April 12, 2016

Independent Housing Training for Support Coordinators & Case Managers

When and Where

Region 5
Hampton Roads
May 11, 2016
9:30am – 1:00pm
Hampton Main Library
4207 Victoria Blvd.
Hampton, VA 23669

Region 4
Richmond
June 2, 2016
9:00am – 12:30pm
Virginia Housing Center
4224 Cox Road
Glen Allen, VA 23060

Region 2
Northern Virginia
July 11, 2016
9:00am – 12:30pm
Chantilly Training Center
14151 Parkeast Circle
Suite 200
Chantilly, VA 20151

Region 1
Northwest VA
August 11, 2016
9:30am – 1:00pm
England Run Library
806 Lyons Avenue
Fredericksburg, VA 22406

Region 3
Southwest VA
September 15, 2016
9:30am – 1:00pm
Fincastle Library
11 Academy Street
Fincastle, VA 24090

The Department of Behavioral Health and Developmental Services' (DBHDS) Division of Developmental Services invites you to attend an in-person training to learn more about how to help people with a developmental disability access their own home in the community (we refer to this as independent housing).

The regional trainings are targeted to Support Coordinators and Case Managers who are helping individuals identify their independent housing goals and coordinating the needed resources to meet those goals.

The purpose of this training is to provide more detailed information related to:

1) Core concepts of integrated, independent housing;
2) Housing and relevant disability laws;
3) The role of the support coordinator/case manager in supporting individuals who want to live in their own homes;
4) Housing assessment and person-centered planning;
5) A general summary of affordable housing programs and resources; and
6) The referral process and forms.

This training curriculum provides a broad framework for support coordinators as they begin or continue the process to assist individuals with DD in gaining access to integrated, independent housing with appropriate supports.

Please RSVP at least 5 business days prior to training date at: *https://www.surveymonkey.com/r/5WPQSYK*

To get the most from the training, we strongly encourage you to complete the Independent Housing Curriculum Modules 1-3 on the Knowledge Center. Instructions to access Modules 1-3 are on page 2 of this document.

New Support Coordinators/Case Managers

If you do not currently have a Knowledge Center account, you must register. To complete registration for the DBHDS Knowledge Center – External Entities, please use the following steps:

1. Register at https://covkc.virginia.gov/dbhds/external
2. Select Register at the top right-hand of the webpage.
3. Select the "*I am a non-state employee, entering the site for the first time*" button, click the Submit button. If you already have an account, from previous employment or a university, please select Forgot Password.
4. For the User Information Tab, create a Login ID and Password. Passwords must be a minimum of 6 characters, but must include 1 uppercase and 1 numeric character. Enter your First and Last Name, the last 4 digits of your social security number, your 8-digit date of birth (i.e. 01/01/2001). Enter your organizational email address, if you do not have one, please enter your personal email address. A personal email address will only be accepted if you have not received your organizational email address or you will not be receiving one due to your employment status (i.e. contractor). Select your gender. Enter your organizational address in the Address, City, U.S. State, and Postal Code fields. Enter your home telephone number. You may enter your cell phone number if you don't have a home phone. Do not change the Section 508 Support, Primary Language, Region, and Time Zone fields. Click the Next button to advance to the Manager Tab.
5. For the Manager Tab, you have to click the Search button, then click the box "Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).", then click the Next button to advance to the Organization Tab.
6. For the Organization Tab, check **DBHDS – External Entities**, then click the Next button to advance to the Job Title Tab.
7. For the Job Title Tab, click the Search button, then select the job title closest to your title. If you don't see one, select Other on page 2. Click the Next Button to advance to the Affiliation Tab.
8. For the Affiliation Tab, select the closest description for your organization. Then select the reason you are requesting access to the Knowledge Center. You may then leave the Federal Agency/Organization and County ID fields blank (they may shade). Click Create.

Once you've received an approval email, log back into the DBHDS Knowledge Center (External Entities) website at https://covkc.virginia.gov/dbhds/external. Enter the Login ID and password you created during registration for access to your new account. **To access the Independent Housing Curriculum:** On the Learning Center tab, click on Course Catalog. In the Search Text field, enter Housing. Select the Independent Housing Curriculum, which consist of Modules 1-3. Click Enroll to start with Independent Housing Module 1. The enroll button will change to Access Item. Click Access Item. Module 1 is now accessible. Click Enroll. **Do not** change the Course Credit and Course Mode Options on the Enroll - - Webpage Dialog popup. Click Enroll, then Access Item. Click on the module title on the left side of the popup box to access the module. Once complete, the orange checkbox will turn to green with a check mark once complete. Allow the course to run properly (do not advance the slide before the frame loads). Also, once complete, use the Exit within the slide, then the black toggle X to exit the module. **Do not** use the red **X** on the browser.

Support Coordinators/*Case Managers with current Knowledge Center access*

Using your current Login ID and password, log into the DBHDS Knowledge Center (External Entities) website at https://covkc.virginia.gov/dbhds/external. **To access the Independent Housing Curriculum:** On the Learning Center tab, click on Course Catalog. In the Search Text field, enter Housing. Select the Independent Housing Curriculum, which consist of Modules 1-3. Click Enroll to start with Independent Housing Module 1. The enroll button will change to Access Item. Click Access Item. Module 1 is now accessible. Click Enroll. **Do not** change the Course Credit and Course Mode Options on the Enroll - - Webpage Dialog popup. Click Enroll, then Access Item. Click on the module title on the left side of the popup box to access the module. Once complete, the orange checkbox will turn to green with a check mark once complete. Allow the course to run properly (do not advance the slide before the frame loads). Also, once complete, use the Exit within the slide, then the black toggle X to exit the module. **Do not** use the red **X** on the browser.

*****For Login ID/password assistance or questions, please contact Keiana Bobbitt, DBHDS Knowledge Center Site Administrator, at keiana.bobbitt@dbhds.virginia.gov or 804-786-0607 or click the Forgot Login ID and/or Forgot Password? link on the website.*****