

Accessing the ID Targeted Case Management Modules through the DBHDS Knowledge Center:

1. Go to: <https://covkc.virginia.gov/dbhds/external>. It will prompt you to register, or to log-on if you're already a registered user.
2. Enter the **Learning Center → Course Information & Enrollment**.
3. **In keyword field, type ODS.** You will see the training in the left column. Select training module and begin taking courses.
4. There are ten ID Targeted Case Management modules with accompanying handouts. Handouts can be viewed in Microsoft Word on your screen or printed out to view as you review the slideshow. Each handout contains the module and slide number in the footer (e.g. 2-4 represents Module 2, slide 4).
5. To retrieve all handouts in a given module, click on the "Attachment" link on the top right of the screen. In the dropdown box click the "handouts" link provided. This link will provide the option to open the handouts or to save directly to your computer. *Note that all handouts are bundled into a single document, so you can be scrolling through the handouts as you move through the slides. If the document does not open, check the task bar at the bottom of the screen to locate the file.*
6. The window opens with the outline view, so immediately change this to the slide view by clicking the "notes" tab on the left side of the screen. The notes can be read along with the slide information.
7. On some slides, the animation might take several seconds for all text to fully appear on the screen.
8. There is a short test at the end of each module. Each module should take about 30 minutes.
9. The Knowledge Center tracks and records completion of each module (including total time and test score) per employee. This information is available to the employee in the transcript.
10. A certificate of completion is available for each module.

If you need assistance with registration or accessing these modules, please contact:

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If you have questions about the content and materials, please contact your Community Resource Consultant.

<http://www.dbhds.virginia.gov/ODS-Contacts.htm>.