New Worker Training Registration & User Guide



This guide provides step-by-step instructions for registering for training and getting started in the Carewell Learning Portal. More information can be found at <u>carewellseiu503portal.org</u>.

General information about training can be found on our website, <u>CarewellSEIU503.org/training</u>.

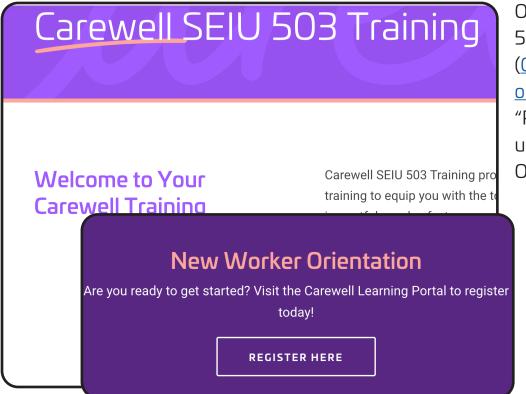


Table of Contents

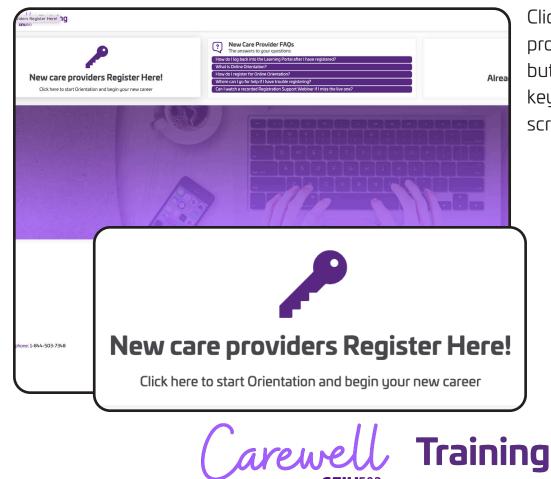
Getting Started - Orientation	3
Resuming Training.	9
Entering Your Provider Number	
Onlin <mark>e Core</mark>	17
Core Workshop	23

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Getting Started - Orientation



On the Carewell SEIU 503 Training webpage (<u>CarewellSEIU503.</u> org/training), click "REGISTER HERE" under "New Worker Orientation."



Click the "New care providers register here!" button with the purple key on the left side of the screen.

	Sign Up		
7.46	Please enter your information t account	pelow to create a new	
	First Name	Required	
	Last Name	Required	
	Email	Required	
	Password	Required	
MR. S	Re-enter Password	Required	
MAX A			A REAL

Fill in the required information on the Sign Up screen. You will need a valid email address to complete this step.

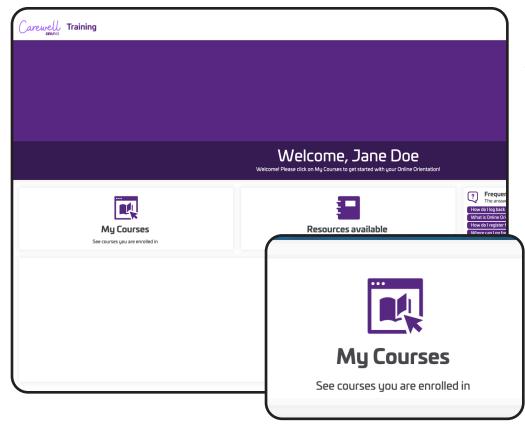
Language	Required	
Language	-	
PSW or HCW	Required	
PSW or HCW	-	
Are you caring for your spouse, child, or paren	t?Required	
Are you caring for your spouse, child, or parent	? 👻	
Where did you apply?	Required	
Where did you apply?	-	
Can we text you about your training?	Required	
Can we text you about your training?	-	
Date of Birth	Required	
MM/DD/YYYY		
	1	
Sign Up		

Make sure to answer each question and select the option that best fits you from the drop-down menus.

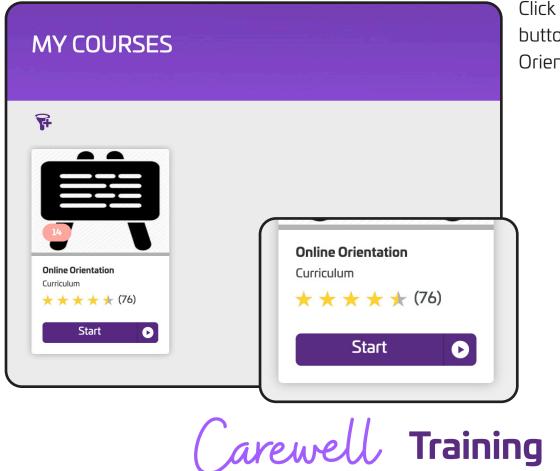
Click "Sign Up" after filling in all the fields.

Carewell Training



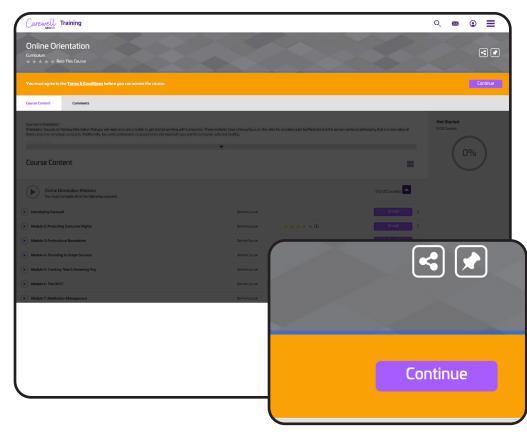


Click the "My Courses" button on the left side of the screen.



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Click the purple "Start" button under the Online Orientation section.



A message will appear asking you to agree to the Terms & Conditions. Click the purple "Continue" button on the right side of the screen.

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Te	rms & Conditions	C
	Online Learner Code of Conduct:	
	In training, you will engage with other attendees through an online discussion board. We ask that you be productive and professional in the discussion board to help crea learning environment for all. You should ask questions about the course and comment and reply to other attendees in the discussion. You may also receive responses to from other attendees and trainers. We will remove any questions or comments that are combative, insensitive, threatening, disruptive, use profanity or reveal confidentia information. You can be removed from the online orientation course for inappropriate use of the discussion boards.	
	To view the Learner Code of Conduct for In-Person classes, <u>click here</u> .	
	I Agree L	
)
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	I Agree	
	Carewell Traini	
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Read the message and click "I Agree" to continue.

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Online Orie	entation			
$\star \star \star \star \star Rat$	te This Course			
Course Content	Discussion Boards			
	he key information that you will need as a care provider to get started er programs. Additionally, key safety information is provided to help i			ers paid by Medicaid and the person-centered philosophy that is a con
Course Cont	ent			
	ng Carewell momplete 1 of the following course(s).			O of 1 Course(s)
r			Online Course	Enroll
(D of 1 Course(s)			0 of 1 Course(s)
			Online Course	Enroll
				O of 1 Course(s)
	Enroll	:	Online Course	1 Credits Enroll
				O of 1 Course(s)

You will see each of the modules listed out. Click the purple "Enroll" button next to the first course module, "Introducing Carewell."

			0 of 1 Course(s)
	Online Course		Start :
			O of 1 Course(s)
	Online Course		Enroll
			O of 1 Course(s)
	Online Course	1 Credits	Enroll
O of 1 Course(s)			0 of 1 Course(s)
		1 Credits	Enroll
Start			O of 1 Course(s)
		1 Credits	Enroll
			0 of 1 Course(s)

Carewell Training

The "Enroll" button will change to say "Start." Click "Start" to begin that course module.

Course Content	Discussion Boards	
Course Cont	ent	
▲ Chapter 1		
Introducin	g Carewell	
Status: Not Started		
		l Lesson(s)
		Start

Congratulations! You are ready to start the training.

This will take you to the page for the module. Click the purple "Start" button on the right side of the screen to begin.

Once you have completed the first module, the next will become available for you to enroll into and begin.

Carewell Training

Resuming Training

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<section-header></section-header>	Online Orientation Curriculum ★ ★ ★ ★ ★ ★ (76) Resume С.	Go to "M the purp under th left off.
Car	rewell Tra	ining

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IF. iou have to exit the ining, you can resume ain by navigating to ewellseiu503portal.org d clicking the purple "Login" tton on the right side of the een. Type in your email ere it says "Username" d then your password. Click gin" just below to continue.

to "My Courses," and click purple "Resume" button der the course where you off.

Online Orientation Curriculum * * * * * Rate This Course				
Course Content Discussion Boards				
Courses in Orientation Orientation focuses on the key information that you will need as a care provider to get started working with cons these consumer-employer programs. Additionally, key safety information is provided to help keep both you and t			iders paid by Medicaid and the person-centered phile	isophy that is a core value of
Course Content	•			≣
Introducing Carewell You must complete 1 of the following course(s).				l of l Course(s)
Mitroducing Carewell		Online Course		Completed
Completed	:			0 of 1 Course(s)
		Online Course		Resume
				O of 1 Course(s)
0 of 1 Course(s)		Online Course	1 Credits	Enroll
Resume	:			

You can pick up where you left off in the module by clicking the purple "Resume" button on the right side of the screen next to the incomplete module.

Introducing Carewell Online Course	inc
This course is part of the curriculum: Online Orientation	
Course Content	the but
Course Content	oft
Chapter1	UT
© Introducing Carewell Resume	
Status: In Progress	
Lesson(s)	
Carewell Traini	ng

This will take you to the incomplete module. Click the purple "Resume" button on the right side of the screen.

Entering Your Provider Number

well Training		୦. 🔊 🖗
	Welcome, Jane Doe Wetcome! Please click on My Courses to get started with your Online Orientation	
My Courses See coorse you are enrolled in	Resources available Brows or dountion resources	Frequently Acked Questions Transient to guargentise How date to be determined by a part generation How date to get a complex of part of which have regulatered How as in signification of the other instance of the other of the other other other How as a place in a filter of the other base regulatered Can i which a retrained Regranding Supercision of these the base and?

				, On
Profile	Messages	My Activity Setti	ngs	"Eo
		Profile Informa	tion	the
		First Name Jane		
		Last Name Doe		
Username jane.doe@gm	e Doe	Username jane.doe@gmail.com		
Email jane.doe@gm Department	nail.com	Email jane.doe@gmail.com	Department Carewell 503 Training Ll	MS
Carewell 503	Training LMS	Phone Number 444-333-3333		
	Profile		Edit Profile	
		Ca	remell Tra	ain

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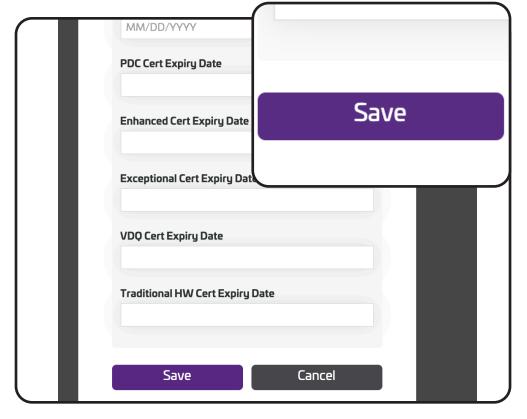
After you have completed Orientation and have passed a background check, you should receive a provider number from the Department of Human Services (DHS) or the Oregon Health Authority (OHA). You will need to enter it into the Learning Portal to continue training.

After logging in, go to your profile by selecting the round icon in the upper right corner of the screen.

On the profile screen, select "Edit Profile" on the left side of the screen

	Profile Informa	tion	
	First Name Jane	Required	
	Last Name Doe	Required	
	Username jane.doe@gmail.com	Required	
HCW Provider Number (6 digits)	Required	
HCW Provider Number S	Start Date (MM/DD/YYYY)	Required	
PSW Provider Number (6 digits)		
PSW Provider Number s	tart date (MM/DD/YYYY)	Required	

Update the Profile Information with the six-digit HCW or PSW provider number and start date from the notification you received from DHS or OHA.



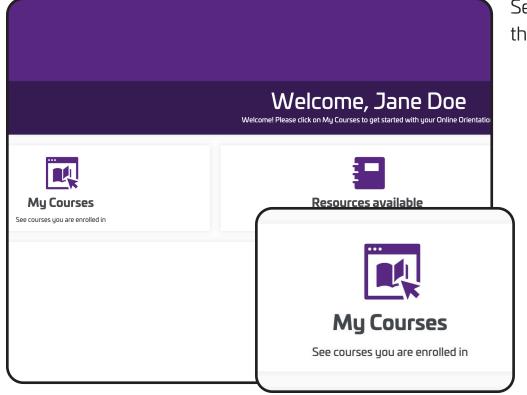
Once you have entered in your provider number and start date click the purple "Save" button at the bottom of the window.

Carewell Training



Carewe	Training	
PROF	FILE	
Profile	Messages	My Activity Settings
		P Carewell Training
		PROFILE

After updating your profile, return to the home screen by clicking the Carewell logo in the upper left side of the screen.



Select "My Courses" from the home screen.

Carewell Training

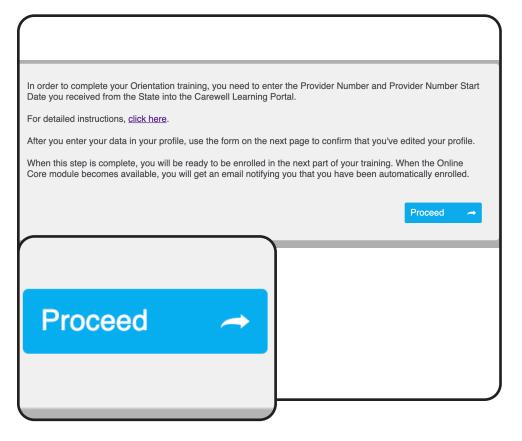
MY COURSES
F +
Provider Number Input task Online Course
Start 💽

Click "Start" under the Provider Number Input Task course.

ionient Resources	
ou complete Orientation, including passing the Skills Assessment and taking the Survey, you are assigned this step, which enables you to enter in a Provider number (HCW or PSW - and the Start Date for each) as so n as you complete this step, you can be auto-enrolled in Online Core.	on as the State mails it to you.
purse Content	
inter Provider Number and Start Date in your user profile	1 Lesson(
Verify Provider Number Input	Start
tatus: Not Started Attempts: 0	Max Attempts: 10
Start	
May Attamates 20	
Max Attempts: 10	

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Click "Start" on the right side of the screen.

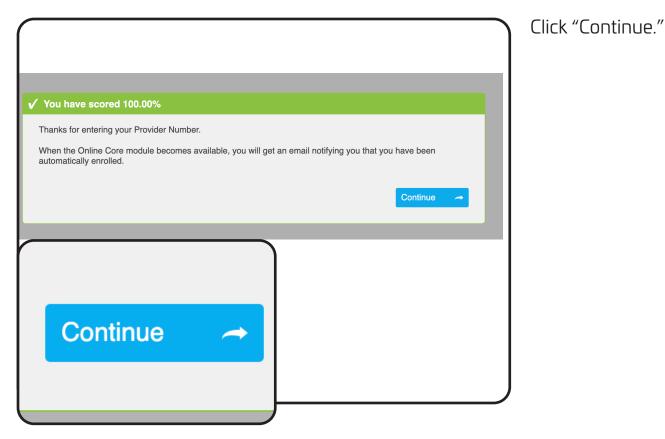


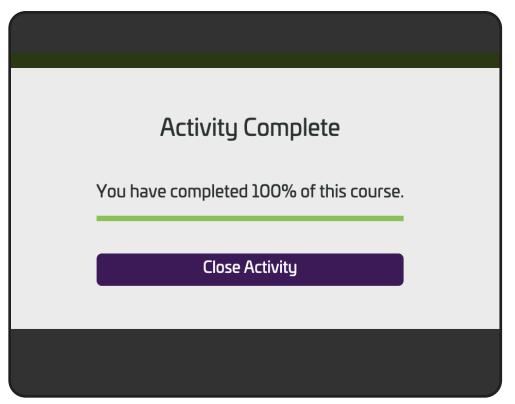
Click the blue "Proceed" button after reading through the dialog box.

	Select "Yes
Question 1	options and "Submit Re
Have you entered your Provider Number and Provider	
• Yes	
○ No	
1 of 1 Questions Remaining	
Submit Response 🗸	

Select "Yes" from the options and then click "Submit Response."

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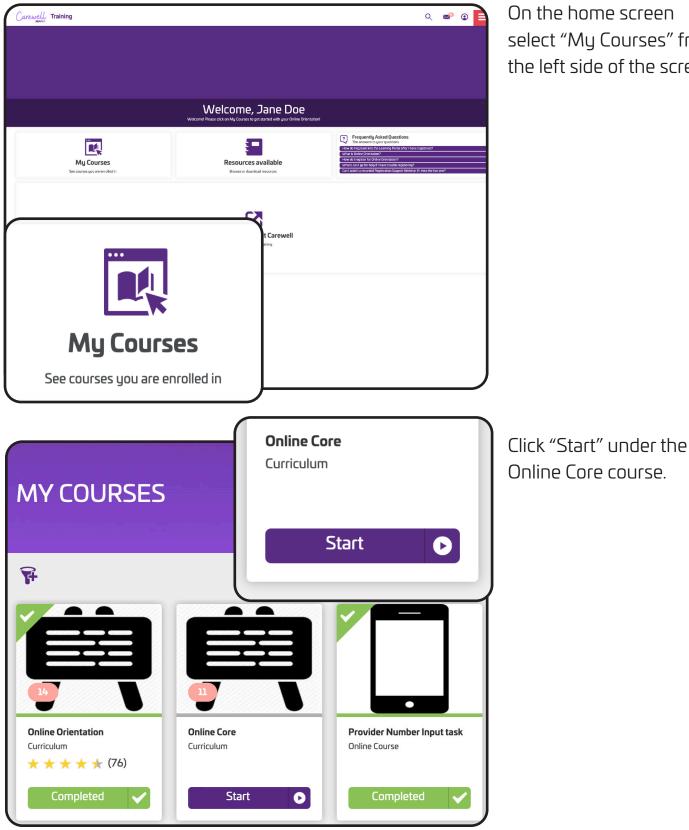




Click "Close Activity" to finish. You should now be able to begin the next section of training.

Carewell Training

Online Core



On the home screen select "My Courses" from the left side of the screen.



Terms & Conditions	
	I Agree Disagree
l Agree	

As with Orientation, you must agree to the Terms & Conditions.

Online Core ^{Curriculum}		
Course Content		
About Online Core Online Core builds on Orientation. Topics include: Concepts supporting person-centered services:	-	
Course Content		≣
Journey to Person-Centered Care You must complete 1 of the following course(s).		0 of 1 Course(s)
OC 01: Journey to Person-Centered Care	Online Course	Enroll
Care Provider Safety You must complete 1 of the following course(s)		0 of 1 Course(s)
	Online Course	Enroll
		0 of 1 Course(s)
	Online Course	Enroll
Enroll		0 of 1 Course(s)
		J

Click "Enroll" on the right side of the screen next to the first course module.

Carewell Training **SEIU**503

Course Content		
About Online Core Online Core builds on Orientation. Topics include:		
Concepts supporting person-centered services		
(Cara venillar calat)	•	
Course Content		
		=
Journey to Person-Centered Care You must complete 1 of the following course(s).		0 of 1 Course(s)
OC 01: Journey to Person-Centered Care	Online Course	Start
O Care Denvider Safety		0 of 1 Course(s)
		U of I Course(s)
0 of 1 Course(s)		
Start		

Click "Start" on the right side of the screen to go to the first course module.

OC 01: Journey to Person-Centered Care Online Course	Click
This course is part of the curriculum: Online Core	mod
Course Cantent	Con
Course Content	
Journey to Person-Centered Care	read
Module 1 The Journey to the Person-Centered Approach Start	
Status: Not Started	
l Lesson(s)	
Start	
Carewell Train	ing

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Click "Start" to begin the module.

Congratulations! You are ready to start Online Core.

0 of 0 Course(s)		
		l of l Course(s)
	ie Course	Completed
Enroll		l of l Course(s)
	• e Course	Completed
		l of l Course(s)
OC DS-Norman	Online Course	Completed
Personal Care You must complete 1 of the following course(s).		l of l Course(s)
OC 09: Personal Care	Online Course	Completed
Supporting Community Involvement You must complete 1 of the following course(s).		l of l Course(s)
OC 10: Supporting Community Involvement	Online Course	Completed
OC Assessment & Survey You must complete 0 of the following course(s).		0 of 0 Course(s)
OC Assessment and Survey	Online Course	Enroll
ch us by phone: 1-844-503-7348	Email <u>carewellselu/SQ3/training/Rriseautinerabin.com</u> for support	

After completing all the modules, you will enroll into the Assessment and Survey. Click "Enroll" and then "Start" to begin.

You are entitled to compensation f more.			nd Policy to learn
In order to receive your compense	tion, you need to answer this	question:	Proceed 🗢
Proceed	~		

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After completing the assessment you will be directed to a survey that will ask about stipends. Click "Proceed" to begin.

20

Question 1	Select the appropriate response
You are entitled to compensation for successfully completing of please be sure to confirm your profile is up to date with your compensation?	Online Core. After making your selection,
Send my Visa card to the mailing address on my profile (Physical card)	
\bigcirc Send my Visa card to the email address on my profile (Digital Card)	
1 of 1 Questions Remaining	Submit Response 🗸
Submit Response 🗸	

Pick the format through which you would like to receive your stipend for Online Core (either physical card or digital card) and then click "Submit Response."

Click "Continue."

)
ing your feedback! You will soon receive information about how to sign up for the Core	
Continue	•
Continue A	
	J



Activity Complete	
You have completed 100% of this course.	
Close Activity	

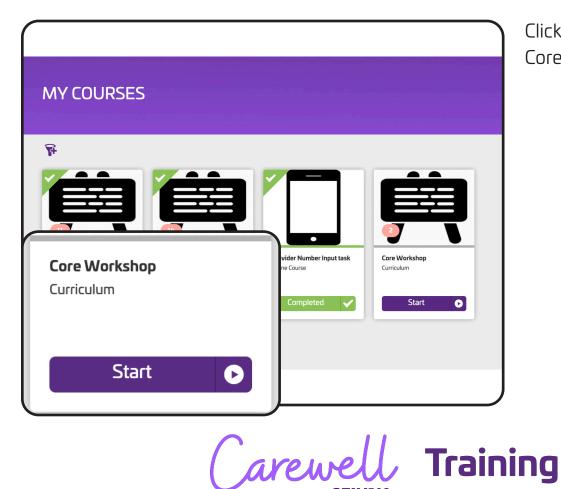
Click "Close Activity" to finish Online Core.

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Core Workshop

Carewell Training		Q 🔊 Q
	Welcome, Jane Doe Welcome Please click on My Courses to get started with your Online Orientation	
My Courses	Resources available	Prequently Asked Questions Texament to junc system Texament to junc address Texament to junc address Texament to junc address Texament address Texament address Texament Texamen
•••	t Carewell	
My Cours	es	
See courses you are er	nrolled in	

Core Workshop is the last section of training. Go to "My Courses" from the left side of the home screen.



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Click "Start" under the Core Workshop course.

Core Workshop Curriculum Course Context		
Course Content		≣
Trainer Led Webinar You must complete 1 of the following course(s).		0 of 1 Course(s)
Core Workshop Class	Instructor Led Course	Enroll
Core Workshop Survey		0 of 1 Course(s)
0 of 1 Course(s)	Online Course	Enroll
Enroll		

Core Workshop is a trainer-led webinar. Click "Enroll" on the left side of the screen.

Core Workshop ^{Curriculum}			
Course Content			
Course Content			≣
Vou must complete I of the following course(s).			0 of 1 Course(s)
Core Workshop Class		Instructor Led Course	View
Core Workshop Survey You must complete 1 of the following course(s).			O of L Course(s)
O of 1 Course(s)		Online Course	Enroll
View	:		
(ar	ewell	Trainin

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Click "View" on the left side of the screen.

AUGUST 2020 25	Ops test session 10:00 AM - 11:00 AM (PDT) Instructor: Matt Brandabur Faunie Szeloczej carewe Location: Faunie's Zoom Venue - https://zoom.us//9	
		Enroll
		•
AUGUST 2020	Core Webinar Demo Session 11:00 AM - 5:00 PM (PDT) Instructor: <u>carewell training</u> Location: Faunies Zoom Venue - <u>https://zoom.us///9</u>	2892875525
		Enroll
AUGUST 2020	Core Zoom and Attendance	
26	4:00 PM - 6:00 PM (PDT) Instructor: <u>carewell training</u> Location: Faunie's Zoom Venue - <u>https://zoom.us/j/9</u>	Enroll
		-

Choose a session date and time that works best for you. The webinar will take place over Zoom. Click "Enroll" underneath the session you would prefer.

ny Session		After you've enrolled, your session will appear on the
AUGUST 2020 25 10:00 AM - 11:00 AM (PDT) Add to Calendar Change Session Instructor: Matt Brandabur Faurie Szeloczei carewell training Class Size: 10	Cancel Session	screen as "My Session." If you need to change the day and time of your session, click "Change Session" below your session.
10:00 AM - 11:00 AM (PDT)		
Location: Faunie's Zoom Venue - https://zoom.us///96085494495	Change Session	
Starts: August 25, 2020 10:00 AM PDT Ends: August 25, 2020 11:00 AM PDT		

(arewell Training **SEIU**503

AUGUST 2020 Ops test session 25 10:00 AM - 11:00 AM (PDT) Instructor: Matt Brandabur Faunie Szeloczel carewell training Location: Faunie's Zoom Venue - https://zoom.us//96085494495	Select a new session from the list of available options by clicking "Enroll" on the session
AUGUST 2020 Core Webinar Demo Session 25 11:00 AM - 5:00 PM (PDT) Instructor: carevell training Location: Faunie's Zoom Venue - https://zoom.us///92892875525	you would like to change to.
Enroll August 2020 Core Zoom and Attendance 4:00 PM - 6:00 PM (PDT) Instructor: carewell training Location: Faunle's Zoom Venue - https://zoom.us//92732	
AUGUST 2020 25 Ops test session 10:00 AM - 11:00 AM (PDT) Add to Calendar Change Session Cancel Session Instructor: Matt Brandabur Faunie Szeloczel carewell training Class Size: 10	If you need to cancel your session for any reason, click "Cancel Session." When you are ready to schedule your Core Workshop session, you can come back any time to enroll in a new
10:00 AM - 11:00 AM (PDT) Location: Faunie's Zoom Venue - https://zoom.us//96085494495 Starts: August 25, 2020 10:00 AM PDT Ends: August 25, 2020 11:00 AM PDT Cancel Session	session.

Carewell Training

Congratulations! You are ready to begin the Core Workshop. Follow the instructions you receive in your email to join the Zoom webinar.

If you have more questions about registration or using the Carewell Learning Portal, you can visit our website, <u>CarewellSEIU503.org/training</u>, reach us by email at <u>carewellseiu503training@risepartnership.com</u> or call us at 1-844-503-7348 where representatives are available between 8am and 6pm Monday through Friday.

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