

# 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](#)



Login Name

Password

[Can't log in?](#)

Login

Keep me logged in

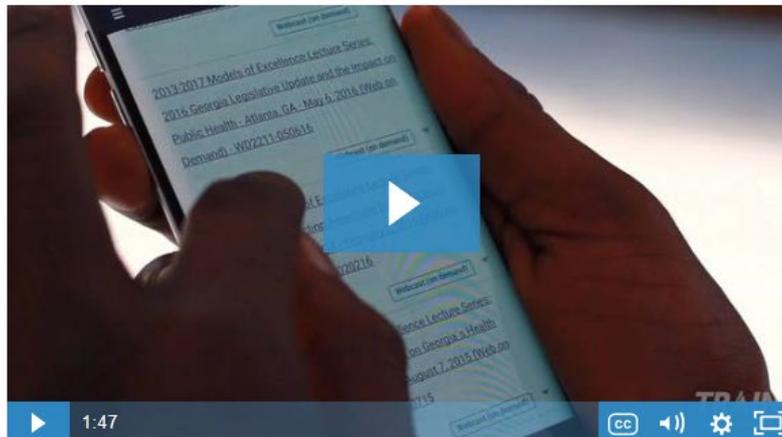
Create an Account

Want to add courses to TRAIN?

[Become a Course Provider](#)

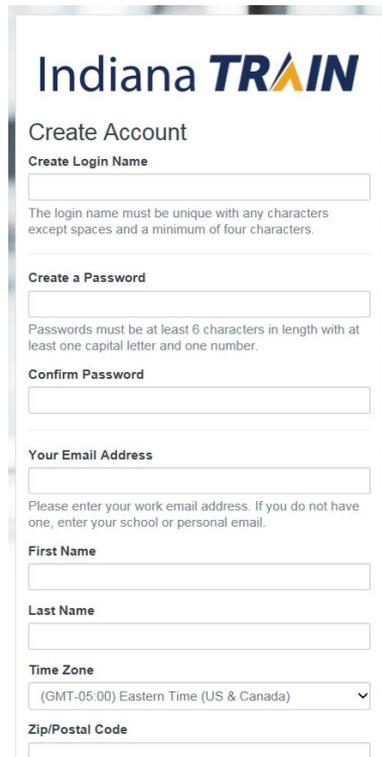
## Welcome to the Indiana TRAIN

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



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**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”

Classic TRAIN Notifications 2 Pat

## Indiana TRAIN

HOME COURSE CATALOG YOUR LEARNING CALENDAR HELP

What do you think of the new site? Your opinion is important to us!

### Announcements

 [Find training on today's hot topics](#)  
Public Health Foundation  
Jul 27, 2017

[Zika Virus](#)  
[Ebola Virus](#)  
[Opioid Issues](#)

1 of 3

### Notifications

 [Your profile is incomplete](#)

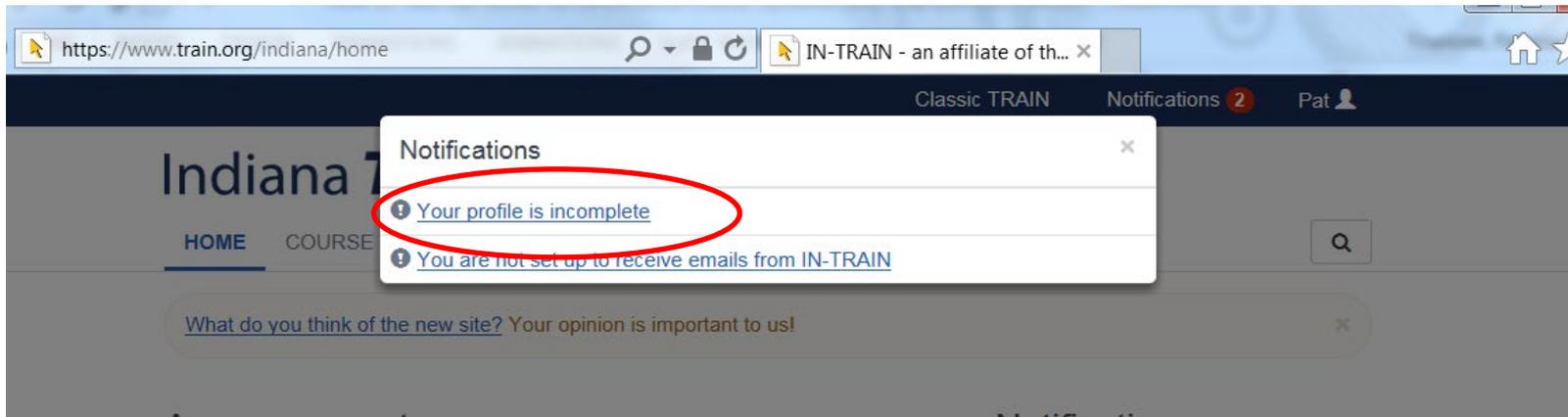
 [You are not set up to receive emails from IN-TRAIN](#)

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”

The screenshot displays a user profile management interface. At the top, there are 'Close' and 'Save' buttons. Below them, a message states 'Your Profile Is incomplete' with a progress bar. A warning text explains that some fields are required for full functionality. The 'Manage Groups' section is highlighted with a red circle, and several red exclamation mark icons indicate incomplete fields. The 'Manage Groups' section shows a dropdown menu with 'Indiana' selected and a 'Join Another Group' button.

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](#)

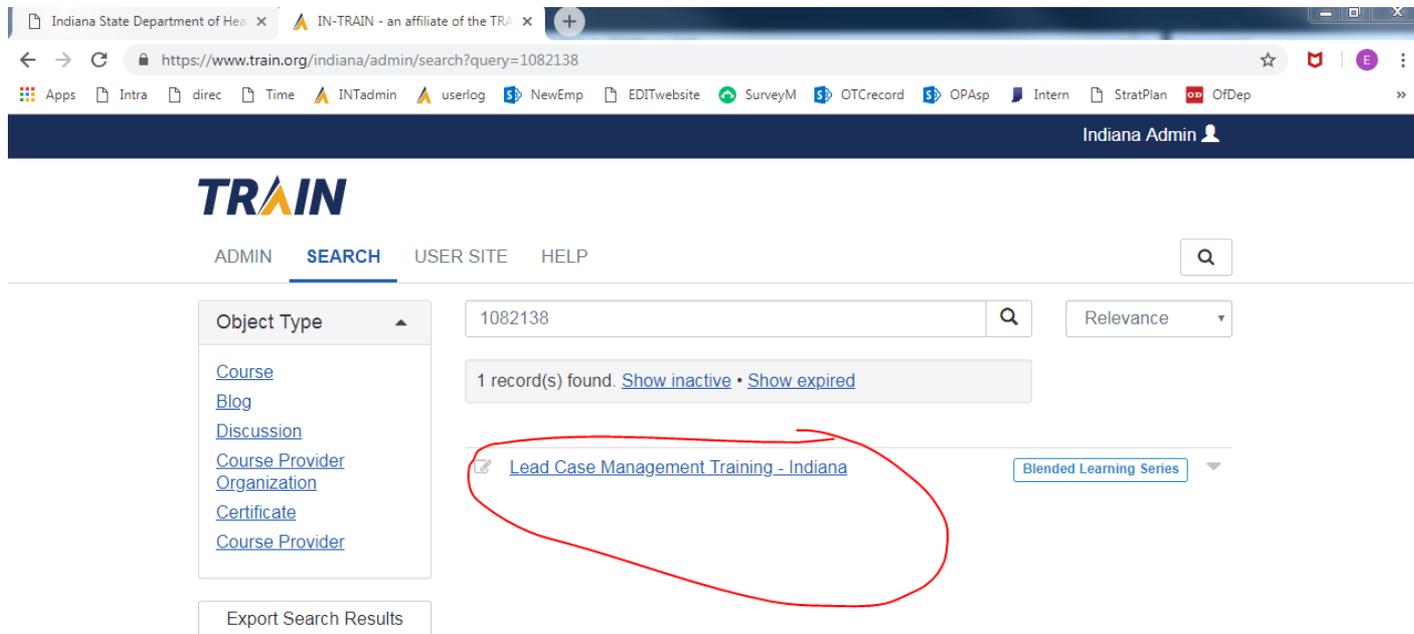
[ADMIN](#)

[HELP](#)

[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 for ADMIN, SEARCH, USER SITE, and HELP. A search bar contains the query "1082138". Below the search bar, a dropdown menu for "Object Type" is open, listing options like Course, Blog, Discussion, Course Provider, Organization, Certificate, and Course Provider. The search results show "1 record(s) found. [Show inactive](#) • [Show expired](#)". A single result is displayed:  [Lead Case Management Training - Indiana](#). A red circle highlights this result. To the right of the result is a dropdown menu for "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 title is "Lead Case Management Training - Indiana". The page features a navigation bar with "ADMIN", "SEARCH", "USER SITE", and "HELP" links. Below the navigation bar, there is a search icon. The main content area displays the course title "Lead Case Management Training - Indiana" and two buttons: "+ Register" and "Save For Later". The "+ Register" button is circled in red. Below the buttons, there is a globe icon on an open book, a "Blended Learning Series" tag, the course ID "ID 1082138", and a "Skill Level: Intermediate" tag. There are also five stars and a note: "Please note: The Evaluation after the assessment is required in order to receive the certificate of completion." The course title is "Lead Case Management Training" and the course duration is "Show More". At the bottom, there is a navigation bar with "Content", "About", "Contacts", "Reviews", "Resources", and "Discussion" links.

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



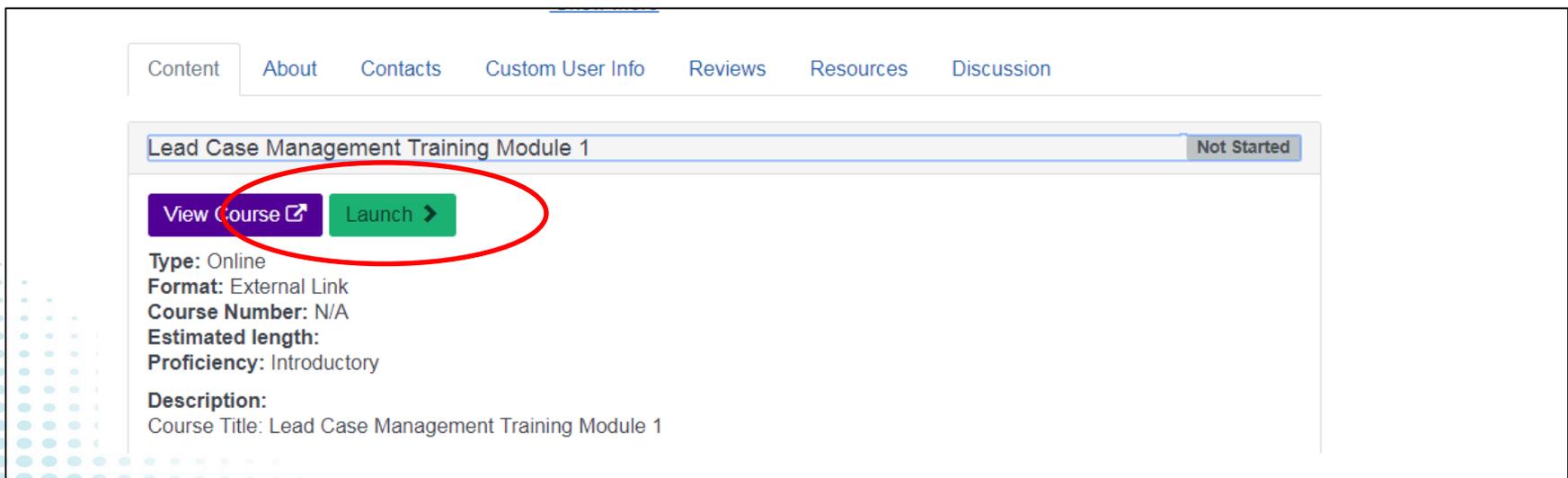
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# Launching the course

- 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



This screenshot shows a navigation menu with tabs for Content, About, Contacts, Custom User Info, Reviews, Resources, and Discussion. Below the menu is a list of two modules: "Lead Case Management Training Module 1" and "Lead Case Management Training Module 2". Both modules have a "Not Started" status indicator. The first module's name is circled in red.



This screenshot shows the details for "Lead Case Management Training Module 1". The module name and "Not Started" status are at the top. Below this, there are two buttons: "View Course" with an external link icon and "Launch" with a right-pointing arrow. These two buttons are circled in red. Below the buttons, the following details are listed: Type: Online, Format: External Link, Course Number: N/A, Estimated length: (blank), Proficiency: Introductory, and Description: Course Title: Lead Case Management Training Module 1.

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

Content About Contacts Custom User Info Reviews Resources Discussion

Lead Case Management Training Module 1	In Progress
Lead Case Management Training Module 2	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.

Lead Case Management Training Module 1	Completed: Not Verified
Lead Case Management Training Module 2	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”.



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](#)

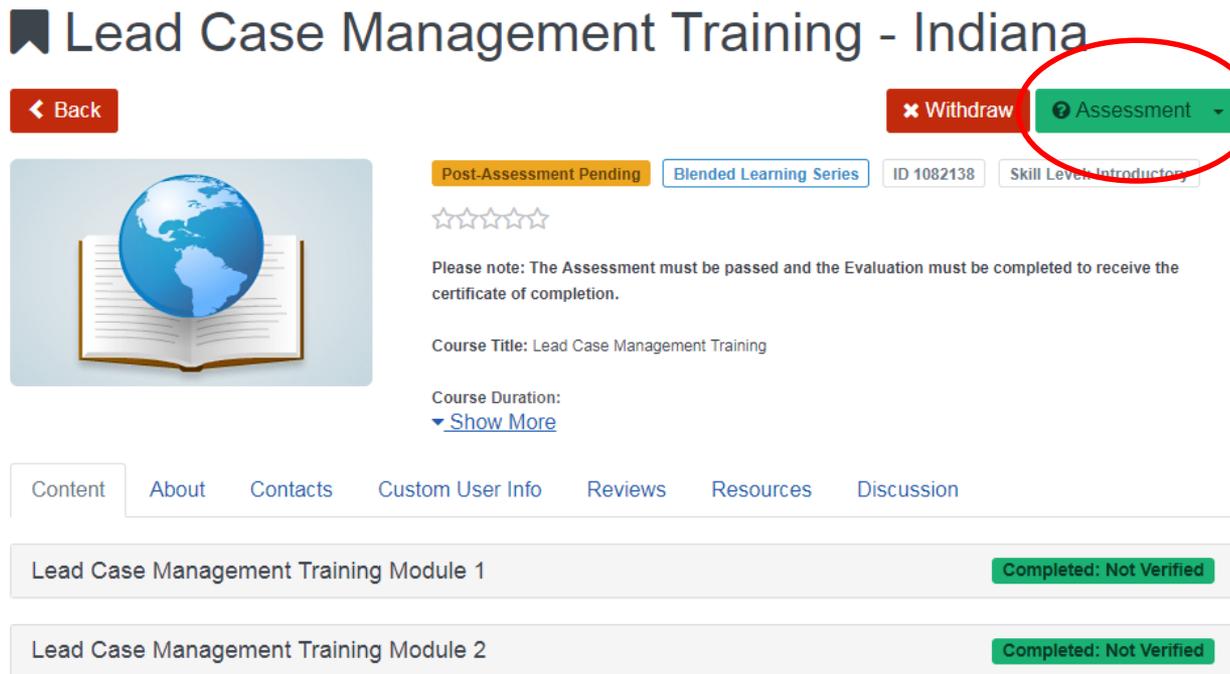
In Progress

# 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 [Completed: Not Verified](#)

Lead Case Management Training Module 2 [Completed: Not Verified](#)

# 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

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[HOME](#)

[COURSE CATALOG](#)

[YOUR LEARNING](#)

[CALENDAR](#)

[HELP](#)



This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

[Your Current Courses](#)

[Your Training Plans](#)

[Your Certificates](#)

[Your Transcript](#)

# Contact Information

For questions regarding assessment or course content:

**SUE HENRY, BSN, RN**

Lead and Healthy Homes Health Educator

Lead and Healthy Homes Division

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