

## How to Access the Self-Paced Family Strengthening Essentials Course

The self-paced course, Strengthening Family Essentials, on LMS is a pre-requisite for the live, Case Management training.

To access the Case Management training, participants must:

1. Complete the Self-Paced course, Family Strengthening Essentials on LMS
2. Upload the Certificate of Completion generated on LMS to the Case Management training (*this is the first module for this course*)

### How to access the self-paced course:

1. Log into your [LMS Account](#)
2. In the Catalogue, find: **Family Strengthening Essentials – Self Pace Course**

The screenshot shows a list of training courses in a catalogue. The courses listed are:

- Black Parenting Program is a training of the trainer [TOT]. Upon completion, participants will be able to facilitate the program with families. This program is a skill-building program for parents that identifies alternative methods for parenting focused on the unique history and experiences of African American/Black families in the United States. The program explores important topics such as how the impacts of slavery, racism, mental health and sexual abuse impacts the parenting of Black children.
- Basics: CALWORKS
- CHEERS Check-In Tools Training
- Family Strengthening Essentials Training - Self Paced Course** (circled in black)
- H.O.M.E Inventory Training
- Understanding CalWorks
- Mental Health First-Aid
- DAT Technical Assistance Convening Training

3. Enroll in the course and complete the session.

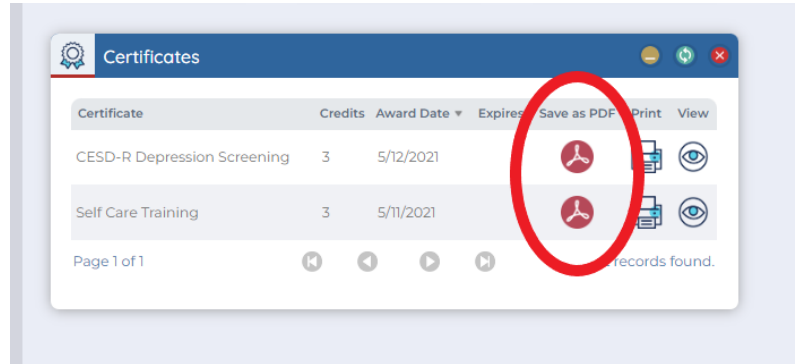
The screenshot shows the course page for 'FAMILY STRENGTHENING ESSENTIALS TRAINING - SELF PACED COURSE'. The page includes the following information:

- ENROLL** button (circled in red)
- 1 Credits
- Estimated Length: 1 hour(s)
- Overview and Resources tabs
- Description**:
  - Pre-requisite course for Case Management. You must complete this self-paced course and upload your certificate to the Case Management course before attending.*
  - Working with families in the Family Strengthening model assumes developing a full partnership with every family. In this course we will explore the role of a case manager with a focus on:
    - Encouraging change with Open-ended questions, reflections, affirmations, and summaries (OARS)
    - Defining boundaries
    - The role of a mandated reporter
    - Documenting case notes
    - Self-Care
- Modules**:
  - Family Strengthening Essentials Training
  - Content Types: [icon]
  - Working with families in the Family Strengthening model assumes developing a full partnership with every family. In this course we will explore the role of a case manager with a focus on:
    - Encouraging change with Open-ended questions, reflections, affirmations, and summaries (OARS) - Defining boundaries - The role of a mandated reporter
    - Documenting case notes - Self-Care

4. After completing the session, LMS will generate a Certificate of Completion.
  - a. You can find the certificate by clicking the certificate widget on you LMS dashboard




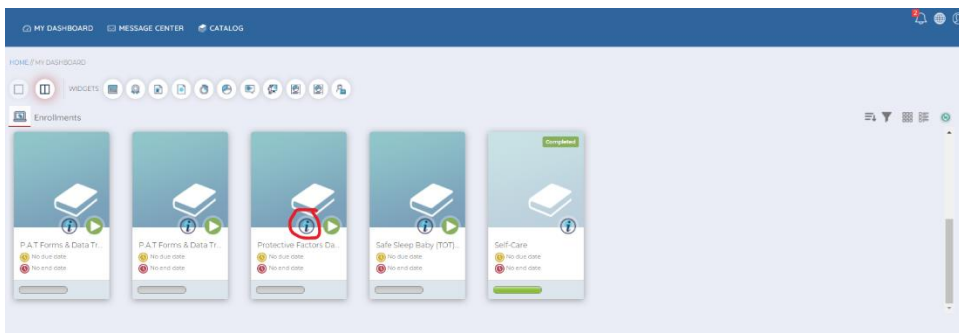
5. Download certificate in PDF form




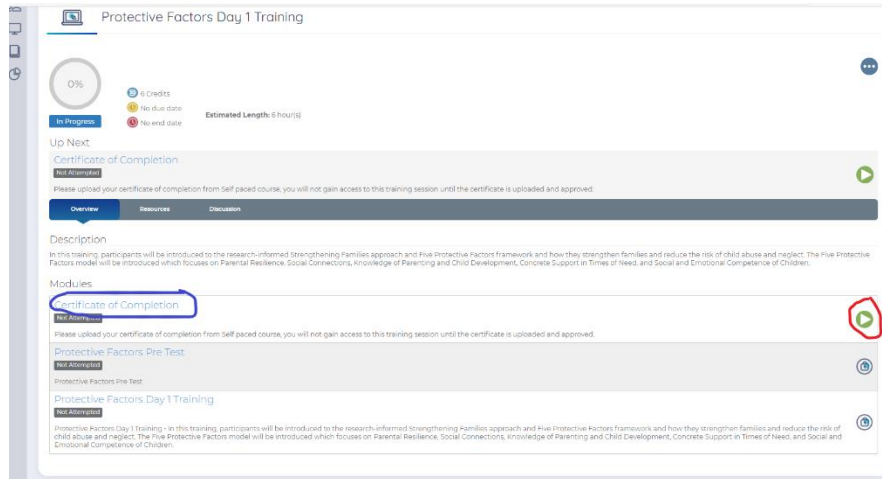
6. Your certificate will open as a PDF, and you can save it or print a copy.

### Uploading your certificate to the Case Management training on LMS:

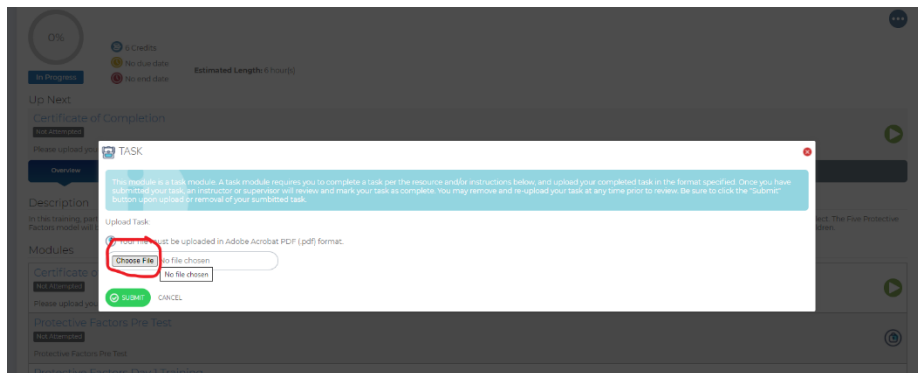
7. Once you complete the self-paced "Family Strengthening Essentials" training on CAPC's LMS site, you will need to upload it as a pre-requisite to attending the Case Management training.
8. To upload your certificate, enroll in the training as you would with any other training
9. Once you enroll, from your dashboard, you will click on the  in the catalogue for the Case Management training



10. Once you open the course, you will see the green button  for the **Certificate of Completion** Module



11. Click on the green icon and a pop-up window will appear, prompting you to upload your Certificate (PDF file)



12. Once you upload your certificate, it will take some time to sync with the system. Once it has synced, you will be able to go back into the course and complete the **Pre-Test** as you would for other trainings.