



Division Directive Number
2.030
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Bernard Simons
Bernard Simons, Director

Title: E-Learning Policy

Application: Applies to the Division of Developmental Disabilities' Regional Offices.

The E-Learning Training Program with Trilogy and the Network of Care has been designated as the official Learning Management System for the Department of Mental Health.

Definitions:

Content Expert: An individual who has the expertise and knowledge to develop the curriculum.

E-Learning Contact: The individual appointed by the Department of Mental Health who ensures that curriculum is developed appropriately within the framework of E-Learning and that funding is available to make the training compatible for E-Learning.

Gatekeeper: An individual appointed to maintain records for the E-Learning Training within the Division of DD.

Training Reviewers: Individuals within the Division of DD, appointed by the Director, who review all training curriculum developed to ensure all policies, guidelines and best practices are reflected within the content of the curriculum.

- The gatekeeper for all training developed within the Division of DD will be the Director of Employment and Training.
- The gatekeeper will track all training curriculum requests to ensure that duplication does not occur and that all curricula are consistent with the needs of the Division of DD.
- Any employee of the Division of DD who proposes to develop training should contact the gatekeeper and provide a synopsis of the training curriculum.
- The gatekeeper will determine whether the proposed curriculum duplicates any training currently in place. If there is not duplication, the gatekeeper will approve the proposal for development of the training.
- Prior to any training development, a content expert for the proposed training must be identified. The content expert responsible for the curriculum development must determine how the development and placement on E-Learning will be funded.

- The Division Director will appoint training reviewers to evaluate all training curriculum developed within the Division.
- The Director of Employment and Training will coordinate all reviewer activities. After the training curriculum is developed, it will be sent to the reviewers to determine that the content has been developed around best practices and within the policies and guidelines of the Division of DD.
- Upon approval of the review committee, the training curriculum will be forwarded to the Division of DD E-Learning contact to ensure the curriculum does not duplicate DMH curricula. The training will then be sent to the Department of Mental Health E-Learning contact to be finalized and submitted to Trilogy for the E-Learning Management System.
- Training for Division of DD employees will be online within the E-Learning Management System. Some required training curricula will be in this format and employees will be required to use the online training platform.
- Required training is a part of the work assignment for Division of DD employees and is not to be completed at home. Overtime may not be accrued to complete trainings.