

Seniors and People with Disabilities

James Toews  
Authorized Signature

Number: SPD-IM-10-086  
Issue Date: 12/1/2010

Topic: Developmental Disabilities

Subject: Workers' Compensation and the Personal Support Worker

Applies to (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                     | <input checked="" type="checkbox"/> County Mental Health Directors   |
| <input checked="" type="checkbox"/> Area Agencies on Aging     | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Children, Adults and Families         | <input checked="" type="checkbox"/> Seniors and People with Disabilities   |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Brokerage<br>Directors, Children's Intensive In-Home<br>Services, and Independent Choices<br>Program |

Message: The Oregon Home Care Commission has scheduled two NetLink Training Sessions for Personal Agents and Case Managers that work with Personal Support Workers.

These class sessions will provide Developmental Disability Brokerages and Community Developmental Disability and Mental Health Personal Agents and Case Managers with information about workers' compensation coverage for Personal Support Workers, their role in the process, and other topics related to the passage of House Bill 3618. Other topics covered in these NetLink training sessions are:

- . Role of the Oregon Home Care Commission
- . Role of the Workers' Compensation Coordinator
- . Training Opportunities for Personal Support Workers
- . Development Disability and Mental Health Committee

Course Title: The Role of the Personal Agent and Case Manager with Workers' Compensation for Personal Support Workers

Course Number: C02135

Training Session Dates:  
Monday, December 13, 2010 from 1:00 to 3:00 PM

Monday, December 20, 2010 from 1:00 to 3:00 PM

Below is a link to a Quick Reference Guide for Community Partners, which will guide participants through the process of registering for training sessions on the DHS Learning Center's website.

Link to Quick Reference Guide for Community Partners: see next page

Link to DHS Learning Center:

<https://dhslearn.hr.state.or.us>

Link to NetLink Technical Information:

<http://www.dhs.state.or.us/training/NetLink.htm#top>

Computer System Requirements: Computer with windows

- XP or below operating system
- Internet access
- Internet Explorer browser
- Computer with sound card

Once an individual registers to a NetLink session, the "Audio Test Site" is available 24/7 on their Learning Center Homepage.

Link to "Audio Test Site:"

<http://dhsNetLink/autotest/>

**Participants may join these NetLink training sessions individually or in group settings. Group sites are encouraged.**

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Cheryl Miller, Executive Director, Oregon Home Care Commission		
<b>Phone:</b>	503.378.2733	<b>Fax:</b>	503.378.5886
<b>E-mail:</b>	<a href="mailto:cheryl.sanders-miller@state.or.us">cheryl.sanders-miller@state.or.us</a>		

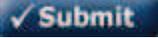


## Quick Reference Guide for Community Partners

<https://dhslearn.hr.state.or.us/>

### Logging In

#### First Visit

1. Type: <https://dhslearn.hr.state.or.us/> in the browser address line.
2. For first visit click on [**here**] to register.
3. Click on [**I am a DHS partner...**].
4. Click .
5. Create a **Login ID** and **Password**
6. Click .
7. Select an Organization: Select [**Other Organizations**] and click .

**NOTE:** Continue selecting Expand and an approximation of your organization until you can click on  which will open the User Profile screen. You must enter 3 organizational levels. You can edit this later.

8. User Profile: Required fields marked with \*.
- NOTE:** An example of Special Accommodation is "Need sign language interpreter".

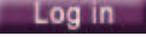
9. Click on .

#### Return Visits

1. Type: <https://dhslearn.hr.state.or.us/> in the browser Address line.

2. Type your **Login ID** and **Password**

**NOTE:** If you have forgotten your credentials, use "Forgot Login?" or "Forgot Password".

3. Click .

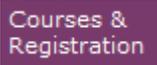
### Searching for Classes *(less is better...)*

#### Searching by Key Word

1. Click  on left navigation pane.
2. Click [**Find a Course and Register**]
3. Type key words, such as part of the course title:  .
4. Click .
5. Search results are listed in lower left frame. Scroll to find your course.  
(continued)

6. Click  to view course details.

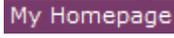
#### Searching by Course Number

1. Click  on left navigation pane
2. Click [**Find a Course & Register**]
3. Type
4. Click .
5. Search results are listed in lower left frame. Scroll to find your course.
5. Click  to view course details.

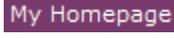
### Registering for a Class

1. Search, locate and view the class you want.
2. In the lower right corner, scroll down to the list of sessions.
3. Click on [Register](#) for your choice.
4. A [Cancel](#) link will appear. You are now registered.

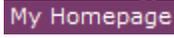
### Viewing Class Registration

1. Click on  in the left navigation pane.
2. Click on  tab.

### Canceling Class Registrations

3. Click on  in the left navigation pane.
4. Click on the  tab.
5. Left of the class you want to cancel your registration, Click [Cancel](#).

### Viewing Training History

1. Click on .
2. Click on .