



We're here to help! Contact the eAcademy team at 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 5, 6, and 7 in this document.

Department of Children and Families

Frequently Assigned Courses Based Off Required EEC Trainings

Relias Course Title:	Relias Course Code:
Defensive Driving Basics	REL-ALL-0-DDB
Identification and Response to Child Abuse and Neglect	REL-BHC-0-IRCANE
Preventing, Identifying, and Responding to Neglect and Abuse	REL-BHC-0-PIRNA
First Aid: Section 2	REL-PAC-0-FAS2
First Aid: Section 1	REL-PAC-0-FAS1
Refresher for CPR	REL-ALL-0-RCPR
Psychiatric Medications for Children/Adolescents	REL-BHC-0-PMCAP
Refresher for First Aid	REL-ALL-0-RFFA
First Aid Self-Paced	REL-ALL-0-FIRSTAID-R1
Overview of Sudden Infant Death Syndrome	REL-BHC-0-OSIDS
Techniques for Safe Swallowing and Feeding	REL-PAC-0-TSSF

Additional Trainings for Staff that Work with Youth and Families

Relias Course Title:	Relias Course Code:
Addressing Behavioral Health Needs of Individuals Involved in Child Welfare	REL-BHC-0-ABHNIICW
Addressing Behavioral Health Needs of Justice-Involved Youth	REL-BHC-0-ABHNJIY
Addressing Racial Trauma in Behavioral Health	REL-BHC-0-ARTBH
Addressing Trauma and Stressor Related Disorders	REL-BHC-0-ATSRD
An Overview of Acceptance and Commitment Therapy	REL-BHC-0-OACT
An Overview of Bipolar and Related Disorders	REL-BHC-0-AOBRD
An Overview of Solution-Focused Brief Therapy	REL-BHC-0-AOSFBT
An Overview of Trauma-Informed Care for Non-Clinical Staff	REL-BHC-0-AOTICNCS
Applications and Adaptations of Dialectical Behavior Therapy	REL-BHC-0-AADBT
Applying HIPAA Regulations in Behavioral Health	REL-BHC-0-AHRBH
Approaches to Person-Centered Planning in Behavioral Health	REL-BHC-0-APCPBH
Assessing and Screening for Suicide Risk	REL-BHC-0-ASSR
Assessing and Treating Anxiety Disorders in Children and Adolescents	REL-BHC-0-ATADCA
Assessing and Treating Attachment Disorders	REL-BHC-0-ATAD
Assessing and Treating Depressive Disorders in Children and Adolescents	REL-BHC-0-ATDDCAA
Assessing and Treating Obsessive-Compulsive and Related Disorders	REL-BHC-0-AATOCRD



Assessing the Risk of Other-Directed Violence in Children and Adolescents	REL-BHC-0-ATRODVICA
Behavioral Challenges of Autism	REL-ATS-TELT-V2
Behavioral Health and Chronic Medical Conditions: A Guide to Screening	REL-BHC-0-BHSTO
Behavioral Supports to Reduce the Use of Restraint and Seclusion with Youth	REL-BHC-0-BSRURS
Best Practices for Documenting the Treatment Planning Process	REL-BHC-0-BPDTTP
Bloodborne Pathogens and the Use of Standard Precautions	REL-ALL-0-BPUSP
Boundaries in the Treatment Relationship	REL-BHC-0-BTR
Building a Healthy Therapeutic Relationship	REL-BHC-0-BAHTR
Challenging Situations for Clinical Supervisors	REL-BHC-0-CSCS
Clinical Pathways that Inform Adolescent Substance Use Disorder	REL-BHC-0-CPIASUD
Clinical Supervision: An Introduction	REL-BHC-0-CSAI
Clinical Supervision: Using Reflection in Supervision	REL-BHC-0-CSURIS
Communication Essentials: Communication Effectiveness	REL-ALL-0-CECE
Community-Based Interventions to Reduce Suicide Risk	REL-BHC-0-CBIRSR
Conflict Resolution	REL-ALL-0-CR
Crisis Management Across Health and Human Services	REL-CV-0-CRISISMGT-V2
Crisis Management Basics for Paraprofessionals	REL-BHC-0-CMBP
Cultural Awareness and Humility	REL-ALL-0-CULTCA
Cultural Humility and Implicit Bias in Behavioral Health	REL-BHC-0-CHIBBH
Developmental Concerns in Childhood and Adolescence	REL-BHC-0-DCCA
Domestic Violence Effects on Children	REL-ALL-0-DVEOC
Eating and Feeding Disorders in Children	REL-BHC-0-ITFD
Engaging Family Members in Crisis Planning	REL-BHC-0-EFMCP
Essentials of HIPAA	REL-PAC-0-ESSH
Family Therapy	REL-BHC-0-FT
Fire Safety	REL-CV-0-FSTB
Hand Hygiene Basics	REL-ALL-0-HHBASICS
Harassment in the Workplace	REL-ALL-0-HW
Harassment in the Workplace Self-Paced	REL-PAC-0-HW-R1
Hazardous Chemicals: SDS and Labels	REL-ALL-0-HCSDSL
Hazardous Chemicals: The Essentials	REL-ALL-0-HCTESS
Helping to Support Children and Adolescents in the Grieving Process	REL-BHC-0-HSCAGP
HIPAA: Basics	REL-ALL-0-HBAS
HIPAA: Basics Self-Paced	REL-ALL-0-HBAS-R1
HIPAA: Privacy Rule	REL-ALL-0-HPRR
HIPAA: Security Rule	REL-ALL-0-HSECR
Human Trafficking: A Growing Epidemic	REL-ALL-0-HTAGE
Identifying and Addressing Non-Suicidal Self-Injurious Behavior in Children and Adolescents	REL-BHC-0-IANSSIBCA
Identifying and Intervening in the Early Stages of Psychosis	REL-BHC-0-IIESP



Identifying and Treating ADHD	REL-BHC-0-ITADHD
Identifying and Treating Anxiety Disorders	REL-BHC-0-TDAD
Identifying and Treating Bipolar Disorders in Youth	REL-BHC-0-ITBDY
Identifying and Treating Borderline Personality Disorder	REL-BHC-0-ITBPD
Identifying and Treating Depressive Disorders	REL-BHC-0-TDDD
Identifying and Treating Externalizing Disorders in Children and Adolescents	REL-BHC-0-ITEDCA
Impact of Psychological and Physical Trauma	REL-BHC-0-IPPT
In Session: Addressing Non-Suicidal Self-injury in Children and Adolescents	REL-BHC-0- ISPCSANSSIBCA
In Session: Practicing Clinical Skills for Preventing Other-Directed Violence in Children and Adolescents	REL-BHC-0- ISPCSPODVCA
In Session: Practicing Clinical Skills for Preventing Suicide in Children and Adolescents	REL-BHC-0- ISPCSFPSCA
In Session: Practicing Clinical Skills in Motivational Interviewing	REL-BHC-0-ISPHC
Infection Control: Basic Concepts	REL-ALL-0-ICBC
Infection Control: Basic Concepts Self-Paced	REL-ALL-0-ICBC-R1
Infection Control: Essential Principles	REL-ALL-0-IFEP
Introduction to Cognitive Behavioral Therapy	REL-BHC-0-ICBT
Legal and Ethical Standards For Behavioral Health Professionals	REL-BHC-0-LESBHP
Maintaining Professional Boundaries	REL-ALL-0-MPBOUND
Managing Challenging Situations in Structured Group Therapy	REL-BHC-0-ASGT
Meeting the Behavioral Health Needs of Transition Age Youth	REL-BHC-0-MBHNTAY
Minimizing Trips, Slips, and Falls	REL-ALL-0-MSTF
Motivational Interviewing: An Introduction	REL-BHC-0-MIAI
Overview of Child and Adolescent Psychopharmacology	REL-BHC-0-OCAP
Overview of Family Assessment and Intervention	REL-BHC-0-OFAI
Overview of Family Psychoeducation	REL-BHC-0-OFPP
Overview of How Behavioral Health Disorders are Impacted by Trauma	REL-BHC-0-OHBHDIT
Overview of Structural and Strategic Family Therapy	REL-BHC-0-OSSFT
Preventing and De-escalating Crisis Situations	REL-BHC-0-PDHS
Preventing Influenza	REL-ALL-0-PREINFLU
Promoting Normalcy for Youth in Foster Care Settings	REL-BHC-0-PNYFCS
Psychopharmacology Basics for Behavioral Health Professionals	REL-BHC-0-PBBHP
Recognizing and Effectively Responding to a Person in Crisis	REL-BHC-0-RERPIC
Recovery Principles and Practices in Behavioral Health Treatment	REL-BHC-0-RPPBHT
Reducing Suicide Risk in Adolescents and Transition Age Youth	REL-BHC-0-RSRATAY
Sexual Harassment: What Employees Need to Know	REL-ALL-0-SHWENK
Social Media and Behavioral Health	REL-BHC-0-SMBH
Social Media and the Behavioral Health of Children and Adolescents	REL-BHC-0-SMBHCA
Stages of Change and Motivational Interviewing for Paraprofessionals	REL-BHC-0-SOCMIP
Strategies for Behavioral Health Professionals to Manage Chronic Stress	REL-BHC-0-SBHPMCS
Strategies for Preventing and Intervening in Bullying	REL-BHC-0-SPIB



Supporting Client Rights for Paraprofessionals in Behavioral Health	REL-BHC-0-PECP
Supporting Integrated Care through Case and Care Management	REL-BHC-0-SICCCM
Supporting the Behavioral Health Goals of LGBTQ+ Clients	REL-BHC-0-ABHLGBTQC
The Impact of Parental Substance Use Disorders on Children and Families	REL-BHC-0-IPSUDCF
The Impact of Substance Use Disorders on Families and Approaches to Treatment	REL-BHC-0-TISUDFAT
The Influence of Trauma on Substance Use	REL-BHC-0-ITSU
Transmission-Based Precautions	REL-SRC-0-TBP
Traumatic Stress Disorders for Children and Adolescents for Paraprofessionals	REL-BHC-0-TTSDCAP
Treating Posttraumatic Stress Disorder	REL-BHC-0-TPTSD
Understanding and Treating Personality Disorders	REL-BHC-0-UTPD
Understanding Bloodborne Pathogens	REL-ALL-0-UBBPAT
Understanding Trauma-Informed Care	REL-BHC-0-UTIC
Understanding Workplace Violence	REL-ALL-0-UWRKVLN
Using a Strengths-Based Approach with Children and Youth	REL-BHC-0-USBACY
Working with Children and Adolescents Exposed to Violence and Disasters	REL-BHC-0-WCAEVD
Working with LGBTQ+ Children and Youth	REL-BHC-0-WLGBTQCY
Working with Families Experiencing Homelessness	REL-BHC-0-WFEH

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 REL-IDD-0-ADLIDD		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.

Module List

Search Modules

Filter by + Filter Clear

Module Type: All Module Types Owner: All Owners Certificate: All Certificates

Approved: Approved

New Module Export Modules

1-100 of 200

Title	Type	Approved	Enrolled
12 Keys to Good Management REL-FAC-0-KGM	Course		1
A Day in the Life of Henry: A Dementia Experience REL-ALL-0-DLHDE	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) Search

Filter By A - Z + Filters x 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.)

A screenshot of the PROVIDERS' eAcademy Training Plan List interface. On the left is a dark blue sidebar with navigation links: OVERVIEW (Dashboard), SOLUTIONS (Learning, Training Plans, Training Plan List, Training Plan Templates, Training Plan Search Filters), and Modules. The "Training Plan List" link is highlighted with a red box. The main content area is titled "Training Plan List" and includes a search bar, a "SHOW FILTERS" button, and a table of training plans. The table has columns for Title, Frequency, Status, Owner, and Assigned. A red box highlights the "+ Create New Training Plan" button in the top right corner.

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.



Create Training Plan

New Hire Orientation

[Enroll Users](#) | [Actions](#) ▾

✓ PROPERTIES

✓ SCHEDULING

✓ MODULES

✓ SETTINGS

5 REVIEW

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

Completions

📋

No previous completions will be accepted for modules in this Training Plan

Properties

This training plan is for assignments that need to be completed by ne... ▾

Modules

Total Modules: 3

Credit Hours: 4.5 ▾

Back

Save

Finish

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.