

# The MELS Helpful Guide for Providers



Written by:

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State of Missouri

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# The MELS Helpful Guide for Providers

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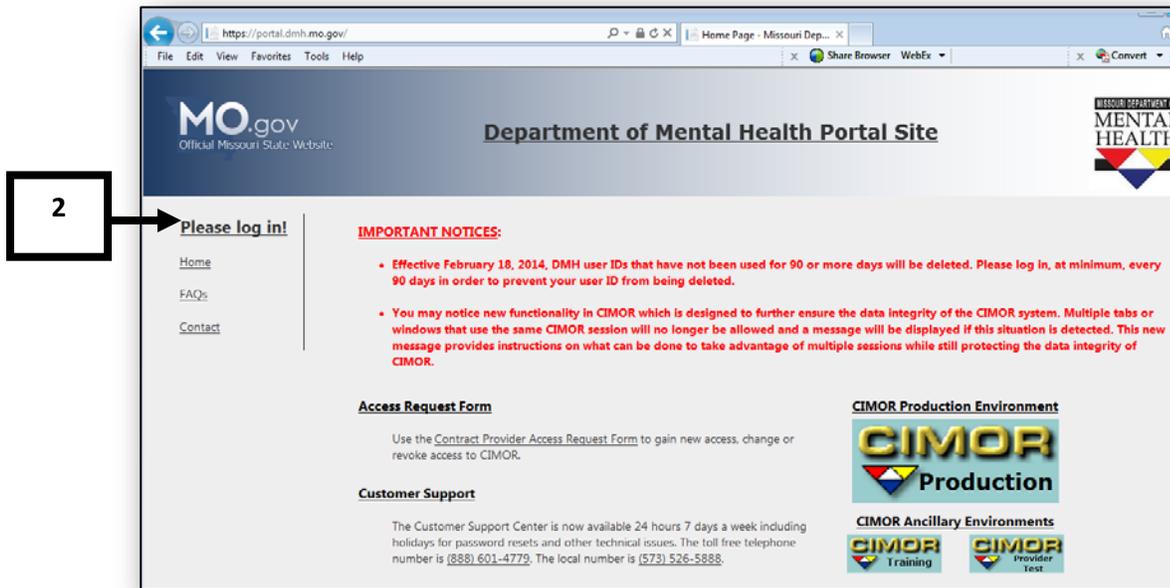
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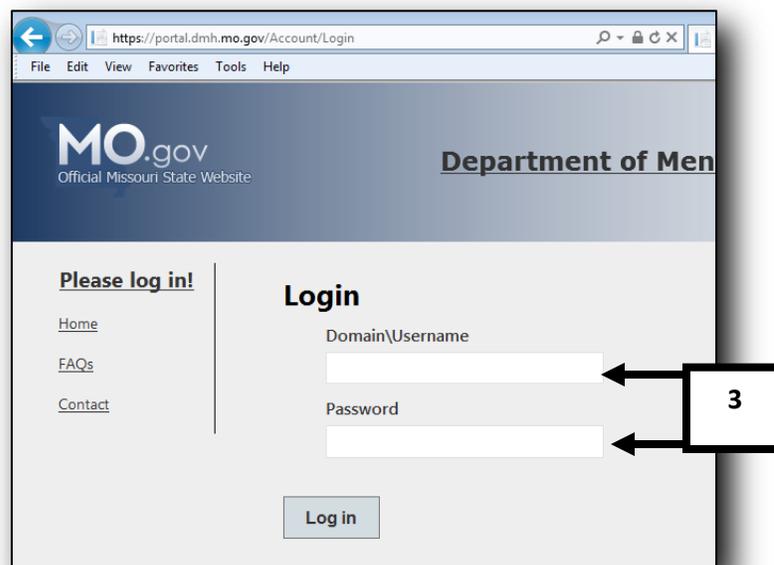
## Chapter 1: Accessing MELS

### How to Access MELS through the Department of Mental Health's Portal Site

1. Open your browser (Internet Explorer or Chrome) and go to URL: <https://portal.dmh.mo.gov> to sign onto the Department of Mental Health Portal Site:
2. Click the "Please Log In!" link

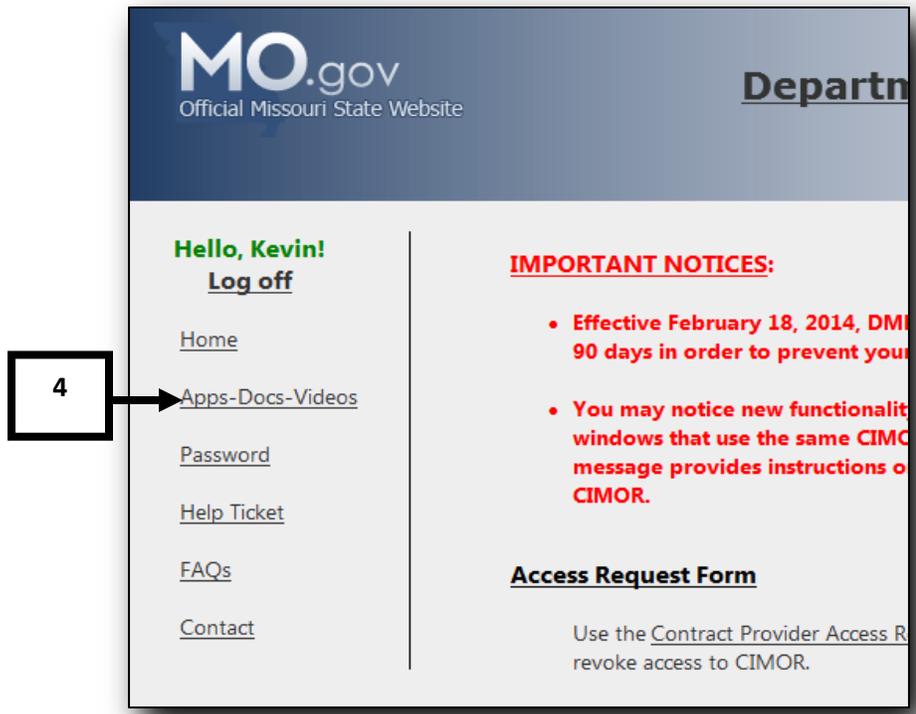


3. Log in using your DMH user ID and Password.

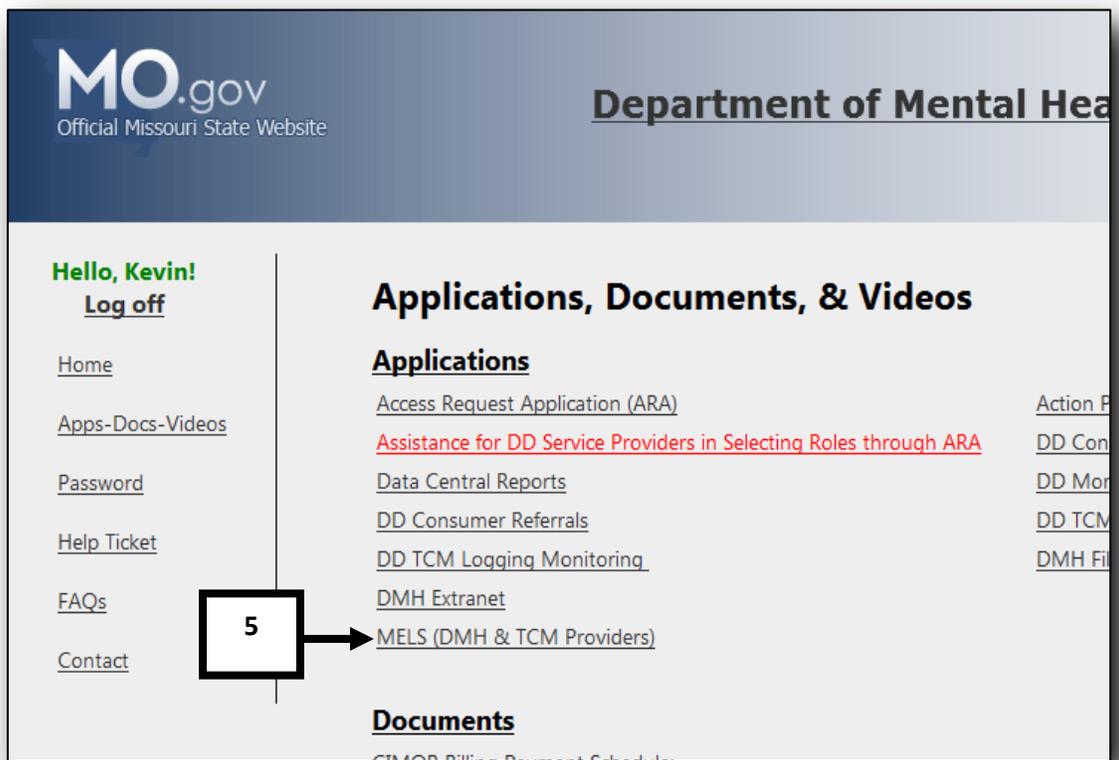


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4. Click on the “Apps-Docs-Videos” link



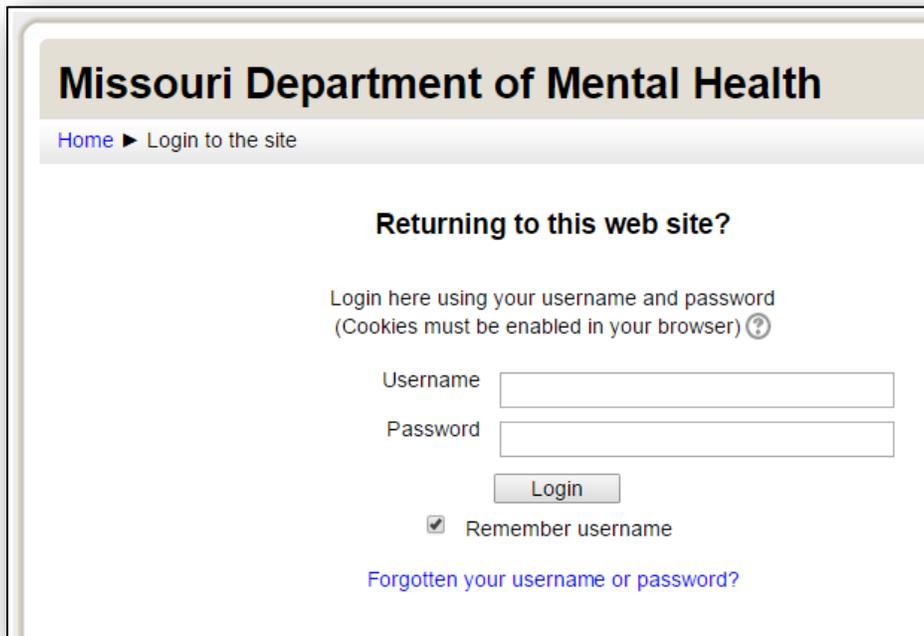
5. Click on the “MELS (DMH & TCM Providers)” link



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6. This takes you to the MELS “Login” screen



The screenshot shows the login page for the Missouri Department of Mental Health. At the top, there is a header with the text "Missouri Department of Mental Health" and a navigation link "Home ► Login to the site". Below the header, the main heading is "Returning to this web site?". Underneath, it says "Login here using your username and password (Cookies must be enabled in your browser) ?". There are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. There is also a checkbox labeled "Remember username" which is checked. At the bottom, there is a link "Forgotten your username or password?".

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## Chapter 2: MELS

### How to log on to MELS

1. Once you have arrived to the MELS site from the Department of Mental Health's Portal Site, you will see the MELS "Login" page.
  - a. **Log in** using your **DMH user ID and Password. (\* Same as you use on the DMH portal)**
  - b. **Click the "Login"** button

The screenshot shows the login page for the Missouri Department of Mental Health. The page title is "Missouri Department of Mental Health" and the breadcrumb is "Home > Login to the site". The main heading is "Returning to this web site?". Below this, it says "Login here using your username and password (Cookies must be enabled in your browser) (?)". There are two input fields: "Username" and "Password". A box labeled "1a" has arrows pointing to both input fields. Below the fields is a "Login" button, which is pointed to by a box labeled "1b". There is also a checkbox for "Remember username" and a link for "Forgotten your username or password?".

2. This takes you to the MELS "Start" page

The screenshot shows the MELS "Start" page. The page title is "Missouri Department of Mental Health" and the breadcrumb is "Home". The user is logged in as "KEVIN RILEY (Logout)". The page features a navigation menu on the left with sections: "Program Management" (Dashboard, Program, Learning Plan, Reports), "Navigation" (Home, My home, Site pages, My profile, My courses), and "Administration" (My profile settings). The main content area displays the "Missouri Employee Learning System" logo, a "Welcome to MELS." message, and a "To begin, click the Dashboard link to view your learning plans." instruction. There is a "Site news" section with a message "(No news has been posted yet)" and a "Subscribe to this forum" link. A "Calendar" widget on the right shows the month of May 2015.

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## Navigating MELS

1. From the MELS “**Start**” Page you can navigate throughout all of the different sections of MELS. Some of the main sections include: the MELS dashboard, reports, and your profile.

Missouri Department of Mental Health

You are logged in as KEVIN RILEY (Logout)

Home

**Program Management**

- Dashboard
- Program
- Learning Plan
- Reports

**Navigation**

Home

- My home
- Site pages
- My profile
- My courses

**Administration**

- My profile settings

Missouri Employee Learning System

Welcome to MELS.

To begin, click the [Dashboard](#) link to view your learning plans.

**Calendar**

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Site news**

(No news has been posted yet)

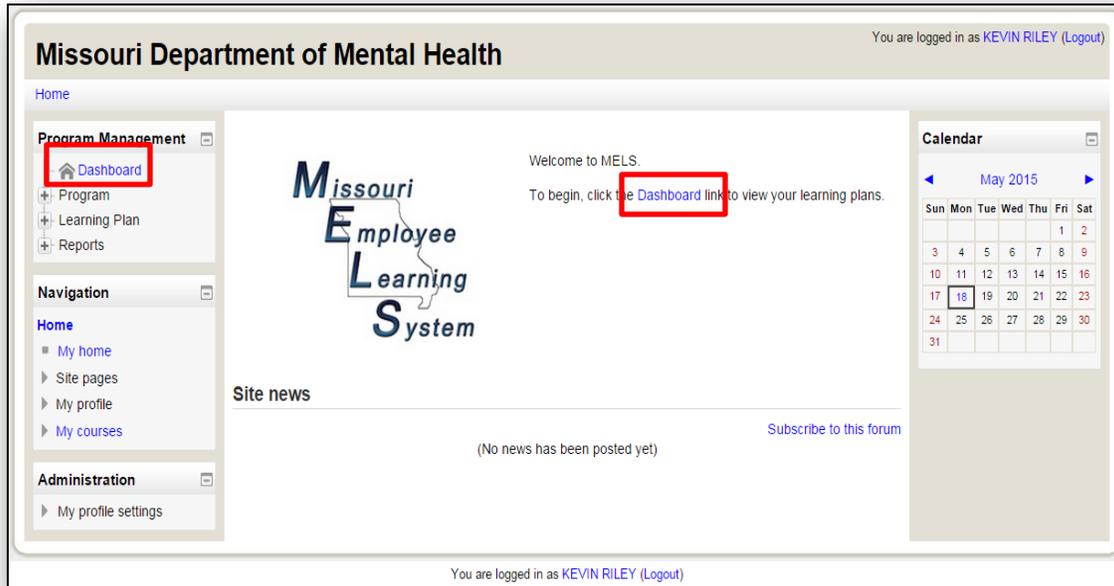
[Subscribe to this forum](#)

You are logged in as KEVIN RILEY (Logout)

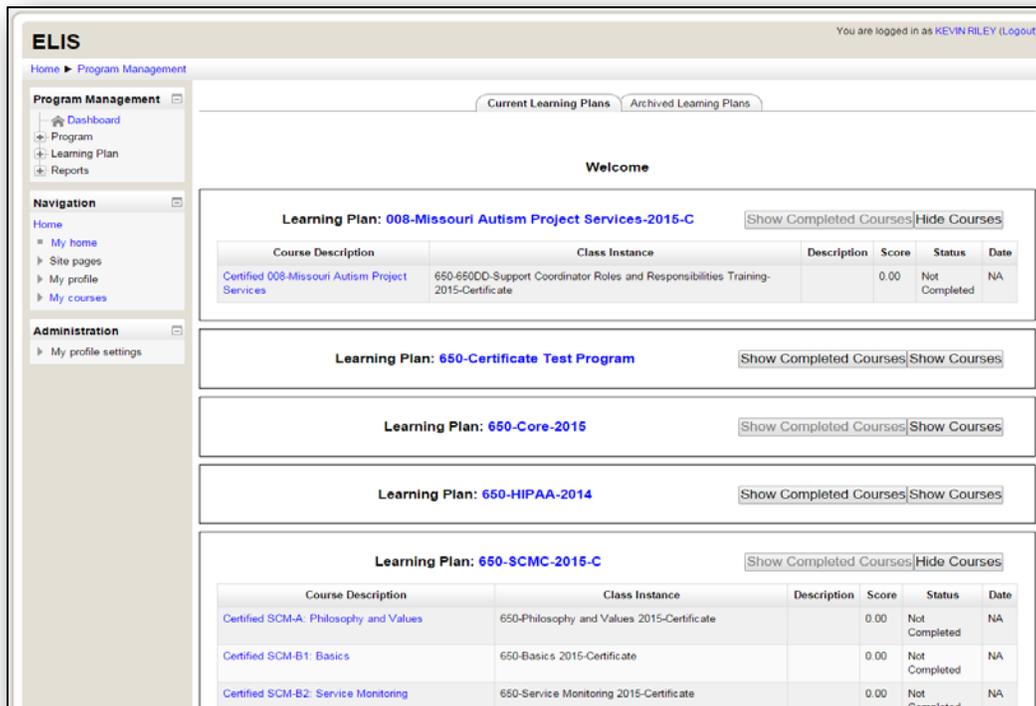
# The MELS Helpful Guide for Providers

## MELS Dashboard

To access the MELS dashboard you can simply **click** on the “**dashboard**” link on the left side of your screen from within the “**Program Management**” block, or from the “**dashboard**” link located around the **center of your screen** by the MELS logo.



The MELS dashboard is where you can see what course are and have been assigned to you.



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1. Lets look into the different components that make up the MELS dashboard

The screenshot shows the MELS dashboard interface. At the top, it says 'ELIS' and 'You are logged in as KEVIN RILEY (Logout)'. Below this is a navigation bar with 'Home' and 'Program Management'. The main content area is divided into several sections. On the left, there is a sidebar with 'Program Management' (Dashboard, Program, Learning Plan, Reports), 'Navigation' (Home, My home, Site pages, My profile, My courses), and 'Administration' (My profile settings). The main content area has a 'Welcome' message and a 'Current Learning Plans' tab selected. Below this, there are several learning plan cards. The first card is for 'Learning Plan: 008-Missouri Autism Project Services-2015-C' and contains a table with columns: Course Description, Class Instance, Description, Score, Status, and Date. The second card is for 'Learning Plan: 650-Certificate Test' and has buttons for 'Show Completed Courses' and 'Show Courses'. The third card is for 'Learning Plan: 650-Core-2015' and has buttons for 'Show Completed Courses' and 'Show Courses'. The fourth card is for 'Learning Plan: 650-HIPAA-2014' and has buttons for 'Show Completed Courses' and 'Show Courses'. The fifth card is for 'Learning Plan: 650-SCMC-2015-C' and contains a table with columns: Course Description, Class Instance, Description, Score, Status, and Date. Callouts 1a through 1f point to various elements: 1a points to the 'Current Learning Plans' tab, 1b points to the 'Archived Learning Plans' tab, 1c points to the 'Learning Plan: 008-Missouri Autism Project Services-2015-C' header, 1d points to the 'Show Completed Courses' button on the '650-Certificate Test' card, 1e points to the 'Status' column header in the table of the '008-Missouri Autism Project Services-2015-C' card, and 1f points to the 'Certified SCM-A: Philosophy and Values' row in the table of the '650-SCMC-2015-C' card.

Course Description	Class Instance	Description	Score	Status	Date
Certified 008-Missouri Autism Project Services	650-650DD-Support Coordinator Roles and Responsibilities Training-2015-Certificate		0.00		

Course Description	Class Instance	Description	Score	Status	Date
Certified SCM-A: Philosophy and Values	650-Philosophy and Values 2015-Certificate		0.00	Not Completed	NA
Certified SCM-B1: Basics	650-Basics 2015-Certificate		0.00	Not Completed	NA
Certified SCM-B2: Service Monitoring	650-Service Monitoring 2015-Certificate		0.00	Not Completed	NA

## a. Current Learning Plans tab

This is the default view that you will see when visiting the MELS dashboard. This screen shows what courses you are currently assigned.

## b. Archived Learning Plans tab

This tab takes you to the program archive screen, which show old programs that have been archived, you should not have to worry about any courses that are listed on this screen, unless your supervisor/trainer informs you differently.

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c. **Learning Plan Title**

This just tells you the main title of the program that you have been assigned to. Under the program title you will a list of courses that are required to complete this program.

d. **Show Completed Courses button**

When you complete a course within a program, the course hides from your screen. This way you only have to view what courses are left to take. If you would like to see your completed courses, along with your un-completed courses, then simply **click** on this **button**.

e. **Hide/Show Courses button**

If you do not want to see the course listing for a program, you can simply **click** on the “**Hide Courses**” button. This will hide everything but the title of the program. The button will then change its text to “**Show Courses**”.

If you would like see the course listing back under the program title, simply **click** on the “**Show Courses**” button and they will reappear.

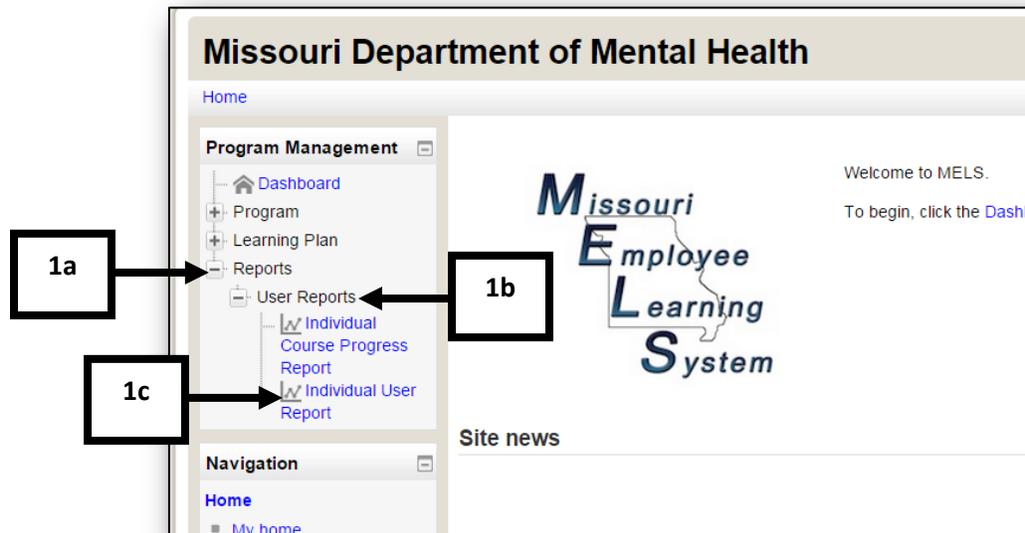
f. **Course links**

The course links will take you to your course. If the **link is blue** – this means that this is an online course and you may **click** it to **start**. If the **link is black** – this means that this is an in-seat course and the instructor/trainer will manually grade/mark complete this course for you.

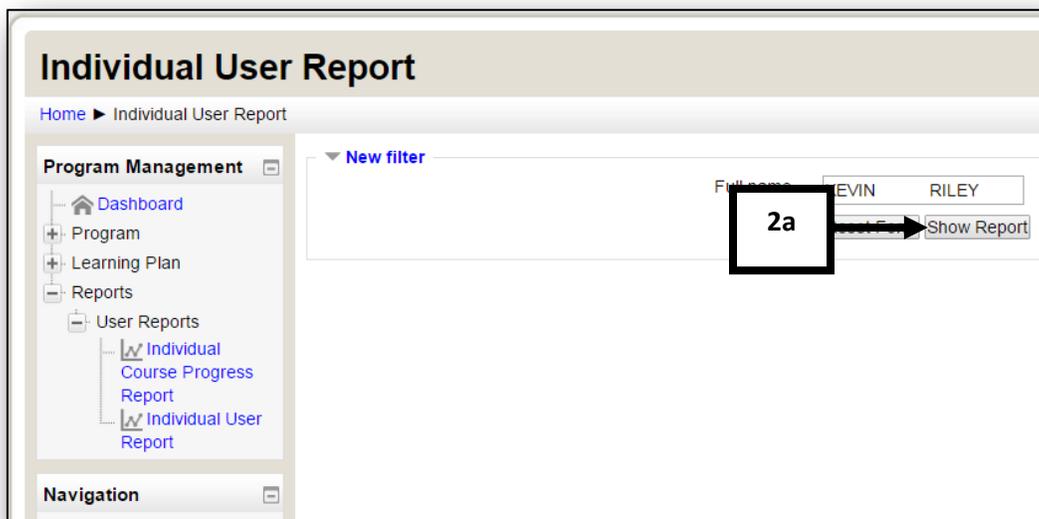
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## MELS Reports

1. To access your training records in a report form for your MELS coursework:
  - a. **click** on the plus-sign next to the **“reports”** link on the left side of your screen from within the **“Program Management”** block.
  - b. **Click** on the plus-sign next to the **“User Reports”** link.
  - c. **Click** on the **“Individual User Report”** link.



2. The Individual User Report Screen will now appear, and should have your name populated within the Full-Name text box.
  - a. Click on the **“Show Report”** button to generate your MELS Individual User Report.



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- The Individual User Report screen will now appear. It is on this screen that you will see your complete transcript report of completed and uncompleted courses for the MELS system.

**Individual User Report**

Home > Individual User Report

**3a** → [PDF Icon] [Excel Icon] ← **3b**

**Individual User Report**

User ID:  
First name: KEVIN  
Last name: RILEY  
Email: Kevin.Riley@dmh.mo.gov  
Registration date: Monday, June 23, 2014, 1:59 PM

**Program: 650-Certificate Test Program**

Course ID: 650-Boundaries Certificate Test Course 1  
Course name: 650-Boundaries Certificate Test Course 1  
Credits: 1.00  
Grade: 100.00  
Class ID: 650-Boundaries Certificate Test Course 1  
Date completed: Monday, May 04, 2015  
Status: Complete  
Expires: Not Available

Learning Objective	Score
650-Boundaries Cert SCORM	100.00%
<b>KEVIN RILEY has earned</b>	<b>1.00 credits of a req</b>

**Program: 650-Core-2014**

Course ID: 650C-DFEP-2014  
Course name: Diversity and Fair Employment Practices

You have the ability to save your MELS transcripts in two different formats: a PDF or an EXCEL spreadsheet.

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- a. To make a PDF version of your transcripts, click on the “Adobe” button.

**Individual User Report**

User ID:  
 First name: KEVIN  
 Last name: RILEY  
 Email: Kevin.Riley@dmh.mo.gov  
 Registration date: Monday, June 23, 2014, 1:59 PM

Program: 650-Certificate Test Program  
 Course ID: 650-Boundaries Certificate Test Course 1  
 Course name: 650-Boundaries Certificate Test Course 1  
 Credits: 1.00  
 Grade: 100.00  
 Class ID: 650-Boundaries Certificate Test Course 1  
 Date completed: Monday, May 04, 2015  
 Status: Complete  
 Expires: Not Available

Learning Objective	Score
650-Boundaries Cert SCORM	100.00%
KEVIN RILEY has earned	1.00 credits of a required 0.00 credits for this program: 650-Certificate Test Program

- b. To make an Excel spreadsheet version of your transcripts, click on the “Excel” button.

	A	B	C	D	E	F	G	H	I	J	K
1	User ID:										
2	First name:	KEVIN									
3	Last name:	RILEY									
4	Email:	Kevin.Riley@dmh.mo.gov									
5	Registration date:	Monday, June 23, 2014, 1:59 PM									
6											
7	Program	Course ID	Course name	Credits	Grade	Class ID	Date completed	Status	Expires	Learning Objective	Score
8	650-Certificate Test Program	650-Boundaries Certificate Test Course 1	650-Boundaries Certificate Test Course 1	1	100	650-Boundaries Certificate Test Course 1	Monday, May 04, 2015	Complete	Not Available	650-Boundaries Cert SCORM	100
9	650-Core-650-DFEF	650C-DFEF	Diversity & Prevention	1	100	650C-DFEF	Wednesday, June 11, 2015	Complete	Saturday, June 13, 2015	None	N/A
10	650-Core-650C-PSH	650C-PSH	Prevention	1	100	650C-PSH	Monday, June 15, 2015	Complete	Saturday, June 13, 2015	None	N/A
11	650-Core-650C-Dive	650C-Dive	Diversity & Prevention	0	0	650C-Dive	Not Completed	Incomplete	Saturday, June 13, 2015	Diversity & Prevention	N/A
12	650-Core-650C-Prev	650C-Prev	Prevention	0	0	650C-Prev	Not Completed	Incomplete	Saturday, June 13, 2015	Prevention	N/A
13	650-HIPAA/650H-PS-2	650H-PS-2	Privacy and Confidentiality	1	100	650H-PS-2	Wednesday, June 10, 2015	Complete	Saturday, June 13, 2015	None	N/A
14											

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## MELS Personal Profile

You have the ability within MELS to **view** and/or **edit** your MELS at any time. This information can be of great use when trying to trouble-shoot an account, as well as offer you the ability to update your information as needed.

### View MELS Personal Profile

1. To **“View”** your personal profile within MELS:
  - a. **Click** the arrow in front of the **“My Profile”** link on the left side of your screen from within the **“Navigation”** block.
  - b. **Click** the **“View Profile”** link.

The screenshot displays the MELS user interface for a user named KEVIN RILEY. The page title is "KEVIN RILEY : Public profile". The user is logged in as KEVIN RILEY (Logout). The navigation menu on the left includes "Program Management", "Navigation", and "Administration". The "Navigation" menu is expanded, showing "My profile" with a sub-item "View profile" highlighted. A box labeled "1a" points to the "My profile" link, and a box labeled "1b" points to the "View profile" link. The profile details page shows the user's name "KEVIN RILEY", a profile picture, and various fields: Country (United States), City/town, sid, ghsid, Course profiles (a list of certificates and courses), First access (Monday, June 23, 2014, 1:59 PM (329 days)), and Last access (Monday, May 18, 2015 2:14 PM (now)).

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## Edit MELS Personal Profile

2. To **“Edit”** information within your personal profile within MELS, such as updating your Email address:
  - a. **Click** the arrow in front of the **“My Profile Settings”** link on the left side of your screen from within the **“Administration”** block.
  - b. **Click** the **“Edit Profile”** link.
  - c. Once you have finished updating your profile information – **Click** the **“Update Profile”** button located at the bottom of your page.

The screenshot displays the MELS user interface for the Missouri Department of Mental Health. The user is identified as KEVIN RILEY. The left sidebar contains three main sections: Program Management, Navigation, and Administration. The Administration section is expanded to show 'My profile settings', which includes 'Edit profile', 'Messaging', and 'Badges'. A callout box labeled '2a' points to the 'My profile settings' link, and another callout box labeled '2b' points to the 'Edit profile' link. The main content area is titled 'General' and contains various profile settings, including First name (KEVIN), Last name (RILEY), Email address, Email display, Email format, Email digest type, Forum auto-subscribe, Forum tracking, When editing text, City/town, Select a country (United States), Timezone (America/Chicago), Preferred language (English - United States (en\_us)), and a Description field. A callout box labeled '2c' points to the 'Update profile' button at the bottom right of the page.