



**We're here to help!** Contact the eAcademy team at [eacademy@providers.org](mailto:eacademy@providers.org) or 508.599.2242 if you have any questions or would like to set up a time to discuss your Providers' eAcademy site.

For information on how to engage staff in this content, scroll to pages 3, 4, and 5 in this document.

## Department of Public Health – Bureau of Substance Addiction Services

### Frequently Assigned Courses Based Off Required DPH-BSAS Trainings

<b>Relias Course Title:</b>	<b>Relias Course Code:</b>
Cultural Awareness and Humility	REL-ALL-0-CULTCA
Fire Safety: The Basics	REL-ALL-0-FSBASIC-V2
Bloodborne Pathogens and the Use of Standard Precautions	REL-ALL-0-BPUSP
Fire Safety	REL-CV-0-FSTB
Understanding Trauma-Informed Care	REL-BHC-0-UTIC
Overview of Medications for Opioid Use Disorder	REL-BHC-0-OMATOUD
Confidentiality in Substance Use Disorder Treatment	REL-BHC-0-CISUDT
Overcoming Barriers to LGBTQ+ Affirming Behavioral Health Services	REL-BHC-0-OBLGBTQABHS
The Impact of Substance Use Disorders on Families and Approaches to Treatment	REL-BHC-0-TISUDFAT
Recognizing and Effectively Responding to a Person in Crisis	REL-BHC-0-RERPIC
Harm Reduction in Substance Use	REL-BHC-0-HRSU
Substance Use: Risk of HIV, Hepatitis, and Other Infectious Diseases	REL-BHC-0-SURHHOID
Assessing and Screening for Suicide Risk	REL-BHC-0-ASSR
Working More Effectively with LGBTQ+ Children and Youth	REL-BHC-0-WMELGBTQCY
Cultural Competence and Healthcare	REL-ALL-0-CCHLTH
Preventing and De-escalating Crisis Situations	REL-BHC-0-PDHS
Applying HIPAA Regulations in Behavioral Health	REL-BHC-0-AHRBH

### Additional Trainings for Staff

<b>Relias Course Title:</b>	<b>Relias Course Code:</b>
A Multicultural Approach to Recovery-Oriented Practice	REL-BHC-0-AMAROP
Addressing Substance Use in Military and Veteran Populations	REL-BHC-0-ASUMVP
Addressing Tobacco Use in the Behavioral Health Population	REL-BHC-0-ATUBHP
An Overview of Substance Use Disorders	REL-BHC-0-AOSUD
An Overview of Trauma-Informed Care for Non-Clinical Staff	REL-BHC-0-AOTICNCS
Approaches to Person-Centered Planning in Behavioral Health	REL-BHC-0-APCPBH
Assessing and Treating Alcohol Use Disorders	REL-BHC-0-ATAUDS
Assessing and Treating Opioid Use Disorder	REL-BHC-0-ATOUD
Best Practices for Documenting the Treatment Planning Process	REL-BHC-0-BPDTPP



Best Practices for Supporting Individuals In Early Recovery	REL-BHC-0-BPSIER
Boundaries in the Treatment Relationship	REL-BHC-0-BTR
Building a Healthy Therapeutic Relationship	REL-BHC-0-BAHTR
Clinical Supervision: Using Reflection in Supervision	REL-BHC-0-CSURIS
Cognitive Behavioral Treatment of Substance Use Disorders	REL-BHC-0-UCBTSUDT
Common Substances and Treatment of Substance Use Disorders	REL-BHC-0-OTSTSUD
HIV: Beyond the Basics	REL-ALL-0-HIVBEB
HIV: The Basics	REL-ALL-0-HIVBA
Introduction to Cognitive Behavioral Therapy	REL-BHC-0-ICBT
Introduction to Co-Occurring Disorders	REL-BHC-0-ICOD
Maintaining Professional Boundaries	REL-ALL-0-MPBOUND
Medical Approaches to Identifying and Treating Alcohol Use Disorder	REL-CHC-0-PATAUD
Motivational Interviewing: An Introduction	REL-BHC-0-MIAI
Navigating Ethical Challenges: Substance Use Disorder Counselors	REL-BHC-0-NECSUDC
Overview of Co-Occurring Disorders for Paraprofessionals	REL-BHC-0-OCDP
Recovery Principles and Practices in Behavioral Health Treatment	REL-BHC-0-RPPBHT
Sexual Harassment: What Employees Need to Know	REL-ALL-0-SHWENK
Stages of Change and Motivational Interviewing for Paraprofessionals	REL-BHC-0-SOCMIP
Strategies for Treating and Preventing Relapse	REL-BHC-0-STPR
Substance Use and the Family for Paraprofessionals	REL-HHS-0-SUFPP-V2
Substance Use Treatment for Women	REL-BHC-0-SUTW
Supporting Effective Use of Naloxone	REL-BHC-0-MHSCASDQ
Supporting Individuals with Intellectual and Developmental Disabilities with Substance Use Disorder	REL-IDD-0-SIIDDSUD
Supporting Recovery through Mindfulness, Meditation and Spirituality	REL-BHC-0-SRMMS
The Biopsychosocial Model of Substance-Related and Addictive Disorders	REL-BHC-0-TBMSRAD
The Connection Between Substance Use and Intimate Partner Violence	REL-BHC-0-TCBSUDIPV
The Impact of Parental Substance Use Disorders on Children and Families	REL-BHC-0-IPSUDCF
The Influence of Trauma on Substance Use	REL-BHC-0-ITSU
Treating Gambling Disorder	REL-BHC-0-TGD
Treating Opioid Use Disorders Among Adolescents and Young Adults	REL-BHC-0-TOUDAYA
Treating Substance Use Disorders in the LGBTQ+ Community	REL-BHC-0-TSUDLGBTQC
Use of Motivational Interviewing in Clinical Practice	REL-BHC-0-UMICP
Working with Individuals Experiencing Homelessness and Substance Use Disorder	REL-BHC-0-WIEHSUD



## Three Ways to Engage Staff in More Content

1. Share content with your staff as an elective option. Go to Learning > Modules > Module List.

Click on the link icon next to the module's name. This will copy the link for this course to your clipboard which you can then send to users. When learners click this link, they will be enrolled in the course as an elective and taken directly to the course.

A Day in the Life: An IDD Perspective <i>REL-IDD-0-ADLIDD</i>		Course			325	
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2. Assign individual modules. Go to the Module List and click on the enrollment icon to the right of your chosen module.

The screenshot shows the 'Module List' interface. On the left is a navigation sidebar with 'Module List' highlighted. The main area contains a search bar, filter options (Module Type, Owner, Certificate, Approved), and a table of modules. The table has columns for Title, Type, Approved, and Enrolled. The first row is '12 Keys to Good Management' with 1 enrolled user, and the second is 'A Day in the Life of Henry: A Dementia Experience' with 72 enrolled users. The enrollment icon for the first row is highlighted with a red box.

Title ^	Type	Approved ↕	Enrolled ↕
12 Keys to Good Management <i>REL-PAC-0-KGM</i>	Course		1
A Day in the Life of Henry: A Dementia Experience <i>REL-ALL-0-DLHDE</i>	Course		72

You will be taken to the Currently Enrolled page. Click the **Enrollment** tab and search for the learners you wish to enroll.



◀ Back to Module List

### Module Enrollment: A Day in the Life: An IDD Perspective

PROPERTIES  
Course | 0.5 Credit Hours | + SHOW DETAILS Modify

CURRENTLY ENROLLED **ENROLLMENT**

Due Date: Assign date to all

Available Learner(s) (Learners NOT already enrolled)

Filter By: A - Z + Filters × Clear

**Enroll**  Enroll & Mark Complete 1-8 of 8

	Name & Username	Hierarchy	Job Titles	Hire Date
<input checked="" type="checkbox"/>	Demo, Bob bobdemo	Administration	Teacher	
<input checked="" type="checkbox"/>	Demo, Dave davedemo	Adult Family Care 3		

You can use the + Filters button to narrow down your search. Check the boxes next to the names or click the topmost check box to select all users who match the filters you have selected.

Once you have chosen the correct learners and the appropriate due date, click **Enroll**.

3. Build a training plan. Go to Learning > Training Plans > Training Plan List. Click + **Create New Training Plan**. (Reach out to us for assistance with modifying an existing training plan.)

OVERVIEW

- Dashboard

SOLUTIONS

- Learning
- Training Plans
- Training Plan List**
- Training Plan Templates
- Training Plan Search Filters
- Modules

### Training Plan List

Export Training Plans **+ Create New Training Plan**

SHOW FILTERS  Search

Title ↑	Frequency	Status	Owner	Assigned	
ACA Accreditation Standards	Flexible - due every 365 days	Approved	Relias Demo Site	0	
Acute Care Clinical Express Annual	Once	Approved	Relias Demo Site	0	
Advanced Wound Treatment	Once	Approved	Relias Demo Site	0	
Annual Live Event Training Plan	Flexible - due every 365 days	Approved	Relias Demo Site	9	
Annual Training	Annual	Approved	Relias Demo Site	11	

Building a training plan is broken into five steps:

- **Properties** – Give your training plan a unique name. Adding a description is optional.
- **Scheduling** – Choose the frequency for how often learners are assigned the training plan (Once, Annually, or Flexible reassignment based on date of last completion). Select answers to the scheduling questions based on how you want modules to be assigned.



- **Modules** – Click on the + **Add Module** button and search for modules in the list. Click on the check box beside the module name and click + **Add to List**. You also have the ability to stagger due dates in this section by adding days to the boxes on the right.
- **Settings** – Depending on how often the training plan is assigned, this section will give different options. Here, you can decide the time period in which you will accept previous completions, choose whether to enable training notifications, and approve for enrollment.
- **Review** – Summary of how the training plan will assign based on the options selected in the previous sections.

The screenshot shows the 'Create Training Plan' interface for a training plan named 'New Hire Orientation'. On the left, a vertical progress bar indicates the current step is 'REVIEW' (5), with previous steps 'PROPERTIES', 'SCHEDULING', 'MODULES', and 'SETTINGS' marked as complete. The main content area is divided into three columns: 'Scheduling' (Modules will be due once, based on the user's hire date), 'Availability' (Users will always have access to modules regardless of due dates), and 'Completions' (No previous completions will be accepted for modules in this Training Plan). Below these columns, there are two summary rows: 'Properties' (This training plan is for assignments that need to be completed by ne...) and 'Modules' (Total Modules: 3, Credit Hours: 4.5). At the bottom, there are 'Back', 'Save', and 'Finish' buttons. A red box highlights the 'Enroll Users' button in the top right corner. At the bottom left, it says 'Owner: Relias Demo Site | Created: Oct 30, 2023'.

If you are ready to begin enrolling learners, click **Enroll Users** to go to the Enrollment pages. Reach out to us with any questions about setting up auto-enrollment profiles.