

# The *Lead Case Management* *Training – Indiana* Course:

## How to:

- Create a Indiana Train Account
- Register for the Course
- Take the Course

Indiana **TRAIN**



Indiana State  
Department of Health

# What is included:

- How to create an account
- How to search and register for the course
- Where to find your course after you have left and had to log back in
- How to find your course
- How to take your assessment
- How to find your transcript

# Creating an Account

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# Creating an Account

- Go to [www.train.org/indiana](http://www.train.org/indiana)
- Select “Create an Account”

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[HOME](#)

[COURSE CATALOG](#)

[CALENDAR](#)

[HELP](#)

[Q](#)

Login Name

Password

[Can't log in?](#)

Login

☒ Keep me logged in

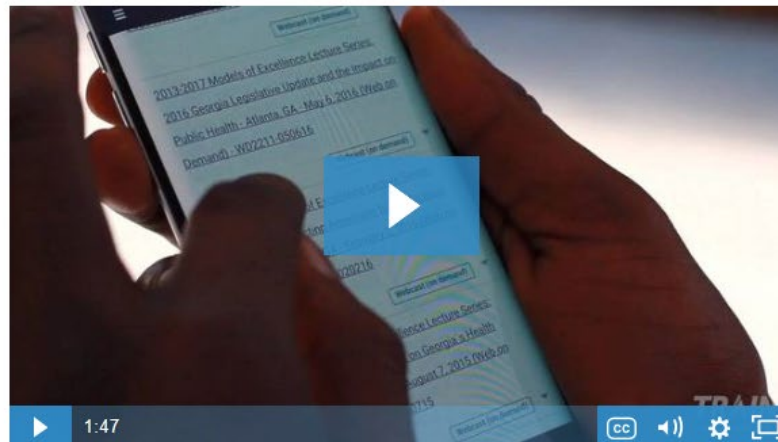
Create an Account

Want to add courses to TRAIN?

[Become a Course Provider](#)

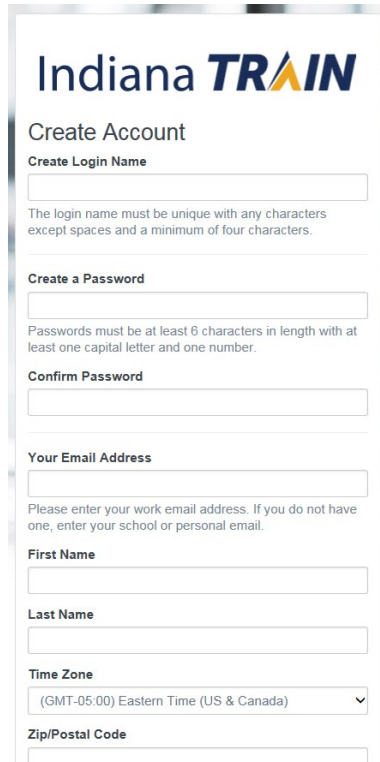
## Welcome to the Indiana TRAIN

Indiana TRAIN is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the [Public Health Foundation](#).



# Creating an Account

- Start filling out your required information



The screenshot shows a web form titled "Indiana TRAIN Create Account". The form is divided into several sections, each with a heading and a text input field. The sections are: "Create Login Name", "Create a Password", "Confirm Password", "Your Email Address", "First Name", "Last Name", "Time Zone", and "Zip/Postal Code". Each section has a small text box below the input field providing instructions or requirements. The "Time Zone" field is a dropdown menu with "(GMT-05:00) Eastern Time (US & Canada)" selected. The form is set against a background of blue and white abstract shapes.

**Indiana TRAIN**

**Create Account**

**Create Login Name**

The login name must be unique with any characters except spaces and a minimum of four characters.

**Create a Password**

Passwords must be at least 6 characters in length with at least one capital letter and one number.

**Confirm Password**

**Your Email Address**

Please enter your work email address. If you do not have one, enter your school or personal email.

**First Name**

**Last Name**

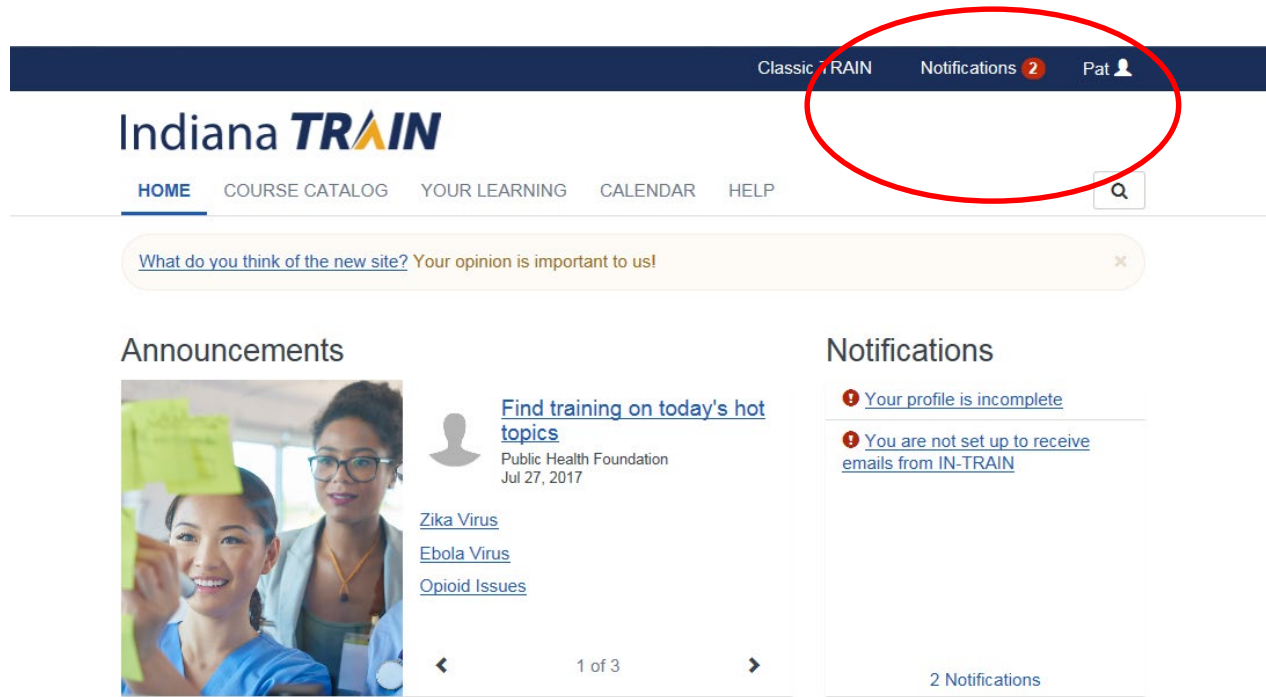
**Time Zone**

(GMT-05:00) Eastern Time (US & Canada) ▼

**Zip/Postal Code**

# Creating an Account

- You are not done just yet!
- Select “Notifications”

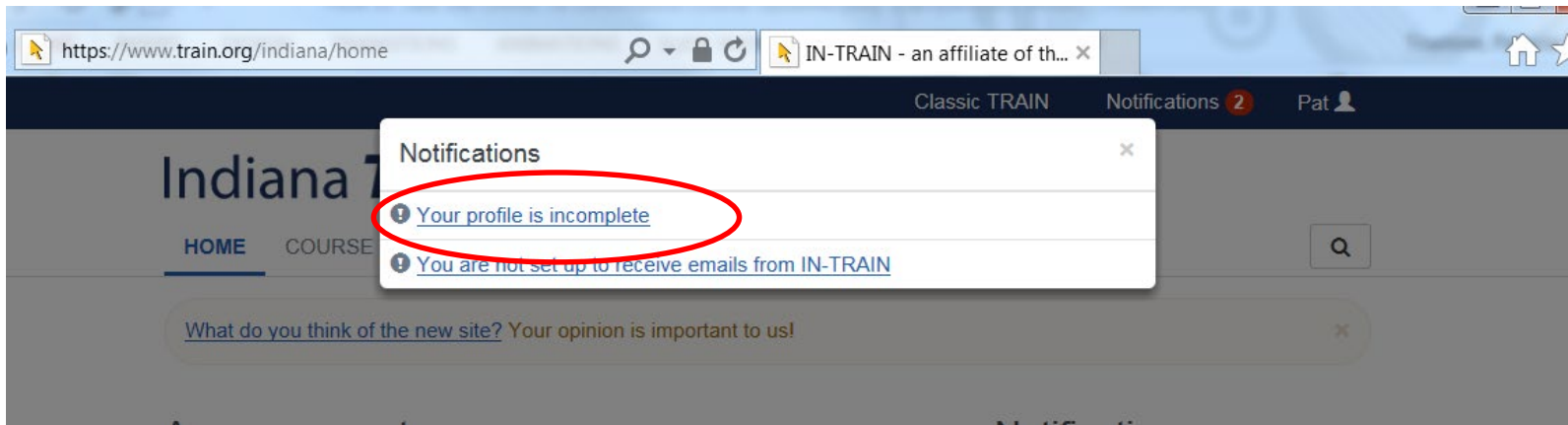


The screenshot shows the Indiana TRAIN website interface. At the top, a dark blue navigation bar contains the links "Classic TRAIN", "Notifications 2", and "Pat" with a user icon. The "Notifications 2" link is circled in red. Below the navigation bar is the "Indiana TRAIN" logo. A secondary navigation bar includes links for "HOME", "COURSE CATALOG", "YOUR LEARNING", "CALENDAR", and "HELP", along with a search icon. A yellow banner below the navigation bar asks, "What do you think of the new site? Your opinion is important to us!". The main content area is divided into two columns. The left column, titled "Announcements", features a photo of two healthcare professionals and a link to "Find training on today's hot topics" from the Public Health Foundation, dated Jul 27, 2017. Below this are links for "Zika Virus", "Ebola Virus", and "Opioid Issues". The right column, titled "Notifications", displays two alerts: "Your profile is incomplete" and "You are not set up to receive emails from IN-TRAIN". At the bottom of the notifications column, it says "2 Notifications".

Your Training Status

# Creating an Account

- Select “Your profile is incomplete”





# Creating an Account

- Complete all the fields that are required and marked with the a red circle and “!”
- After complete, click “Close”

Close Save

## Your Profile Is incomplete

Your profile contains all your system settings and attributes. Please note that some fields are required, until you complete all required settings some site functionality may be limited. For your convenience each section in the profile will indicate if it is incomplete.

Manage Groups	
Account	
Contact	!
Address	!
Organization	!
Professional License Number	
Professional Role	!
Work Settings	!
Demographic Information	
FEMA Student ID Number	
Professional License	

### Manage Groups

✕ ✎ Indiana


Join Another Group



# Registering

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# Registering for the course

- Locate the search icon on the upper right corner
- Click on icon 
- Search for the course ID or title:  
“1082138” OR  
“Lead Case Management Training - Indiana”

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[HOME](#)

[COURSE CATALOG](#)

[YOUR LEARNING](#)

[CALENDAR](#)

[ADMIN](#)

[HELP](#)

1060527

×

[What do you think of the new site?](#) Your opinion is important to us!

×

# Registering for the course

- Click on the course.

The screenshot shows a web browser window with the URL <https://www.train.org/indiana/admin/search?query=1082138>. The page header includes the "TRAIN" logo and navigation links: ADMIN, **SEARCH**, USER SITE, and HELP. A search bar on the right contains the text "1082138". Below the search bar, a message states "1 record(s) found. [Show inactive](#) • [Show expired](#)". A list of search results is displayed, with the first result, "Lead Case Management Training - Indiana", circled in red. To the left of the results is a sidebar with "Object Type" filters: Course, Blog, Discussion, Course Provider, Organization, Certificate, and Course Provider. At the bottom left is a button labeled "Export Search Results".

Object Type

- [Course](#)
- [Blog](#)
- [Discussion](#)
- [Course Provider](#)
- [Organization](#)
- [Certificate](#)
- [Course Provider](#)

Export Search Results

1082138

1 record(s) found. [Show inactive](#) • [Show expired](#)

[Lead Case Management Training - Indiana](#)

Blended Learning Series

# Registering for the course

- Select “+Register” and provide the requested information

The screenshot shows a web browser window with the URL <https://www.train.org/indiana/admin/course/1082138/compilation>. The page header includes the TRAIN logo and navigation links: ADMIN, SEARCH, USER SITE, and HELP. The main heading is "Lead Case Management Training - Indiana". Below this, there are two buttons: a red "Back" button and a green "+ Register" button, which is circled in red. To the right of the "+ Register" button is a blue "Save For Later" button. Below the buttons, there is a graphic of a globe on an open book. To the right of the graphic, there are labels for "Blended Learning Series", "ID 1082138", and "Skill Level: Intermediate". Below these labels are five stars and a "Please note: The Evaluation after the assessment is required in order to receive the certificate of completion." message. The course title "Course Title: Lead Case Management Training" and duration "Course Duration: Show More" are also displayed. At the bottom, there is a navigation bar with links: Content, About, Contacts, Reviews, Resources, and Discussion.

To access the course components, click Register above.

# Registering for the course

- This screen is what appears after registration is complete

## Lead Case Management Training - Indiana

[< Back](#)[✕ Withdraw](#)**In Progress**

Blended Learning Series

ID 1082138

Skill Level: Introductory



Please note: The Assessment must be passed and the Evaluation must be completed to receive the certificate of completion.

Course Title: Lead Case Management Training

Course Duration:

▼ [Show More](#)


[Content](#)[About](#)[Contacts](#)[Custom User Info](#)[Reviews](#)[Resources](#)[Discussion](#)

Lead Case Management Training Module 1

**Not Started**

Lead Case Management Training Module 2

**Not Started**



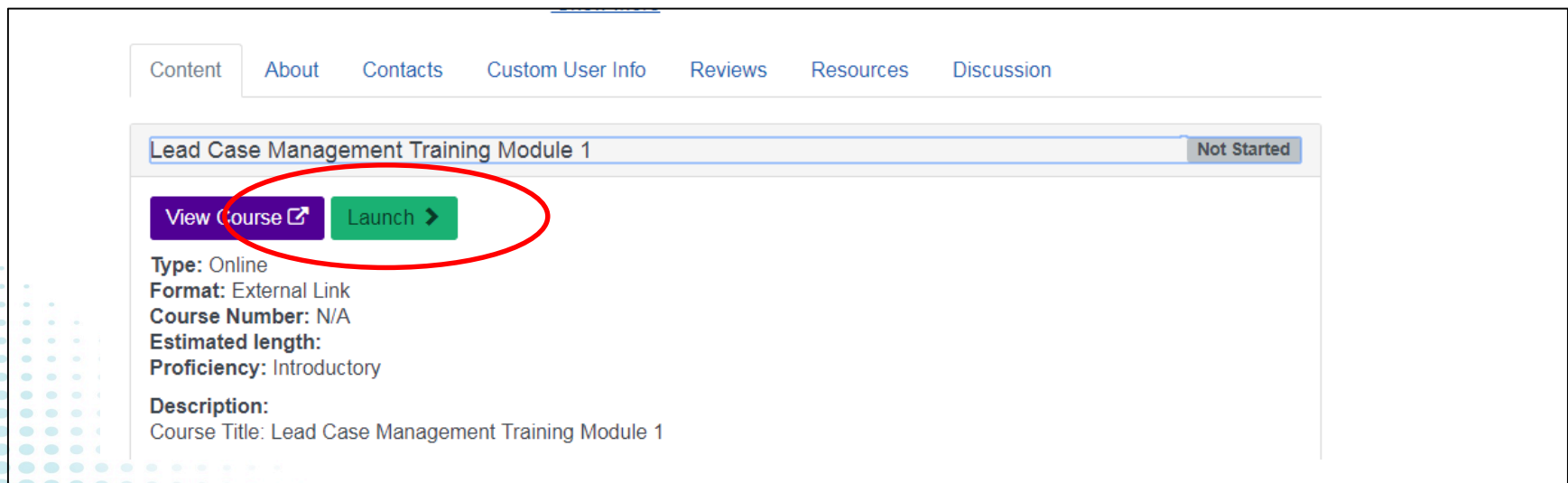
# Launching

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# Launching the course

- Click on the course name, then click on launch. Course will open in a new tab. Once Module 1 is completed, return to the page and repeat to launch Module 2





- After taking the first module, the status of the course will be “In Progress”



A screenshot of a course interface. At the top, there is a navigation bar with links: Content, About, Contacts, Custom User Info, Reviews, Resources, and Discussion. Below this, there are two course modules listed. The first module, 'Lead Case Management Training Module 1', has a yellow button labeled 'In Progress' which is circled in red. The second module, 'Lead Case Management Training Module 2', has a grey button labeled 'Not Started'.

- Status will change to “Completed: Not Verified” after both modules have been completed. If a significant amount of time goes by and the change from “In Progress” to “Completed” has not occurred, you may need to re-launch one of the modules so that the change will take place.



A screenshot of the same course interface as above, but now both modules are marked as 'Completed: Not Verified'. The first module, 'Lead Case Management Training Module 1', has a green button labeled 'Completed: Not Verified' which is circled in red. The second module, 'Lead Case Management Training Module 2', also has a green button labeled 'Completed: Not Verified'.

# Finding and finishing your course after logging back in

- If you have to interrupt your time while taking the training, after logging back into your account, select “Your Learning” on your home page. The course will be listed on the “Your Current Courses” tab. Click on the course to open, and then “Launch”.

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HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

HELP

**Your Current Courses** Your Training Plans Your Certificates Your Transcript

Filter by Status ▾

Title ▲

Status



[Health and Opioid Prevention Education \(HOPE\) Curriculum and Start Talking! Part 1 of the BLS course Opioids and Ohio Children: Tools for School Nurses](#)

In Progress



[Opioids and Ohio Children: Tools for School Nurses](#)


In Progress

# Taking Your Assessment


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# How To Take Your Assessment

- After watching both Modules Select “Assessment”
- The assessment will launch in a new window.
- When completed, click “Close”

 Lead Case Management Training - Indiana

[← Back](#) [✕ Withdraw](#) [? Assessment](#) [▼](#)



[Post-Assessment Pending](#) [Blended Learning Series](#) [ID 1082138](#) [Skill Level: Introductory](#)

☆☆☆☆☆

Please note: The Assessment must be passed and the Evaluation must be completed to receive the certificate of completion.

Course Title: Lead Case Management Training

Course Duration:  
[▼ Show More](#)

[Content](#) [About](#) [Contacts](#) [Custom User Info](#) [Reviews](#) [Resources](#) [Discussion](#)

Lead Case Management Training Module 1	<a href="#">Completed: Not Verified</a>
Lead Case Management Training Module 2	<a href="#">Completed: Not Verified</a>

# Passing the assessment

- To be considered fully trained you must pass the assessment and make contact with the ISDH Lead Health Educator (below)
- In order to pass, you must have a score of 10 or higher on the assessment. There are 14 questions.
- If you do not pass, you will immediately receive a notification and the opportunity to repeat the assessment
- If you have questions about the assessment or course content please contact:

*SUE HENRY, BSN, RN*

Lead and Healthy Homes Health Educator

Lead and Healthy Homes Division | ISDH

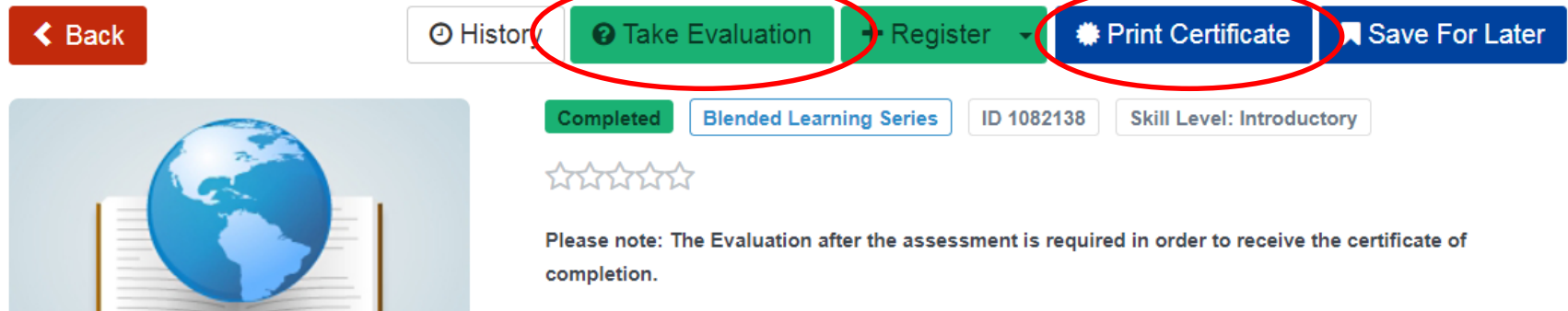
317.232.8608 office | [shenry@isdh.in.gov](mailto:shenry@isdh.in.gov)

# Completing Your Evaluation and Printing Certificate

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- After closing the Assessment this is the screen that will appear
- To obtain your certificate of training click “Print Certificate”
- To complete the evaluation click “Take Evaluation”

## Lead Case Management Training - Indiana



◀ Back

🕒 History

🔍 Take Evaluation

➔ Register

🖨️ Print Certificate

📌 Save For Later

Completed

Blended Learning Series

ID 1082138

Skill Level: Introductory

☆☆☆☆☆

Please note: The Evaluation after the assessment is required in order to receive the certificate of completion.

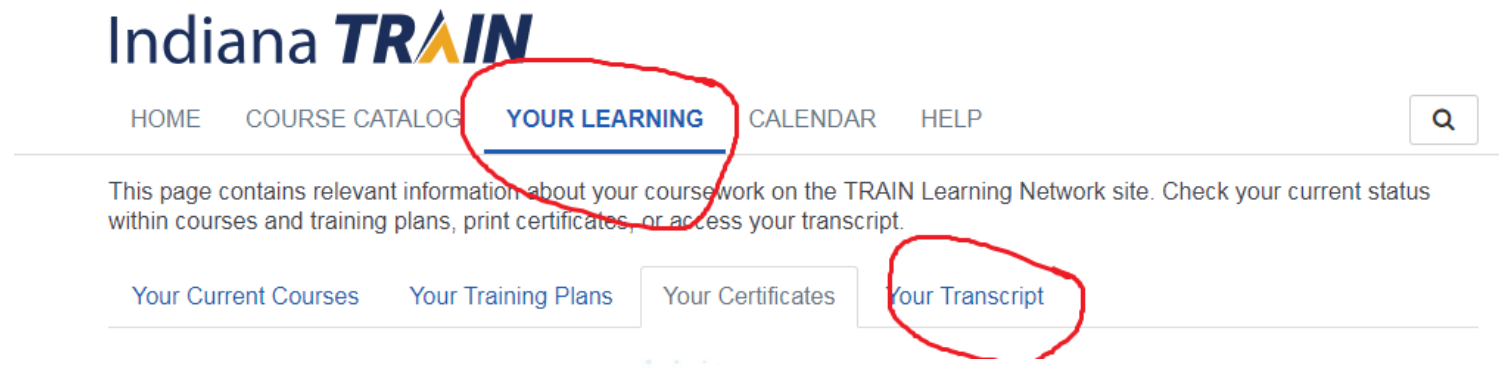


# Your Transcript

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# How To Find Your Transcript

- From the “Home” page select “Your Learning” tab and then select the tab “Your Transcript”
- Your transcript is available to be downloaded here



# Contact Information

For questions regarding assessment or course content:

**SUE HENRY, BSN, RN**

Lead and Healthy Homes Health Educator

Lead and Healthy Homes Division

Indiana State Department of Health

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For Technical Assistance:

***IN-TRAIN Administrator***

Indiana State Department of Health

2 N Meridian St.

Indianapolis, IN 46204

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[IN-Train@isdh.IN.gov](mailto:IN-Train@isdh.IN.gov)