

Administrator Training Courses

- Below is the website link containing 'Assisted Living Survey Process Training' and 'Who Am I: Assessment, ISP, and Change in Condition Training'.

<https://www.uwgb.edu/registry/administrator-training-program-registry/administrator-training-courses/>

- Select which course in which you wish to enroll.

Assisted Living Survey Process Training

The Assisted Living Survey Process Training is a comprehensive training on the survey process. It explains what the staff need to ensure that state licensure/certification/registration and Home and Community-Based Services (HCBS) requirements (if applicable) are met. This two-hour training walks participants through the initial survey process, the types of surveys, the preparation for a survey, and the development of quality assurance/quality improvement plans. Training cost is \$79

Who am I: Assessment, ISP, and Change of Condition Training

Who am I: Assessment, ISP, and Change of Condition is an interactive, online, self-paced course for staff who complete Individual Service Plans (ISP) or care plans. Training covers CBRF, RCAC, and AFH requirements. The training reviews how to complete pre-assessments, create care plans, and respond to changes in conditions. This six-hour training will provide staff with applicable, real-life examples and the tools to recognize and respond to changes in conditions. The training cost is \$129.

Assisted Living Survey Process Training

Who Am I: Assessment, ISP, And Change Of Condition

- Sign In to your account if you have one, or create an account if you do not have an existing account. Register and pay for the course.

The screenshot shows the registration page for the Assisted Living Survey Process Class. It features the University of Wisconsin Green Bay logo and the text 'The Wisconsin Community-Based Care and Treatment Training Registry'. Below the logo, there is a phone number (920) 465-2315 and an email address registry@uwgb.edu. The page is titled 'Assisted Living Survey Process Class Registration'. There are two main sections: 'New User' and 'Have you registered with us before?'. The 'New User' section has a 'Sign Up' button. The 'Have you registered with us before?' section has a 'Sign In' button and a 'Remember me on this computer' checkbox. There are also input fields for 'Email Address / Username' and 'Password', and a 'Forgot my password' link.

- Course registration is completed from the confirmation email that you will receive. **Save this email**

The screenshot shows a confirmation email from the University of Wisconsin Green Bay. It features the University of Wisconsin Green Bay logo and the text 'The Wisconsin Community-Based Care and Treatment Training Registry'. Below the logo, there is a phone number (920) 465-2315 and a URL https://uwgb.ungerboeck.net/prod. The email is addressed to 'Greetings,' and thanks the recipient for registering for the 'Who am I: Assessment, ISP, and Change of Condition' course. It states that the course is self-paced and can be started anytime. A red arrow points to the URL https://uwgreenbay.catalog.instructure.com/courses/. Below the URL, it says 'Select the "Enroll" button and then fill in your information. Do NOT select "add to cart".' At the bottom, it provides contact information for the Wisconsin Community-Based Care and Treatment Training Registry, including the address, phone number, and email address registry@uwgb.edu.

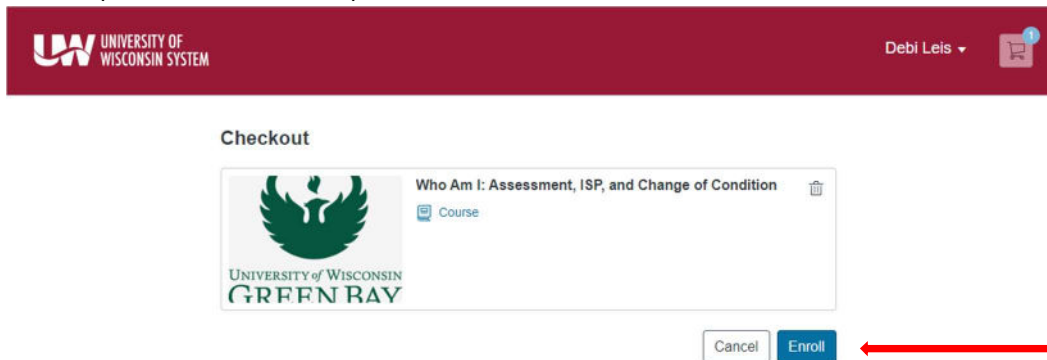
- Click on the web link to start the course (see red arrow above).
- Select 'Enroll' (see red arrow below)



- Create a Canvas Account.

The screenshot shows the "Create an Account" form. It includes a link for users who already have an account to "Sign in here". The form has three input fields: "Full Name", "Email", and "Confirm Email". Below the input fields, there is a checkbox for "I agree to the Acceptable Use Policy and acknowledge the Privacy Policy." and a reCAPTCHA widget with the text "I'm not a robot". A "Register New Account" button is located at the bottom of the form.

- This will take you to the Checkout page. Your name will appear in the top right corner. Select 'Enroll' (see red arrow below).



- Select 'Go to Courses'

The screenshot shows the top navigation bar with the University of Wisconsin System logo and the user name 'Debi Leis'. Below the navigation bar, the page title is 'Ready to Begin'. A message states: 'You have successfully enrolled in the following listing. Go to your [Catalog Student Dashboard](#) to begin the course.' Below this message is a card for the course 'Who Am I: Assessment, ISP, and Change...' with a 'Go to Courses' button highlighted by a red arrow. There is also a 'Return to Catalog' button below it.

- You will receive a prompt to check your email account. This will be the email address that you used to create a Canvas account.

The screenshot shows the top navigation bar with the University of Wisconsin System logo and the user name 'Debi Leis'. Below the navigation bar, there are tabs for 'In Progress', 'Completed', and 'Not Completed'. A blue circular icon with a white envelope symbol is centered on the page. Below the icon, the text reads: 'Almost there! A confirmation email has been sent. Locate it and follow the instructions to complete the registration process. Please check your email account now.' There is a link 'Can't find your email? [Send Again](#)' below the text.

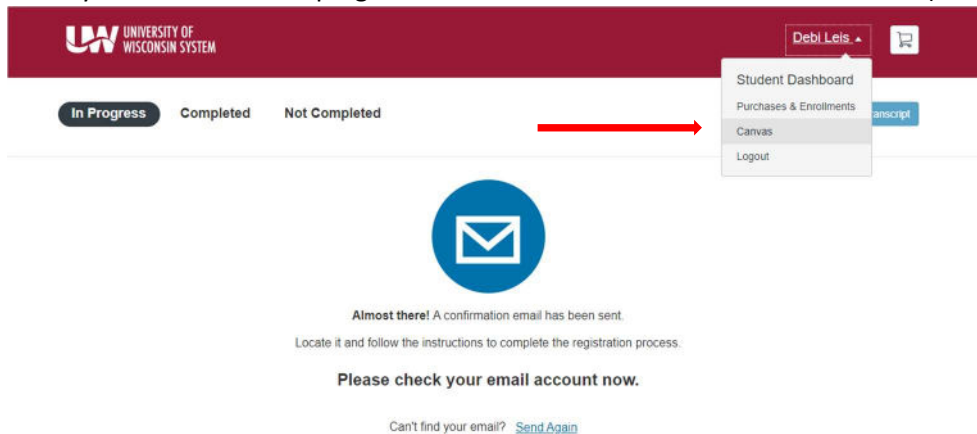
- Go to your email. Select 'Catalog Enrollment Confirmation' from 'Canvas Catalog'.



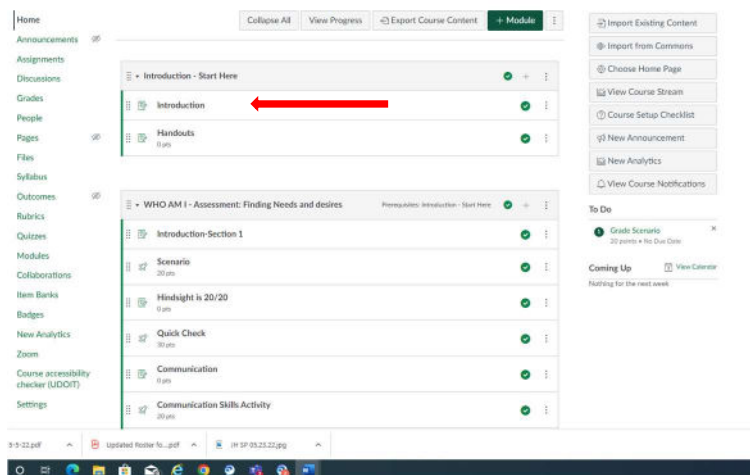
- Select 'Access Your Dashboard' found when you open the email. (see red arrow below)

The screenshot shows the body of an email. At the top, there is the University of Wisconsin System logo and the text 'You are Enrolled'. Below this, the course title 'Who Am I: Assessment, ISP, and Change of Condition' is displayed, along with the date and time 'Jan 21 3:03pm (CST)'. The email body contains the following text: 'Hi Debi Leis, You are now enrolled in Who Am I: Assessment, ISP, and Change of Condition on University of Wisconsin Continuing Education! For your reference, please see the details of your enrollment below, and retain a copy of this e-mail for your records. Keep learning. University of Wisconsin Continuing Education'. At the bottom of the email body, there is a blue button labeled 'Access Your Dashboard' highlighted by a red arrow.

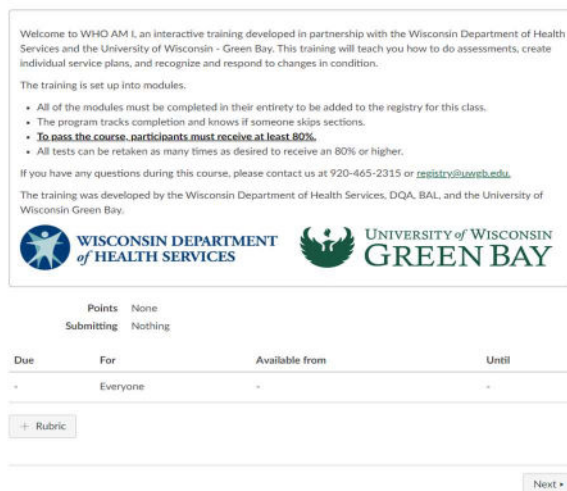
- Go to your name in the top right corner. Select the arrow down and 'Canvas' (See red arrow)



- This will take you to your Canvas Dashboard where you will select the course and begin. Select 'Introduction' under 'Start Here'. (See red arrow)



- To proceed to the next page, select 'next'.



- The training is at-your-own pace. You may stop at any time and come back to the class. To log back in, go to the confirmation email that you were asked to save.
- From the original email, select the bottom link. (see red arrow)



- Select 'Login' in the top right corner.



- Select 'UW Continuing Education Student' (see black arrow below)



- This will take you to the login page. Your login is your email address. If you forgot your password, please select 'Forgot Password?' and go to email to follow directions on resetting your password.

UNIVERSITY OF WISCONSIN SYSTEM

Need a Canvas Account?
Click Here, It's Free!
[Browse courses](#)

Login

Password

Stay signed in

[Forgot Password?](#)

Log In

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

- You will be able to pick up where you left off.
- Students must complete the Evaluation at the end of the course.
- Students are added to the Registry as having completed the training. A confirmation email will be sent to the student's email address once the online registration is complete.

Please call (920) 465-2315 or e-mail registry@uwgb.edu with questions—we are happy to assist.