



**A Learning Management System for Professionals
who Protect the Public's Health**

Information for Volunteers of Mass Dispensing Clinics

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Introduction to Volunteers

This information is provided so that you will be able to utilize TRAINConnecticut as part of your preparedness and response training activities. If a public health emergency occurs, you as a volunteer, may be called upon quickly to help with mass dispensing activities. Much of the training will be done before hand but some training will be done just prior to the operation of the clinics. TRAINConnecticut will provide you with information and support in finding training opportunities that will help prepare you for your role in a mass dispensing clinic.

By using and supporting TRAIN, you will help state and local entities coordinate and manage a complex system of 41 Mass Dispensing Areas and 32 Acute Care Hospitals running over 100 teams. More specifically, by creating your learner account and registering for trainings through the system, you help state and local entities better identify the public health preparedness and response workforce, continuing education needs and activities, manage progress, and plan cost-effective and efficient strategies to meet education and training goals.

This is the first time a learning management system has been utilized by the public health workforce and we have made significant progress with over 2,800 learner accounts and more than 80 Connecticut-specific courses posted since implementation in January 2003. Because both the workforce and preparedness is dynamic, TRAIN will be an evolving system needing continual adaptation to meet the needs of the changing workforce and environment. Your input, feedback, and suggestions are critical to making this system work effectively and I encourage you to contact me or the TRAINConnecticut Administrator, Christopher Stan, with your comments, suggestions and feedback.

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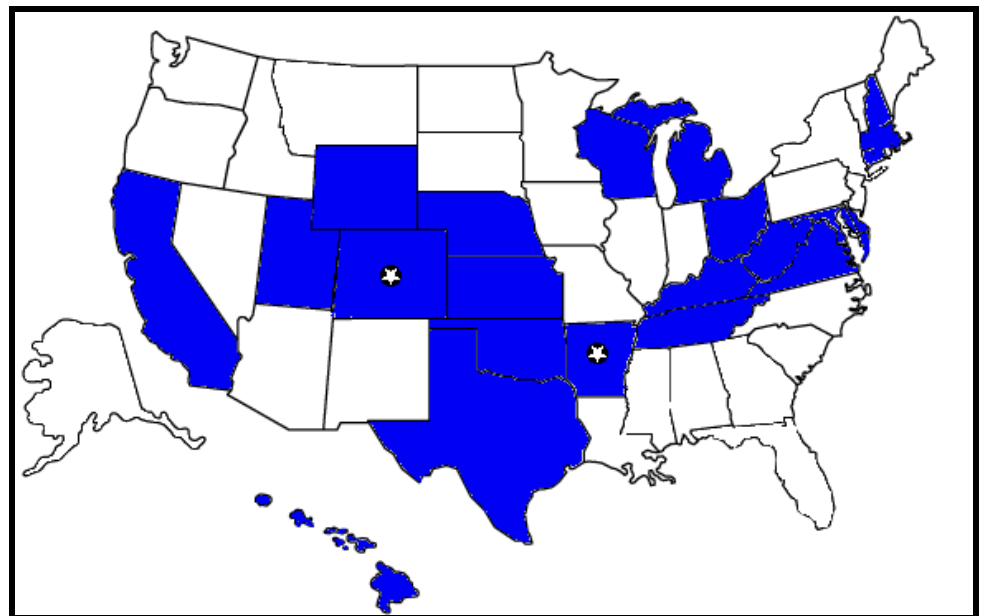
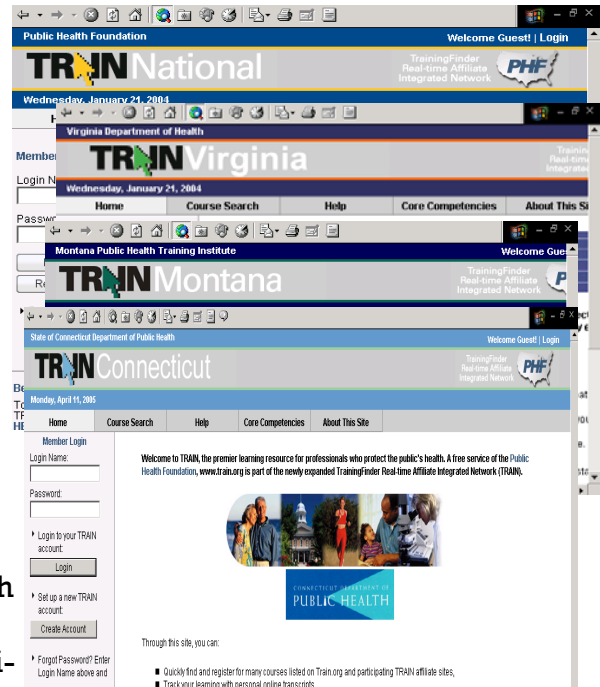
What is TRAIN?

TRAIN (**T**rainning-finder **R**eal-Time **A**ffiliate **I**ntegrated **N**etwork) is a web-based learning management solution that provides a clearing-house of on-site training and distance learning opportunities for professionals who protect the public's health. TRAIN contains information on over 1,700 public health courses offered by more than 900 providers. Participating state affiliates are linked to this site and to each other allowing you access to a catalog of available public health trainings developed nationally, by other states, or by Connecticut state and local providers. TRAIN is administered by the Public Health Foundation, Washington, D.C.

TRAINConnecticut

Connecticut is one of 23 state affiliates that participates in this network organized by the Public Health Foundation. The TRAINConnecticut site provides you with primary access to information on Connecticut-specific education and training opportunities.

Since we are a state affiliate and participate in the national network, you also have the opportunity to access resources developed by national and other state providers. TRAINConnecticut is a free resource for our community partners and is administered by the Connecticut Department of Public Health.



Key Features

Centralized Registry of Training Opportunities

The most important feature on TRAIN is the comprehensive registry of training programs. This information is kept as a searchable database that all learners visiting the site can access.

Search Engine

TRAINConnecticut has a search engine that allows users to search the comprehensive course registry in several ways. Users can search by keyword, target audience, subject as well as many other search criteria. Users are also able to save search criteria so that the system will automatically notify the user when courses are posted that match the saved search criteria.

Transcript

TRAINConnecticut automatically maintains a transcript of all courses for which you register. This gives learners a central location for their training that they can view and access 24 hours a day/7 days a week. Non-TRAIN courses (e.g., course taken credit or non-credit through a university or college) can also be added to your individual transcript.

Announcements/Upcoming Events

These two sections contain information about new or upcoming trainings as well as special events. New trainings are often highlighted at the top of the Announcements section so that it is easy to find. Courses are listed by date in the Upcoming Events section. You can access registration for courses in the Announcements and Upcoming Events section by clicking on the course title or highlighted link.

Spotlight

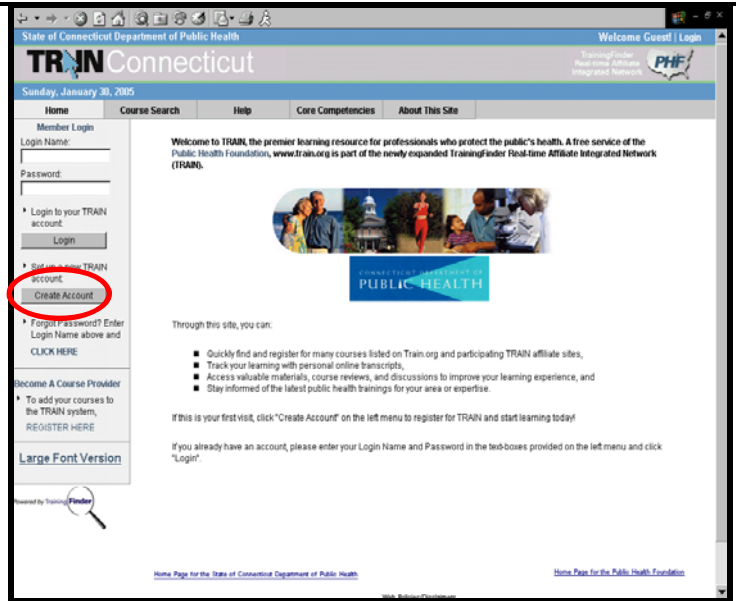
This section contains important links to other websites that deal with emergent public health issues such as the Centers for Disease Control and Prevention. It also contains a link to a **new Community Training Calendar**. This is a new utility added recently to TRAINConnecticut that allows you to view a Connecticut-specific central calendar of training opportunities. You can filter events by subject categories and search for events by key word and/or date. If the course identified on the calendar is posted on TRAIN, you can access registration by clicking on the title of the program.

Getting Started

Create An Account

In order to use TRAIN you first need to establish an account. To do so:

1. Point your browser to <http://ct.train.org>
2. Click on the “Create Account” button in the left hand margin.
3. Complete the online registration form, filling in all red starred areas. Do not hit the “Back” button at any time during the registration process.
4. Be sure to answer the two secret questions at the bottom of the page. In the event that you forget your password, these questions will be posed as a security measure during the password retrieval process. Click “Next” when finished.



Home Course Search Help Core Competencies About This Site

Create a New Account

* = required fields.

<p>Login Name: *</p> <p>Password: *</p> <p>First Name: *</p> <p>Middle Name:</p> <p>Email: *</p> <p>Title: *</p> <p>Department / Division: *</p> <p>Address 1: *</p> <p>City / Township / Town:</p> <p>Country: *</p> <p>County: *</p> <p>Telephone (daytime): *</p> <p>Telephone (evening):</p> <p>Fax:</p>	<p>Confirm Password: *</p> <p>Last Name: *</p> <p>Confirm Email: *</p> <p>Organization name: *</p> <p>Bureau / Section:</p> <p>Address 2:</p> <p>State / Territory: *</p> <p>Zip code / Postal code: *</p> <p>Extension:</p> <p>Mobile:</p> <p>Pager:</p>
--	---

Please choose your secret questions and provide a ONE WORD answer for each. These questions will be asked if you forget the password:

<p>Question 1: *</p> <p>[Select Question.]</p> <p>Answer 1: *</p>	<p>Question 2: *</p> <p>[Select Question.]</p> <p>Answer 2: *</p>
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I would like to receive notifications about the site updates by email.

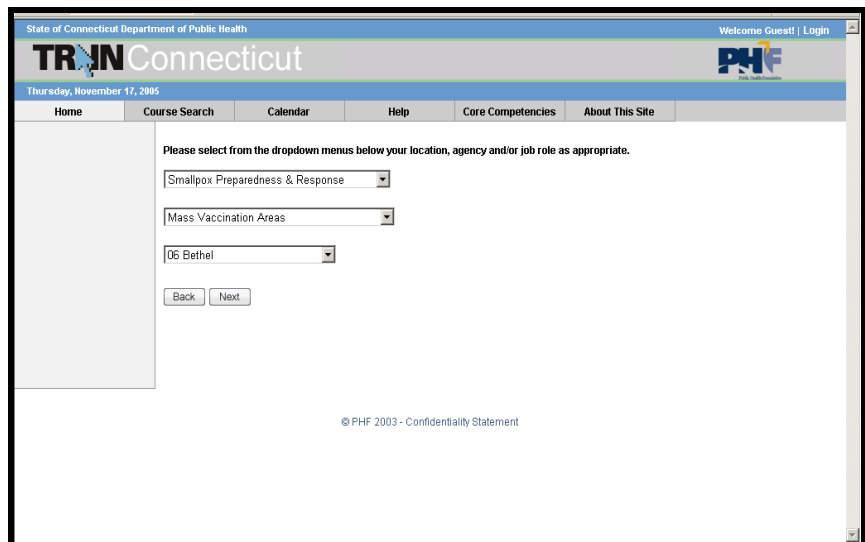
Next

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Getting Started (continued)

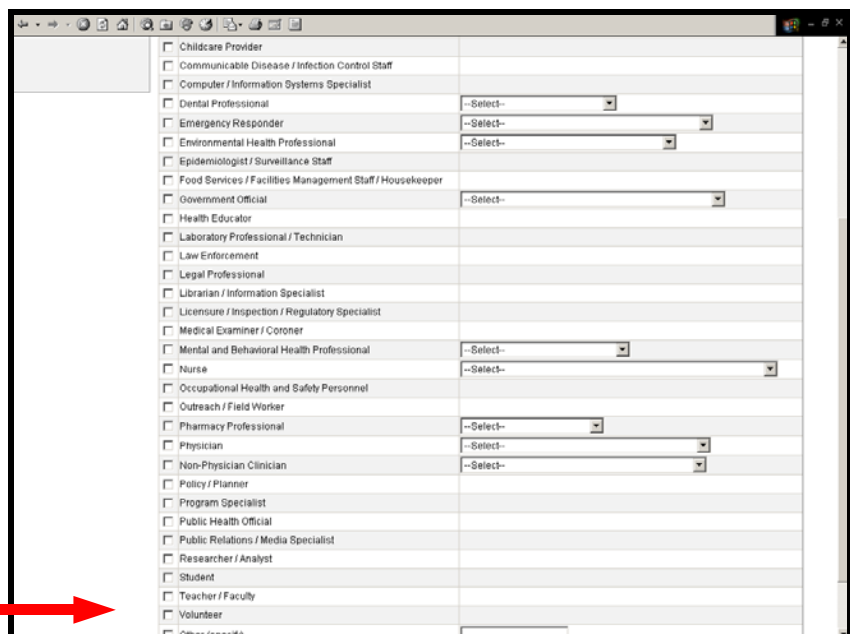
5. As part of the registration process, you will be asked to select a location/agency. We call this a grouping assignment.

Choosing your group assignment accurately is very important. This is how we identify the workforce and determine who has been trained in what areas. This is critical for public health leaders to manage their teams. As a volunteer, you will be selecting **“Smallpox Preparedness and Response”**, **“Mass Vaccination Area”**, and the **appropriate town or region that you are volunteering for.**



The screenshot shows the TRIN Connecticut registration interface. At the top, it says "State of Connecticut Department of Public Health" and "Welcome Guest | Login". The main heading is "TRIN Connecticut". Below the heading, there is a navigation menu with "Home", "Course Search", "Calendar", "Help", "Core Competencies", and "About This Site". The main content area contains the instruction: "Please select from the dropdown menus below your location, agency and/or job role as appropriate." There are three dropdown menus: "Smallpox Preparedness & Response" (selected), "Mass Vaccination Areas" (selected), and "06 Bethel" (selected). Below the dropdowns are "Back" and "Next" buttons. At the bottom, there is a copyright notice: "© PHF 2003 - Confidentiality Statement".

6. On the resulting page, you will be asked to indicate your professional job role. The system allows you to select up to three professional roles that best match your job description. **Be sure to select “volunteer” as one of the three roles.**



The screenshot shows a list of professional roles with checkboxes and dropdown menus. The roles listed are: Childcare Provider, Communicable Disease / Infection Control Staff, Computer / Information Systems Specialist, Dental Professional, Emergency Responder, Environmental Health Professional, Epidemiologist / Surveillance Staff, Food Services / Facilities Management Staff / Housekeeper, Government Official, Health Educator, Laboratory Professional / Technician, Law Enforcement, Legal Professional, Librarian / Information Specialist, Licensure / Inspection / Regulatory Specialist, Medical Examiner / Coroner, Mental and Behavioral Health Professional, Nurse, Occupational Health and Safety Personnel, Outreach / Field Worker, Pharmacy Professional, Physician, Non-Physician Clinician, Policy / Planner, Program Specialist, Public Health Official, Public Relations / Media Specialist, Researcher / Analyst, Student, Teacher / Faculty, Volunteer, and Other (specify). A red arrow points to the "Volunteer" option.



Getting Started (continued)

- On the resulting page you will be asked to select your work setting. As a volunteer in a mass dispensing clinic, please select “Other” and specify “Mass Dispensing Clinic”.

State of Connecticut Department of Public Health

TRIN Connecticut

Friday, December 16, 2005

Welcome Guest! | Login

Home Course Search Help Core Competencies About This Site

Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

Work Settings	Value
<input type="checkbox"/> Academic / Educational Institution	--Select--
<input type="checkbox"/> Official Public Health Agencies	--Select--
<input type="checkbox"/> Military	
<input type="checkbox"/> Other Government Agencies (except Military)	
<input type="checkbox"/> Healthcare Services	--Select--
<input type="checkbox"/> Indian Health Service	
<input type="checkbox"/> Tribal Health Sites	
<input type="checkbox"/> Non-Profit Organization (except Healthcare)	
<input type="checkbox"/> Private Industry (except Healthcare)	
<input checked="" type="checkbox"/> Other (specify)	Mass Dispensing Clinic

Back Next

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- Finally, TRIN will ask for demographic information. This is optional and you can choose to enter the information or click next to complete the account registration process.
- TRIN will confirm your account. Clicking the “continue” button will bring you back to the home page and allow you to search and register for courses.

How to Find Courses

There are four ways to find courses on TRAINConnecticut:

1. View under **Upcoming Events**: Upcoming training programs are listed in the lower right hand margin in the “Upcoming Events” tab. Programs are listed by title and organized by date. Scroll down to view all programs.
2. View under the **Announcements** section in the center of the page. New courses are often highlighted here.
3. Click on the “**Community Training Calendar**” link in the **Spotlight** section on the upper left side of the page. The calendar gives you a monthly picture of training opportunities with a link to registration.
4. Click on the **Course Search** and enter a keyword, subject area, or additional search criteria. This will allow you to view all national, state, and local courses available through TRAIN.

The screenshot displays the TRAINConnecticut website interface. At the top, it says "State of Connecticut Department of Public Health" and "Welcome Christopher! | Logout". The main header features the TRAINConnecticut logo and the Public Health Foundation (PHF) logo. Below the header is a navigation menu with links: Home, Course Search (circled in red), Discussion Boards, Resources, LCMS, Help, Core Competencies, About This Site, and Administration. A red arrow points to the "Course Search" link.

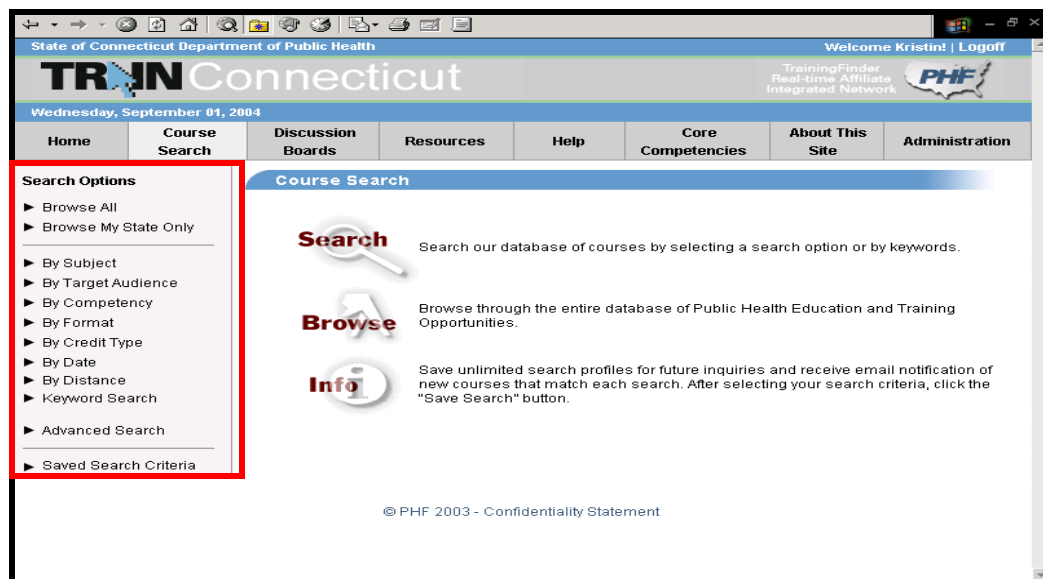
The main content area is divided into several sections:

- Spotlight**: A vertical list of links on the left side, including "Community Training Calendar", "National Pandemic Influenza Preparedness Plan", "Connecticut Department of Public Health", "CDC Influenza Information Webpage", "CDC Emergency Preparedness and Response Training", "TRAIN Feedback Form", and "Public Health Foundation Website". A red arrow points to the "Community Training Calendar" link.
- Announcements**: A central section with a blue header and an "Add" button. It contains several course listings:
 - FEMA Courses Listed on TRAINConnecticut**: A section listing FEMA courses such as "IS-100 Introduction to the Incident Command System, I-100, for Federal Disaster Workers", "IS-200 Basic Incident Command System, I-200, for Federal Disaster Workers", and "IS-700 National Incident Management System (NIMS) IS-800 The National Response Plan".
 - Biohazard Detection System: A distance learning course for first responders**: A course about the Biohazard Detection System (BDS).
 - Community Leaders Distance Learning Course--Mass Dispensing for Public Health Emergencies**: A course about mass dispensing for public health emergencies.
 - Public Health Emergency Preparedness 101**: A course for public health professionals.
 - Strategic National Stockpile (SNS) Awareness Course**: A course about the Strategic National Stockpile (SNS).
 - University of Connecticut Bioterrorism and Emergency Preparedness Online Modules**: A section listing online modules from the University of Connecticut.
- My Learning Record**: A section on the right side with a blue header, containing links for "My Learning", "Transcript", "Certificates", "Course Archive", and "My Account".
- Upcoming Events**: A section on the right side with a blue header, containing a list of events:
 - Meaningful Exchange: Enhancing Cultural Competence - Learning Event (12/06/2005)
 - CPR/AED Training Class - Learning Event (12/14/2005)
 - CPR/AED Training Class - Learning Event (12/14/2005)
 - Smallpox Vaccinator Training (12/19/2005)



Searching for Courses

1. On the homepage, click on “Course Search”
2. You can click on any of the eleven search options listed in the left hand corner.



The search options that are most helpful in limiting your results include:

- **Browse My State Only**: Clicking on this link filters the course registry so that you view Connecticut-Specific courses only.
- **By Subject**: Allows you to choose from a list of over 30 subjects including Terrorism/ Emergency Readiness.

Searching for Courses (continued)

- By Keyword:** This allows you to enter specific words or phrases to further narrow a search. For example, the results for a keyword search on “volunteers OR stockpile” is identified below. You can access additional information on the course by clicking on the link or the title of the program.

The screenshot shows the TRIN Connecticut website interface. The page title is "State of Connecticut Department of Public Health" and the date is "Thursday, December 15, 2005". The navigation menu includes "Home", "Course Search", "Help", "Core Competencies", and "About This Site". The "Course Search" section is active, displaying search options and results.

Search Options:

- Browse All
- Browse My State Only
- By Subject
- By Target Audience
- By Competency
- By Format
- By Credit Type
- By Course Provider
- By Date
- By Distance
- By Accreditation
- By Certificate
- Keyword Search
- Advanced Search

Course Search Results:

Search returned 11 courses.

Legend: \$ = Fee associated with the course 🌟 = Credit is offered

🌟	Title	Provider	Format	Rating
\$ 🌟	RN Delegation and Supervision of Unlicensed Assistive Personnel	New York State Nurses Association	Computer-based Training	no reviews
🌟	The Strategic National Stockpile	North Carolina Center for Public Health Preparedness	Webstream/Archived Webcast	no reviews
🌟	The Strategic National Stockpile Program	North Carolina Center for Public Health Preparedness	Webstream/Archived Webcast	no reviews
	IS 244 Developing and Managing Volunteers	Federal Emergency Management Agency (FEMA)	Text-based (print and electronic based)	no reviews
	Strategic National Stockpile: Guidance & Overview	State of Connecticut - Department of Public Health	Webstream/Archived Webcast	★★★★ 5 reviews
🌟	Smallpox Vaccine Storage and Handling	CDC/National Immunization Program	Web-based Training - Self-study	4 reviews
	CT Pre-event Vaccination (PVS) System Database Training	CT Department of Public Health	On-Site - Classroom course or workshop	★★★★★ 73 reviews
🌟	Receiving and Deploying the Strategic National Stockpile in Michigan	Michigan Pharmacists Association	Web-based Training - Self-study	no reviews
🌟	Managing Dispensing Activity at the Hospital or Community Dispensing Site	Michigan Pharmacists Association	Web-based Training - Self-study	no reviews
	Smallpox Vaccinator Training Course for MVA 13 Volunteers	Naugatuck Valley Health District	On-Site - Classroom course or workshop	1 reviews
🌟	IS-244 Developing and Managing Volunteers	Federal Emergency Management Agency (FEMA) / Emergency Management Institute (EMI)	Web-based Training - Self-study	no reviews

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How to Register for a Course

1. Go to <http://ct.train.org>
2. Log on to TRAINConnecticut. **Note:** You must have an account to register for courses on TRAIN. If you do not, please refer to page 3 of this guide.

What To Do If You Forget Your Password

1. Go to <http://ct.train.org>
2. Enter your login name
3. Below the "Register" button at "Forgot Password?" click the **CLICK HERE** link.
4. On the resulting page, you will be asked to respond to the two secret questions that you previously answered when registering.
5. Your password will be displayed. It will not be emailed to you.

3. Find the course you wish to register for using one of the four methods described on page 9.
4. Click on the registration tab at the top of the next screen.

TRAINConnecticut

Thursday, November 17, 2005

Home Course Search Calendar Discussion Boards Resources Help Core Competencies About This Site Administration

Course Details

Strategic National Stockpile: Guidance & Overview [Back](#)

Course Details [Contacts](#) **Registration** [Reviews](#)

Format: Webstream/Archived Webcast (Online)
Clinical / Non-Clinical: Non-Clinical
Course Number: CIDph3
Cost (US\$): 0.00
Credit Type(s): none

Course Description: This 23 minute videotape program provides an introduction and overview of the Strategic National Stockpile (SNS). It is designed to provide the staff of public health departments - both state and local - and other organizations and personnel involved in emergency preparedness and response planning with information about the SNS.
 This is an Awareness level training program and it includes a self-assessment tool.

Subject Area(s): Terrorism / Emergency Readiness

Target Audiences(s): Emergency Responders
 General Public Health Staff
 Law Enforcement

Skill Level: Aware

Core Competencies: *Community Dimensions of Practice Skills*
 Identifies operations of public and private organizations
 Identifies community assets and resources

Bioterrorism Emergency Readiness Competencies: Identify and locate the agency emergency response plan.

Registration Required
 Outside of TRAIN: no

5. Depending upon the course format (onsite/instructor or web-based self-study) you will be presented with one of the following screens:

Register for a Live Event, Select the Session of Your Choice:

Click the “Register” button next to the session of your choice. TRAIN will ask you if you are sure that you want to register. Click yes. Once successfully registered, TRAIN will immediately send you an email confirming your registration

State of Connecticut Department of Public Health

Welcome user! | Logoff

TRAIN Connecticut

Thursday, November 17, 2005

Home Course Search Calendar Discussion Boards Resources Help Core Competencies About This Site Administration

Course Details

CPR/AED Training Class [Back](#)

Course Details [Contacts](#) [Registration](#) [Reviews](#)

Tip: To sort by any column, click the column heading. Or use default order by Distance
Tip: Alphabetical page indexing is used when sorted by Location.

Details	Location	Date	Distance	
Details Map	Conf. Room C	12/14/2005 8:00 AM ET	0	Register
Details Map	Conf. Room C	12/14/2005 12:30 PM ET	0	Register

1

[Back](#) [Find other courses like this](#)

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Launch an Online Course:

Click on the “Launch” button and this will begin the course. Note: Depending upon the course provider you may be sent to their site and asked for additional registration information. This happens with courses sponsored by the Federal Emergency Management Agency (FEMA) since there is no integration at this time between the FEMA and TRAIN learning management systems.

State of Connecticut Department of Public Health

Welcome user! | Logoff

TRAIN Connecticut

Thursday, November 17, 2005

Home Course Search Calendar Discussion Boards Resources Help Core Competencies About This Site Administration

Course Details

Strategic National Stockpile: Guidance & Overview [Back](#)

Course Details [Contacts](#) [Registration](#) [Reviews](#)

You are now registered for this course. To launch the course please click here: [Launch](#)

[Back](#) [Find other courses like this](#)

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Your Learning Record: Accessing an Online Course in Progress

- Once you have registered for a course, it will be added to your learning record as “in progress”. You can access your learning record on the home page under the tab “My Learning”.
- If you registered and launched an online course and were not able to complete it, you can return to the course where you left off by clicking on the course title under My Learning Record.
- If you would like to withdraw, archive, or mark the course as complete, click on the “M” (or Manage button). Completed courses will move into your transcript.
- For classroom-based courses, completion will be marked by the instructor based on his/her criteria (e.g., attendance, completion of post-test, course work, evaluation, etc). Once the instructor marks you as complete, it will move into your transcript.

The screenshot shows the TRAINConnecticut website interface. The main content area displays several course announcements, including FEMA courses, Biohazard Detection Systems, and Strategic National Stockpile awareness courses. On the right side, there is a sidebar with a 'My Learning Record' section. A red arrow points to the 'My Learning' link within this section, which also includes links for 'Transcript', 'Certificates', 'Course Archive', and 'My Account'.

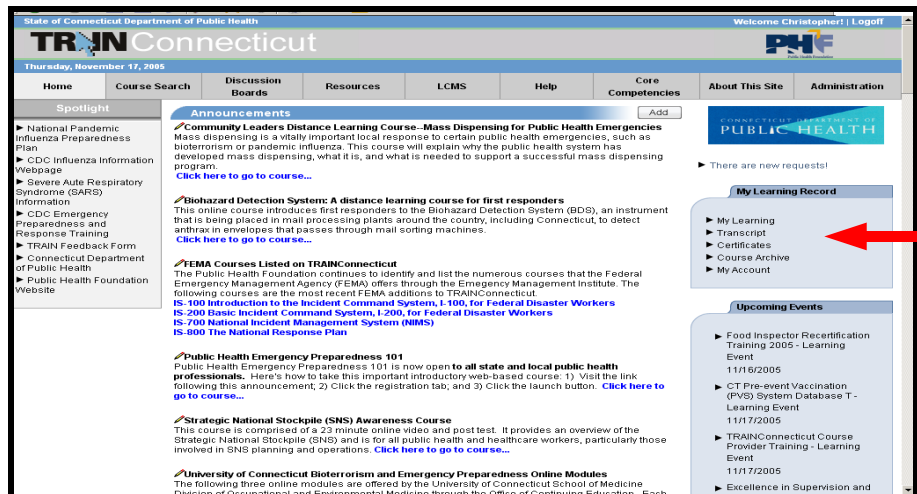
This screenshot shows a list of courses currently in progress on the TRAINConnecticut website. Each course entry includes the course title and a small 'M' button for management. A red arrow points to the 'M' button next to the course 'Excellence in Supervision and Management - (In Progress) Scheduled on 11/9/2005 at Connecticut Department of Public Health'. Below the list, there are sections for 'Announcements' and 'Upcoming Events'.



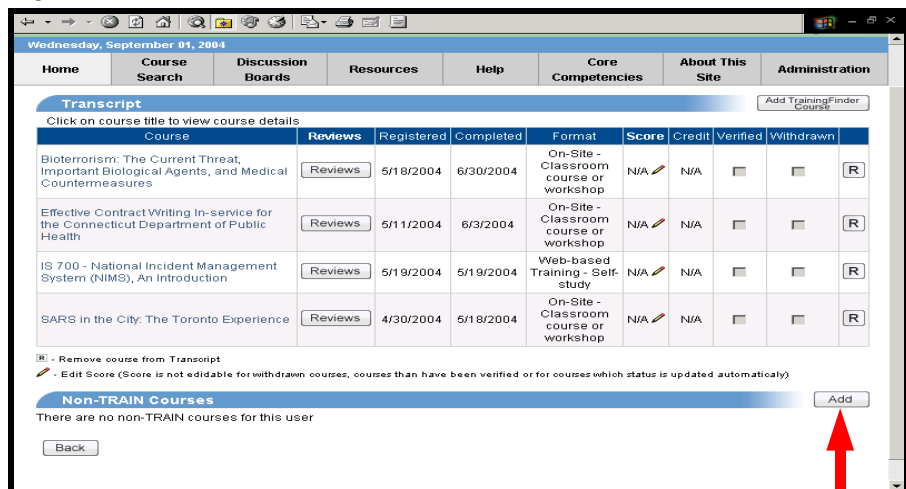
Accessing Your Transcript

TRAIN will automatically keep a record of the trainings you have registered for and completed through the system. You can also use TRAIN to keep track of training and education you have completed outside of the system by entering information. To access the Transcript feature:

1. Log on to TRAINConnecticut
2. Click on “Transcript” under the My Learning Tab on the right hand side just above Upcoming Events.



3. A list of your courses registered and completed through TRAIN will appear.
4. To add a non-TRAIN course to your transcript click on the “Add” button at the bottom, right side of the page.



Upcoming Training Opportunities for Volunteers

Check TRAINConnecticut periodically to find upcoming training opportunities specific to mass dispensing clinic operations such as:

- Orientation to Mass Dispensing
- Smallpox Vaccinator Train the Trainer Program Part I: Introduction
- Medical Screening for Smallpox in Mass Dispensing
- The Role of Pharmacists in Mass Dispensing

For more information on the programs listed above, please contact:

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Lead POD Trainer

Bioterrorism Intervention Program

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Monica.rak@po.state.ct.us

Questions or technical assistance on TRAIN?

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