MDHHS

Michigan Department of Health & Human Services

Children's Services Agency

Communication Issuance

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Subject/Title	Learning Management System Implementation for DHHS Employees
Type	☐ Informational Memorandum ☒ Program Instruction ☐ Policy Guide
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Distribution	☒ CSA Central Office Managers/Staff ☒ MDHHS BSC and County Directors ☒ MDHHS Juvenile Justice Managers/Staff ☒ MDHHS Child Welfare Managers/Staff ☐ Native American Tribes ☐ Private Agency Child Welfare Managers/Staff ☐ Private Residential Juvenile Justice Managers/Staff ☐ Other:

Office of Workforce Development and Training is excited to announce Phase Two implementation of Cornerstone OnDemand, the new learning management system (LMS). LMS is a centralized system that offers access to browse for training, register for instructor-led training, complete web based training, and access training transcripts. The new LMS system is being implemented in phases.

Phase One: On July 1, 2015, public assistance and adult services staff began using the new LMS.

Phase Two: On **December 1, 2015,** child welfare, family preservation and juvenile justice staff will begin using the new LMS. These staff will be identified by their roles in the Michigan Statewide Automated Child Welfare Information System (MiSACWIS) and the Families First Information System (FFIS). A separate communication will be provided directly to private agencies.

Later Phases: It is anticipated that the remaining Michigan Department of Health and Human Services staff including central office, administrative, and executive staff will receive access to the new LMS. Expect additional information in 2016.

To ensure a smooth transition from OTP/JJOLT to the new LMS **follow all actions that are applicable to you.**

Actions required by individuals with MiSACWIS access (includes read-only access)

1. **By November 27, 2015,** confirm your MiSACWIS employee record is accurate. The record can only be viewed by supervisors, managers and directors. Changes to MiSACWIS employee records must go through Local Office Security Coordinators using the DHHS-816. Confirm accuracy of your:

- Complete State of Michigan email address (e.g. LastF@michigan.gov)
- Work location
- Immediate supervisor

  2. For the **December 1, 2015** implementation, a communication issuance will be released which will include a link with instructions to access the new Cornerstone OnDemand system and prompt you to create a password.

  3. **By COB December 15, 2015,** create a unique personal password for Cornerstone OnDemand access.

Local Office Security Coordinators facilitate the enrollment of newly hired staff in MiSACWIS. Cornerstone OnDemand system access will be available to staff one business day thereafter. New workers must be added to their case management system quickly in order to enroll in OWDT's new worker training timely.

Actions required by individuals with OmniTrack Plus (OTP/JJOLT) access

  By December 15, 2015, save a copy of your personal training transcript from OTP/JJOLT. To save your transcript:
- Log onto OTP/JJOLT
- From the *Reports* tab, select *Student Admin Reports*
- Select *Student Transcript*
- Enter employee name only (do NOT add start/end dates) and *Submit*
- From Report Queue, Select *View Report*
- Save your transcript locally

Actions required by current OmniTrack Plus/JJOLT Training Facility Coordinators

1. **By November 30, 2015,** assure all external trainings, completed through November 30, 2015 are added to OTP/JJOLT for all staff in your office.
2. Add external training completed on or after December 1, 2015 to the new LMS. The *Viewing Your Transcript* training describes the steps to add external training to the new LMS. Instructions for accessing training are available at the OWDT website.
3. **By December 15, 2015,** complete the *LMS for Training Coordinators* training.
4. If you have access to Bridges, ASCAP or MiSACWIS, and are currently identified as an OTP/JJOLT Training Facility Coordinator, you will have *Training Coordinator* access in the new LMS **after** you create your unique Cornerstone OnDemand password. No further action will be required to maintain your *Training Coordinator* system status.
5. If you do not have access to Bridges, ASCAP or MiSACWIS, and plan be a Training Coordinator for your local office, please email DHSTraining@michigan.gov with the following information:
- Training Coordinator's first and last name
- Training Coordinator's complete email address
- Manager's first and last name

- Manager's complete email address
- Training Coordinator's program (Adult Services, Public Assistance, Child Welfare, etc.). This affects the training you are eligible to attend. Your *Training Coordinator* system status will allow you to access and manage trainings for all designated staff in your office, regardless of their individually identified program(s).
- Training Coordinator's pay grade (Non Manager, First Line Manager, Second Line Manager or Director)
- Training Coordinator's work location (MDHHS County/District or location name and address). If the Training Coordinator will be responsible for multiple counties, districts or locations please include all locations.

Actions required by current LMS Training Coordinators
Talk with new training coordinators identified in your office. Every training coordinator has access to all employees at his/her office location, regardless of whether identified through Bridges, ASCAP, MiSACWIS, or added directly to LMS through the help desk. Offices may identify
multiple training coordinators to meet their needs.

Training Transcripts
Access to training transcripts in OTP/JJOLT will be available through December 31, 2015. Access to new training transcript information captured using Cornerstone OnDemand will be available starting December 1, 2015. **After January 1, 2016,** we anticipate the Cornerstone OnDemand user's training transcripts will be updated with OTP/JJOLT user training transcript information.

LMS Training
Simple, short trainings and job aids on basic Cornerstone OnDemand system functioning are available at the [OWDT website](). Please contact OWDT at [DHSTraining@michigan.gov]() with questions.

In-Service Training Report
Fiscal year 2015 in-service training reports will not be available in OTP/JJOLT. These reports will be available in the new LMS in January 2016. Please refer to individual training transcripts to monitor this requirement until the office-wide report is once again available.

Frequently Asked Questions
Q: Will my training completion history be preserved?
A: Yes, the training you have completed in OmniTrack Plus/JJOLT, as well as training completed through Office of Child Support and Division of Child Welfare Licensing (formerly BCAL)

Q: What do I need to do to assure I get access to the new LMS?
A: Click on the link that will be provided in the communication that will be released for implementation. You will be provided exact instructions on how to log in.
Q: Will I have a separate user name and password to log into Cornerstone OnDemand?
A: Yes, at first you will. We are working with DTMB to link Cornerstone OnDemand with MiLogin, eventually allowing one login to access multiple State of Michigan applications.

Q: What if I have access to multiple case management systems?
A: You will be provided access to the new LMS; your profile, while originating from two case management systems, will be merged into a single LMS profile with access to all applicable training.

Q: Should I add college transcripts as external training to LMS?
A: No. Please continue providing college transcripts and resumes to your trainer upon request.

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