, Fauster FAbasaAddo@merakey.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Abbey, Henrietta habbey@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Abdo, Radah Radah.Abdo@csi-de.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Abegunde, Kayode Kabegunde@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Abegunde, Morohunmubo Christiana muboabegunde@gmail.com	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Aboagye, Karyn-Lisa aboagyek@libertyarc.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Acheampong, Joseph jacheampong@keystonehumanservices.org	DDDS - Community Services: Shared Learners_ALL
<input type="checkbox"/>	Achira, Purity	DDDS - Community Services: Shared Learners_ALL

29 Click this link, transcript of the learner.

OVERVIEW

- Dashboard

SOLUTIONS

- Learning

MANAGE

- Users
- User List
- Shared User List
- Hierarchy
- Licenses & Certifications

USER LIST EXPORT USERS ▶

Filter By: A - Z, Active, All Hierarchy Fol...

Activate On Leave Deactivate + New User

	User	Hierarchy
<input type="checkbox"/>	Allen, Jennifer jennifer.allen	DDDS - Community Services: Shared Learners

Unique Active Users: 5096
Active Users: 5096 (Contract Limit: 5100)
Restricted Users: 0 (Contract Limit: 0)

30 Click this dropdown, and select skills checklist.

ELIAS

Back to User List

Jennifer Allen's Training

INSTRUCTOR OBSERVER **TRANSCRIPT** ASSIGNMENT DETAILS LICENSE/CERTIFICATE

TRANSCRIPT EDIT USER ▶ ADD EXTERNAL COURSE ▶ EXPORT ▶ PRINT TRANSCRIPT ▶

Filter By: All Types, Show All Trainings, Completed on R..., All Certificates

Specify Dates... Apply Clear

Learners mark **All Types** edited course will not receive the accreditation.

- Courses
- Live Events
- External Trainings
- Requirements Tracker
- Pro-on-the-Go
- Skills Checklist
- Competency Reviews
- Learning Assessments
- Personalized Learning

	Type
Change Due Date Mark as Complete	Course

31 Click this link.

SOLUTIONS

- Learning

MANAGE

- Users**
- User List
- Shared User List
- Hierarchy
- Licenses & Certifications

REPORTS

- Reports

RESOURCES

- Help

TRANSCRIPT EDIT USER | ADD EXTERNAL COURSE | EXPORT | PRINT TRANSCRIPT

Filter By: Skills Checklist | Show All Trainings | Completed on R... | All Certificates | BrainSparks Opt...

Specify Dates... [] - [] Apply Clear

Learners marked complete for any accredited course will not receive the accreditation.

Delete Restore Deleted Change Due Date Mark as Complete

Title	Type	Grade	Last Access
DDDS Authorized Providers-New Employee Orientation Checklist 1563344 0 hours	Skills Checklist	Met	2/22/2024
DDDS Authorized Providers-New Employee Orientation Checklist 1563344 0 hours	Skills Checklist	Met	
Relias Administrative Mastery Program (RAMP)	Training Plan		

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32 Click "Print"

RELIAS

Delaware Health & Social Services

Jennifer Allen
Supervisor

Back to User List

Jennifer Allen's Training

DDDS Authorized Providers-New Employee Orientation Checklist

Print

1 of 1 Find | Next

DDDS Authorized Providers-New Employee Orientation Checklist

Description:

The New Employee Orientation Checklist needs to be completed within 30 days of staff's hire date.

Met	Not Met	Title	Description	Rationale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personnel Matters/Agency Orientation (check when completed)	Completion of a Background Check Center (BCC) background examination (includes): Adult Abuse Registry, Certified Nursing Assistant Registry, Sex Offender Registry, Office of the Inspector General Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal background Checks, Drug Screening, Service Letters from prior employers	
		Job Description		
		Valid Driver's License & Insurance		
		Pre-service DDDS policy review (In		

Print Checklist

33

Print out is optional for paper copy.

DDDS Authorized Providers-New Employee Orientation Checklist

Description:

The New Employee Orientation Checklist needs to be completed within 30 days of staff's hire date.

Met	Not Met	Title	Description	Rationale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personnel Matters/Agency Orientation (check when completed)	Completion of a Background Check Center (BCC) background examination (includes): Adult Abuse Registry, Certified Nursing Assistant Registry, Sex Offender Registry, Office of the Inspector General Registry, Child Protection Registry, Division of Professional Regulation Registry, State and Federal Criminal background Checks, Drug Screening, Service Letters from prior employers	
			Job Description	
			Valid Driver's License & Insurance	
			Pre-service DDDS policy review (In	

Print Checklist

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