



Indiana
Department
of
Health

LEAD CASE MANAGEMENT TRAINING – INDIANA COURSE:

How to:

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

January 2024

Indiana **TRAIN**

OUR MISSION:

To promote, protect, and improve the health and safety of all Hoosiers.

OUR VISION:

Every Hoosier reaches optimal health regardless of where they live, learn, work, or play.



What is Included?

- How to create an account
- How to search and register for the course
- How to launch the course
- How to return to the course if you are interrupted and not able to complete the training during your first attempt,
- Taking and passing your assessment
- Completing your evaluation and printing your certificate
- How to find your transcript

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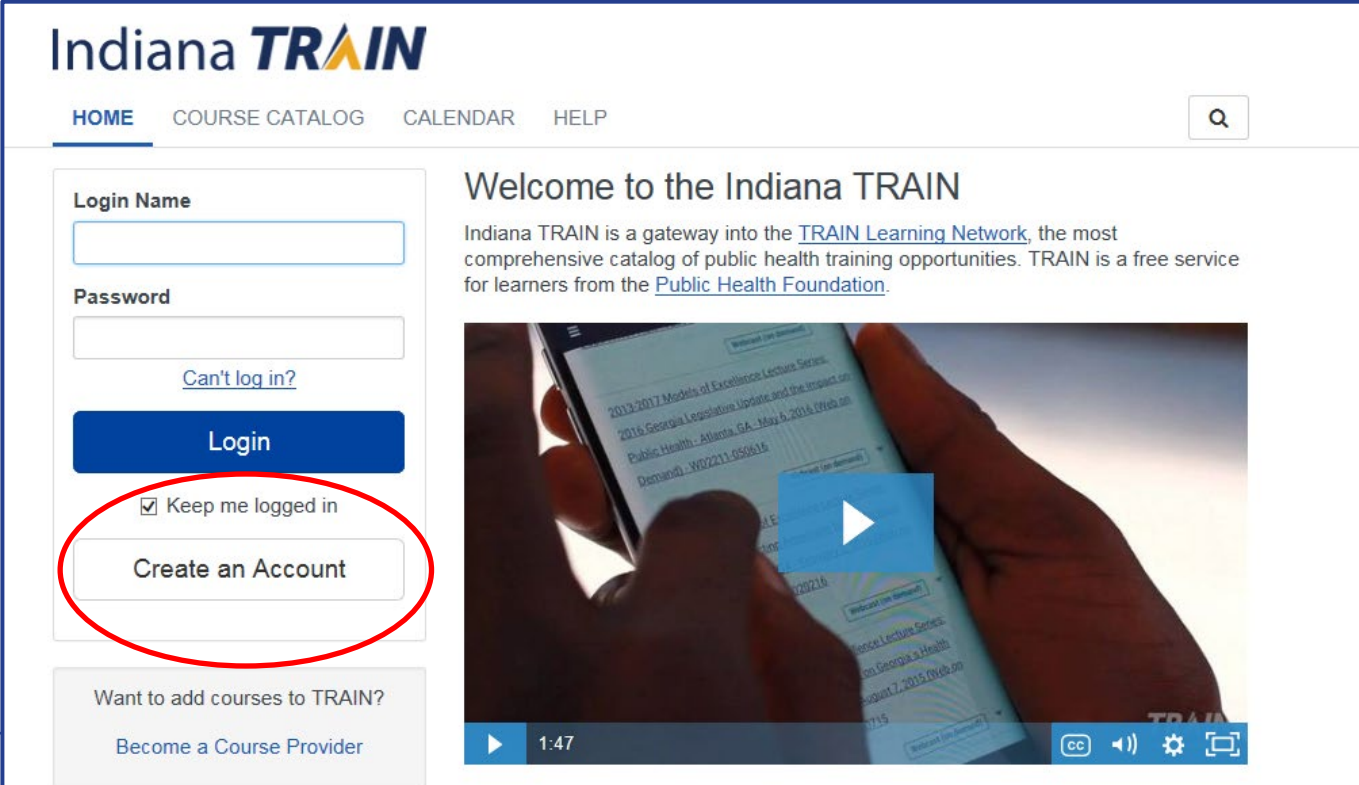
CREATING AN ACCOUNT



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Creating an Account

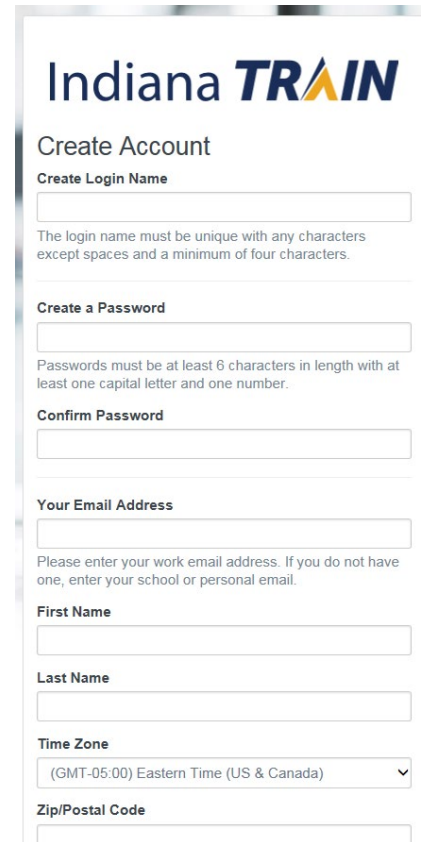
- Go to www.train.org/indiana
- Select "Create an Account"



The screenshot displays the Indiana TRAIN website interface. At the top, the logo "Indiana TRAIN" is visible, with "HOME", "COURSE CATALOG", "CALENDAR", and "HELP" as navigation links. A search icon is located in the top right corner. On the left side, there is a login form with fields for "Login Name" and "Password", a "Login" button, and a "Keep me logged in" checkbox. The "Create an Account" button is circled in red. Below the login form, there is a link for "Can't log in?". On the right side, a welcome message reads "Welcome to the Indiana TRAIN" followed by a paragraph describing the platform. Below the text is a video player showing a hand holding a smartphone displaying course listings. The video player has a play button and a progress bar showing 1:47.

Creating an Account

- Start filling out your required information



The screenshot shows a web form titled "Indiana TRAIN Create Account". The form includes the following fields and instructions:

- Create Login Name:** A text input field. Below it, the instruction reads: "The login name must be unique with any characters except spaces and a minimum of four characters."
- Create a Password:** A text input field. Below it, the instruction reads: "Passwords must be at least 6 characters in length with at least one capital letter and one number."
- Confirm Password:** A text input field.
- Your Email Address:** A text input field. Below it, the instruction reads: "Please enter your work email address. If you do not have one, enter your school or personal email."
- First Name:** A text input field.
- Last Name:** A text input field.
- Time Zone:** A dropdown menu with the selected option "(GMT-05:00) Eastern Time (US & Canada)".
- Zip/Postal Code:** A text input field.

Creating an Account

- You are not done just yet!
- Select "Notifications"

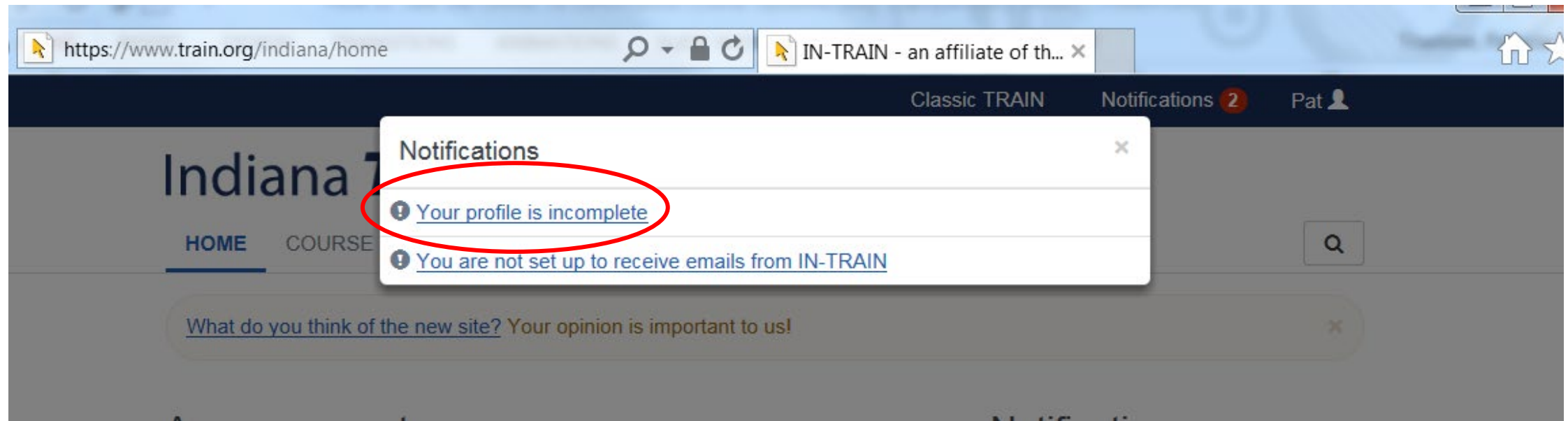
The screenshot shows the Indiana TRAIN website interface. At the top, a dark blue navigation bar contains the text "Classic TRAIN", "Notifications 2", and "Pat" with a user icon. The "Notifications 2" link is circled in red. Below the navigation bar is the "Indiana TRAIN" logo. A horizontal menu includes "HOME", "COURSE CATALOG", "YOUR LEARNING", "CALENDAR", and "HELP", with a search icon on the right. A yellow feedback banner 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 women and a list of topics: "Zika Virus", "Ebola Virus", and "Opioid Issues". The right column, titled "Notifications", displays two error messages: "Your profile is incomplete" and "You are not set up to receive emails from IN-TRAIN". At the bottom of the notifications list, 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 **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


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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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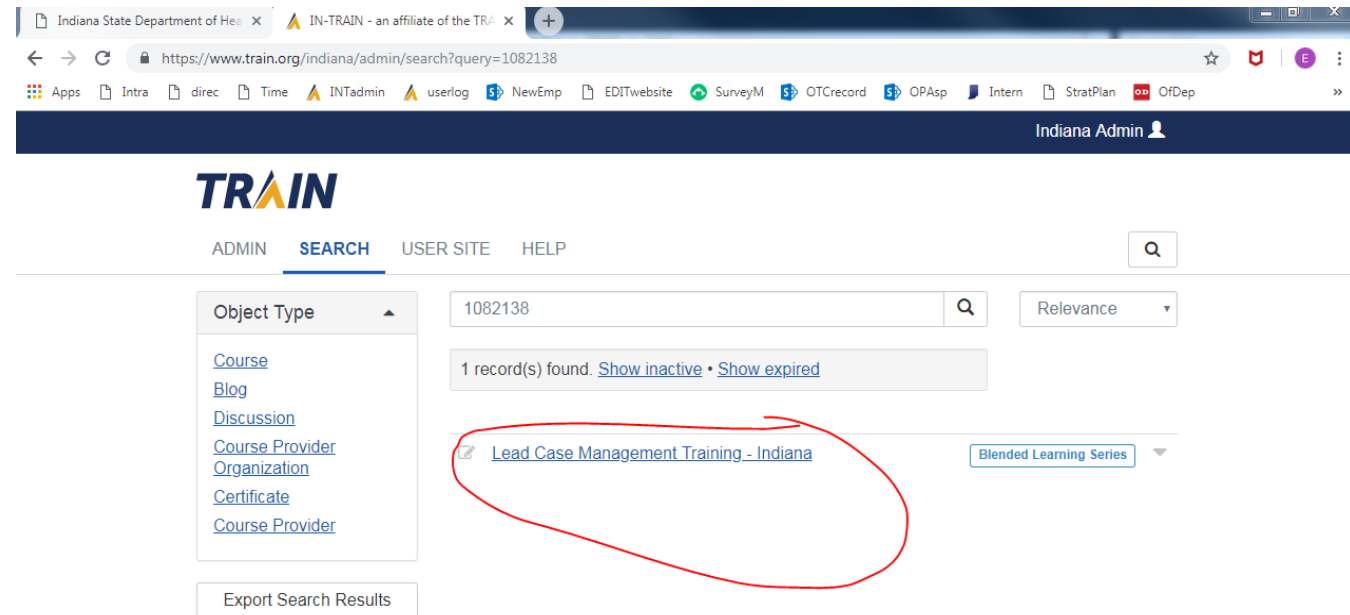
[HOME](#) [COURSE CATALOG](#) [YOUR LEARNING](#) [CALENDAR](#) [RESOURCES](#) [DISCUSSIONS](#) [ADMIN](#) [HELP](#)

1082138

X

Registering for the Course

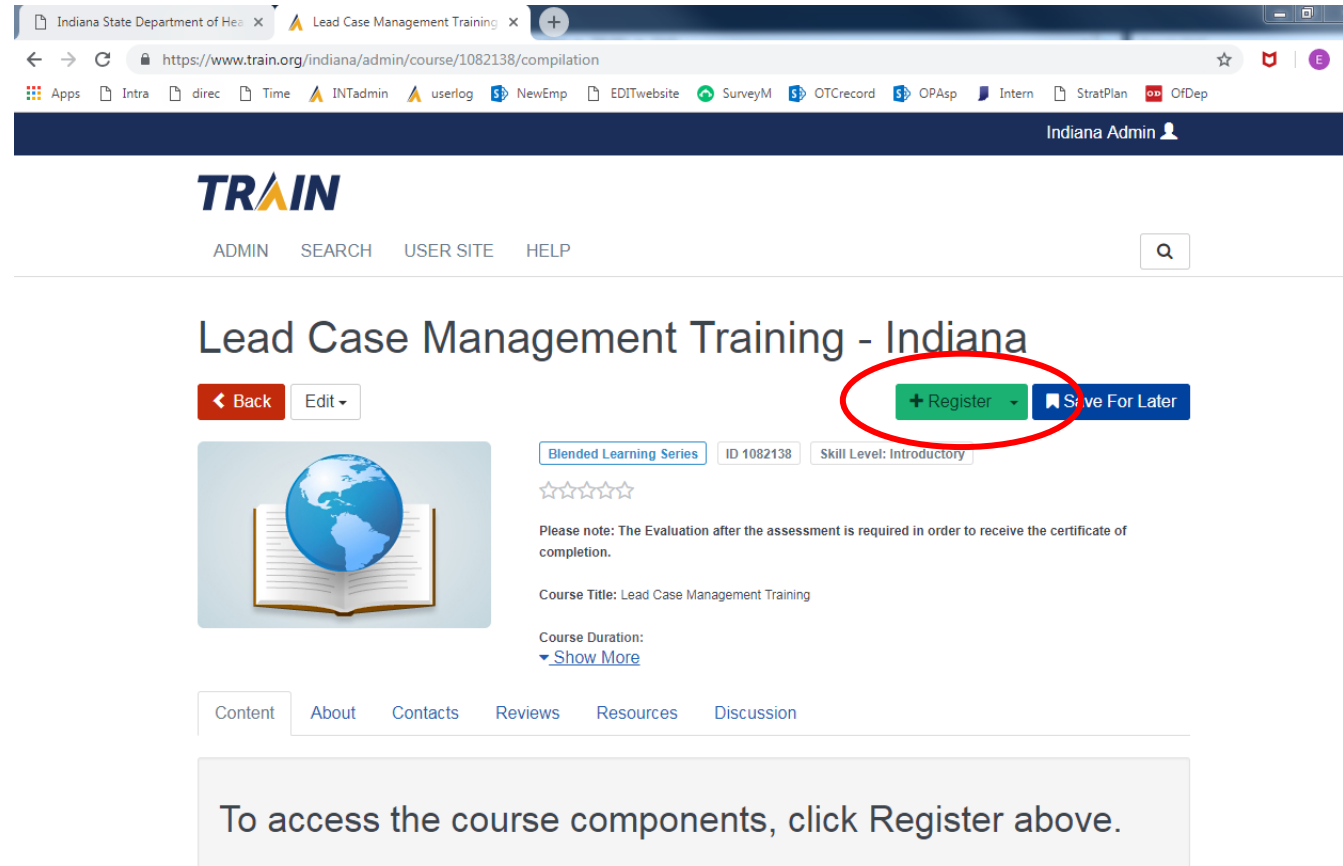
- Click on the course



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 on the right contains the number 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 section shows '1 record(s) found' with links for 'Show inactive' and 'Show expired'. A single result is listed: 'Lead Case Management Training - Indiana', which is circled in red. To the right of this 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 "TRAIN" logo is visible at the top, along with navigation links for ADMIN, SEARCH, USER SITE, and HELP. A search bar is also present. Below the title, 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 globe icon on an open book, a "Blended Learning Series" tag, the course ID "ID 1082138", and a "Skill Level: introductory" tag. A five-star rating is shown, followed by a note: "Please note: The Evaluation after the assessment is required in order to receive the certificate of completion." The course title "Lead Case Management Training" and duration "Course Duration: Show More" are also displayed. At the bottom, there are tabs for Content, About, Contacts, Reviews, Resources, and Discussion. A grey box at the bottom of the page contains the text: "To access the course components, click Register above."

Registering for the Course

- This screen is what appears after registration is complete

[← Back](#) [Edit ▾](#)

[🕒 History](#) [+ Register](#) [📄 Certificate](#)



Free Cost

In Progress
Blended Learning Series
ID 1082138
Skill level: Introductory

📅 Expiration Date Dec 31, 2031 12:00 AM EST

★★★★☆
(154)

PLEASE NOTE:

TO COMPLETE THIS LEAD CASE MANAGEMENT TRAINING REQUIREMENT YOU MUST DO ALL OF THE FOLLOWING:

- Lead Case Management Training Module must be completed

[▾ Show More](#)

[Content](#) [About](#) [Contacts](#) [Reviews](#) [Resources](#) [Discussion](#) [Certificates](#)

Name	Completed Date	Score	Hours	Status
BLS Components				
⋮ Lead Case Management Training Module	Jan 17, 2024		1h	Not Started ▾



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LAUNCHING the COURSE



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Launching the Course

- Click on the course name, then click on launch.

Name	Completed Date	Score	Hours	Status
BLS Components				
Lead Case Management Training Module	Jan 23, 2024		1h	Not Started

History **Launch**

View Course **Web-based Training - Self-study** ID 1082337 Skill level: Introductory 1h

Expiration Date Dec 31, 2031 11:59 PM EST

★★★★☆ (166)

Course Title: Lead Case Management Training Module 1

Course Duration:

The course is designed in a self-study format so that each person can work at his or her own pace. The actual time it takes to complete the course may differ from person to person.

Course Description:
▼ Show More

- After taking the module, the status of the course may initially be “In Progress”



- The status will eventually change to “Completed: Not Verified”. 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 the module so that the change will take place.



Completing the course after logging back in

- If you are interrupted and not able to complete the training during your first attempt, 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".

The screenshot displays the Indiana TRAIN website interface. At the top, the logo "Indiana TRAIN" is visible. Below it is a horizontal navigation menu with the following items: HOME, COURSE CATALOG, YOUR LEARNING (circled in red), CALENDAR, RESOURCES, DISCUSSIONS, and a search icon. Below the navigation menu is a secondary menu with the following items: HELP, Your Current Courses (circled in red), Your Training Plans, Your Certificates, and Your Transcript. To the right of this menu is a "Filter by Status" dropdown menu. Below the navigation menus is a table with the following columns: Title and Status. The table contains one row with the following data: Title: [Lead Case Management Training Module](#) and Status: In Progress (highlighted in a yellow box).

Title ^	Status
Lead Case Management Training Module	In Progress



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TAKING YOUR ASSESSME



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How To Take Your Assessment

- After watching the module 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 [Completed: Not Verified](#)

Passing the Assessment

- To be considered fully trained you must pass the assessment and contact the IDOH Lead Health Educator (below)
- A passing score for the assessment is 10 or higher. There are 14 questions.
- If you do not pass, you will immediately receive a notification of this result 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 | IDOH

317-232-8608 (office) | shenry@health.in.gov



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**COMPLETING EVALUATION &
PRINTING CERTIFICATE**

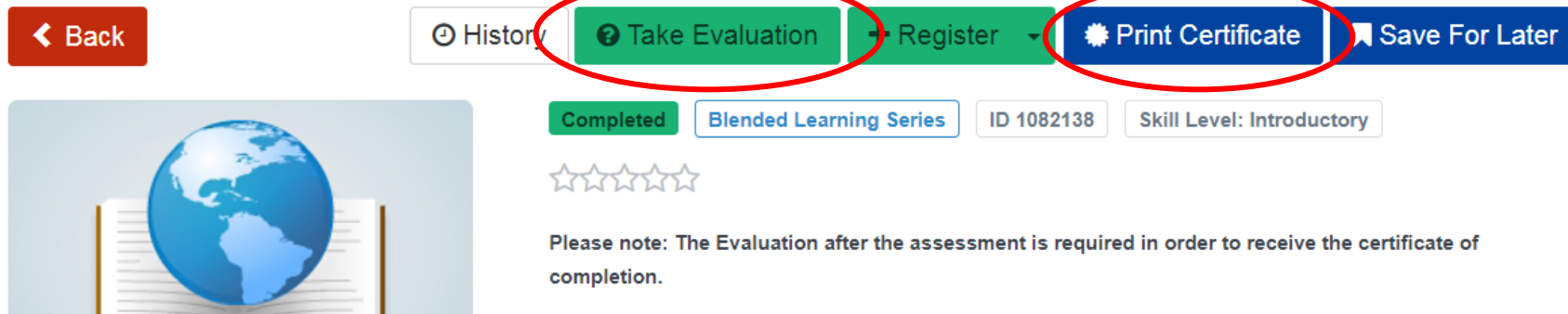


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Complete Evaluation & Printing Certificate

- 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



The screenshot shows the user interface for the 'Lead Case Management Training - Indiana' course. At the top, there is a navigation bar with several buttons: 'Back' (red), 'History' (grey), 'Take Evaluation' (green, circled in red), 'Register' (green), 'Print Certificate' (blue, circled in red), and 'Save For Later' (blue). Below the navigation bar, there is a section with a globe icon on the left and a status bar on the right. The status bar includes a green 'Completed' button, a 'Blended Learning Series' label, 'ID 1082138', and 'Skill Level: Introductory'. Below the status bar, there are five empty star icons. A note at the bottom of the screenshot reads: 'Please note: The Evaluation after the assessment is required in order to receive the certificate of completion.'

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FIND YOUR TRANSCRIPT



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How To Find Your Transcript

- From the “Home” page select the “Your Learning” tab and then select the “Your Transcript” tab

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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 Course Content or Assessment Contact:

Sue Henry, BSN, RN

Lead and Healthy Homes Health Educator

Lead and Healthy Homes Division

shenry@health.in.gov

317-232-8608

For Technical Assistance Contact: (i.e. login/password question, etc.)

INDIANA TRAIN HELP DESK

IN-Train@isdh.in.gov

317-233-7802