

Accessing DODD My Learning for Online Orientation and Eight Hour Training

1. Navigate to <http://mylearning.dodd.ohio.gov> And click on Log In (next to where it says you are currently using guest access)

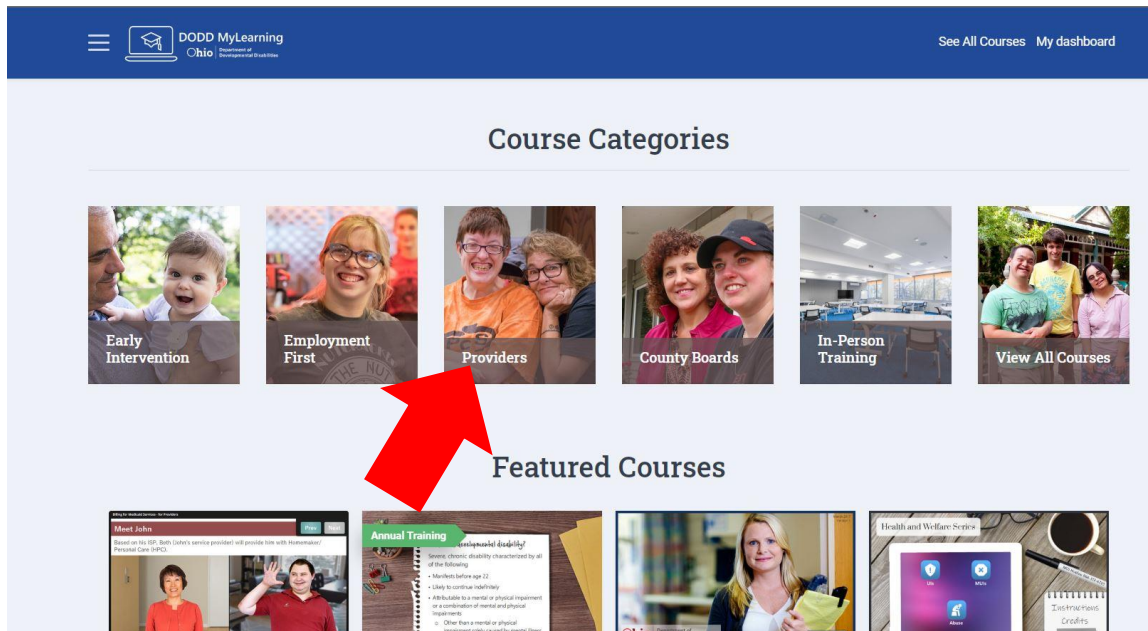
The screenshot shows the DODD MyLearning website. At the top right, it says "You are currently using guest access (Login)". The header includes the DODD MyLearning logo and a "See All" link with a red arrow pointing to it. Below the header is a "Course Categories" section with six tiles: "Early Intervention", "Employment First", "Providers", "County Boards", "In-Person Training", and "View All Courses". Below that is a "Featured Courses" section with four course thumbnails: "Meet John", "Annual Training", "Health and Welfare Series", and another course with a woman's face.

2. Log-in using your DODD account name and password

The screenshot shows the OH|ID login page. It features a blue header with the OH|ID logo and a user icon. The main content area has a large padlock icon on the left and a login form on the right. The form includes fields for "Username:" and "Password:" with a "Log In" button. Below the button are links for "Forgot username/password?" and "Problems logging in?". To the left of the form, there is text: "Please login to access the Ohio ID Portal using your OH|ID Account." and "Please click the link below to create your OH|ID Account in a few simple steps." with a "Create New Account >" link.

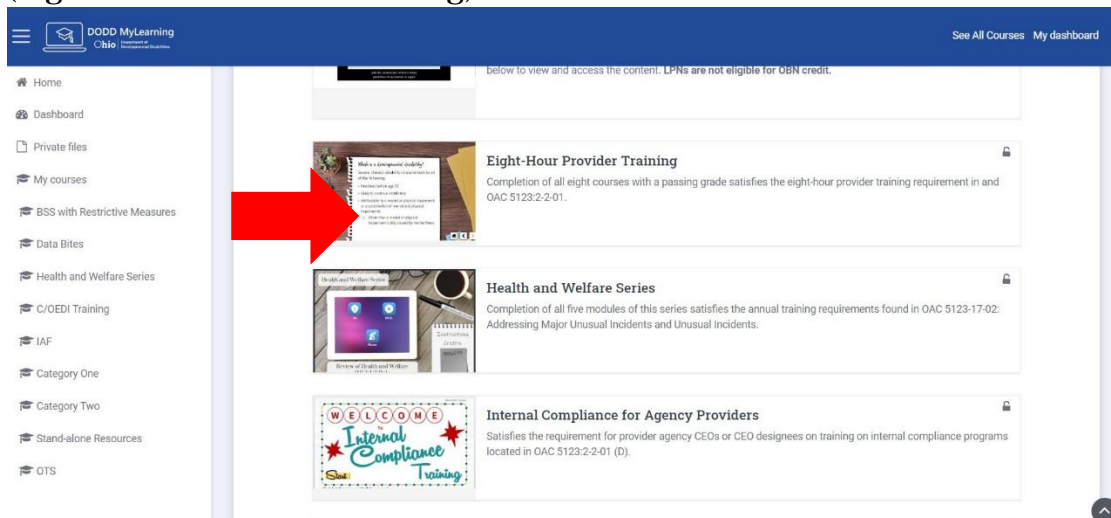
State of Ohio computer systems may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of these computer systems may subject violators to criminal, civil, and/or administrative action.

3. Once logged in, you will come to the home page. Click on Providers

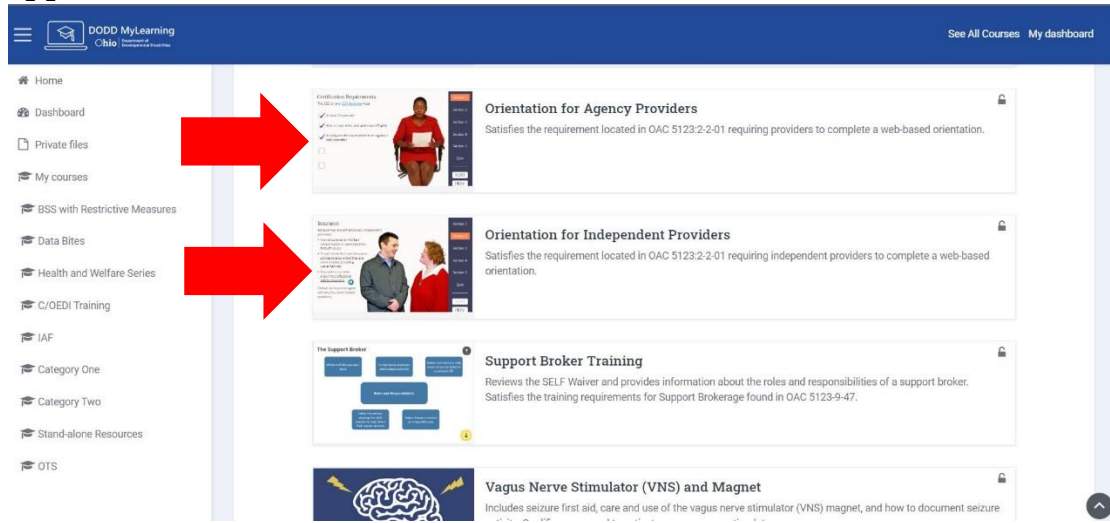


4. A list of courses will appear, select course you want to take. Orientation for Independent / Agency Providers must be taken online through DODD MyLearning. The Eight Hour training can be done through MyLearning or another entity if you choose.

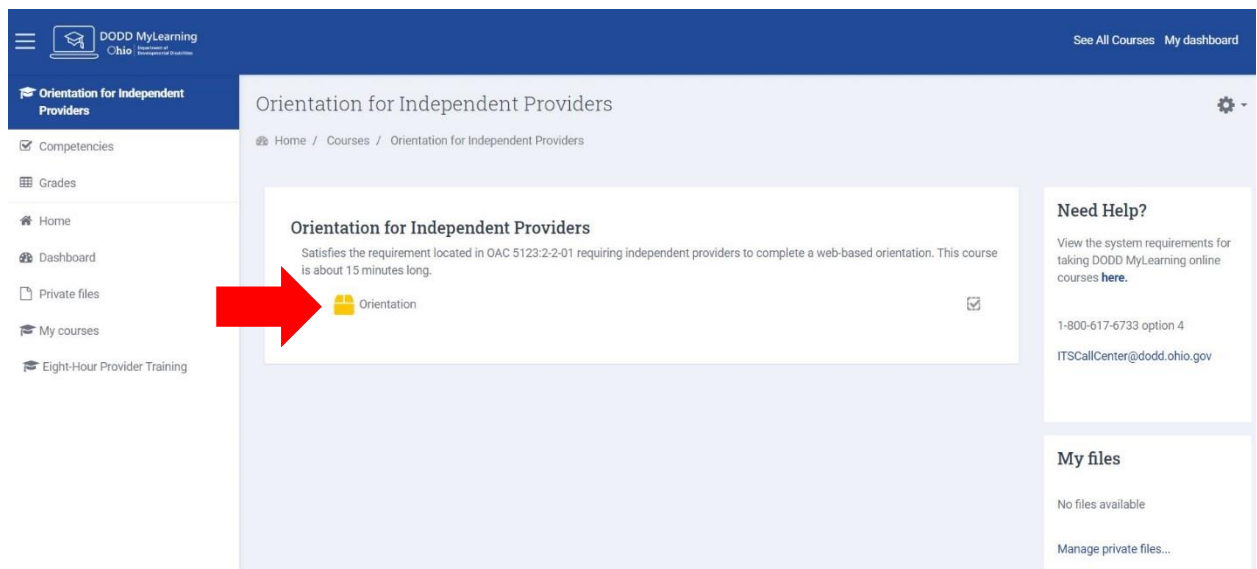
(Eight Hour Provider Training)

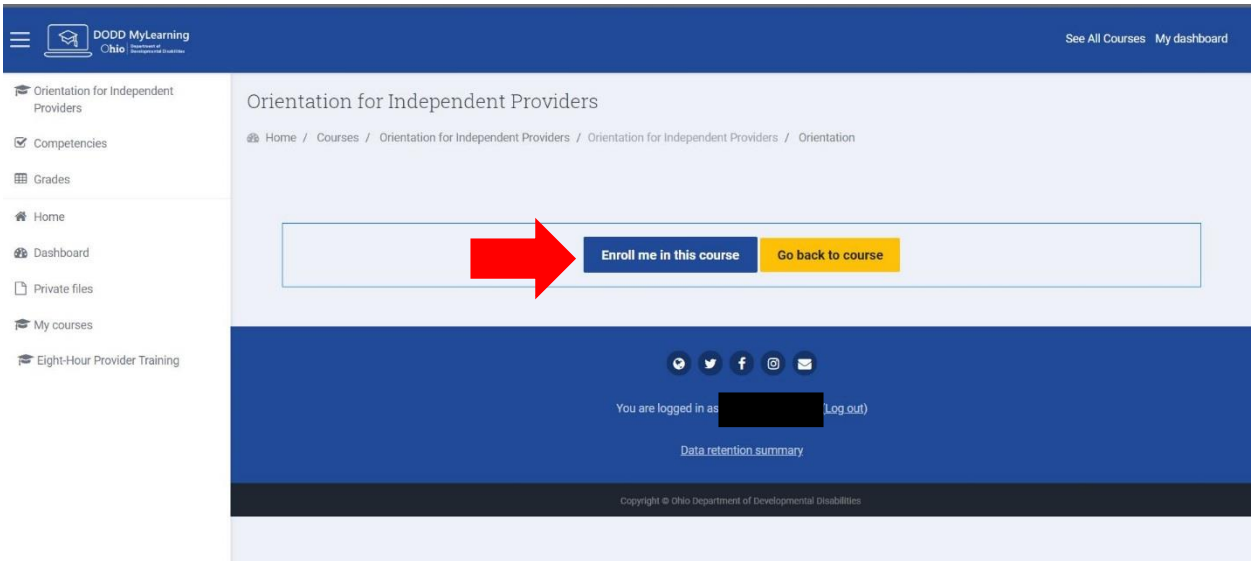


(Orientation for Independent or Agency Providers, whichever is applicable)

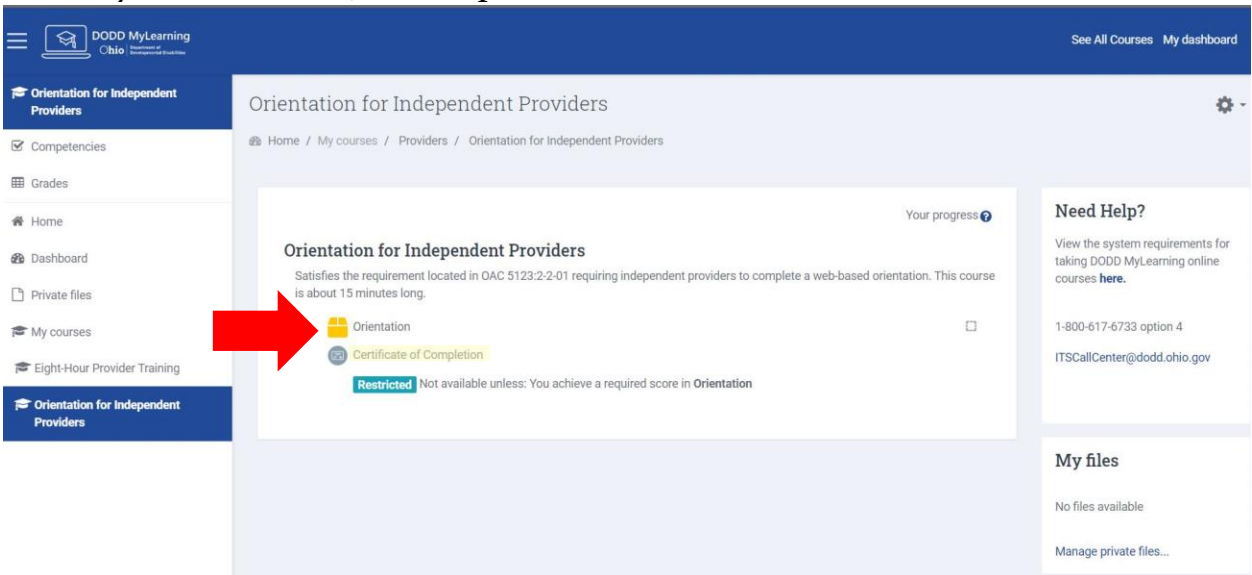


5. Once you have chosen the course you want to take (the screenshots are from the Orientation for Independent providers, the process is the same for any class), a page similar to below will open. Click on Orientation (or the name of class you are taking) and on the next page click on 'Enroll me in this course'





6. Once you enroll yourself in the course, the page will automatically redirect you to the course page. Click on Orientation (or the name of the course you enrolled in) to complete the course.



Once you have completed the course, the Certificate of Completion link becomes live, and you can view and print your certificate.

FOR EIGHT HOUR PROVIDER TRAINING

- Choose the course you want to complete (Eight Hour Provider Training) and complete the same enrollment process as above. The Eight Hour training contains multiple modules as seen below. They do not all have to be done at one time **but** you must complete a module once you have started it.

Eight-Hour Provider Training

If seeking initial provider certification, submit your transcript or the Initial Eight-Hour Certificate located at the bottom of this page with your provider application.

Overview of Serving People with Developmental Disabilities

Reviews certification requirements for independent and agency providers, defining developmental disability, roles and responsibilities of direct support professionals (DSPs), and gives an overview of role of county boards of developmental disabilities and service and support administrators (SSAs).

Interactive Lesson: 1 Simple Certificate: 1
Progress: 1 / 1

Assessment, Planning, and Implementing the Individual Service Plan (ISP)

Reviews DODD administered waivers and eligibility for Level One, SELF, Individual Options waivers. Reviews specific services, the role of the Level of Care (LOC) and Ohio Developmental Disabilities Profile (ODDP). Also gives an overview of service and support administrator role in assessment and planning and the role of the direct support professionals in Individual Service Plan (ISP) implementation. One unit of **adult services** or **county board member** CPD available.

Resources

- Eight-Hour Provider Training Topics

My files

- Eight_Hour_Provider_Training-Certificate_13677.pdf

Manage private files...

Rights of People with Developmental Disabilities and Restrictive Measures

Reviews the rights of people with developmental disabilities. Also reviews OAC 5123:2-2-06: Types, requirements, and limitations of restrictive measures. **Counts toward provider annual training.** One unit of adult services, service and support administrator, or county board member CPD available.

Interactive Lesson: 1 Simple Certificate: 1
Progress: 1 / 1

Person-Centered Services

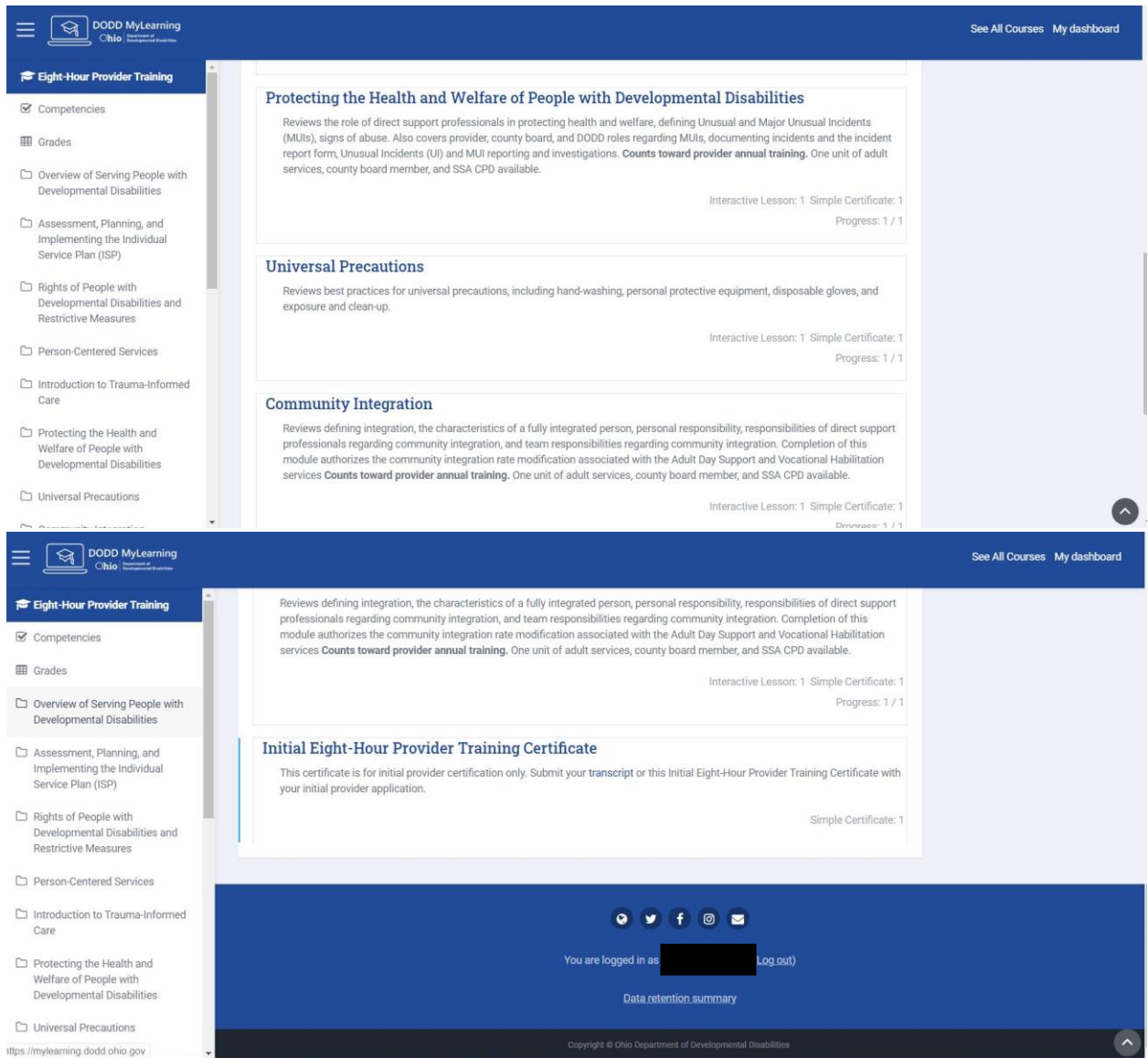
Reviews the five principles of person-centered services, self-determination and self-advocacy, balancing what is "important to" and "important for" the person, positive culture, and types of positive behavioral support. **Counts toward provider annual training.** One unit of adult services or county board member CPD available.

Interactive Lesson: 1 Simple Certificate: 1
Progress: 1 / 1

Introduction to Trauma-Informed Care

Reviews defining trauma, the causes of trauma, trauma and people with developmental disabilities, and the principles of trauma-informed care. Also covers recognizing trauma, signs of abuse, and responding to trauma. One unit of adult services, county board member, or SSA CPD available.

Interactive Lesson: 1 Simple Certificate: 1
Progress: 1 / 1



8. Once you click on a module, a page similar to below will open. Click on the name of the module you chose to complete the course. The certificate link will become live for each module once it is completed. For initial certification, you **do not** need each individual certificate, only the final Eight Hour Certificate or a transcript. You can navigate to the next module (or previous) by clicking the name of the module

The screenshot shows the DODD MyLearning portal interface. The left sidebar contains a navigation menu with the following items: Eight-Hour Provider Training, Competencies, Grades, Overview of Serving People with Developmental Disabilities (highlighted), Assessment, Planning, and Implementing the Individual Service Plan (ISP), Rights of People with Developmental Disabilities and Restrictive Measures, Person-Centered Services, Introduction to Trauma-Informed Care, Protecting the Health and Welfare of People with Developmental Disabilities, and Universal Precautions. The main content area displays the 'Overview of Serving People with Developmental Disabilities' module. It includes a sub-header 'Assessment, Planning, and Implementing the Individual Service Plan (ISP)' and a description: 'Reviews certification requirements for independent and agency providers, defining developmental disability, roles and responsibilities of direct support professionals (DSPs), and gives an overview of role of county boards of developmental disabilities and service and support administrators (SSAs)'. Below the description, there are two links: 'Overview' (highlighted with a red arrow) and 'Certificate'. A 'Your progress' indicator shows a green checkmark. At the bottom of the main content area, there is a 'Jump to...' dropdown menu and a link to 'Assessment, Planning, and Implementing the Individual Service Plan (ISP)' (highlighted with a red arrow). The right sidebar contains 'Resources' (Eight-Hour Provider Training Topics) and 'My files' (Eight_Hour_Provider_Training-Certificate_13677.pdf).

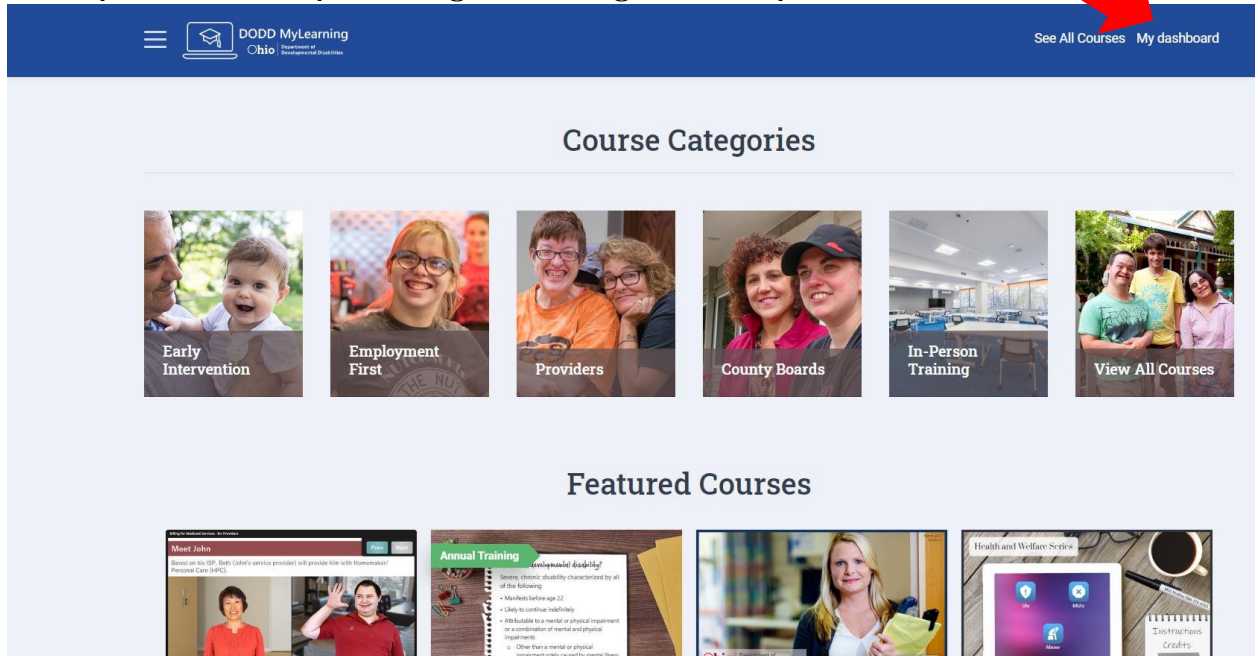
9. Once you have completed all of the modules, the Eight Hour Certificate link becomes live and you can view and print your certificate.

The screenshot shows the DODD MyLearning portal interface. The left sidebar contains the same navigation menu as the previous screenshot. The main content area displays the 'Initial Eight-Hour Provider Training Certificate' page. It includes a description: 'Reviews defining integration, the characteristics of a fully integrated person, personal responsibility, responsibilities of direct support professionals regarding community integration, and team responsibilities regarding community integration. Completion of this module authorizes the community integration rate modification associated with the Adult Day Support and Vocational Habilitation services Counts toward provider annual training. One unit of adult services, county board member, and SSA CPD available.' Below the description, there is a progress indicator: 'Interactive Lesson: 1 Simple Certificate: 1 Progress: 1 / 1'. The main heading is 'Initial Eight-Hour Provider Training Certificate' (highlighted with a red arrow). Below the heading, there is a description: 'This certificate is for initial provider certification only. Submit your transcript or this Initial Eight-Hour Provider Training Certificate with your initial provider application.' Below this description, there is a progress indicator: 'Simple Certificate: 1'. At the bottom of the page, there is a footer with social media icons, a login status 'You are logged in as [redacted] (Log out)', a 'Data retention summary' link, and a copyright notice 'Copyright © Ohio Department of Developmental Disabilities'. The URL 'https://mylearning.dodd.ohio.gov' is visible in the bottom left corner.

You can use the certificate OR a copy of your transcript to submit as verification of training completion.

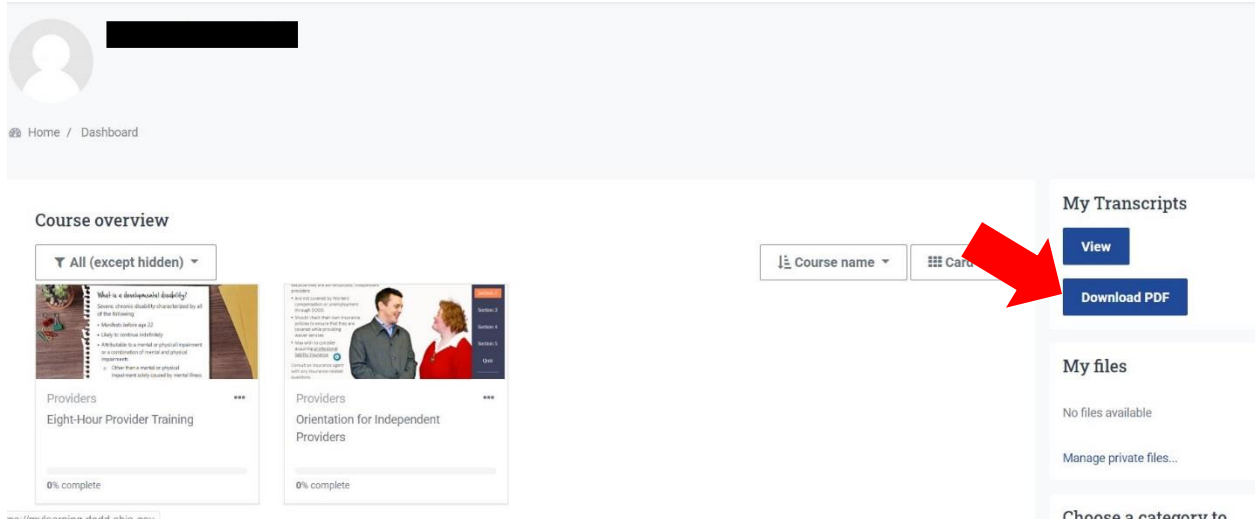
To access your transcript-

1. From your DODD MyLearning Home Page, click My Dashboard



The screenshot shows the DODD MyLearning Home Page. At the top, there is a blue navigation bar with the DODD MyLearning logo on the left and the text "See All Courses" and "My dashboard" on the right. A red arrow points to the "My dashboard" link. Below the navigation bar is a section titled "Course Categories" with six cards: "Early Intervention", "Employment First", "Providers", "County Boards", "In-Person Training", and "View All Courses". Below this is a section titled "Featured Courses" with four course cards: "Meet John", "Annual Training", "Health and Welfare Service", and "What is a developmental disability?".

2. Once your Dashboard loads, click on Download PDF



The screenshot shows the "My Dashboard" page. At the top left, there is a user profile icon and the text "Home / Dashboard". Below this is a "Course overview" section with a dropdown menu set to "All (except hidden)". There are two course cards: "Providers: Eight-Hour Provider Training" and "Providers: Orientation for Independent Providers". To the right of the course cards is a "My Transcripts" section with a "View" button and a "Download PDF" button. A red arrow points to the "Download PDF" button. Below the "My Transcripts" section is a "My files" section with the text "No files available" and a link "Manage private files...".

3. Your transcript will open in a separate window. You can save or print it.