



# Oregon

Kate Brown, Governor

## Department of Human Services

*Safety, Oversight and Quality*

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Date: May 5, 2021

To: All Adult Foster Homes

From: Aging and People with Disabilities  
ODHS Safety, Oversight and Quality Unit (SOQ)

Subject: **Important Communication – Action Requested**

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ODSH is replacing iLearn with a new system WorkDay Learning on June 17, 2021. The attached document provides additional information including important dates and actions that should be taken before and after iLearn is closed down. If you have caregivers that will be taking Six Rights sometime in the future, we are urging they complete the required online self-paced course C02865H before June 10<sup>th</sup> currently located in iLearn.

Additionally, ODHS will not be able to replace certificates. Please keep all training certificates safe. If you are unable to provide the certificate or a copy of your training transcript you or your staff may have to repeat the Six Rights course.

All updates and additional instructions will be posted on the AFH Training website. Access the web address frequently: <https://tinyurl.com/WorkDay-Classes>.

If you have questions, please contact your AFH Policy team:  
[APD.AFHTeam@dhsosha.state.or.us](mailto:APD.AFHTeam@dhsosha.state.or.us)

# ODHS TRAINING PROGRAM

## ODHS TRAINING PROGRAM: IMPORTANT NOTICE

**iLearn will no longer be available after June 14, 2021**

ODHS is moving the training courses from iLearn to WorkDay on June 14, 2021. Access to the new system, WorkDay will be on or after June 16, 2021.

<p><b>Now</b></p>	<p><b>Download your training transcripts:</b> When iLearn is replaced by WorkDay your training history will be lost. Copy this link and paste into your browser to access instructions on how to save your transcripts:  <a href="https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Save_Transcript_in_iLearn.pdf">https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Save_Transcript_in_iLearn.pdf</a></p>
<p><b>Before 6/10/2021</b></p>	<p>If you are planning on taking the Six Rights after WorkDay is available, you <b>must</b> complete the prerequisite course <b>C02865H</b> currently found in iLearn, no later than June 10, 2021. There are equipment and browser requirements:</p> <ul style="list-style-type: none"> <li>• Do not use smart phones or tablets;</li> <li>• Do not use Internet Explorer (IE) it is no longer supported. Use Firefox, Chrome or MS Edge;</li> <li>• Clear your cache, and allow pop-ups;</li> <li>• Do not leave and come back to the course, it will not register your results;</li> <li>• If you do not score 100% it will not show as completed;</li> <li>• Check your transcript after completion, if it doesn't show as completed, you'll need to verify you used the proper equipment/browser. If not completed take again but use a different browser.</li> <li>• Download your transcript after completion following the instructions listed in "Now".</li> </ul>
<p><b>Starting 6/12/2021</b></p>	<p>Check this site daily for additional information and instructions on how to create a WorkDay profile and how to register for classes.            Go to - <a href="https://tinyurl.com/WorkDay-Classes">https://tinyurl.com/WorkDay-Classes</a></p>
<p><b>Starting 6/17/2021</b></p>	<p>Create your new WorkDay profile and register for course. Instructions will be posted when available.</p>

Listed below are the Session Dates. You **will not** be able to register until after WorkDay is online and courses are built – June 17, 2021. Registration is first come first served and there is a maximum of 40 students per session. Course titles and numbers are likely to be different. When instructions are available on how to search for courses will be provided.

Six Rights: July 7th, Aug 25th, Sep 1st, Oct 27th, Nov 3rd and Dec 22nd from 1PM – 3:30PM  
 Infection Control: Oct 27th from 9AM – 11:30AM  
 Fatal Four: Aug 25th from 9AM – 11:30AM