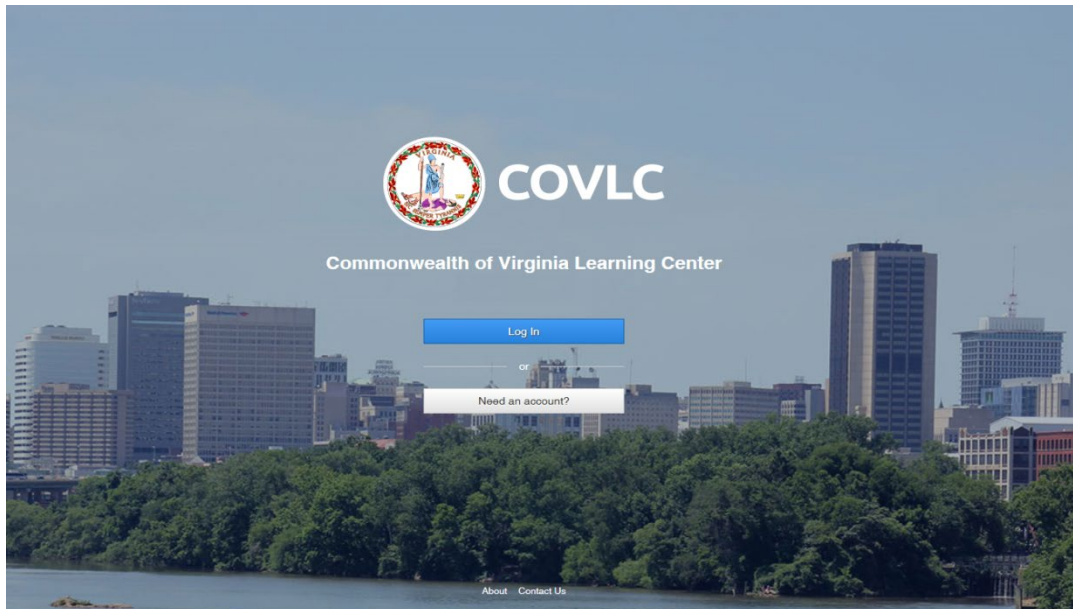




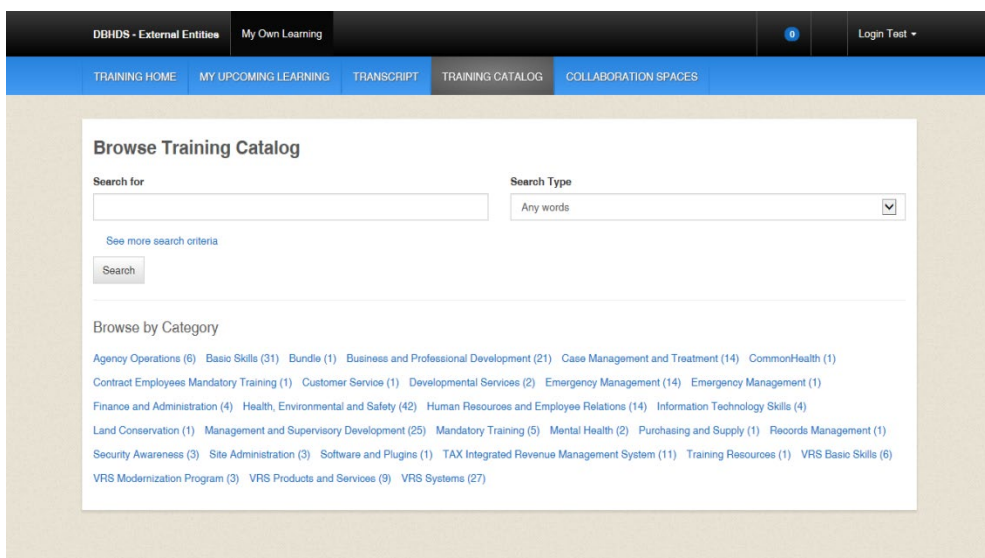
## Commonwealth of Virginia Learning Center (COVLC/VLC): DBHDS External Entities Domain Guide – Accessing Courses

The Commonwealth of Virginia Learning Center (COVLC or VLC) is a Web-based application that delivers self-study training topics to your desktop, as well as, tracks your progress through the training.

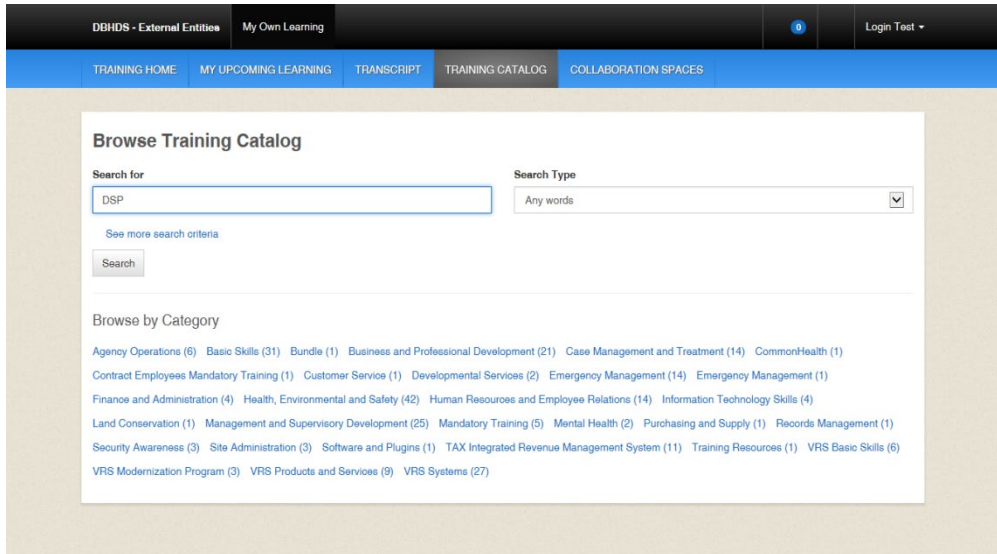


**Searching for Courses in the Commonwealth of Virginia Learning Center**  
Using **Google Chrome**, enter <https://covlc.virginia.gov> in the address line.

1. Select the blue **“Log In”** button.
2. Enter your **Login ID** and **Password**. Click **Log In** or Enter on your keyboard.
3. Click the **CATALOG** tab on the blue area called **“Toolbar Banner”**.

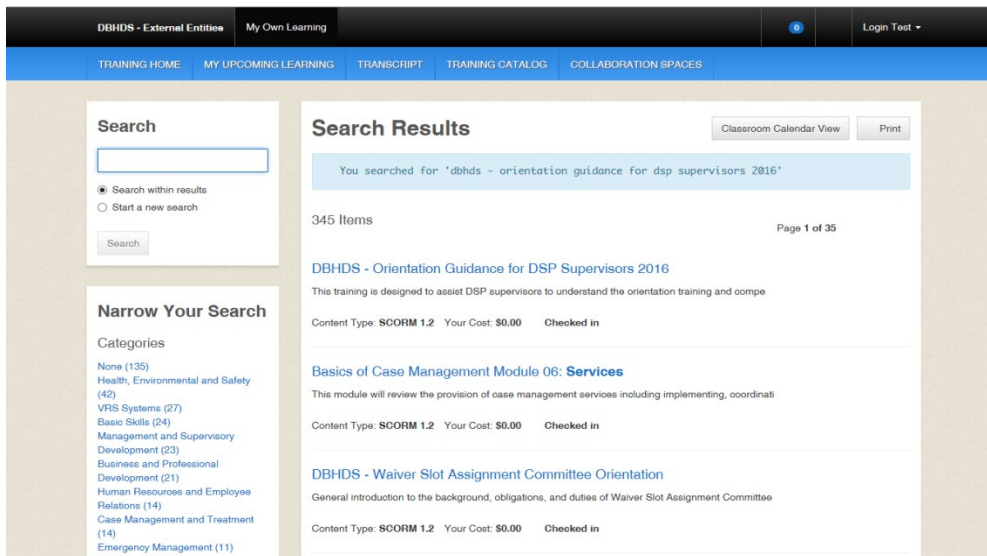


4. Enter the course's keyword(s)/acronym in the Search for field in the Browse Catalog section.

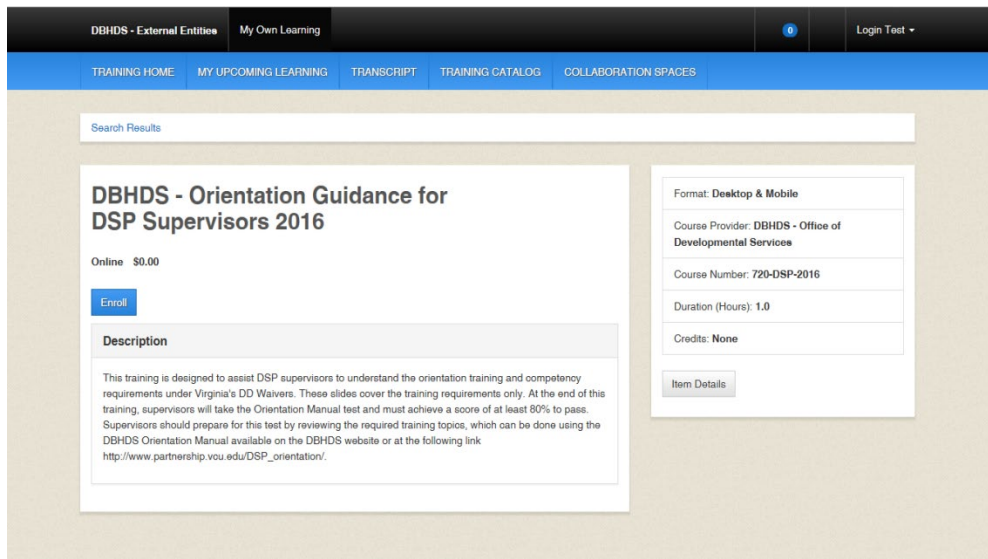


5. Click **Search**.

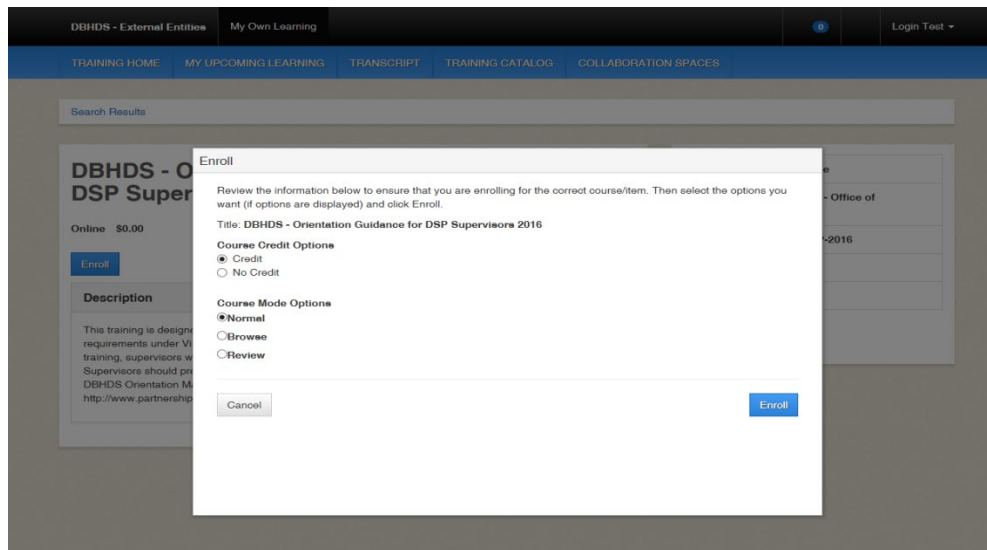
6. Click on the **title** of the course on the Search Results page.



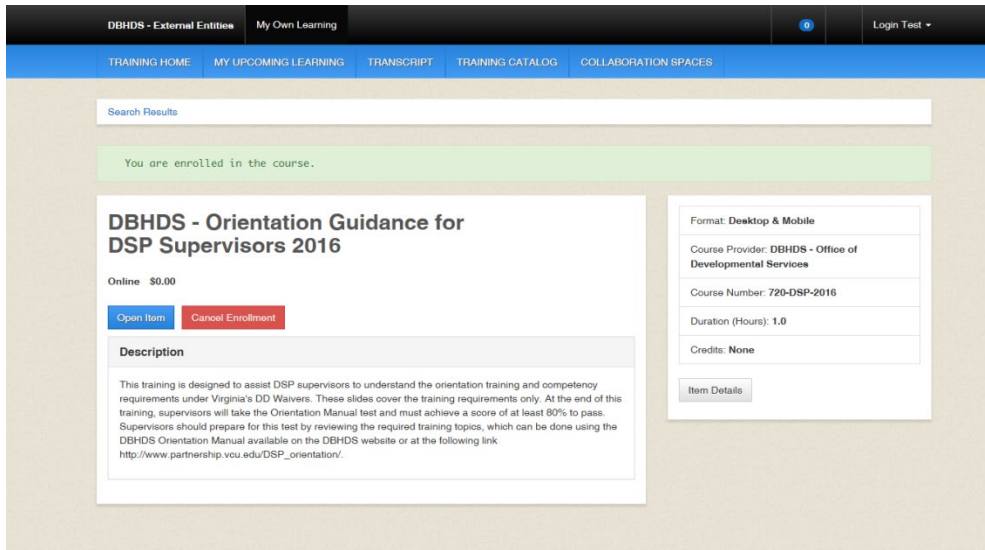
7. Click on the **Enroll** button on the Enrollment page.



8. A "pop-up" box **may** appear. If so, leave the Course Credit Options on **Credit** and the Course Mode Options on **Normal**.



9. The Enrollment page now displays the following message: “You are enrolled in the course.” Click the **Open Item** button.



10. A “pop-up” box will appear with the course title displayed. **DO NOT** click the back button or black X; the course is loading.

*Note:* If the course does not begin, please check the web browser status bar to make sure Google Chrome hasn't blocked the content.

***IMPORTANT:*** After completing the course, click the black X, not the red web browser X. If you've completed a quiz, click the FINISH button and exit accordingly. Never click the red web browser X; your progress will not be recorded and you will have to complete the course again.

## Available Courses in the Commonwealth of Virginia Learning Center

These are a few of the courses available in the DBHDS-E – External Entities:

- **Developing the Part V Plan for Supports (PFS) Training:** Course acronym is *PFS* or keyword *Part V* or *Plan*. **Select** DBHDS – Developing the Part V Plan for Supports (PFS) Training 2020. *\*Providers and Support Coordinators of DD Waiver Services.*
- **DSP Training – Effective 07/01/2020:** Course acronym is *DSP*. **Select** DBHDS – DSP Supervisor Orientation Training 2020. This training consists of three modules designed for Direct Support Professional Supervisors of DD Waiver services (Modules 1-3). *\*Information for Supervisors of DSPs providing DD Waiver Services.*
- **DD Crisis Risk Assessment Tool Training:** Course keyword(s) is *Crisis* or *Risk Assessment*. **Select** DD Crisis Risk Assessment Tool Training 2020. *\*Training for Executive Directors, Developmental Disability Directors, case management or support coordination supervisors, case managers or support coordinators, and intake workers.*
- **Fall Prevention Strategies Training:** Course keyword(s) is *Falls* or *Prevention*. **Select** DBHDS – Fall Prevention Strategies 2019. *\*Training for community service providers.*
- **Peer Recovery Specialist Supervisor’s Online Training:** Course acronym is *PRS*. **Select** DBHDS – Supervision of Peer Recovery Specialists Online Training Curriculum 2020. This curriculum consists of Modules 1-6. *\*Direct Supervisors of PRS whose peer support services will be billed to Medicaid.*
- **Preadmissions/Independent Examiners Training Parts I and II:** Curriculum keyword is *preadmissions*. **Select** either DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part I or DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part II. Part I consist of modules 1-8 and Part II consist of modules 9-13. *\*Required training for Prescreeners and Emergency Service Coordinators.*
- **REACH Training:** Course keyword(s) is *REACH* or *REACH Crisis Services*. **Select** the DBHDS REACH Crisis Services module. *\*Training for Case Managers, Emergency Service Coordinators, and Support Coordinators.*
- **Risk Awareness Tool Training:** Course keyword(s) is *Risk* or *Awareness*. **Select** Risk Awareness Tool Instructions 2020. *\*Training for CSB Support Coordinators.*
- **SCCM Module 11 Employment:** Course acronym is *SCCM*. **Select** DBHDS – SCCM Module 11 Employment Training. *\*Training for Support Coordinators and Case Managers.*

- **SISOnline User Guide Addendum Training:** Course acronym is *SIS*. **Select** DBHDS - SISOnline User Guide Addendum Training 2019. This course provides information to Support Coordinators for the security of SISOnline and role of each user in SISOnline.
- **Understanding Virginia’s DD Waivers:** Curriculum keyword or acronym is *Waiver or DD*. **Select** the DBHDS – Understanding Virginia’s Developmental Disability Waivers. *\*Required training for Prospective DD Waiver Providers.*
- **WaMS: Using the Individual Support Plan:** Course acronym is *WaMs*. **Select** DBHDS - WaMS: Using the Individual Support Plan (Pre-EHR). This course is intended for CSB Support Coordinators and providers who use WaMS.
- **Webinar Series: Independent Housing Curriculum for Support Coordinators:** Curriculum/course keyword is *Housing*. **Select** DBHDS – Independent Housing Webinar Series 2018 Curriculum. This curriculum consists of a three-part, previously recorded webinar series. *\*Webinar series for Support Coordinators.*
- **WSAC Orientation:** Course acronym is *WSAC*. **Select** the DBHDS - Waiver Slot Assignment Committee Orientation. *\*Orientation for selected WSA committee members.*
- **WSAC New Member Training:** Course acronym is *WSAC*. **Select** the DBHDS – WSAC New Member Training 2018. *\*Training for new WSA committee members.*
- **Basics of Case Management Curriculum: \*\*Deactivated April 30, 2019.** To complete the updated curriculum, you will need to register for an account in the VCU Partnership website at <https://sccmtraining.partnership.vcu.edu/sccmtrainingmodules/>.

## Logging Out

Please click **Logout**, located under your user name. *If you do not use this feature, the VLC will keep you logged into the system.*

## DBHDS VLC Domain Administrator

If you require additional assistance, please contact the Department of Behavioral Health and Developmental Services’ (DBHDS) VLC Domain Administrator, Keiana Bobbitt, at [keiana.bobbitt@dbhds.virginia.gov](mailto:keiana.bobbitt@dbhds.virginia.gov).