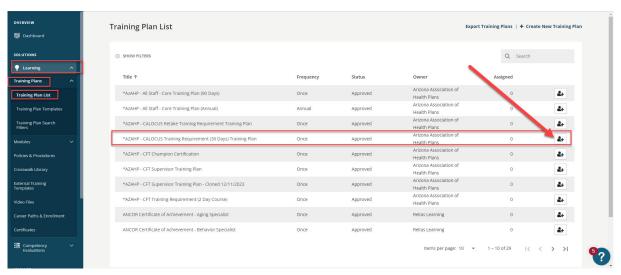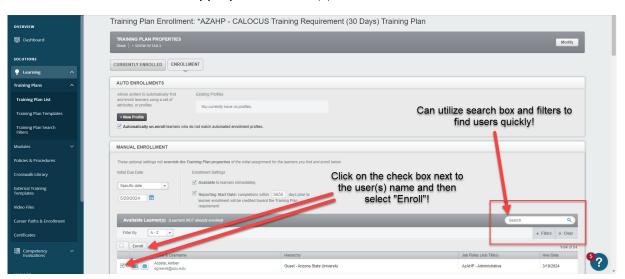# CALOCUS TRAINING REQUIREMENT ON RELIAS

Enrolling Learners into CALOCUS Training Plan(s)

- Go to **Learning** > **Training Plans** > **Training List**

- Click on the Icon to enroll learners into the "***AZAHP - CALOCUS Training Requirement (30 Days)**".

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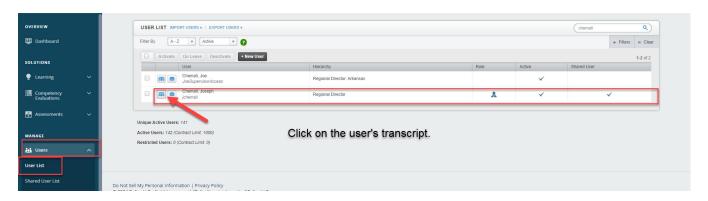

- This will assign the learner into two modules titled "***AZAHP - CALOCUS Training Requirement**" and "***AZAHP - CALOCUS Final Exam**". Both will be due 30 days after the learner is enrolled into this training plan. The final exam module will not be available until the learner training requirement is marked as complete in Relias (i.e. after the learner has contacted their Administrator/Supervisor to inform them that they have completed the DEERFIELD training outside of Relias, so that they can then be manually marked as complete).
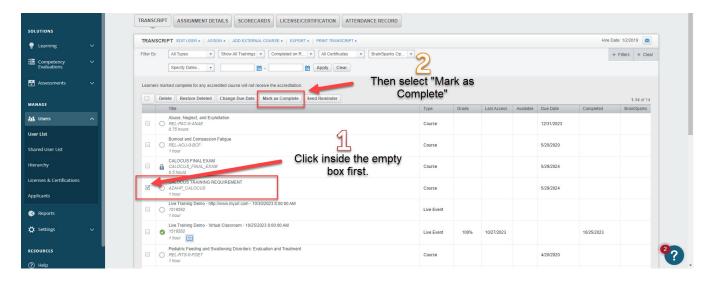
Once Your Employee Takes the Required 3 Hour Training Through Deerfield you can then mark them complete in Relias.

• Search for the learner(s) on from your "**Users**" > "**User List**" tab and click on their transcript or book icon to open their transcript.
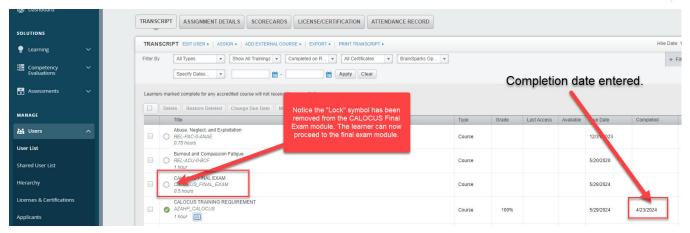

Click on the user's transcript.

• Select the checkbox next to the "CALOCUS TRAINING REQUIREMENT" Module on the learner's Transcript page and click "Mark as Complete".

Then select "Mark as Complete"

Click inside the empty box first.

• You'll be prompted to enter a completion date. Input the appropriate completion date, then select "Mark As Complete" (the system will default to 100% if left blank. You should see the Learner's Record immediately update to reflect the completion entry.

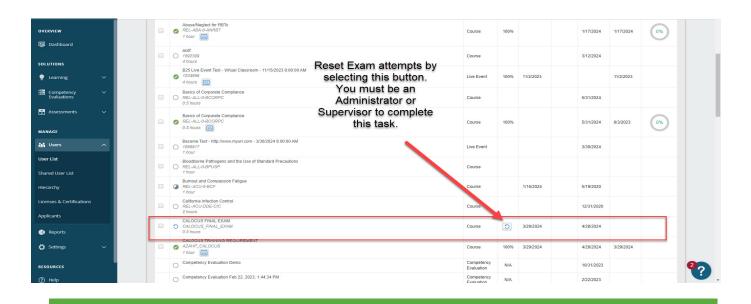### ***This will then unlock the CALOCUS Final Exam for that learner.

Completion date entered.

Notice the "Lock" symbol has been removed from the CALOCUS Final Exam module. The learner can now proceed to the final exam module.

Very Important Next Steps!!!

***The learner will have three attempts to pass the final exam (must score 80% or higher to pass).

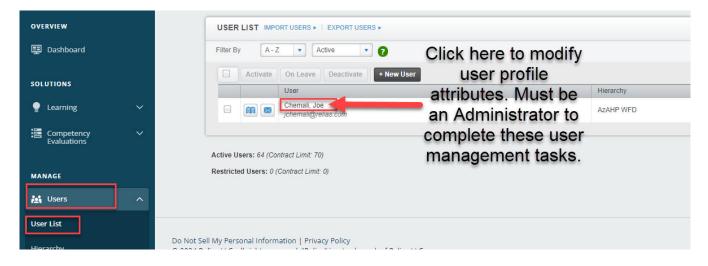***If they pass, they are complete. If they fail the exam three times, they will be locked out of the exam. If this occurs, they must be assigned to the "*AZAHP - CALOCUS Retake Training Requirement Training Plan" from the training plan list (repeat enrollment process shown at the beginning of the document, but for the retake training plan) instead this time. This will require the learner to retake the DEERFIELD training (repeat completion process and they must inform their Administrator/Supervisor upon recompleting the training so that they can mark the retake module as complete titled "*AZAHP - CALOCUS Retake Training Requirement". From there, the Supervisor/Administrator must unlock the final exam attempts from the learner's transcript so that the learner can proceed to retake the final exam.

Reset Exam attempts by selecting this button. You must be an Administrator or Supervisor to complete this task.

Updating Health Plan(s) Profile Attributes in Learner Profile

- Confirm that the Health Plan(s) within 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.**

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

- In the learner profile, scroll to the "**Plan (Employment Type)**" field and update the field accordingly by entering all health plans that are associated to the learner (all 7 Health Plans are pre-loaded in the drop-down menu so you can simply click the one(s) that apply and then select the "**SAVE**" button to apply the changes.