

Kentucky Department for Medicaid Services  
1915c CHILD Waiver Program

**Adobe Learning Manager:**

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 e-mail address.

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](mailto: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

### **Start a Learning Path**

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.

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.

### **Learning Management System Navigation**

The Left Navigation Menu of the Learner Homepage contains the following options.

Home – Will return you to the learner homepage from anywhere in the learning management system (LMS). Any unsaved progress on a course will be lost.

My Learning – Course you have started, or Job Aids you have accessed will be stored here for quick access later.

Catalog – Where courses that have not been assigned to a learning path can be located based on subject.

Skills – Where skills gained by completing a course will be listed. Please note that skill may or may not be assigned to a course.

Badges – Where completion certificates for completing a course can be viewed and printed.

### **Course Navigation**

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Users will navigate through self-paced courses using the menu.

**Course Completion**

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

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

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

**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.