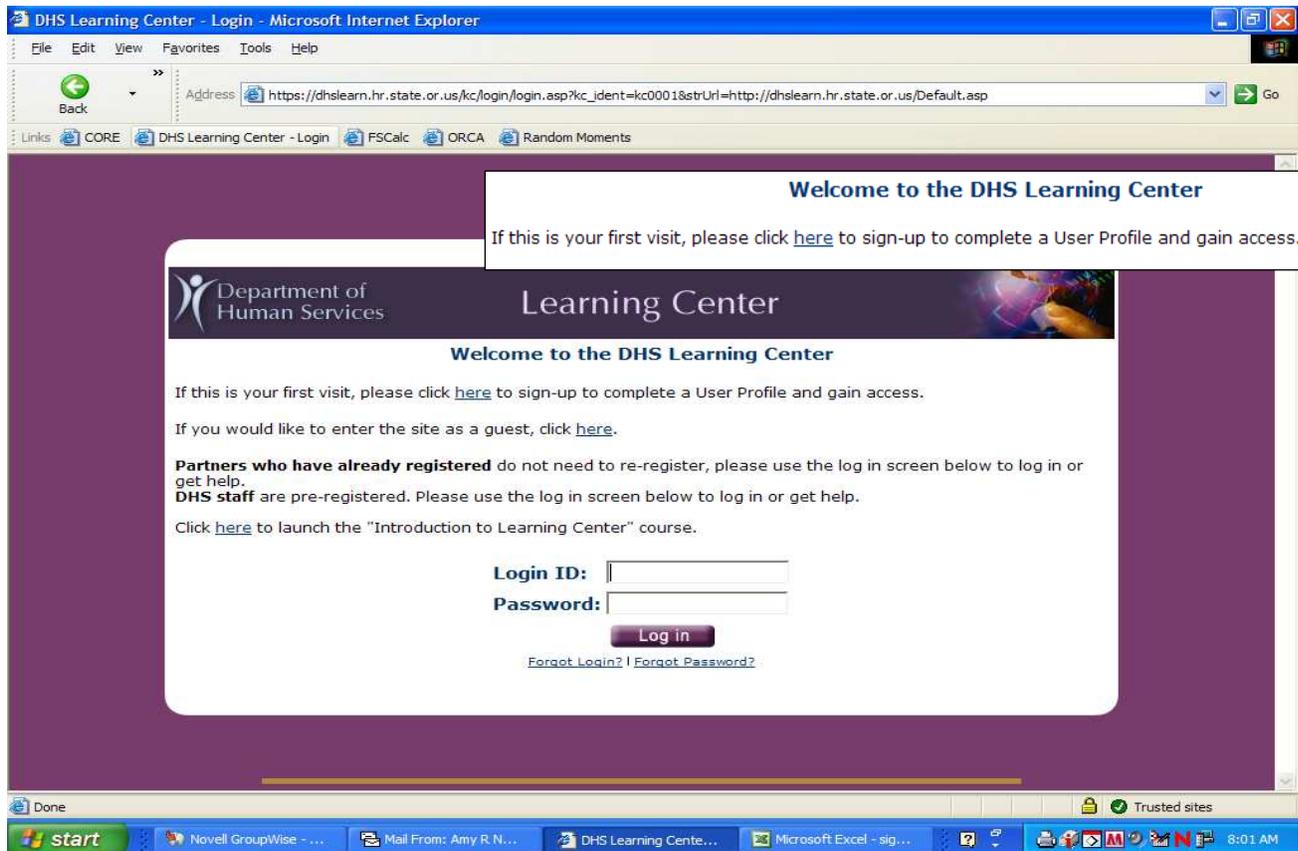


DHS Learning Center Registration Instructions

Go to the DHS Learning Center Website: <https://dhslearn.hr.state.or.us>

FIRST TIME USERS

- Use the [here](#) link located in the first line of the picture (see inset below)



- If you are *not* a DHS employee, select “I am a DHS partner.”

DHS Learning Center

[Log in](#)

To begin registration, please choose one of the selections below and then click **Submit**.

I am a DHS employee, and believe I am not preregistered to the site.

I am a DHS partner signing-up for the first time.

[✓ Submit](#) [✕ Cancel](#)

- Select submit. For **“DHS Partners”**: The following screens will ask you additional information. Using the drop down arrow select **“Other Organizations”** then hit **“Expand”**.

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**.

Root Organization: Other Organizations

Choose Next Level
Other Organizations

- Using the drop down arrow select the organization that best describes you then hit **“Expand”**.

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view details.

Root Organization: Other Organizations

Sub Organization: Choose Next Level

08-Social Service / Associations / Advocates
09-Education
10-Employment Services
11-Brokerages
12-Boards, Commissions and Councils
13-Medical Service Providers
14-Residential / Treatment Facilities
15-Adoptive or Foster Parents / Foster Provider
16-Child Care Providers
17-In-Home Care Providers (not Home Health Services)
18-Respite Providers

- Using the drop down arrow select the best description then hit **“Select”**. This will bring you to another screen which will ask for your name, address, contact information etc. However, do not worry about providing a vendor number or provider number. You only have to fill in the fields that have a star. When you select **“Done”** it will take you to the main Learning Center page where you can register for classes.

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view details.

Root Organization: Other Organizations

Sub Organization: 15-Adoptive or Foster Parents / Foster Provider

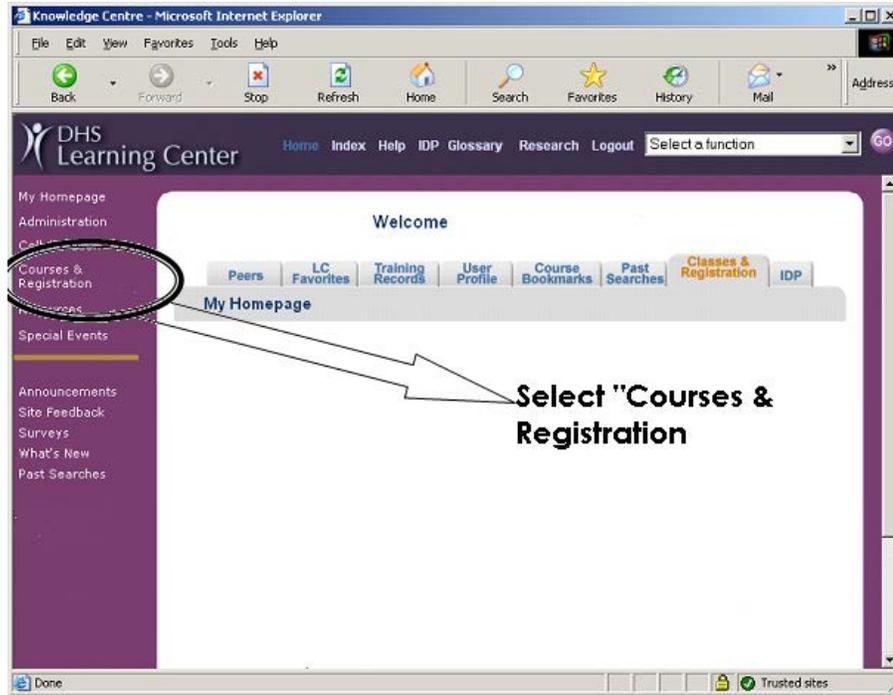
Sub Organization: Choose Next Level

Choose Next Level
Don't Know/Don't See It
Adoptive Parent without Foster Children
Adult Foster Providers
Foster Parents

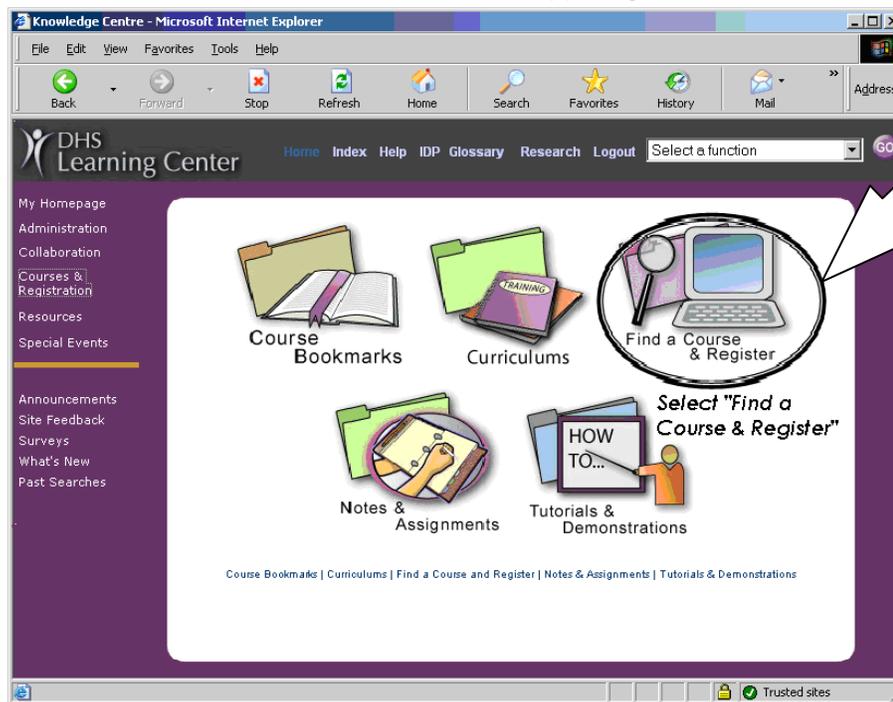
DHS Learning Center – Register for Training

Go to the DHS Learning Center Website: <https://dhslearn.hr.state.or.us>

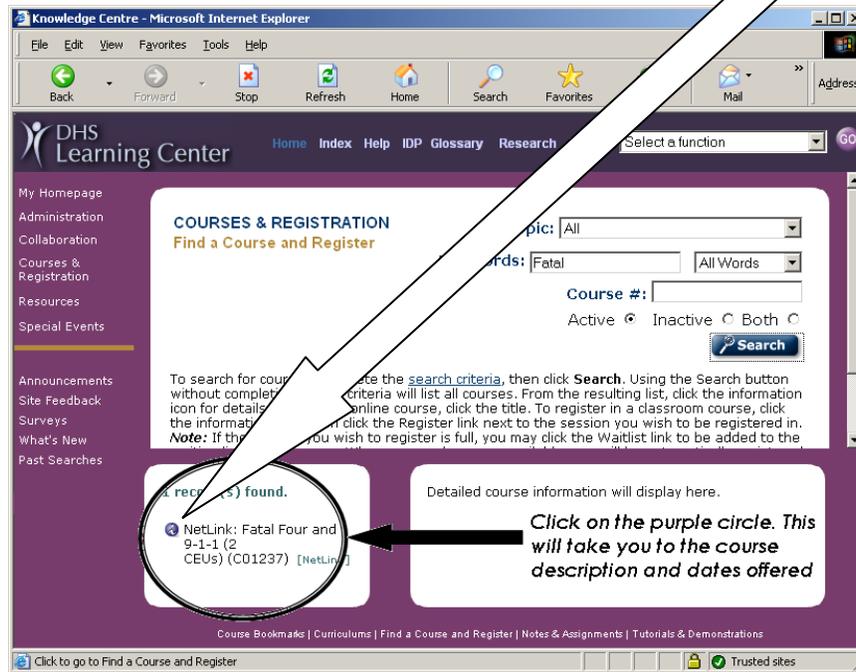
- ❖ Once you've logged into the Learning Center website you should see a screen similar to the one below. On the menu located on the left side select "*Courses & Registration*".



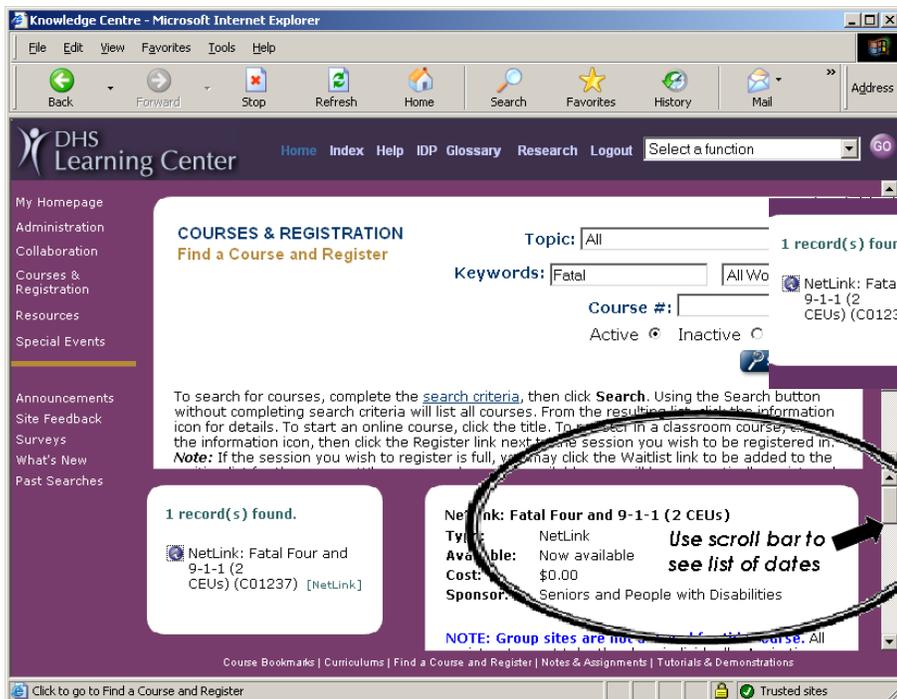
- ❖ You will see a screen similar to the one below. On the upper right side select "*Find a Course & Register*".



- ❖ You will see a screen similar to the one below. In the top right corner there are several text boxes. Enter a word contained in the course title in the "Keyword" field. If you know the course number you can enter the course number in the "Course #" field. Then select "Search". For example: for the Fatal Four and 9-1-1 training enter "Fatal" then click on the search button. Your search the results will be displayed on the left bottom side of the screen. Click on the purple circle next to the training you want to view.



- ❖ After you've clicked the purple circle a screen will appear with a description of the training in the lower right side of the screen. You may need to use the scroll bar next to the area with the course information to find available dates.



Once you've scrolled down select the date you wish to participate and click on the "Register" button.

#	Date	Time	Status
12	07/27/2010-07/27/2010	01:30 PM-03:30 PM	Register
At a computer near you			
10	09/07/2010-09/07/2010	01:00 PM-03:30 PM	Register
At a computer near you			

Your registration information will be displayed after you select "Register" for the date you want. Example:

DRUG SCHEDULING

Drug Schedules

Drugs, substances, and certain chemicals used to make drugs are classified into five (5) distinct categories or schedules depending upon the drug's acceptable medical use and the drug's abuse or dependency potential. The abuse rate is a determinate factor in the scheduling of the drug; for example, Schedule I drugs are considered the most dangerous class of drugs with a high potential for abuse and potentially severe psychological and/or physical dependence. As the drug schedule changes-- Schedule II, Schedule III, etc., so does the abuse potential-- Schedule V drugs represents the least potential for abuse. A Listing of drugs and their schedule are located at Controlled Substance Act (CSA) Scheduling or CSA Scheduling by Alphabetical Order. These lists describes the basic or parent chemical and do not necessarily describe the salts, isomers and salts of isomers, esters, ethers and derivatives which may also be classified as controlled substances. These lists are intended as general references and are not comprehensive listings of all controlled substances.

Please note that a substance need not be listed as a controlled substance to be treated as a Schedule I substance for criminal prosecution. A controlled substance analogue is a substance which is intended for human consumption and is structurally or pharmacologically substantially similar to or is represented as being similar to a Schedule I or Schedule II substance and is not an approved medication in the United States. (See 21 U.S.C. §802(32)(A) for the definition of a controlled substance analogue and 21 U.S.C. §813 for the schedule.)

Schedule I

Schedule I drugs, substances, or chemicals are defined as drugs with no currently accepted medical use and a high potential for abuse. Schedule I drugs are the most dangerous drugs of all the drug schedules with potentially severe psychological or physical dependence. Some examples of Schedule I drugs are:

heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), 3,4-methylenedioxymethamphetamine (ecstasy), methaqualone, and peyote

Schedule II

Schedule II drugs, substances, or chemicals are defined as drugs with a high potential for abuse, less abuse potential than Schedule I drugs, with use potentially leading to severe psychological or physical dependence. These drugs are also considered dangerous. Some examples of Schedule II drugs are:

cocaine, methamphetamine, methadone, hydromorphone (Dilaudid), meperidine (Demerol), oxycodone (OxyContin), fentanyl, Dexedrine, Adderall, and Ritalin

Schedule III

Schedule III drugs, substances, or chemicals are defined as drugs with a moderate to low potential for physical and psychological dependence. Schedule III drugs abuse potential is less than Schedule I and Schedule II drugs but more than Schedule IV. Some examples of Schedule III drugs are:

Combination products with less than 15 milligrams of hydrocodone per dosage unit (Vicodin), Products containing less than 90 milligrams of codeine per dosage unit (Tylenol with codeine), ketamine, anabolic steroids, testosterone

Schedule IV

Schedule IV drugs, substances, or chemicals are defined as drugs with a low potential for abuse and low risk of dependence. Some examples of Schedule IV drugs are:

Xanax, Soma, Darvon, Darvocet, Valium, Activan, Talwin,
Ambien

Schedule V

Schedule V drugs, substances, or chemicals are defined as drugs with lower potential for abuse than Schedule IV and consist of preparations containing limited quantities of certain narcotics. Schedule V drugs are generally used for antidiarrheal, antitussive, and analgesic purposes. Some examples of Schedule V drugs are:

cough preparations with less than 200 milligrams of codeine
or per 100 milliliters (Robitussin AC), Lomotil, Motofen,
Lyrica, Parepectolin

2013 DHS Learning Center NetLink Schedule

NOTE: Group sites are not allowed for Learning Center NetLink classes. Each registrants must log into a computer individually.

Course #: C02865 **NetLink: The Six Rights of Safe Medication Administration (2 Training Hours)**

THIS COURSE IS OPEN TO DHS STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.

This course is designed to assist the caregiver with understanding the importance of a safe medication administration system (process); the need to apply the "Six Rights" and "Three Checks" when administering medications; and the responsibilities of all caregivers who administer medications or provide oversight of those caregivers who are administering medications.

Time: 1 - 3:30 pm **Dates:** 1/8/2013 2/5/2013 3/5/2013 4/2/2013 6/12/2013 10/9/2013 12/11/2013

Course #: C03411 **NetLink: Spotlight on the "Right Time" (2 Training Hours)**

THIS COURSE IS OPEN TO DHS STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.

Participants must have completed the NetLink: The Six Rights of Safe Medication Administration training prior to this course.

This course provides a comprehensive look at the "Right Time" building on what the participant learned in "The Six Rights of Safe Medication Administration." Additionally, we will explore how to conduct a self-audit on medication administration records and identify other potential reasons for medication errors.

Time: 1 - 3:30 pm **Dates:** 3/7/2013 5/8/2013 7/15/2013 8/6/2013 9/18/2013 11/5/2013

Course #: C01532 **NetLink: Basics of Infection Control (2 Training Hours)**

THIS COURSE IS OPEN TO DHS STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.

Learn every day techniques that will prevent or minimize the spread of germs and viruses. At the end of class, participants will be able to: 1) define infection control; 2) identify at least two standard precautions that should be used daily; 3) identify at least three different illnesses that can be prevented through the use of standard precautions; and 4) state why proper antibiotic usage is extremely important.

Time: 1 - 3:30 pm **Dates:** 2/7/2013 8/8/2013 11/7/2013

Course #: C01237 **NetLink: Fatal Four and 9-1-1 (2 Training Hours)**

THIS COURSE IS OPEN TO DHS STAFF, AFH PROVIDERS AND THEIR STAFF, IN HOME STAFF AND ALF & RLF ADMINISTRATORS AND THEIR STAFF.

Aspiration, constipation, dehydration, and seizures can lead to serious complications and are more common among individuals with disabilities and older adults. While not always preventable, if the potential risk or known risk for one (or more) of these conditions is identified, recorded and communicated within the care team, complications and injuries can be minimized and sometimes prevented. Join us and learn more!

Time: 1 - 3:30 pm **Dates:** 1/10/2013 7/17/2013

**Welcome to Community
Based Care News Hour
Jan, 2013**

Agenda

- Regulatory/Department Updates
- Compliance Trend Report
- Compliance Tips
- Hot Topics
- Manager's Corner
- Future Guest speakers

Regulatory/Department Updates

Update to Provider Abuse Reporting Booklet

Electronic Licensing

Compliance Trend Report

Top Ten Citations 10/1/12-12/31/12

- 1: 260 Service Plan: (30)
- 2: 270 Change of Condition (26)
- 3: 303 Treatment orders (23)
- 4: 370 training, caregivers (23)
- 5: 280 Resident health services(20)
- 6: 252 move in/eval (18)
- 7: 290 onsite/off site services(16)
- 8: 310 Systems Medication Administration (16)
- 9: 240 Food Sanitation(12)
- 10: 365 Training requirements(12)
- 999: Technical assistance (40)

Compliance Tips

- Citation 302 (Tracking Control Substances).

Joan Morris

Drug Schedules (I-V)

Hot Topics

2013 DHS Learning Center NetLink Schedule

- **NetLink: The Six Rights of Safe Medication Administration**
- **Spotlight on the "Right Time"**
- **Basics of Infection Control**
- **Fatal Four and 9-1-1**



Manager's Corner

Dennett Taber



Thanks so much!

Next News hour:
April 10th, 2013

Questions????
CBCTeam@state.or.us