

# Adobe Learning Manager

## LEARNING MANAGEMENT SYSTEM (LMS)

Training courses and materials for the 1915c CHILD Waiver Program will be available on the Adobe Learning Management System (ALM) supported by the Department for Medicaid Services (DMS).

Access to the Adobe Learning Manager is based on your user role in relationship to the 1915c Program. Each user group has an assigned self-registration link that is required to be used to create an account and tied to the courses that need to be completed for each user role. If you do not use the correct self-registration link you will not be granted access to the correct courses for your user role.

The user roles are as follows:

- Executive Director/Owner
- Provider Agency Staff
  - Provider Agency Supervisor
- Case Managers
  - Case Management Supervisor
- Clinicians

**Please Note:** ALM accounts cannot be shared. You must register for an Adobe Learning Manager account under your own name and work related e-mail.

**Click the correct link below to register for your ALM account:**

[Executive Director/Owner](#)

[Provider Agency Staff](#)

[Case Manager](#)

[Clinicians](#)

If you have registered for the incorrect account type or already have an ALM account for 1915(i) RISE Certification please email **DMSLearning@ky.gov** for assistance in getting access to the 1915c CHILD Waiver Certification courses.

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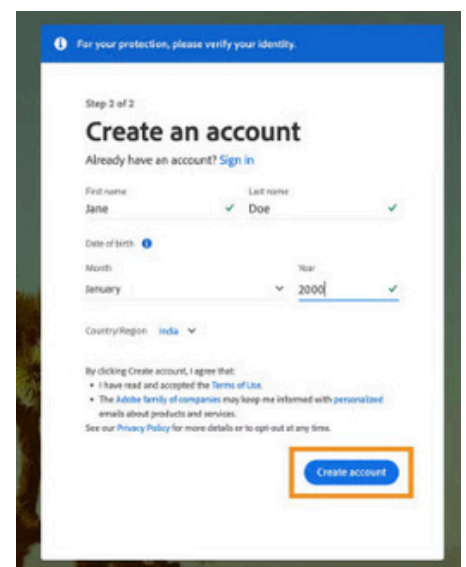
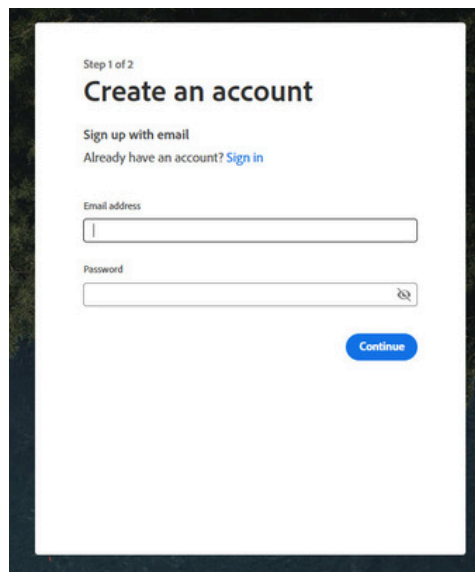
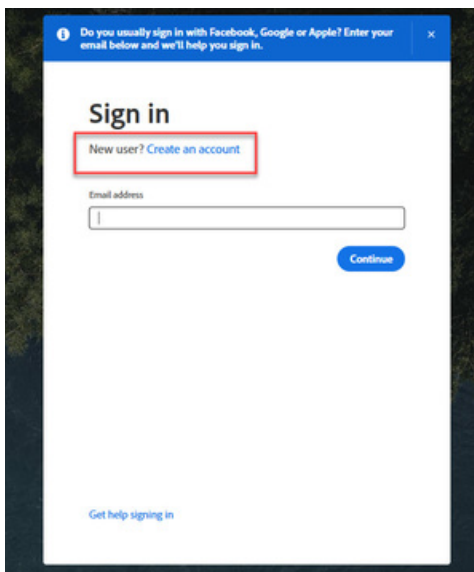
## CREATING AN ACCOUNT

Once you click on the self-registration link you will be directed to the Adobe Learning Manager account creation page.

Click the **Create Account** button.

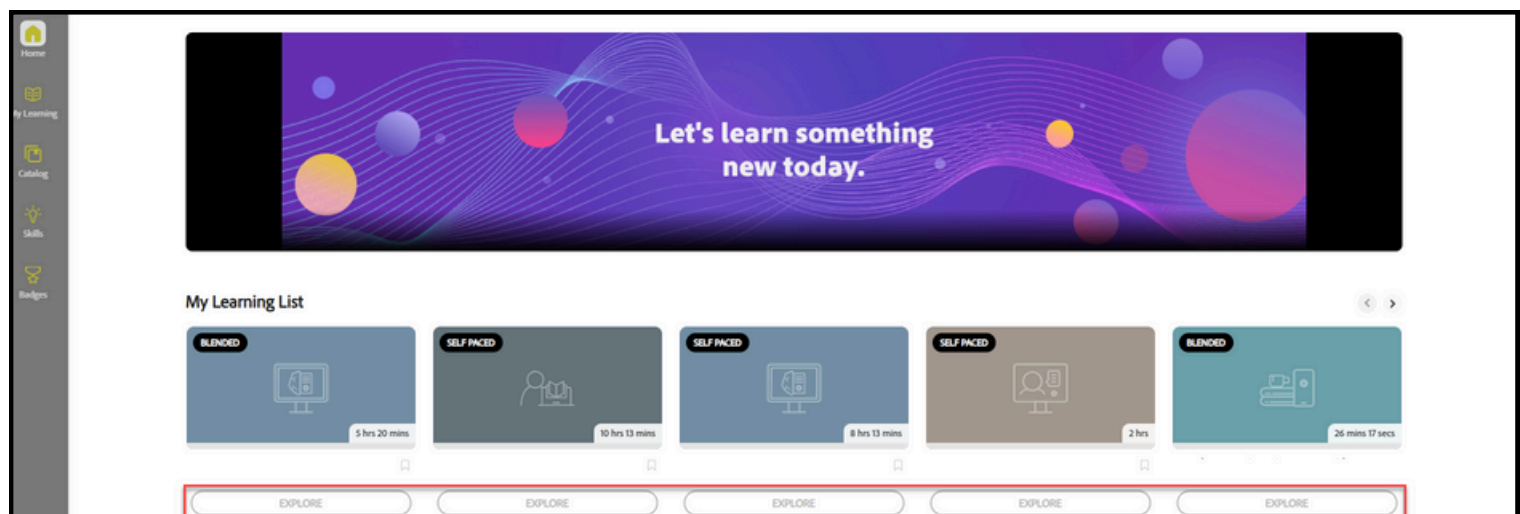
Enter your email address and create a password, then *click* **Continue**.

Next, enter your name and date of birth, then *click* **Create Account**.



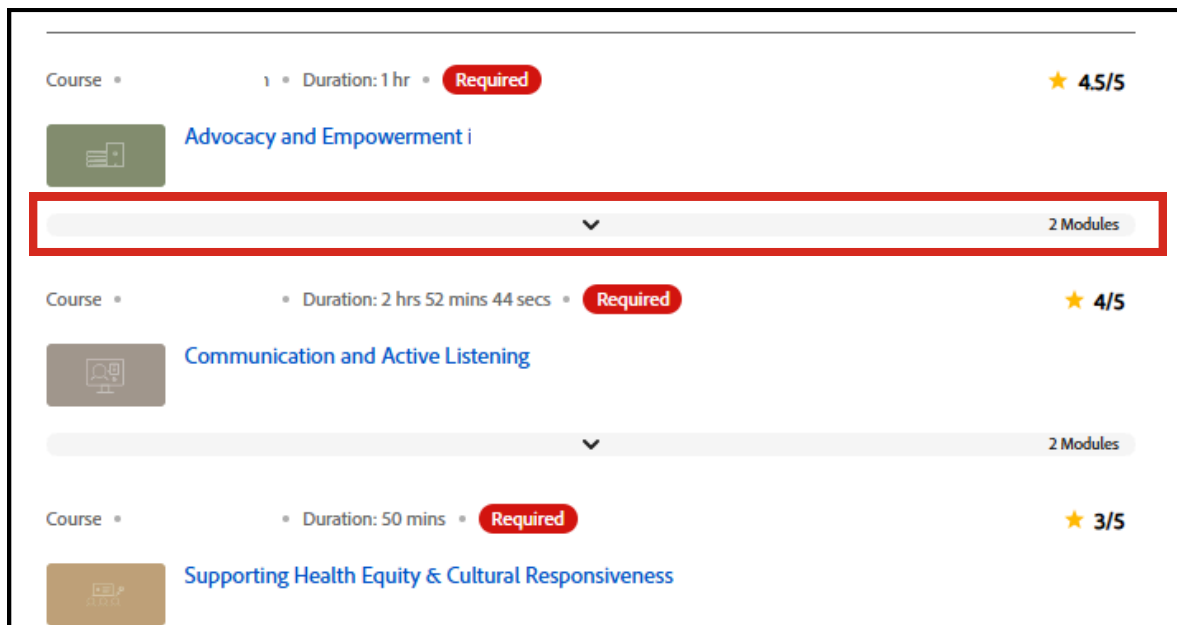
After account creation is completed you will see the learner homepage where all your required courses have been automatically assigned in a streamlined list called a Learning Path.

Click the **Explore** button under the learning path to get started.

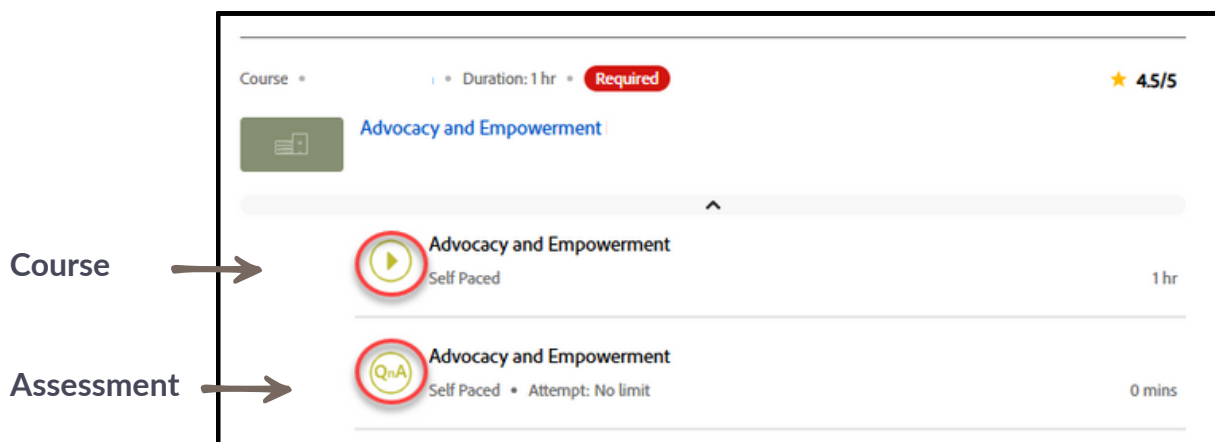


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Once inside the learning path you will see a course list. Click the grey drop down arrow below the course to see the content.

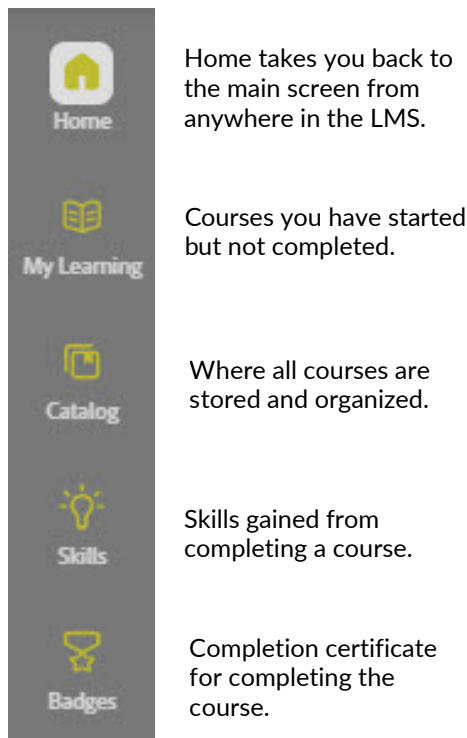


After the option has expanded you will see the course and associated assessment if one has been assigned to that course. Click the **Play button** next to the course title to start or click the **Q&A button** next to the assessment to begin.



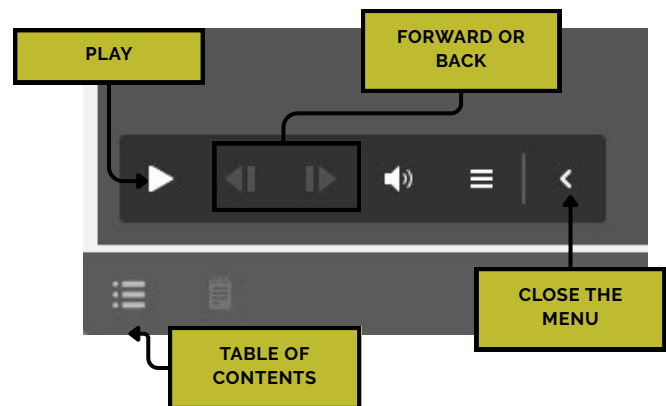
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## LMS NAVIGATION



## COURSE NAVIGATION

Courses can be navigated using the on screen prompts or the Table of Contents options at the bottom of each course screen.



## COURSE COMPLETION

Providers must complete all courses with the required minimum score of 85%.

Phase 1 must be completed within the first 6 months after hire and before independent functioning.

Phase 2 must be completed within the first 6 months after independent functioning.

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## PRINTING YOUR TRANSCRIPT

You can print your Adobe Learning Manager transcript by going to your profile, choosing Profile Settings and clicking **'Download My Learning Transcript'**. You will get a notification when the transcript is ready to be viewed and downloaded.

