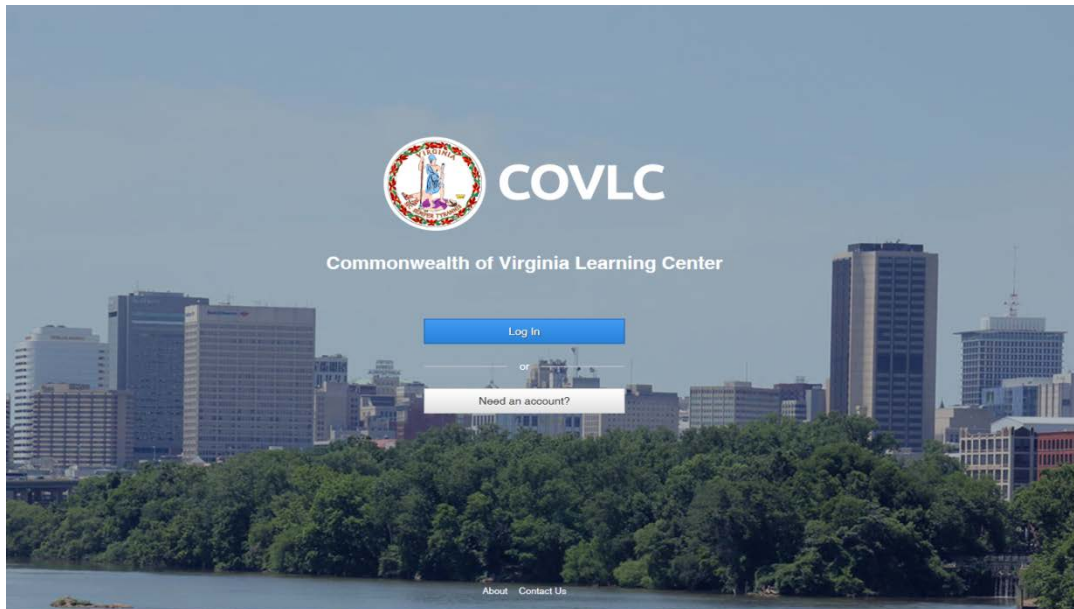




Commonwealth of Virginia Learning Center (COVLC/VLC): DBHDS External Entities Domain Guide – Accessing Courses

The Commonwealth of Virginia Learning Center (COVLC or VLC) is a Web-based application that delivers self-study training topics to your desktop, as well as, tracks your progress through the training.



Compatibility View Settings

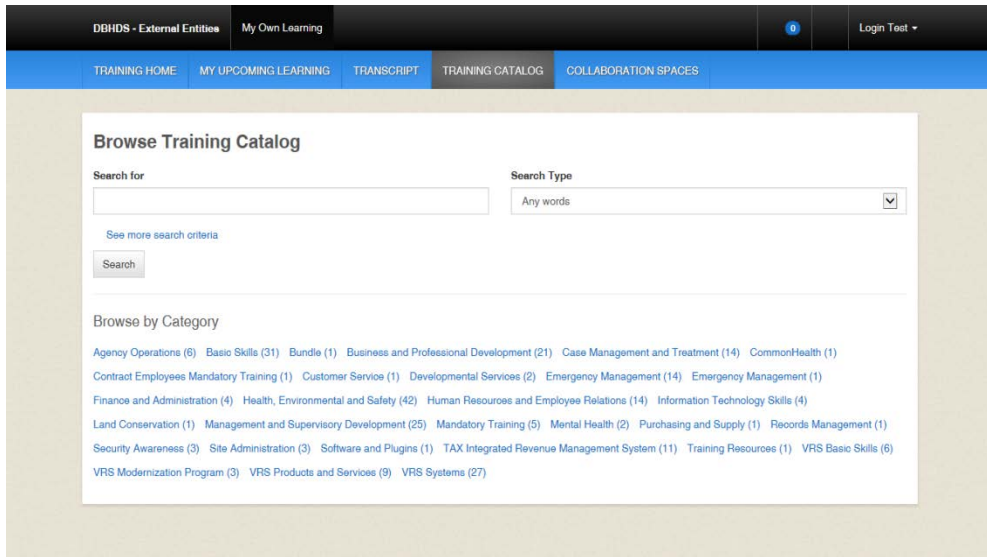
The current VLC is compatible with all web browsers (i.e. Internet Explorer, Chrome, Firefox, etc.). However, if using Internet Explorer 10 or under, before proceeding with registering and your training: 1) On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools. Select *Compatibility View Settings*. In the “Add this website:” box [where the cursor is blinking], type mksi-lms.net click add, then type [Virginia.gov](https://virginia.gov) click add, then click the close button. 2) Also, check the Pop-up Blocker status. On the Menu Bar (File, Edit, View, Favorite, Tools) of Internet Explorer, click Tools, then *Pop-up Blocker*. If the status is Turn off Pop-up Blocker then the pop-up blocker is on and needs to be turned off or add mksi-lms.net and [Virginia.gov](https://virginia.gov) to Pop-up Blocker Settings. You should now be able to access, view, and complete all trainings without any compatibility issues.

Searching for Courses in the Commonwealth of Virginia Learning Center

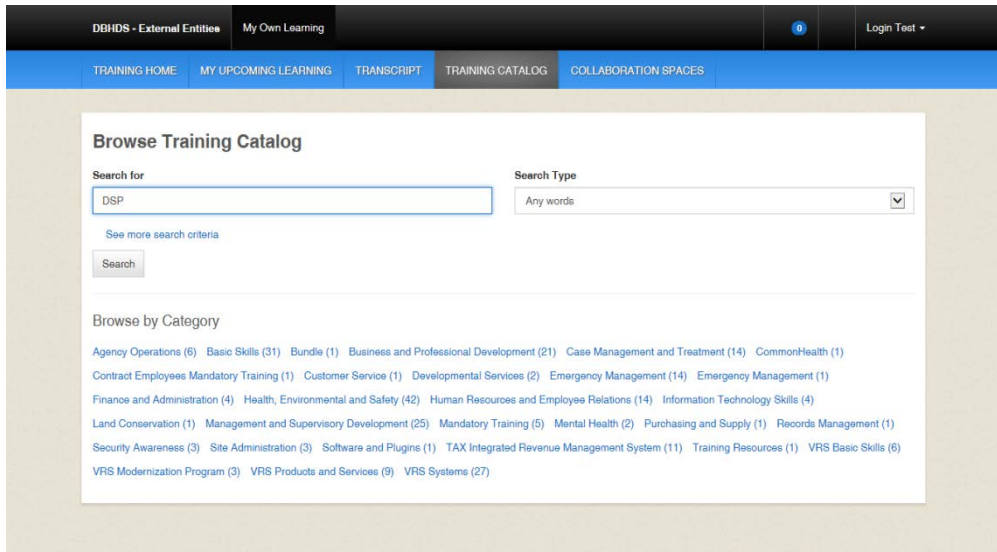
Enter <https://covlc.virginia.gov> in your web browser’s address line.

1. Select the blue “**Log In**” button.
2. Enter your **Login ID** and **Password**. Click **Log In** or Enter on your keyboard.

- Click the **CATALOG** tab on the blue area called “Toolbar Banner”.

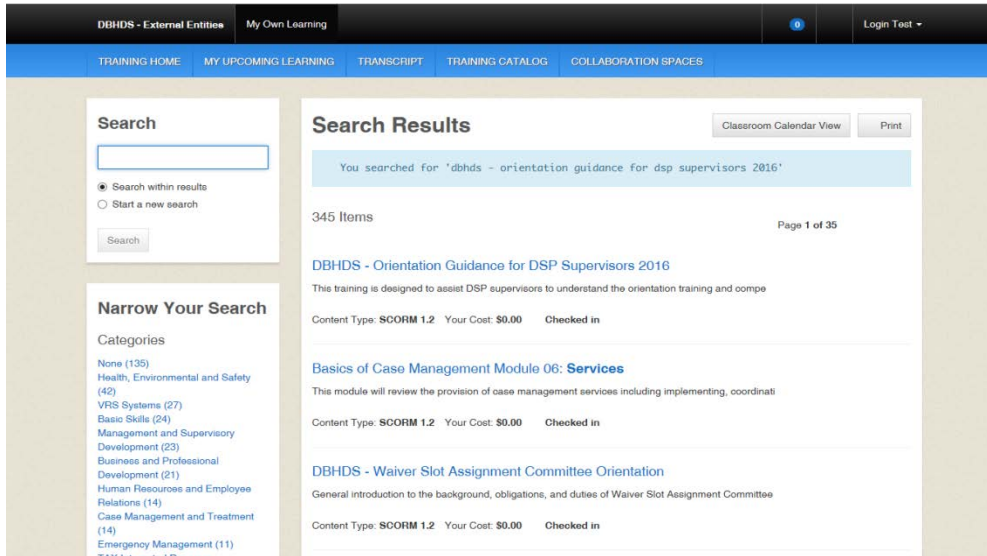


- Enter the course’s keyword(s)/acronym in the Search for field in the Browse Catalog section. Example: Orientation Guidance for DSP Supervisors = DSP; Basics of Case Management = CM; REACH Crisis Services = REACH, etc.

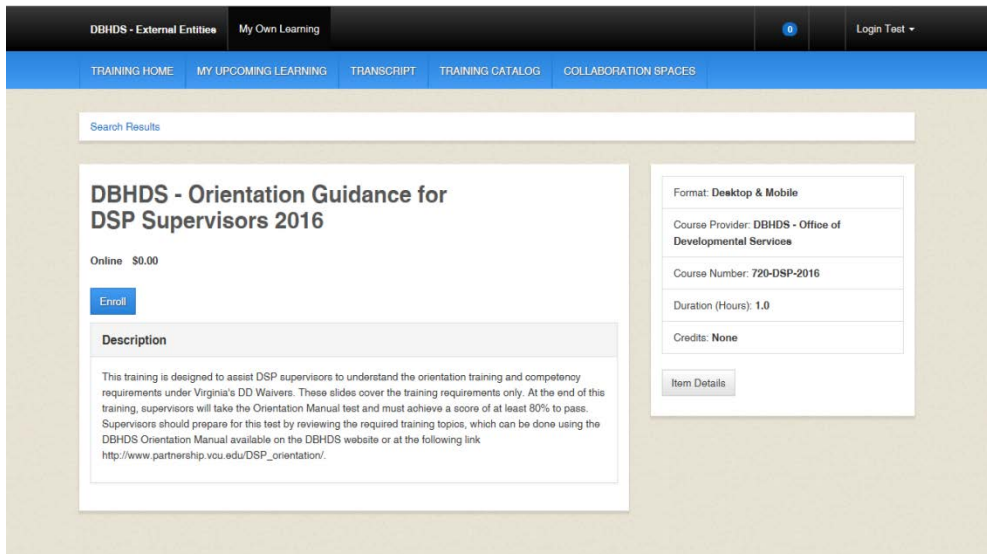


- Click **Search**.

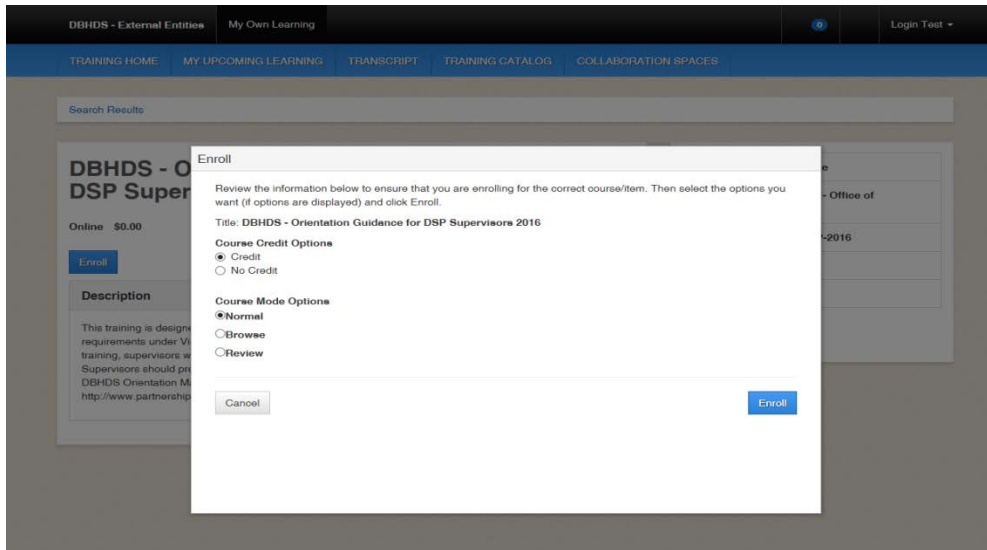
6. Click on the **title** of the course on the Search Results page.



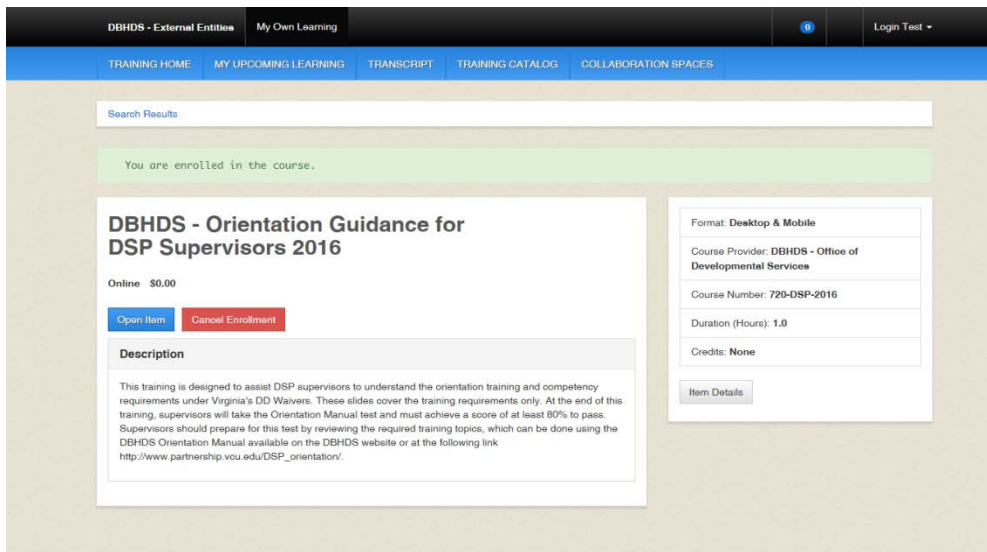
7. Click on the **Enroll** button on the Enrollment page.



8. A “pop-up” box may appear. If so, leave the Course Credit Options on **Credit** and the Course Mode Options on **Normal**.



9. The Enrollment page now displays the following message: “You are enrolled in the course.” Click the **Open Item** button.



10. A “pop-up” box will appear with the course title displayed. **DO NOT** click the back button or black X; the course is loading.

IMPORTANT: After completing the course, click the black X, not the red web browser X. If you’ve completed a quiz, click the FINISH button and exit accordingly. Never click the red web browser X; your progress will not be recorded and you will have to complete the course again.

Available Courses in the Commonwealth of Virginia Learning Center

These are a few of the courses available in the DBHDS-E – External Entities:

- **Basics of Case Management Curriculum:** Curriculum acronym is *CM*. Select the DBHDS - Basics of Case Management Training Curriculum, which consist of Modules 01-06. You will need to separately in Module 07 (Basics of Case Management Module 07: Accountability) and Module 08 (Basics of Case Management Module 08: Employment First Employment for All). Modules are prerequisites of one another. **Required training for DD and ID Case Managers.*
- **Targeted Case Management Curriculum:** Curriculum acronym is *DBHDS ID*. Select the Targeted Case Management (TCM) for Individuals with ID - 2011 Curriculum, which consist of Modules 1-10. **Training for ID Case Managers.*
- **Preadmissions/Independent Examiners Training Parts I and II:** Curriculum keyword is *preadmissions*. Select either DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part I or DBHDS 2016 Required Training for Pre-Admission Screening Clinicians Curriculum: Part II. Part I consist of modules 1-8 and Part II consist of modules 9-13. **Required training for Prescreeners.*
- **REACH Training:** Course keyword(s) is *REACH* or *REACH Crisis Services*. Select the DBHDS REACH Crisis Services. **Training for Case Managers, Emergency Services Staff, and Support Coordinators.*
- **Independent Housing Curriculum:** Curriculum keywords are *Independent Housing*. Select DBHDS Independent Housing Curriculum and start with Module 1, as the modules are prerequisites of one another. This curriculum consists of Modules 1-3. **For all Support Coordinators serving people with ID and/or DD.*
- **DSP Training:** Course acronym is *DSP*. Select DBHDS - Orientation Guidance for DSP Supervisors 2016. **Information for Supervisors of DSPs providing DD Waiver Services.*
- **WSAC Orientation:** Course acronym is *WSAC*. Select the DBHDS - Waiver Slot Assignment Committee Orientation. **Orientation for selected WSA committee members.*
- **Peer Recovery Specialist Supervisor's Online Training:** Course acronym is *PRS*. Select DBHDS - Peer Recovery Specialist Supervisor's Online Training Curriculum. This curriculum consists of Modules 1-4. **Direct Supervisors of PRS whose peer support services will be billed to Medicaid.*

Logging Out

Please click **Logout**, located under your user name. *If you do not use this feature, the VLC will keep you logged into the system.*

DBHDS VLC Domain Administrator

If you require additional assistance, please contact the Department of Behavioral Health and Developmental Services' (DBHDS) VLC Domain Administrator, Keiana Bobbitt, at keiana.bobbitt@dbhds.virginia.gov.