

CALOCUS TRAINING REQUIREMENT ON RELIAS

Enroll Your Learners Who Are Required to Take CALOCUS Training into the CALOCUS Training Plans -

- Go to Learning > Training Plans > Training List
- Click on the Icon to enroll learners into the “*AZAHP - CALOCUS Training Requirement (30 Days)” - (See Yellow Highlighted Icon in screenshot below)

Training Plan List

Search Training Plans

Filter by: + Filter Clear

Type: All Types Owners: All Owners Approved: Approved

New Training Plan Export Training Plans 1 - 30 of 30

Title	Type	Approved	Owner	Assign
*AZAHP - 2 Day CFT Training Requirement	Nonrecurring	✓	✓	0
*AZAHP - CALOCUS Training Requirement (30 Days)	Nonrecurring	✓	✓	0
*AzAHP - Core Training Plan (90 Days)	Nonrecurring	✓	✓	0
*AzAHP - Core Training Plan (Annual)	Fixed - Recurring	✓	✓	0

- Click on the “Enrollment” Tab to search for learners to enroll into the Training Plan. Check Checkbox in front of appropriate learner(s) name and click “Enroll”.

CURRENTLY ENROLLED ENROLLMENT

AUTO ENROLLMENTS

Allows system to automatically find and enroll learners using a set of attributes, or profiles. Existing Profiles: You currently have no profiles.

+ New Profile

Automatically un-enroll learners who do not match automated enrollment profiles.

MANUAL ENROLLMENT

These optional settings will override the Training Plan properties of the initial assignment for the learners you find and enroll below.

Initial Due Date: Specific date 5/11/2022

Enrollment Settings: Available to learners immediately. Reporting Start Date: completions within 0 days prior to learner enrollment will be credited toward the Training Plan requirement

Available Learner(s) (Learners NOT already enrolled) layla

Filter By: A - Z

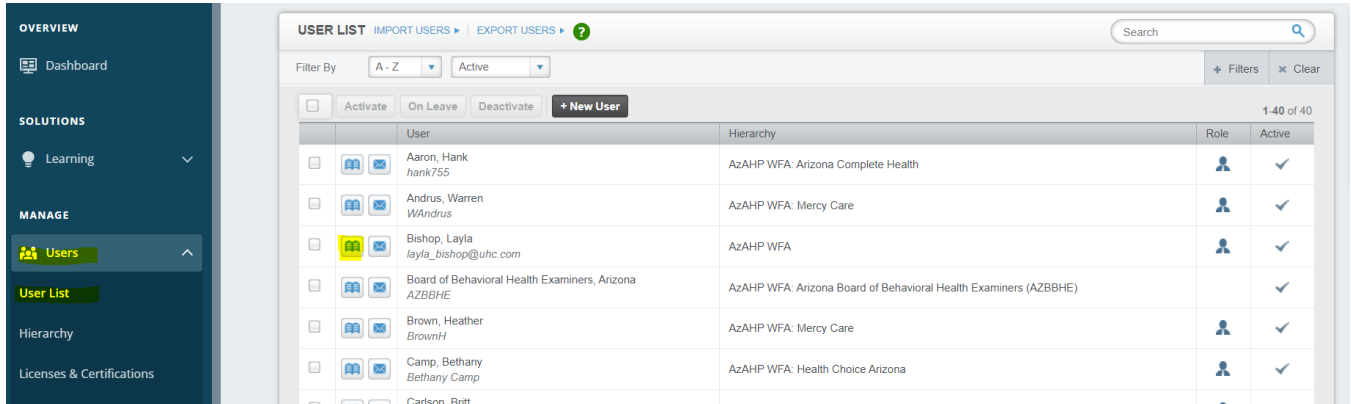
Enroll

Name & Username	Hierarchy	Job Roles (Job Titles)	Hire Date
<input checked="" type="checkbox"/> Bishop, Layla layla_bishop@uhc.com	AZAHP WFA	AZAHP - Administrative	5/18/2020

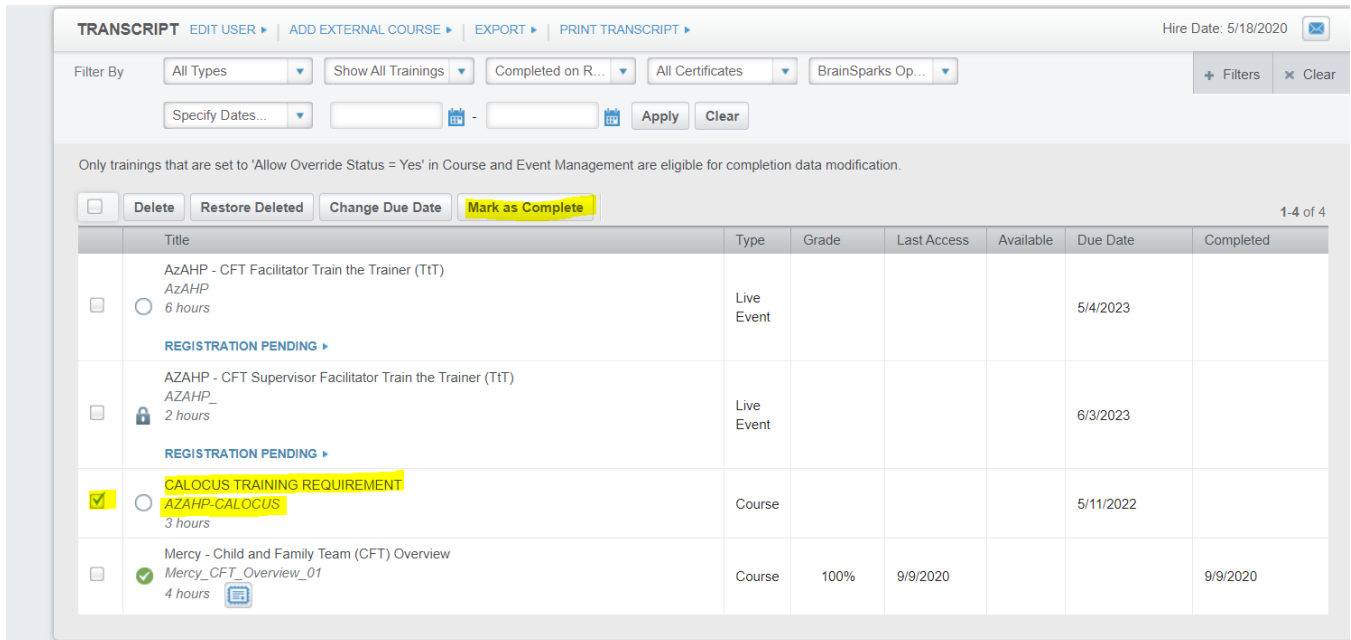
1-1 of 1 Online

Once Your Employee Takes the Required 3 Hour Training Through Deerfield you can then mark them complete in Relias.

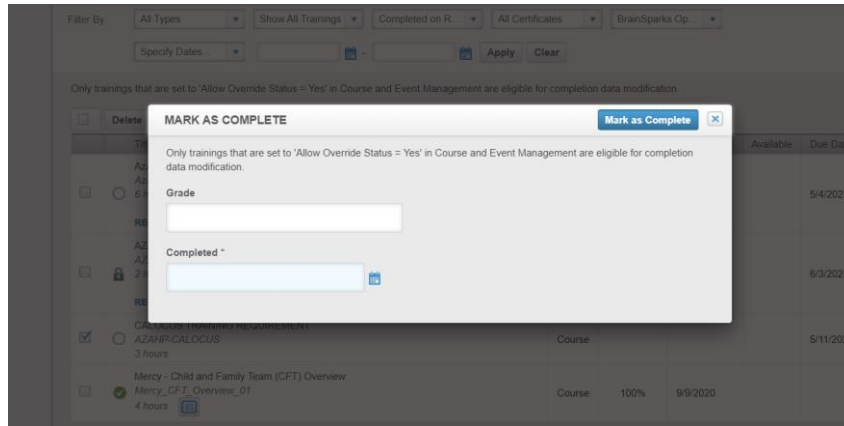
- Search For The Learner(s) on your Users> “User List” and click on their book icon to open their transcript.



- Check the Checkbox in front of the “CALOCUS TRAINING REQUIREMENT” Module on the learner’s Transcript page and click “Mark as Complete”



- You'll be Prompted to enter a Completion Date and then click "Mark As Complete" (Ignore Grade Field)



- Learner's Record is Immediately updated to reflect Completion:

TRANSCRIPT EDIT USER ADD EXTERNAL COURSE EXPORT PRINT TRANSCRIPT Hire Date: 5/18/2020

Filter By All Types Show All Trainings Completed on R... All Certificates BrainSparks Op... + Filters x Clear

Specify Dates... Apply Clear

Only trainings that are set to 'Allow Override Status = Yes' in Course and Event Management are eligible for completion data modification.

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	Title	Type	Grade	Last Access	Available	Due Date	Completed
<input type="checkbox"/>	AzAHP - CFT Facilitator Train the Trainer (TtT) AzAHP 6 hours REGISTRATION PENDING ▶	Live Event				5/4/2023	
<input type="checkbox"/>	AZAHP - CFT Supervisor Facilitator Train the Trainer (TtT) AZAHP_ 2 hours REGISTRATION PENDING ▶	Live Event				6/3/2023	
<input checked="" type="checkbox"/>	CALOCUS TRAINING REQUIREMENT AZAHP-CALOCUS 3 hours	Course	100%			5/11/2022	4/11/2022
<input checked="" type="checkbox"/>	Mercy - Child and Family Team (CFT) Overview Mercy_CFT_Overview_01 4 hours	Course	100%	9/9/2020			9/9/2020

- Confirm that the Health Plan on the employee's profile is accurate. **Failure to do so could result in a health plan not being notified of this learner completing this requirement.**

Updating Plan on Learner Profile -

- Go To Users>User List and Search for Learner. Click on the Name of Learner to access their profile:

The screenshot shows the 'USER LIST' interface. On the left is a navigation sidebar with sections: OVERVIEW (Dashboard), SOLUTIONS (Learning), and MANAGE (Users, User List, Hierarchy, Licenses & Certifications, Transcript Transfer, Reports). The main content area shows a table of users with columns for 'User' and 'Hierarchy'. The user 'Bishop, Layla' is highlighted in yellow. Above the table are filters for 'A - Z' and 'Active', and buttons for 'Activate', 'On Leave', 'Deactivate', and '+ New User'.

	User	Hierarchy
<input type="checkbox"/>	Aaron, Hank hank755	AzAHP WFA: Arizona C
<input type="checkbox"/>	Andrus, Warren WAndrus	AzAHP WFA: Mercy Ca
<input type="checkbox"/>	Bishop, Layla layla_bishop@uhc.com	AzAHP WFA
<input type="checkbox"/>	Board of Behavioral Health Examiners, Arizona AZBBHE	AzAHP WFA: Arizona B
<input type="checkbox"/>	Brown, Heather BrownH	AzAHP WFA: Mercy Ca
<input type="checkbox"/>	Camp, Bethany Bethany Camp	AzAHP WFA: Health Cf
<input type="checkbox"/>	Carlson, Britt carlsonb@magellanhealth.com	AzAHP WFA: Molina
<input type="checkbox"/>	Conger, Joel joel.conger	AzAHP WFA: Molina

- Once in the Learner Profile Scroll to “Plan (Employment Type)” Field and update the field accordingly by entering all health plans that are applicable to the learner (all 7 Health Plans are pre-loaded in the dropdown so you simply click the one(s) that apply and then hit “SAVE” on learner’s profile.

The screenshot shows the 'Learner Profile' form. The 'Plan (Employment Type)' field is highlighted in yellow and contains 'United Healthcare'. Other fields include 'Facility Types (Departments)' with 'AZAHP - Administration', 'User Categories', 'User Location', and three 'Custom Field' dropdowns. A note at the top says 'Not sure which group to choose? view group descriptions.' and a 'Learner ID' field is at the bottom.

- If you have a lot of learners to update you should consider contacting support for assistance in completing a bulk import to update this information rather than manually entering the information for each learner. Support can be reached at www.relias.com/support/azahp