

# DBHIDS LEARNING HUB NEW USER GUIDE

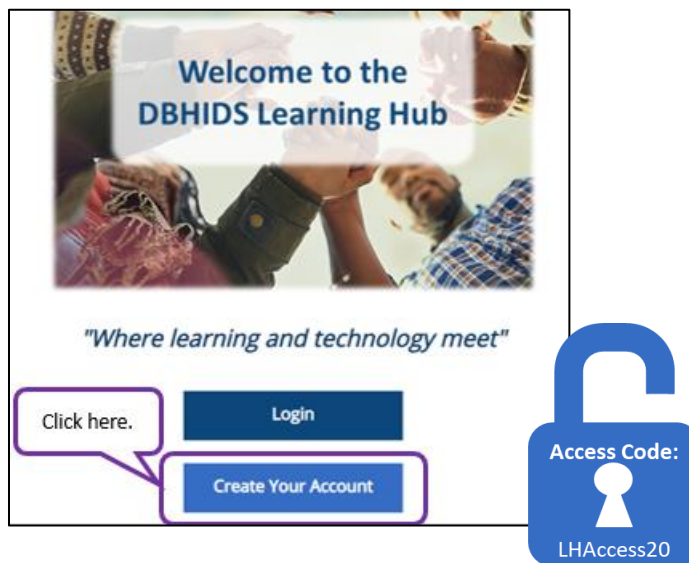
Welcome to the DBHIDS Learning Hub! Here, you will find a number of courses for behavioral health professionals in Philadelphia including:

- COVID-19 Safety
- Opioid Use Disorder Overview, Treatment & Resources
- Intimate Partner Violence Overview
- Stages of Change and Building Motivation
- Chart Documentation
- Treatment Planning
- Professionalism, Ethics & Boundaries

Follow the steps listed below to create your account.

## CREATING AN ACCOUNT

1. Open a new browser window, preferably Google Chrome or Firefox (**Do not** use Internet Explorer)
2. Go to DBHIDS Learning Hub at <https://dbhids.org/learninghub>.



The, "Create Your Account," button will take you to a form to complete. Read the eligibility criteria for creating an account with the DBHIDS Learning Hub. If you do not meet criteria, you will not be able to complete the form. If you do meet criteria, click, "yes."

**Need help with the DBHIDS Learning Hub? Email us at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov).**

**CREATE YOUR ACCOUNT**

This page will allow you to create a new account in the Learning Hub. If you already have an account, please [click here to log in](#). If not

**Eligibility**

In order to be eligible to create a Learning Hub account, you must be a member of at least one of these groups:

- Currently working with an agency that provides mental health, substance use and/or intellectual disability services to Philadelphia
- Currently working toward obtaining or maintaining a Certified Peer Specialist (CPS) or Community Recovery Specialist (CRS) cer

Do you meet the eligibility criteria described above:

Yes  
 No

You will not be able to complete the form if you do not meet eligibility criteria.

Next, add the Access Code that you have received. The Access Code for the DBHIDS Learning Hub is **LHAccess20**. You will not be able to create an account with an Access Code.

Add your primary work email address. This email address should be associated with an agency that accepts CBH members for services. This email address will act as your **username** and will not change, regardless of whether you have the same email address. Always use this to log in. Create a secure password with 7 characters and verify that password below it.

**Create your Account**

\* Indicates a Required Field.

**Access Code:-**  
Please enter your access code. If you do not have an access code, please contact your employer's training staff and/or human resources. Please do not use the access code without an access code.

**Email Address:-**  
Your username must be your primary work email address. This will be your username and will not change.  
Tinu@TherapySpot.com

**Password:-**  
Your password should be at least 7 characters long

**Verify Password:-**

Your employer will provide you with an access code to access.

Use your **work email** here. If you have multiple jobs, use your primary work email.

Create a secure password with 7 characters. You will not have to change the password unless it's reset it.

Under, "Create your Profile," add your name to each of the designated boxes. The display name will appear at the top of your account page when you log in. The names you put in prefix, first name, middle name, last name, and suffix will appear on your transcript as well as your certificates of completion so please be mindful of the name you are using.

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**Create your Profile**

Name

Prefix:

First Name:-  
Tiberius

Middle Name:

Last Name:-  
Inu

Display Name:  
Tiberius Inu

Suffix:

Please put in your First, Middle, and last name as well as applicable prefixes and suffixes. The name you put here will appear on your certificates so be mindful of what is here.

Under, "Employment Information," add your job title, the agency for which you work and program name. Please check off your highest level of education. If it is not listed here, check, "Other" and continue.

**Employment Information**

Job Title:-  
Lead Therapist

Agency Name:-  
Therapy Spot Inc.

Program Name:-  
Trauma Unit

Highest Education Level:

No Diploma

High School/GED

AA/LPN

BA/BS/BSW/RN

MA/MS/MHS/MSW/MSN/Med

DSW/PhD/MD/DO/PsyD

Other

Here, add your job title, the primary agency for which you work, and the name of the program you work in. Finally, add your highest level of education.

Under, "Level of Care," choose the level of care descriptions that apply to your job. Choose as many level of care options as applicable.

**Level of Care:-**  
Please select the Level of Care category that reflects your primary employment. You may select more than one.

- Adult Community Treatment Supports
- Adult Assessment
- Adult Community Based Treatment Services
- Adult Alcohol and Other Drug Treatment
- Adult Residential Services
- Adult Acute Services
- Children's Community Treatment Supports
- Children's Assessment
- Children's Community Based Child and Family Treatment Services
- Children's Alcohol & Other Drug Treatment
- Residential Services
- Children's Acute Services
- Other

Check all levels of care that are related to your job.

In, "Contact Info," provide an alternate email address. This email address will be used to reset your password if you no longer have access to the work email you used to create the account. This can also be used to help communicate any changes to job titles, place of business, or personal info in the DBHIDS Learning Hub.

Providing a cell phone number is optional. If you are interested in receiving text messages regarding the cancellation of in-person trainings, you can choose to allow the DBHIDS Learning Hub to send you text messages. Otherwise, choose no. These cancellations will also be sent out via email.

**Contact Info**  
Please note, your phone number will only be used to contact you in case of training cancellations.

**Alternate Email Address:**  
Tiberius.Inu@gmail.com

**Phone Number:**  
5555555555

**Cell Phone Number:**  
7777777777

Do you authorize us to send you a text message in case of a training cancellation?:-

No  
 Yes

This email should be different from your work email. It will be used to recover passwords and communicate should your work email change.

Cell phone numbers will be used only if an in-person training for which you are registered has been canceled or changed.

In, "Primary Work Address," please provide the physical address of your Agency.

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Primary Work Address

Unit:

Street:

City:

Postal Code:

This section is for the address at which you **work**.

Under, "Areas of Interest," click on each topic area that interests you. This will help the DBHIDS Learning Hub team identify which courses and content to offer. You can choose more than one. Once you have reviewed your registration form, click, "Register." Following this, you will receive an email from the DBHIDS Learning Hub informing you that your account has been created. This email will provide you with instructions for accessing your account.

Areas of Interest  
 Your selection will help us to customize your experience and provide you information about content that interests you.

Please select your areas of interest:

- Leadership/Management
- Adult Mental Health Services
- Case Management Services
- Psychiatric Rehabilitation
- Adult Substance Use and Abuse Services
- Medical, Nursing and Ancillary Services
- Forensic Services
- Peer Services
- Children's Mental Health Services
- Adolescent Substance Abuse Intervention
- Training Facilitation and Coordination
- Other

Choose your areas of interest. You can choose more than one.

Once you have reviewed your registration form, click here and your DBHIDS Learning Hub account will be created.

Register

If you have trouble with this form, please contact the Learning Hub at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov).

## LOGGING IN

Once you have created an account, log into the system with the following instructions:

1. Open a new browser window, preferably Google Chrome or Firefox (*Do not* use Internet Explorer)
2. Go To: <https://dbhids.org/learninghub>
3. Your Username is your work email address

The screenshot shows the 'Account Login' page. At the top, there is a checkbox that is checked, with a callout box pointing to it that says 'Check this box before clicking Login.' Below the checkbox is the text: 'By checking this box I agree to the [DBHIDS Learning Hub Privacy Agreement](#) on collecting, maintaining and sharing learner records.' Below this are two input fields: 'Username:' with the value 'NewLearner@email.com' and 'Password:' with a masked password '.....'. A callout box points to the username field with the text 'Use the email that you signed up with.' Below the input fields are two buttons: 'Login' (dark blue) and 'Cancel' (light grey). At the bottom, there is a checkbox labeled 'Remember Login' which is unchecked.

If you cannot remember your password, you can always reset it by clicking the, “Rest Password” button at the bottom of the page. An email will be sent to the email address you used to sign up for the DBHIDS Learning Hub. If this email does not come to your email address, check your Spam folder to make sure that it has not been sent there.

This screenshot is similar to the previous one, but it highlights the 'Reset Password' button at the bottom of the page. A callout box points to this button with the text 'Click to rest your password.' The 'Login' and 'Cancel' buttons are still visible above it.

If you have trouble logging into the system, please reach out to the DBHIDS Learning Hub Team via email at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov)

Need help with the DBHIDS Learning Hub? Email us at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov).

## LANDING PAGE

Once you successfully logged into the DBHIDS Learning Hub, take a look at the Welcome Page. On the right side of the page, you will find a section for announcements. This section will inform you of new and interesting courses that are available to you through the DBHIDS Learning Hub. You can also find announcements about the DBHIDS Learning Hub itself here.

At the bottom of the page is a calendar that will inform you of upcoming due dates for courses on the Learning Hub as well as an in-person courses for which you have signed up.

The screenshot shows the DBHIDS Learning Hub landing page. At the top, there is a navigation bar with 'Home', 'My Courses', and 'Electives'. Below the navigation bar is a header that says 'Welcome to the DBHIDS Learning Hub'. A large image of a mural titled 'Bridging the Gap, Willis "Nomo" Humphrey, 2008. Credit: Steve Wainik' is displayed. Below the image is a 'Calendar' button. The calendar shows February 2020 and a pop-up for 'Tue 3 March 2020' with a 'Class 2' entry and a 'Sessions' button. On the right side, there is an 'ANNOUNCEMENTS' section with two items: 'Welcome!' and 'Evidence Based Practices'. Three callout boxes provide additional information: one points to the 'Welcome to the DBHIDS Learning Hub' header, another points to the 'ANNOUNCEMENTS' section, and a third points to the calendar pop-up.

This section informs you of available courses and DBHIDS Learning Hub News

ANNOUNCEMENTS

**Welcome!**  
It is truly a pleasure to welcome you to the DBHIDS Learning Hub, where learning meets technology. We are especially happy that you are here with us t...

**EBP Evidence Based Practices**  
Evidence Based Practices (EBP) eLearning will answer why use an EBP and how to use EBP in treatment.

Here, you can see upcoming courses as well as due dates of required courses.

Calendar

February, 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Today Show All

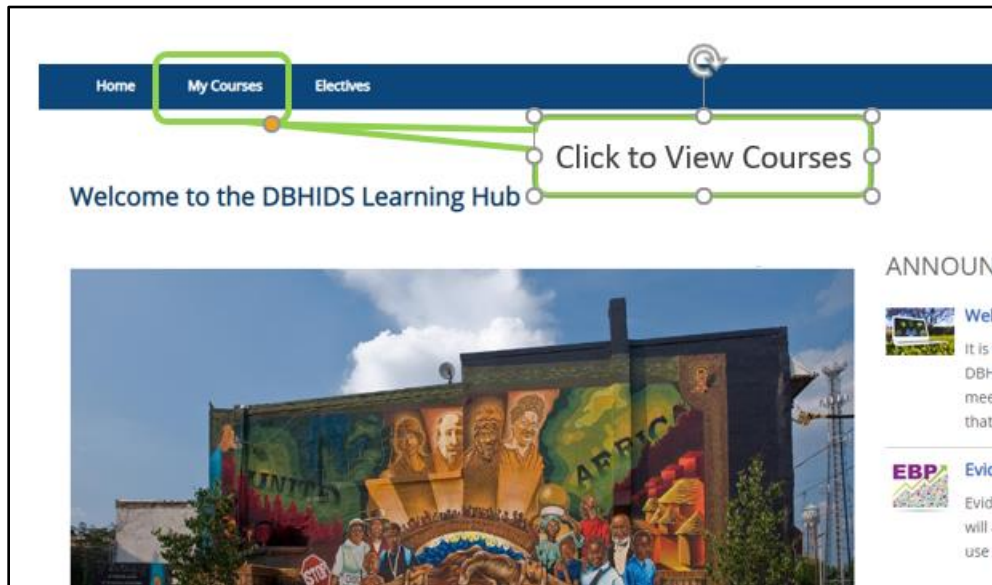
Tue 3 March 2020

+ Class 2 Sessions

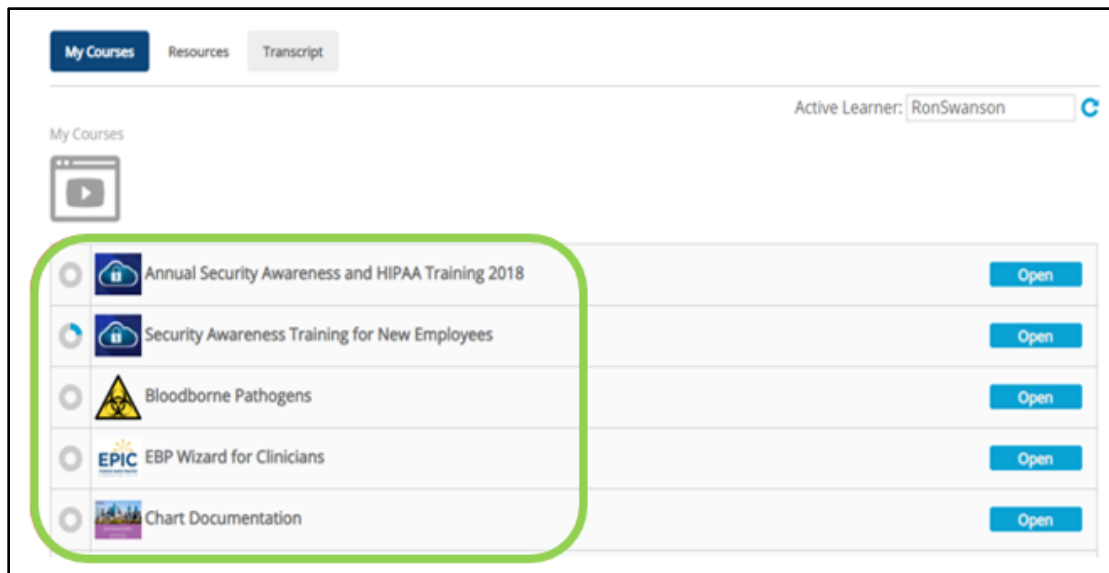
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## MY COURSES

At the top of your page there is a tab called, “My Courses.”



In this section you will be able to view courses to which you have access. Courses can be assigned to you by the system administrator or you can add specific courses yourself by enrolling in them from your Electives Tab. In your My Courses page, you are able to click on the, “Open,” button to the right of the course and this will launch it. Again, make sure that you are *not* using Internet Explorer to open complete these courses. Internet Explorer may not save your progress.



You can also choose a session for an in-classroom training. Open the course and choose the Sessions button to register for a specific session.

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My Courses Resources Transcript

My Courses ▶ Trauma Awareness and Resilience: Our Story, Our Wo... ▶ Trauma Awareness and Resilience: Our Story, Our Wo...

**Trauma Awareness and Resilience: Our Story, Our Work**

Below you will see a list of dates and times when this course will be available. Select the session that is most convenient for you and click to register.

+ 17	Trauma Awareness Training March Session - CBH Small Conference Room- 801 Market St., 7th Fl. Thu 12 Mar 2020, 10:00 AM - 12:30 PM EDT	Register
+ 17	Trauma Awareness Training April Session - CBH Small Conference Room- 801 Market St., 7th Fl. Thu 9 Apr 2020, 10:00 AM - 12:30 PM EDT	Register

Search for Learning

If you need to unregister from an in-classroom session, open up the session for which you registered. You will be able to see a button that says, “Unregister.” Click this and you will be immediately unregistered for that session. You will not be able to register for multiple sessions of the same course if you are already registered for one.

Trauma Awareness Training March Session - CBH Small Conference Room- 801 Market St., 7th Fl.  
Thu 12 Mar 2020, 10:00 AM - 12:30 PM EDT

Registered

Unregister

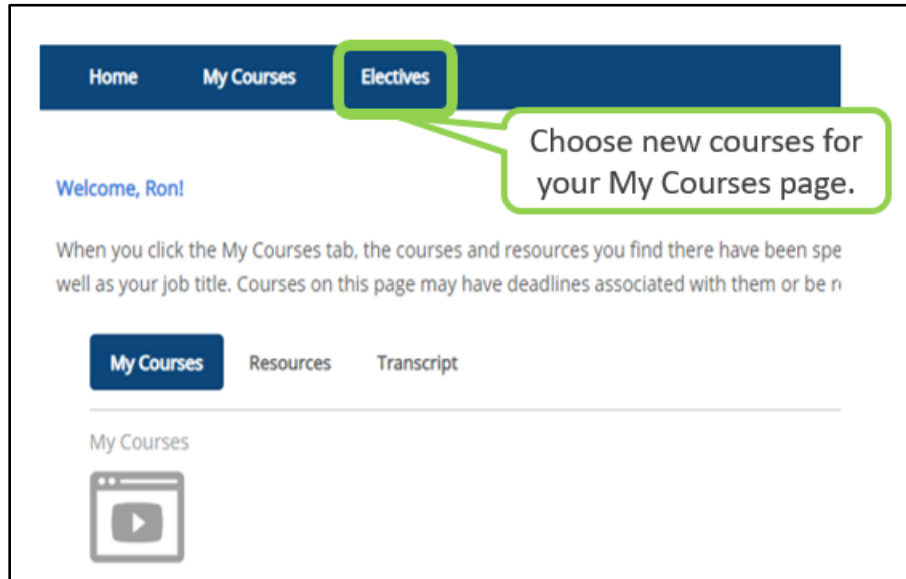
Session Name: Trauma Awareness Training March Session  
 Session Status: Open  
 Start: Thu 12 Mar 2020, 10:00 AM  
 End: Thu 12 Mar 2020, 12:30 PM  
 Time Zone: Eastern Daylight Time  
 Calendar: [Add to Calendar](#)

If you need to unregister for a session, open the session and click here.

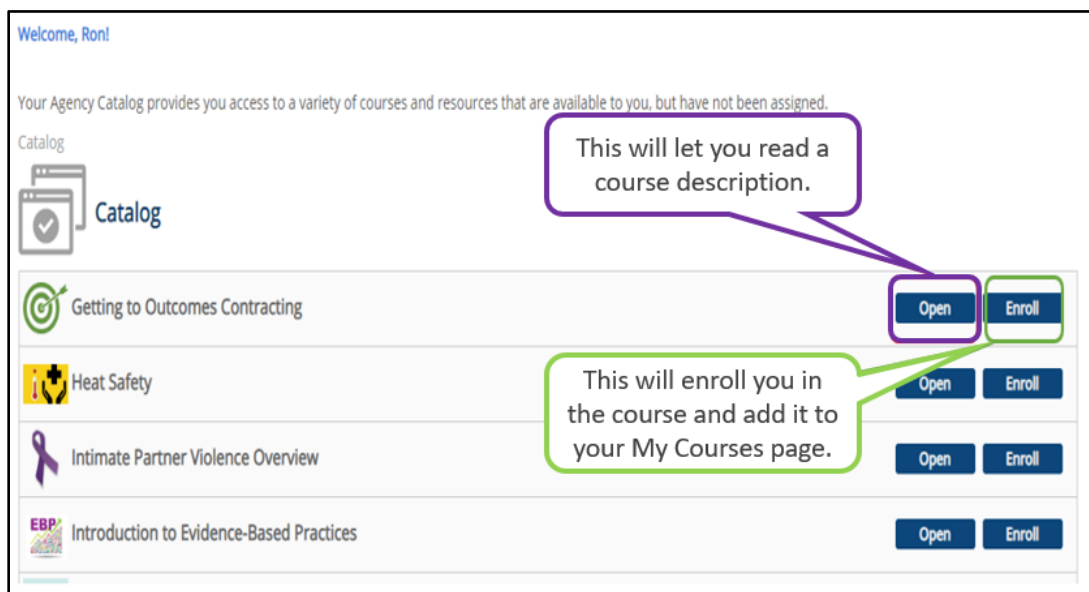
If you have any trouble registering for a course, reach out to the DBHIDS Learning Hub via email at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov).

## ADDING ELECTIVES AND ADDING COURSES

To add classes to your My Courses tab, you can enroll in them from the Electives Tab. If you click on the Electives tab at the top of the page, you can view the available courses.

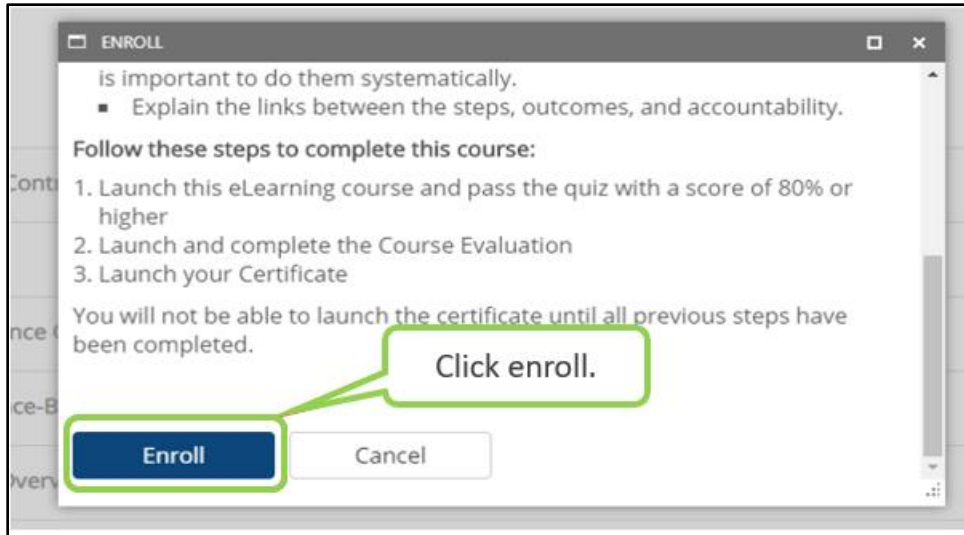


Once you click on the Electives tab, look through the courses and see which ones you would like to take. If you click the, "Open," button, you will be able to see a description of the course. Make sure you read all the instructions for a course before enrolling in it.

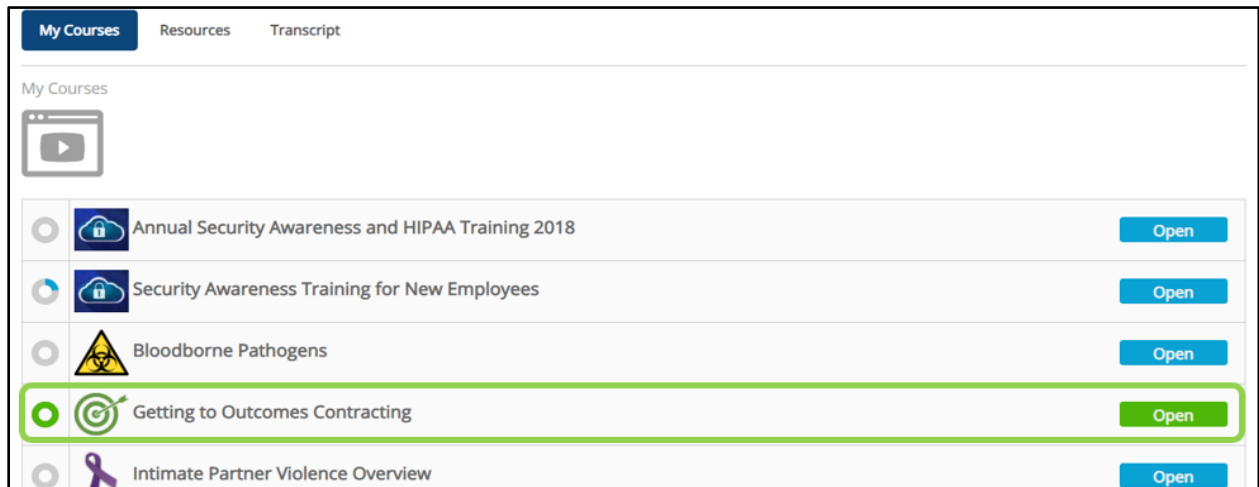


Clicking, "Enroll," next to a course will prompt a box with a description of the course to pop up. If you are still interested in enrolling in the course, scroll to the bottom of the box and click, "Enroll."

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Once you click the, "Enroll," button, the course will appear in your My Courses tab.



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## VIEWING YOUR TRANSCRIPT

If you want to see a record of the courses that you have taken, you can click on the, “Transcript,” button. This will allow you to see the courses, the score you received, and the date it was completed. You can also choose the Adobe icon on the right-hand side of the screen to get a PDF of your course completions.

User Name	Path	Course	Folder Type	Completion	Completion Date	Success	Score
RonSwanson	System eLearning	Getting to Outcomes Contracting	Course	Completed	2020.02.25		90%

## COMPLETING COURSES

When completing a course, make sure you read all the instructions first. Some instructions will tell you that you must complete the course and an evaluation in order to access your certificate of completion.

**Getting to Outcomes Contracting**

Score: 90%

The goal of this course is to make evaluation and accountability more understandable in terms of how they discuss the logic and tools of evaluation that can help with planning and implementation in order to get be

**The learning objectives for this course are:**

- Describe each of the 10 Steps of the GTO process and explain why it is important to do them systematical
- Explain the links between the steps, outcomes, and accountability.

**Follow these steps to complete this course:**

1. Launch this eLearning course and pass the quiz with a score of 80% or higher
2. Launch and complete the Course Evaluation
3. Launch your Certificate

You will not be able to launch the certificate until all previous steps have been completed.

## NEED HELP?

If you have any questions or are experiencing difficulty with a course, contact to the DBHIDS Learning Hub team via email at [DBHIDS.LearningHub@phila.gov](mailto:DBHIDS.LearningHub@phila.gov). In your email, be as detailed as possible as you describe the issue or question so that we can provide you with the best help possible.

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